

**APPLICATION FOR FILMING IN A PUBLIC PLACE WITHIN  
THE REMIT OF DÚN LAOGHAIRE-RATHDOWN COUNTY  
COUNCIL**

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  
Please submit 14 days in advance  
If a road closure is required, this must be submitted 6 weeks in advance

**SECTION A - CONTACT DETAILS**

Name of Production Company/ Company Name	
Company Address	
Contact Person/ Location Manager	
Contact phone number	
Email Address	

**SECTION B - PRODUCTION DETAILS**

Title of Production	
Proposed Location(s) for Filming	
Proposed Date(s) for Filming	
Start Time/Finish Time	
Description of proposed filming (content)	
Total Number of personnel (cast/crew) on location	
Irish Production Budget	
Overall Production Budget	

## SECTION C - OVERVIEW OF REQUIREMENTS

Please indicate all of the areas which your application relates to

Filming on Roads/Footpath	Yes			No	
If Yes, please provide details					
Filming in Parks/ Open Space/ Cemeteries	Yes			No	
If Yes, please provide details					
Filming in Beaches	Yes			No	
If yes, will any of the cast be swimming?	Yes			No	
Please provide details of which beach(es)					
Filming in Dún Laoghaire Harbour	Yes			No	
Marlay/ Cabinteely House, or an alternate heritage site	Yes			No	
If Yes, please provide details					
Filming on any other Council-owned property	Yes			No	
If Yes, please provide details					

## SECTION D - FILMING REQUIREMENTS

**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 and may require a Traffic Management Plan and a Surface Permit.**

**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.**

Total number of cameras on location	
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Total Number of vehicles on location and make(s)/ models					
Will the suspension of parking bay/s be required?	Yes			No	
If Yes, please complete Appendix 1					
Will a road/footpath closure be necessary?	Yes			No	
If Yes, please complete Appendix 1					
Is there use of larger vehicular equipment - e.g. cranes/low loaders?	Yes			No	
If Yes, please complete Appendix 1					
Will filming vehicles be parked on the road?	Yes			No	
If Yes, please complete Appendix 1					
Will any temporary structures be erected?	Yes			No	
If Yes, please complete Appendix 2					

## Appendix 1 - ROADS (PARKING SUSPENSION & TRAFFIC REQUIREMENTS)

Will there be any equipment on the footpath or grass verge?	Yes			No	
<b>Where there is equipment on a footpath or grass verge a surface permit is required.</b>					
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 link below): <a href="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</a>					
Is there use of Tracks/ Cranes/other equipment	Yes			No	
If yes, provide details i.e. Number/ Size/Positioning of this equipment(m)	Length (m):				
	Width (m):				
	Height:				
	Area (m2):				
	Location:				
Dates requested	From				
	To				

## Appendix 2 - TEMPORARY STRUCTURES

**Note: 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.**

Will any temporary structures be erected?	Yes			No	
Will this be on a road or footpath?	Yes			No	
<b>If yes, a Surface Permit will be required.</b>					
Description of Structures/Vehicles					
Dimensions of Structures/Vehicles:	Length (m):				
	Width (m):				
	Height:				
	Area (m2):				
Number of Structures/Vehicles					
Location of Structures/Vehicles					
Dates requested	From				
	To				
Name of the Structural Engineer who will certify the design calculations for all temporary structures					
Person/ Company erecting the structures					

### Appendix 3 - USE OF DRONES

Will any of the proposed filming involve the use of drones in public space?	Yes			No	
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**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. 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	
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**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.**

## INSURANCE DETAILS

- 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.

### **Please note the following:**

- 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.*

<b>Signed</b>	
<b>Date</b>	

Please submit the above application to [filloffice@dlrcoco.ie](mailto:filloffice@dlrcoco.ie).