

Making of film or photo session

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Porto.



MR. MAYOR
OF THE PORTO MUNICIPAL COUNCIL

A. Applicant					
Name					
Fiscal Id. Number		Code for the Permanent Commercial Certificate			
Civil Id. Number		Valid through			
Address					
Parish		Postal Code			
Telephone/ Mobile phone		E-mail			
As:	<input type="checkbox"/> Owner	<input type="checkbox"/> User	<input type="checkbox"/> Tenant	<input type="checkbox"/> Superficiary	<input type="checkbox"/> Other
As it is safer, faster and more environmentally friendly, the Municipality of Porto sends notifications to the indicated email during this process [as provided in Part A of the Regulatory Code if the Municipality of Porto]. <input type="checkbox"/> I don't authorize the sending of notifications to the indicated email.					

B. Representative				
Person responsible				
Telephone/ Mobile phone				
Civil Id. Number		Valid through		
Telephone/ Mobile phone		E-mail		
As:	<input type="checkbox"/> Representative	<input type="checkbox"/> Managing partner	<input type="checkbox"/> Administrator	<input type="checkbox"/> Other

C. Request
I requested to make a film/photo session, as specified below: [nos termos Código Regulamentar do Município do Porto]

Pessoa responsável				
Person responsible				
Telephone/Mobile phone				
E-mail				
Type of Production				
<input type="checkbox"/> Feature Film	<input type="checkbox"/> Short Film	<input type="checkbox"/> Telefilm	<input type="checkbox"/> TV Programme	<input type="checkbox"/> Documentary
<input type="checkbox"/> Soap Opera	<input type="checkbox"/> Advertising Film	<input type="checkbox"/> TV Series	<input type="checkbox"/> Video clip	<input type="checkbox"/> Institutional Video
<input type="checkbox"/> Web production	<input type="checkbox"/> Academic project	<input type="checkbox"/> Photo Session	<input type="checkbox"/> Ot	
<input type="checkbox"/> Nacional		<input type="checkbox"/> Internacional		
Scope of circulation				
<input type="checkbox"/> National commercial circuit	<input type="checkbox"/> International commercial circuit		<input type="checkbox"/> National film festivals	
<input type="checkbox"/> Festivais de cinema internacionais	<input type="checkbox"/> Other			



Budget Estimate								
<input type="checkbox"/> Less than € 5.000,00	<input type="checkbox"/> Between € 5.000,00 and € 10.000,00		<input type="checkbox"/> Between € 10.000,00 and € 50.000,00					
<input type="checkbox"/> Between € 50.000,00 and € 100.000,00	<input type="checkbox"/> Between € 100.000,00 and € 500.000,00		<input type="checkbox"/> Between € 500.000,00 and € 1.000.000,00					
<input type="checkbox"/> Over € 1.000.000,00								
Team								
Number of Crew Members	Actors		Technicians		Extras		Total	
Number of days when the film/photo session crew will stay in Porto								
Hiring Local Technical Services								
<input type="checkbox"/> Technical services	<input type="checkbox"/> Castings	<input type="checkbox"/> Stylist	<input type="checkbox"/> Producer	<input type="checkbox"/> Post Production	<input type="checkbox"/> Extras	<input type="checkbox"/> Other (accommodation, catering, make-up artists, etc.)		

D. Instructional documents

Your request must bear the following elements. Items marked with an asterisk (*) are mandatory.

<input type="checkbox"/> 1. Descriptive memory of the production (with a bibliographical note by the director/producer and the production distribution plan).*
<input type="checkbox"/> 2. Liability insurance policy (photocopy).*
<input type="checkbox"/> 3. Description chart*.
<input type="checkbox"/> 4. Other items that the applicant may wish to submit (more extensive files may be attached, describing the production and/or scenes to be filmed/photographs and maps/pictures with route identification of the film/photo session):
<input type="checkbox"/> 4.1
<input type="checkbox"/> 4.2

E. Take note

1. The request for making a film/photo session should be instructed with as many “Description Charts” as places intended to be occupied with the filming/photo session, with the corresponding sequential numbering.
The model for the “Description Chart” may be downloaded at www.cm-porto.pt » [Portal do Município](#).

2. If necessary, the requests for [Traffic/Parking Conditioning](#) and [Special Noise Licence](#) must be instructed by the corresponding forms at the same time as this request.

3. The needs for traffic conditioning require Police monitoring (Municipal Police (PM)/Public Security Police (PSP)) to coordinate the reservations and to ensure both vehicle and pedestrian safety in the perimeter of occupation of the public space. This police presence is requested by the applicant directly to the PM/PSP

F. Observations

a) There are exemptions or reductions in terms of filming and photographic sessions which may be consulted in Annex G-3 (Grounds for Exemptions) of the [Regulatory Code of the Municipality of Porto](#).

b) [The forms](#) and the [Regulatory Code of the Municipality of Porto](#) may be found at www.cm-porto.pt » [Portal do Município](#). For any further clarification, you may also contact Linha Porto (Line Porto) available at the following number: +351 220 100 220.



G. Personal data processing

1. Do not add any personal data or documents that we do not ask you to do!
Collaborate with us to protect your privacy!
Do not include your identity card, medical certificates or reports or any other personal document, unless the Municipality expressly requests it.
If you attach these documents, the Municipality may have to allow access to third parties, pursuant to the Law on Access to Administrative Documents.
 2. The Municipality of Porto uses your personal data to respond to your requests, to instruct your processes, to provide information on city matters, for statistical purposes and to carry out studies to support the definition of municipal public policies.
 3. For further information on the private practices of the Municipality of Porto, please visit our website at <https://www.cm-porto.pt/legal/politica-de-privacidade>.
 4. According to the understanding of the Commission of Access to Administrative Documents, the documents presented within the scope of this process are administrative document, hence obliging the Municipality to ensure access to them to all those who request it.
- I got informed

H. Request for approval

Signature Date

To be filled in by MP. Notes:

Process verified. [The Attendance Officer]	Date
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