

**GUIDELINES
FOR FILMING IN PARIS**

MAIRIE DE PARIS 

MISSION CINEMA
THE PARIS FILM OFFICE

The present guidelines gathers the recommendations that should be followed when filming in Paris. It is targeted to audiovisual professionals (film makers, production or advertising companies, production managers, and assistant directors), photographers as well as students and private individuals who have a film project.

Professionals are reminded that filming regulations in Paris provide that this activity is under the responsibility of the City of Paris (herein, « the City of Paris ») and the Police Authority whose respective services study filming applications.

The City's Police Authority is not responsible for the content of the present guidelines.

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1/ PROCÉDURES TO OBTAIN A FILMING PERMIT

The necessary permits

	City of Paris	Police Authority
Filming on a public highway with a team of less than 10 people	NO	YES
Filming on a public highway with a team of more than 10 people	YES	YES
Filming in a private place without parking on the public highway	NO	NO
Filming in a private place with parking on the public highway (2)	YES	YES
Filming in the municipal public property without parking on the public highway (1)	YES	NO
Filming in the municipal public property with parking on the public highway (1)	YES	YES

(1) The municipal public property includes all the places under the responsibility of the City, i.e. most parks and gardens, Boulogne and Vincennes woods, the canals, the riverbanks, the cemeteries, markets, fountains, sporting facilities, schools, museums, etc...
(To check that the places you have selected are part of the Paris public property, please refer to the Paris Film Office or consult the pages of the « Mission Cinéma » on the website www.cinema.paris.fr)

(2) According to the provisions of the Charter, the « Mission Cinéma »/Paris Film Office must be informed about this category of filmings .

Please note:

Once you have obtained all the clearances issued by the two competent authorities, the City of Paris and the Police Authority, you must go to the police station of the district(s) where the filming will take place to obtain the necessary parking permits.

How to apply to obtain a filming permit from the City of Paris

A special form must be collected at the Paris Film Office or on the website www.cinema.paris.fr. It must be returned, with the complete file, in order to quickly determine the specific needs of each production (You may send it through the post office or by email).

How will your application be examined?

The Paris Film Office coordinates all applications and sends them to the municipal services concerned. Each service studies the feasibility of applications and draws up an estimate for the services requested.

Estimates and invoices are sent directly to the production by the municipal services.

The payment of invoices is due prior to any shooting or filming. A proof of payment must be presented to the Paris Film Office to obtain the final permit issued by the City of Paris.

Expenditures to foresee

Permits are issued free of charge.

However, the filming process is likely to generate expenditures:

- Parking taxes for the occupation of parking places by the technical vehicles. This is established according to a fee that corresponds to the number of days and vehicles used for filming.

The Paris Film Office may give production companies an estimate of the amount of taxes. The payment is made at the Bureau de Paiement des Taxes de Stationnement – 15 boulevard Carnot, 75012 Paris, from Monday to Friday, from 09.00 am to 04.00 pm and, in the near future, by online payment on the internet.

- Dues for the occupation of the City of Paris property

After examining the file, the municipal department(s) concerned will inform the producer about the amount requested and the terms of payment.

- Fee for providing additional staff or for technical interventions for specific services (masking road marking, erection or removing road signs or urban furniture, modification or transformation of the public lighting for the purpose of historical reconstruction, refuse collection and cleaning, intervention on public fountains).

The cost of these services must be paid directly to the municipal services concerned.

2/ THE CHOICE OF SETTINGS

The choice of locations and settings, indoor or outdoor, is extremely important to make a film.

As soon as a location or a setting seems to be suitable, it is recommended to check in advance who the owner is in order to make sure that the place is easily accessible and that it corresponds to filming requirements respectful of the environment and the residents.

Please note:

Monuments or museums are managed either by the State or the City of Paris. The Paris Film Office is at your disposal to inform you.

3/ FILMING IN A PRIVATE PLACE

If the filming takes place in a private house, you must check in the first place that :

- The managing agent or the owner of the place agrees to the filming
- The place or setting has not been used too often, which might generate the hostility of the neighbours because of the massive presence of technical vehicles in the vicinity.
- The necessary access and parking facilities are available in the immediate surroundings.
- Electric power can be supplied or there is a possibility of connection to existing networks.

At any rate, the producer must check with the Paris Film Office, in advance of filming, that it is possible to use the setting chosen. It is inadvisable to enter into binding contracts with the owners and to assume that a location is possible until parking requirements have been submitted to the Paris Film Office and the Police Station that are the only agencies entitled to issue permits for these parking places.

4/ INFORMING LOCAL RESIDENTS

Neighbours, shops, local businesses and NGO's must be informed at least three workdays before the beginning of the filming or shooting and eight workdays in the case of important logistical needs.

The Paris Film Office will put a model of information letter at your disposal, with a special graphic format, and will advise you on the information that must be provided.

Please note:

It is recommended to refer to article 2.2 of the Charter of Filming signed by the City of Paris and the professionals of the movie industry.

5/ PARKING AND TRAFFIC

Technical vehicles are necessary to film

A location map for each day and each place must be transmitted to the Paris Film Office. After approval, it must be ratified by the relevant police station. It is recommended to limit the number of vehicles.

Reservation of parking spaces in advance of filming

The reservation of the necessary parking spaces necessary for filming is a very important phase because it is the first contact between the filming crew and the residents.

You must make sure that the company you have appointed employs a qualified, efficient staff, particularly respectful of residents and kind to them. The presence of a member of the staff is also highly recommended.

Only the technical vehicles used for filming are allowed to park. Private vehicles are not on the list of authorized vehicles.

The use of guardrails is strictly forbidden.

Lubeck cones have no legal force to secure parking and their use must be approved by the Police Station.

Parking during filming

Though under the responsibility of the Police Station, parking issues must be discussed in advance with the Paris Film Office, especially before filming in private indoor settings.

Vehicles must be parked according to the rules in force and on no account on pavements, cycling tracks, bridges and central reservations.

The occupation of spaces reserved to deliveries and the disabled is not authorized by the Police Authority.

The occupation of spaces reserved to pay parking, deliveries or resident's bays is submitted to an agreement with the Police Station.

Filming vehicles are not authorized to park if they block or disrupt the passage of pedestrians or car traffic as well as emergency accesses.

Passage of pedestrians or disabled people

Production companies must see to it that filming doesn't cause any permanent inconvenience to pedestrians.

Production companies will also make sure that filming do not impede the movements of disabled people or pledge to create diversions accessible to them.

The permit to block or modify the passage for pedestrians is issued by the Police Authority (that can, in some cases, impose to set up adapted signs) but the Paris Film Office must be informed about it.

It is necessary to set up and use dressing rooms, canteens and tops

The production company should look for a hotel or alternative place near the filming location that can be used as dressing rooms by the artists in order to limit the number of vehicles and, above all, the presence of small noisy and polluting generators.

The sound level of the generators adjacent to the trucks used as dressing rooms shall not be above 55 db (See R48 decree 95.408). In the opposite case and in case of a complaint by the neighbours the use of these generators may be forbidden.

Since, in certain districts, setting up a catering area in public spaces is not allowed, the presence of canteens or tops must be organized in concertation with the Paris Film Office and the Police Station. In certain cases, it will be recommended to find solutions out of public spaces and to look for alternative catering sites in surrounding restaurants or halls run by associations.

The producer must see to it that the company responsible for providing meals respects the environment. He must make sure waste water is correctly evacuated into the sewage system and that refuse is systematically removed every day before the end of filming. The production company is responsible for the respect of the environment.

6/ TECHNICAL INSTALLATIONS

Props

The Paris Film Office must be informed if specific uniforms (ambulance staff, firemen, municipal agents) are used by the actors.

Any uniforms or vehicles resembling those used by emergency services must be covered whenever possible and especially between takes. Markings on vehicles must be taped over when they are not used for filming or when being driven on the street.

Sirens should not be used at any time on location and flashing lights must be switched off when not in shot and covered when not in use.

Stunts, special effects and pyrotechnics

All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified stunt coordinator or special effects operative, in compliance with environmental protection rules in force and with provisions relating to health and safety. In particular, a risk assessment of the procedure must be carried out and due warning must be given in advance to all those who may be exposed to noise, dust or smoke. Protective equipments or clothing may be necessary.

For rain effects on the roadway, a sign warning vehicles against the modification of the adhesion properties of the roadway must be installed in both directions.

If the use of firearms is planned, they must be replicas and should not be used without consent of the Police Authority. The Paris Film Office must be informed, as well as residents (this must be mentioned in the letter of information to residents). **Stunts, special effects and pyrotechnics**

Tracking vehicles

In order to avoid any risk of accident when using tracking vehicles, a specific autorisation must be issued by the Police authority.

Technical installations in public spaces are necessary for filming

The production company should pass on any specific requirements at least 15 days in advance of filming in order to make arrangements for the possible presence of City of Paris agents.

- Cabling

All cables must be made safe as they are laid and not at some time later.

Cables must be laid in the gutter along the highway or in the junction between a wall and the pavement. Cables on a staircase must be taped in order to avoid any risk of stumbling.

If it is necessary to lay cables across a footway, they must be covered by a taped rubber mat that must be visible to the public by proper lighting, cones or high visibility hazard tape.

In this case, an appropriate and visible marking must be installed with the authorisation of the services of the Highways Department and the Paris Film Office.

The use of cable ramps may actually be very dangerous for two-wheelers surprised by this obstacle that forms a springboard.

- Cranes and aerial platforms

The use of cranes or aerial platforms on the public highway is submitted to the previous agreement of the Paris Film Office and the Police Authority. The location manager or the company that rents the crane must also discuss the exact positioning of each equipment with the engineer of the Highways Department and the Police Station. The conditions and permits issued must be respected at all times. If this type of equipment is installed, it must be surrounded by a safety perimeter and signs, especially at night.

At night or in conditions of bad visibility, signalling lights must be placed around the aerial platform or the crane.

Aerial platforms or similar equipments for the staff should not be left unattended and must be used only by holders of a « CACES » certificate corresponding to the equipment (See DSC 861 and 860) (CNAMTS recommendation R386).

- Lighting, lighting towers, scaffolding set up and used by trained staff (decree 2004-924 of September 1, 2004 on the use of work equipments put at disposal for temporary high up works and modifying the labour legislation – second part : decrees at the Council of State) and decree N° 65-48 of 8 January 1965 and the bylaw of 21 December 2004 on scaffolding controls, modifying the annex of the bylaw of 22 December 2000 on conditions and terms of approval of organisations entitled to check the conformity of work equipments.

When lighting, lighting towers, scaffolding and demountable structures must be installed on public highways or footways, the Paris Film Office must be informed. An agreement will be issued after checking that :

- all the lights above ground level and lighting stands are properly secured
- lighting stands placed on a footway are attended at all times
- lightings must not dazzle car drivers
- lights must not be shone directly towards residential properties without specific permission.
- A specific rule is established for all aluminium scaffolding or towers whose superior floor is higher than 8 meters (see decree 2004-904, extract HD1004)

Road markings, signs, street furniture and lighting

- the removal of street furniture, including signs and the adjustment of street lighting is carried out by the services of the City of Paris Highways Department and the cost is charged to the production company. Any arrangements for this work must be made through the Paris Film Office.
- Minor work by the production company may be permissible with prior permission of the Paris Film Office but any damage or reinstatement costs will have to be met by the production company.
- Any modification of the urban space (installation of equipment on public highways, or intervention on the street furniture or the road signs) requires the specific and joint approval of the Paris Film Office and the Police Authority.

Rain and snow effects

Rain and snow effects may only be carried out with the permission of the Paris Film Office and the Police authority.

Any supply of water must be requested from the Paris Film Office.

7/ NOISE AND NUISANCE

Behaviour of the teams

All members of the filming or shooting crew must abide by the contractual commitments. They must behave in a respectful and responsible manner and use only the places specifically mentioned on the permit(s) issued. Any conflict should be avoided because it might endanger the good proceeding of the ongoing filming as well as the future ones.

Noise and nuisance

Noise must be kept at a minimum, especially when setting up early in the morning or taking down late at night. Generators should not be switched on before 07.00 unless they are silent and meet the standards in force.

The environment must be protected. The legislation must be respected in order to avoid an excessive noise level, untimely use of loudspeakers, smoke or dust emissions, or any other nuisance caused by filming.

The Paris Film Office will provide you with all useful information on the regulations that must be respected. (Prefectoral Decree on 29 October 2001 N° 01.16855)

Generators are necessary for filming

The generators used must meet the specific standards on environmental protection. They must be soundproof (Emo3 standard) and fitted with an efficient catalytic converter in order to avoid any nuisance resulting from the emission of polluting smoke. They must be placed away from housing buildings and public facilities (day care centres, schools, high schools, hospitals...)

Night filming (22.00 – 07.00)

Night shoots and filming are subject to a prior notification to residents, shops, local businesses.

The Paris Film Office will inform you on the procedure.

Please note

Any activity, including filming, is subject to laws regarding noise and nuisance. A complaint from a resident can result in the termination of the shoot and confiscation of the equipment. Therefore, it is advisable to shoot all scenes requiring a high noise level before 22.00.

If bright lighting must be used at night, blackout screens to protect windows must be offered to residents.

8/ PARTICIPATION AND SAFETY OF THE STAFF

Participation of minors

The employment of minors under 16 is governed by a regulation (article L 211-6 of the labour legislation) which sets out provisions relating to the number of days and hours of work allowed. Children from 16 to 18 years of age are also subject to certain working time restrictions.

Information on the Paris DASS website. Committee on children actors: www.ile-de-France.gouv.fr/dep75/index.htm.

Health and safety of the staff

Health and safety issues for all employees must be anticipated and taken into account by the producer who must respect the appropriate procedures.

Types of risk assessment that may be required for filming activities include consideration of stunts, the use of flammable or toxic materials, construction work, working at heights, working with children or animals and the use of cranes and cherry pickers.

Building site notification according to DG 20 (see DG 20 and opening of sites), that can be downloaded on : www.cchscinema.org.

A prevention scheme if necessary (see prevention scheme and preliminary visit)

The fire authorisation if necessary (see fire permit and order concerning Paris). (Bylaw 19 March 1993 and order N° 70-15134 of 16 February 1970).

High-visibility clothing

Persons working on the highway must wear high-visibility clothing. This is an essential safety requirement. Clothes must meet EN 471 standards : class 3 for jackets, class 2 for waistcoats or two-coloured jackets.

Presence of police officers on location

In order to avoid any misunderstanding by the population, production companies are required to inform the Paris Film Office about all details of filming in a municipal space or a public highway especially if this includes any staging of crimes, accidents or the use of firearms or special effects.

The presence of police officers during filming comes under the jurisdiction of the Police Authority.

9/ PARTICIPATION OF ANIMALS

The participation of animals in public spaces is subject to a prior authorisation.

The animals used for filming must be covered by insurance and must be safe and kept in such a way that they do not pose a risk to health and safety. A risk assessment must be conducted with regard to their use.

10/ CLEANLINESS

Production teams must respect the places used. They must be cleaned and returned in the same state as when they were delivered.

Otherwise, cleansing costs will be charged to the producer.

11/ COPYRIGHTS AND IMAGE RIGHTS

No image right is claimed for public heritage under the responsibility of the City of Paris (squares, bridges, monuments...)

Buildings, architectural works or contemporary art works displayed in public places and whose author is alive or died less than 70 years ago are protected by copyrights and subject to the authorisation of the author or beneficiaries.

Scenographies and lighting of buildings or monument may also be protected by copyrights.

It is recommended to production companies to seek information from organisations or societies who represent authors (ADAG www.adagpp.fr and SAIF www.saif.fr).

In the case of private real estate properties, the owner is not entitled to claim an absolute and exclusive property right. However, this use by third parties mustn't cause any harm to the owner of the property, the image of which is used.

The Paris film Office may, as the case may be, inform you on the identity of the owner or the agency that manages the rights.

12/ INSURANCES AND RESPONSIBILITIES

All production companies filming in the streets must carry a public liability insurance for themselves and for third parties in case of accidents and for damages to goods or equipments.

Precautions must be taken not to damage the elements of the public space. Otherwise the production company will be charged for the cost of reinstatement on works and surfaces that might have been damaged during filming. (roadway, pavements, street furniture).

The production team is obliged to respect the prescriptions and specific regulations concerning the locations chosen as a setting. These must be returned in the same state of repair as they were delivered.

Any filming undertaken falls under the responsibility of the producer.

If the obligations prescribed are not respected, the City of Paris is entitled to suspend the filming.

The Paris Film Office cannot be held responsible in case of financial losses or others that supposedly result from not respecting these rules.

13/ CREDITS

If acknowledgements are mentioned in the credits at the end of the film, we thank you for using the following mention: Ville de Paris – Mission Cinema

CONTACTS

City of Paris

Mission Cinema – The Paris Film Office
Bureau 528 – 3, rue Lobau, 75004 Paris
Phone : 33(0)142 76 43 61
Fax : 33 (0) 14 12 76 63 30
Tournages@paris.fr / www.cinema.paris.fr

The Paris Film Office is at your disposal to answer all your questions and assist you every day, from Monday to Friday, from 09.00 to 13.00 and from 14.00 to 18.00

Police Authority

Unité de Police Administrative / service des prises de vues
9, boulevard du Palais, 75004 Paris
Phone : 33 (0) 1 53 71 42 35
Fax : 33 (0) 1 53 71 67 64

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