**Appendix 1 Application Forms**

Section 1 - Application Forms for filming in the City and can be found online [Here](http://www.dublincity.ie/main-menu-services-recreation-culture-events-dublin/event-application-process)

| **Application FORM DCC_RGB**  **for filming in the public domain in the administrative area**  **of dublin city council**  **Large** - Feature Film or TV Single Production spend in ROI greater than €4m  TV series with a Production Spend in ROI greater than €1.5m  **Medium** - Feature Film or TV Single Production spend in between €1.5m and €4m  TV Series Production spend in ROI greater than €500,000 and €1.5m.  **APPLICATIONS MUST BE SUBMITTED AT LEAST 21 DAYS IN ADVANCE OF THE DATE PERMISSION IS REQUIRED FOR.** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A – Contact Details** | | | | | | | | | |
| Name of Production Company; | | | | | | | | | |
| Address of Production Company;  (Including Eircode) | | | | | | | | | |
| Working Title/ Title of Project | | | | | | | | | |
| Location Manager: | | | Location Assistant: | | | | | | Health and Safety Officer: |
| Mobile No: | | | Mobile No: | | | | | | Mobile No: |
| **Section b - Finance** | | | | | | | | | |
| Email address for invoices and financial statements; | | | | | | | | | |
| Confirm production budget € | | | | | | | | | |
| Estimated local spend € | | | | | | | | | |
| VAT exempt? □ Yes □ No  Please supply VAT 56B form if VAT exempt. | | | | | | | | | |
| **section C – filming details** | | | | | | | | | |
| Shoot date (s)  Start and End time; | | | | Start date for location (including prep):  Start and End time;  Finish date on location (including strike):  Start and End time; | | | | | |
| Location (s) | | | | | | | | | |
| **Please give brief production synopsis**  **Please give a brief synopsis of your required shots; (as per production schedule)** | | | | | | | | | |
| **Please indicate if any scenes require;** | | | | | | | | | |
| Stunt/Action scenes: (details) | | | | Disguising street markings: (details) | | | | | |
| Street dressing: (details) | | | | Replica fire arms/gunfire: (details) | | | | | |
| Removal of street furniture: (details) | | | | Smoke effects/fire effects: (details) | | | | | |
| Reconstruction of crimes/emergency scenes: (details) | | | | Animals on location: (details) | | | | | |
| Cast dressed as Gardai/emergency services: (details) | | | | Wet downs (details) | | | | | |
| Turning off street lights: (location/number) | | | | Temporary structures (list) | | | | | |
| Green/Blue screen: (size/weight/location) | | | | Car chases: (route/location) | | | | | |
| Other (please list); | | | | | | | | | |
| Have Businesses and Residents been notified:  □ Yes □ No | | | | Copy of letter sent into the Events Team?  □ Yes □ No | | | | | |
| **Section D – ROADS AND TRAFFIC** | | | | | | | | | |
| Is a Road Closure required? □ Yes □ No  If yes, an application for a road closure must be submitted at least **FIVE WEEKS** prior to the event taking place (see attached link): [How to Apply for a Temporary Road Closure](http://www.dublincity.ie/main-menu-services-roads-and-traffic-permits-and-licences/how-apply-temporary-road-closure) | | | | | | | | | |
| Gardai assistance requested?  (confirm station)  □ Yes □ No  Number of Gardai requested:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Pedestrian/vehicle  (traffic movement affected)  □ Yes □ No  Traffic Management Plan attached?  □ Yes □ No | | | | | Security company name  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number of security on site  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Type of vehicles on location: | Total number of vehicles on location: | | | | | | | Total number of cast/crew on location: | |
| Is suspension of parking meters required?  □ Yes □ No  How many meters? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Location; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | Location of parking requests  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If yes, a suspension of parking application must be completed (see attached link to apply for a suspension of the parking): [Suspension of Paid Parking](http://www.dublincity.ie/main-menu-services-roads-and-traffic-parking-dublin/suspension-paid-parking) | | | | |
| Is there use of Tracks/Cranes/Jibs other equipment:  □ Yes □ No How many? \_\_\_\_\_\_\_\_ Location(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Positioning of Equipment License is required to place a hoist /Low loader/ Vehicle/Dolly/Tracks or any other equipment on a public road or footpath (see link below to apply for a license)  [Application Form to place a hoist/cherry picker/vehicle/equipment](http://www.dublincity.ie/sites/default/files/content/Documents/Application_Forms/Roads_and_Traffic/Application_Form_Hoist_Cherry_Picker_Vehicle_or_Equipment.pdf) | | | | | | | | | |
| If HGV’s are being used, a HGV permit is required (see attached link to apply for permit): [HGV Permit](http://www.dublincity.ie/main-menu-services-roads-and-traffic-hgv-management-strategy/apply-hgv-permits) | | | | | | | | | |
| **section d – temporary structures – Set Dressing**  N.B. A temporary structure may include but not limited to; platforms, raised seating, stages, arches, marquees, tents, sound towers, camera platforms, film sets, green screens, floodlights | | | | | | | | | |
| Will any temporary structures be erected: □ Yes □ No  Please list all temporary structures-set dressing details: | | | | | | | | | |
| Name of construction contractor (if applicable) | | | | |  | | | | |
| Structural engineer (if applicable); | | | | |  | | | | |
| Name of person/company erecting the structure/s (if applicable); | | | | |  | | | | |
| **CHECK LIST** | | | | | | | | | |
| **Please ensure that the following is enclosed with this Application Form:** | | | | | | | | | |
| Risk assessment(s) | | | | |  | | | | |
| Public liability insurance (with indemnity to Dublin City Council) | | | | |  | | | | |
| Production schedule | | | | |  | | | | |
| Other application forms (Parking/Positioning of equipment) | | | | |  | | | | |
| Residents notification letter | | | | |  | | | | |
| 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 event 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 at the Filming Office, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8.**  **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **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.***

|  |  |
| --- | --- |
| **Category** | **€Fee + Vat @ current rate applies Fee Per Production** |
| **Film Drama Productions on Public Domain** (excluding filming in Dublin City Parks see commercial/TV charges below) :- |  |
| **Large** - Feature Film with a spend in ROI greater than €4m | €500.00 |
| TV series with a Production spend greater than €1.5m | €500.00 |
| **Medium** - Feature Film with a spend in ROI less than €4m | €300.00 |
| TV series with a production spend in ROI less than €1.5m. | €300.00 |

**Terms and Conditions of Filming in Dublin**

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

**General conditions**

* 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.
* 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.
* 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.

**Public Domain and Road Usage**

* 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;
  1. Obstruct others from carrying out their business;
  2. Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.
  3. 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.
  4. 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 Siochana and Dublin City Council.
* Notify relevant Garda station/s.

1. An Garda Síochána and Dublin City Council have the right to terminate any permits granted, should prior agreements not be adhered to.
2. 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.
* 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.

**Equipment and Infrastructure**

* The requirements DCC’s Building Control Section, must be complied with in full and the certificate the event 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.

**Community and Resident**

* 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
* All consultation with businesses/residents and other premises to be complete prior to commencement of filming.
* Noise should be kept to a minimum and generators should be baffled or integrated within the mobile generator 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.

**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 event.

**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 **€**6.4million will be required. Proof of Employers Liability of €13 million may be requested for some productions.
* 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.

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## 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 Siochána, 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.