

FILM
ING
IN LISBON
LISBOA
FILM
COMMISSION

FILM ING IN LISBOA LISBON FILM COMMISSION

We have included in this guide the instructions that must be followed in order to film in Lisbon. It is aimed at film, tv and commercial professionals, photographers, students or private individuals who have a film or photo project.

Since the creation of Lisboa Film Commission in 2012 by the Lisbon City Council, we are seeing an exponential growth not only in the audiovisual area but also in tourism, which essentially focuses on the same areas requested for filming.

On the other hand, between 2012 and 2014 there was an administrative reorganization of the city of Lisbon, implying the transfer of some governmental competence down Parish Councils.

The recent fiscal legislation approved by the Government, whose goal is to attract film industry investment in our country, will reinforce the growing tendency to select Lisbon as a filming destination.

It is therefore necessary to improve the work that has been developed by Lisbon City Council, in order to facilitate the access and logistics necessary for film, tv and advertising productions, but also to promote a healthy balance between the expectations and interests of producers and the needs and quality of life of the residents of Lisbon.

This is the purpose of this guide, but we recommend that for more complex film productions you contact Lisboa Film Commission in advance.



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APPLICATION FOR A PERMIT

> STEP BY STEP

NECESSARY PERMITS

SHOOTINGS	LISBON MUNICIPALITY PERMIT	LISBON PARISH COUNCILS PERMIT
Film/Photograph in public space (whatever the size of the team and the equipment used)	Yes	No
Film/Photograph in private property without parking in the street	No	No
Film/Photograph in private property with parking in the street	Yes	No
Film/Photograph in municipal facilities ¹	Yes	No
Film/Photograph in municipal facilities with parking in the street	Yes	No
Film/Photograph in spaces outside Lisbon City Council's jurisdiction	No	No
Film in interior locations under the jurisdiction of Parish Councils, without parking in the street	No	Yes

¹ The municipal facilities include all the interior locations under the jurisdiction of the Lisbon Municipality or the Parish Councils, such as cemeteries, markets / fairs, sports infrastructures, museums, palaces, public elementary schools, the Cold Greenhouse, Monsanto (the largest green park in Lisbon) and others. (To check if the location where you want to film is part of Lisbon City Council's jurisdiction please check this link: <https://informacoeseeservicos.lisboa.pt/contactos/diretorio-da-cidade>, or contact Lisboa Film Commission).

Activities that do not require a permit issued by the Lisbon City Council

- Filming or photographing for the purpose of informative/MEDIA coverage or other journalistic purposes in any press and media platforms, without any type of public space occupation nor reservation, pedestrian circulation troubling or traffic holds
- Filming or photographing for private and non-commercial purposes as long as it does not imply public space occupation
- Filming or photographing in spaces which are not under the jurisdiction of the Lisbon City Council

FEES APPLIED

The Lisbon Municipality fixes fees for filming in public space, as well as other fees, like the Noise Permit, which are updated annually, and also prices for filming in municipal facilities, among others.

FILMING/PHOTOGRAPHY	FEES
Permit	409,50€ (per application)
Simple Permit	178€ (per application)
Public space occupation (including shooting set, parking reservation and removal)	
Up to 10m ²	58,08€
From 10m ² to 100m ²	4,15€
Superior to 100m ²	2,05€
Noise Permit (see other attached noise fees in the Table of the municipal fees)	169,55€
Filming in municipal facilities	128,86€ + VAT (minimum price per hour. The price may be higher depending on the project)

How to pay

- In cash, check or ATM reference. In this case, the proof of the payment must be sent to the e-mail iniciativa.lisboa@cm-lisboa.pt, identifying your name, EIN/SSN or business registration number as well as the number of the process. You can pick up your permit in person at the Entrecampos Lisboa Desk .
- All the fees related to the Parish Councils must be paid at the respective entities, namely the occupation of indoor and outdoor spaces' fees.

HOW TO APPLY

You can apply by e-mail or in person at the front desk Iniciativa Lisboa (iniciativa.lisboa@cm-lisboa.pt), by sending the form for Filming/ Photo Shoot with the necessary documents. This form allows you to apply for a filming/photo shoot permit in one document.

For assistance on how to fill the form and for any other questions, you can contact Lisboa Film Commission (in case of productions with municipal support), or DGEPP - municipal service responsible for public space and licences (in case of productions without municipal support).

Documents to attach to the form

- ID of the applicant;
- Documents proving the legitimacy of the applicant;
- Copy of the production company's business certificate or copy of the individual taxpayer's card;
- Liability insurance (covering any damages caused during the shooting), issued by an entity authorized by the ASF, the national insurance authority (www.asf.com.pt);
- Descriptive memory of the production:
 - Description of the filming/photo shoot;
 - Equipment and structures used (with pictures enclosed);
 - Description of generators and noise cancelling methods in case of noisy filming;
 - Maps pointing the specific location of the filming, parking reservations, set clearance, temporary traffic holds, and all equipment and structures to be installed you may use the app <http://lxi.cm-lisboa.pt>;
- Copy of the authorization of other image rights;
- Copy of the notification to local residents and businesses.

Simple Permit

The Simple Permit is applied to filming/photo shoots that meet the next requirements:

- Filming/photo shoots are not carried out in certain historical squares or parks;
- Filming/photo shoots that have to be completed within 7 (seven) days maximum;
- Filming/photo shoots that can be done between 8AM and 8PM;
- Crew consists of 10 people or less;
- It is allowed the use of camera, tripod, light reflector, microphone/sound equipment, which does not entail a Noise Permit;
- Parking reservations/removal of any type of vehicles, regardless of their purpose are not allowed;
- Filming/photo shoots do not entail of any type of public space occupation;
- The shooting must start after paying the respective fees.

The shooting cannot be carried out if the chosen locations are already reserved for another event.

Access the forms through the link: <https://informacoese-servicos.lisboa.pt/servicos/detalhe/filmagens-e-sessoes-fotograficas>

TYPE OF PRODUCTION		FORMS	OTHER DOCUMENTS
Productions with municipal support	Productions with relevant cultural or artistic interest	Form for filming/photo shoot (Permit or Simple Permit) Form for applying for municipal support	Documents attached to the filming/photo shoot form File containing detailed information about the project
	Educational Institutions	Form for filming/photo shoot (Permit or Simple Permit)	Documents attached to the filming/photo shoot form
	Non-profit organizations	Form for filming/photo shoot. (Permit or Simple Permit)	Documents attached to the filming/photo shoot form (Non-profit organizations bylaws, descriptive memory of the project, etc)
Productions without municipal support		Form for filming/photo shoot (Permit or Simple Permit)	Documents attached to the filming/photo shoot form

DEADLINES: APPLICATION ANALYSIS AND PERMIT ISSUING

Analysing the application

After receiving the form with all the necessary documents, the decision of the Lisbon City Council will be announced within 3 work days (counting from the day after the application is submitted).

The applications submitted less than 3 days prior to the filming risk to be turned down.

Issuing the permit

The production company will be informed about the fees to be paid and the permit is issued immediately after the payment.

Application withdrawal

The application withdrawal or cancellation of some locations can be done by sending an e-mail to dgepp.temporarias@cm-lisboa.pt. An administrative fee will still be charged.



APPLICATION FOR MUNICIPAL SUPPORT

NON-FINANCIAL SUPPORT/FEES EXEMPTIONS/DISCOUNTS

Film and TV productions can apply for municipal support.

Shootings done by Non-profit organizations and by Educational Institutions (students) can benefit from tax exemptions and municipal facilities discounts.

In case the production is considered to have municipal interest, artistic or technical quality and showcases the city of Lisbon, according to the criteria defined by the municipal Regulations, other municipal support can be given:

- Exemption from public space occupation fees and other municipal fees (like the Noise Permit);
- Permit to film in a municipal facility;
- Promotion and distribution of the production on the channels available at the Lisbon City Council;
- Premiere of the film in a municipal facility;
- Logistic support on a case by case basis (removing street furniture, changing street lighting, cleaning streets and graffiti..).

PRODUCTIONS THAT CAN ASK FOR MUNICIPAL SUPPORT	PRODUCTIONS WITHOUT MUNICIPAL SUPPORT
Feature films, Short Films and Documentaries ¹	Commercials
Television series and web-series ¹	TV entertainment programs
Shootings by Educational Institutions	Soap operas
Shootings by Non-profit associations	Music videos

¹ Those considered to have cultural and artistic interest, approved by the Deputy Mayor for Culture.

Important The services provided by the Fire brigade, Police and Parish Councils must be paid for by all productions, including those carried out by Educational Institutions and Non-profit organizations (see page 19).

Applications for municipal support/fees exemptions must be sent in 15 work days prior to submitting the filming/photo shoot application. The dossier of the project must be annexed with the following documents:

- Synopsis or descriptive memory;
- Script;
- Cast & crew members;
- Promoting and financing entities;
- Overall production budget and estimate of the expenses in Lisbon;
- Declarations of support attributed by other entities;
- Film distribution strategy;
- Description of the locations (daily film schedule in public space with approximate area occupation).

The Form to apply for municipal support and the dossier of the project must be sent to Lisboa Film Commission by e-mail: lisboafilmcommission@cm-lisboa.pt, or in person.

Lisboa Film Commission analyzes the potential cultural and artistic interest of the project. Once received a positive feedback, the fees exemptions requested by the production company must be approved by the Municipal Department of Finance.

If the non-financial support asked for (public space fees exemptions and other fees) has a value higher than 10 000 euros, the production company has to register at BDAA (Support Attribution Data Basis), through the Form of support attribution for external entities.

When there is a request for a paid parking reservation, Lisboa Film Commission informs the EMEL (Municipal Parking Management Company) of the support granted by Lisbon City Council in order to obtain EMEL's authorization and parking exemption.

If you wish to cancel the filming request, you will have to send this information to the email dgepp.temporarias@cm-lisboa.pt, with cc to lisboafilmcommission@cm-lisboa.pt.

The granting of support requires

- Mention "With the support of the Lisbon City Council" in the credits of the film/photographs
- Inclusion of the logos of the Lisbon City Council and Lisboa Film Commission
- Copy of the film
- Graphic material (poster)
- Notification of the premiere day and the release date in cinemas or TV channels.

To download the logos of Lisbon City Council, go to the link: <https://www.lisboa.pt/municipio/camara-municipal/identidade-grafica>
For the LFC logos access the link: <https://economiaeinovacao.lisboa.pt/lisboa-film-commission>

FINANCIAL SUPPORT

For applications for financial support, please check the link: <http://www.cm-lisboa.pt/polo-cultural-gaivotas-boavista/loja-lisboa-cultura>



WHILE FILMING

CHOICE OF LOCATIONS

The website <https://www.lisboa.pt/> of the Lisbon City Council has information on locations and spaces (municipal, state or private) that can be helpful in the research:

Per facility: <https://informacoeseeservicos.lisboa.pt/contactos/diretorio-da-cidade>

Lisboa Film Commission informs about the feasibility of filming in certain municipal locations, according to the particular needs of the production. The visit to the venues depends on the availability of Lisboa Film Commission and of the venues themselves, namely those under the jurisdiction of Parish Councils.

The same website provides the contacts of the locations and spaces assigned to entities external to the Municipality, allowing producers to contact them directly. If the location or space sought by the producer is not on the website, Lisboa Film Commission is available to assist.

Once a location matches what is being sought, we recommend that producers first confirm that the access to it and its use is easy, and that they check the surrounding environment (schools, hospitals, churches, etc.) so it will match the project's needs.

For areas with higher demand, the City Council defines a minimum period of 7 consecutive days in which no filming is allowed in the same public space.

In order to verify the availability of the public space, the following websites may be consulted:

<https://informacoeseeservicos.lisboa.pt/ocorrencias/condicionamentos-de-transito>

FILMING IN PRIVATE PROPERTY OR OTHER PUBLIC LOCATIONS (OUT OF MUNICIPAL JURISDICTION)

To obtain authorization for filming in public and private non-municipal spaces, it is necessary to address the request to the respective entities.

This is the case when filming in hospitals, churches, universities, prisons, public transport, or any other private or public space, that is not under the municipal jurisdiction, it is therefore necessary that the producers contact these places directly to learn about the filming conditions, request authorizations and possible payments.

Likewise, the Lisbon City Council may request the authorization for filming/photo shoots and temporary occupation of non-municipal spaces before issuing the municipal permit.

Some examples:

- Jerónimos Monastery and Belém Tower (DGPC - Directorate General for Cultural Heritage);
- Discoveries Monument and Compass Rose (EGEAC - Municipal Company of Lisbon's Cultural Spaces);
- Part of the riverside zone (APL Zone - Port of Lisbon, and ATL Zone - Lisbon Tourism Association);
- Coastal area, use of boats (Captaincy of Lisboa); Parque EXPO (Lisbon City Council, but with some private areas);
- Parish Councils spaces (public fountains, markets, fairs, cemeteries, etc.).

INFORMING LOCAL RESIDENTS

Whenever there is an occupation of greater impact on the local community, which may change the access to the public space for its local residents and businesses, it is essential to inform the surrounding community, before the filming begins, about what will happen on set, identifying themselves and providing a contact.

This can be done through a notification in the mailboxes, local shops and Parish Councils, giving special attention to the inconveniences caused by the use of parking spaces. Upon application, the producer will have to attach a copy of this notification.

You may find a notification template on our website:

http://www.cm-lisboa.pt/fileadmin/SERVICOS/Temas/Informacao_moradores.pdf

PARKING AND TRAFFIC HOLDS

As a rule, Lisbon City Council only assigns a maximum of 5 parking spaces for technical/support vehicles, for each shooting location (50m²). In exceptional cases, and when appropriately justified in the descriptive memory, a bigger area can be attributed. In this case, the request must be sent in 10 days prior to the shooting.

Parking for local residents

The producer must guarantee alternative parking for the residents affected by the shooting, in a public or private car park, free of charge. To guarantee parking for the residents, the producer must contact the Parish Council.

Parking for production companies

Whenever an alternative is possible, priority should be given to the parking of technical vehicles outside the most crowded and busy areas (where the shooting takes place), and therefore the vehicles must park in the surrounding area.

The reservation of parking for technical vehicles, the reservation of cleaning of the set and the traffic holds require the presence of the police, whose services must be paid for by the producer. Its presence ensures the reservation of parking spaces, and road and pedestrian safety.

Parking vehicles on the sidewalk or the center of roundabouts is not authorized, according to the Rules of the Road.

Parking fees charged by EMEL (Municipal parking management company)

If the space occupied is in a time-restricted parking zone, please proceed to EMEL's front desk after the issue of the filming/photo shoot permit to pay for the respective fees.

You can check the prices at the EMEL website:

www.emel.pt/pt/onde-estacionar/via-publica/tarifarios/

The circulation of vehicles in areas with restricted access and historical neighborhoods has to be reduced to the bare minimum necessary for the production. For the access of technical vehicles, please identify the license plates and send them to the e-mail bairroshistoricos@emel.pt.

Reduced emissions zone (ZER)

The Reduced Emissions Zones' (ZER) main goal is to reduce the concentration of pollutants in cities. Light and heavy vehicles cannot access certain areas on work days between 7am and 9 pm.

Access the website of the Lisbon City Council to learn more:
<https://informacoeseeservicos.lisboa.pt/servicos/detalhe/zona-de-emissoes-reduzidas-zer>

Temporary traffic holds

Temporary traffic holds are coordinated by an on-site police force and require the authorization of the Traffic and Mobility Management Municipal Department. A maximum of 2 to 3 minutes is allowed, preferably on weekends and in certain areas with less traffic.

INSTALLING EQUIPMENT AND STRUCTURES

In case of the use of cranes, scaffolding or other lifting platforms or furniture, the producer will have to inform about the characteristics of the equipment and its implantation. In these cases it is necessary the presence of the police authorities to ensure pedestrian and road safety.

At night or in conditions of low visibility these equipments and structures should be properly marked.

During setup and removal, the noise or any other inconveniences should be minimized.

AERIAL SHOOTINGS

Authorizations to shoot with drones or other unnamed aerial vehicles always require authorization from the ANAC - National Civil Aviation Authority and AAN - National Aeronautical Authority. Just like a permit for public space occupation issued by the Lisbon City Council, ANAC also considers that this activity requires an airspace reservation authorization to ensure air safety.

For more information on drone shootings and to apply for authorizations please visit: www.voanaboa.pt

The restrictions imposed by the Data Protection Act may also apply. (National Data Protection Commission - www.cnpd.pt)

NOISE

If the filming / photo shoot involves noisy activity (troubling noise), it should be mentioned in the descriptive memory, as well as the identification of the mechanical, electrical or sound amplification equipment or others (f.ex.firearms, explosives, pyrotechnical material) to be used and the description of the planned noise cancelling methods. Noise should always be kept at a minimum. Filming should always ensure compliance with the General Noise Regulation.

For filming near sensitive locations at night - from 9 pm to 9 am - or on weekends and holidays, you must apply for a noise permit. It is advised that every scene involving considerable noise should be done during daytime.

PUBLIC LIGHTING

Public lighting needs should be indicated in the form for filming, mentioning dates, times and the length of needs for public lighting.

Electricity needs must be requested directly to EDP (Portuguese Electricity Company).

Any use of electrical equipment or any other infrastructures in a municipal facility must be carried out by their staff or at least with its supervision.

PRESENCE OF THE POLICE AND SUPPORT OF THE FIRE BRIGADE

The police presence is needed for any filming where there are likely to be public safety issues, like shots taking place on a public road, cycling paths or pedestrian zones, whenever is mentioned in the permit issued by the Traffic and Mobility Management Municipal Department. The same applies in case of reservation of parking spaces for technical vehicles, set cleaning and traffic holds.

The production company must contact the police (Municipal Police or Public Security Police/Traffic Division) in advance and ask for their services directly. This must be paid for separately, according to the Ordinance 298/2016, Novembre 29, depending on the shifts of the policemen.

Fire brigade

A fire brigade is needed in case the logistics of the production require a fire prevention team for special effects, like rain, fireworks, explosions or others.

All productions, including those of educational institutions, must pay for the services of the Police and the Fire Brigade, even if fees exemption was granted.

ANIMALS ON SET

The participation of animals in public places is subject to a prior request. Animals used for filming must be covered by insurance, must be provided with all safety and welfare conditions, and their participation may not present risks to the health and safety of others. Their use implies a risk assessment by municipal services. In all the places where the animals are a water fountain and a feeder must be placed.

The immediate cleaning of animal waste must also be guaranteed by the producer.

Necessary documents:

- Medical documentation of all animals involved;
- Declaration issued by the responsible veterinarian attesting to the good health and housing conditions of the animals;
- Declaration issued by the organizer of the event confirming that it meets the animal's welfare requirements;
- Liability insurance;
- Licensing document of the animals transport vehicles;
- Pre-authorization granted by the DGAV (Directorate General of Food and Veterinary) to hold the event, as well as indication of the date and the exact place of its accomplishment.

FIREARMS, EXPLOSIVES, AND PYROTECHNICAL MATERIALS

The use of firearms (shots) requires an authorization from the Department of Weapons and Explosives of the the Police, at the address: depaex@psp.pt.

For more information please go to the link: <https://seronline.psp.pt/psp/login.pdc#>

The Police takes on a series of responsibilities like the verification and control the fire-arms' licenses and their legitimacy, as well as certain activities carried out by authorized entities or persons.

CLEANING AND CATERING

Production teams must respect the locations used. The production company will be responsible for any damages that may be caused in the public or municipal spaces during filming, being obliged to maintain them under the proper conditions of cleaning and conservation in which they were found.

Cleaning costs and water services may be charged to the production company, by the Municipality or the Parish Councils.

The setup of catering tents in the public space is forbidden.

WEATHER DAY

If the meteorological conditions do not allow the scheduled shooting to take place, the applicant has to request the Lisbon City Council to put off the shooting to another day, minimum three work days apart.

INSURANCE AND RESPONSIBILITY ON SET

The issue of a permit for filming requires a liability insurance (covering property and third parties damages), that includes the period of setup and removal.

The permit will only be issued when the producer sends a certificate of the insurance. The liability insurance has to be issued by an approved entity by the ASF, Insurance Supervision Authority, (www.asf.com.pt)

All precautions must be taken not to damage the public and municipal space. Otherwise, the production company will be responsible for the expenses related to the damages caused during shootings (pavement, street furniture, green space, traffic signs, etc.).

Lisboa Film Commission must be immediately notified of any damage that is caused during the filming.

In case of disrespect of these obligations, the Lisbon City Council has the right to suspend the filming.

SHOOTING SUPERVISION

The police officers and the different municipal services may carry out inspections to verify the legitimacy of the permits.

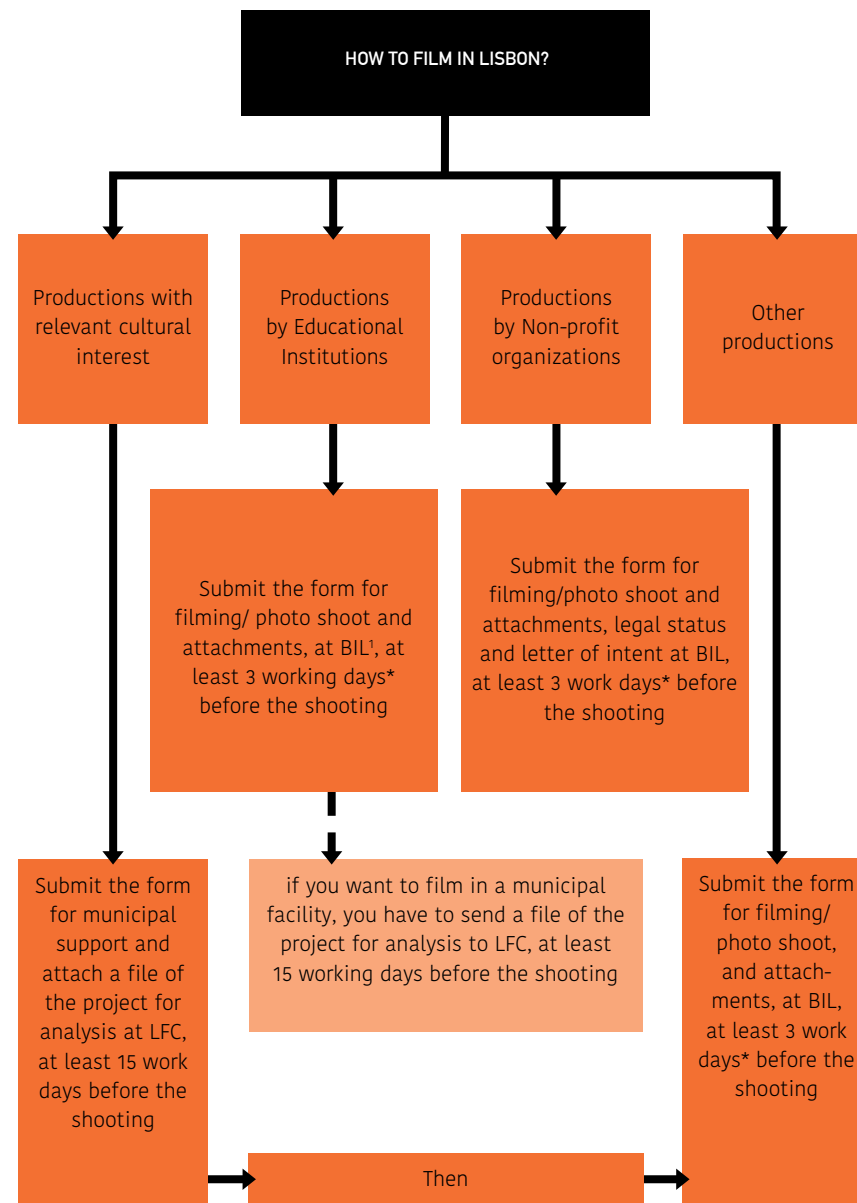
IMAGE RIGHTS AND COPYRIGHTS

No image right is claimed for public heritage under the responsibility of the Lisbon City Council. If the production company wishes to use images or videos of Lisbon from the Municipal Archive, an authorization must be requested.

Other image rights may be claimed when the public heritage is not under the jurisdiction of the Lisbon City Council.

Copyright must be protected. Their owners must authorize the use of their works.

Companies and film professionals shooting in the city of Lisbon must obey the Labour Legislation and People and Goods Safety rules, as well as other legislations that may apply during the filming activity, for which they are completely responsible, being disclaimed that Lisboa Film Commission and the Lisbon City Council will not take any responsibility for their non-compliance.



* Counting from the work day after your application

BIL - Service Desk Iniciativa Lisboa
LFC - Lisbon Film Commission

USEFUL CONTACTS

Lisboa Film Commission

Tel. 218 170 962 / 218 172 068
lisboafilmcommission@cm-lisboa.pt

DGEPP - Municipal service responsible for public space and licences

Tel. 218 171 086
dgepp.temporarias@cm-lisboa.pt

Iniciativa Lisboa front desk

Tel. 808 203 232 | iniciativa.lisboa@cm-lisboa.pt
Citizen Attendance Office, 31 de Janeiro Market | Lisboa

Municipal Police

Tel. 217 825 200 | pm@cm-lisboa.pt

Public Security Police/Traffic Division

Tel. 217 501 200 | dt.lisboa@psp.pt

EMEL

Tel. 217 813 686 | ovp@emel.pt

Fire Brigade Regiment

Tel. 218 171 430 | rsb.gc@cm-lisboa.pt

Directorate General for Cultural Heritage

Tel. 213 614 200 | dgpc@dgpc.pt

EGEAC

Tel. 218 820 090 | geral@egeac.pt

APL - Port of Lisbon

Tel. 213 922 259 | geral@portodelisboa.pt

Lisbon Tourism Association

Tel. 210 312 700 | atl@visitlisboa.com

National Civil Aviation Authority

Tel. 212 842 226 | drones@anac.pt

National Aeronautical Authority

Tel. 214 717 428 | imagens.aereas@aan.pt

ASF Insurance Supervision Authority

Tel. 808 787 787 | asf@asf.com.pt

Lisbon Parish Councils

www.lisboa.pt/municipio/freguesias

Emergency

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In case of doubt or need of technical assistance, do not hesitate to contact Lisboa Film Commission or to visit the site <https://economiaeinovacao.lisboa.pt/lisboa-film-commission>.

PUBLISHED BY

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Municipal Directorate for Culture
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Year

2020

