

## **Process to follow for determining classification of film by a licensing authority**

1. Licensing Authority to request the following information to help with their determination:
  - name of the film maker,
  - a brief synopsis of the film,
  - total running time of the film,
  - any filmmaker recommendations in respect of age limit for the intended audience for exhibition of the film
  - information identifying the material within the film considered by the exhibitor to be likely to have a bearing on the age limit for the audience for exhibition of the film,
  - language spoken in the film and whether there are subtitles in English,
  - details of how any age restrictions will be enforced,
  - a full and final version of the copy of the film(s) either in DVD format or a link to the film.
2. Licensing authority to collate information into a report and set a date for Licensing Sub-Committee to commence 5 working days following the initial request.
3. Prior to meeting, report shared with members of committee together with a link to the video or a copy of the DVD.
4. Pre-brief to take place between legal, democratic services and Licensing to ensure they have viewed the film and are able to understand the classifications.
5. Meeting to convene at council building, where the applicant will be invited.
6. Members to deliberate in private and make decision on classification.
7. Decision of classification given verbally to all parties on the day, written copies to go out within 5 working days.