

# Shooting guide of Seville

Sevilla Film Office

Sevilla.  
Muy famosa.  
Muy desconocida.

Sevilla&me Sevilla City Office  
Media, Events  
& Entertainment



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**Seville has been the audiovisual set to an endless list of productions since 1896, when a team of the Lumière brothers filmed footage of Seville's Holy Week.**

**How memorable is Lawrence of Arabia or young Darth Vader's walking through the Plaza de España? Or Game of Thrones' beautiful kingdom of Dorne in the Real Alcázar? And how about Carmen *la cigarrera's* lovers in the University, Tom Cruise's motorcycle chases or Grupo 7's fast races across the rooftops of the Fábrica de Artillería...?**

**The historic and monumental heritage of one of the main tourist cities in Europe, its contemporary architecture, its amazing weather with more than 2,800 hours of sunshine per year and as the capital of southern Spain with an excellent transport network, Seville is the perfect choice for everything.**

# Advantages of filming in Seville

Sevilla&me assists, advises and works with companies that wish to develop its audiovisual productions in our city.

Services:

- Online processing of permit application for filming and press release.
- Processing of the rest of authorisations and additional licenses for filming.
- Processing of fee exemption for public land occupation in films and advertisements:
  - That an important part of the film takes place in the city of Seville, and that the city is positively promoted abroad for its cultural, heritage, ethnological or tourist values.
  - That the filming staff stays or resides for the most part in Seville, to that effect, the volume of hiring in the city for the purposes of filming will be decisive.

# 01. General regulations and processing of filming permits



# General filming permit

In order to develop filming activities or shooting cinema films, television programs, documentaries, advertisements, videos, photographic reports or any other product part of the audiovisual sector that takes place within the municipal area of Seville and requires or affects municipal goods and/or services, it is necessary to apply for a general filming permit through Sevilla&me.

The development of the activities above mentioned requires prior authorisation by Sevilla&me and, if necessary, additional licenses for the occupation of public thoroughfares, open spaces, historic sites or municipal buildings and/or the provision of municipal services (local police, fire prevention and extinction, cleaning, traffic, vehicles, etc.). The general filming permit and the additional licenses for space occupation or services provision may be suspended or revoked due to public interest or to disciplinary rules.



# General filming permit

## **Press release:**

If you are shooting on public roads or open spaces with teams of no more than 15 people, with camera and tripod but without electro-technical or scenographic equipment, in which the circulation of vehicles and pedestrians is not hindered, without the use of special effects and without the need to make any intervention on elements of urban furniture and infrastructure, you must request a press release.

The notification of the press release by Sevilla&me to the production company shall in no case authorise shootings that do not comply with the aforementioned requirements.



# One-stop shop

A one-stop shop is set up for the purposes of applying for and obtaining the general filming permit and the additional licenses needed, without prejudice to the previous contact, information and advising process offered to the production companies by the one-stop shop.

The one-stop shop is offered by Sevilla&me. The corporate image of Seville City Council and that of Sevilla&me/Sevilla Film Office shall appear in the credits. A specific format shall be used when the film production has been fee-exempted or the Seville City Council has rendered any kind of service for the purposes of developing a free of charge film production.



# Deadlines

For an optimal film production, we recommend contacting Sevilla&me as far in advance as possible. The application for the general filming permit shall be submitted on a standard form through the one-stop shop. The minimum processing time for the application, once it is fully filled in and with the pertinent documentation attached, is **5 working days** as a general rule.

The minimum processing time is **10 working days** when the application implies effects on traffic, changes on urban furniture or municipal signposts and services provision by municipal services (cleaning, furniture, local police, transport, etc.).

# Civil liability insurance

The applications, duly filled in and with all the information required in the standard forms, shall enclose a copy of the current civil liability insurance policy that covers them and responds to possible damage to third parties on the occasion of filming, and any other written or graphic documentation needed to an optimal knowledge of the film production's nature.

Irrespective of the foregoing and when Sevilla&me deems it appropriate due to the characteristics or location of the filming, Sevilla&me shall require specific policies that shall be presented by the film production company or by the entity responsible for the filming. Furthermore, prior to the granting of the licenses, the financial guarantees that the technical services require to cover the damages that may occur in municipal spaces or services must be established.

# Civil liability insurance

The insurance policy shall not be required in photographic reports and shootings in which, due to their small nature and characteristics, Sevilla&me does not deem it necessary.

All necessary precautions must be taken to avoid damages to public or private objects, and the production company shall be liable for all costs resulting from these. Should any damage occur, Sevilla&me and the pertinent entity/institution must be notified immediately. Sevilla&me will demand the reparation of these damages to the production company responsible for the filming.

# Fees

Fees that, pursuant to the pertinent tax ordinances, are accrued from the provision of municipal services, shall be paid prior to the granting of licenses. In addition, prior to the granting of licenses, the financial guarantees that the technical services require to cover the damages that may occur in municipal spaces or services should be established.

# 02. Technical standards and general safety measures in filming



# 1. Occupation of public thoroughfares (pavements) and public spaces

When the prior reservation of pedestrian areas in public thoroughfares or open spaces is required for filming, a permit for the occupation of public spaces shall be submitted, permit whose minimum processing time is 5 working days. The aforementioned reservation shall be carried out by the production company. The reservation of public spaces shall have security fencing and beacon tape, including a sufficiently visible sign indicating “space reserved for filming”.

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

Pedestrian access must be prevented as long as necessary, and measures for the removal of structural and accessibility barriers must be foreseen, specially for the transit of people with reduced mobility.

# 1. Occupation of public thoroughfares (pavements) and public spaces

If the installation of tents is unavoidable, two types of tents shall be distinguished: the so-called “easy-up” tents, with a size of less than 3x3 m, for which only the CE marking will be required, and the tents larger than 3x3 m. For the installation approval of the former, a fact sheet indicating the tent description and safety measures shall be required. In addition to these conditions, a description of the tent’s visual design shall be included when the filming occurs in aesthetically sensitive spaces, that is, spaces close to historic sites or emblematic places of the city.

For filming in the surroundings of government buildings that require special security protection, such as the Andalusian Parliament or the San Telmo Palace, it is advisable to contact the communication departments of those institutions and hire private security services.





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## 2. Traffic and parking reservation for filming

When filming entails changes in traffic signs, affects vehicle circulation areas or requires parking reservation, applications shall be submitted with at least 10 working days prior to the shoot.

The installation of temporary signs for space reservation shall be carried out by the production company and must be authorised by the corresponding technical services and by the local police, with at least 72h prior to the shoot.

As a general rule, parking spots reserved for people with reduced mobility and loading and unloading areas outside their work schedule shall not be occupied.

## 2. Traffic and parking reservation for filming

Sevilla&me will provide information about the characteristics and types of signposts that must be used, as well as its positioning and removal. Once the filming is done, signposts shall be restored to its previous state, under the supervision of the municipal technicians or the local police. It is advisable to photograph the signposting prior to the shoot in order to have an accurate reference regarding its location.

If the reservation entails the unavoidable need to remove a private vehicle or other goods of private property, the intervention of the local police is required.

A detailed map of the route and/or the desired traffic interruptions must be provided. The production company must provide a plan with alternative routes indicating: the current traffic information that they wish to modify and the alternative routes that will be established, specifying the temporary signposting that will be used.



## 3. Notice to neighbours and business owners

In those shootings where major public space occupation is needed, the production company must inform the neighbours and the business owners in advance by sending a letter containing the date, time, exact location and characteristics of the filming, parking reservation area, lighting plans, contact phone number of the person in charge of the production and any other information that may be of interest. Sevilla&me will provide the production companies with a standard notification form in this regard.

This notice shall be extended to a wider area in case of major special effects, loud sounds, gunshots, dangerous scenes or any other activity likely to cause impact or surprise to citizens. Pedestrians, residents and vehicle drivers shall be treated and informed with courtesy, explaining to them the reason for the filming, possible issues and proposed solutions.

## 4. Emergency drill

When using emergency service uniforms or vehicles (police, ambulance, fire brigade), the competent municipal departments and Sevilla&me must be previously informed. These uniforms, vehicles, badges or logos must be out of sight between shots, as far as possible.

## 5. Film crew

During the filming, the crew members must have accreditation badges and wear high-visibility clothing when filming in public thoroughfares.



## 6. Firearms, explosives and pyrotechnics material

If the filming requires the use of firearms, explosives, pyrotechnics material or showy special effects, government regulations must be followed and Sevilla&me will require a copy of the necessary permits or authorisations from the competent government authority in order to transport, store and use these materials. The weapons used must be inoperable for live fire. If they are not inoperable, only blank cartridges may be used and identification and authorisation to handle them must be provided. In these cases, the presence of the local police will be required and, if necessary, that of the Fire Prevention and Fire-fighting Service.



## 7. Wiring

If wiring installation or the use of generator sets for filming activities are needed, the production company must inform about it in the General Filming Permit Application, explaining the elements to be installed in as much detail as possible, the date and time for their corresponding technical assessment.

As a general rule, when a generator set is needed to supply filming sets, it must comply with industrial security, electrical and safety at work regulations, taking the following precautions: the generator set shall be preferably soundproofed and must be located in a place with minimum inconvenience to pedestrians and buildings. The generator sets shall be installed as close as possible to the filming set to avoid laying cables across public roads.

# 7. Wiring

In case electrical and gas connections, general industrial equipment, cranes, lifting platforms, refrigeration plants, pressure equipment, compressed air, or water supply installation are needed, Sevilla&Me must be notified for the assessment and application of the documentation in compliance with the corresponding regulations.

As a general rule, cables installation must be subject to the following rules:

- Cables must be installed at the joints between the pavement and the facades. When installed on stairs, they must be fixed to prevent tripping.

- Where aerial cable installation is required, the competent local authorities will specify the minimum height.
- When the cables have run across the pavement, they shall be covered with an approved pavement cable protector and marked with high-visibility cones or tape.
- Special authorisation must be sought when cables are to be attached to street furniture.
- If the manipulation or control of public lighting is required, the production company must request it, indicating the date, time, area and activity to be carried out. If necessary, Sevilla&me will conduct a technical inspection.

## 8. Water hydrants

If the use of water hydrants is authorised, it will be supervised by the competent local authority. During an emergency, the Fire Prevention and Fire-fighting Service must have access to and use water hydrants.

In case of water supply installation, a report signed by an authorised installer must be provided.



## 9. Cranes, scaffolding and aerial platforms

In case cranes, scaffolding and aerial platforms are used, Sevilla&me must be informed of their location and technical characteristics (certifying their approval and E.C. marking, administrative authorisation and/or the corresponding registration number). They must be signposted with an appropriate security perimeter. At night and in poor visibility conditions this signposting must be reinforced. Noise and nuisance must be minimised when installing and dismantling the aforementioned materials. They must be secured and supervised by the qualified personnel at all times.

# 10. Filming in parks and gardens

The city of Seville is home of an important heritage of parks and gardens that have been declared Bien de Interés Cultural (“Good of cultural interest”). When filming in these, extreme caution is required due to their historic, cultural and landscape value.

These green spaces are: Parque de María Luisa, 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.

[See general opening hours](#) of the parks (subject to change).

# 10. Filming in parks and gardens

Without prejudice to the conditions that are included in each case of additional licences granted for the occupation of parks and gardens, filming in these spaces is subject to the following conditions:

- No activity shall be carried out in the landscaped areas unless the proposed space, due to its characteristics and location, is authorised. Those filmings that take place in landscaped areas and/or meadow or grass spaces must indicate what type of scene and what kind of technical elements will be used for their assessment by the corresponding service.
- The areas that have not been reserved for the filming must under no circumstances be used as storage, parking, or any other use.
- The circulation and parking of vehicles needed for filming must take place on roads reserved for this purpose, preferably paved roads. The vehicles of the filming shall not be driven or parked anywhere outside the paths indicated for them within every park.
- Parking shall only be authorised for vehicles that are essential for filming activities.
- Necessary measures must be taken to protect nature, street furniture and decorative elements, and under no circumstances shall they be used as a support or fixing for filming elements.
- The occupation of parks and gardens for filming purposes on weekends and public holidays shall be avoided as far as possible.
- In case that entry and exit controls during the filming in parks is necessary, the person in charge of the filming is obliged to hire qualified personnel to implement these controls. If not, the park entrance shall only be open at the beginning and at the end of the filming.





# 11. Filming in municipal buildings and historic sites

When applying for an additional licence for the occupation of historic sites or municipal buildings, the following principles must be followed:

- The filming of products which are not aligned and compatible with the historical and/or artistic nature of the historic site and, where appropriate, the building, shall not be authorised.
- Any use of the electrical installation or other infrastructure of the historic site or building can only be handled by, or at least under the supervision of, the technical staff of the historic site or building.
- The film crew must follow any instructions given to them by the building staff and take the necessary measures to avoid any damage to the building's different elements. They must facilitate the inspection of the material that is brought into the building, if required to do so.
- The production company must ensure that its crew behaves in a respectful manner in the building. Crew members must wear their identification badge at all times.

## 12. Filming in special facilities

For filming in special facilities such as the Airport of Seville, the Santa Justa Train Station, the Port of Seville or military facilities, Seville&me will facilitate contact with the local management institutions of these facilities so they can process these permits. This entails extending the time period of the permits' application.

# 13. Schedules, sound and lighting

Filming and related activities shall preferably take place at the following **times**:

- From 30 November to 28 February: from 7 am to 10 pm.
- Rest of the year: from 7 am to 12 am.

This schedule shall not be considered when filming in a remote area. A “remote area” refers to an area that is located on a land which cannot be developed (non-urbanised area), a non-delimited developable land, a delimited developable land without any development, or a urban land whose general use is not for housing, as long as there is a minimum distance of 250 m between the filming area and the nearest inhabited dwelling house, in accordance with urban planning regulations.

# 13. Schedules, sound and lighting

**Filming at night:** the production company must submit a technical report for filming at night in urban residential areas outside the times mentioned, as the filming could cause possible noise issues. This technical report shall include possible appropriate measures (using the best available techniques) to minimise noises, specially those of simulated detonations or those that entail extraordinary noises.

Appropriate measures must be taken at all times in order to minimise nuisance to neighbours, business owners, etc. in the area as much as possible.

**Sound:** regarding noise levels during the preproduction and production of the filming, the Ordinance against noise pollution by noise and vibrations of Seville exempts such activities from complying with noise limits. Nevertheless, when filming activities take place in residential areas, appropriate measures must be taken (using the best available techniques) in order to minimise noise nuisance.

# 13. Schedules, sound and lighting

**For shootings that entail high-level noises**, a report and plans signed by a competent technician must be submitted, together with the corresponding licence petition. The aforementioned report and plans describe the preparation and development of the filming, dates, schedules, duration of the filming, residential buildings in the area and separation distance from them, acoustic devices that are going to be used in both the preparation and development of the filming, as well as the measures to be taken to minimise as much as possible any noise nuisance to the residential building areas mentioned before.

Given the submitted documentation, the competent municipal body that grants the corresponding licence shall impose the conditions, restrictions and additional measures deemed as necessary to ensure that the filming activities are developed causing as little disturbance as possible.

## 13. Schedules, sound and lighting

Regarding the use and preparation of facilities for filming, as well as the initiation of detonations and explosives (fireworks), etc., the existing sectoral rules applicable to this matter shall be taken into account.

For filming at night, the number of communication devices between the staff, such as walkie-talkies, must be reduced to a minimum, using headphones whenever possible. In order to minimise the noise, vehicles not related to the filming shall be parked in a safe distance to the filming set.

The vehicles related to the filming and the elements of the shooting set that cannot be silently moved shall stay in the same spot until the following day. Regarding the planned lighting setup, appropriate measures must be taken in order to avoid nuisance and ensure the rest of neighbours, such as using opaque screens that prevent disturbing lights, signposting the roads to indicate that the lighting of the filming may blind drivers and placing warning lights around the materials and equipment. The competent municipal body may require further measures in order to grant the corresponding licence.

The measures proposed by the applicant of the licence shall be featured in the aforementioned report signed by the competent technician.



# 14. Cleaning and catering services

The production company is liable for any damage that may be caused to public spaces and/or services during filming, being also responsible for the maintenance of the public spaces and/or services during and after the shoot, keeping them clean and in good condition. Special attention shall be paid in the removal of props, disposables, signposts, posters, adhesives, etc.

In the event that the production requires cleaning services, these shall be requested through Sevilla&me one-stop shop, paying the corresponding fees.

The installation of catering services on the public spaces of Seville is forbidden, unless the proposed space could be authorised due to its characteristics and location.



## 15. Filming with animals

Filming with animals must comply with the applicable regulations for their protection. Animals must always be accompanied by their caretaker and safety measures required for each species shall be taken.

## 16. Filming with drones

The use of remotely piloted civilian aircraft, that is, drones, is regulated by the **Agencia Estatal de Seguridad Aérea (AESA – Spanish Aviation Safety and Security Agency)**, which is part of the Ministerio de Fomento (Spanish Ministry of Transport, Mobility and Urban Agenda).

Prior to the shooting, Sevilla&me shall only request the documentation that confirms that the flight has been authorised by the aforementioned agency.



# 17. Filming with minors

The participation of minors under 16 years old in public audiovisual works is subject to government and regional regulations that must be complied with. You can find more information and carry out the corresponding procedures through: [www.juntadeandalucia.es/servicios/procedimientos/detalle/502/como-solicitar.html](http://www.juntadeandalucia.es/servicios/procedimientos/detalle/502/como-solicitar.html)

# 18. Occupational health and safety

An occupational health and safety plan shall be designed for all audiovisual projects filmed in Spain. This plan must be validated by the National Institute of Occupational Health and Safety - the Spanish Ministry of Labour and Social Economy (in Spanish Instituto Nacional de Seguridad e Higiene del Trabajo – Ministerio de Empleo y Seguridad Social).

The hiring of temporary staff, whether for technical or artistic reasons, is regulated by the collective agreement of the audiovisual production industry. It sets wage rates and contract conditions depending on job categories.

# 19. Sustainable filming

The city of Seville is working to become a more sustainable destination. That is why we recommend that all productions that are developed in our city commit to the protection of the environment and social integration.

We recommend a strict use of waste recycling systems. The emissions of fumes, gases and oils shall be avoided. Moreover, the participation of people, mostly young people, coming from less favourable backgrounds shall be favoured by collaborating with academic or social institutions whenever possible. Sevilla&me will provide all the necessary information about them.

## Créditos

Asesinos Inocentes  
La Isla Mínima  
Grupo 7  
La Peste  
La Isla Mínima  
Asesinos Inocentes  
Grupo 7  
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La Peste  
The Crown  
Knight and Day  
Carmina y olé

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