



## Câmara Municipal de Lisboa

### FILMING/PHOTO SHOTS - PRIOR COMMUNICATION

---

#### Documents required

- Application
- Information concerning personal data protection
- Identification and other documents

Individuals: identification document

Companies: valid commercial registration certificate or permanent certificate access code (entered in the correct field on this form); identification document(s) of the legal representative(s)

Associations and Foundations: articles of association; minutes of the election of the governing bodies; identification document(s) of the legal representative(s)

Educational establishments: declaration issued by the educational establishment, including the student's name, signed by the respective teacher or administrative office, attesting the academic purposes of the project in question; identification document of the student

Representatives: power of attorney or other document conferring the right of representation; identification document of the representative

- Copy of the liability insurance policy covering the risks involved in the activity in question, in Portuguese
- Filming/photo shoot specifications (description; equipment to be used, including the respective dimensions; total number of team members)

---

Order No. 91/P/2019

Filming or photo shoots in the city of Lisbon, excluding those taking place in green areas and city squares, as defined in Decision no. 6/ AML/2014, published in the Municipal Bulletin, Special Issue no. 1, of 22 January 22 2014, meeting the following criteria:

- The maximum filming or photo shoot period is 7 days
- Filming and photo shoots can only take place between 8:00am and 8:00pm
- The film/photo shoot crew does not exceed 10 people
- Only cameras, tripods, reflectors and sound capture equipment are used; no Special Noise Licence is required
- No parking reservations or prohibitions are required, irrespective of purpose
- No reservation of public areas is required

**Filming/photo shoots will not be allowed if the intended location is reserved for another event.  
Filming or photo shoots will only be allowed to start after all due fees have been paid**



## Câmara Municipal de Lisboa

Filming/photo shoots  
prior communication

### Mr Mayor of Lisbon

#### Identification of the applicant

Non-profit Organisation Name     Educational establishment     Producer     Other \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ - City/town \_\_\_\_\_

Identification document n.º \_\_\_\_\_ TIN \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Commercial registration certificate access code \_\_\_\_\_

#### Identification of the representative

Name \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

I authorize the sending of notifications, in the course of this process, to the e-mail addresses indicated

#### Hereby presents a prior communication for the following purpose

Filming

- Feature film     Short film     Documentary     Entertainment show  
 TV series     TV film     Other TV shows     Soap opera  
 Videoclip     Video School film     Commercial     Photo shoot

Institutional film

- Photography     Advertising photography

**Has an application for support and/or exemption from payment of fees been submitted? (at least 15 business days prior to the date of this application)**

No     Yes. Application No. \_\_\_\_\_

#### PRODUCTION CHARACTERISTICS

National     Production International production/co-production/executive production

#### Estimated production budget:

< €5,000     €5,000 - €10,000     €10,000 - €50,000     €50,000 - €100,000

€100,000 - €500,000     €500,000 - €1,000,000     > €1,000,000

#### Team:

Total number o members \_\_\_\_\_ Technicians \_\_\_\_\_ Actors \_\_\_\_\_ Extras \_\_\_\_\_



# Câmara Municipal de Lisboa

Filming/photo shoots  
prior communication

## FILMING/PHOTO SHOOT LOCATION AND DURATION

Fill in the information below for each location whose occupation is intended

Public areas Municipal

Facilities

Library    Cemetery    Sports facilities    Monsanto    School    Green area (garden)    Market    Other

Location (address, including door number)

Start date \_\_\_\_\_ End date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Public areas Municipal

Facilities

Library    Cemetery    Sports facilities    Monsanto    School    Green area (garden)    Market    Other

Location (address, including door number)

Start date \_\_\_\_\_ End date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Public areas Municipal

Facilities

Library    Cemetery    Sports facilities    Monsanto    School    Green area (garden)    Market    Other

Location (address, including door number)

Start date \_\_\_\_\_ End date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Public areas Municipal

Facilities

Library    Cemetery    Sports facilities    Monsanto    School    Green area (garden)    Market    Other

Location (address, including door number)

Start date \_\_\_\_\_ End date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Lisbon, \_\_\_\_\_

\_\_\_\_\_  
(signature)



## INFORMATION CONCERNING PERSONAL DATA PROTECTION

The Lisbon Municipality fully complies with personal data protection regulations. All personal data collected will be used exclusively for the purposes described below and only during the period required for such purposes. All necessary precautions will be taken to ensure data safety, namely by restricting access to duly authorised persons.

The Lisbon Municipality will need to collect personal data in order to adequately review and evaluate this application, within the scope of its duty to serve the public interest.

Accordingly, and under the terms of the *General Data Protection Regulation* (GDPR), as approved by Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, the following also applies:

- a) The Lisbon Municipality is the entity responsible for data processing, as defined in the GDPR. Any communications pertaining to the exercising of data protection rights should be sent to the Public Area Management and Advertising Department, Campo Grande, 25, 7º Piso, Bloco C, 1749-099 Lisboa ([dmei.depep.dgepp@cm-lisboa.pt](mailto:dmei.depep.dgepp@cm-lisboa.pt)).
- b) Data are intended for use by the Lisbon Municipality, through the Public Area Management and Advertising Department. No data transmission is foreseen.
- c) The data collected will be retained for a period of 10 years, which corresponds to the general data retention period for administrative purposes, after which they will be partially retained, without prejudice to the right to retain data for a longer period in case of dispute or if required by law. This declaration will be retained during the entire period of processing of personal data of the individual in question by the Lisbon Municipality.
- d) Provision of required data is mandatory; the Lisbon Municipality will not be able to evaluate applications in the absence of such information.
- e) The data collected will not be processed automatically by the Lisbon Municipality for any purposes, namely making decisions or defining profiles.
- f) The individual to whom the data refers shall hold the following rights:
  - i. Rights to be exercised before the Lisbon Municipality: right to information; right of access; right to rectify inaccurate data; right to request the deletion of data; right to restrict data processing; right to data portability; right to object to data processing; right not to be subjected to automated processing for decision-making or profiling purposes; if consent is required, right to withdraw consent at any time, without prejudice to the legitimacy of the processing already carried out based on the consent previously given.
  - ii. Rights to be exercised before the Data Protection Officer (via e-mail, at [dpo@cm-lisboa.pt](mailto:dpo@cm-lisboa.pt), or by sending a letter to Campo Grande, 25, Bloco E, 2º Piso, 1749-099 Lisboa): right to present argumentative statements.
  - iii. Rights to be exercised before the supervisory authority (namely the National Data Protection Commission): right to submit a complaint.
  - iv. Rights to be exercised before the competent courts: right to file legal action and claim compensation in case of infringement of their rights.

I have knowledge of the information about personal data protection.

First and last name

Signature

\_\_\_\_\_

Date

/ /