

## Film Commission Bureau

Venice Town Council's *Film Commission Bureau* was set up to enable filmmakers and photographers to make the best use of the rich artistic and cultural resources of Venice and surrounding area, whilst also assuring the safeguarding and sustainability of the local environment for its inhabitants. The *Venice Film Commission* aims to promote and develop the local economy as well as the professional audiovisual amenities based in the area, thereby simplifying and facilitating all aspects of film and television production set in or around Venice.

### 1) FILMING FOR WHICH OFFICIAL PERMISSION IS REQUIRED

This category includes filming for cinema, television and photography shoots carried out with:

- a) a film crew composed of more than six people and/or using more equipment than one tripod camera (*permit for temporary occupation of a public space*);
- b) any film activity, even with minimal crew or equipment, that is likely to impede the normal circulation of pedestrians, vehicles or water transport (*permit for temporary occupation of a public space plus permit to control traffic*);
- c) filming requiring one of the following conditions, for which one must obtain a *specific permit* from the appropriate municipal authorities:
  - Delimitation of an area for positioning any equipment and/or preparation of set and scenography (*permit for temporary occupation of a public space*);
  - Total or partial closure of a street/square/canal/bridge/etc. which causes an intermittent or total impediment to any type of traffic. This may be requested by the production company itself or be imposed by the municipality for safety reasons (*permit to control traffic*);
  - Transit of production boats or road vehicles in a restricted traffic area (if traffic restrictions might be breach a *permit to access a restricted area* is required);
  - Request to reserve parking spaces for road vehicles and/or mooring spaces for boats involved in the production (*permit to exclusive use of parking spaces and canal mooring areas*);
  - Any use of drones or other instruments for aerial shooting (*permit to enter no-fly zones* — see category 5);

For all film, video and photography shoots that fall within any of the above stipulations, a request for authorization must be submitted. Please fill out the form ***Authorization for Filming with a Temporary Occupation of a Public Space*** and send it, together with the relevant attachments, no less than 30 days before the start of shooting, by PEC [registered mail or via a secure messaging system] to the following address: [commercio@comune.venezia.it](mailto:commercio@comune.venezia.it)

The procedure for inquiring into temporary public space concessions involves:

- requests for appraisal from other relevant public or private bodies;
- requests for any specific permits or forwarding requests to other relevant bodies;
- assembling opinions/permission/specific acquiescence from other entities/management bodies or other institutions;
- issuing provisional measures for the temporary granting of a public space for film, video or photographic shoots; otherwise a rejection or a partial permit will be issued.

## OCCUPATION OF A PUBLIC SPACE: RENTAL FEE (*COSAP*)

Following the attainment of a *permit for the temporary occupation of a public space*, the applicant must pay the respective location fee. This fee may be paid via bank or post office transfer to the following account:

COSAP - COMUNE DI VENEZIA

(From within Italy) IBAN: IT-74-L-07601-02000-000014227300

(From abroad) BIC: BPPIITRRXXX-IT-74-L-07601-02000-000014227300

+ Please stipulate payment details: “COSAP fee” for the specific film/photography location, quoting the reference number for that permit.

## POLICE SUPPORT

The production company may ask for assistance from the local police force in certain circumstances. The municipality will have the final say on whether or not police personnel should be deployed during the shoot.

Such help from local police is considered an extra service that has to be agreed with police headquarters. A specific fee will be applied for their service.

## PAYMENT OF ADMINISTRATIVE FEES

The administrative fee regarding applications for the temporary granting of a public space is 50 euros. This fee must be received in full, prior to any application being considered.

It is made payable to: *Direzione Servizi al Cittadino e Imprese — Settore Sportello Unico Commercio*. Please see the form for further details, and please ensure that evidence of the payment is attached to the application form when submitted.

## 2) FILMING/PHOTOGRAPHY REQUIRING A SPECIAL EXEMPTION FROM MUNICIPAL BY-LAWS

Upon presentation of the application to the Film Commission Bureau, any special requests will be considered on a case-by-case basis, in order to work out a range of opportunities, concerns and actualization through the provision of specific by-law derogation (e.g.; traffic controls, access to restricted traffic areas, access to no-fly zones, advertising, special effects, use of electric generators, noise limits, etc.)

## 3) PERMITS FOR FILMING INTERIORS AND/OR EXTERIORS OF THE MUNICIPALITY'S OWN LISTED BUILDINGS

This category includes filming for cinema, television and photography shoots. For any such use a request for permission must be submitted, using the form *Authorization for Filming with a Temporary Occupation of a Public Space* and sent, together with the relevant attachments, no less than 30 days before the start of shooting.

## 4) FILMING FOR WHICH PERMISSION IS NOT REQUIRED

This category includes any filming for cinema, television and photography shoots where the crew are few in number (less than six) and the equipment is light (just one shoulder-carried camera, a single tripod, portable sound recording equipment). In short, any undertaking that would not impede the normal flow of pedestrian, road or waterway traffic.

However, submission of the form *Communication for Film, Video and Photography in a Public Space* is still required, and must be sent, together with the relevant attachments, no less than 10 days before the start of shooting by PEC [registered mail or via a secure messaging system] to the following address: [commercio@comune.venezia.it](mailto:commercio@comune.venezia.it)

Our bureau will send a receipt with a registration number and information about specific conditions and limitations with regard to shooting in the public spaces required.

## 5) DRONES & AERIAL FILMING

Given the imposition of a no-fly zone over Venice and much of the surrounding area an applicant must follow a specific procedure in order to obtain an exemption.

The no-fly zone covers the whole of Venice: the historic center and lagoon, most of the islands and specific areas of mainland Mestre and Marghera. It had been imposed by the Italian aviation authority (ENAC) upon the request of Venice Prefecture for reasons related to public safety and the preservation of the artistic and cultural heritage of Venice and its Lagoon – a protected UNESCO World Heritage Site.

The request for an exemption may be presented by an accredited public body or by any private body that is judged as performing a public service for historical, scientific or cultural intentions, acknowledging the values and identity of the city and its territory. This might well be for the purpose of cultural heritage documentation, as long as it is in compliance with the standard procedures and subject to the issuing of all requisite permits by the apposite authorities.

The no-fly exemption is intended to be limited to exceptional cases only. Once Venice Council has adjudicated upon the relevance of the aerial shots with regards to public interest, it will send on the request to Venice Prefecture, but only those deemed worthy enough of consideration for a non-fly zone exemption will be forwarded.

The applicant must first request permission for drone/areal filming via the Film Commission Bureau using the standard form ***Authorization for Filming with a Temporary Occupation of a Public Space***, at least 60 days before the start of shooting by PEC [registered mail or via a secure messaging system] to the following address: [commercio@comune.venezia.it](mailto:commercio@comune.venezia.it)

The application for filming with drones must include details of the specific flight-path area, information about the applicant company plus the organization responsible for the aerial filming itself as well as the technical qualifications of the operators and specifications for the aerial devices to be used.

Procedure involves:

- 1) assessment of the public interest by Venice Council and, in case of approval, conveyance to Venice Prefecture of the exemption request, together with a dossier submitted by the applicant;
- 2) verification of the application and applicant by the Prefecture and, in the case of approval, conveyance of *the flight permit* to ENAC and ENAV (Italian aviation authorities);
- 3) permission awarded by ENAC to fly in a prohibited area to the applicant plus a copy sent to Venice Council and Prefecture;
- 4) preliminary inquiries for the temporary concession of public space for pedestrian or waterway traffic control for the purposes of aerial photography;
- 5) issuing of a *permit for temporary occupation of a public space* plus *permit to control traffic* for the purpose of aerial filming/photography.