

Guide to complete the Filming Permit Application Form



Consult this guide to fill in the specific location requirements.

WHEN IS MUNICIPAL AUTHORISATION NECESSARY?

Authorisation is necessary when public roads are used for exclusive and special purposes. Authorisation is required, among other cases, when the free circulation of vehicles, bicycles or pedestrians is interrupted; when an area is cordoned off or when cranes or travellings are installed in public spaces, when pedestrian areas need to be accessed with vehicles or when parking spaces need to be reserved for filming.

DATES FOR WHICH THE AUTHORISATION IS REQUESTED

In the filming dates section on the application form, it is recommended to include all of the dates on which the location is going to be used, or in other words, mounting, dismounting and filming dates.

It is also recommended to include more than one filming date, as the authorisation is granted for the filming dates requested. If it is not possible to film due to meteorological conditions or those of another nature and more days were not requested, the authorisation will not be valid and a new application must be submitted, which means that processing time shall commence from scratch.

The modification of the filming date(s) entails the cancellation of the previous application and the processing of the permits shall start from scratch. It is therefore recommended to request an estimated date for filming. For example:

“One day of filming between 15th and 18th May, probably on 16th May”

INSTALLATION OF ELEMENTS ON PUBLIC ROADS

If the filming requires the installation of any element on public roads (props, marquees, stages, space reserved for make-up and hairdressing) the following must be indicated:

- What is going to be installed?
- Where?
- Dimensions and characteristics of the elements.
- Documentation, photographs, etc. that help to identify the element.

PEDESTRIAN / BICYCLE CIRCULATION

If the filming requires interruptions to pedestrian circulation or cycleways, the following must be indicated:

- Metres and area to be cordoned off.
- Support from the Municipal Guards is required for the interruptions to pedestrian circulation and cycleways.

PARKING / RESERVATION OF SPACES/ ACCESS

If the filming requires any of these questions, the following must be indicated:

- Parking/ reservation of spaces for vehicles on the road:
 - Street affected.
 - Street numbers.
 - Linear metres.
- Access and/or parking in pedestrian areas for all types of vehicles.
 - Weight and dimensions of vehicles.
 - Area affected. If it is on the street, from what number to what number?
 - Metres required.
 - If access is for loading or offloading.
 - Vehicle registration number.

VEHICLE TRAFFIC: OCCUPANCY OR TRAFFIC INTERRUPTIONS

If the filming requires any of these questions, the following must be indicated:

- Travelling with a vehicle in a pedestrian area:
 - Weight and dimensions of vehicles.
 - Metres required.
 - Area affected. Indicate street numbers.
- Occupying a traffic lane on the road:
 - Street affected.
 - Street numbers.
 - Metres required.
- Occupying a cycleway:
 - Area of the cycleway.
 - Metres required.
- Control/ occasional or total interruption of the traffic:
 - Street affected.
 - Metres required.
 - Duration.
 - Times.
- If support from the Municipal Guards is required for the traffic interruptions.

ELEMENTS ON PUBLIC ROADS

Check whether the filming requires any of the following questions and indicate:

- Use of a hydrant.
- Removal of containers; pivots; traffic signals or other elements.
- Changes to urban furniture.

To describe the actions to be carried out, it may be useful to attach plans, photographs, etc.

CATERING

If food is going to be consumed in the filming area on the public road, specific authorisation is required, which must be requested in the first place.