

Filming Permit Application Form



A. COMPANY DETAILS

Tax Code Company Name

Trade Name

Telephone E-mail Website

Twitter Facebook

ADDRESS

Country Municipality

Address (Street, Number and P.C.)

HEAD OF THE COMPANY

Name and Surnames ID Number

Telephone E-mail

Position in the company / relationship with the company

B. PROJECT DETAILS

Project Title

Project Director Head of Production

Contact person for the handling of permits

ID Number	Name and Surnames	Contact E-mail	Telephone Number	Relationship with the project
.....
.....

Associate Producers

Type of Project

Film

Feature Film Short Film Advert (indicate product and brand)

Television

Series Documentary/ Report Programme
 Competition Advert (indicate product and brand)

Video

Musical Corporate / Institutional
 Photographic Report
 Others: specify

Total human resources (this refers to the human resources for the entire project)

Scheduled date to start filming **Scheduled date to end filming**

Total filming days

(*Attach project dossier)

Important: You must accept the general terms and conditions in relation to liability for the activity in order to request authorisation and attach a copy of the Insurance Policy.

The person signing the application form shall be considered to be the organiser of the activity and therefore responsible for it and must accept the following terms and conditions:

- Respond to any incident and/or accident that may arise to people and/or property as a result of the activity itself and the resources that are required to perform it.
- Have a valid civil liability insurance policy at all times with sufficient cover to respond to any incident and/or accident that may arise to people and/or property in the performance of the activity for which authorisation is requested.

This acceptance releases San Sebastian-Gipuzkoa Film Commission of all liability in the event of any incident and/or accident that may arise to people and/or property as a result of the activity itself.

C. STATISTICAL DETAILS

The information requested below shall be used to evaluate the economic impact of the audiovisual sector on our local environment. This information will be treated as confidential and will be used for studies and reports. The information provided by the production companies will not be published independently.

The statistical data requested below must be submitted in order to obtain the corresponding permits.

Total production budget (in euros)

Total investment in Gipuzkoa (in euros)

Breakdown of the investment expressed as a %

Donostia-San Sebastián (%)

Other municipalities of Gipuzkoa (broken down by municipality as a %)

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Breakdown of the investment for the following services in Gipuzkoa (in euros)

Catering Accommodation Transport

Contracting of companies from Gipuzkoa in the audiovisual sector. Mark as appropriate:

- Technical Staff (production assistants, camera operators, sound technicians, etc.)
- Artistic Team (actors and actresses, musicians, etc.)
- Indicate the number of extras hired for the project
- Equipment rental (generators, crane, lighting...)
- Others, specify

Number of people travelling to:

Donostia-San Sebastian

Other municipalities in Gipuzkoa (Indicate number of people in each municipality)

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Number of days spent in:

Donostia-San Sebastian

Other municipalities in Gipuzkoa (Indicate the number of days in each municipality)

.....

To obtain the relevant permits, the applicant must fulfil the following requirements:

- Have civil liability insurance for the filming and submit a copy to the San Sebastian-Gipuzkoa Film Commission.
- Submit data for the preparation of reports on the audiovisual sector.
- Insertion of the corresponding logos in the project credits or acknowledgements. Logos can be downloaded from the San Sebastian-Gipuzkoa Film Commission website (www.sansebastian-gipuzkoafilmcommission.eus).
- Submit two photographs of the filming and a copy of the project for filing. The San Sebastian-Gipuzkoa Film Commission shall be authorised to use these photographs in its promotional products (website, newsletter, leaflets and social networks, etc.).
- The première and distribution date shall be notified.

D. LOCATION DETAILS

This page must be completed **for each location** and the specific needs must be indicated pursuant to the filming guide.

LOCATION

Identification of the location. Details of the exact location (attach plan)

Municipality

Full address

Start Date

End Date

Start Time

End Time

Days filming in this location

Number of people present on location (include the project team for the filming of this scene and extras)

Material and equipment (indicate weight and dimensions)

Simple Equipment

Others (cranes, spotlights, etc.)

Positioning of props

SYNOPSIS OF THE SCENE TO BE FILMED

REQUIREMENTS

Special Filming

Filming with weapons

Filming with animals

Filming with children

Dangerous scenes

Staging of an emergency, crime, fire, etc.

Special Effects

Changes in urban furniture

Changes in urban lighting

Others, specify

Urban Transit:

Transit closed for pedestrians (indicate metres and area to be cordoned off)

Parking / reservation of spaces:

Vehicle of less than 3,500 Kg (indicate required place and metres)

Vehicle of more than 3,500 Kg (indicate required weight, dimensions, place and metres)

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Vehicle Traffic:

Vehicle of less than 3,500 Kg (indicate required place and metres)

Vehicle of more than 3,500 Kg (indicate required weight, dimensions, place and metres)
.....

Vehicle Access:

Vehicle of less than 3,500 Kg (indicate access point and number of vehicles)

Vehicle of more than 3,500 Kg (indicate weight, dimensions, access point and number of vehicles)
.....

Use of vehicles for loading and offloading:

Vehicle of less than 3,500 Kg (indicate access point and number of vehicles)

Vehicle of more than 3,500 Kg (indicate access point and number of vehicles)
.....

Traffic Control / Interruptions

Indicate metres, area and time

COMMENTS

By signing this document, I expressly consent to data processing under the terms and conditions set out in the data protection notice (See Annex).

Company signature and stamp