

To,

**City Hall of Bucharest (PMB)  
Culture, Education, Tourism Department  
Culture Service**

Tel. 021.305.55.00 or 021.305.55.55 int. 2052, e-mail: cultura@pmb.ro

**REQUEST  
on professional recording / shooting  
on the public domain of Bucharest**

Name: .....<sup>1</sup> Address: city .....  
street..... No. .... Block..... St..... district/county.....  
tel. /fax..... Trade Registry Registration no. ....  
FIC.....<sup>2</sup>, Bank..... Branch.....  
bank account..... represented by .....  
as sole shareholder / associate / administrator / placeholder....., identified  
by IC / Passport Series ..... no. ...., FIC....., in accordance with the  
provisions of annex no. 2A , point 1, paragraph ( 2 ) at HCGMB no. 139/30.04.2020 *regarding the  
local levels and taxes in Bucharest, starting with 2021*, I **request the AGREEMENT for temporary  
use of public places in Bucharest for professional recording / shooting.**

**Professional recording / shooting features:**

- Activity Name: ..... (E.g. film, advertising, film, etc.)
- Period: ..... hours : .....  
(with the obligation to comply with the provisions art. 2 point 25) and 26) of Law no .61/1991);
- Location / locations: .....
- Occupied area (sm) : .....
- Estimated no. of participants: .....
- Recording / shooting scenery: .....
- .....
- .....
- Technical details of the activity: .....  
(E.g., affect road/pedestrian traffic, etc.)

For recording / shooting requests that imply disruption of traffic in Bucharest, prompt documentation filing is needed, considering that these requests will be submitted to the analysis of the Technical Commission for Traffic - PMB.

**Attached file** (check the documentation submitted):

- preliminary endorsement from Bucharest Lakes, Parks and Leisure Administration/ Local Police of the Historic Centre/ Administration of Cemeteries and Crematories / other authorities**, as appropriate (for recording/ shooting requests in the spaces managed/ administered by it);
- other necessary permissions and approvals, as appropriate;
- request to the National Centre of Cinematography for granting free of charge for the public domain occupation fee for recording / shooting, respecting the provisions of art. 59 par. (2) of GO no. 39/14.07.2005 *on cinematography*, as subsequently amended and supplemented, if applicable;
- justification of the character of documentary film or student film , if any ;
- copy of the student's book, for the current year, if applicable.

<sup>1</sup> name and surname / denomination of the natural or legal person

<sup>2</sup> Fill in the fiscal identification code (personal identification number, fiscal identification number, fiscal registration code or unique registration code, as the case may be).

We compel the following (tick):

- The activities (recording, photo sessions) will not be obscene, offensive or vulgar, threatening or likely to cause indignation to citizens or damage their or public institutions dignity and honor. The organizer will be directly responsible for the content of these activities.
- The activities (recording, photo sessions) will follow the provisions of OUG no. 31/2002 on the prohibition of fascist, legionary, racist or xenophobic organizations, symbols and acts and promoting the cult of persons guilty of committing genocide crimes against humanity and war crimes, as subsequently amended and supplemented.
- To bring the public domain to the initial state upon finishing the activity.

By signing the present document, I understand that should I make a statement in it, which I know to be false, or do not believe to be true, I shall be liable to be punished according to the law, and I am conforming that what I have, declared is correct and complete.

Position.....

Name and surname, clearly.....

Signature.....

Stamp, as the case

Phone.....

Postal address.....

E-mail: .....

**Important:**

1. all fields must be filled in;
2. if there are unfilled boxes or incomplete documentation, the request will be returned to the applicant;
3. **the 5 day deadline**, established by Annex no. 2a, art. 1.1, (paragraph 2 ) of HCGMB no. 139/30.04.2020, for issuing the agreement for recording request flows from the time the petitioner's submitted all required documents, as needed by the case;
4. it will be taken into account that local fees will be charged for the occupying the public domain for professional recording / shooting, according to HCGMB no. 244/2019 regarding the establishment of local levels and taxes in Bucharest, starting with 2020 (for details please contact the Revenue Department - PMB) ;
5. requests for reservation of parking spaces will be submitted directly to the Street Administration after receiving the shooting Agreement;
6. the recording / shooting agreement will be personally picked up from Bucharest City Hall Registration Office in 47 Regina Elisabeta Blvd, District 5, Bucharest (for charged activities) or from the Culture, Education, Tourism Department in 47 Regina Elisabeta Blvd, District 5, Bucharest, 2nd floor, room 248 (for non-charged activities);
7. the request for renunciation shall be submitted directly to the Revenue Department - PMB no later than the date of commencement of the activity. Otherwise, the charged amounts already paid will not be refunded.

**Contacts:**

- Revenue Department – PMB, tel: 021.305.55.00/55 int. 5099

- Bucharest Lakes Parks and Leisure Administration (ALPAB)

Postal address: 8B Bucharest-Ploiesti Road, District 1, Bucharest, E-mail: [office@alpab.ro](mailto:office@alpab.ro) , tel. 021 224 58 60

- Street Administration

Postal address: 1<sup>st</sup> Domnița Ancuța Str., District 1, Bucharest, E-mail: [office@aspm.ro](mailto:office@aspm.ro) , tel. 021 252 7789

- Administration of Cemeteries and Crematories (ACCU)

Postal address: Șerban Vodă Road, no. 249, District 4, Bucharest, E-mail: [contact@accu.ro](mailto:contact@accu.ro) , tel. 021 634 4743

- Local Police and Control General Department - Safety and Public Order Department

Postal address: 18 Libertății Blvd, Bl. 104, District 5, Bucharest, E-mail: [office@pimb.ro](mailto:office@pimb.ro) , tel. 021/5391400, 021/5391402