

Hauptabteilung III Straßenverkehr
Verkehrsmanagement
Verkehrsordnungen
KVR-III/13
 Implerstr. 9, 81371 München, Room B 305
 Fax No.: Center District (KVR-III/131) 089 233-39867
 North District (KVR-III/132) 089 233-39868
 South District (KVR-III/133) 089 233-39869
 E-Mail: filmservice.kvr@muenchen.de



City of Munich
Departement of
Public Order

Photo and Film shoots in Areas of Public Traffic

Permit processing cannot be guaranteed in case of non-compliance with deadlines. Allow for a minimum of 10 days for processing.

Shooting Permit

1. Written letter of application containing the following information:
- Type of production
 - Location details, *with short scene descriptions* (no screenplay excerpts, please)
 - Anticipated number of days required for filming in areas of public traffic
 - Time frame (for any required traffic obstruction, provide exact date and – at least approximate – time required)

Please note:
 For organizational reasons we can only process applications submitted in the German language.
 To translate your application, you may wish to use an internet translation tool or, alternatively, to fall back on a Bavarian intermediary, who can not only translate your applications for you, but act as your local agent here and attend to all of your shooting permit needs.

The completed application is to be forwarded to:

Landeshauptstadt München
 Kreisverwaltungsreferat
 Dept. III/13

Postal adress:	Street adress:
PO Box	Implerstrasse 9
D-80466 München	D-81371 München

Office hours: Mondays – Wednesdays – Fridays: 7:30 am – noon
 Tuesdays: 8:30 am – noon, 2:00 pm – 6:00 pm
 Thursdays: 8:30 am – 3:00 pm

Should the locations lie in different city districts, a separate application is required for each district.

District	Room No.	Phone No.	Fax No.
Center	B305	+49/89/233-39742 +49/89/233-39747 +49/89/233-39761 +49/89/233-39767 +49/89/233-39774 +49/89/233-39776 +49/89/233-39779 +49/89/233-39905	+49/89/233-39867

District	Room No.	Phone No.	Fax No.
North	B305	+49/89/233-39667 +49/89/233-39873 +49/89/233-39874 +49/89/233-39875 +49/89/233-39876 +49/89/233-39877 +49/89/233-39778 +49/89/233-39779	+49/89/233-39868
South	B305	+49/89/233-39828 +49/89/233-39829 +49/89/233-39832 +49/89/233-39833 +49/89/233-39834 +49/89/233-39837 +49/89/233-39838	+49/89/233-39869

2. Deadline

Applications must be **received** at least 10 days prior to starting date of filming

Please note:

Mail requires at least 1 week to arrive at Kreisverwaltungsreferat Dept. III/13!

It is basically advisable, therefore, to bring applications in person or to send them by fax or e-mail.

Should the deadline be less than 1 week, a surcharge will be applied; in this case, however, processing of the application cannot be guaranteed, especially during the summer months.

Adhering to the 10-day deadline minimum is particularly necessary if road blocks are required. During the summer months, the processing of short-term applications for events is virtually impossible due to increased work loads.

3. Road Blocks/Traffic Obstruction

Applications for planned road blocks must be submitted *in a timely manner*. In each case, reasons must be given why filming measure requires road blocks, as well as the extent in required area and time.

As a rule, only road blocks of short intervals in strategically insignificant streets can be approved.

For more extensive requirements (intermittent blocks in downtown area, complete road block with posting) usually requires a personal meeting. The correctly worded application, exact and precise in detail, should therefore be submitted at least 2-3 weeks before planned date of shoot.

Road blocks of short intervals are permitted only in cooperation with the police. Road blocks of this kind can only be approved, if they are objectively required for the execution of a scene i.e.

not for sound reasons or for “visual enhancement”. The assignment of police officers must be requested by the applicant in a timely manner (at least 3 working days prior to shoot), applying directly to the police headquarters responsible.

The same applies to tracking shots, which must be safeguarded by the police (e.g. with flat-bed truck).

Filming can only be approved, if complete traffic coordination is not impaired too strongly as a result. Generally, no permission can therefore be given for road blocks in main traffic arteries or in times of rush hour.

4. No-Stopping Zones

Applications for no-stopping zones required in connection with filming can also made at the Kreisverwaltungsreferat (respective district responsible, see previous phone number chart). A permit for the erection of no-stopping signs can only be given for necessary technical production vehicles for a maximum distance of 30 – 60 meters, but not to keep the set free of disturbances. Larger areas can only be approved – at least in areas where parking is a problem -- if sufficient substitute parking space is made available on private property within reasonable proximity.

5. Permit Pick-Up

In most cases, time will be too short to permit delivery of permits by mail. The permits must therefore be collected in person at Implersstrasse 9 in the respective district office (see previous chart with room numbers).

No refund on administrative charges is possible if permit is not be picked up in time or the Kreisverwaltungsreferat is not informed about cancellation or postponement of filming,

6. Administrative Charges

Film permits are subject to administrative charges in compliance with German laws and regulations.

Special utilization fees are levied for the actual use of areas of public traffic in compliance with German laws and regulations. These charges are referred to in the filming permit.

The charges become due and payable at the end of the month in which the filming permit expires. The Kreisverwaltungsreferat, Dept. III/13 must be informed **in a timely manner** in case of any potential changes in the amount of shooting days or the number of days in which road block measures are required.

7. Pedestrian Walkways

In accordance with the city council's decision on the utilization of the town center, the pedestrian walkway areas of the old town are to be freed from events and special uses of any kind in order to resume their original function, i.e. pedestrian traffic.

For this reason, no permit can be issued for filming in the pedestrian walkway areas, outside the stated loading and unloading times, (especially in the areas of Neuhauser Str./Kaufinger Str./Marienplatz/Weinstr.). Filming is allowed, however, outside business hours or on Sundays.

Generally, only film shoots with minimal effort are allowed during business hours i.e. without the use of tracks or larger sets, since this would impede the use of the road for others.

Filming of/with moving vehicles in the pedestrian walkways is prohibited.

If the delivery of equipment must be carried out by car outside the respective unloading times, an entry approval must be issued for each vehicle (details of vehicle type and licence plate number). All permit applications are handled by Kreisverwaltungsreferat, Dept. III/13, too (see above).

Note: It is not possible to issue permits for parking vehicles in the pedestrian walkways.

Riders to Filming Permits

After the filming permit has been issued, any changes to locations or schedules, or any addition of new locations can be made accordingly.

An application for a permit rider must be submitted in a timely manner (see above). The original filming permit must be attached.

Charges will be applied per rider (in addition to possible surcharges for any short-term road blocks, etc.).

Utilization of Tools

If areas of public traffic are not being used for filming, but merely for mounting, installing or using filming equipment such as spotlights, etc. (e.g. in connection with indoor filming), a Special Utilization Permit is required **in place of** a Filming Permit.

These are also available at Kreisverwaltungsreferat, Dept. III/13 (see above).

Filming at Night

For filming after 10:00 pm, please refer to the leaflet entitled "Merkblatt für Dreharbeiten zur Nachtzeit und an Sonn- und Feiertagen" (**Filming at Night and on Sundays and public holidays**, available only in German). You find this leaflet on the same document as this PDF-file.

Should you have questions in regard to location filming in Munich or on particular sights, please contact:

Ms. Anja Metzger
FilmFernsehFonds Bayern GmbH
Sonnenstrasse 21
D-80331 München
Germany
Tel. +49/89/544 60 216
Fax +49/89/544 60 223