MR. MAYOR

OF THE PORTO MUNICIPAL COUNCIL

|  |
| --- |
| 1. **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:  | [ ]  Owner | [ ]  User | [ ]  Tenant | [ ]  Superficiary | [ ]  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]. [ ]  I don’t authorize the sending of notifications to the indicated email. |

|  |
| --- |
| 1. **Representative**
 |
| Person responsible |  |
| Telephone/ Mobile phone |  |
| Civil Id. Number |  | Valid through |  |
| Telephone/ Mobile phone |  | E-mail |  |
| As:  | [ ]  Representative | [ ]  Managing partner | [ ]  Administrator | [ ]  Other |  |

|  |
| --- |
| 1. **Request**
 |
| I requested to make a film/photo session, as specified below:[nos termos [Código Regulamentar do Município do Porto](http://crmp.cm-porto.pt/)] |

|  |
| --- |
| **Pessoa responsável** |
| Person responsible |  |
| Telephone/Mobile phone |  |
| E-mail |  |
| **Type of Production** |
| [ ]  Feature Film | [ ]  Short Film | [ ]  Telefilm | [ ]  TV Programme | [ ]  Documentary |
| [ ]  Soap Opera | [ ]  Advertising Film | [ ]  TV Series | [ ]  Video clip | [ ]  Institutional Video |
| [ ]  Web production | [ ]  Academic project | [ ]  Photo Session | [ ]  Other |  |
|  |
| [ ]  Nacional | [ ]  Internacional |
| **Scope of circulation** |
| [ ]  National commercial circuit | [ ]  International commercial circuit | [ ]  National film festivals |
| [ ]  Festivais de cinema internacionais | [ ]  Other |  |
| **Budget Estimate** |
| [ ]  Less than € 5.000,00 | [ ]  Between € 5.000,00 and € 10.000,00 | [ ]  Between € 10.000,00 and € 50.000,00 |
| [ ]  Between € 50.000,00 and € 100.000,00 | [ ]  Between € 100.000,00 and € 500.000,00 | [ ]  Between € 500.000,00 and € 1.000.000,00 |
|  [ ]  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** |
| [ ]  Technical services | [ ]  Castings | [ ]  Stylist | [ ]  Producer | [ ]  Post Production | [ ]  Extras | [ ]  Other (accommodation, catering, make-up artists, etc.) |

|  |
| --- |
| 1. **Instructional documents**
 |
| Your request must bear the following elements. Items marked with an asterisk (\*) are mandatory.  |

|  |
| --- |
| [ ]  **1. Descriptive memory of the production (with a bibliographical note by the director/producer and the production distribution plan).**\*. |

|  |
| --- |
| [ ]  **2.** **Liability insurance policy (photocopy).**\*. |

|  |
| --- |
| * [ ]  **3. Description chart**\*.
 |

|  |
| --- |
| [ ]  **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).:[ ]  **4.1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  **4.2** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| 1. **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](http://www.cm-porto.pt) » [Portal do Munícipe](https://portaldomunicipe.cm-porto.pt/formularios). |
| [ ]  2. If necessary, the requests for [Traffic/Parking Conditioning](https://portaldomunicipe.cm-porto.pt/-/condicionamento-de-tr%C3%A2nsito/-estacionamento-1) and [Special Noise Licence](https://portaldomunicipe.cm-porto.pt/-/licen%C3%A7a-especial-de-ru%C3%ADdo-1) 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 |

|  |
| --- |
| 1. **Observations**
 |
| 1. 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.
 |
| 1. [The forms](https://portaldomunicipe.cm-porto.pt/formularios) and the [Regulatory Code of the Municipality of Porto](http://crmp.cm-porto.pt) may be found at [www.cm-porto.pt](http://www.cm-porto.pt) » [Portal do Munícipe](https://portaldomunicipe.cm-porto.pt/home). For any further clarification, you may also contact Linha Porto (Line Porto) available at the following number: +351 220 100 220.
 |

|  |
| --- |
| 1. **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 |

|  |
| --- |
| 1. **Request for approval**
 |
| Signature |  | Date |  |

|  |
| --- |
| To be filled in by MP. Notes:  |
|  |
| Process verified. [The Attendance Officer] |  | Date |  |