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| --- | --- | --- | --- | --- |
| Description: Description: cid:image001.jpg@01D21D6F.D1A45970**FILM APPLICATION FORM****FOR PERMISSION TO FILM IN PUBLIC PLACES WITHIN THE COUNTY****OF DÚN LAOGHAIRE-RATHDOWN****ALL APPLICANTS SHOULD COMPLETE SECTIONS A – D****Appendix 1 and 2 to be completed only if applicable****Appendix 3: complete only should if the use of drones is proposed** |  |  |  |  |
| **Section A – Contact Details** |  |  |  |  |
| **NAME OF PRODUCTION COMPANY/ COMPANY NAME:** |  |  |  |  |
| Company Address: |  |  |  |  |
| Contact Person/ Location Manager: |  |  |  |  |
| Mobile Phone No: |  |  |  |  |
| E-mail: |  |  |  |
| **Section B – overview of requirements** |  |  |  |  |
| **Please indicate all of the areas which your application relates to:** |  |  |  |
| * *Filming on Roads/ Footpath* Yes               No

If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Parks/ Open Space/ Cemeteries* Yes               No

 If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Beache(s)* Yes               No

 If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* *Dún Laoghaire Harbour*
* *Marlay/ Cabinteely House,or an alternate heritage site* Yes               No

 If yes, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Parking i.e. Unit base/ parking bay suspension?             Yes               No
* Traffic Management or Road Closure                            Yes               No
 |   |   |  |
| **section b – filming details**  |  |  |  |
| **Title of Production:** |  |  |  |
| Proposed Location/s for Filming: |  |  |  |
| Proposed Dates for Filming:Start Time/Finish Time |  |  |  |
| Description of proposed filming (content):  |  |  |  |  |  |
| Total Number of personnel (cast/crew) on location: |  |  |  |  |  |

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| **section c - EQUIPMENT DETAILS** |  |  |  |  |
| Total Number of cameras on location: |  |  |  |  |
| Total Number of vehicles on location and make(s) / models: |  |  |  |  |
| Any filming that takes place on a public road in charge of Dún Laoghaire-Rathdown County Council, or requires the parking of vehicles on a road/footpath will require approval from the Traffic Section and may require a Traffic Management Plan. It is the responsibility of the Film company  or individual filming on a public road/footpath to ensure the health and safety of vehicular, cycle and pedestrian traffic at all times during the course of filming |  |  |  |  |
| Will a parking bay/s be required? ***(Please Tick)***  | * Yes

If yes please complete appendix A | * No
 |  |  |  |  |
| Will a road / footpath closure be necessary? ***(Please Tick)*** | * Yes

If yes please complete appendix A | * No
 |  |  |  |  |
| Is there use of larger vehicular equipment ***(Please Tick)***Eg. Cranes/ low loaders | * Yes

If yes please complete appendix A | * No
 |  |  |  |  |
| Will any temporary structures be erected? ***(Please Tick)*** | * Yes

If yes please complete appendix B | * No
 |  |  |  |  |
| **section d – finance/ insurance details** |  |  |  |  |
| Please confirm your overall production budget: € |  |  |  |  |
| The company must submit Public Liability Insurance cover to the value of €6.5million, employer’s liability to the value of €13m and, should the use of vehicles be involved, motor insurance cover to the value of €6.5m. All policies **should be extended to indemnify** Dún Laoghaire Rathdown Council against any or all claims. A copyof each policy must be submitted before filming can commence. |  |  |  |  |
| No permission will be granted until this form is received and processed by the Council. If any details relating to this application are altered after the form has been submitted please advise Dún Laoghaire Rathdown Co. Council immediately. |  |  |  |  |
| Applicants should note that, depending on the nature of filming to be undertaken, additional risk assessments and Health and Safety information may be required. |  |  |  |  |
| **I, the undersigned confirm that the above information is true & factual. I confirm that I am the authorised person for this matter****Signed: Dated:** |  |  |  |  |

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| **sECTION E - CHECK LIST** |
| **Please ensure that the following are enclosed with this Application Form:** |
| * Location Pictures/ Map
 |
| * Production Schedule
 |
| * Completed Appendix 1/2/3 if applicable
 |
| **The following, will be requested on approval of your application:** |
| * Signed Contract (Conditions will be incorporated into a contract)/ Payment of Fee
 |
| * Public Liability/ Employer Liability insurance (with specific indemnity to DLR)
 |
| * VAT **13B/56B** form if exempt from paying VAT in Ireland
 |
| * Risk Assessments
 |
| * Health & Safety Management Plan (which complies with the requirements of the The Safety, Health and Welfare at Work Act 2005)
 |
| * Has Gardaí assistance been requested (i.e. for traffic management)
* Yes/ No
 |
| * Has local business & residents been notified (if in a commercial/residential area)
* Yes/ No
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| **Appendix 1 - ROADS (PARKING SUSPENSION & TRAFFIC REQUIREMENTS)** |  |  |  |  |
| Is suspension of parking bays required in this instance?***(Please Tick)*** | * Yes
* How many ( )
 | * No
 |  |  |  |  |  |
| Is a Road Closure required? ***(Please Tick)*** | * Yes
 | * No
 |  |  |  |  |  |
| If yes, an application for a road closure must be submitted at least **SIX WEEKS** prior to the event taking place (see attached link): |  |  |  |
| Is there use of Tracks/Cranes/ other equipment ***(Please Tick)*** | * Yes
 | * No
 |  |  |  |  |  |
| Provide Details i.e. No./ Size/ Positioning of this equipment |  |  |  |

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| **Appendix 2 - TEMPORARY STRUCTURES** |  |  |  |
| Will any temporary structures be erected: ***(Please Tick)*** | * Yes
 | * No
 |  |  |  |  |  |
| N.B. A temporary structure may include but not limited to; platforms, raised seating, stages, proscenium, arches, marquees, tents, sound towers, camera platforms, film sets, green screens, floodlights, barriers, fencing.  |  |  |  |
| No. of Structures: | Dimensions of Structures: |  |  |  |  |
| Type of Structures: | Locations of structures: |  |  |  |  |
| Person / Company erecting the structure/s: | Name of Structural Engineer who will certify the design calculations/specifications and who will submit the final certifications for all temporary structures. |  |  |  |  |
|  |  |  |  |
| **Appendix 3 – use of drones** |  |  |  |
| Will any of the proposed filming involve the use of drones in public space: ***(Please Tick)*** | * Yes
 | * No
 |  |  |  |  |  |
| From the December 21st 2015, it is mandatory to register all drones over 1kg with the Irish Aviation Authority and in accordance with: ([Small Unmanned Aircraft (Drones) and Rockets Order S.I. 563 of 2015](https://www.iaa.ie/docs/default-source/small-unmanned-aircraft-%28drones%29-and-rockets-order-s-i-563-of-2015.pdf?sfvrsn=2)). **Use Of Unmanned Aircraft (Drones). Flight/Usage approval must be sought and granted from the Irish Aviation Authority prior to completion of application.** |  |  |  |
| **DRONE DETAILS** |  |  |  |  |  |
| Drone Registration No: |  |  |  |  |  |
| These include **never** operating a drone:* within a prohibited area, a restricted area, or controlled airspace;
* in Air Traffic Services airspace, other than controlled airspace,
* within 5km of an aerodrome during periods of aircraft operations, unless the aerodrome operator has given permission;
* at a distance of less than 30 metres from a person, vessel, vehicle or structure not under the direct control of the operator;
* at a distance of less than 120 metres from an assembly of 12 or more persons not under the direct control of the operator;
* beyond direct unaided visual line of sight and not farther than 300 metres from the point of operation;
* at a height of more than 120 metres above the ground or water;
* to permit or attempting to permit, any article or animal, whether or not attached to a parachute to be released from that aircraft.
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