

# Film and TV Production Restart Scheme Application Guidance

**Step 1:** Please read the [scheme rules](#) to determine if your production is eligible and to understand the criteria.

**Step 2:** If you believe your production is eligible, please complete an application form and submit it to [restartscheme@marshcommercial.co.uk](mailto:restartscheme@marshcommercial.co.uk) along with all the required supporting documentation listed in the form, which is available [here](#) along with FAQs. Application forms: [Application Form- Lead Producer](#)  
[Application Form- Co-Producer](#)

#### Supporting documentation:

1. Production budget
2. List of deductions to be made to budget allowed under Annex 1 of scheme rules ([Template available here](#))
3. Production shooting schedules (including start/end dates and locations)
4. Split Budget (if expenditure takes place in the UK and outside the UK, a [template is available here](#))
5. Copy of the interim certificate for tax relief (only applicable for projects that qualify for the film or television tax reliefs)
6. Self-Assessment of the Cultural Test to be completed for the Restart Scheme (only applicable for non-tax relief projects – see Annex below)
7. A [pro forma letter](#) from an insurance broker
8. A production contract, financing agreement or trust letter in place (please refer to scheme rules for further information in respect of acceptable production contracts)
9. Relevant correspondence with the provider(s) of any existing insurance policy with the regulated insurance broker or the two regulated insurers where cover for COVID-19 risks was requested.
10. Documentary evidence demonstrating that the production is not included in the scope of any group insurance policy or self-insurance structure and is not eligible to participate in any alternative

compensation or insurance scheme or fund established outside of the UK for purposes similar to those of the scheme.

11. Formal notifications from the commissioning broadcaster and/or finance provider(s) that: the production was not able to commence or restart as a result of your inability to obtain cover for COVID-19 risks; or the production was able to commence or restart after the Effective Date on the basis of your anticipated eligibility for the scheme.
12. Any other documentation requested by DCMS that might reasonably evidence that the eligible production meets the Commercial Viability Criteria.

**Step 3:** Once your application is received along with all supporting documents, we will assess it against the criteria and establish a fee taking into account [deductions](#). We will come back to you with any queries we may have.

**Step 4:** If your application is successful we will issue an invoice, and then a certificate confirming registration with the scheme. In the case of an application for registration made on or after 1 April 2021, the Fee must be paid by the end of the period of 14 days beginning with the day on which an invoice for the Fee is issued to the eligible production.

**Step 5:** Once payment has been received we will issue a Certificate confirming production is covered under the scheme.



If you have any questions, please call our dedicated team on:

**0333 015 1253**. Alternatively, for general enquiries you can email:  
[restartscheme@marshcommercial.co.uk](mailto:restartscheme@marshcommercial.co.uk)

or for claim enquiries please email:  
[restartschemeclaims@marshcommercial.co.uk](mailto:restartschemeclaims@marshcommercial.co.uk)