# **BBC Content Access Reporting Form**

To grow our understanding of the potential access cost barriers faced by producers and how we as an industry can better anticipate these, we ask all our producers to detail their access requirements and costs in their programme budgets and this separate Access Recording Template at the point of commission.

Please respect confidentiality by not naming cast / crew, nor their conditions.

**Production company:**

**Production and BBC contract number:**

**Name of the person completing this form responsible for access requirements:**

**Position:**

**Date funding approval is needed by:**

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| **Access barrier****(what is the issue?)** | **Access solution****(what will you put in place?)** | **Off/on-screen talent?** | **Cost** |
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|  |  | **Total cost:** |  |

Additional rows can be added as required.

You may want to consider the below costs. Please not this is not an exhaustive list:

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| --- | --- |
| **Cost type** | **Description/examples** |
| Access Coordinator | Overseeing and facilitating adjustments for cast and crew |
| Specialist training  | Training required for cast and crew to be made familiar with any adjustment requirements |
| Human support | Eg, Support workers, BSL interpreters, additional runners etc |
| Additional travel & transport | Eg, Access travel requirements, specialist vehicles etc |
| Additional accommodation | Eg, Alternative accessible accommodation for all cast and crew to ensure everyone is on the same site; additional overnights etc |
| Additional hours filming and/or editing | Extra time needed for filming and editing |
| Specialist equipment or technology - hiring or buying | Eg Swapping fluorescent bulbs for LED, hiring chairs with arms, installing dictation software etc |
| Accessible formatting of content or documents | Eg, Easy Read call sheets, coloured paper, transcriptions of rushes, subtitling of rough cuts etc |
| Additional costs for hiring accessible production spaces and facilities |  Eg, Edit suites with lifts and accessible entrances, studios with [Changing Places](https://www.changing-places.org/) facilities, location trucks with induction loops etc |
| Costs for adapting production spaces and facilities | Eg, Hiring an accessible portaloo, building a ramp, altering signage etc |