



**APPLICATION FORM  
FOR PHOTO SHOOT/PHOTOCALL 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;**

<b>SECTION A CONTACT DETAILS</b>	
Applicants name	
Name of campaign;	
Address of applicant (including Eircode)	
Email of applicant	
Contact number of applicant	
<b>SECTION B – FINANCE</b>	
Email of production office (for invoicing and financial statements)	
<b>SECTION C – SHOOT DETAILS</b>	
Dates of photo shoot/photo call	
Start time/end time	
Location(s) required	
Equipment/props on location (please list)	
Number of cast/talent on location	
<b>Please ensure that you include the following in your application;</b>	
Risk assessment	
Public Liability Insurance (with indemnity for DCC)	

Other application forms  
(Parking/Equipment forms  
if applicable)

We confirm that our organisation has a Health & Safety Management Plan in place for the photo shoot/photo call. 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 photo shoot/photo call and will not be amended or cancelled for the duration of the shoot.

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 Events Unit, Dublin City Council, Ground Floor, Block 4, Civic Offices, Wood Quay, Dublin 8 and [events@dublincity.ie](mailto:events@dublincity.ie).**

**I, the undersigned confirm that the above information is true and factual. I confirm that I am the authorised person for this campaign.**

**I have read the general conditions below and agree to abide by same:**

**Signature of applicant:**

**Date:**

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

### Charges for photo shoot/photo call

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

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.

- ✓ Minimum charge/1<sup>st</sup> hour **€150 plus VAT @23%**
- ✓ Charge per hour thereafter **€100 plus VAT @23%**
- ✓ Maximum Charge per day **€1000 plus VAT @23%**

### Terms and Conditions of Photo shoots in Dublin

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

#### General conditions

- Applicants must ensure that Dublin City Council is kept fully informed of the intentions of the photo shoot/ photo calls plan.
- Applicants should nominate a member of staff to liaise with the relevant agencies and services.
- Photo shoot/ photo calls to take place at the stated locations, dates and times only.
- Photo shoot/ photo calls 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.
- 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 shoot outside Department of Justice properties, Department of Defence properties, any national embassies, any national consulate offices, or airports.

- Cancellation policy; photo shoot/ photo calls 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 applicants that do not meet the required lead-in time.

### **Public Domain and Road Usage**

- It is recognised that applicants must act in a responsible and professional manner.
- All applicants need to take their surroundings into consideration and must not;
  - a. Obstruct others from carrying out their business;
  - b. Cause a disturbance or safety hazard or impede the mobility of pedestrians, goods or services without adequate prior consultation.
  - c. 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.
  - d. The selection of 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 photo shoot/ photo calls.
- 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 and Dublin City Council.
- Notify relevant Garda station/s.
  - a) An Garda Síochána and Dublin City Council have the right to terminate any permits granted, should prior agreements not be adhered to.
  - b) 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 photo shoot/ photo calls.
- Parking permits and suspension of parking if required must be applied for and permits granted prior to commencement of photo shoot/ photo calls.
- Positioning of vehicle applications and equipment if required, must be made and granted prior to commencement of photo shoot/ photo calls.
- 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 photo shoot/ photo calls.

### **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 photo shoot/ photo calls.
- All consultation with businesses/residents and other premises to be complete prior to commencement of photo shoot/ photo calls.
- 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.
- Staff on location 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.
- Staff on location 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 applicants 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 applications.
- The applicant will be expected to indemnify any third party property owners, whose property is intended for use as a shoot 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 applicant 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.