



Câmara Municipal de Lisboa

FILMING/PHOTO SHOOTS - LICENSING

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
- Copy of written information provided to the community about the location, date and time of the filming/photo session, and related constraints
- Filming/photo shoot specifications (description; equipment to be used, including the respective dimensions; total number of team members)
- Filming/photo shoot location plan, including all equipment and structures to be installed, adequately described
- Constraints plan, on a 1/1000 scale, including filming/photo shoot locations, parking and traffic diversions, adequately described
- Location and identification of all mechanical, electrical or sound equipment to be used, and description of the noise reduction measures to be adopted (if applicable)



Câmara Municipal de Lisboa

Filming/photo shoots
Licensing

Mr Mayor of Lisbon

Identification of the responsible for communication

Non-profit Organisation Name Educational establishment Producer Other _____

Name _____

Adress _____

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, within the scope of this process, to the email address indicated above

Hereby applies for a licence to occupy public areas for the following purpose

Filming

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

Photo shoot

- 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 n.º _____

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 of members _____ Technicians _____ Actors _____ Extras _____



Câmara Municipal de Lisboa

Filming/photo shoots
Licensin

ANNEX I - OCCUPATION CHARACTERISTICS BY LOCATION

Fill in an annex for each intended location

LOCATION IDENTIFICATION

Public area

Adress (including door number) _____

Municipal facilities

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

Identify the location _____

Adress (including door number) _____

FILMING/ PHOTO SHOOT LOCATION AND DURATION

Start date _____ End date _____ Start time _____ End time _____

Occupied area (m2) _____

PARKING AND TRAFFIC DIVERSIONS

Parking reservation Yes No

Total number of technical vehicles _____

Vehicle types _____

Adress (including door number) _____

Start date _____ End date _____ Start time _____ End time _____

Occupied area (m2) _____ Number of parking spaces _____

Filming area reserved for cleaning Yes No

Adress (including door number) _____

Start date _____ End date _____ Start time _____ End time _____

Occupied area (m2) _____ Number of parking spaces _____

Parking charged by EMEL Yes No

If parking spaces are used outside paid hours, fees will be applied by the CML in accordance with the applicable Fee Regulations.

Traffic diversions Yes No

Adress (including door number) _____

Start date _____ End date _____ Start time _____ End time _____



Câmara Municipal de Lisboa

NOISE (Special Noise Licence)

Noisy activity No Yes

Noise-sensitive receivers located in the vicinity (<100m) Residential building Hospital or other healthcare
 School Facilities leisure area

Generator with capacity ≥ 50 kVA No Yes

Sound-amplifying equipment No Yes Power < 2 000 W 2 000 W - 10 000 W
 10 000 W - 20 000 W > 20 000 W

Other (please specify) _____

Address (including door number) _____

Start date _____ End date _____ Start time _____ End time _____

Observations

STREET LIGHTING

Street lighting (on/off) No Yes

Address (including door number) _____

Start date _____ End date _____ Start time _____ End time _____

Observations

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).
- 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 , 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 / /
