



Age Ratings You Trust

## Video Pre-Booking Express (Video PBE) and Premium PBE

Video Pre-Booking Express (Video PBE) is a fast-track service that allows customers to pre-book a viewing slot for a work and receive a category decision on the day of the viewing, subject to the stated terms and conditions. You can make a PBE booking for any future date as long as you give us at least two working days' notice between booking and the viewing slot itself.

We are also currently trialling a new service, Premium PBE. This service offers an ideal solution for any last-minute submissions by providing 180 minutes of Premium PBE viewing each afternoon. A major benefit of Premium PBE over regular Video PBE is that Premium slots are only available for booking from 9am to 5pm one working day in advance of the viewing. This means that, subject to availability, you will be able to submit your work with just one working day's notice.

PBE and Premium PBE attract higher fees than standard submissions. See the 'Video PBE and Premium PBE Fees' section for further information.

There is no limit on the number of works an individual company can submit under the Video PBE or Premium PBE services in any week or month, but the BBFC reserves the right to introduce such limits without notice.

### How to submit your work for Video and Premium PBE

#### 1) What to know before booking

Video PBE and Premium PBE are designed solely for video material that is uncontroversial in nature and straightforward to classify within a short time frame.

Video PBE	Premium PBE
<p>There is no limit on the overall runtime or number of elements you can book. You should bear in mind, however, that particularly complex works, such as those with many elements or interactive features, are only acceptable for Video PBE if we receive the media items with enough time to measure the work before viewing.</p> <p>If the running time for a work exceeds 180 minutes, we will schedule it over two or more PBE sessions. In these situations, we will issue the age rating category by the deadline for the final PBE session.</p>	<p>All Premium PBE works must be 180 minutes or less in running time. There is only 180 minutes of Premium PBE available each afternoon. Particularly complex works, such as those with many elements or interactive features, are unlikely to be acceptable for Premium PBE. We cannot process technical comparisons, distributor changes or titles changes under Premium PBE. Please see more information about this in the Appendix.</p> <p>If you are unsure whether your work is suitable for Premium PBE, please contact the customer helpline to discuss your submission.</p>

Video and Premium PBE are suitable only for submissions which:

- would normally be suitable for classification;
- are not likely to be controversial and which do not raise difficult classification or legal issues;
- are not likely to have a significant impact on the public perception of the BBFC or the standards it applies.

N.B. Bookings for works in languages other than English are subject to the availability of suitable interpreters.

Please find more information on the suitability of works in the Appendix at the end of this document. If you have any queries prior to booking, please contact the customer helpline on [helpline@bbfc.co.uk](mailto:helpline@bbfc.co.uk) or 020 7440 0299.

## 2) Guidance for making a Video or Premium PBE booking

Video PBE	Premium PBE
<p>You must book online using the PBE option within the Video submission form on the BBFC Extranet. You can make a booking for any future date provided we receive at least two working days' notice between the time of the booking and the viewing slot itself.</p> <p>We allocate PBE sessions on a first-come, first-served basis. You must select either an AM or a PM session. You can submit a work of any length but if the runtime exceeds 180 minutes, the submission will span multiple sessions accordingly and we will deliver the decision at the deadline relevant to the last viewing slot.</p> <p>You may cancel bookings without charge up to 6pm two working days before the booked PBE session. See section 4 for deadline details.</p> <p>You may substitute a work provided as long as you notify us by 6pm two working days before the booked PBE session and provided the new running time does not exceed the original booked time.</p> <p>You may move a work to a different Video PBE session, but please note that if we receive the request after 6pm two working days before the booked PBE session, we will charge a £200 withdrawal fee + VAT.</p>	<p>You must either book online using the Premium PBE option within the Video submission form on the BBFC Extranet, or by calling Helpline to upgrade a title that has already been submitted to the BBFC. You can only make a booking for the following working day in the PM session.</p> <p>We allocate Premium PBE sessions on a first-come, first-served basis. You can make a Premium PBE booking from 9am to 5pm for works to be viewed during the following working day.</p> <p>If you cancel or reschedule a booking any time after we confirm the viewing slot, we will charge a £200 withdrawal fee + VAT.</p> <p>If you substitute a work, we will charge a £200 withdrawal fee + VAT.</p>

Please note that, in order for the booking process to be successful, you must provide the name and telephone number of a dedicated contact at your company who is dealing with the submission.

Once you have made a booking, we will send you an email to you confirming the booking details and the date by which you must deliver the content to us.

### 3) Labelling your submission

When we confirm your booking, we will provide you with a 'media item number'. If you are delivering your content on a disc, please ensure that you write this number on the label of the submitted disc and that you clearly mark any package containing media items for PBE with either 'Video PBE service' or 'Premium PBE service'. If you are submitting your content digitally via Globus, please ensure the file has the correct ten-digit file name.

### 4) Deadline for delivery of media items to the BBFC

Video PBE	Premium PBE
For bookings starting in an AM session: 3pm the working day before that session (or 4pm for works of 5 minutes or less).	For all Premium PBEs: 9.30am on the day of that session (or 11am for works of 5 minutes or less).
For bookings starting in a PM session: 9.30am on the day of that session (or 11am for works of 5 minutes or less).	

If we have not received the correct media items by these deadlines, you will forfeit your PBE slot and we will charge a withdrawal fee.

### Video PBE and Premium PBE Fees

Video PBE	Premium PBE
The running time you supply us with at the booking stage will be rounded up to the nearest 15 minutes (or to 5 minutes for works with a running time of less than 5 minutes). This rounded up running time is referred to as the 'booked time'. The fee will be based on the booked time, at a rate of standard tariff + 10%.	The running time you supply us with at the booking stage will be rounded up to the nearest 15 minutes (or to 5 minutes for works with a running time of less than 5 minutes). This rounded up running time is referred to as the 'booked time'. The fee will be based on the booked time, at a rate of standard tariff + 50%.
Please note that the +10% will still be charged if a work is deemed unacceptable for Video PBE during its examination, but all deadlines for delivering a category decision will be null and void.	Please note that the +50% will still be charged if a work is deemed unacceptable for Premium PBE during its examination, but all deadlines for delivering a category decision will be null and void.

## **Deadlines for receiving Video PBE and Premium PBE fees**

- For bookings starting in an AM session: 3pm the working day before that session.
- For bookings starting in a PM session and Premium PBEs: 9.30am on the day of that session.

If we do not receive the correct fees by these deadlines, you will forfeit your Video PBE or Premium PBE slot and we will charge a withdrawal fee.

If you cancel or move a Video PBE booking after 6pm two working days before the booked PBE session, we will charge a withdrawal fee of £200 + VAT. If you cancel or reschedule a Premium PBE booking any time after the viewing slot is confirmed, we will charge a withdrawal fee of £200 + VAT.

If we do not receive either the fee or media items by their respective deadlines, we will charge a withdrawal fee of £200 + VAT. Full of details of our fees and service charges can be found [here](#).

## **Measurement of media item(s)**

If we encounter a technical problem during measurement then we will notify you so that you are able to send a rectified version prior to the content's delivery deadline. If you are unable to resubmit by this time, we will charge a withdrawal fee and move the booking to a later slot, or into the standard workflow, depending on your preference.

In addition, if the BBFC finds the length of the work exceeds the length of the Video or Premium PBE slot you have booked, we may need to withdraw or reschedule your work and charge a withdrawal fee.

In order to limit the chances of us encountering a technical problem, please ensure your work meets our [technical requirements](#).

## **Receiving your category decision**

As long as a work is suitable for the PBE service, we will make the age rating, the BBFC Insight and the registration (VF) number available on the Extranet according to the following deadlines:

- Video PBE works being examined in an AM session: 2pm the same day.
- Video PBE and Premium PBE works being examined in a PM session: 6pm the same day.
- If a Video PBE work has a running time of more than 180 minutes, requiring it to be examined across more than one PBE viewing slot, we will deliver the decision at the deadline relevant to the last viewing slot.

Please note that if we find, in the course of examining a PBE or Premium PBE work, that it is unsuitable for the PBE service in accordance with our stated criteria, we will transfer the work into the standard submission process but we reserve the right to charge the PBE fee. We will notify you by the relevant PBE deadline if this is the case, and after that, all deadlines for delivering a category decision for this submission will be null and void.

### **Additional notes**

The Video PBE and Premium PBE services are only available during normal working hours (9am-6pm Monday-Friday). They are not available at weekends or on bank holidays, and may be withdrawn at any time.

By submitting a work for classification using these services, you accept that the BBFC is not liable for any losses caused by any failure to meet the stated deadlines.

### **Appendix**

The following are unacceptable for Video PBE and Premium PBE:

- Identical, re-edited, extended or abridged versions of a video or theatrical work which has been cut or rejected.
- Works whose classification, in the opinion of the BBFC, is likely to have a significant impact on the public perception of the BBFC or the standards it applies. This is likely to include, but is not limited to, works dealing with controversial themes such as paedophilia or racism, or which have already attracted public or media concern about their classification or effects.

The following are likely to be unacceptable for Video PBE and Premium PBE:

- Sex works.
- Sex education works.
- Works containing explicit images of real sexual activity.
- Works containing sexual or sadistic threat.
- Works containing sexual or sadistic violence.
- Works containing images of a child actor or child character (whether live action or not) under 18 who is nude, partially nude, engaged in sexual posing or sexual activity, or who appears in close proximity to adults who are engaged in sexual posing or sexual activity.
- Works containing scenes in which vertebrate animals appear to suffer, or to be placed at risk of suffering, real pain, injury or harm, or to have been goaded to anger in any way, and which have not been supervised by the RSPCA or the American Humane Association or similar.
- Works containing real criminal activity.

Please note that this is not an exhaustive list.

If you are unsure if your work is suitable to be processed as Video PBE or Premium PBE, or if you have any other questions regarding these services, please contact the customer helpline on [helpline@bbfc.co.uk](mailto:helpline@bbfc.co.uk) or 020 7440 0299 for advice.

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