

Filming permit application

Special-use permit for filming on public ground. Please complete all applicable fields and send the application with its attachments to the responsible office.

1 Responsible office

Authority / office	Reference number (if any)
Postal address or email of the office	Date of application DD.MM.YYYY

2 Applicant

Production company	Responsible person	
Address (street, postcode, city)		
Phone	Email	Invoice recipient (if different)
On-site contact on the shoot day	On-site mobile number	

3 Production

Project title / working title	Client / broadcaster		
Type of production			
☐ Feature or TV film	☐ Series	☐ Commercial	☐ Documentary
☐ Music video	☐ Photo shoot	☐ Film school project	☐ Other
Short description of the scene(s) at this location			

4 Location and schedule

Address / street section (house numbers, side of the street)							
Areas used							
☐ Pavement	☐ Carriageway	☐ Parking lane					
☐ Square / pedestrian zone	☐ Green space / park	☐ Public building					
Area used (m²)	Shoot day(s) from	DD.MM.YYYY	to	DD.MM.YYYY			
Set-up from	hh:mm	Filming starts	hh:mm	Filming ends	hh:mm	Wrap by	hh:mm

Alternative date (e.g. in case of bad weather)

5 Type of filming

- | | | |
|---|--|---|
| ☐ Handheld camera | ☐ Camera on tripod | ☐ Dolly / tracks |
| ☐ Crane / telescopic arm | ☐ Driving shots / car rig | ☐ Drone |
| ☐ Night shoot (10 pm–6 am) | ☐ Rain, fog or wind | ☐ Pyrotechnics / open fire |
| ☐ Prop weapons | ☐ Stunts | ☐ Animals |
| ☐ Music playback | ☐ Large background cast | |

Details (e.g. drone operating category, type of effects)

6 Crew, vehicles and traffic

Crew size

Cast / extras

Number of vehicles

Vehicle types and number plates (e.g. 7.5 t truck, van, make-up trailer)

No-parking zone: length (m)

No parking from (date, time)

No parking until (date, time)

Traffic measures

- | | |
|--|---|
| ☐ No impact on traffic | ☐ Partial use of the pavement, passage stays clear |
| ☐ Partial closure of the carriageway | ☐ Brief traffic stops during takes |
| ☐ Traffic control by police or marshals | ☐ Signage by a specialist company |

7 Set-up and power

Structures (e.g. tents, light stands, costume and make-up trailer, catering)

Power supply

- | | |
|--|---|
| ☐ Battery power | ☐ Building supply (with the owner's consent) |
| ☐ Temporary grid connection | ☐ Generator, output (kVA) <input type="text"/> |

Generator position and cable runs (cable ramps)

8 Insurance

Liability insurer

Policy number

Cover for bodily injury (EUR)

Cover for property damage (EUR)

Valid until

DD.MM.YYYY

9 Attachments

☐ Site plan with set-up areas and vehicle positions	☐ Proof of liability insurance
☐ Consent of the owner or property manager	☐ Traffic sign plan (for no-parking zones or closures)
☐ Shooting schedule / call sheet	☐ Scene description or script excerpt
☐ Drone documents (operating authorisation, pilot certificate)	☐ Commercial register extract or business registration
☐ Draft of the resident notice	☐ Other

10 Declaration and signature

We undertake to comply with the conditions of the permit, to keep escape routes and entrances clear at all times, to inform residents in good time, to leave the areas used clean and to pay for any damage caused by the filming.

Additional notes for the office

Place, date

Signature

Name in block capitals, position