

**LISBOA FILM COMMISSION**

**FILMING  
IN LISBON**

**ENGLISH**

# TO MAKE EVERY PRODUCTION A MEMORABLE EXPERIENCE

This guide brings together information, procedures and guidelines designed for anyone wishing to film or photograph in Lisbon – professionals from the film, audiovisual and advertising industries, students, or any creative mind ready to bring a project to life in the Portuguese capital.

Lisbon is a city that inspires. Innovative and cosmopolitan, it is internationally recognized as a top destination for film and audiovisual productions and photo shoots.

Bathed in the golden light of the Tagus River and spread across its legendary seven hills, Lisbon offers an extraordinary blend of architecture and culture. With over eight centuries of history, the city provides a rich variety of settings – from medieval to modern, from picturesque to sophisticated – all illuminated by a light that filmmakers and photographers around the world describe as truly unique.

Lisbon is also a safe, welcoming and vibrant city, home to skilled and versatile professionals ready to turn ideas into images and stories.

The Lisbon City Council, through the Lisboa Film Commission, is committed to making the city ever more open to creativity – simplifying procedures, promoting sustainability, and ensuring balance between film activity, heritage preservation and the quality of life of residents, businesses and visitors.

## **Our Vision**

To make Lisbon a truly Film Friendly & Sustainable Filming City, strengthening its international reputation and contributing to a more creative and sustainable future.

## **Our Mission**

To support film, photographic and audiovisual productions while promoting and showcasing Lisbon's cultural and natural heritage – in Portugal and across the world.

## **Our Commitment**

To stand by producers throughout every stage of their project – from obtaining permits to connecting with local professionals and discovering inspiring filming locations.

We aim to make every production in Lisbon a memorable experience, and to ensure that each story told here adds to the city's unique and cinematic spirit.

## **Teresa Loureiro**

Lisboa Film Commission' Executive Coordinator - Member of the Board of Directors of EUFCN - European Film Commissions Network

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# APPLICATION FOR A PERMIT > STEP BY STEP ONE - 01

## 01 - APPLICATION FOR A PERMIT > STEP BY STEP

### 1.1 - 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 <sup>1</sup>	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/Photograph in interior locations under the jurisdiction of Parish Councils, without parking in the street	No	Yes
Film/Photograph in interior locations under the jurisdiction of Parish Councils, with parking in the street	Yes	Yes

<sup>1</sup> 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, and others (to check if the location where you want to film is part of Lisbon City Council's jurisdiction contact Lisboa Film Commission (LFC).

## 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 seriously harm the use and enjoyment of public space by third parties and does not conflict with safety, traffic, environmental rules, or others established for the occupation of public space;
- Filming or photographing in spaces which are not under the jurisdiction of the Lisbon City Council.

## 1.2 - FEES APPLIED

The Lisbon Municipality fixes fees<sup>2</sup> 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	459,75€ (per application)
Simple Permit	199,90€ (per application)
Public space occupation (including shooting set, parking reservation and removal)	
Up to 10m <sup>2</sup>	65,20€
From 10m <sup>2</sup> to 100m <sup>2</sup>	4,65€
Superior to 100m <sup>2</sup>	2,30€
Noise Permit (see other attached noise fees in the Table of the municipal fees)	200,10€
Filming in municipal facilities	151,63€ + VAT (minimum price per hour. The price may be higher depending on the project)

<sup>2</sup> <https://www.lisboa.pt/municipio/organizacao-municipal/financas/taxas-precos-e-outras-receitas>

## How to pay

- By ATM reference, indicated on the payment slip issued by CML.  
or
- By bank transfer, to the IBAN PT50 0035 0697 00605806130 44, indicating the process number.

The proof of the payment must be sent in response to the *e-mail* sending the fees to the technician responsible for the process and to [dgepp.temporarias@cm-lisboa.pt](mailto:dgepp.temporarias@cm-lisboa.pt), identifying the process number. The permit will be sent afterwards to the applicant's *e-mail*. All the fees related to the Parish Councils must be paid at the respective entities, namely the ones regarding the occupation of their indoor and outdoor spaces.

## 1.3 - HOW TO APPLY FOR A SHOOTING PERMIT IN LISBON

The application must be made preferably in person, at the front desk Iniciativa Lisboa<sup>3</sup> or by e-mail ([iniciativa.lisboa@cm-lisboa.pt](mailto:iniciativa.lisboa@cm-lisboa.pt)), by sending the form for filming/photo shoot<sup>4</sup> 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.

### Documents to attach to the form

- ID of the applicant;
- Documents proving the legitimacy of the applicant;
- Copy of the liability insurance (covering any damages caused during the activity), issued by an entity authorized by the ASF, the insurance supervision authority;
- Descriptive memory of the production;
  - Filming/photo shoot description;
  - Equipments and structures to be installed (with images attached);
  - Description of the energy generator and the sound equipments, and, in case of noise activity, of the noise reduction foreseen measures;
  - Implementation plants of the occupations, containing the specific location of the shootings, parking reservations (including set cleaning), traffic holds and of all equipments and structures to be installed, all properly subtitled.

<sup>3</sup> All applications for filming and photo shootings in Lisbon are registered by Iniciativa Lisboa.

<sup>4</sup> The forms can be downloaded at <https://informacoeseeservicos.lisboa.pt/en/services/detail/filming-and-photo-shoots-licensing> and <https://informacoeseeservicos.lisboa.pt/en/services/detail/filming-and-photo-shoots-prior-communication>

- Copy of the authorization of other image rights (if applicable);
- Copy of the notification to local residents and local shops (except if it is a Simple Permit – Prior Communication).

For reasons of certainty and legal security, all documents that Producers wish to add to the process, and which are originally written in a foreign language, must be accompanied by the respective certified translation into Portuguese.

### Simple Permit – Prior Communication

The Simple Permit is applied to filming/photo shoots that meet the following conditions:

- Filming/photo shoots that are not carried out in Structuring Green Spaces<sup>5</sup> nor in Historical Squares<sup>6</sup>;
- Filming/photo shoots that don't last more than 7 continuous days, counting from the date stated in the permit;
- Filming/photo shoots done between 8AM and 8PM, only;
- Filming/photo shoots crew consisting of 10 people or less;
- It is only allowed the use of camera, tripod, light reflector and microphone/sound equipment;
- The filming/photo shoots area cannot exceed the 10m<sup>2</sup>;
- Filming/photo shoots that don't require a Noise Permit;
- Filming/photo shoots that don't require parking reservations/removal of any type of vehicles, regardless of their purpose;
- Filming/photo shoots that don't require any type of public space occupation.

**Note:** The filming/photo shoots cannot be carried out if the chosen locations are already reserved for another event.

<sup>5</sup> Structuring Green Spaces:

[https://informacoes.servicos.lisboa.pt/fileadmin/informacoes\\_servicos/pedidos/comercio/espacos\\_verdes\\_estruturantes\\_RAL.pdf](https://informacoes.servicos.lisboa.pt/fileadmin/informacoes_servicos/pedidos/comercio/espacos_verdes_estruturantes_RAL.pdf)

<sup>6</sup> Historical squares: Campo das Cebolas; Praça D. Pedro IV (Rossio); Praça da Figueira; Praça do Comércio; Praça do Município; Praça dos Restauradores; Praça Duque de Saldanha; Praça Luís de Camões; Praça Marquês de Pombal.

TYPE OF PRODUCTION		FORMS	OTHER DOCUMENTS
Productions with municipal support	Productions with relevant cultural or artistic interest	Form for applying for municipal support  Form for filming/photo shoot (Permit or Simple Permit)	File containing detailed information about the project  Documents attached to the filming/photo shoot form
	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

## 1.4 - DEADLINE: APPLICATION ANALYSIS, PERMIT ISSUING AND APPLICATION WITHDRAWAL OR CANCELLATION OF LOCATIONS

### Analysing the application

The form and all the necessary documents must be submitted at least 3 working days prior to the filming/photo shoot day and/or parking reservations\*, otherwise, it risks to be turned down.

\*The day of the submission is not included in the count, in accordance with article 87, paragraph b) of the Administrative Procedure Code.

### Issuing the permit

CML sends the producer a notice of payment of the fees due, and the permit is issued after the proof of payment has been sent. The permit is issued until the day the filming/photo shoot and/or parking reservations begins.

### Application withdrawal or cancellation of locations

For application withdrawal or the cancelation of some locations, an e-mail must be sent to [dgepp.temporarias@cm-lisboa.pt](mailto:dgepp.temporarias@cm-lisboa.pt) with Lisboa Film Commission on Cc.

The withdrawal of the application or the cancellation of locations for each filming/photo shoot process must be done before the permit is issued as well as the respective fees due, at least 24 hours in advance of the start day of the filming/photo shoot and/or public space occupation, under the penalty of incurring in the payment of the administrative fee.

# APPLICATION FOR MUNICIPAL SUPPORT

## TWO - 02

## 02 - APPLICATION FOR MUNICIPAL SUPPORT

### 2.1 - NON-FINANCIAL SUPPORT

Film and TV productions can, according to *Regulamento Geral de Taxas, Preços e Outras Receitas do Município de Lisboa* (RGTPORML), combined with *Regulamento de Atribuição de Apoios Municipais* (RAAML), apply for municipal support for the development of their productions in Lisbon<sup>7</sup>.

Shootings done by Non-profit organizations and by Educational Institutions (students) can benefit from tax exemptions and municipal facilities discounts. These exemptions require the verification of the compliance of the necessary legal requirements.

If the cinematographic and audiovisual productions and photo shoots fit the criteria defined in the municipal regulations mentioned above and are considered of Relevant Cultural Interest or of artistic and technical quality, and publicize the city of Lisbon, the following municipal support can be given:

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

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<sup>7</sup> The regulations can be consulted at the Lisbon City Council site <https://www.lisboa.pt/>

PRODUCTIONS THAT CAN ASK FOR MUNICIPAL SUPPORT	PRODUCTIONS WITHOUT MUNICIPAL SUPPORT
Feature films, Short Films and Documentaries <sup>8</sup>	Commercials
Television series and webseries <sup>8</sup>	TV entertainment programs
Filmings/photo shootings by Educational Institutions	Soap operas
Filmings/photo shootings by Non-profit associations	Music videos

**Important** The services provided by the Fire brigade, Police and Parish Councils must be paid for by all productions, without exception.

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 (if LFC needs to request additional information or needs to clarify any doubts, the aforementioned 15-day period is suspended and will only continue to run once the information has been received or the doubts have been clarified):

- Project presentation;
- Synopsis or descriptive memory;
- Script;
- Description of the locations (daily film schedule in public space);
- Cast & crew members with the producer and director C.V.;
- Technical equipment and materials to be used;
- Estimated area and period of occupation and the respective fees;
- Overall production budget;
- Estimated expenses in Lisbon – economic impact on the city;\*
- Summary table of support amounts, by promoting/funding entity;
- Declarations of support from the promoting and funding entities;
- Film distribution strategy;
- Disclosure/promotion plan;

<sup>8</sup> Those considered to have cultural and artistic interest, duly approved.

- Declaration of no debt to the AT;
- Declaration of no debt to the SS.

**\* The expenses in Lisbon that may fit in this document are:**

- Car rental in Lisbon;
- Travel and transport in Lisbon;
- Accommodation in Lisbon;
- Meals in Lisbon;
- Rental of film studios in Lisbon;
- Rental of indoor and outdoor decors in Lisbon;
- Decoration expenses made in a store or establishment in Lisbon;
- Purchase and rental of furniture and props in a store or establishment in Lisbon;
- Purchase and rental of stage vehicles in a Lisbon company;
- Purchase and rental of wardrobe in a store or establishment in Lisbon;
- Purchase or rental of technical means (equipment and materials) in a store or establishment in Lisbon;
- Purchase of image and sound media in a store or establishment in Lisbon;
- Acquisition of imaging laboratory services in a company in Lisbon;
- Acquisition of sound and image editing services in a company in Lisbon;
- Acquisition of services in dubbing, voice-over and mixing studios in a company in Lisbon;
- Acquisition of cleaning, security and surveillance services in companies in Lisbon;
- Expenses with gasoline and derivatives in Lisbon;
- Energy (electricity) and water expenses, when the rented decors require it.

**Outside this concept of “Estimated expenses in Lisbon – economic impact on the city”, there should be:**

- The payment of copyright (even if the authors reside in Lisbon);
- The payment of fees to the Producer, the Director and the main actors (even if they are resident in Lisbon);
- Payment to the artistic and technical teams (even if they are resident in Lisbon); Plane travels and other means of transport (outside Lisbon).

The Form to apply for municipal support and the dossier of the project must be sent to Loja Lisboa Cultura by e-mail: [loja.lisboa.cultura@cm-lisboa.pt](mailto:loja.lisboa.cultura@cm-lisboa.pt)

Lisboa Film Commission analyzes the potential cultural interest, the artistic and technical quality of the project as well as the disclosure level of Lisbon.

In case it receives a positive feedback, the fees exemptions requested by the production company must still be approved by the Municipal Department of Finance.

When the non-financial support request (exemption from fees and others) has estimated charges exceeding 10.000 euros, the Producer will have to register with the BDAA – Support Attribution Database, using the Form for registration of external entities for the attribution of support, available at: [https://informacoeseeservicos.lisboa.pt/fileadmin/informacoes\\_servicos/pedidos/apoio\\_institucional/APOIOS\\_Mod3.pdf](https://informacoeseeservicos.lisboa.pt/fileadmin/informacoes_servicos/pedidos/apoio_institucional/APOIOS_Mod3.pdf)

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

#### **The granting of municipal support obliges the Production Company to:**

- Mention “With the support of the Lisbon City Council” and the inclusion of the logos of the Lisbon City Council, Lisboa Cultura and Lisboa Film Commission in the credits of the concluded work and on all promotional graphic supports, as well as on all the information broadcasted in the media;
- Deliver 2 photographs of scenes in Lisbon, that may be used in LFC's filmings annual balance and in it's social networks;
- Deliver 2 copies of the concluded work (2 PENS) duly identified to Lisboa Film Commission, for Municipal Archive and to the LFC archive;
- Deliver 2 paper posters;
- Deliver the poster in PDF and JPEG formats;
- Inform LFC of the premiere day and the release date in cinemas or TV channels;
- Send invitations (minimum 2) to the premiere or to the presentation of the concluded work;
- Keep LFC informed about the presence of the film/serie at Festivals and Shows and about Awards and Mentions that it may receive.

• To download the Lisbon City Council logos, access the link:  
<https://www.lisboa.pt/municipio/camara-municipal/identidade-grafica>

• To download the Lisboa Cultura logos, access the link:  
<https://egeac.pt/about-2/brand-identity/>

• To download the LFC logos, access the link:  
<https://www.lisboa.pt/temas/cultura/lisboa-film-commission>

## **2.2 - FINANCIAL SUPPORT**

For applications for financial support, access the link:  
<https://informacoeseeservicos.lisboa.pt/en/contacts/city-directory/lisboa-culture-store>

# WHILE FILMING

## THREE - 03

## 03 - WHILE FILMING

### 3.1 - CHOICE OF LOCATIONS

The website [www.lisboa.pt](http://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, which can be done by name, being the municipal facilities identified as such.

Access the link: <https://informacoeseeservicos.lisboa.pt/en/contacts/city-directory>

Lisboa Film Commission informs about the feasibility of filming in 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 coordinates of the locations and venues assigned to entities external to the Municipality, allowing producers to contact them directly. If the location or venue sought by the Producer is not on the website, Lisboa Film Commission is available to assist, complying with the CML's Privacy and Personal Data Protection Policy, which can be consulted at:

<https://www.lisboa.pt/en/privacy-policy>

If the location(s) meet the expectations, the Production Company must verify the respective access/usage conditions, as well as if the surrounding spaces allow the planned filming, or if, due to their characteristics, may present any constraints, such as the presence of schools, hospitals, churches, etc.

For areas with higher demand for public space occupations, 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, access the link:

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

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

To obtain authorization for filming in public and private non-municipal spaces (hospitals, churches, universities, prisons, public transports, among others), it is necessary to address the request to the respective entities.

**Note:** Technical opinion/authorization for image capture (referring to image rights) and temporary occupation of non-municipal spaces may be required, such as:

- Jerónimos Monastery and Belém Tower (Museums and Monuments of Portugal);
- Discoveries Monument and Compass Rose (EGEAC – Equipment and Cultural Activities Management Company);
- Part of the riverside zone (APL Zone – Port of Lisbon, and ATL Zone – Lisbon Tourism Association);
- Coastal area, use of boats (Lisbon Port Authority);
- Parish Councils spaces (public fountains, markets, fairs, cemeteries, etc.);
- MAAT - Museum of Art, Architecture and Technology;
- 25 de Abril and Vasco da Gama bridges;
- Others.

### 3.3 - INFORMING LOCAL RESIDENTS

Whenever there is an occupation that may change the access to the public space for its local residents and traders, the surrounding community must be informed, before the filming begins, about what will happen on set. This should be done through a notification in the mailboxes, local shops and Parish Councils. Upon application, the Producer will have to attach a copy of this notification.

Lisboa Film Commission provides a recommended residents and traders notification template.

### 3.4 - 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 (50m<sup>2</sup>). In exceptional cases, and when appropriately justified in the descriptive memory, a bigger area can be attributed. In these cases, the request must be submitted at least 10 days prior to the shooting.

#### Parking for Production Companies

Whenever 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 areas.

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

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

Parking requested by the Producers for vehicles used for filming must be carried out in a legal and orderly manner, in places duly authorized for that purpose, not occupying spaces for disabled people, private parking lots and loading and unloading areas or intended for residents, except when indicated.

#### Exclusive parking zone for residents

In exceptional and duly justified and authorized cases, parking in an exclusive area reserved for residents may be authorized. For such:

- The Producer must previously guarantee alternative parking in a public or private park, free of charge for residents affected by the filming and send the respective proof to the CML technician responsible for the process (LFC and DGEPP);
- The Producer must present proof of communication with the public or private park management entity regarding compensation for the places occupied by the filming to the respective Parish Council and to residents.

#### Parking fees charged by EMEL (Lisbon Mobility and Parking Company)

If the space occupied is in a time-restricted parking zone, the Producer must contact EMEL after the issue of the filming/photo shoot permit to pay for the respective fees.

You can check the prices at the EMEL website:

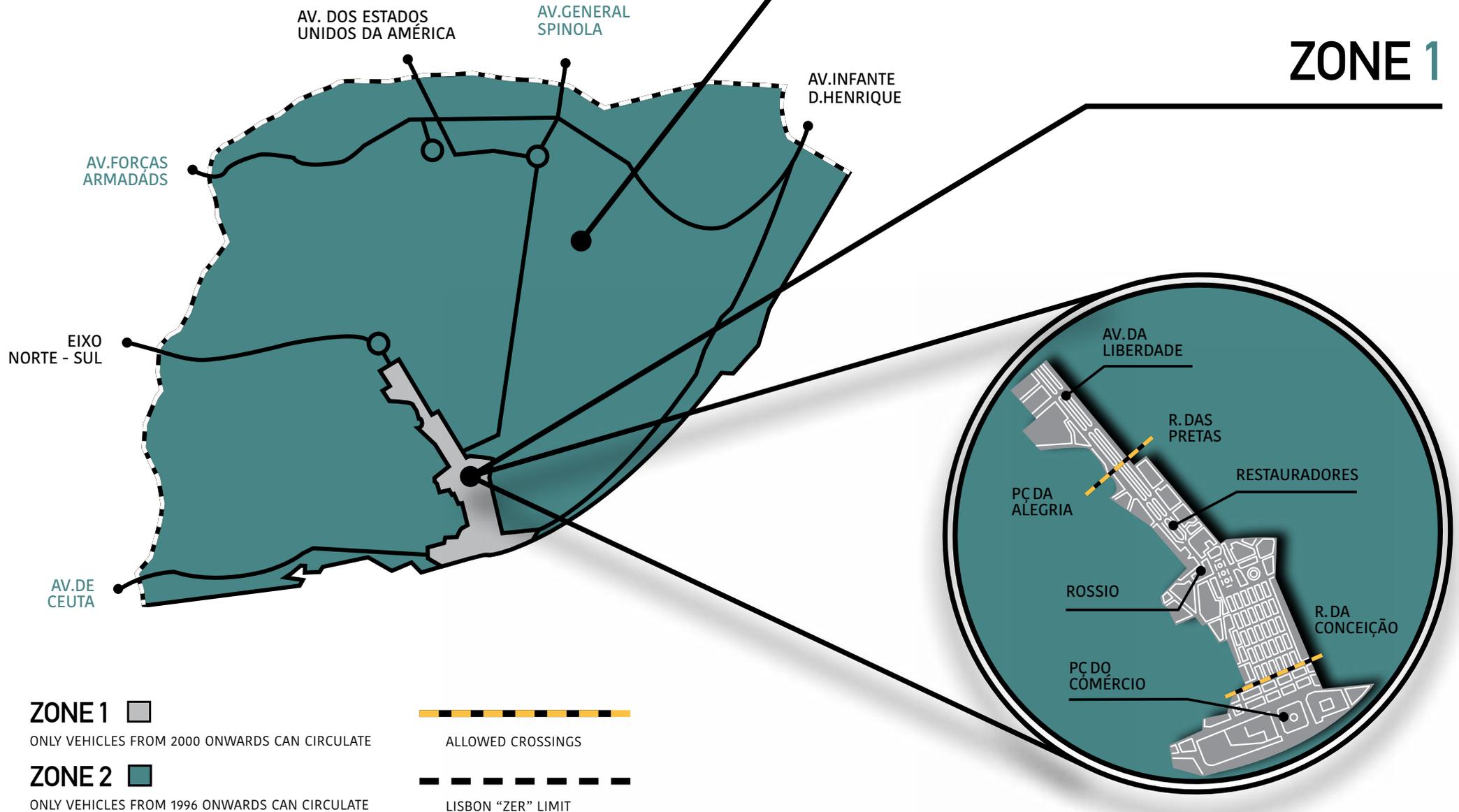
[www.emel.pt/pt/onde-estacionar/via-publica/tarifarios](http://www.emel.pt/pt/onde-estacionar/via-publica/tarifarios)

The circulation of vehicles in areas with restricted access and in historical neighborhoods must be reduced to the bare minimum necessary for the production. For the access of technical vehicles, the license plates must be identified and sent to the e-mail [bairroshistoricos@emel.pt](mailto:bairroshistoricos@emel.pt)

# REDUCED EMISSIONS ZONE (ZER) LISBON

ZONE 2

ZONE 1



### Reduced Emissions Zone (ZER)

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

To learn more, access the website of the Lisbon City Council:

<https://www.lisboa.pt/temas/mobilidade/modos-de-transportes/veiculo-privado>

### 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. Usually a maximum of 2 to 3 minutes traffic holds are allowed, preferably on weekends and in areas with less traffic. If they take place during the week, temporary traffic holds must be carried out outside the busiest traffic hours (7am-10am and 5pm-8pm). Permanent traffic holds must be carried out preferably on weekends and require a mandatory opinion from PSP/DT.

## 3.5 - INSTALLING EQUIPMENT AND STRUCTURES

In case of the use of cranes 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 must be minimized.

## 3.6 - AERIAL SHOOTINGS

Authorizations to shoot with drones or other unmanned aerial vehicles always require authorization from the ANAC - National Civil Aviation Authority and AAN - National Aeronautical Authority. For more information on drone shootings and how to apply for authorizations please visit: <http://www.voanaboa.pt/> The restrictions imposed by the Data Protection Act may also apply. (National Data Protection Commission - <https://www.cnpd.pt/>).

## 3.7 - NOISE

If the filming/photo shoot involves noisy activity (troubling noise), it should be mentioned in the descriptive memory the mechanical, electrical or sound amplification equipment to be used as well as the noise reduction foreseen measures. Noise should always be kept at a minimum. Filmings must always ensure compliance with the General Noise Regulation.

For filming near sensitive locations (habitacional buildings, schools, hospitals or similars or leisure spaces for human use), outside the daily period - from 8pm to 7am - or on weekends and holidays, the Producer must apply for a Noise Permit. It is advised that every scene involving considerable noise be done during daytime.

## 3.8 - PUBLIC LIGHTING AND ELECTRICAL INSTALLATIONS

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 (E-REDES).

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

## 3.9 - PRESENCE OF THE POLICE AND SUPPORT OF THE FIRE BRIGADE

### Safety and police surveillance

The parking spaces for technical vehicles, set cleaning and traffic holds demand the presence of the Police, to ensure the safety regarding vehicle and pedestrian circulation on the occupation perimeter. The Producer must contact the Police (Municipal Police or Public Security Police/Traffic Division) in advance and ask for their services directly. On municipal spaces, the shootings are secured by Municipal Police exclusively.

### Fire brigade

A fire brigade must be contacted by the production company in case the logistics of the production require a fire prevention team for special effects, like rain, fireworks, explosions/ fire or others.

All productions, including those of educational institutions, must pay for the services of the Police and the fire brigade, regardless having non-financial support (the granting of fees exemption).

## 3.10 - MINORS PARTICIPATION

The participation of minors require an authorization request to the Children and Youth Protection Commission of his/her residential area (or the shootings).

The Producer should always consider the minors age as well as the effective participation hours. It can, however, be done a simple communication, if the participation is inferior to 24h and the minor has at least 13 years old and hasn't participated in similiar activities for 180 days.

The request must be done by form to CPCJ (Children and Youth Protection Commission) with at least 5 days of antecedence. For more information check the link: <https://www2.gov.pt/en/inicio/espaco-empresa/balcao-do-emprededor/pedir-autorizacao-para-participacao-de-criancas-em-artes-e-espetaculos>

### 3.11 - 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 cannot present risks to their health and safety and 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:

- Health certification of all animals involved;
- Declaration issued by the responsible veterinarian attesting the good health and housing conditions of the animals;
- Declaration issued by the Producer confirming that it meets the animal's welfare requirements;
- Civil liability insurance for damage caused by animals;
- 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 where it will take place;
- Transport vehicle booklet;
- Animal transport vehicle insurance;
- Animal passport;
- Reptiles or birds of prey: ICNF (Institute for Nature and Forests Conservation) authorization to use animals in the event mentioning the dates of their use.

### 3.12 - FIREARMS, EXPLOSIVES, AND PYROTECHNICAL MATERIALS

The use of firearms (shots) requires an authorization from the Department of Weapons and Explosives of the Police. For more information please access the link: <https://seronline.psp.pt/psp/login.pdc#>

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

### 3.13 - CLEANING AND CATERING

Production teams must respect the locations and venues used. The production company will be held 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 occupation of public space with catering activities is not permitted, including the projection of trailer counters onto the road, installation of tents, placement of tables, chairs or other equipment.

### 3.14 - WEATHER DAY

If the weather conditions do not allow the scheduled shooting to take place, the production company may request the Lisbon City Council to put off the shooting to another day (not less than 3 working days), without having to pay more fees.

The same applies when the planned location for the occupation of public space does not have the necessary conditions to capture the desired images. In this case, the Producer must contact DGEPP, in response to the *e-mail* sending the Filming License, noting the reasons why the respective occupation is not possible, and requesting its rescheduling, within a period of no less than 3 working days, without having to pay additional fees.

**Note:** If the public space has actually been occupied, rescheduling is no longer authorized, nor can municipal fees be recalculated.

### 3.15 - INSURANCE AND RESPONSIBILITY ON SET

The issuing of a permit for filming/photo shoot on public space requires the existence of a civil responsibility insurance (that covers patrimonial and third party damages), and that includes the mounting/dismounting periods.

The insurance policies must be submitted in portuguese (if they are originally written in a foreign language), with a certified translation and must be made by insurance companies authorized by ASF (Insurance and Pension Funds Supervisory Authority) ([www.asf.com.pt](http://www.asf.com.pt)) operating in Portugal, regardless the head office is located in national territory or not.

If the head office is not located in national territory, the insurance company must have a branch office in Portugal or, at least, a representative to take care of matters regarding claims management.

The Producer will be held responsible for the expenses regarding the repair works in public or municipal spaces caused during the shootings (pavement, urban furniture, green spaces, traffic signs, etc.).

Any damage that occurs must be immediately reported to Lisboa Film Commission.

In case of disrespect of these obligations, Lisbon City Council may stop the shootings.

### 3.16 - SHOOTING SUPERVISION

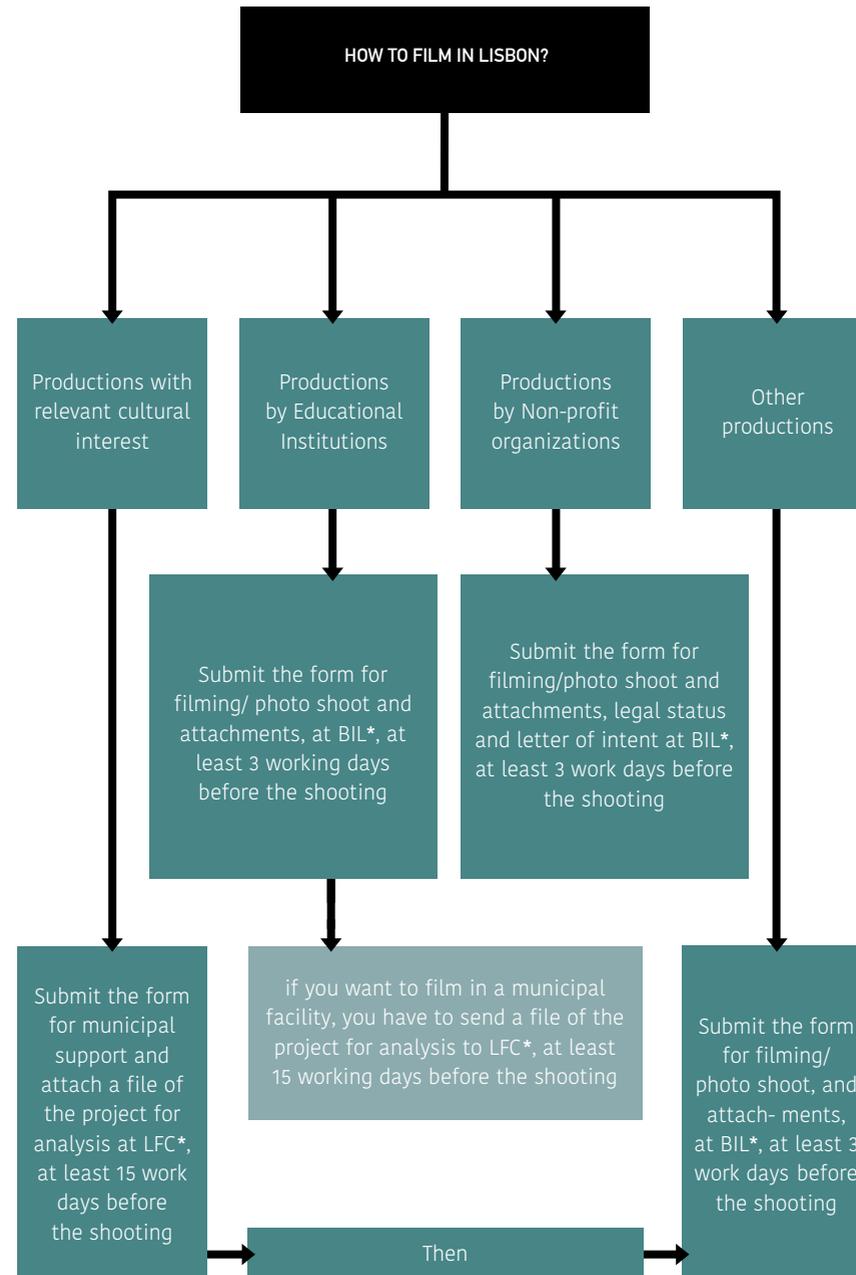
The police officers and the different municipal services may carry out inspections to verify the legitimacy of the permits.

### 3.17 - 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.

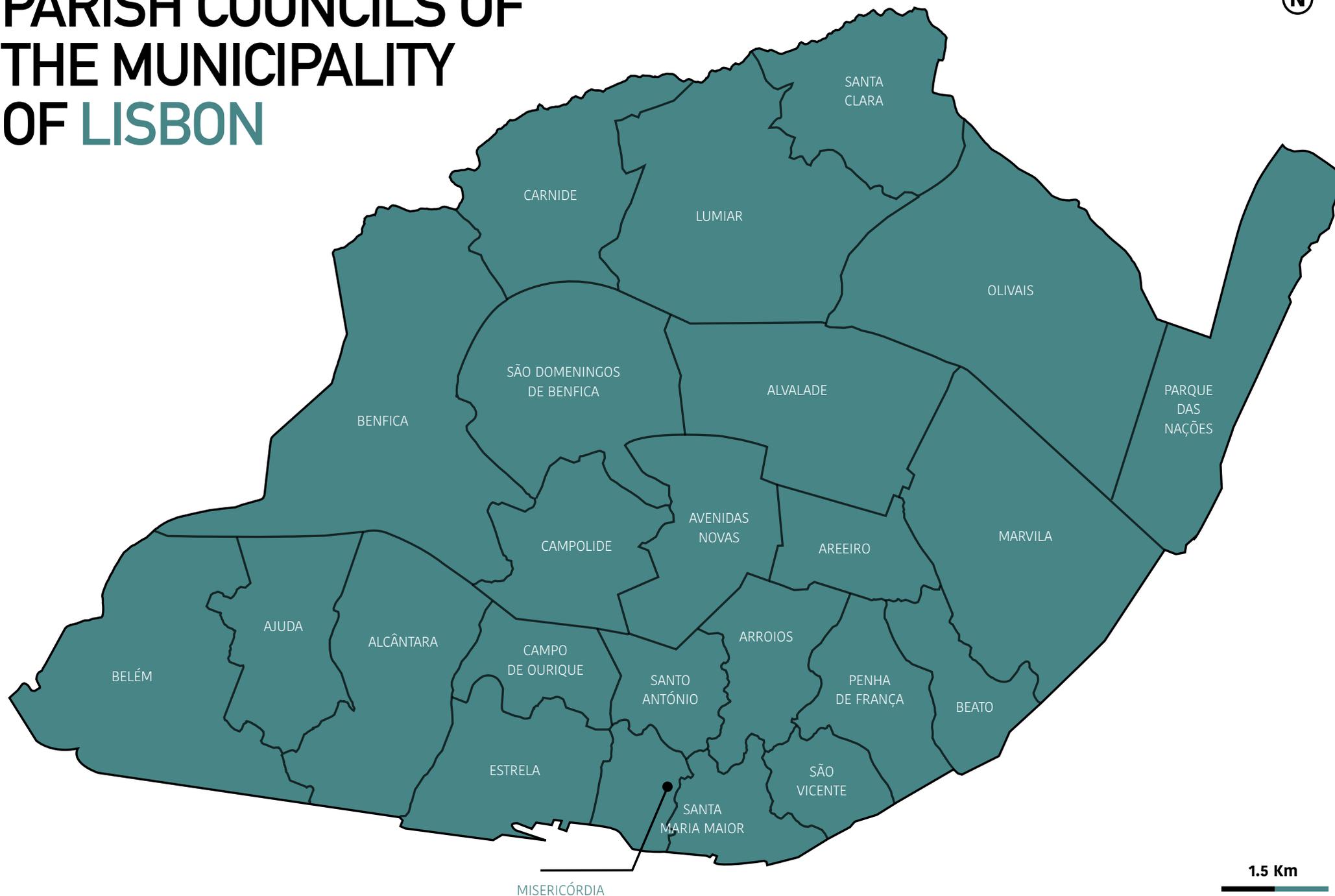
When the public heritage is not under the jurisdiction of the Lisbon City Council, any image rights that may be claimed are of the responsibility of the Producer. Copyright must be protected, so the authors must authorize the use of their works.

**Note:** 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, and therefore 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 - Lisboa Film Commission

# PARISH COUNCILS OF THE MUNICIPALITY OF LISBON



1.5 Km

# USEFUL CONTACTS

## **Lisboa Film Commission**

Tel. +351 218 170 962 / +351 218 172 068  
lisboafilmcommission@cm-lisboa.pt  
Instagram: @lisboafilmcommission  
Twitter: @LisboaFilmComm

## **APL – Port of Lisbon**

Tel. +351 213 922 259 | geral@portodelisboa.pt

## **ASF Insurance Supervision Authority**

Tel. +351 808 787 787 | asf@asf.com.pt

## **CARRIS**

Tel. +351 213 613 000 | relacoes.publicas@carris.pt

## **Children and Youth Protection Commission**

Tel. +351 300 509 717 | apoio.presidencia@cnpdpj.pt

## **DGEPP – Municipal service responsible for public space and licences**

Tel. +351 217 988 192/217 988 743/217 988 539 | dgepp.temporarias@cm-lisboa.pt

## **Diet and Veterinary General Directorate**

Tel. +351 213 239 500 | dirgeral@dgav.pt

## **EGEAC - Equipment and Cultural Activities Management Company**

Tel. +351 218 820 090 | geral@egeac.pt

## **EMEL - Lisbon Mobility and Parking Company**

Tel. +351 217 813 686 | ovp@emel.pt

## **Emergency**

112

## **Fire Brigade Regiment**

Tel. +351 218 171 430 | rsb.gc@cm-lisboa.pt

## **Iniciativa Lisboa front desk**

Tel. +351 808 203 232 | iniciativa.lisboa@cm-lisboa.pt

## **Lisbon Parish Councils**

[www.lisboa.pt/municipio/freguesias](http://www.lisboa.pt/municipio/freguesias)

## **Lisbon Tourism Association**

Tel. +351 210 312 700 | atl@visitlisboa.com

## **Maritime Authority**

Tel. +351 210 984 090 | girp@amn.pt

## **Municipal Police**

Tel. +351 217 825 200 | pm@cm-lisboa.pt

## **Museums and Monuments of Portugal**

Tel. +351 213 620 034 | geral@mjeronimos.dgpc.pt

## **National Aeronautical Authority**

Tel. +351 214 717 428 | imagens.aereas@aan.pt

## **National Civil Aviation Authority**

Tel. +351 212 842 226 | drones@anac.pt

## **Portugal Film Commission**

Tel. +351 213 230 870 | mail@portugalfilmcommission.com

## **Portugal Infrastructures**

Tel. +351 212 879 000

## **PSP National Directorate's Firearms and Explosives Department**

Tel. +351 218 111 000 | depaex@psp.pt

## **Public Security Police/Traffic Division**

Tel. +351 217 501 200 | dt.lisboa@psp.pt

In case of doubt or need of technical assistance, please contact **Lisboa Film Commission**.

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Municipal Directorate for Culture

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**LISBOA**

CÂMARA MUNICIPAL



LISBOA  
FILM  
COMMISSION