

# 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:

EMAIL:

## 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: \_\_\_\_\_

**Beach(es):** YES / NO

If yes, please specify: \_\_\_\_\_

**Dun Laoghaire Harbour:** YES / NO

**Traffic Management or Road Closure:** YES / NO

**Parking i.e. Unit base/ parking bay suspension:** YES / NO

**Marlay/ Cabinteely House, or an alternate heritage site:** YES / NO

If yes, please specify: \_\_\_\_\_

**SECTION B - FILMING DETAILS**

**Title of Production:** \_\_\_\_\_

**Proposed Location/s for Filming:**

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**Proposed Dates for Filming:**

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**Start Time/Finish Time:** \_\_\_\_\_

**Description of proposed filming (content):**

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**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:

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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 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: YES / NO

**If yes, please complete appendix A**

Will a road/footpath closure be necessary: YES / NO

**If yes, please complete appendix A**

Is there use of larger vehicular equipment? Eg. Cranes/Low loaders: YES / NO

**If yes, please complete appendix A**

Will any temporary structures be erected: YES / NO

**If yes, please complete appendix B**

## 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 copy of 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: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX A - ROADS (PARKING SUSPENSION & TRAFFIC REQUIREMENTS)

**Is suspension of parking bays required in this instance: YES / NO**

If yes, how many: \_\_\_\_\_

**Is a road closure required: 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):

[https://www.dlrcoco.ie/sites/default/files/atoms/files/temporary\\_road\\_closure\\_application\\_form\\_0.pdf](https://www.dlrcoco.ie/sites/default/files/atoms/files/temporary_road_closure_application_form_0.pdf)

The cost of suspending paid parking bays is €35 per bay, per day (or part of).

If parking bays are required in car parks the cost of €35 per bay + 21% VAT, per day (or part of).

**Contact the relevant section below directly with your queries:**

**Suspension of paid parking bays -**

Municipal Services Department - Paid Parking Section, Dún Laoghaire-Rathdown County Council, Level 3, Harbour Square, Crofton Road, Dún Laoghaire, Co. Dublin.

Email: [paidparking@dlrcoco.ie](mailto:paidparking@dlrcoco.ie)

Tel: 01 2054705

**Is there use of Tracks/ Cranes/other equipment: YES / NO**

**Provide details i.e. Number/ Size/ Positioning of this equipment**

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## APPENDIX B - TEMPORARY STRUCTURES

**Will any temporary structures be erected: 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.

**Type of structures:**

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**Dimensions of structures:**

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**Number of structures:** \_\_\_\_\_

**Location of structures:**

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**Name of the Structural Engineer who will certify the design calculations for all temporary structures:**

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**Person/ Company erecting the structures:**

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## APPENDIX C - USE OF DRONES

**Will any of the proposed filming involve the use of drones in public space: YES / NO**

From the December 21<sup>st</sup> 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](#)

**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 Number:** \_\_\_\_\_

### Terms and Conditions for Use of Unmanned Aircraft (Drones) for Filming/Photography in DLR.

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 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

Additional Terms and Conditions may be added to your production once details of the landing/ take off site, and content of risk assessment has been received.

### CHECK LIST

**Please ensure that the following are enclosed with this Application Form:**

- Locations Pictures/ Map
- Production Schedule
- Completed Appendix A/B/C if applicable

**The following will be requested on approval of your application:**

- Signed Contract (Conditions will be incorporated into a contract)/ Payment of a Fee
- Public Liability/ Employer Liability insurance/ if vehicles are involved, motor insurance cover to the value of €6.5m (all 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 Safety, Health and Welfare at Work Act 2005)
- Has local business & residents been notified (if in a commercial/residential area) YES / NO
- Has Gardaí assistance been requested (i.e for traffic management) YES / NO

**Please note that:**

- Filming is to take place at the stated locations, dates and times only.
- All consultations with business/residents and other premises should be complete prior to commencement of filming.
- The applicant is responsible for any claims that may arise directly from this filming.
- The applicant must ensure that the person responsible for drawing up and implementing their Health & Safety Statement & 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 Dún Laoghaire-Rathdown County Council.
- Dún Laoghaire-Rathdown County Council bears no responsibility for the management of safety for the duration of filming.
- Dún Laoghaire-Rathdown County Council must be credited in the production titles for their assistance in the making of the program/film/series; and the dlr logo included where possible.