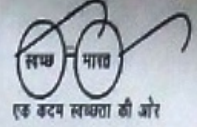




**DIRECTORATE OF PRESS & INFORMATION
MUNICIPAL CORPORATION OF DELHI**

5th Floor, A-Block, Dr. SPM Civic Centre, Jawahar Lal Nehru Marg, New Delhi-110002
Ph. 23228551, 23228504. E-mail : dirpindmc@gmail.com



No. D-450/DPI/MCD/2023-24

Dated 25.01.2024

**To,
All concerned/ production houses/
Line producers/Film Associations**

CIRCULAR

In pursuance to the Municipal Corporation of Delhi resolution No. 139 dt. 29.11.23 regarding unified policy of Film Shooting permissions under its jurisdiction, the following fee structure and terms & condition shall be applicable:-

1. Fee Structure

- a) Charges @ Rs. 15,000/- (for a time slot of 08 hours) irrespective of nature of building or areas chosen for shooting within the jurisdiction of MCD+ Rs. 2,000 one time administrative charges for each shooting permission irrespective of no. of shooting days+ applicable GST shall be charged. The rate of fee for permission for 24 hours (one full day) is fixed @ Rs. 25,000/-+2000 administrative charges +applicable GST.
- b) Security deposit of Rs. 25,000/- shall be payable per permission. Security deposit will be required only for using properties belonging to MCD.
- c) Applicable parking charges would be charged where the crew requires parking facility for their vehicles/vanity van.
- d) The Commissioner MCD reserves the right to modify the above rates or decide so for any particular location. Change of Tenure or date may be allowed by Commissioner, MCD or any officer authorized by him.
- e) MCD reserves the right to deny the permission to shoot at any locations within its jurisdiction.

2. Grant of Permission:

The system generated permission will be issued online from Delhi Tourism and Transportation Development Corporation, an undertaking of the Government of National Capital Territory of Del (e-film clearance system, an online single window system for providing film shooting permissions in Delhi <https://www.delhitourism.gov.in/dtt/dc/efilm/index.jsp>)

3. List of Documents:

Following documents are required along with the online application form:-

- i. Photo ID of the applicant (Aadhar/Driving Licence, Voter ID, Passport, etc.)

AMIT KUMAR
Dir. (P&I)



**DIRECTORATE OF PRESS & INFORMATION
MUNICIPAL CORPORATION OF DELHI**

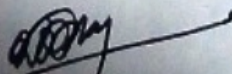
5th Floor, A-Block, Dr. SPM Civic Centre, Jawahar Lal Nehru Marg, New Delhi-110002
Ph. 23228551, 23228504. E-mail : dirpindmc@gmail.com



- ii. Address proof of the applicant/organization.
- iii. An undertaking in the requisite format.

4. Terms and conditions:

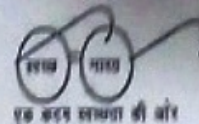
- a) The applicant will apply to the MCD in the requisite format for permission to shoot in any building/area/location falling under the jurisdiction of the MCD. It covers all buildings and open areas such as Heritage Buildings of MCD, private properties like Farm Houses, Malls, Hospitals, Theaters, etc.
- b) MCD will be providing the permission subjected to necessary NOC from all concerned Departments like Traffic Police, ASI or any other department whichever is applicable.
- c) The applicant will be responsible for no nuisance and smooth flow of traffic.
- d) The applicant shall abide by all the rules and regulations prescribed and also shall be liable for security, tax, fine and penalties etc.
- e) The applicant will be responsible to ensure the cleanliness of the area being used and no rubbish/garbage will be left at the site after the shooting.
- f) The applicant will be responsible for all losses/damages to the MCD properties, if any, and the same will be recovered from the security deposits deposited with MCD, and on actual basis.
- g) The sound level and orchestra and any other music will be within the limits notified by the Central Pollution Control Board (CPCB)/Delhi pollution Control Committee (DPCC).
- h) The MCD will not be responsible for any losses/damages to the properties of any party/organization.
- i) The requirement of entrance and exit etc. will be the responsibility of the applicant/party/organization and they will be responsible for maintaining the proper law and order and traffic control etc.
- j) If the applicant is unable to use the space without prior intimation, the fee shall not be refunded. In case the shooting cannot be undertaken due to any reasons and the applicant informs to take another date if available, the amount may be adjusted by the competent authority.


AMIT KUMAR
Dir (P&I)

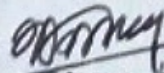


**DIRECTORATE OF PRESS & INFORMATION
MUNICIPAL CORPORATION OF DELHI**

5th Floor, A-Block, Dr. SPM Civic Centre, Jawahar Lal Nehru Marg, New Delhi-110002
Ph. 23228551, 23228504. E-mail : dirpindmc@gmail.com



- k) Any decision of the competent authority of the MCD for interpretation of the terms & conditions mentioned herein above shall be final & binding on the party / organization.
- l) The MCD reserves the right to refuse/ cancel the booking of the space(s) of any party/Organization without assigning any reason.
- m) There should be no controversial/objectionable/obscene material be put for display.
- n) If any of the above condition is violated then the Security amount will be forfeited.
- o) The applicant will be responsible for any unforeseen circumstances in which he is unable to use the location/building


Director AMIT KUMAR
Dir. (P&I)
Press & Information

Copy to:

1. PS to Commissioner, MCD for kind information of Commissioner.
2. Additional Commissioner (Press & Information) for kind information.
- ✓ 3. Director/IT with request to upload on official website.