**All Production SIZES Application FORM**

All Sized Filming Application Form in the public domain in the administrative area of Dublin City Council.

**Applications must be received at least 7 working days in advance of the date permission is required for; Please forward the completed Application Form to** [**filming@dublincity.ie**](mailto:filming@dublincity.ie)**.**

Please Tick The Appropriate Production Type **And** Production Budget.

1. **Content Type**

|  |  |
| --- | --- |
| Short or Feature Length Films |  |
| TV series / Web Series |  |
| Documentary/ Once Off Special |  |
| Drone, Unmanned Aircraft Content |  |
| Commercial/ Marketing/ Advertising Content |  |
| Live Streaming/ Live Broadcasting |  |
| Other content type, please describe; |  |

1. **Production Budget**

|  |  |
| --- | --- |
| TV or Feature over €4 Million Euro |  |
| TV or Feature between €1.5Million & €4Million |  |
| TV or Feature between € 1Million & €1.5Million |  |
| TV or Feature between €500,000 & €1Million |  |
| TV or Feature under €500,000 |  |

1. **Application Details**

|  |  |
| --- | --- |
| CONTACT AND FINANCE | |
| Location Manager or Production Manager |  |
| Mobile number; |  |
| E-mail address of applicant; |  |
| Name of Production Company; |  |
| Working Title/ Title of Project/ Campaign name |  |
| Address of Production Company |  |
| (including post/Eir code) |  |
| E-mail Address for invoices and financial statements; |  |
| Confirm Irish production budget € |  |
| Estimated local spend € |  |
| Please supply VAT56B form if VAT exempt | **Y/N** |
| Distributor’s name (if known) |  |
| FILM DETAILS | |
| Location(s) required; (list/GPS co-ordinates) |  |
| Dates of filming; (incl. set up and strike) |  |
| Actual shoot date(s); |  |
| Shoot call time and shoot wrap time |  |
| Number of Crew/Cast on location; |  |
| Name of Health and Safety Consultant/Officer. |  |
| Please give brief Production Synopsis; | |
| Please give a brief synopsis of your required shots; | |
| Suspension of Parking Bays (number of meters and location). |  |
| Positioning of equipment/ cranes/ towers/props.  (A permit will be required when the positioning of a mobile crane, hoist or other filming equipment is on a public road or footpath and results, in obstruction to a lane of traffic, or interferes with pedestrian traffic flow.) |  |
| Road Closures (please attach road closure application form) |  |
| Intermittent Traffic Control (Please attach TMP) |  |
| Stunt/Action Scenes (details) |  |
| Non Public Duty Garda required?  (Name of station that Garda requested from) |  |
| Street Dressing (describe/list) |  |
| Disguising street markings (location, picture required) |  |
| Cherry pickers/ lighting towers (location, size and weight), |  |
| Camera crane, (location, size and spec) |  |
| Camera track (location) |  |
| Replica firearms/gunfire (times), Name of armorer;  (Permit required from local Garda district) |  |
| Fire/ Flame or Smoke effects (times, methods statement) |  |
| Animals on location (list animals) |  |
| Minors on set? | Yes/ No |
| Reconstruction of crime/emergency scenes (details) |  |
| Cast dresses as Garda/emergency services (details) |  |
| Crowd control or barriers (location) |  |
| Turning off street lights (location, lamp number) |  |
| Removal of street furniture (picture and location) |  |
| Wet down (times) (standpipe location if applicable) |  |
| Fake snow (details and method) |  |
| Car chases/driving sequences (start point/end point) |  |
| Low loaders (specifications and locations) |  |
| Catering facilities (location) |  |
| Security (company name) |  |
| Generators, (details, size/weight) |  |
| Scaffolding (details) |  |
| Green screens/blue screens (size, weight, locations) |  |
| Temporary structures (details) |  |
| Set dressing/props (details) |  |
| Please list any other relevant details if not mentioned above; |  |
| **Please ensure the below is attached to your application;** | |
| * €6.5Million Euro Public liability Insurance   (with indemnity to Dublin City Council)   * Employers Liability Insurance for €10Million Euro | **Attached Y/N?** |
| Company Safety Statement |  |
| Risk Assessment |  |
| Location pictures/G.P.S. co-ordinates |  |
| Purchase Order number (card/EFT payment options also available) |  |
| Additional services such as parking applications |  |
| Residents / Business Notification Letter |  |
| Production Schedule (if required) |  |
| Traffic Management Plans (if required) |  |
| Waste Management plan (if required) |  |

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| --- |
| 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. |
| If any details, relating to this permit application, are altered after the form has been submitted, please advise Dublin City Council immediately by contacting the Filming Office, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8, <mailto:filming@dublincity.ie>  I, the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this production.  I have read the general conditions overleaf and agree to abide by same:  Signature of Location Manager/Producer/Applicant:  Date |

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

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| **Charges for Film and TV Productions in the Public Domain** | | | |
| **Category** |  | | **€ fee + VAT**  **(fee per production)** |
| Large | Feature film with a spend over €4m | | €500 |
| TV series with a production spend over €1.5m | | €500 |
| Medium | Feature film with a spend less than €4m | | €300 |
| TV series with a spend less than €1.5m | | €300 |
| Small | Feature film with a spend less than €1m | | €200 |
| TV series with a spend less than €500,000 | | €200 |
| Micro | Feature film with a spend less than €1m | | €75 |
| TV series with a spend less than €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.

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

* 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.
* Additional Terms and Conditions may be added to your production once full details of the filming request is received.

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.