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Film protocol municipality of Rotterdam



Gemeente
Rotterdam

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The Film Protocol of the Municipality of Rotterdam is intended for film and media producers who wish to **make recordings in the city** and applies to **interior and exterior recordings** for film, television, documentaries, commercials, video clips, and photography.

Approach

The Rotterdam Film Media Office (RFMO) is the first point of contact for film and media producers in the Municipality of Rotterdam. All film and media productions must be registered in the Central Film Planning (CFP). The RFMO monitors this planning and determines the category of the registration based on the impact on the city.

Rotterdam has 3 categories:

- A Low impact**
registration in CPF 6 business days
before start of shooting
- B Medium impact**
registration in CPF 10 business days
before start of shooting
- C High impact**
registration in CPF 30 business days
before start of shooting

The RFMO will subsequently forward the registration and the documents needed for this to various municipal services, Rotterdam-Rijnmond Safety Region, the police department, the Port Authority, and RET for advice.

SHOOTING MAY ONLY
START ONCE THE PERMIT/
EXEMPTION HAS BEEN
GRANTED!

After the recordings, the producer will make "cleared" recordings available to the RFMO to be used on the www.rotterdam.nl/rfmo website, the showreel, or social media channels of the RFMO.

Notes to categories

A Low impact

on public order and safety, municipal infrastructure, and little to no nuisance to the environment. This includes interior recordings, small crews, and street scenes without diversions or roadblocks.

B Medium impact

on public order and safety, municipal infrastructure, and the environment in which shooting will take place, such as:

- Temporary roadblocks at the location (traffic plan/traffic controllers)
- Placing or removing parking ban signs
- Parking material trolleys on the pavement
- Cars driving in pedestrian zones
- Use of police vehicles
- Use of disabled (fire)arms, dummies, and objects similar to (fire)arms and/or that can be used to threaten persons with
- "Armed" robbery scene
- Use of OOV (Public Order and Safety) striping
- Use of fire/rain/wind and snow simulation
- Night shooting (after 23:00)
- Modifying street furniture
- Use of drones

C High impact

on traffic, public order and safety, municipal infrastructure, and the environment in which shooting will take place, such as:

- Temporary blocking of main and distributor roads
- Blocking roads during rush hour
- Use of a helicopter, landing or taking off from an area not designated as an aerodrome
- Long-term blocking off of streets
- Stunts (such as car accidents or explosions)
- Fireworks

With respect to categories B and C: the registration must include brief scene descriptions, a set map (layout plan), most recent COVID protocol, traffic measures (traffic plan/traffic maps/parking overview of material vehicles), safety plan, and the letter for residents. The corresponding costs must be borne by the producer.

Responsibility of the producer

The producer must be present at the recordings and will be fully responsible for the shooting. The producer is also liable for all damage to properties of the municipality or others, even if he/she has been granted the required permits or exemptions. The producer will also need to take out insurance for any such eventualities. If the producer does not comply with the conditions and requirements of the permit or exemption, the Municipality of Rotterdam will take enforcement actions. This can be done both during the shooting, for example, by revoking the permit/exemption and stopping the shooting, and afterwards by imposing a fine.

Film recordings on water

The Rotterdam Harbour Master must be asked for permission for film recordings on the water in the Port of Rotterdam using the following link:

→ [Registering events in the port area | Port of Rotterdam \(portofrotterdam.com\)](https://portofrotterdam.com/en/registreren)

Film recordings in public transport RET/NS

For film recordings near RET public transport (in trams and buses, along rails and the bus lane, in metro trains and at stops/stations), the producer must submit a request to the RET Communication Department through communicatie@ret.nl.

Permissions for shooting near NS facilities can be requested through

fotoenfilmaanvragen@nsstations.nl.

Any corresponding costs will be borne by the producer.

Drones

The use of drones requires a permit by the Dutch Human Environment and Transport Inspectorate (IL&T), part of the Dutch Ministry of Infrastructure and the Environment, to be requested through

→ [Drones \(RPAS\) | Dutch Human Environment and Transport Inspectorate \(ILT\) \(ilent.nl\)](https://ilent.nl)

Flying in the controlled airspace (CTR) of Rotterdam also requires permission from Air Traffic Control the Netherlands.

Helicopter

When requesting the landing or take-off of a helicopter in an area that is not designated as an aerodrome, the Safety Directorate will deal with any requested 'statements of no objection'. This statement is based on the Dutch Aviation Act and sets out the conditions for a helicopter to be allowed to land or take off.

Traffic measures

Traffic Plan

Should any traffic disruption occur during the shooting, the producer will be responsible for providing and implementing a traffic plan. This traffic plan is an overview plan of the traffic measures to be used when blocking and guiding the traffic and any possible signposting. Hiring certified traffic controllers is compulsory, as described in the Dutch 2009 Traffic Controllers Regulation.

Traffic controllers must be appointed by the Municipality of Rotterdam's Traffic Control Team before the start of the shooting through teamverkeersregie@rotterdam.nl.

Parking vehicles

Parking exemptions will only be granted for (material) vehicles and parking spaces can only be reserved in consultation with the Urban Management Department. **Permission must be requested from the Urban Management Supervision & Enforcement Department after the registration in the CPF through apostz@rotterdam.nl**

If permission is granted for imposing a traffic ban, the signs must be placed 72 hours before the start of the shooting. The signs will state the following: strictly no parking, with a sign stating the day, date, and times of the recordings. The traffic sign needed to keep parking spaces free is sign E4 in Annexe 1 to the Dutch Traffic Rules and Traffic Signs Regulation 1990 (TRTS). The sign must be mounted on a red-white fence or secured to a post and, depending on the location, on both sides and/or from both directions of the road. The option of keeping parking spaces free depends on the location.

Any corresponding costs will be borne by the producer. A base camp must be designated on the set map/traffic plan and enclosed to the registration in the CFP.

Letter for residents

Residents and companies must be informed about the recordings by letter. This letter must also list the telephone number of the producer/location manager. These letters must be distributed at least 3 days before the start of the shooting. The letter for residents must be enclosed to the registration in the CFP.

Weapons

The Chief of Police Tasks Team will issue a TVW licence for the use of firearms, provided that these weapons have been obtained through a rental company (permit holder).

The client must submit the original licence application (TVW) to the Special Acts team no later than 7 business days before the start of the film recordings through korpscheftaken.rotterdam@politie.nl

If the client is going to be present on set himself, he must report this to the police department through the RFMO. The client will subsequently submit a copy of the 'client acknowledgement'. The use of real firearms during recordings is strictly prohibited. This also applies to people who are professionally authorised to use these (for example, the police, soldiers, and customs officials).

Striping

Police officers

It is only possible to have actors dressed as police officers out on the street if the police have granted permission for this. Carrying a service weapon and/or pepper spray is strictly prohibited. The uniform in question may only be worn at, or in the direct vicinity of, the recording location. The uniform may not be used on public roads outside of the recordings. **Permission must be requested for the use of police striping and logo through korpscheftaken.rotterdam@politie.nl.**

Police vehicles

A police car/motorbike, supplied through a rental company, may exclusively be used for recordings once permission has been granted by the police. **Permission must be requested for the use of police striping and logo through korpscheftaken.rotterdam@politie.nl.**

Optical signals

The use of the optical signals of police vehicles is never allowed. In exceptional cases, the use of optical signals may be considered in consultation with the police, for example, on a closed set.

The reconstruction of a crime or accident

can sometimes lead to misunderstandings among the general public. The general public must be clearly shown recordings are taking place using set support, cones, barrier tape, and signs. The producer will need to inform the surrounding area of the recordings through resident letters.

Special effects

Only qualified personnel can apply for a permit to use special effects. The producer needs to provide the RFMO with a plan, which includes drawings and all information about the type of products used for the special effects.

Closed set

Recordings involving the discharge of firearms or the use of explosions must take place on a closed set. If roads are closed off, manned roadblocks must be used to ensure that the emergency services are guaranteed access.

Fireworks

Recordings where fireworks are used fall in category C. The producer needs to contact the DCMR (Environmental Service Rijnmond) after the registration in the CFP.

→ [DCMR](#)

Fireworks must be set off by a so-called licensed 'practitioner'. This licensed practitioner must have an application permit issued by the Province of South Holland.

Notification of the Provincial Executive of the province where the fireworks are going to be set off will suffice in case of theatre fireworks of no more than 10 kilograms, or no more than 100 kilograms of professional fireworks (weight of unpackaged fireworks). The DCMR will review these applications on behalf of the Province of South Holland. A separate permit from the DCMR will be required when setting off more than the aforementioned quantities.

Fire

Personnel with fire extinguishing equipment must be present on site in case of a fire hazard situation on the set, or if an open fire or fireworks are used.

Security

Any security activities must be carried out by certified security personnel, in accordance with legislation. These security officials must carry a valid security ID and be employed by a security company. The security company must be in possession of a permit issued by the Netherlands Minister of Justice.

The name of this company and the licence number must be submitted to the Police Department in a timely fashion. korpscheftaken.rotterdam@politie.nl

Costs to be borne by the producer

- If the permit/exemption imposes additional conditions, for example, concerning the presence of security staff or other staff on set.
- Traffic measures such as traffic plans and the use of traffic controllers, reserving parking spaces/ parking vehicles
- Use of (security) staff/materials of the RET and NS
- Modifications to street furniture
- Not leaving the set in a clean condition

The VIP process

is intended for productions that make an exceptional contribution to the (inter)national reputation of Rotterdam and can only be granted by the mayor. Information about this process is provided through the RFMO.

Please note

If necessary, the Municipality can extend the turnaround times of the CAT A, B, and C.

The RFMO will prioritise shoots in busy times based on the following criteria:

- (Inter)national reputation of Rotterdam
 - Rotterdam crew & cast
 - Internships for Rotterdam students and education programmes
 - Green filmmaking
 - Media value (viewing figures, views online, excepted cinema visits)
 - Distribution
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