

## Schedule 4

### BBC Audio & Music Compliance Form

(Independent Producers – January 2009)

Please complete this form, having referred if necessary to the BBC's Editorial Guidelines ([bbc.co.uk/guidelines/editorialguidelines/](http://bbc.co.uk/guidelines/editorialguidelines/)) and accompanying Guidance Notes ([bbc.co.uk/guidelines/editorialguidelines/advice/](http://bbc.co.uk/guidelines/editorialguidelines/advice/)), and return it by e-mail to:

R1 [joe.harland@bbc.co.uk](mailto:joe.harland@bbc.co.uk)  
1Xtra [charmaine.cozier@bbc.co.uk](mailto:charmaine.cozier@bbc.co.uk)  
R2 / 6M [julian.grundy@bbc.co.uk](mailto:julian.grundy@bbc.co.uk) or fax 020 7765 3812  
R3 [r3compliance@bbc.co.uk](mailto:r3compliance@bbc.co.uk)  
R4 [compliance-r4@bbc.co.uk](mailto:compliance-r4@bbc.co.uk)  
R5L [5livecompliance@bbc.co.uk](mailto:5livecompliance@bbc.co.uk)  
Asian Network [Mike.curtis@bbc.co.uk](mailto:Mike.curtis@bbc.co.uk)

Independent Production Company Name			
Producer's name (Exec. Producer)		Contact telephone number	
Producer's mobile/home number:		Time of tx contact number:	

Programme Title			
Series Title (if any)		No. of episodes in Series	
Programme Number		Programme Duration	
TX Network		TX date/time	

Programme synopsis:
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You are required to answer “yes” or “no” to each of the following questions to say whether the programme involves any of the material or issues listed. If you answer “yes” you must provide the additional information specified (unless to do is stated to be discretionary).

		Answer Y or N	Further information required
LEGAL ISSUES	Has a BBC lawyer been consulted?		<i>State name and date, a short indication of the issue(s), but not the advice given</i>
OFFENSIVE LANGUAGE	Strong, most offensive, language?		<i>Detail, and name BBC person who authorised it</i>
	Other language (e.g. blasphemy) which may offend?		<i>Give details</i>
SEXUAL CONTENT	Sexual content, either descriptive or innuendo?		<i>Provision of further detail is discretionary</i>
IMITATIVE BEHAVIOUR	Drug or solvent abuse?		<i>Give details</i>
	Suicide, self harm, hanging?		<i>Give details</i>
	Other potentially dangerous behaviour?		<i>Give details</i>
	Use of alcohol or smoking?		<i>Give details</i>
PORTRAYAL	Potentially contentious portrayal of disabled people, religious groups or minorities?		<i>Provision of further detail is discretionary</i>
DISTURBING CONTENT	Images which audiences may find disturbing?		<i>Provision of further detail is discretionary</i>
	Depictions of violence, disasters, accidents, kidnapping, exorcism, occult paranormal or horror, real or fictional?		<i>Provision of further detail is discretionary</i>
	Violence involving children or domestic violence?		<i>Give details</i>
CRIME AND ANTISOCIAL BEHAVIOUR	Interviews with criminals?		<i>Name interviewee, and BBC person who authorised it</i>
	Demonstration of illegal activity?		<i>Give details</i>

REAL PEOPLE	Public figures as contributors?		<i>Provision of further detail is discretionary</i>
	References to public figures		<i>Provision of further detail is discretionary</i>
PRIVACY	Does the programme contain material of a personal or private nature?  Does the programme contain any secret recording?		<i>Specify if personal/private material is included. If secret recording is used, name the BBC person who authorised it</i>
IMPARTIALITY, ACCURACY & FAIRNESS	Does the programme deal with matters of public or political controversy?		<i>Give details</i>
	Is there a personal view or "authored" content which is not balanced within the programme?		<i>Provision of further detail is discretionary</i>
	Is a balancing programme required?		<i>Detail, and name BBC person who authorised this</i>
	Dramatic representations of living people or people with close living relatives?		<i>List names</i>
	Has any contributor required or been promised anonymity?		<i>Give details</i>
POLITICS	Reference to opinion polls/surveys?		<i>Detail, and state date of approval by Chief Political Adviser</i>
	Interview or appearance by party leader?		<i>Detail, and state date of approval by Chief Political Adviser</i>
EDITORIAL INTEGRITY	References to sponsors?		<i>List them</i>
	References to commercial products/brands		<i>List them</i>
	Have any actual or potential conflicts of interest arisen in respect of presenters, contributors or others involved in this production?		<i>Give details</i>
SENSITIVE ISSUES	Apart from the above, is there		<i>Give details</i>

	anything else in the programme which should be borne in mind ahead of tx or possible future repeat?		
CONTROLLER OF EDITORIAL POLICY MANDATORY APPROVAL	Does the programme contain anything that requires the prior approval of the Controller of Editorial Policy (see <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/referrals/">bbc.co.uk/guidelines/editorialguidelines/referrals/</a> )		Give details
INTERACTIVITY	Does the programme include a competition?		If "yes" name the people who authorised the approval form [ <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/">http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/</a> ]
	Audience voting?		If "yes" name the people who authorised the approval form [ <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/">http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/</a> ]
	BBC Awards?		If "yes" name the people who authorised the approval form [ <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/">http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/</a> ]
	Premium Rate Telephony?		If "yes" name the people who authorised the approval form [ <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/">http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/</a> ]
	Non-Premium Rate Telephony?		If "yes" name the people who authorised the approval form [ <a href="http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/">http://www.bbc.co.uk/guidelines/editorialguidelines/advice/interactivity/forms/</a> ]

If the Network has agreed a warning in the programme continuity announcement please insert the proposed text here	
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TX recommendation if played elsewhere or made available on demand	<p><b>Delete two of these:</b></p> <ul style="list-style-type: none"> <li>• Yes (i.e. can be broadcast anywhere, any time)</li> <li>• No (i.e. must not be broadcast again without prior review)</li> <li>• With Restrictions – specify (e.g. not close to children's programmes, or not during an election campaign)</li> </ul> <p>If this programme becomes subject to a complaint which may affect its compliance status, please provide details:</p> <p>BBC Information reference number for red-flagged complaint (if known):</p>
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Additional editorial content for audience	
Helpline number:	
Website address:	

**COMPLIANCE CONFIRMATION:**

I have listened to this programme in full:	Yes / No ( <i>delete one</i> )
If "No", explain why you think the programme is compliant:	
<b>I confirm that this programme has been made in accordance with the BBC's Editorial Guidelines and is compliant for the tx date/time:</b>	
<p>.....</p> <b>Signed by the duly authorised representative of the Independent Production Company as specified in clause 6 of the Commissioning Specification (i.e. the Executive Producer or, where no executive producer is specified in clause 3 of the Commissioning Specification, the Programme's producer).</b>	
Print name:	