

## Dublin City Council Events Unit

### Application process when requesting use of the public domain for photo shoots

#### PLEASE NOTE THIS IS NOT AN APPLICATION FORM

Applications must be submitted at least 10 working days in advance of the photo shoot (if no temporary structures are being used, if temporary structures being used (28 days notice required).

#### **An Event Management Plan must be submitted to include the following information:**

- Applicants Name
- Address of applicant
- Key contact person
- Contact number
- Date/s
- Start time
- Finish time
- Location/s
- Summary overview of content of photo shoot
- Total number of people involved in the photo call including crew
- Details of all camera equipment being used (handheld/tripod/etc.)
- Submit Public liability insurance cover **with a specific indemnity for Dublin City Council** to the **sum of €6.4m** and employers liability of **€13m (only if it applies)**
- Submit Risk Assessment & Health & Safety Statements [Risk Assessment and Safety Guidelines](#)
- Submit details regarding positioning of vehicles ( if applicable) [Positioning of vehicles](#)
- Link to event advisory handbook [Event Advisory Handbook](#) **To be used as a guide only**
- Details of any props/temporary structures to be used as part of the photo call:

### **TEMPORARY STRUCTURES**

- A temporary structure may include platforms, raised seating, stages, proscenium arches, tents, marquees, stage sets, lighting rigs, sound towers, camera platforms, film sets, elevated screens, floodlights, barriers, fencing, bridges, containments, suspensions and inflatable etc. A temporary structure may also include the temporary use of an existing structure not normally so used or not known to be suitable for the temporary use.
- A schedule of temporary structures to include sizes, locations and types of structures should be included as part of the Event Plan. The name and contact details for the structural engineer who will oversee the design and erection of temporary structures should be listed in the Event Plan with the other personnel for the event. The event timetable to be included in the Event Plan should include the erection and dismantling of temporary structures. See Application Form Appendix 3

<b>Temporary Structure</b>	<b>Receiving Dept.</b>	<b>Due Date</b>
Structural detail to include <ul style="list-style-type: none"> <li>• Drawings</li> <li>• Specifications</li> <li>• Calculations</li> </ul>	Planning Department Building Control Division Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	<b>28 days prior to event</b>
Safety certificates for funfair equipment	Planning Department Building Control Division Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	<b>2 days (min) prior to the event</b>
The certificate of the event structural engineer in relation to the erection of temporary structures	Planning Department Building Control Division Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	<b>24 hours prior to the admission of the public.</b>

See table below for schedule of fees for photocalls:-

Commercial/Promotional/Corporate Activity/Events

The charges outlined below are now also subject to VAT at 23% (when applicable).

Type of Activity	Proposed Charge € (excl VAT)
<p><b><u>Photocalls</u></b></p> <p>Minimum charge/1<sup>st</sup> hour Charge per hour thereafter</p>	<p><b>150</b> <b>100</b></p>
<p><b><u>Commercial Filming</u></b></p> <p>Minimum charge/1<sup>st</sup> hour Charge per hour thereafter Maximum Charge per Day</p> <p>Filming Iconic Images of the City e.g. Spire/Ha'penny Bridge/Liffey</p>	<p><b>200</b> <b>100</b> <b>1000</b></p> <p><b>2000</b></p>
<p><b><u>Commercial Promotional/Merchandising/Sampling Activity</u></b></p> <p><b><u>Merchandising/Sampling</u></b></p> <p>Charge Per Day</p> <p><b><u>Position of additional infrastructure for promotional purposes.</u></b></p> <p>Additional charge per hour up to a Maximum Charge per Day</p>	<p><b>250</b></p> <p><b>100</b> <b>1000</b></p>

**Note:** The following photocalls and filming may be granted a waiver from charges:

- Registered charities e.g. Photocall to promote Daffodil Day
- Promoting tourism in Dublin/Ireland e.g. Travel Brochures or Tourism TV Productions
- Wedding photographs

Non-profit organisations are not subject to VAT.

- When this application has been received, it is circulated to relevant bodies for consideration and comments to be returned to the events unit within a week.
- If no additional information is required and providing there are no objections to the photoshoot request, a decision notice is issued with conditions attached and upon receipt of appropriate payment (if applicable).

- (This information is correct at time of going to web and print services – 22<sup>nd</sup> September 2010)