**Taipei City Department of Cultural Affairs**

**Application Guidelines for Audiovisual Production Assistance**

Implemented on June 8, 2012

Amended on August 20, 2014

Amended on November 8, 2016

1. The guidelines herein (Guidelines) have been created by Taipei City Department of Cultural Affairs (DOCA) in accordance with Article 7 of Taipei City Assistance and Subsidy Policy for Audiovisual Productions to facilitate submission and review of production assistance requests in Taipei City.
2. All local and foreign producers and tertiary education institutions of audiovisual-related profession may apply for assistance under the Guidelines for production activities that serve purposes of charity, education, enhancing the City’s image, facilitating industrial development, or creating city marketing opportunities. To apply, applicants are required to submit proposals on production, public distribution, and public screening processes for review and approval by Taipei Film Commission (TFC).
3. To apply for production assistance, submit the following documents to TFC (Attachment 1). TFC reserve the right to reject applications that contain incomplete documents.
   1. Taipei City Audiovisual Production Assistance Request Form (Attachment).
   2. Production proposal, including screenplay.
   3. Public distribution plan.
   4. Schema of set arrangements.
   5. Plans for traffic control and alternative routes.
   6. Camera position diagrams.
   7. Other documents required by laws and regulations.
4. Filming assistance requests must be submitted according to the following timeline. Workdays exclude Saturdays, Sundays, and public holidays.
   1. Application to film at central government-owned or special interest venues: 15 workdays in advance.
   2. Application for special assistance such as use of police vehicles, fire engines, etc.: 10 workdays in advance.
   3. Application to film at Taipei municipal venues: 7 workdays in advance.
5. For closed street filming: Applications for exclusive road access for audiovisual production or similar activities shall be submitted to and approved by Taipei City Police Department, as per Article 142 of the Regulations Governing Road Traffic Safety. File the application to Taipei City Police Department as per Police Department rules.   
   Applicants may request for TFC’s assistance if a precinct of the Police Department is unable to approve such requests at its discretion. Applications shall be submitted according to the following timelines, as per the type of road to be closed for filming. (Refer to Attachment 2 for details on road classification, and consult TFC for any clarification.)
   1. Class A roads: 21 workdays in advance.
   2. Class B roads: 10 workdays in advance.
6. All video productions with TFC’s assistance must have the message “Filmed with the assistance of Taipei City Government and Taipei Film Commission” and appropriate logos printed on promotional materials and shown in opening credits in an exclusive section.

**Taipei City Audiovisual Production Assistance**

**Application and Review Process (Attachment 1)**

Applicant submits Taipei City Audiovisual Production Assistance Request Form to Taipei Film Commission based on production requirements.

Applicant submits request to TFC.

Request passes document review.

TFC submits Taipei City Audiovisual Production Assistance Request Form to location authorities.

**7 to 15 workdays**

Producer commences filming as per regulations of the location.

Case closed

**Applying for location or other support**

Negotiations with location authorities

Location authorities approves filming.

Rejected

Approved

Referral to other locations or services

Rejected

**Taipei City Audiovisual Production Assistance**

**Application and Review Process (Road Filming) (Attachment 1) (Cont.)**

Applicant submits request for traffic control for filming purposes.

Document review by police precinct

Police precinct issues letter of approval to applicant.

**Request for temporary road and work area use**

Applicant submits request for TFC’s production assistance.

Rejected

Approved

**10 to 21 workdays**

Approved

Applicant commences filming as per road regulations.

Case closed

Rejected

Applicant submits request to local police station.

Applicant submits filming and traffic control plans.

Negotiation meeting, after which Department of Cultural Affairs issues official meeting minutes.

**11 days (including public holiday)**

**Traffic Control Classification Sheet (Attachment 2)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nearby facilities  Road use (available road access remaining) | Bus stop | MRT station | General hospital (with ER) entrance/exit | Carpark and garage entrance/exit | Streets/ traditional markets/ night markets | School entrance/exit | Other notable conditions | Remarks |
| Special purpose roads (Note 1) | A | A | A | A | A | A | A |  |
| Less than 1 lane remaining of bi-directional road (in addition to bus lanes) | B | B | B | B | B | B | B |  |

Notes:

1. Special purpose roads include expressways, tunnels, bridges, vehicle overpasses, vehicle underpasses, access roads, bus lanes, and roundabouts.

2. All traffic control requests are subject to on-site inspection. Applicants must comply with TFC’s instructions and arrange for key crew members, including the director, producer, or executive producer, art director, and cinematographer to be present at the inspection.

Taipei City Audiovisual Production Assistance Request Form - Sheet 1

Date:

Document No.:

(Applicant’s Information) (Attachment)

Please take time to complete this application for location shooting and relevant services. Provide **applicant’s information** in **Sheet 1**, which only has to be completed once; specify your **requested location** in **Sheet 2** (e.g. museum, carpark, theater, etc.), using a separate sheet for each location ; and specify your **requested service** in **Sheet 3** (e.g. road closure, traffic control, public lighting control, security, etc.) using a separate sheet for each service. You are welcomed to contact Taipei Film Commission for any clarification.

|  |  |
| --- | --- |
| **To be completed by the applicant** | |
| **Contact:** | **Designation:** |
| **E-mail:** | **Mobile:** |
| **Name of production:** | **Type of production:**  □Feature film □Documentary  □Short film (including student production)  □TV series, \_\_\_\_\_ episodes □TV film □Web series, \_\_\_\_\_ episodes □Web film  □TV show □MV/Commercial □Other:\_\_\_\_\_\_\_\_\_\_  **Filming equipment:**  □Film stock □Digital \_\_\_\_\_\_\_\_  □Tracks □Platform, \_\_\_\_\_\_set(s)　 □Crane, \_\_\_\_feet  □Other: \_\_\_\_\_\_\_\_\_\_ |
| **Description of production: (\*compulsory)**  \*Director(s): Mobile:  \*E-mail:  \*Producer(s): \*Mobile:  \*E-mail:  \*Coordinator(s): \*Mobile:  \*E-mail: |
| **Scheduled filming date:** | **Production budget:** |
| **Distribution platform: (Attach public distribution plan.)** | **Release date: (Attach public screening plan.)** |
| **Requested location (Specify interior and/or exterior filming.):** | |
| **Circle if the production involves the following:** A. Platform B. Animals C. Child actor D. Road closure/ traffic control E. Filming inside MRT system F. Change of street appearance or traffic sign G. Depiction of crime or disaster H. Smoke effects I. Use of explosives or weapons J. Use of crane/special vehicle K. Performer posing as military/law enforcement/fire department personnel L. Public lighting control M. Open fire N. Sprinkler for rain effect O. Power generator P. Stunt performanceQ. Nudity R. Chroma key/green screen S. Props T . Other (please specify): (Provide detailed descriptions of the above in Sheet 3.) | |
| **Applicant:**  **(Use company seal.)** | **Person-in-charge:**  **(Use private seal.)** |
| □The applicant has read and agreed to all terms of Taipei City Audiovisual Production Assistance Request Form. | |
| **Applicant’s contact No.:** | **Applicant’s FAX No.:** |
| **(Co-producing company):** | **Applicant’s address:** |
| **Description of applicant:** | |

**Taipei City Audiovisual Production Assistance Request Form - Sheet 2 (Requested Location)**

Date:

Document No.:

Please use **separate sheets** for different locations, to be reviewed by different authorities. If multiple spaces or scenes are to be filmed within the same venue, please label them “Scene 1,” “Scene 2,” etc. and specify the plans and needs involved in each scene.

|  |  |  |  |
| --- | --- | --- | --- |
| On-site contact: | Tel: | | Mobile: |
| **Requested venue/location:** | | | |
| **Scheduled filming date and time:**  From (date) (time) , to (date) (time) | | | |
| **Scene and area description (Attach relevant scripts.):**  Number of scenes to be filmed at the requested location: \_\_\_\_\_\_\_; number of workers present: \_\_\_\_\_\_\_; number of actors (including extras): \_\_\_\_\_\_\_  **Description:** (e.g. in front of the police precinct, S.19) | | | |
| **To be completed by site management** | | | |
| **Name of management:** | | | |
| **Feedback from management (suggested time of filming and special notes):**  Sign and return. | | | |
| **To be completed by Taipei Film Commission (TFC)** | | | |
| **Case officer:** | | **E-mail: tfc@taipeifilmcommission.org** | |
| **Tel:** | | **Fax: +886(0)2-2709-3909** | |
| **Mobile:** | |  | |
| **Decision by TFC:**  **□ Application approved (Reason: ) □ Application rejected (Reason: )**  **□ Additional terms; Proceed according to conclusions of the coordination meeting dated \_\_\_\_\_\_.**  Seal of TFC Director | | | |

**Taipei City Audiovisual Production Assistance**

Date:

Document No.:

**Request Form - Sheet 3 (Other Requests)**

Please provide more details to any special assistance that may be required for filming processes specified in Sheet 1 (e.g. use of police vehicle, power-generating vehicle, extended public service hours, etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| On-site contact: | Tel: | | Mobile: |
| **Requested services:** | | | |
| **Scheduled filming date and time:** From (date) (time) , to (date) (time) | | | |
| **Special assistance for scenes (Attach scripts for each scene in question; either use letter codes from Sheet 1 or provide more detailed descriptions of the assistance required.):**  Number of scenes requiring such service: \_\_\_\_\_\_\_; number of workers present: \_\_\_\_\_\_\_; number of actors (including extras): \_\_\_\_\_\_\_  Required support and scene number: (e.g. 1 police vehicle in S.20) | | | |
| **To be completed by site management** | | | |
| **Name of management:** | | | |
| **Feedback from management (suggested time of filming and special notes):**  Sign and return. | | | |
| **To be completed by Taipei Film Commission (TFC)** | | | |
| **Case officer:** | | **E-mail: tfc@taipeifilmcommission.org** | |
| **Tel:** | | **Fax: +886(0)2-2709-3909** | |
| **Mobile:** | |  | |
| **Decision by TFC:**   * **Application approved (Reason: ) □Application rejected (Reason: )** * **Additional terms; Proceed according to conclusions of the coordination meeting dated \_\_\_\_\_\_.**   Seal of TFC Director | | | |

**Additional terms:**

1. The applicant shall be issued one warning ticket for any filming activities that do not conform to the terms of the application, the site management’s instructions or the decisions of TFC’s Location and Production section. If no correction is made within the given time, TFC’s Location and Production section shall be authorized to issue a second warning ticket and cease all filming activities and the services requested immediately on site. In which case, TFC may suspend production assistance to the applicant for a period of one year to three years, depending on the severity of the violation.
2. To cancel or postpone a scouting appointment, TFC must be informed at least 2 hours in advance by phone, SMS, or e-mail to coordinate with the site management. TFC may suspend production assistance for six months if the applicant fails to comply with the above period of notice on two occasions.
3. To cancel a filming appointment, TFC must be informed at least 2 workdays in advance by phone and mail unless the cancellation is caused by weather condition or other force majeure event. To change the time of filming within the day, TFC must be notified at least 1 hour before the filming is scheduled to begin, so that arrangements can be made with the site management. TFC may suspend production assistance for six months if the applicant fails to comply with the above period of notice on two occasions.
4. The applicant may not relocate, remodel, or alter any equipment on site without the consent from both TFC and site management. Modifications to the filming location can only be made with consent from the site management after all three parties (the applicant, TFC, and site management) have assessed the proposed change. In which case, photographs shall be taken of the site before modifications as reference for the modifications made, and the applicant is prohibited from using irremovable props or anything that has the potential to damage the location. TFC may suspend production assistance for a period from six months to three years, depending on the severity, if the applicant fails to comply with the above rules.
5. For any use of public equipment that requires assistance from civil servants, the applicant is advised to begin and finish filming activities in a prompt manner to avoid disrupting civil servants’ duties. TFC may terminate the requested service if filming does not commence within 30 minutes after the supporting civil servants arrive on site, and suspend further assistance to the applicant for one year if a second incident of such violation occurs.
6. Applicants are responsible for cleaning up the location after filming has completed. Failure to clean up the filming location will result in consequences depending on the site management’s policy; in which case, TFC may suspend further assistance to the applicant for six months.
7. The applicant shall repair, restore, or compensate in full for any damages caused to the site or equipment thereof within one week. Failure to restore or compensate within the given time may result in the suspension of further assistance from one year to three years, depending on the severity.
8. Before commencing filming in Taipei City, the applicant shall meet with the neighborhood magistrate, businesses, offices, residents, etc. in the vicinity of the filming to announce and communicate information regarding the filming.
9. The applicant shall conduct the following when applying for use of the roads of Taipei City for filming via TFC:
   1. Street closure notice (in format specified by TFC) and bus re-routing notice (in format specified by the Public Transportation Office) shall be posted 7 days before filming is scheduled to begin. The location shall be restored and the notices shall be removed immediately after filming is completed.
   2. In addition to requesting support from traffic auxiliary police and traffic cones, the applicant shall assign personnel to directing traffic.
10. TFC may cease its assistance to applicants and associated directors, producers, and location coordinators, based on the approval of Taipei City Department of Cultural Affairs, when applicants exceed their tolerated number of violations against Articles 1 to 9 above. In which case, TFC will publish records of the misconducts on TFC’s website.
11. Video productions filmed with TFC’s assistance should agree to on-site press coverage led by TFC. Alternatively, production teams may agree to have TFC record behind-the-scenes footages for documentation and non-profit publicity purposes.
12. The applicant shall provide TFC with 10 production photos in which the filming location is easily discernible (using uncompressed JPEG or RAW files with resolution at 8 million pixels or above); these photos shall be used for promoting TFC’s services.
13. The director, producer, lead actor, lead actress, and other key members of the production team shall agree to complete or have TFC personnel complete 30-second videos, in which to express suggestions or opinions with regards to TFC’s services. In addition, representatives from the production team shall be assigned to participate in TFC’s special screening session once the production is released.
14. Once the production has been released, the applicant shall provide TFC with a full copy of the completed audiovisual work, from which TFC may edit a 30-second clip for non-profit purposes, including documentation, promotion, etc., free of compensation.
15. For films and TV dramas, both the lead actor and lead actress shall agree to appear in TFC’s promotional clip if assistance is requested for 3 or more locations in the same production, or if the same location is occupied or filmed for two weeks or longer.
16. Uses of cultural heritage, historical building, precious artifacts, or special facilities must proceed according to the terms of the Cultural Heritage Preservation Act and instructions from both the site management and TFC’s Location and Production staff.
17. Applicants are required to procure necessary insurance coverage and assume responsibility for any injuries (including third-party injuries) or loss of property that arise as a result of their activities on site. Site management shall not be held responsible for compensation in any cases.
18. Applicants are advised to ensure proper custody of their own equipment and personal belongings, as site management shall not be held responsible in any cases.

**The Global “Green” Awareness and Guide for an Environmentally Healthy Method of Working on Film Productions. WE CARE!**

As the world is coming together for global “Green” awareness, filmmaking is no exception for taking participation in this global act. Here are several key areas in film production and examples of how to make each green:

**Energy**. For remote electrical power to sets and trailers local power plants for fixed structures, the usage of diesel generators is vitally important.

Use alternative fuels such as solar, natural gas and biodiesel; use the correct sized generators; and make the best use of local green utility programs.

**Materials**. The raw materials necessary for creating set designs, props, costume, hair and makeup.

Always use recycled materials when readily available, avoid anything toxic or vinyl, source products locally and always prefer renting to purchasing if allowed.

**Waste**. The process of the management and removal of waste, from big piece furniture to left-over food to water bottles and aluminum cans.

Always recycle, donate and deconstruct before anything is decided to become waste. Also, make sure purchased equipment can be easily disassembled to save space.

**Transportation**. Traveling to and from sets and various locations for scouting purposes, meetings and other related production needs.

Replace traveling with webcam/video devices or conference calls. Use eco-friendly/hybrid vehicles and services, and hiring locally will directly save on travel and accommodation needs.

**Operations**. Managing location and production offices during production.

Reduce paper consumption, use energy-efficient electronic devices and available forms of electronic communication, and take advantage of natural sunlight whenever obtainable.

**Food**. On and off set catering and craft services.

In addition to trash cans, must provide plenty of recycling bins; switch to reusable utensils, plates and travel mugs; compost unfinished foods and drinks; and choose to use local and organic products.