



## **Submission Guide:**

### **Theatrical content for distribution in cinemas**

#### **Introduction**

This document explains how to obtain BBFC classifications under the Licensing Act 2003 (“the Act”) for theatrical content intended for distribution in cinemas.

This covers all content to be released theatrically. Please note this does not cover video releases or content that is being distributed solely online by means of download or streaming.

#### **Process overview**

1. Request a booking date in our theatre via the extranet.
2. We will contact you to confirm the viewing date and our delivery and payment deadlines.
3. Deliver the content in the format that it is going to be released (DCP, DVD-Video or Blu-rayVideo), with an open KDM, if required.
4. You must pay the full fee prior to viewing. We will then schedule the work to be viewed.
5. We will issue the Black Card via email and make the classification certificate available on your BBFC extranet page.

#### **What you need to start**

Please note that our theatre is often fully booked between 7-10 working days in advance. If we are unable to view your film within 3 working days of your ideal viewing date, we will pay for an outside venue to ensure we meet this target. Ordinarily, we will issue the Black Card and classification certificate within 48 hours of the viewing.

- You will need a BBFC customer account and a BBFC extranet login.
- You will need to fill in the submission form on the extranet (<https://extranet.bbfc.co.uk>), complete payment and supply the correctly formatted content, with an open KDM, if required.
- You must supply the exact version that will be screened in cinemas to the public – this includes full colour correction and final sound mix. Any watermarks / DOGs must satisfy our policy:  
<http://www.bbfc.co.uk/industry-services/additional-information/technical-requirements#dog>

## What content do I need to distribute with a BBFC classification?

All content to be released in cinemas in the UK must be submitted for classification, unless permission is granted by the licensing authority in the area where the work is being shown.

Our policies relating to IMAX and 4DX releases and theatrical re-releases can be found here:

- IMAX:  
<http://www.bbfc.co.uk/industry-services/theatrical-ratings>
- 4DX:  
<http://www.bbfc.co.uk/industry-services/theatrical-ratings>
- Theatrical reclassification of re-releases:  
<http://www.bbfc.co.uk/sites/default/files/attachments/Reclassification%20of%20Films%20Being%20Re-Released%20in%20UK%20Cinemas%20-%20guidance%20for%20distributors%20-%20April%202018.pdf>

## How much does it cost?

We charge a submission fee of £106.97 + £7.46 per-minute fee + VAT for a theatrical submission.

For example, for a 90-minute submission we would charge £778.37 + VAT.

You may find full fee information here: <http://www.bbfc.co.uk/industry-services/additional-information/fee-tariff#theatrical>

Our fee calculator is here: <http://www.bbfc.co.uk/industry-services/fee-calculator>  
(Please select "Theatrical" and "Standard" rate)

## How long should it take?

We take bookings on a first-come, first-served basis. Our theatre is often fully booked between 7-10 working days in advance. If we are unable to view your film within 3 working days of your ideal viewing date, we will pay for an outside venue to ensure we meet this target. Ordinarily, we will issue the Black Card and classification certificate within 48 hours of the viewing. **Please note that turnaround times may vary according to submission volumes, the nature of the individual work and other factors.**

For a faster turnaround we offer a limited number of Pre-Booking Express (PBE) viewing slots that you may book in advance. There is a small fee uplift for this premium service. You may find more information here:

<http://www.bbfc.co.uk/industry-services/additional-information/pre-booking-express>

## How do I pay?

We require upfront payment on all works. Once our Finance team has calculated the fee, we will contact you with information on how to pay.

Alternatively we can hold funds on deposit of a minimum of £1,000. If those funds are greater than the value of your submission, we will schedule your work for classification.

If you do not settle your invoice by the payment deadline, this may prevent your future submissions from being classified. We will issue a withdrawal fee of £204 if payment is not received by the deadline.

## **In what format should I submit my content?**

You must submit your content in the same format that it will be released in cinemas. You may submit your content as a DCP, 35mm or on DVD-Video or Blu-ray-Video.

DCP theatrical features should be submitted on a CRU HDD or HDD.

DCP theatrical trailers should be submitted on a USB or via a file upload client or FTP. Digital download links for trailers should be sent to [projection@bbfc.co.uk](mailto:projection@bbfc.co.uk)

Please contact [projection@bbfc.co.uk](mailto:projection@bbfc.co.uk) if you are submitting content on 35mm as we will need to make special arrangements for the screening.

Further details for supplying theatrical content can be found here:

<http://www.bbfc.co.uk/industry-services/additional-information/technical-requirements#Theatrical>

We do not accept other formats for classification under the Act. Films and trailers that are only being shown in cinemas on other video media such as ProRes, HDCam, BetaSP or DigiBeta must be submitted to us on a DVD-Video struck from the theatrical master.

You must supply the exact version that will be made available to the public – this includes full colourcorrection and final sound mix.

Please note, we will charge a withdrawal fee of £204 if we do not receive your content and an open KDM, if needed, by the delivery deadline.

## **How do I submit?**

If you require a classification from us you must create a submission record via our extranet here:

<https://identity.bbfc.co.uk/oxauth/login>

If you do not have a BBFC account and extranet access you may request these here:

<http://www.bbfc.co.uk/customer>

## **Delivering your content for viewing**

Please send DCPs, 35mm reels and discs to us at BBFC, 3 Soho Square, London W1D 3HD. KDMs and digital download links for trailers should be sent to [projection@bbfc.co.uk](mailto:projection@bbfc.co.uk)



## What happens once my work is classified?

We will email your Black Card and supply your classification certificate to your extranet page straight away. The work is now formally classified and you may release it in cinemas. We will publish the classification decision on our public database at <http://www.bbfc.co.uk> , on our free App and on the BBFC Twitter feed at <http://twitter.com/bbfc>

## What do I need to do with my classification?

We recommend that the black card image appear at the start of the film for at least 5 seconds and in such a way that it can be seen on screen by any member of the audience.

We offer guidance on how to publicise the rating on print ads, theatrical posters and TV spots: <http://www.bbfc.co.uk/sites/default/files/attachments/CCA%20Guidance%20for%20Distributors%20%28updated%20March%202013%29.pdf>

## How can I use my classification?

This classification is for films released in cinemas in the UK. You may not use this classification for home entertainment or digital video services.

## Where can I get more help with my theatrical submission?

Our business hours are Monday to Friday 9am to 6pm (excluding UK public holidays).

### Customer Helpline

Email: [helpline@bbfc.co.uk](mailto:helpline@bbfc.co.uk)  
Phone: 020 7440 0299

### Projection

Email: [projection@bbfc.co.uk](mailto:projection@bbfc.co.uk)  
Phone: 020 7440 1590

### Finance

Email: [finance@bbfc.co.uk](mailto:finance@bbfc.co.uk)  
Phone: 020 7440 0371 / 0389