# Guidance for submitting representations or comments

**Video submission proforma**

Please provide all the information requested. The information is required for internal administrative purposes. Completion of the proforma does not guarantee that the video will be accepted by the Examining Authority.

This proforma will not be published on the National Infrastructure Planning website.

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| **Project Name** |  |
| **Project reference number** |  |
| **Your interested party reference number** |  |
| **Examination timetable** | |
| **Which deadline will the video be submitted for?** |  |
| **What is the deadline date for the submission?** |  |
| **Video** | |
| **Is the video in MP4 format?** | The Planning Inspectorate may not be able to accept videos in other formats |
| **What size is the video in MB?** | The video should be less than 150MB |
| **Have you complied with** [**'Government accessibility guidelines'**](https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps)**?** | Please explain what action you have taken, such as providing verbal description, transcript, written description: |
| **Brief description of the video contents** |  |
| **Briefly explain the purpose of submitting the video** |  |
| **Data protections** | |
| **If you or your organisation have produced the video content, has a** [**'Data Protection Impact Assessment (DPIA)'**](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/accountability-and-governance/data-protection-impact-assessments-dpias/) **been prepared** | Please explain who prepared the DPIA and include it with this proforma: |
| **If you are not the author of the video content, do you or your organisation have permission to use it and have it published on the National Infrastructure Planning website?** | Please explain how you have gained permission to use it and append any evidence of permission: |
| **Have all the people who appear in the video given explicit consent for their images to be used?** | Please provide evidence of the consent: |
| **Redaction** | |
| **Has the following been redacted:**   * **The faces and voices of people who have not given consent** * **Close images of vehicles or properties (where vehicle registration numbers and house numbers are visible)** | Please explain how the relevant content has been redacted with reference to any software used: |

Please view our ['Privacy Notice'](https://www.gov.uk/government/publications/planning-inspectorate-privacy-notices/customer-privacy-notice) before sending information to The Planning Inspectorate.