1. **Request summary**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project title:** …  **Date(s) :** …  **Location(s) :** …   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Details** |  |  | **Project type** | |  | Interior |  |  | Long / short feature | |  | Exterior |  |  | TV series / web series | |  | Parking reservation |  |  | Student project (short/docu/music vid.) | |  | Closing a street / holding traffic [[1]](#footnote-1) |  |  | Commercial video / photoshoot | |  | Famous actors |  |  | Documentary | |  | Special request [[2]](#footnote-2) |  |  | Press | |  |  |  |  | TV broadcast | |  |  |  |  | Other : … |   **Billing address :**   |  |  | | --- | --- | | Company :  Reference :  Adress :  VAT : | …  …  …  …  …  … |   **Contact person on set :**  First and LAST NAME, function :  Tel - E-mail :  **Permit request for exterior scenes** [[3]](#footnote-3)  Date and times…  Adress…  **Parking reservation** 3  Date and times…  Adress…  **Street closure request (temporary / total)1** 3  Date and times…  Adress…  **Special request** 2  Date and times…  Adress… |

1. **Project description**

**Themes:** …

**Synopsis:** …

**Number of persons present (total crew + talents):** …

**Number of technical vehicles (and types):** …

**Security service**

Name of the company and details of a contactperson: …

1. **Details of health and safety measures to prevent Covid-19**
2. **Annexes**

|  |
| --- |
| Presentation / intention brief / scenario |
| Detailed plan / scouting photos |
| Proof of insurance (personal or professional) |
| Liability waiver[[4]](#footnote-4) |
| SIAMU form (emergency services) |
| Letter to residents |
| Derogation from DGTA to fly a drone |
| ……………………………………. |

1. **Detailed description of the scenes [[5]](#footnote-5)**

**Location #** …

**Date(s) + times :** …

**Location(s) – exact adress:** …

|  |  |  |  |
| --- | --- | --- | --- |
|  | Interior |  | Exterior |

**Relevant authorities :**

|  |  |  |  |
| --- | --- | --- | --- |
| Regional road or street (Bruxelles Mobilité) | SNCB  STIB  De Lijn  TEC | Parks and green spaces | municipal building or site |
| Bruxelles Environnement | Federal Building Agency |

**Parking**

**Date(s) …… / …… / 20…… from …… h …… until …… h ……**

Street … from number … to number…

|  |  |
| --- | --- |
| for technical vehicles | for the image |
| temporary street closure 🡪 fill in the next page | total street closure 🡪 fill in the next page |

**Equipment and set-up in public spaces:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes: …

**Other special request(s) 🡪 FILL IN PART B**

|  |  |  |  |
| --- | --- | --- | --- |
| generator | tracks | lights,reflector,screen… | weapons |
| uniforms | special effects | drone | podium, animal, other |

**Extras ?** How many? :

**Description** **of the scenes:** …

**Attention!**

If possible, please attach a detailed plan: set + parking + closures + other set-up in public spaces.

1. **Mobility**

* Regional road or street: send a request to Bruxelles Mobilité

<https://be.brussels/mobility-and-transport/who-to-contact/application-for-permission-to-be-allowed-to-film-on-roads-of-the-region>

* Road or street used by STIB, De Lijn or TEC: send a request to the relevant company.
  1. **Street closure**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location #** | **Total or temporary street closure  (+ duration)?** | **Street sections**  **+ traffic direction / intended diversion** | **Date + times** |
|  |  |  |  |
|  |  |  |  |

* 1. **Pedestrian zones**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location #** | **(Un)load or  temporary parking?** | **Adress** | **Date + times** |
|  |  |  |  |
|  |  |  |  |

1. **Notes**

In accordance with municipal regulations on filming, any request to occupy the public space or a municipal building for the purpose of filming must be made in writing using this form, duly filled in and signed.

**The submission of this form does NOT equal a film permit.** Any previously authorised shooting in the public space may, in case of force majeure, be cancelled at the last moment.

The applicant declares that they have read and adhere to the police and municipal regulations. They must comply with any remarks issued by the municipal authorities and/or the police.

The applicant is responsible for ensuring that parking signs have been placed in accordance with the reservation and must be able to show the issued permits to a representative of the authorities if needed.

In the event of cancellation of all or part of the request, the applicant will notify the authorities as soon as possible, and no later than 3 working days before filming.

The applicant must inform the local residents, shopkeepers, etc., of the arrival of a filming crew by delivering an all-box letter mentioning the mobile phone number of a person in charge on set.

The crew must behave with civility and respect on the filming location. The filming location will be restored to its original state.

Any intervention on street furniture or any provision of equipment (rental or loan) must be decided upon by the Mayor and Municipal Council.

|  |
| --- |
| **Signed on the ……/……/20…… in .…………………………………………(city/town)**  **Signature:** |

1. **Set-up and equipment**

**To be shown on a detailed map or plan.**

1. Power generator
2. Tracks
3. Lift / reflector / screen / lights
4. Weapons
5. Uniforms
6. Other: podium, animals, music/sounds, vehicles…
7. Special effects, stunts and pyrotechnics

The applicant submits their own request to the SIAMU (firefighting and emergency medical assistance  
service) minimum 5 weeks before the expected filming date: +32 2 208 8430 - [event@firebru.brussels](mailto:event@firebru.brussels)

1. Drone

The applicant submits their own request to FPS Mobility – DGTA : <https://mobilit.belgium.be/fr/transport_aerien/drones>

**Details [[6]](#footnote-6) :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location #** | **Type (letter above)** | **Date, times and adress** | **Detailed description (technical set-up, specialised personnel, security, itinerary, …)** |
|  |  |  |  |

1. **Equipment and amenities**
   1. **Barriers and other equipment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Rental from the municipality |  | Brought by the production |

|  |  |  |
| --- | --- | --- |
| **Type** | **Amount** | **Exact date(s) and adress** |
| Nadar |  |  |
| Heras |  |  |
| Other : |  |  |

* 1. **Water**

|  |  |  |
| --- | --- | --- |
| **Exact adress** | **Date and times** | **Reason why…** |
|  |  |  |

The applicant submits their own request to Vivaqua : +32 2 518 81 11 – [info@vivaqua.be](mailto:info@vivaqua.be)

* 1. **Electricity / street lighting**

***Electricty from the grid***

|  |  |  |  |
| --- | --- | --- | --- |
| **Location #** | **Dates and times** | **Exact adress** | **Power / amperage** |
|  |  |  |  |

The applicant submits their own request for a temporary electricity meter to Sibelga: +32 2 274 36 40 - foires-festivites@sibelga.be

<https://www.sibelga.be/en/connections-and-meters/electricity-connection-for-festivals-fairs-events>

***Power cut / intervention on street lighting***

|  |  |  |  |
| --- | --- | --- | --- |
| **Location #** | **Dates and times** | **Exact adress** | **Reason for intervention** |
|  |  |  |  |
| **Electrician needed on set :** | | Yes / No | *!!! Additional costs to be paid by the applicant* |

The applicant submits their own request to Sibelga : [epovadmin@sibelga.be](mailto:epovadmin@sibelga.be)

1. Cross out as needed. [↑](#footnote-ref-1)
2. Drones, fake weapons, uniforms, set-up on the street, barriers, acting vehicles … [↑](#footnote-ref-2)
3. Delete unnecessary lines. [↑](#footnote-ref-3)
4. Specific for Saint-Gilles – mandatory. [↑](#footnote-ref-4)
5. To duplicate as many times as necessary. [↑](#footnote-ref-5)
6. Add as many lines as required. [↑](#footnote-ref-6)