

# Film protocol city of Rotterdam



Photo: Ernst Wagenveld



Gemeente  
Rotterdam



The City of Rotterdam believes that promoting and portraying the city is very important, which led to the Rotterdam Film Media Office (hereafter: RFMO) being set up. The RFMO stimulates and reinforces the film and media sector in Rotterdam. One of the RFMO's activities is to coordinate shoots in the city.

The City of Rotterdam's Film Protocol is for film and media producers wishing **to shoot in the city**. The protocol applies to **interior and exterior shoots** for film, television, documentaries, commercials, music videos and photo shoots. The Film Protocol contains the guidelines and necessary permissions for filming in Rotterdam.

On our [website](#), in addition to the possibility to register shoots, there is also up-to-date information on how to obtain permission.

## Approach

The Rotterdam Film Media Office (RFMO) is the first point of contact for film and media producers in the City of Rotterdam. All film and media shoots must be registered in the Film Schedule. The registration and related documents are circulated to various municipal departments, partners, and security firms for their advice.

The RFMO determines into which category the registration will be placed based on its impact on the city. There are 3 categories:

### A. Low impact

registration in Film Schedule 5 business days before start of shooting

### B. Medium impact

registration in Film Schedule 10 business days before start of shooting

### C. High impact

registration in Film Schedule 30 business days before start of shooting



Photo: Iris van den Broek

## Explanation of the 3 categories

**A. Low impact** on public order and safety, municipal infrastructure, and little to no nuisance to the surroundings. This includes interior shoots, small crews, and street scenes without diversions or roadblocks, or equipment trucks being parked.

**B. Medium impact (\*)** on public order and safety, municipal infrastructure, and the surroundings in which shooting will take place, such as:

- Temporary roadblocks at the location (blocking on the shot through deployment of traffic controllers)
- Driving a vehicle in a car-free area
- Parking of equipment vehicles (on pavements or on reserved parking spaces)
- Changing street furniture (e.g. placing or removing traffic signs)
- Scenes showing criminality
- Use of Public Order and Safety (OOV) emergency vehicles (fitted with striping)
- Presence of weapons. These include deactivated firearms (dummies), objects resembling firearms, and threatening objects
- Simulating fire/rain/wind and snow
- Night shooting (after 11:00 pm)

\*Please note: for shoots that disrupt traffic on main roads, arterial roads or the city centre, contact RFMO first in good time to check what is possible. Before shoots can be issued to other services and partners and safety organisations for their advice, Team Traffic Management must provide a positive pre-recommendation.

**C. High impact (\*)** on public order and safety, municipal infrastructure, and the surroundings in which shooting will take place. These '**closed set**' shoots require a permit. These shoots include:

- Roads closed to traffic
- Stunts and special effects (such as car accidents or explosions)
- Fireworks
- Use of deactivated firearms, weapons, dummies, and similar objects that can be used to threaten people.

\*Please note: for shoots with High Impact, contact the RFMO in good time first to check the possibilities

**For category A**, a brief scene description must be submitted with the registration.

**For categories B and C**: the registration must include brief scene descriptions, a set map (layout plan), traffic measures (traffic plan/traffic maps/overview of equipment vehicles parking), safety plan, and the letter for residents. The producer must pay costs of preparing the plans.

### Special procedure

For some productions that cannot go through the regular Film Schedule route (e.g. due to the number of High-Impact shots), deviation from the standard procedure is possible in special cases. This only applies to productions that make an exceptional contribution to the image of Rotterdam. Only the mayor can grant this. This procedure requires a feasibility test and a content assessment.

## Traffic measures

### Traffic Plan

Should any traffic disruption occur during the shooting, the producer is responsible for providing and implementing a traffic plan. This traffic plan is an overview plan of the traffic measures to be used during the closure, the guidance of traffic and any possible signposting.

It is mandatory to hire certified traffic controllers through a recognised company (according to the Traffic Controllers Regulation 2009). The producer must pay all costs for hiring certified traffic controllers. The certified traffic controllers must be registered with the [Traffic Control Team](#) before the start of the filming.

### Parking of equipment vehicles

Parking permits will only be issued for **equipment vehicles** and parking spaces, which can be reserved through City Management. Equipment vehicles must be entered on the parking plan and added to the registration. The producer must then request permission from [City Management Supervision & Enforcement](#).

## Terms and conditions:

- If permission is granted for an authorised company to install a parking prohibition, 'no parking' signs must be installed 72 hours before the start of filming, with a sub-sign showing the date and time of the shoot.
- All traffic measures must be placed up to 7 days before the shoot and removed no later than 48 hours after filming ends.
- Only vehicles with a visible parking permit behind the windscreen can park in the reserved parking spaces.
- Neighbours and businesses must be informed via a residents' letter at least 5 days before the start of filming.
- The producer must pay all costs of having parking prohibitions placed (through an authorised company).
- No disabled parking spaces or other stakeholder spaces (such as auto-date or electric car charging spaces) may be used.

After placing the parking prohibitions, the producer must take a photo of the signage and mail it to [RFMO](#).

## Letter for residents

For shoots falling under category B or C, the producer must distribute a residents' letter to the neighbourhood (residents/businesses) **at least 5 days** before shooting. The residents' letter must announce the shoot and its impact on the neighbourhood, and include the production's contact details. The residents' letter forms part of the registration.

## Scenes of a crime or accident

When reconstructing a crime or accident, it must be clear to the public that these are part of a shoot. This can be done through set support, cones, cordon tape and signs. The producer must inform the surrounding area about the filming in advance through a residents' letter.

## Police Officers

Actors may only dress as police officers on the street if the police have granted [permission](#) for this. Carrying a service weapon or pepper spray is strictly prohibited. The uniform in question may only be worn at, or in the direct vicinity of, the filming location. The uniform may not be used in public areas outside the filming location.

## Emergency vehicles

Emergency vehicles may only be used for shoots with special [permission](#) (for striping). Police vehicles supplied through a rental company must seek [permission](#) from the police. They may only be transported outside the shooting location, either by the rental company and under the producer's responsibility, on a vehicle trailer.

## Optical signals

Using emergency vehicles' sound signals is never allowed. In exceptional cases, the use of optical signals may be considered in consultation with the police, for example, on a closed set.

## Weapons

If there are firearms on the set, the rental company/licence holder must prepare a Temporary Rental Weapon (TVW) form. The producer must get this form signed by the [Chief of Police Tasks Team](#) no later than 7 days prior to the start of filming. The producer must inform the Control Room about firearms or other weapons on set by calling 0900 8844 before and after filming. The use of real firearms during recordings is strictly prohibited. This also applies to people who are professionally authorised to use them (for example, the police, soldiers, and customs officials).

## Special effects and stunts

An approved company must submit a plan/emergency plan explaining how these will be performed. This plan forms part of the Film Schedule registration.

## Fireworks

After registration, the producer must seek permission from the Central Environmental Management Agency Rijnmond ([DCMR](#)).



Photo: Robin Utrecht



## Fire

Personnel with fire extinguishing equipment must be present on site in case of a fire hazard situation on the set, or if naked flames or fireworks are used. This plan/emergency plan is part of the registration. Before and after filming, the producer must inform the Control Room by calling 0900 8844.

## Helicopter

To take off and land aircraft, such as helicopters and paramotors, outside an airport, the producer needs a temporary and exceptional use exemption ([TUG](#)).

## Set monitoring

Security must be entrusted to a recognised security company with a licence issued by the Minister of Justice. The producer must notify the [Chief of Police](#) Tasks Team

## Responsibilities of the producer

The producer is fully responsible for creating the shoot. The producer is also liable for all damage to properties of the City of Rotterdam or others, even if the required permits or exemptions have been granted. The producer must also be insured for any such eventualities.

### Costs to be borne by the producer

- Traffic measures: drawing up traffic plans and deployment of traffic controllers
- Reserving parking spaces: parking permits for equipment vehicles and installation of signs
- Use of security and other staff/materials (e.g., from the RET and NS)
- Changes to street furniture
- The costs for not leaving the set in a clean condition

After the filming, the producer must make "cleared" visual material available to the RFMO for use in the showreel or social media channels of the RFMO.

