

REQUEST FOR PERMISSION TO FILM IN PUBLIC PLACES WITHIN THE COUNTY OF DÚN LAOGHAIRE-RATHDOWN - APPLICATION FORM

Filming may be permitted in public places within Dún Laoghaire-Rathdown with the consent of the Council and subject to the terms, conditions and fees associated with such consent – see below. Public Places covers such areas as: roads, footpaths, parks, cemeteries and beaches.

COMPANY DETAILS		
Company Name:		
Company Address:		
Contact Person:		
Fax Number:		
Email Address:		
Contact Telephone Number:		
FILMING DETAILS		
Proposed location for filming:		
Proposed date(s) of filming: *Risk assessment may be required		
Proposed start time of filming:		
Proposed finish time of filming:		
Details of proposed filming (content):		
Will a road / footpath closure be necessary?		Y / N
Will a parking bay be required? (cost:	€25 + 23% vat per bay per day – on street	Y / N
	€35 + 23% vat per bay per day – car parks)	Y / N
EQUIPMENT DETAILS		
Total number of personnel on location:		
Total number of cameras on location:		
Total number of vehicles on location and make(s) / model(s):		

Other equipment (microphones, props etc):

INSURANCE DETAILS

Public Liability Insurance (€6.5Million)

Y / N

Insurance Company Name:

Policy Number:

Expiry Date:

*Please ensure Dún Laoghaire-Rathdown County Council is indemnified

Employers Liability Insurance (€13Million)

Y / N

Insurance Company Name:

Policy Number:

Expiry Date:

*Please ensure Dún Laoghaire-Rathdown County Council is indemnified

Motor Insurance (€6.5Million) *For Vehicles used on set / in film

Y / N

Insurance Company Name:

Policy Number:

Expiry Date:

*Please ensure Dún Laoghaire-Rathdown County Council is indemnified

FEES

No permission to film will be granted until this form is received by the Council. The fee must be paid prior to filming after all paperwork is completed and signed.

Signed: _____ (Company Contact Person)

CONDITIONS & CHARGES:

The company must submit Public Liability Insurance cover to the value of €6.5million, employers 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.

The current rates for filming/photography within the administrative area of the Council are as follows.

- **1 hour €240 + Vat @23%.**
- **€120 + Vat @23% per hour thereafter.**
- **Daily rate: €800 + Vat @23%**

For prolonged uses, which involve specific arrangements, the charges may be subject to negotiation.

Non-Commercial photography may be permitted free of charge, subject to permission from the relevant department.

Students from an accredited college, requesting to film for projects etc., must request permission in writing and submit a copy of the Colleges Public Liability Insurance indemnifying Dún Laoghaire-Rathdown Council against any claims, in the amount of €6.5 million. There shall be no charge for actual filming.

Registered Charities are exempt from all fees but will be required to submit insurances.

During filming, all or any bye laws that are in place must be adhered to.

Any filming that takes place on a public road in charge of Dún Laoghaire-Rathdown County Council, or requires the parking of vehicles on the road will require approval from the Traffic Section and may require a Traffic Management Plan. Conditions will be incorporated into the consent.

NB.All requests for filming must be made at least 10 working days prior to any shoot.

Application Forms for filming on Roads, Footpaths should be submitted to: Municipal Services Department

Traffic and Road Safety Section, Dún Laoghaire-Rathdown County Council,
Level 4, Harbour Square, Crofton Road, Dún Laoghaire, Co. Dublin.

Email: traffic@dlrcoco.ie

Tel: 01 2054375

Application Forms for filming in Parks and Open Spaces should be submitted to: Municipal Services Department

Parks Section, Dún Laoghaire-Rathdown County Council,
Level 3, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.

Email: parks@dlrcoco.ie

Tel: 01 2054341

Application Forms for filming on Beaches should be submitted to: Municipal Services Department,

Environment Section, Dún Laoghaire-Rathdown County Council,
Level 3, County Hall, Marine Road, Dún Laoghaire, Co. Dublin.

Email: environ@dlrcoco.ie

Tel: 01 2054817