

Sevilla&me

Sevilla City Office
Media, Events
& Entertainment

SEVILLE FILMING GUIDE

.....
www.sevillaandme.com



Since 1896, when a team of the Lumière brothers filmed images of its Holy Week, Seville has been the audiovisual set for an endless list of productions.

The walks of Lawrence of Arabia or a young Darth Vader through the Plaza de España, the beautiful kingdom of Dorne of Game of Thrones in Real Alcázar, the love affairs of Carmen the cigarette seller at the University, Tom Cruise's motorbike chases or the dizzying races across the rooftops of the Artillery Factory of Unit 7, among others, are memorable.

The historical and monumental heritage of one of the main tourist cities in Europe, its contemporary architecture, its wonderful climate with more than 2,800 hours of sunshine a year and its status as the capital of southern Spain, with excellent communications, make our city an excellent choice.

Advantages of filming in Seville

Sevilla&ME assists, advises and supports companies wishing to develop their audiovisual productions in our city.

Services:

- ✓ On-line processing of filming applications and preliminary authorisation request.
- ✓ Streamlining of other required authorisations and complementary licences for the development of filming.
- ✓ Processing of the exemption from public land occupation fees for film and advertising shoots:
 - Which have a significant part of the film taking place in the city of Seville, resulting in the city being positively promoted abroad for its cultural and ethnological values, its heritage, and its attractiveness for tourism.
 - Whose filming crew stay or reside in Seville for the most part, to which effect, the number of workers hired in the city on the occasion of the filming event will be decisive.
- ✓ Exemption from fees for documentary films or television programmes with an exclusively informative or charitable purpose and for short films made by students or film academies and, in general, those of an educational nature.
- ✓ 50% reduction of fees when filming does not take place in the public thoroughfare, and so the occupation will be limited to setting up auxiliary elements, such as vehicles, mobile units, etc. involved in the filming, carried out inside properties (the resulting fee cannot be less than the minimum fee).
- ✓ Coordination with all city services: Town Planning, Traffic, Mobility, Environment, Safety, etc.
- ✓ Access to local audiovisual companies and professionals.
- ✓ Dossier of public locations and facilitation of the use of public spaces as shooting sites.
- ✓ Support for the promotion of audiovisual productions made in our city.

Note: Spain has a framework of important tax incentives for audiovisual productions.
More information at:

<https://www.culturaydeporte.gob.es/cultura/areas/cine/industria-cine/coproducir-espa/incentivos-fiscales.html>



SEVILLA FILM OFFICE

General regulations and application process for filming authorisations

FILMING GENERAL AUTHORISATION

It is necessary to apply for a general filming authorisation through Sevilla & ME in order to carry out the activity of filming or recording cinema films, television programmes, documentaries, advertisements, videos, photographic reports or any other product of the audiovisual sector, taking place in the city of Seville, and requiring or affecting goods and/or services under city jurisdiction.

The execution of the activities described above requires prior authorisation from Sevilla&ME and, if necessary, complementary licences to occupy the public thoroughfare, open spaces, monuments or buildings owned by the city and/or to provide city services (local police, fire prevention and extinguishing, cleaning, traffic, vehicles, etc.). The general filming authorisation and the complementary licences for the occupation of spaces or provision of services may be cancelled or revoked when reasons of public interest so require, or when it is necessary in application of the disciplinary regulations.

Exception: PRELIMINARY AUTHORISATION REQUEST: municipal authorisation will not be required for filming with the following characteristics: filming on the public thoroughfare or open spaces composed of teams of no more than 15 people, with camera and tripod but without electro-technical or scenographic equipment, in which the proper circulation of vehicles and pedestrians is not hindered, without the use of special effects and without the need to make any operation on elements of urban furniture and infrastructure. However, Sevilla&ME must be informed of any such filming for information purposes.

The notification of a preliminary authorisation request from Sevilla&ME to the company responsible for the filming activity will in no case authorise operations that do not comply with the aforementioned requirements.

SINGLE POINT OF CONTACT

A single point of contact service is established for the purpose of requesting and obtaining the general filming authorisation and any complementary licences that may be required, without prejudice to the prior contact, information and advice work that the single point of contact must carry out for audiovisual production companies.

This single point of contact service will be provided by Sevilla&ME. The corporate image of Seville City Council and Sevilla&ME/Sevilla Film Office must appear in the credits in the format indicated in each case when the production has been exempted from taxes or Seville City Council has provided any other type of service for the development of the production free of charge.



SEVILLA FILM OFFICE

APPLICATION PROCESSING TIME SCHEME

In order to ensure that your production is properly attended to, we recommend that you contact Sevilla&ME as far in advance as possible. The application for general filming authorisation must be submitted using a standard form at the single point of contact. As a general rule, the minimum processing time for the application, once it is fully completed and with the corresponding documentation attached, is 5 working days.

When the application involves traffic disruption, changes to street furniture or municipal signage, provision of municipal services (cleaning, furniture, local police, transport, etc.), the minimum period will be 10 working days.

CIVIL LIABILITY INSURANCE

Applications, duly completed with all the information required in the standard forms, must be accompanied by a copy of a current general civil liability insurance policy for themselves and to cover possible damages to third parties as a result of the filming, and any other written or graphic documentation that in each case is considered appropriate for an adequate understanding of the characteristics of the filming.

Independently of the above, and when Sevilla&ME deems it appropriate due to the characteristics or location of the filming, the latter may require specific policies to be presented to it by the audiovisual production company or organisation responsible for the filming. Likewise, prior to the granting of the licences, any deposits that may be required by the technical services to cover any damage that may be caused to municipal spaces or services must be provided.

The insurance policy will not be required in the case of photographic reports and filming in which, due to their small size and characteristics, Sevilla&ME does not deem it necessary.

All necessary safety measures must be taken to avoid damage to any public or private element, and the audiovisual production company will be responsible for all costs arising from damage and deterioration. In the event of damage, Sevilla&ME and the competent authority/institution must be notified immediately. Sevilla&ME will require the audiovisual production company responsible for the filming to repair the damage.

PROCESSING

Once the applications and attached documentation have been received, Sevilla&ME will forward them to the competent municipal offices in each case, requesting the necessary licences or reports.

From that moment on, Sevilla&ME will monitor the different administrative procedures that are initiated and will coordinate and collaborate with the different municipal areas affected.

The required municipal offices will send Sevilla&ME the licences or, where applicable, their refusal, and/or the reports obtained well in advance in order to comply with the established deadline for resolution.

Sevilla&ME will notify the applicant of the general filming authorisation and, where applicable, the complementary authorisations for the occupation of spaces and/or provision of services.

FEES

The fees which, in application of the corresponding tax byelaws, are accrued for the provision of municipal services, must be paid prior to the granting of the licences. Likewise, prior to the granting of licences, any deposits required by the technical services to cover any damage that may be caused to municipal spaces or services must be paid.

Technical norms and safety measures

1 Occupation of public roads (pavements) and public spaces.

When it is necessary to reserve space in advance for filming in pedestrian areas of the public thoroughfare or in open spaces, a permit for the occupation of the public thoroughfare must be obtained, which must be processed within a minimum of 5 working days. This reservation will be carried out by the production company itself. The reservation of the spaces will be carried out by means of the installation of fences or marked security tapes, including a sufficiently visible sign indicating "reservation of space for filming".

Any wiring must be properly marked. Pavements must not be used for the storage of technical equipment or for construction activities.

Pedestrian access must be blocked for the time strictly necessary, and measures for the elimination of architectural and accessibility barriers must be provided, especially for the transit of persons with reduced mobility.

If the setting up of marquees is unavoidable, a distinction must be made between the so-called "easy-up" marquees of less than 3X3 m in size, for which only their E.C. marking must be required, and those larger than this size. For the approval of the latter, the corresponding technical data sheet will be required, indicating their description and safety measures. Likewise, in those areas that are aesthetically sensitive due to their vicinity to monuments or emblematic areas of the city, a description of their visual design must also be included.

For filming in the vicinity of government buildings that require special security protection, such as the Parliament of Andalusia or the Palace of San Telmo, it is advisable to contact the communications departments of these institutions and to arrange for private security services.

2 Influence on traffic and reservation of space in parking area.

Where filming involves changes to traffic signs, affects vehicle circulation areas or reservation of spaces in parking areas, applications must be made at least 10 working days in advance.

The audiovisual production company must set up temporary signage for the reservation of spaces and it must be authorised by the relevant technical services and the Local Police at least 72 hours before the start of filming.

As a general rule, places reserved for persons with reduced mobility and loading/unloading areas must not be occupied outside the timetable for their use.

Sevilla&ME will provide information on the typology and characteristics of the signage to be used, its placement and removal. Once filming has finished, the signage must be restored to its previous state, under the supervision of municipal technicians or the Local Police. It is advisable to photograph the signage prior to filming in order to have a clear reference of its location.

If the reservation involves the unavoidable need to remove a private vehicle or other private property, the intervention of the Local Police will be required.

A detailed map of the desired route and/or traffic restrictions must be provided. Alternative routes must be planned by means of a project submitted by the audiovisual production company, indicating: the current information on the traffic to be modified and the alternative route(s) to be established, indicating the possible signage to be put in place.

Where possible, traffic restrictions should be limited to what is absolutely necessary and should be intermittent. It is also desirable that those which have the greatest impact on the general mobility of the city should be limited to weekends. The movement of ambulances and other emergency vehicles will be guaranteed at all times. Sevilla&ME will inform the Municipal Police of these operations for their assessment and/or intervention. In cases where the presence of the City Police is essential, a detailed estimate of the corresponding fees for the necessary services will be provided to the audiovisual production company in advance.

Joint inspections will be carried out with the relevant technical services for filming that involves a particular complexity in the change of the usual traffic flow in the city or the use of camera cars or other similar equipment.

3 Notice to residents and businesses.

In those filming operations that involve a major interference in the public thoroughfare, the audiovisual production company must inform the residents and businesses affected by the filming well in advance by sending a letter containing the date, time, exact location and characteristics of the filming, reserved parking area, lighting plans, contact telephone number of the person in charge of the production and any other information that may be of relevance. Sevilla&ME provides production companies with a standard notification form for this purpose. This notification obligation will be extended to a wider area in the case of the use of spectacular special effects, loud sounds, gunshots, dangerous scenes, or any other activity that may cause impact or surprise to the public. Passers-by, residents and vehicles must be treated and informed courteously, explaining as far as possible the reason for the filming, the possible inconveniences and the solutions proposed.



4 Emergency drill.

If uniforms or vehicles of emergency services (police, ambulance, fire brigade) are used, the competent municipal departments and Sevilla&ME must be informed from the outset. Uniforms and vehicles or their insignia should be concealed between takes, to the extent possible.

5 Filming crew.

During filming, crew members must be properly identified with accreditation and wear high-visibility clothing when filming on public thoroughfares.

6 Firearms, explosives and pyrotechnic material.

If filming requires the use of firearms, explosives, pyrotechnic material or special effects, state regulations will be complied with and Sevilla&ME will request a copy of the necessary permits or authorisations from the governmental authority for their transport, storage and use. The weapons used must be disabled and not suitable for live fire. If used, they may only be fired with blank cartridges and must be duly documented. In these cases, the presence of the Local Police and, if deemed appropriate, the Fire Prevention and Extinction Service will be required.

7 Electrical Installations.

When it is necessary to carry out any electrical installation or the use of generators for filming, the audiovisual production company must notify this in the General Application for Filming Permits, explaining in as much detail as possible the elements to be installed, dates and times for their technical assessment.

As a general rule, when a generator set is necessary to supply the filming activity, it must comply with industrial safety, electrical and occupational safety regulations and the following precautions must be taken: the generator set must preferably be soundproofed and must be located in a place where it minimises disturbance to both pedestrians and buildings. Generating sets must be installed as close as possible to the filming area in order to avoid laying cables across public roads.

If electrical connections, gas connections, industrial machinery in general, cranes, lifting equipment, refrigeration installations, pressure equipment, compressed air, or water supply installations are required, Sevilla&ME must be notified for their assessment and request, in each case, of the documentation accrediting compliance with the corresponding regulations.

As a general rule, cable installation must be subject to the following requirements:

- ✓ They must be installed at the joints between the pavement and the facades. They must be fixed on stairs to prevent tripping.
- ✓ Where aerial installation is required, the minimum height must be fixed by the municipal services.

- ✓ When installed on the pavement, they must be covered with an approved cableway and marked with luminous cones or high-visibility tape.
- ✓ Special authorisation must be obtained when cables are to be attached to street furniture.
- ✓ If handling or control of public lighting is required, the audiovisual production company must request it, indicating the date, time, area and activity to be carried out. If necessary, Sevilla&ME will arrange a technical inspection.

8 Hydrants.

If the use of hydrants is authorised, they must be operated under the supervision of the competent municipal company. During an emergency, access to and use of hydrants must be available to the Fire Prevention and Fire Fighting Service.

In the case of a water supply installation, it must have a report signed by an authorised installer.

9 Cranes, scaffolding and aerial platforms.

If filming cranes, scaffolding or aerial platforms are used, Sevilla&ME must be informed of their technical characteristics (accrediting their approval and C.E. marking, administrative authorisation and/or corresponding registration number) and location. They must be suitably signposted with a safety perimeter. At night and in poor visibility conditions, this signage must be reinforced. Noise and nuisance must be minimised during set-up and dismantling. They must be secured and manned at all times by qualified personnel.

10 Parks and gardens.

Seville has an important heritage of parks and gardens declared to be Property of Cultural Interest, in which, due to their historical, cultural and landscape value, care must be taken to ensure that filming activities are carried out with the utmost care. These green spaces are: María Luisa Park, Paseo de Catalina de Ribera and Jardines de Murillo, Jardines de las Delicias, Jardines del Guadalquivir and Jardín Americano de la Isla de la Cartuja, Jardines de la Buhaira.

The general opening hours of the parks (subject to change) can be found on the following website:

www.sevilla.org/servicios/medio-ambiente-parques-jardines/horarios_parques

Without prejudice to the conditions included in each case in the complementary licences granted for the use of parks and gardens, filming in these spaces must be subject to the following conditions:

No activity may be carried out in landscaped areas unless the proposed space, due to its characteristics and location, can be authorised. Those filming activities that are intended to take place in landscaped areas and/or meadow or lawn areas must indicate the type of scene and technical elements that will be used for assessment by the relevant service.

The areas which are not marked out for the activities must not at any time be used for stockpiling materials, parking or any other use.

The vehicles that are necessary for filming must be driven and parked on the roads allocated for this purpose, preferably on paved roads. Vehicles may not be driven or parked outside the roads provided for road traffic within each of the Parks.

Parking is only allowed for vehicles that are essential for the filming operations.

The necessary measures must be taken to protect vegetation, street furniture and ornamental features and under no circumstances must they be used as supports or fixings for the filming elements.

The use of parks and gardens for these purposes on weekends and public holidays must be avoided to the extent possible.

If it is necessary to control the access to and exit from the Parks during the filming operation, the person responsible for the filming must be obliged to have qualified personnel to carry out this control. Otherwise, gates must be opened only at the beginning and end of the filming in question.

11 Monuments and council buildings.

If a supplementary licence is requested for the occupation of monuments or council buildings, the following requirements must be met:

The filming of products which do not fit in or are not compatible with the historical and/or artistic character of the monument and, as the case may be, of the building will not be authorised.

Any use of the electrical installation or any other infrastructure of the monument or building must be carried out by, or at least under the supervision of, the technical staff of the monument or building.

The filming staff must follow any instructions given to them by those responsible for the building and adopt the necessary measures to avoid any damage to its different elements and facilitate the inspection of the material that is brought into the building, should they be required to do so.

The audiovisual production company must ensure the team members' correct behaviour and respect for the building. The team members must wear the identification card provided to them.

12 Special facilities.

For filming in special facilities such as Seville Airport, Santa Justa Train Station, the Port of Seville or military facilities, Sevilla&ME will provide contact with the local management institutions of these infrastructures in order to process the permits through them, a longer period of time being necessary to apply for them.

13 Timetables, sound and lighting.

Filming and related ancillary activities should preferably take place at the following times:

From 30 November to 28 February: 07.00 to 22.00 hours.

Rest of the year: 07.00 to 00.00 hours.

These timetables will not apply when filming takes place in a remote area. A 'remote area' is defined as an area located on land classified as non-developable, non-sectorised developable land, sectorised developable land without development, or urban land whose overall use is not residential or housing, provided that there is a minimum distance of 250 m between the filming area and the nearest inhabited residence, in accordance with the provisions of the urban planning regulations.

Night-time filming: For night-time filming that may be a source of noise outside the preferential timetables in urban areas with a concentration of homes, the audiovisual production company must submit a technical report that includes the appropriate measures, using the best available techniques, to reduce the noise, especially that which involve simulated detonations or extraordinary levels of noise.

At all times, appropriate measures must be taken to minimise the nuisance to residents, businesses, etc. in the area as much as possible.

Sound: with regard to sound emissions that may occur during the filming preparations and the filming itself, the Ordinance against noise pollution, vibrations and noise of the city of Seville exempts these activities from complying with the noise emission limits. However, when they are carried out in areas where there are residential buildings, the appropriate measures will be taken, using the best available techniques, to ensure that the minimum noise nuisance is caused.

For filming with a high level of noise, a report and plans signed by a competent technician will be provided, together with the corresponding licence application documentation. Such report and plans will identify the preparation work and the filming to be carried out, dates, times, duration, surrounding residential buildings and distances to them, means and acoustic sources to be used during the preparation and during the filming, as well as measures adopted to minimise as far as possible the noise nuisance that may occur in these buildings. In any case, the municipal body responsible for granting the corresponding licence may, in view of the documentation submitted, establish the conditions, limitations and additional measures it deems appropriate to ensure that the preparation and filming operations are carried out with the minimum possible disturbance to the surrounding area.

With regards to the use and preparation of infrastructures for filming, as well as the operation of detonations, fireworks, etc., the provisions of the sectorial regulations in force that are applicable by virtue of the matter affected must be taken into account.

On night filming, the volume of internal communication systems such as walkie-talkies must be kept to a minimum, using headphones whenever possible. To minimise noise, non-technical vehicles must be parked at a safe distance from the filming area.

Technical vehicles and elements of the film set that cannot be removed silently must remain in the same place until the following day. With regard to the proposed lighting plan, the necessary measures must be taken to avoid nuisance and to guarantee the residents' rest, placing opaque



screens to prevent disturbing lights, indicating the danger of possible blinding on roads, warning lights around materials and equipment, as well as those that may be established by the competent municipal body in the issuing of the corresponding licence. The measures proposed by the licence applicant must be included in the report signed by the competent technician indicated above.

14 Cleaning and catering.

The audiovisual production company must be responsible for any damage that may be caused to public spaces and/or services during filming, and must be obliged to maintain them, during the filming and once the activity has finished, in the proper conditions of cleanliness and conservation. Special attention will be paid to the removal of props, disposable items, signs, posters, stickers, etc.

If the audiovisual production requires special action to be taken by the cleaning services, this will be requested through the Seville&ME single point of contact, and the corresponding fees will be paid.

It is forbidden to set up catering services in public spaces in Seville, unless the proposed space, due to its characteristics and location, can be authorised.

15 Animals.

Animals must be used in filming in compliance with the applicable regulations for their protection. Animals must always be supervised by their handlers and the safety measures required by each species will be observed.

16 Drones.

The use of remotely operated civilian aircraft, **drones**, is regulated by **Agencia Estatal de Seguridad Aérea - AESA** (Spanish Aviation Safety Agency), which reports to the Ministry of Public Works and Transport (Ministerio de Fomento).

Sevilla&Me will only request in this respect the documentation accrediting that the flight is authorised by this institution prior to filming.

17 Minors.

The participation of minors under 16 years of age in public shows is subject to state and regional regulations that must be complied with. You can obtain more information and take the relevant steps through:

www.juntadeandalucia.es/servicios/procedimientos/detalle/502/como-solicitar.html

18 Health and Safety at Work.

For all audiovisual projects filmed in Spain, an occupational health and safety plan must be drawn up and validated by the national enforcement institution, the Instituto Nacional de Seguridad e Higiene del Trabajo - Ministerio de Empleo y Seguridad Social (National Institute for Occupational Health and Safety - Ministry of Employment and Social Security).

Regarding the hiring of temporary staff, both for technical and artistic tasks, there is a specific regulation, the Collective Bargaining Agreement for the Audiovisual Production Industry. This sets the salary scales and contract conditions according to the defined categories.

19 Sustainable filming.

The city of Seville is striving to be an increasingly sustainable destination, and we therefore recommend that all audiovisual productions carried out in our city are governed by a commitment to environmental protection and social integration.

We recommend that the strict use of waste recycling systems be observed and that the generation of all types of fumes, gases and oils be avoided. Likewise, the participation of people, especially young people, from less favourable environments should be encouraged by means of collaboration with educational or social institutions in those aspects where possible. All necessary information or contacts can be requested from Sevilla&ME.

Credits:

Photography by Julio Vergne

Front:

Asesinos inocentes
Adios
La Peste
Tu Hijo
Grupo 7

Back:

El Inconveniente
Asesinos Inocentes
Adios
Asesinos Inocentes
La Peste



Sevilla&me

Sevilla City Office
Media, Events
& Entertainment

Contact:

www.sevillaandme.com

hola@sevillaandme.com

+34 955 471 205