



## **Submission Guide:**

### **Video content for distribution on physical formats**

#### **Introduction**

This document explains how to obtain BBFC classifications under the Video Recordings Act 1984 ("the Act") for video content intended for distribution on physical formats.

This covers all content to be released on DVD, Blu-ray and any other physical video formats (for example a work distributed on a memory stick). This document refers to these collectively as "video". Please note this does not cover cinema releases or content that is being distributed solely by means of download or streaming.

#### **Process overview**

1. Decide which elements of your content you need to submit for classification.
2. Create a submission via our extranet.
3. Deliver the content either as a digital file via Globus or on DVD-Video or Blu-ray-Video.
4. We will contact you to confirm the fee.
5. You must pay the full fee prior to viewing. We will then schedule the work to be viewed.
6. We will issue a rating decision to your BBFC extranet page.
7. You must accept the decision via the extranet to continue, or contact us if you wish to discuss the classification further.
8. You must then submit packaging artwork for approval, or opt out of the Video Packaging Review Committee scheme ("the packaging scheme").
9. Only once you have completed steps 8 and 9 and we have issued the classification certificate to your extranet account may you distribute your work.

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

Please note that it takes between 7-10 calendar days to get a classification.

- 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.

- You must supply the exact version that will be on sale 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>
- If you are supplying a file digitally you must be integrated with Globus:  
<https://www.globus.org/>
- You must add the classification symbol and related information to the disc label and packaging in such a way as to ensure that the product complies with the statutory labelling regulations:  
<http://www.bbfc.co.uk/industry-services/video/labelling-regulations>

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

All content to be supplied for sale or hire in the UK must be submitted for classification, unless it is exempt under the terms of the Act.

There have recently been changes to the exemption criteria. If you are supplying content for sale or hire that may have previously been exempt from classification you must now consider whether your content may be unsuitable for those under 12 years old.

You will find guidance about what is not suitable for those under 12 and therefore requires classification here:

[https://www.bbfc.co.uk/website/OnlineSubmissions.nsf/help\\_Exemption.xsp](https://www.bbfc.co.uk/website/OnlineSubmissions.nsf/help_Exemption.xsp)

A video release may contain a number of video works. You should consider the criteria for exemption in relation to each individual element that will appear on the final product. Some elements may be exempt, some will not be exempt. You must submit all non-exempt content.

You must consider a long-form music concert in its entirety, but you may consider a compilation of separate music videos as individual elements.

Please note that it is your responsibility to determine whether or not elements need to be submitted to the BBFC. If you are not sure whether an element may be considered exempt, we recommend you submit it to us for classification.

## **How much does it cost?**

We charge £76 + £6.08 per minute fee + VAT for a video submission.

For example, for a 90-minute submission we would charge £623.20 + VAT.

### Submitting multiple elements

If submitted together for one overall classification, the individual elements will incur just one £76 charge plus the overall per-minute fee. Please note, however, those elements must always be distributed together in order to use the classification.

Alternatively, you may wish to submit the elements individually for separate classifications. In this instance, we apply a £76 charge for each element. This provides you with the flexibility to re-use the elements in different combinations in the future.

You may find full fee information here under the 'Video' heading:

<http://www.bbfc.co.uk/industry-services/additional-information/fee-tariff>

Our fee calculator is here:

<http://www.bbfc.co.uk/industry-services/fee-calculator>

(Please select "DVD/Blu-ray" and "Standard" rate)

## How long should it take?

We view content on a first-come, first-served basis. We provide a classification within 7-10 calendar days following payment. **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>

Turnaround times begin once we have received the content in a viewable format.

## 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 within 30 days, this will prevent your future submissions from being classified. We will issue a withdrawal fee of £100 at the end of the 30 days if payment is not received.

If another division within your company is already working with us, you may be able to submit your work against existing funds held on their account. Please contact [finance@bbfc.co.uk](mailto:finance@bbfc.co.uk) to discuss this.

## In what format should I submit my content?

You may submit your content as a digital file (in our required MP4 specification supplied using Globus) or on DVD-Video or Blu-ray-Video.

Further details for supplying digital files are here:

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

Further details for supplying on DVD-Video or Blu-ray-Video are here:

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

We do not accept other formats for classification under the Act (for example digital files on data discs).

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

You will find information about multiple audio tracks and subtitles here:

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

On-screen graphics:

Works can only have discreet watermarks / DOGs. We may reject works if the graphics are in breach of our policy. Further details are here:

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

Please note, we will charge a withdrawal fee of £100 if we do not receive your content within 30 days of completing your submission form.

## How do I submit?

If you require a classification from us you must create a submission record via our extranet here:  
<https://www.bbfc.co.uk/website/OnlineSubmissions.nsf>

If you do not have a BBFC account and extranet access you may request these here:  
<http://www.bbfc.co.uk/customer>

## Delivering your files for viewing

You can read our digital file submission guide here:  
[https://www.bbfc.co.uk/website/OnlineSubmissions.nsf/help\\_VRAFileSub\\_Overview.xsp\\*](https://www.bbfc.co.uk/website/OnlineSubmissions.nsf/help_VRAFileSub_Overview.xsp*)

Please send discs to us at BBFC, 3 Soho Square, London W1D 3HD.

## What happens after submitting?

1. Once we have received your work and payment, we will begin the classification process.
2. Once we have examined your work we will make our decision available on your BBFC extranet page.

You can accept classification decisions on the extranet. To do so, please click the 'Works Awaiting Acceptance' link on the left-hand navigation column, click on the listing for this work, then scroll down and click 'Accept BBFC Category'.

3. Once you have accepted your classification you should then submit your packaging for approval before you may use your classification.

All BBFC customers are automatically opted into the Video Packaging Review Committee scheme ("VPRC").

The VPRC is a voluntary scheme of self-regulation by the industry that regulates the sleeves of physical video products. The VPRC's objective is to set and maintain standards of taste and decency while preserving the right of the distributor to advertise the product and the right of the viewer to be made aware of its content. Approved packaging carries the VPRC logo.

**If you are a member of the scheme, we will not finalise the classification of your video work until the VPRC has approved the corresponding packaging**, or until we have received notification in writing of your wish to opt out of the scheme.

You can find more information on VPRC submission here:  
<http://www.bbfc.co.uk/industry-services/video/dvdBlu-ray-packaging>

You may choose to opt out of the VPRC at any time. If you wish to do so, please email [helpline@bbfc.co.uk](mailto:helpline@bbfc.co.uk).

4. Once the VPRC has approved your packaging, or if you have opted out of the scheme, we will classify your work.

## What happens once my work is classified?

We will supply your classification certificate to your extranet page straight away. The work is now formally classified and you may release it. We will publish the classification decision on our public database at <http://www.bbfc.co.uk>

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

You must ensure that your release complies with the Video Recordings (Labelling) Regulations 2012, whether or not you are in the VPRC scheme.

For more information see here:

<http://www.bbfc.co.uk/industry-services/video/labelling-regulations>

If you require our template logos and associated classification information for use on your packaging, please contact us on [helpline@bbfc.co.uk](mailto:helpline@bbfc.co.uk).

If you have multiple classified elements on a disc, the disc must carry the classification of the highest-rated element.

For example, if there are elements classified 12 and elements classified 15 within the same product, the labelling must reflect the 15 age classification.

## How can I use my classification?

This classification is for videos released on physical formats and for UK digital video services. You may not use this classification for cinema exhibition.

If the work consists of multiple different elements submitted for one overall classification (e.g. feature, trailer and documentary), then the classification is only valid when you distribute all those classified elements together.

## Where can I get more help with my video 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

### Finance

Email: [finance@bbfc.co.uk](mailto:finance@bbfc.co.uk)

Phone: 020 7440 0371 / 0389