01 / DEFINE THE REQUEST

Project and route brief

Complete this sheet before allocating applications. Duplicate it if separate units or applicants need different routes.

Production title / version / working dates

Applicant / production company / country

Format / intended use / proposed filming activity

Production contact / application coordinator

Locations / states / travelling crew or equipment

Record the route - do not assume it

Confirm the route for the applicant and production type using the current official instructions. Separate the project decision from site access, specialist activities and crew-entry requirements.

Authority or Indian mission / official application channel

Official source checked / date checked / questions outstanding

Preparation check

- ☐ Script, synopsis or concept prepared for the applicable route.
- ☐ Location dates, crew information and equipment details assembled.
- ☐ Route-specific forms, supporting records and signatory confirmed.

02 / TRACK EACH APPROVAL

Location and decision register

Use one row per permission or owner consent. Keep project permission, site access and specialist approvals separate.

Status key: To prepare / Submitted / Awaiting clarification / Approved with conditions / Approved / Declined. Record the written decision reference; a submission receipt is not approval.

Site / activity / dates	Authority / owner / request owner	Status / decision reference	Conditions / next action / due date

Before treating a location as ready

- ☐ Written scope and dates match the planned activity.
- ☐ Conditions, access limits and any linked approvals are recorded.
- ☐ Responsible production contact has received the decision and open items.

03 / CONTROL CHANGES

Amendments and handover

Keep the approved version, later changes and supporting records together. Assign a named owner to every unresolved item.

Change log

Change / date raised	Authority contacted / owner	Response / reference / next action

Handover check

- ☐ Decision letters and conditions saved with the current schedule.
- ☐ Changed dates, locations, crew or activities checked with the relevant authority.
- ☐ Fees, receipts and supporting records filed where applicable.
- ☐ Outstanding requests and responsibilities passed to the production contact.

Prepared by / reviewed by / handover date

Reference and use

This is a printable working tracker, not a government form, legal advice or a complete list of permissions. It does not confer permission to film. Confirm the route and requirements with the responsible authority or Indian mission. Incentive approval is a separate matter.

Read the CP guide: Filming Permissions in India
celluloidpact.com/filming-permissions-in-india/

India Cine Hub: international project applications

India Cine Hub: domestic project applications

MEA: documentary and audiovisual-commercial guidance