

Application process to film on the public domain (with a crew greater than 5 people)

PLEASE NOTE THIS IS NOT AN APPLICATION FORM

For larger filming crews the following information must be submitted at least 28 working days in advance of proposed filming date.

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

- Applicants Name
- Address of applicant
- Key Contact Person
- Contact Number
- Dates (incl. set up and de rig)
- Start time
- Finish time
- Location/s
- Numbers involved including cast/crew
- Details of proposed filming
- Link to event advisory handbook [Event Advisory Handbook](#) **To be used as a guide only**
- Submission of Public liability insurance cover **with a specific indemnity for Dublin City Council** to the **sum of €6.4m** and employers liability of €13m, (if applicable)
- Detailed Risk Assessment & Health & Safety Statement to be submitted with the application [Risk Assessment and Safety Guidelines](#)
- Details of equipment being used camera tracks, position of vehicles
- Is a Road Closure Required? If yes an application for a road closure must be submitted at least five weeks prior to filming [Road Closure Process](#)
- Is suspension of Parking required? If Yes, a suspension of parking application form must be completed [Suspension of Paid Parking](#)
- If large HGV's are being used, a HGV Permit is required: [HGV Permit](#)
- Use of firearms: certificate required from Department of Justice and Law Reform
- Details of any temporary structures/props being used as part of the event must be submitted.

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

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

	Block 4, Floor 2 Civic Offices Wood Quay Dublin 8	
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Charges for Photocalls/Commercial Filming

The charges outlined below are now also subject to current rate of VAT (when applicable).

Category	Fee
<p>FILMING TV COMMERCIALS AND ALL FILMING IN DUBLIN CITY COUNCIL PARKS (EXCLUDING PHOTO CALLS)</p> <p>Minimum charge/1st hour Charge per hour thereafter Maximum Charge per Day</p> <p>Filming Iconic Images of the City e.g. Spire/Ha'penny Bridge/Samuel Beckett Bridge</p>	<p>Fee + Vat @ current rate applies</p> <p style="text-align: center;">200 100 1000</p> <p>2000</p>
<p><u>Photo calls in public domain and DCC Parks</u></p> <p>Minimum charge/1st hour Charge per hour thereafter</p>	<p style="text-align: center;">150 100</p>

Commercial/Promotional/Corporate Activity/Events:

Category	€ Fee + Vat @ current rate applies
<p>Film Drama Productions on Public Domain (excluding filming in Dublin City Parks see commercial/TV charges below) :-</p>	<p>Fee Per Production</p>
<p>Large - Feature Film or TV Single Production spend in ROI greater than €4m TV series or Serial: Production Spend in ROI per hour greater than €1.5m</p>	500
<p>Medium - Feature Film or TV Single Production spend in ROI €1.5m and less than €4m TV Series or Serial: Production spend in ROI per hour greater than €500,000 and less than €1.5m.</p>	300
<p>Small - Feature Film or TV Single: Production Spend in ROI greater than €1m and less than €1.5m TV Series or Serial: Production Spend in ROI per hour greater than €300,000 and less than €500,000</p>	200
<p>Micro - Feature Film or TV Single: Production spend in Republic of Ireland less than €1m TV Series or Serial: Production Spend in ROI per hour less than €300,000</p>	75
<p>Factual/ Documentary/Reality T.V./News and Current Affairs - fee applies to production crew > 5 people</p>	50
<p>Student Film/Charity</p>	no charge

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.

- 28 working days notice must be given, more time may be required, depending on content of filming e.g. temporary structure. Please note this is not an exhaustive list of requirements.

When this application has been received, it is circulated to relevant bodies for consideration and comments returned to the events unit within a week.

If no additional information is required and providing there are no objections to the filming 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 – 22nd September 2010)