**Takeoff and Landing Zones for Unmanned Aircraft (Drones).**

**Flight/Usage approval must be sought from the Irish Aviation Authority.**

**Dublin City Council Filming Unit**

**This form is intended to be used by the following;**

* A professional film company looking to section off a piece of Council land to use for take-off and landing for a film/ production.
* Part-time drone pilot looking to capture stock footage, taking off from Council property or the public domain.
* Amateur drone pilot looking to take a photo (legally) to post on Social Media.

**APPLICATIONS MUST BE SUBMITTED AT LEAST 7 WORKING DAYS IN ADVANCE OF THE DATE PERMISSION IS REQUIRED FOR.**

|  |  |
| --- | --- |
| **Section A – cONTACT DETAILS** | |
| Production company name |  |
| Working Title/ Title of Project |  |
| Address of production1 (including Eircode) |  |
| Drone Operator Name |  |
| Phone number(s) X2. |  |
| **Section b – Finance** | |
| Email address for invoices and financial statements |  |
| Production budget € |  |
| Estimated local spend € |  |
| **Section C – Filming details** | |
| Model in use and the EASA or IAA/ registration number |  |
| State EASA or IAA/ class identification labels 0, 1, 2, 3 or 4 |  |
| Number of crew on site |  |
| Flight Date (s) |  |
| Start time – End time |  |
| Locations of takeoff/ landing points |  |
| Exact Flight Path |  |
| Airspace classification?  (class c / ctr / tra / other) |  |
| SUA Maximum Altitude |  |
| **CHECK LIST** | |
| Risk assessment completed? |  |
| NOTAMS/ TRA’s Checked? |  |
| Public liability insurance (with indemnity to Dublin City Council) attached? |  |
| Confirm fire extinguisher or fire blanket on site? |  |

|  |
| --- |
| We confirm that our organisation has a Health & Safety Management Plan in place for the production. This Plan complies with the requirements of the Health & Safety Act 2005 and all subsequent acts and amendments. This Plan will remain in force for the duration of our filming and will not be amended or cancelled for the duration of the filming. |
| The Safety, Health and Welfare at Work Act 2005 places a duty on employers to ensure the safety, health and welfare at work of employees, so far as is reasonably practicable. In addition, the Act also requires that the employer does not endanger anyone else (e.g. contractors, members of public) by ensuring that they manage and conduct work in a safe manner. |
| By signing the below the SUA SOP Holder (or Representative) acknowledges the [European Union Regulation 2019/947](https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-2019947)., and has mitigated to an equivalent level of safety where necessary. The licence holder is responsible for all aspects of the SUA flight operations applied for above. |
| If any details, relating to this permit application, are altered after the form has been submitted, please advise Dublin City Council immediately at the Filming Office, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8. |
| **I have read the general conditions overleaf and agree to abide by same:** |
| **Signature of Location Manager/Producer/Drone operator:** |
|  |
| **Date:** |
|  |

Please forward the completed Application Form to [filming@dublincity.ie](mailto:filming@dublincity.ie)

***Cancellation policy; filming application fees are non-refundable once you have received reference number and invoice.***

***Please note that from the 1st of January 2018 the following fees will be applied;***

***Please note that all late applications (if accepted) will result in double the relevant application fee for all productions that do not meet the required lead-in time.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Film and TV Productions in the Public Domain** | | | |
| **Category** |  | | **€ fee + VAT**  **(fee per production)** |
| Large | Feature film with a spend in ROI > €4m | | €500 |
| TV series with a production spend > €1.5m | | €500 |
| Medium | Feature film with a spend in ROI < €4m | | €300 |
| TV series with a production spend < €1.5m | | €300 |
| Small | Feature film with a spend > €1m | | €200 |
| TV series with a production spend > €300,000 and < €500,000 | | €200 |
| Micro | Feature film with a spend < €1m | | €75 |
| TV series with a production spend < €300,000 | | €75 |
| Drone Applications | All production sizes | | €75 |
| Student/Charity Film productions | | | No fee |
| Filming of iconic City images, including the Spire, The Ha’penny Bridge and the Samuel Beckett Bridge ~(Commercial content) | | | €2,000 |
| Henrietta Street Location fee (additional 25% location fee per day for all production sizes) | | | 25% daily surcharge |
| **Filming TV Commercials/Advertisements/ Marketing Content**  **All productions sizes, price per application plus VAT.** | | | |
| Minimum charge/1st hour | | | €200 |
| Charge per hour thereafter | | | €100 |
| Maximum charge per day | | | €1,000 |
| **Filming Fees for all Parks and Beaches**  **All productions sizes, price per application plus VAT @23%** | | | |
| Minimum charge/2 hours | | €250 | |
| Charge per hour thereafter | | €100 | |
| Maximum charge per day (up to 18.00) | | €1,000 | |
| Out of hours charge (after 18.00) per hour | | €250 | |

**Note:** Non Commercial Fee Waivers can be requested from;

* Registered charities
* Wedding photographs
* Publicly funded bodies that support Tourism in Ireland, such as Failte Ireland, Tourism Ireland

**Location fees** – Negotiable depending on location requested and size of production prices start from €1000 per day.

**Terms and conditions of filming in Dublin City**

**SUA Flights**

Flying and operating drones in Ireland is subject to [European Union Regulation 2019/947](https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-2019947). The Irish Aviation Authority (IAA) supervises and implements the Regulation in Ireland. The IAA also provides guidance for operating and flying drones in order to ensure public safety. The Regulation allows registered operators and pilots to fly their drones across the EU.

These include never operating a drone:

* if it will be a hazard to another aircraft in flight
* over an assembly of people
* farther than 300m from the person operating the drone
* within 30m of any person, vessel or structure not under the control of the person operating the drone
* closer than 5km from an aerodrome
* in a negligent or reckless manner so as to endanger life or property of others
* over 400ft (120m) above ground level
* over urban areas • in civil or military controlled airspace
* in restricted areas (e.g. military installations, prisons, etc.)
* unless the person operating the drone has permission from the landowner for take-off and landing.

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**General**

* Additional Terms and Conditions may be added to your production once full details of the filming request is received.
* Filmmakers must ensure that Dublin City Council is kept fully informed of the intentions of the production company.
* Productions should nominate a member of crew to liaise with the relevant agencies and services, that person should be an experienced Location Manager or Unit Production Manager, where possible.
* Filming to take place at the stated locations, dates and times only as per your permit.
* Filming in progress signs should be used with the signs clearly posted in public view. The notice should be large enough that those passing by will clearly see it.
* Dublin City Council must be credited in the production titles for their assistance in the making of the programme/film/series and the DCC logo included where possible. Please contact Dublin City Council’s Events Team for the Council Logo in various formats or download them from [www.dublincity.ie/filming](http://www.dublincity.ie/filming)
* This decision notice does not apply to Grand Canal Square or Henrietta Street or Council owned Parkland.
* This decision notice does not permit you to film outside Department of Justice properties, Department of Defence properties, any national embassies, any national consulate offices, or airports.

Finance

* Cancellation policy; filming application fees are non-refundable once you have received reference number and invoice.
* All late applications (if accepted) will result in double the relevant application fee for all productions that do not meet the required lead-in time.

**Roads and Traffic**

* It is recognised that audiovisual production companies must act in a responsible and professional manner. However, all producers/Location managers need to take their surroundings into consideration and must not;
  + Obstruct others from carrying out their business;
  + Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.
  + Dublin City Council has a duty of care towards residents and businesses and will exercise control if a particular production is causing an unreasonable nuisance.
  + The selection of film locations that may have the potential to affect normal traffic flow and should only be done in consultation with An Garda Síochána and Dublin City Council’s Roads and Traffic Department.
* If required all road closures must be applied for and agreed in advance of filming.
* There must be no interference with vehicular or pedestrian traffic unless specifically applied for and a Traffic Management Plan is received and approved by An Garda Síochána Dublin City Council.
* Parking permits and suspension of parking if required must be applied for and permits granted prior to commencement of filming.
* Positioning of vehicle applications and equipment if required, must be made and granted prior to commencement of filming.
* Only essential services and prop vehicles to be parked at location. Cast, crew and talent parking should be arranged off site.

**Notice and Consultation**

* Notify relevant Garda station/s.
* An Garda Síochána and Dublin City Council have the right to terminate any permits granted, should prior agreements not be adhered to.
* Any filming undertaken is the responsibility of the applicant. Adequate notice must be given to An Garda Síochána and Dublin City Council when making any arrangements.
* Any additional requirements of the statutory agencies must be resolved directly with them prior to holding of the filming.
* All consultation with businesses/residents and other premises to be complete prior to commencement of filming.

**Set Dressing and Structures**

* The requirements DCC’s Building Control Section, must be complied with in full and the certificate the structural engineer, in relation to the erection of temporary structures must be submitted to [buildingcontrol@dublincity.ie](mailto:buildingcontrol@dublincity.ie) prior to commencement of the production.

**Health and Safety**

* It is the responsibility of the applicant to ensure that All Emergency Medical Technicians (EMTs), Paramedics (Ps) and Advanced Paramedics (APs) must be registered with the Pre-Hospital Emergency Care Council in order to legally practice in Ireland. The Pre-Hospital Emergency Care Council (PHECC) maintains a statutory register of all pre-hospital emergency care practitioners who meet the required standards.
* The applicant must satisfy themselves that the person responsible for drawing up and implementing the Health and Safety Statement and Risk Assessment Plan for their filming is competent to do so. Sole responsibility lies with the applicant to ensure that all elements of plans are carried out as stated in the documentation submitted to Dublin City Council for the duration of the filming.
* Dublin City Council bears no responsibility for the management of safety for the duration of the filming
* The applicant must comply with all Health and Safety Legislation, the Safety, Health and Welfare at work Act 2005, Health and Welfare at work Act (Construction) 2013, Health and Welfare at work Act (General) 2007, Fire Services Act 1981 and 2003. All regulations made there under, and all other relevant legislation, regulations and approved Codes of Practice, to ensure the safe running of this production.

**General**

* There must be no obstruction of access or egress to retail or other premises
* No litter to be created as a result of the filming
* Noise should be kept to a minimum and generators should be baffled or integrated with the location vehicle.
* Noise levels should not be considered a nuisance and consideration must be given any noise sensitive premises in the area.
* Crew members should aim to dress professionally at all times, in all weathers. Dress codes imposed at particular locations for religious or other reasons must be adhered to.
* Crew and cast should refrain from using lewd or offensive language.
* Dublin City Council or An Garda Síochána reserves the right to suspend / terminate any and/or all proposed activities being held in the park/open space for reasons of public safety, congestion or nuisance or any other reason. Any such termination would be without any claim or liability on the statutory bodies. Dublin City Council reserves the right to cancel or withdraw consent at any time in parks/open spaces.
* Dublin City Council may require the applicant to curtail, relocate or cancel a production on or before the booking date, in circumstances of emergency or other legitimate access requirements for which there is no satisfactory alternative arrangement that can be made.

**Insurance**

* All productions should provide Dublin City Council evidence of insurance we will require; Submission of Public Liability Insurance indemnifying Dublin City Council up to **€**6.5million will be required along with proof of Employers Liability of €13 million.
* The production company will be expected to indemnify any third party property owners, whose property is intended for use as a film location, against any claims or proceedings arising directly from any injury to persons or damage to property as a result of the activities of the production company or its agents.

**Privacy Notice**

* All information requested is for the sole purpose of processing your application. We do not collect personal information for commercial marketing or distribution to private organisations. It may be necessary from time to time to pass your contact information on to trusted third parties in order to assist with the processing of your application, such as our statutory agency partners, e.g. An Garda Síochána, as long as those parties agree to keep this information confidential.
* Access to any non-public personal information that you provide will be restricted to only those employees who need to know that information to process your application.
* It is our policy to retain collected information for a five year period after which your information will be disposed of securely.

Contact our Data Protection Officer on [dataprotection@dublincity.ie](mailto:dataprotection@dublincity.ie) or 01 222 3775.