

Government of West Bengal
Department of Urban Development & Municipal Affairs
“NAGARAYAN”, 6th Floor,
DF-8, Sector-I, Salt Lake, Kolkata - 700 064

No. 860/MA/O/C-4/1M-31/2015 (Pt-IV)

Dated, 7th October, 2020

ORDER

Sub : Issuance of Permission by the Municipal Corporations for the purpose of shooting of movie, documentary films, ad-films, tele-serials etc.

WHEREAS different Film/Tele-serial Producers/Producing Companies/Firms approach the Municipal Corporations of this State, which are guided by the West Bengal Municipal Corporation Act, , for obtaining permission for conducting movie shooting in the municipal roads/ pavements, municipal garden, municipal schools, municipal buildings, municipal markets , municipal cemeteries etc.;

AND WHEREAS, the municipal roads, pavements, municipal gardens, municipal schools, municipal buildings, municipal markets, municipal cemeteries etc. are under the control of the Municipal Corporation with the responsibility of maintenance, regulation and up-gradation of the same in terms of various provisions of the West Bengal Municipal Corporation Act, 2006 (as amended);

AND WHEREAS, it is expedient to frame a uniform guideline for the Municipal Corporations for issuing permission for shooting of movies / tele-serials etc. in the municipal roads, pavements, municipal gardens, municipal schools, municipal buildings, municipal markets, municipal cemeteries etc. after necessary verification of the document/drawings, spot inspection, demanding fees and submission of fees etc.

AND WHEREAS, the State Government is under compulsion to create and develop a Web Portal for the online submission of application for obtaining permission for movie shooting together with online deposit of requisite fees, online tracking of the status of application, online uploading of permission letter/certificate of the Municipal Corporation etc., to implement the business reforms at the District level for the Ease of Doing Business (EoDB) as per the instruction of the Department of Expenditure, Govt. of India.

NOW, THEREFORE, the Government in the Urban Development & Municipal Affairs Department lays down the following guideline for guidance of the concerned Municipal Corporations for issuing permission for the shooting of movie /tele-serial etc. in the municipal roads ,pavements , municipal gardens, municipal schools, municipal buildings , municipal markets , municipal cemeteries etc. and also for the sake of uniformity, transparency in the process and time bound delivery of services.

- 1) To obtain the permission from the respective Municipal Corporation , for shooting of movies / tele-serials etc. in the municipal roads ,pavements , municipal gardens, municipal schools, municipal buildings , municipal markets , municipal cemeteries etc. the applicant shall have to apply to the appropriate authority in the specific format (Annexure-A). The applicant may also apply online in the specified Web Portal to the concerned Municipal Corporation in the specified digital format. The format should be filled up properly else it will be treated as rejected due to absence of any data or documents.
- 2) The detailed drawing showing the location of the proposed shooting , the No Objection Certificate from the local Police Authority, the particulars mentioning the time schedule of such shooting and the particulars of the temporary structure at the place of proposed shooting (if any), duly signed by the applicant, must be annexed with the application format. The document(s) and drawing(s) must be uploaded through the Web Portal in the online application.
- 3) After successful submission of application and other required document(s) and drawing(s), the concerned Municipal Corporation shall arrange for a joint inspection in presence of the representative of the applicant, all other relevant officials of the Municipal Corporation and local Police Authority within next 2 (two) working days.
- 4) The joint inspection report along with the relevant documents, shall be placed before the appropriate authority of the Municipal Corporation for final decision within next 1 (one) working day.
- 5) On approval of the application by the appropriate authority of the Municipal Corporation , a permission letter in the process format (Annexure-B) will be issued in favour of the applicant , on confirmation of the payment of the deposit of the permission fee as determined by the Municipal Corporation , to the concerned Municipal Corporation , within next 2 (two) working days. The permission letter of the Municipal Corporation may be obtained and downloaded through within that due time. The rejected proposal will be returned to the applicant by the Urban Local Body showing definite reason within 5 (five) working days of the date of submission of the application.
- 6) Municipal Corporation may determine different fees for different roads, buildings, gardens etc. under their jurisdiction subject to a maximum amount of Rs.25000.00 (Twenty five thousand only) for a shift of 12(twelve) hours or any portion thereof;
- 7) As additional permission for erecting temporary structure at the shooting premises , the Municipal Corporation may charge maximum 50% of the original permission fee or the actual restoration charges for damages to any municipal property , whichever is higher;
- 8) Permission will be granted by Municipal Corporation for a continuous shift of 12 hours or any portion thereof. While permission for shooting may be granted for night time on municipal roads and pavements, no such permission shall be ordinarily granted for

- municipal gardens, municipal schools, municipal buildings, municipal markets, municipal cemeteries etc. wherein the shooting permission can normally be given from 6am to 6pm.
- 9) The temporary structure, erected if any at the place of shooting must be dismantles/demolished immediately after the permitted time of shooting is over and invariably within next 3(three) hours by the cost and involvement of the applicant.
 - 10) The temporary structure, if any shall be done under the supervision of an Architect/Licensed Building Surveyor and such person shall ensure that no fire hazardous /combustible materials or materials with low ignition points are used for construction purpose.
 - 11) The applicant shall have to arrange silent diesel generating set /power vans duly approved by the Pollution Control Board at the shooting place at their own cost and involvement.
 - 12) Municipal Corporation concerned shall issue necessary instruction to the applicant regarding safety and security purpose viz., (a) proper barricading of the shooting place (b) engagement of manpower to arrange smooth traffic management, if required (c) arrangement of proper illumination and reflector during night etc., and also for prevention of the sound pollution and the applicant must follow this instruction strictly, otherwise the Municipal Corporation may intervene and the stop the work at site.
 - 13) Applicant will be solely responsible for the removal/disposal of any solid wastes, used during the shooting, strictly as per the direction of Hon'ble National Green Tribunal and also as per the order of the Central / State Government.
 - 14) The applicant shall be responsible for any damage of the municipal properties, if any. He shall also ensure that the municipal properties are restored back to their original position after conclusion of the shooting and it is free of litter.
 - 15) Municipal Corporation shall have all the rights to revoke the permission order at any point of time before or during the shooting, if it is satisfied after due enquiries that the conditions imposed on the applicant are violated fully or partially.
 - 16) This order is applicable for granting permission for commercial shootings and not for shootings carried out by the Government /semi Government institutions, academic intuitions etc. for purely academic/official reasons.

This Order shall take immediate effect.

By order of the Governor,

Sd/-

**Joint Secretary to the
Government of West Bengal**

APPLICATION FORM

From:

Date:

.....
(Name and Address of the Applicant
with phone no. & e-mail ID)

Name of the Film/Movie producing Organisation / Company / Firm.....

To: The Commissioner/ Chairperson of the Board of Administrators,
.....Municipal Corporation

Sub: Prayer for permission for shooting of movie /tele-serial/ad-film/documentary film
for.....(Name of Project) in the
..... (Name of work site), Borough
No..... Ward No.

Sir/Madam,

I / we on behalf of my/our organization like to inform you that I/ we would undertake the
work of shooting of (Name of the project) in your municipal area.

The statements of the particulars of the proposed work are as follows:

1. Name of the proposed project:
2. Details of the Premises where the proposed shooting will be done:
3. Ward Number:
4. Borough Number:
5. Proposed date and time of commencement of work:
6. Scheduled date and time of completion of work:
7. I / we attach the detailed drawings of the spot where the shooting is proposed to be done :
8. I /we attach the NOC of the Police Authority namely.....
9. I /we attach the document containing the diagram/lay-out plan of the temporary structure to be made during the shooting:
10. I /we do hereby undertake that:-
 - a) I /we shall strictly follow the time schedules which have been submitted to the Municipal Corporation authority for approval. Under no circumstances, the shooting activities will be violated from the approved time schedule. In default on my/our part, the municipal authority shall be at liberty to take every step either to stop the work or to impose penal action as per norms.
 - b) I /we shall make the payment of the permission fee and the additional permission fee,if any, as determined by the Municipal Corporation , to the concerned Municipal Corporation, within 2 (two) working days of the intimation of the demand.
 - c) I /we shall strictly follow all the instructions of the ULB authority regarding safety and security of the worksite including
 - (i) proper barricading of the shooting place
 - (ii) engagement of manpower to arrange smooth traffic management, if required
 - (iii) arrangement of proper illumination and

reflector during night etc., and also to prevent sound pollution and I / We shall follow this instruction strictly, otherwise the Municipal Corporation may intervene and the stop the work at site.

- d) I / We shall strictly follow all the instructions of the ULB authority for the removal/disposal of any solid wastes, used during the shooting, strictly as per the direction of Hon'ble National Green Tribunal and also as per the order of the Central / State Government.
- e) I/We shall be responsible for any damage of the municipal properties, if any and the Municipal Corporation shall have all the rights to revoke the permission order at any point of time before or during the shooting, if it is satisfied after due enquiries that the conditions imposed on the applicant are violated fully or partially.
- f) The temporary structure, erected if any at the place of shooting shall be dismantled/demolished by me/us immediately after the permitted time of shooting is over and invariably within next 3(three) hours.

Please provide necessary permission to take the shooting for the proposed project at the premises mentioned above, at your earliest convenience.

Thanking you.

Yours faithfully,

.....
Signature and seal of the applicant

Certificate for Permission for shooting of movie/tele-serial/ad-film/documentary film in municipal roads/ pavements, municipal garden, municipal schools, municipal buildings, municipal markets, municipal cemeteries etc. ;

From: The Commissioner/Secretary,
.....Municipal Corporation

To:

.....

.....

(Name and Address of the Applicant)

Sub: Prayer for permission for shooting of movie /tele-serial/ad-film/documentary film for..... (Name of Project) in the (Name of work site), Borough No.....Ward No.

Ref: Application No. Dated

Dear Sir/Madam,

With reference to your application mentioned above, the authority of this Municipal Corporation has been pleased to grant the permission in connection with shooting of movie /tele-serial/ad-film/documentary film for.....(Name of Project) in the (Name of work site), Borough No.....Ward No. subject to the following terms and conditions:-

The proposed activities must be executed in the field strictly as per the submitted drawing and time schedule without any violation.

- i. The time line of starting (.....hrs on.....) and completion (.....hrs on.....) of the shooting as mentioned should be maintained strictly.
- ii. Any deviation from the drawing and time line may lead to stoppage of the work at site or imposition of any penal action from financial point of view as per norms.
- iii. The safety and security measures at site as per prevailing Government Order should be followed on priority basis without any compromise.
- iv. After completion of the shooting the site should be free from all materials including the waste/ rubbish so that the site should be usable, safe and secured.
- v. For any damage of the municipal properties the Municipal Corporation shall have all the rights to revoke the permission order at any point of time before or during the shooting, if it is satisfied after due enquiries that the conditions imposed on the applicant are violated fully or partially.

Yours sincerely,

Commissioner/Secretary

Copy forwarded for information and necessary action to the -

1. Principal Secretary, MS & ME & T Department, Government of West Bengal.
2. District Magistrate,....., P.O., Dist.
3. Director of Local Bodies, West Bengal, Poura Prashasan Bhavan, DD-1, Sec - I, Salt Lake, Kolkata-64.
4. Commissioner, Bidhannagar/Siliguri/Asansol/Durgapur/Chandernagore Municipal Corporation.
5. Secretary, Municipal Engineering Directorate, Bikash Bhaban, Salt Lake, Kolkata-91.
6. Director, State Urban Development Agency.
7. Joint Secretary (Law/Statutory Cell), Department of Urban Development and Municipal Affairs.
8. Additional Chief Engineer, North, Municipal Engineering Directorate.
9. Private Secretary to the Hon'ble Minister-in-Charge of this Department.
10. P S to Principal Secretary of this Department.
11. P.A. to Mayor/ Chairperson, Board of Administrator, Administrator, Bidhannagar/Siliguri/Asansol/Durgapur/Chandernagore Municipal Corporation.
12. Section Officer, e-Governance Cell of this Department with a request to upload the same in the departmental website.
13. Guard file of Law & Statutory Wings of this Department.


Joint Secretary to the Govt. of West Bengal