

Filmprotocol Rotterdam

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INTRODUCTION

1. Introduction

The municipality of Rotterdam attaches great importance to the promotion and marketing of the city. One of the ways in which this happens is by contributing to film shoots taking place in the city. To this end, the position of the Film Commissioner (hereafter: FC), as part of Rotterdam Festivals, was created. The FC coordinates, stimulates and strengthens the audiovisual industry in the Rotterdam area.

One of the tasks of the FC is to coordinate film and photo shoots in the city and make sure they take place in an orderly fashion. This is accomplished by the FC, but in close collaboration with various agencies and municipal services.

For this purpose, the Safety Directorate (Directie Veiligheid) of Rotterdam, the FC and permit reinforcing agencies have, following other international film cities, developed the Film Protocol in Rotterdam. The purpose of this Protocol is to give a clear structure to the applicable directives and authorizations required for filming in Rotterdam.

The Film Protocol is determined by the mayor of Rotterdam.

FILM PROTOCOL IN ROTTERDAM

1.1. Film Protocol in Rotterdam

The Film Protocol in Rotterdam is directed at everyone who intends to make film recordings and consists of a code of conduct and an obligation to report all shoots, interior as well as exterior, in Rotterdam. This includes shoots for commercials, films, television, photography and documentaries. The FC coordinates the process, from the registration of a film shoot in the Central Film Planning (CFP) to giving (positive) advice. All communications between the producers and advising agencies take place through the FC.

It goes without saying that producers, location managers and crew have responsibilities towards citizens, businesses and agencies that uphold public order and safety. This Film Protocol describes the responsibilities that apply to interacting with agencies, location owners and the general public.

FILM CATEGORIES

2. Film categories

There are three categories of film shoots: A, B and C. The FC determines, in consultation with the Police Department Rotterdam-Rijnmond / Conflict & Crisis Control Agency (BCCb) (hereafter: Police), the road authority and Safety Directorate (Directie Veiligheid), how a planned film shoot is categorized.

Category A

Situations with minor or no consequences to public order and safety, the city's infrastructure and little or no nuisance to the neighbourhood. This includes interior shoots, small crew and street scenes without traffic diversions or road blocks. Even though interior shoots take place indoors, reporting them is required. Often these shoots require production vehicles; these will have to be parked in consultation with City Surveillance Rotterdam (Stadstoezicht Rotterdam) or the respective city districts.

For this category, simply notifying the FC is enough.

For category A: register 3 business days in advance of the start of the shoot.

Category B

Situations with limited consequences to public order and safety, the city's infrastructure and to the neighbourhood in which the shoot takes place. This category includes shoots that deal with:

- temporary road blocks (stopping traffic during the shoot)
- placing 'no parking' signs
- cars that drive on a carless square or pavement
- the deployment of police officers
- the use of police vehicles
- the use of fire / rain / wind simulations
- the use of disabled (fire)arms, dummies and objects that resemble (fire)arms and / or objects that can be used to threaten or scare¹
- a scene in which a crime / 'armed' robbery takes place
- shoots that take place after 11 PM count as night shoots
- adjustments to street furniture

¹ The use of real firearms, even by persons who are professionally qualified to use them (police / military / customs, etc.) is never permitted.

If traffic is hindered during the shoot, a traffic plan (outline of the traffic measures that will be enforced during the road block and traffic diversion, supported by certified traffic controllers and – if necessary – the placement of signposts) has to be provided. Hiring certified traffic controllers is mandatory. Traffic controllers have to be appointed before the start of the shoot by Network Traffic Authority (Netwerk Verkeersmarinier) via (info@verkeersmarinier.rotterdam.nl).

Please see 4.2 – Responsibilities with regard to the traffic situation.



If the Safety Directorate (Directie Veiligheid), the road authority and the FC expect that the intended shoot will have more effect on public order, safety and traffic, the category will be upgraded to C. A permit will be needed on the grounds of Article 2.1.9. 'Algemene Plaatselijke Verordening Rotterdam 2012'.

For category B: register 7 business days in advance of the start of the shoot. The associated traffic plan needs to be provided with your registration.

Category C

Situations that have major consequences for the traffic, public order and safety, the city's infrastructure and the neighbourhood in which the shoot takes place. Temporary road blocks and road blocks during rush hour are always classified as Category C. This includes (among other) shoots whereby:

- a helicopter is used, if the landing or take-off takes place in an area that is not designated for air traffic;
- streets are blocked for long periods of time;
- stunts are executed, such as car accidents or explosions;
- areas are sprayed with 'snow'
- fireworks

Besides notifying the FC, this category requires a permit on the grounds of Article 2.1.9. 'Algemene Plaatselijke Verordening Rotterdam 2012', provided by the Safety Directorate (Directie Veiligheid).

For a category C film shoot:

- the Temporary Rental Weapon (TVW, Tijdelijk Verhuur Wapen) has to be part of the permit, otherwise it cannot be given.
- the traffic plan and the appointment of traffic controllers has to be part of the permit

For category C: register with the FC 20 business days in advance of the start of the shoot. The associated traffic plan needs to be provided with your registration.

DUTY TO REGISTER IN THE CENTRALE FILM PLANNING

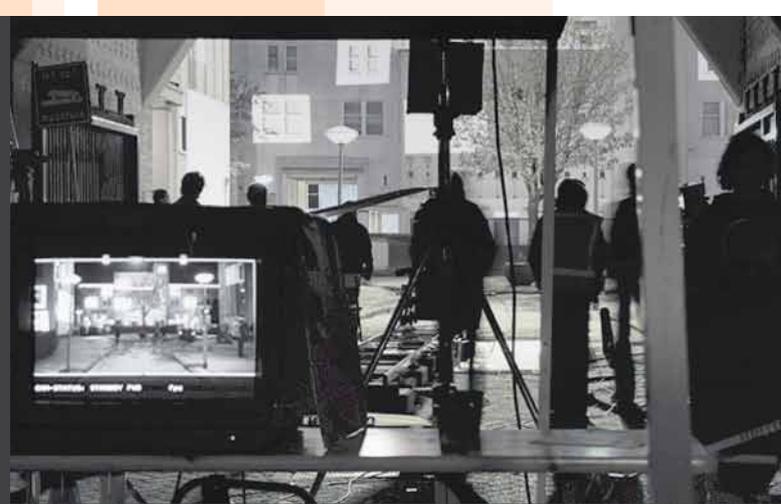
3. Duty to register in the Centrale Film Planning (CFP)

To stimulate communications between municipal agencies, city districts and producers, the Central Film Planning (CFP) is coordinated by the FC. All shoots are registered in this one central database. This saves the agencies extra work and keeps the planned activities clear and structured. Referring producers directly to the FC keeps the procedure short and clear. The FC also attempts to prevent unwanted situations, such as two film crews in the same location or overload for one particular area.

To all categories the following applies: The location manager needs to timely consult the FC and discuss the shoot situation. The FC will give advice about drafting a request for a permit / exemption and starting the procedure with the relevant agencies, based on this consultation. Whether or not a permit / exemption is given depends, amongst other things, on the type of scene and the location. A well-prepared request can save all parties a lot of time and work. For each planned film shoot, the applicant must indicate in detail what the shoot entails, which special effects will be used and which tools / devices will be used. It has to be exactly clear for the CFP what the producer plans to do and what the production entails. Only in this way, the FC will be able to correctly determine if the city will cooperate with the shoot and if so, under which terms and conditions. Producers are expected to provide the FC with their call sheets and production booklets.

The FC has to be able to make a well-founded balance of interests between the interests of the producer and those of the Rotterdam municipality.





PROCEDURE

4. Procedure

4.1. Basic principles

For film shoots, the following basic principles apply:

1. The producer does not approach the municipal services on his / her own account. He / she has to first contact the FC.
2. Services that are contacted directly by a producer will refer him / her to the FC.
3. Shoots need to be registered in the CFP via the Film Commission website (www.rotterdamfestivals.nl/business/film-commission/). The producer needs to fill out the registration form for the Central Film Planning on the website.
4. For each individual request, the municipal services can draw up additional terms and conditions, if so requested by the FC, which can be included in a permit / exemption.
5. Shoots can only commence when all stakeholders have given their consent and / or the mandatory permits and / or exemptions have been given out.
6. Location owners have to give their consent before a film crew can use their property / grounds.
7. The producer is obliged to send the FC the relevant call sheet before each production day.
8. The producer is responsible for the proper conduct of the shoot.
9. The producer has to insure the production against potential damage and must be able to present a copy of the insurance policy.
10. On the set the (emergency) exits of buildings must be taken into account. These must not be obstructed by objects or equipment.

RESPONSIBILITIES WITH REGARDS TO TRAFFIC

4.2. Responsibilities with regards to traffic

If the shoot will hinder traffic, the film producer is responsible for supplying and executing a traffic plan. A traffic plan is an outline of the traffic measures that will be enforced during a road block and traffic diversion, supported by certified traffic controllers and the placement of signposts (if necessary). While creating and executing the traffic plan, the producer has to observe 'The ten rules of the road'² of the Rotterdam municipality.

The traffic plan has to be approved by all stakeholders before consent and / or permits / exemptions for the shoot is / are given. Hiring certified traffic controllers is mandatory, as stated in the 'Road Authority Regulation 2009' ('Regeling verkeersregelaars 2009'). Traffic Controllers have to be appointed by the Network Traffic Authority (Netwerk Verkeersmarinier) of Rotterdam via infoverkeersmarinier@rotterdam.nl

4.3. Location Manager

For each production a location manager has to be hired to be on set at all times. For shoots in categories B and C a location manager has to be hired to be on set and act as a contact on behalf of the producer. On filming days, the location manager is responsible for the execution of the traffic plan. During smaller productions in Category A, the producer can function as the location manager.

² As established by the Board of Aldermen on April 20, 2010.



4.4. Points of attention

4.4.1. Parking production vehicles

- Free parking privileges are only given out for large equipment vehicles. Administration fees are charged for parking permits.
- If parking spaces need to be reserved, this happens in consultation with the Police, Public Works (Stadsbeheer OW), City Surveillance Rotterdam (Stadstoezicht Rotterdam) or the city district, and possibly the Port of Rotterdam.
- The location manager needs to contact City Surveillance Rotterdam (Stadstoezicht Rotterdam) to request permission for reserving parking spaces and / or placement of parking spaces on pavements.
- If parking spaces are reserved and / or placed on pavements outside the city centre, the location manager needs to contact the relevant city districts for permission. If this involves paid parking zones outside the city centre, the location manager must contact City Surveillance Rotterdam (Stadstoezicht Rotterdam) for permission.
- If the road authority grants permission, the producer is obliged to place signs that say 'Reserved' ('Gereserveerd') three days in advance, with a sub-sign that states the day, date and time of the shoot.
- The traffic signs that are needed for reserving parking spaces are the signs E4 of attachment 1 of the RVV 1990.
 - *The signs have to be placed on top of a red-white fence or on a pole and, depending on the location, face both sides and / or both directions of the road.*
 - *The reservation of parking spaces depends on the goodwill of the local residents. Residents need to be informed about the shoot at least three days in advance by a resident letter, in which they are requested to park their vehicle somewhere else.*
 - *The costs of towing away (or moving) vehicles are for the producer. The towing needs to be done by a towing company. Costs need to be paid on the spot.*
- The use of a base camp has to be marked as a point of attention in the CFP. Upon registration in the CFP, the location manager needs to

4.4.2. Reconstruction of a crime / robbery

Reconstructing a crime or a robbery can lead to misunderstandings. The public needs to be notified that it is a film shoot by set support, road markers, cordon and special signs (to be picked up at the FC's office). Local residents need to be informed of the shoot by a resident letter. Resident letters have to be sent 7 days in advance of the shoot. The FC must receive a copy of the resident letter.

4.4.3. Weapons

The team Police Chief Tasks (Korpscheftaken) gives out a permit for the temporary use of a weapon (TVM - Tijdelijk Verhuur Vuurwapen) for the use of fire arms, if the weapons are obtained through a rental company (authorised person). The person that rents the weapon needs to present the original request for the permit (TVW) to the team Police Chief Tasks (Korpscheftaken) via korpscheftaken.rotterdam@politie.nl at least 7 business days in advance of the shoot. If the rental company is present on set, the Police need to be notified through the FC by a copy of authorization from the rental company.

The use of real weapons, whether or not they are operated by people that are professionally qualified to do so (police, military, customs officers etc.) is never permitted.

4.4.4 Special Effects

Only qualified personnel can request a permit for the execution of special effects. This request is handled by the Safety Directorate (Directie Veiligheid). Special effects are therefore always categorized as a C category. The producer needs to give the FC a plan, including drawings and full information about the type of products that will be used.

4.4.5. Closed set

Shoots that involve gun shots or explosions have to take place on a closed set. In case roads are blocked, there must be manned barriers to guarantee emergency services can pass through.

4.4.6. Security

In accordance with the law, safety measures need to be enforced by certified security personnel. Security personnel needs to have valid security identification papers and be employed by a security company that holds permission from the Ministry of Justice.

Police Officers

4.4.7. Police Officers

It is only allowed to dress up actors in police uniforms and act in the streets after permission from the Institute for Physical Security (Instituut van Fysieke Veiligheid (IFV)). Carrying a service weapon and / or pepper spray is forbidden. Moreover, the uniform in question can only be used in the location of the shoot or in its immediate surroundings. Outside of the shoot, the uniform cannot be worn in public.

The granting of permission for use of the police stripes and logo is also done by the Institute for Physical Security, not by the CFP.

Police vehicles

4.4.7.1. Police vehicles

A police car / motorcycle, provided by a rental company, can only be used for a shoot with special permission from the Police. The granting of permission for use of the police stripes and logo is also done by the Institute for Physical Security, not by the CFP.

Optical Signals

4.4.7.2. Optical Signals

The use of sound signals is never permitted. In exceptional cases, in consultation with the police, the use of optical signals may be allowed under certain conditions (e.g. closed set - see 4.4.5.).



Tram/Bus/Platform/Rails

4.4.8. Tram/Bus/Platform/Rails
Requests for shoots in an RET (Rotterdam public transport) environment (in trams, buses or metro, alongside rails and bus lanes and at stops / stations) are handled by the RET Communications department. RET security personnel must always be present during such shoots. The costs will be passed on to the producer.

Helicopter

4.4.9. Helicopter
The Safety Directorate (Directie Veiligheid) handles requests for 'statements of no objection' ('verklaringen van geen bezwaar') for a helicopter landing or taking-off in an area that is not designated as an area for air traffic. This statement is based on air traffic laws (Luchtvaartwet) and states the terms and conditions for a helicopter landing or taking-off.

Drones / UAS / RPAS

4.4.9.1 Drones / UAS / RPAS
The regulations regarding the use of drones (UAS / RPAS) is national. The IL&T (Inspection environment & transport - Ministry of Infrastructure and the Environment) is the party that is responsible for granting exemptions. Before flying in the controlled airspace (CTR) of Rotterdam an agreement (covenant) is also required from air traffic control the Netherlands.

FIRE

4.5. Fire
In case of fire hazardous situations on the set or the use of open fire or fireworks, staff with extinguishers must be present.

Fireworks

4.5.1. Fireworks
Shoots that involve the use of fireworks are always categorized as a C category. Upon registration in the CPF, the producer needs to contact Environmental Services, DCMR (Milieudienst Rijnmond / www.dcmr.nl). Lighting fireworks needs to be done by an authorized pyro technician. He / she needs to have a so-called application license from the Province of South-Holland.

For the lighting of a maximum amount of 10 kg of theatre fireworks, or a maximum amount of 100 kg of professional fireworks (weight of unpacked fireworks), it is sufficient to notify the Province. The Environmental Services (DCMR) will consider these requests on behalf of the Province of South-Holland. When more fireworks than said amounts are to be lit, a separate permit from DCMR is required.



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5. Costs of deploying personnel

- If the permit or exemption states that security personnel or other personnel is required for the shoot, the costs for hiring them will be passed on to the producer.
- The costs for enforcing safety measures, including the deployment of traffic controllers, will be paid by the producer.
- The RET (Rotterdam public transport) Communications department handles requests for filming in an RET environment (see 4.4.8.). RET security personnel must always be present during such shoots. The costs will be passed on to the producer.
- If costs are made for adjusting, for example, street furniture, they will be passed on to the producer.
- If the set is not left behind clean, the FC will give the city cleaners (Roteb) instructions to clean it. The costs will be passed on to the producer.

6. Code of conduct

A. Permits and permissions

- Requests for permits and exemptions need to follow the procedure, as is described in this Film Protocol.
- Filming activities can only start after permission is granted.
- The first contact for municipal agencies is the FC.
- After registration in the Central Film Planning, the FC needs to inform the city districts and police about all filming activities that take place in Rotterdam via e-mail.
- Location owners must grant permission before a film crew can use their property / grounds.

B. Health and safety

- The production company is responsible for ensuring that employees work in accordance with working regulations (Arbo) and safety regulations.
- A person with a first aid certificate needs to be present on set at all times. The first aid person must also have access to appropriate resources, such as a first aid kit and AED (defibrillator).
- The primary task of traffic controllers is handling the traffic flow and not securing safety.

C. Communications

All local residents and business owners in a neighbourhood who may be affected by a shoot have to be informed of the scheduled shoot by a letter. The producer's phone number, as well as the FC's phone number need to be mentioned in this resident letter. This gives residents the opportunity to ask questions and to report complaints. The letters need to be sent at least 7 days in advance of the shoot. The FC also receives a copy of this resident letter.

The production company must ensure that location owners:

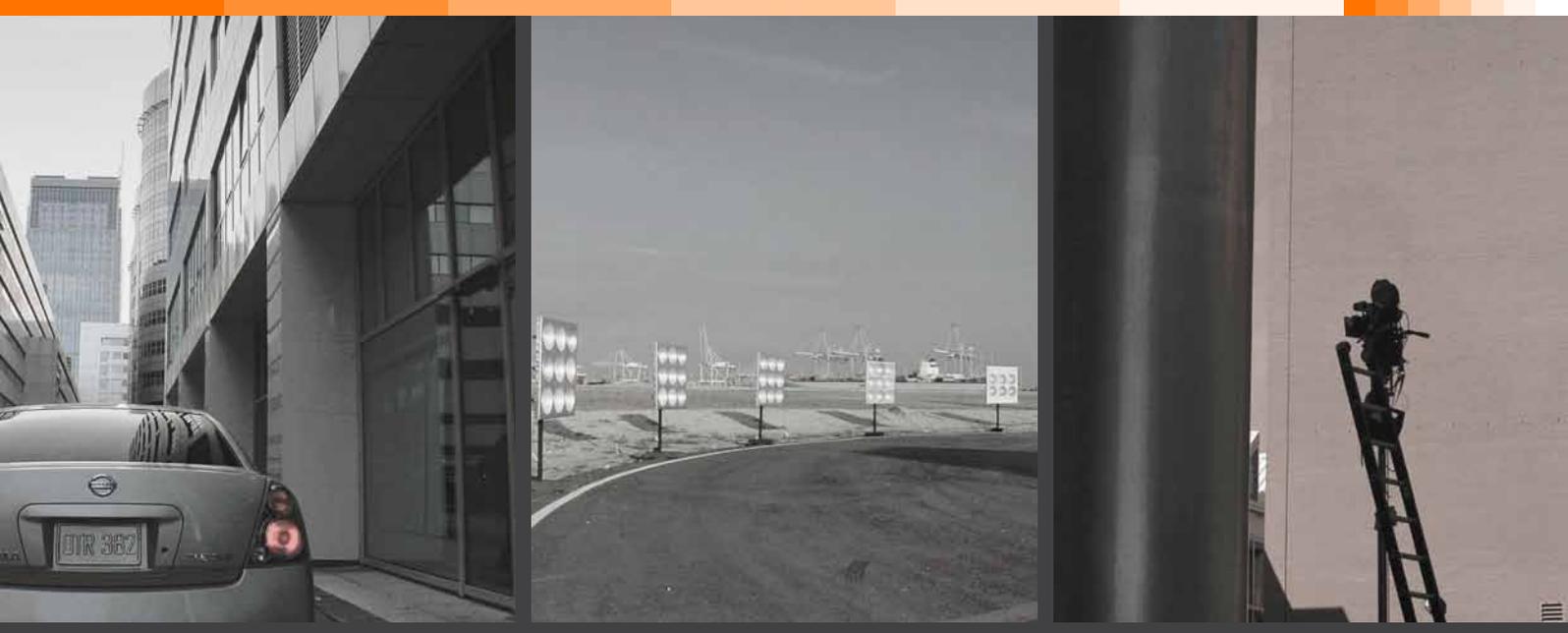
- are kept fully informed about whether the filmmaker plans to actually use the location, or decides not to.
- provide a written contract that states all provisions of the agreement, including a production liability insurance.
- are informed of all adjustments (dressing and remodelling) the art department wants to make to the location.

D. Respect for residents and public

- Film crews that shoot on location are a guest in the neighbourhood and should respect the area in which they are filming. Making noise should be minimized whenever possible, especially at night, from 11 PM to 7 AM.
- Generators that are directly in front of a home or business should be muted.
- Crew members should not obstruct access to homes and businesses
- Lights and other equipment should not endanger the passing public
- No danger or annoyance may arise from blinding lights
- Film crews are required to provide a safe alternative route for pedestrians if the filming activities are blocking the pavement.

E. Care for the location

- Crew members may not access adjacent terrain without permission, nor parts of a location that the location owner has not released for filming.
- Objects that are part of the location may not be moved or removed without the permission of the location owner.
- Floors and furniture must, if necessary, be protected with cover materials provided by the production company.
- All traffic measures placed in the location should be removed by the production company at the end of the shoot.
- All signs or property of the location that are disguised or removed for the shoot, must be returned to their original state and place at the end of the production day.
- The production company is responsible for all damage caused by filming activities. The production company needs to inform all stakeholders as well as the FC about damage and offer the location owner compensation on the spot.
- If necessary, the production company needs to protect the location with security personnel.
- No smoking areas should be respected. Where smoking is permitted, cigarettes need to be put out in an ashtray provided by the production company. If cigarettes are put out on the street, the street needs to be swept clean at the end of the day.
- The production company needs to place sufficient garbage bags in the vicinity of the film location, catering and extra's area. The production company should take all rubbish with them when they leave the location.
- The responsible crew members need to check the location upon departure of the film crew, to ensure that the location is left behind in its original state and that all references to filming activities have been removed.
- If the set is not left behind clean, the FC will give the city cleaners (Roteb) instructions to clean it. The costs will be passed on to the producer.



7. Agreement compliance

The producer has full responsibility for film shoots. The producer is liable for any damages that result from the film shoot and the producer should therefore insure him- / herself against this. If the producer was granted the required exemptions and permits, he / she is not exempted from the obligation to ensure that no hindrance and damage occurs during the film shoot.

Should the producer not honour the terms and conditions of the permit or exemption, action will be enforced. This can happen during the shoot, for example by retracting the permit / exemption and stopping the recordings, or after the shoot, by imposing a fine. Of course, a permit or exemption can also be denied if it is expected that the public order will be under threat, that there will be nuisance, that the traffic flow is hindered, that the safety of traffic, people or goods are at stake or that morals and health are endangered. This means that terms and conditions or procedures that are linked to a permit must exclusively protect these interests.