



MUNICIPAL CORPORATION OF GREATER MUMBAI

POLICY DOCUMENT ON FILM/ T.V. SERIAL/ ADVERTISEMENTS SHOOTING PERMISSIONS

No. SL/29575/Advt. dated 01.03.2019

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POLICY DOCUMENT ON FILM/ T.V. SERIAL/ ADVERTISEMENTS SHOOTING PERMISSIONS

PREAMBLE

In the current global environment, where capital is scarce and there are countries competing for attracting the same capital, it is important to make Mumbai as an investor-friendly destination. The first step toward this objective is to facilitate business with simplified procedures, rules, regulations and red tape and bring more transparency and clarity in policies to promote non-polluting industries. Improved business processes and procedures open up new avenues of opportunities and create confidence among entrepreneurs.

Among the changing landscape of doing business in India, Municipal Corporation of Greater Mumbai has undertaken several initiatives under Ease of Doing Business to drive economic growth and improve the quality of life of citizens by enabling regulatory reforms through online single window mechanism.

Present policy guidelines have been considered while framing the New Policy Guidelines to accommodate the current global best practises with change in technology, global business scenario. Regulatory reforms, contributes to economic growth and open new opportunities to unexplored business avenues. In its endeavour to build an “Innovative, Inclusive City” through innovative regulations, Municipal Corporation of Greater Mumbai is committed to providing encouragement to Green-field industries and to retain Mumbai’s position as undisputed Business and Entertainment Capital.

BACKGROUND

The largest and most popular industry in India is the Hindi film industry mostly concentrated in Mumbai (Bombay), commonly referred to as Bollywood. Indian Cinema is the world's largest film industry in terms of film production, with an annual output of 1,986 feature films as of 2017.

Bollywood (Hindi Film Industry), right in the heart of Mumbai, is the world's second largest movie and music industry and India's largest. It is largest film producer, with 364 Hindi films produced annually as of 2017. Bollywood represents 43% of Indian net box office revenue and is one of the largest centres of film production in the world.

Mumbai is home to most of the production houses and Film Industry units. The film industry or motion picture industry, comprises the technological and commercial institutions of film making, i.e., film production companies, film studios cinematography, animation, screenwriting, pre-production, post production, film festivals, distribution and actors, film directors and other film crew personnel. In filmmaking, a location is any place where acting and dialogue are recorded. Sites where filming without dialog takes place is termed a second unit photography site.

Mumbai is the major production center for films and television. Filmmakers often choose to shoot on location because they believe that greater realism can be achieved in a "real" place. Location shooting is often motivated by budget considerations and ease of regulatory compliances.

Mumbai is also the Centre of Marathi Cinema, which is now producing around 100 cinemas per year. T.V. Serial production is also mainly concentrated in Mumbai City. Hence, Mumbai is the prime location of Indian films.

The entertainment industry is a signature business for the Mumbai City, as well as a potentially endless source of tourism opportunities. Capturing a community's appeal on film can ensure a steady stream of visitors for generations to come.

To retain Mumbai's position of undisputed HUB of Entertainment Industry, there is urgent need to clearly define the procedures and guidelines to build a predictable and transparent regulatory environment for nurturing Film Industry.

POLICY OBJECTIVES

- To introduce a smooth system for granting permission to Film Producers for shooting films in Mumbai and provide them consolidated information on instructions/ guidelines issued by various Departments of Municipal Corporation of Greater Mumbai.
- To promote Mumbai as a film shooting destination in the National and International Market and provide much needed encouragement to its most promising industry, Bollywood.
- To set up transparent regulatory environment with regard to Shooting of films and ensuring that security and safety norms are not compromised.
- **Support for Ancillary Industries:** Film production is a clean, non-polluting industry, and produces a quick injection of revenue to a local community. The impact of location filming on local businesses can be considerable. Filming, can be huge benefits to local businesses and residents. Often a production company will bring only key crew members and hire support manpower locally, depending on the availability of qualified technicians.

It also provides temporary employment for local residents, generate local revenue, bolster local business, increase use of otherwise unused facilities.

Some of the ancillary commercial activities related to Film shooting are:

- Personal Accessories
- Laundry
- Automobile supply
- Household Products
- Personal Healthcare
- Catering, Food & Beverages
- Personal Care / Personal Hygiene
- Clothing, Fashion, Jewellery
- Hotels and Hospitality
- Security personnel
- Vanity Van
- Generator Set / Power Supply
- Plaster of Paris (POP) Work
- Fabrication Work
- Lighting equipment
- Sound Systems
- Set Property
- Set Designer
- Property Mangers / Agents
- Table, Chairs and Furniture
- Electric Fans & Sockets
- Musical Instrument
- Statue & Idols
- Kitchen Ware
- Vessel, Flowers, Artificial Flowers
- Wooden Planks Supply
- Television Broadcasting
- Media Agencies / Events
- Music Industry
- Outdoor Advertisement
- Courier service
- Equipment Rental

- **Promotion to Film Tourism:** Film tourism is a rapidly growing and important new tourism trend, in which the choice of the tourist destination is directly motivated and

inspired by the movies. Tourist film destinations are exclusively related to places, locations, events and characters promoted on the cinema screen.

- With Mumbai being the entertainment and fashion capital of India, it provides an ideal destination for Indian and world Cinema. Along with the existing infrastructure in the Mumbai's "Film city", locations, studios and sets in other parts of the city; the state aims to build further avenues in the form of film museums, theme parks, film city tours etc. to build this segment. Maharashtra Tourism Development Corporation (MTDC) has announced a Bollywood tourism plan, under which Indian and foreign tourists can take guided tours of film studios and sets while being exposed to a first-hand experience of film shooting.
 - On the similar lines, MCGM may consider "Film Shooting Zones". This would give boost to the Entertainment Industry and would promote "Film Tourism", thereby inducing Local Economic Development.
- This may have impact on local economy in two ways:
 - Increased local revenues, temporary jobs and an increased use of local services and supplies
 - Strengthening local business and increasing exposure to the locations and ancillary activities may encourage other industries, such as tourism, to invest in local development.
- Film Tourism would also provide temporary employment for local residents, which would:
 - Generate local revenue
 - Bolster local business
 - Increase use of otherwise unused facilities

CURRENT PROCESS:

Requests are received by Municipal Corporation of Greater Mumbai at its ward offices for shooting on the Municipal and private premises from time to time by the Assistant Commissioners and other authorities of the Corporation.

Primarily, such requests are for conduct of shootings on the municipal roads & footpaths, municipal gardens, municipal schools, municipal cemeteries and private venues with or without temporary structures.

Circular on "Grant of Film Shooting Permission – with and without Construction of temporary/ semi-permanent structures within the MCGM Ward Jurisdiction" vide no SL/29575/Advt. dated 01.03.2019 to be followed for issuance of all the permissions. The circular provisions for Ward One Window for granting Film shooting permission within 48 hrs, if no temporary structure is involved. Online module for the same shall be launched soon through State Single Window System.

Further there are other private and government owned land in MCGM limits where film shootings are being conducted.

The shootings for film/ T.V. serial/ advertisements may or may not involve erecting temporary structures. Requirements for erection of temporary structure and any other special requirement shall be captured in the common application form. Many a times the permission for such temporary structures are delayed, if approval from external authorities other than MCGM are required like CRZ. The approval from other external agencies shall be obtained through State Single Window as per Govt. Notification under no.गोचिन 2016/प्र.क्र.189/सां.का-1 dt. 22.05.2018. MCGM is only involved in the grant of permission for Film shooting as per the scope defined in the circular vide no. अ. अ/ ओडी/ ९७०/आ.जा. दि. 16.10.2015.

In current scenario, permission for temporary structure is granted by MCGM for non-commercial purpose.

- Permission for temporary structures attract FSI and is being granted by MCGM only for labour camps/ site offices/ cement godowns, etc which are required for construction of buildings.
- Building Proposal department issues such permissions, which is renewable/ revalidated every six months for an overall period not exceeding 3 years.
- As per recommendation by DMC Zone – IV vide no. MDC/3241/OD dated 22.03.2018, the proposals for temporary structures in Film City used only for shooting cinemas, tele-serials, dramas etc, which fall under “commercial category” may be considered on similar ground.

However, there is no clear policy on erection of temporary structure for Film Shooting. Currently permission for temporary structure is provided at ward level for short duration outdoor events in compliance with CFO guidelines.

Hence permission for temporary structure for Film Shooting may be considered as per the current policy for granting permission for Outdoor Events at Ward level and in accordance with the recommendations vide no. MDC/3241/OD dated 22.03.2018.

Permission Granting Authority:

1. For Municipal Roads and footpaths/ Schools/ Garden/ Cemeteries/ Swimming Pools / Municipal Markets /Municipal Sports Complex/ Private Properties - At ward level through Assistant Commissioner (Ward), as per remarks from the concerned officer of the department at ward level. Hence, The Assistant Commissioner (ward) is designated as the Nodal Agency For implementation of this policy in respective ward jurisdiction
2. For Veer Jijamata Udyan – Director Zoo

Supporting Documents Required along with application:

1. Police N.O.C. – (Local police and traffic police),
2. NOC from the property / location owner, in case property is not in the ownership of MCGM,
3. In case of temporary structure to be erected – Plan layout signed by authorised signatory of the applicant along with Structural Stability certificate from licensed structural engineer.

4. For foreign filmmakers – Copy of clearance by the Ministry of External Affairs / Ministry of Information & Broadcasting, Govt. of India, as the case may be.
5. Fire Compliance certificate from the registered agency under Maharashtra Fire and Life Safety Act.

OBSERVATIONS:

Besides Film Shooting Permission on Municipal Roads and footpaths, Municipal schools, Municipal Gardens and Municipal cemeteries, there are other private indoor and outdoor venues like locations at Film City, private indoor venues, private outdoor open spaces. Request for such permissions are received also for private property or owned by other government agencies at ward level where Film Shootings are being done. There are some locations which fall under Eco-sensitives zones within MCGM limits.

It is observed that on various occasions permission is sought for hosting event to erect temporary structure and Film shootings are being conducted without taking requisite permission for the same.

The current application of Film shooting does not capture the requirements for erection of temporary structure. Guidelines laid down by Development Plan department needs to be followed for such permissions and vary depending on the locations. Many a times the permission for such temporary structures are delayed, if approval from external authorities other than MCGM are required like CRZ.

Shooting for Film/ T.V./ advertisements and processing of cinematograph films is a licensable activity u/s 394 of the M.M.C. Act 1888 and figures in the Part IV of Schedule 'M' which reads as: "Shooting and processing of cinematograph films (in a studio or laboratory) or any other places " .

Hence all film shooting activities need to have necessary permissions from MCGM, irrespective of whether it is done regularly in studios or temporary locations (with or without temporary structure).

Whereas, Permission for temporary erections on streets are given u/s 317 of MMC Act 1888 by the Municipal Commissioner in concurrence with Police Commissioner. Recommendation by DMC Zone – IV vide no. MDC/3241/OD dated 22.03.2018 to be incorporated for temporary structures on private land (land owned by stakeholder other than MCGM). Therefore, for shooting film/ T.V. serial/ advertisements, permission under "Film Shooting category" is mandatory.

RECOMMENDATIONS

- A. Shooting for Film/ T.V./ advertisements and processing of cinematograph films is a licensable activity u/s 394 of the M.M.C. Act 1888 and figures in the Part IV of Schedule 'M' which reads as: "Shooting and processing of cinematograph films (in a studio or laboratory) or any other places". Hence, D.M.C. Special would be the reviewing authority for issuance of Film Shooting permissions.

- B. However, since the temporary permissions are decentralised and issued at ward level, the Assistant Commissioner (ward) is designated as the Nodal Agency For implementation of this policy in respective ward jurisdiction.
- C. All Indoor Venues need to have trade licenses u/s 394 of MMC Act 1888.
- D. All applications for temporary Film Shooting permissions shall be accompanied with Police and Traffic NOC through Ward One Window as per the circular vide no. अ.अ/ओडी/१७०/आ.जा/ dated 16.10.2015.
- E. In case wherever temporary structure is required, the applicant needs to submit the details of temporary structure – certified plan layout by registered Architect, empanelled Fire Consultant in compliance with the codified requirements of Fire and Building & Factory guidelines.
- a. Permission for such temporary structure shall be valid for a period of maximum six months in line with the recommendations vide no. MDC/3241/OD dated 22.03.2018.
- F. The shooting locations may be categorized under following broad categories:
- I) PRIVATE INDOOR VENUES WITH PERMANENT STRUCTURES
- a) Private indoor venues need to have permanent Trade License u/s 394 of MMC Act 1888 from MCGM License department. Licensed indoor venues shall not be required to have permission for every shooting.
- b) i) Such locations need to obtain permission for specific cases at ward level, wherever there are temporary internal changes and erection of additional temporary structure is involved.
- ii) The owner/occupier shall obtain trade licence under section 394 of MMC Act and additionally shall only pay charges of ₹66 per sq.mtr. of BUA upto 50 sq. mtr. and if it is beyond 50 sq. mtr. then proceed as per category IV below.
- II) PRIVATE INDOOR VENUES WITH BASIC PERMANENT STRUCUTRES AND TEMPORARY STRUCTURES ON PER CASE BASIS.
- a. As per I) – b)
- III) PRIVATE OUTDOOR LOCATION WITH NO TEMPORARY STRUCTURES (Open to Sky locations)
- a. Private outdoor locations need to have permanent Trade License u/s 394 of MMC Act 1888 from MCGM License department.
- IV) PRIVATE OUTDOOR LOCATION WITH TEMPORARY STRUCTURES
- a. As per III) – a)
- b. Proposals may be scrutinized by recovering regular scrutiny fee for commercial user i.e. ₹66/- per Sq.mt. of BUA.
- c. The temporary permission may be issued on a half-yearly basis at par with the regular commercial user, by recovering revalidation charges (₹15000/- lump sum), till its demolition.

- d. Temporary permissions charges may be accepted at par with labour hutment camp, site office, etc.i.e.at the rate of ₹425/- per Sq.mt.as per circular under no. ChE/23087/DP dt. 20.01.2012.
- e. The applicant shall submit the application along with plans showing the proposed temporary structure for permission/approval to the concerned Asstt. Commissioner through an Architect/Licensed Surveyor only, along with an appointment letter. The Architect/Licensed Surveyor shall sign the plans.
 - The applicant is required to obtain permission every time, if there is change in structure / set at the same premises.
- f. The film-shooting site shall adhere to guidelines of C.F.O. remarks.

V) MCGM INDOOR & OUTDOOR LOCATION WITHOUT TEMPORARY STRUCTURE

- a. With fix set of fixtures - Permission to be granted through ward one window as per circular issued vide no. अ.अ/ओडी/१७०/आ.जा/ dated 16.10.2015
- b. With additional furniture and fixtures (other than the film shooting equipment's) by the applicant – extra fee/ user charges to be charged @10% of the shooting charges.
- c. Shooting at Municipal Hospitals is not be allowed.

VI) MCGM OUTDOOR LOCATION WITH TEMPORAY STRUCTURE

- a. Permission for temporary structure by Asst. Commissioner ward as per remarks from AE (Maintenance).
- b. Film shooting permission as per V) a. above

VII. SPECIAL ZONES

- a. Film City – Film City is an integrated film studio complex, spread over 500 acres of land in Goregoan (East). It was established on 26th September 1977 by the Department of Cultural Affairs Government of Maharashtra under, the Company Act 1956, is one of the largest studio complex in India. Film City was built by State government to provide facilities and concessions to the film industry. It was renamed as Dadasaheb Phalke Chitranagari in the year 2001 to commemorate the founder of Indian Film Industry Dadasaheb Phalke.

- It offers infrastructure such as AC studios along with 40+ outdoor locations. It has several recording rooms, gardens, lakes, theaters, hills, valleys, flat open ground, natural forest, shruberry and water bodies that serve as the venue of many Bollywood film shootings. Facilities of Film Processing and Post Production are also available at Film City. Hence, it has virtually every facility that a film-maker needs, which makes it the ultimate destination for every discerning producer.

- Currently a policy for granting permission for temporary structure in Film City is proposed vide no. MDC/3241/OD, dated 22.03.2018. The same shall be applicable once approved.

- b. Mud Island - Marve area and Manori- Gorai Area - This area mainly has informally been the Hub of Film Studios, bungalows and locations dedicated for Film/ T.V. serial and advertisement shootings. Currently entire activities in this area is unregulated. In order to bring this in the preview of mainstream authorised activity, it is important to promote such activities and provide encouragement to the already existing Ecosystem.

This would also encourage Film Tourism in the area, further adding to the Economic Development and GDP of Mumbai, thereby increased revenue for MCGM and increased employment opportunity for local residents.

- i. This area can be earmarked as “Special Entertainment Film Shooting and Ancillary Activities Zone”.
1. Proper entry to the zone may be created with location layout map at entry and key junctions inside the zone.
 2. The association of such property owners may be encourage to support for promoting Film Tourism in the area.
 3. Shooting permissions at such locations may be granted on intimation and payment of pre-defined charges for each shooting. An online module for intimation may be developed subsequently.
 4. Any temporary outdoor structure to be erected shall be with prior permission from ward in accordance with SOPs defined.
 5. This system would also increase revenue for MCGM and would be a much need boost to the existing Film Industry in the Mumbai.

Further, “New Special Zones” may be created based on response from industry on approval of Hon. Municipal Commissioner. Creation of Film Special Tourism Zones would lead to overall development of the areas and offer diverse tourism experiences that would help in creating livelihood and improve standards of local communities living in those areas.

Stake Holders Participation for Special Zones:

The opinions of the key players of the tourism industry like service providers may add value in respect of regional campaigns in terms of both the content and its effectiveness. This would also give the desired boost to the industry, in compliance with regulatory and safety norms.

Some of the stakeholders who can contribute to consolidating the entire Ecosystem are:

- Film City
- Studio / Site Owner
- Production house
- Tour guides
- Tour operators
- Site Booking Agents
- Industry Association &
- Other key stakeholders

Proposed activities may be considered for Special Zones with regard to promoting film tourist:

- **Shot re-creations and film re-enactments** are one of the physical location encounters. Film re-enactments are a form of role-play where the characters are quoted and also dressing up is part of this phenomenon. For the tour operator it might be a great advantage if some original or replica clothing and props could be offered to the visitors. Handling props and replicas is also counted as one of the physical location encounters.
- **Interaction with site markers** is also an activity that the film tourists engage to. Especially individual travellers can be guided to the destinations with the help of sign posts and photo boards where information on the location can be given.
- **Gain fun photos:** Something that might be rare but a fun way to engage oneself to the film tourism activities is miniature positioning. The aim is to gain fun photos that include miniature figures of the characters and the real set. Many times the photos are made to look like the character really was on the set.
- **Purchasing and placing souvenirs** on display is one way to consume the film after the visit and can be counted as physical location encounters.

GENERAL CONDITIONS:

- The charges for film shooting shall be applicable as per the current department guidelines.
- Fee would be charged location wise.
- A complete road/area will comprise one location in that ward.
- Applications would be accepted for a minimum of 12 hrs shift and Permission would be granted for a continuous 12 hrs shift
- The applicant shall be responsible for any damages to the Municipal Property during the shooting. The applicant shall keep the shooting premises litter free and restore it back to its original condition after the shooting.
- The applicant shall be liable for penalty/ fine in case of violation of any terms and conditions.
- Shooting permission can be issued at night on Municipal roads & footpaths, no such permissions will be issued at Municipal School, Garden and Cemeteries etc. Shooting permission will be issued at these locations only from 0600 to 2000.
- The said policy is applicable for granting permissions for commercial shootings and not for the shootings carried out by the Government / semi government institutions, academic institutions etc. for purely academic / official reasons. The ward Assistant Commissioners will take appropriate decisions in such cases.
- The applicant will be responsible for damage to Municipal Properties, if any. He shall make sure that the Municipal properties are restored back to their original position after conclusion of shooting and is free of litter. Penalties/ fine will be imposed in case of any contravention.
- Wherever C.F.O. permission is required, the applicant can submit the Fire Compliance certificate from the registered agency under Maharashtra Fire and Life Safety Act along with the application in line with the fire safety guidelines.

SPECIFIC CODIFIED REQUIREMENTS FOR SHOOTING/ FILM STUDIO:

Codified Fire Safety Requirements

1. Approach road, internal passage, entrance gate, open space shall be kept free from any obstructions.
2. No temporary structure shall be erected beneath and adjacent to any live electrical line. The gap between the live wires and any part of the structure shall in no case be less than 2 mtrs.
3. No temporary structure shall be erected near furnace, railway line, electrical sub-station, chimney or under high tension wire or like hazard unless a safety distance of 15 m is maintained.
4. The temporary structure erected if any shall be approachable to fire engine. No part of temporary structures shall be more than 45 m away from the motorable road.
5. Temporary Set erected if any shall be of sound construction.
6. Carpet if provided shall be properly secured to the ground, and shall be of fire retardant material.
7. The materials for such constructions shall preferably be of non-combustible or fire resistant type. The materials used for the decor shall be such that it shall not generate toxic smoke/fumes. Wherever materials of combustible nature are used these shall be treated with a fire retardant material/paint & the certificate to that effect shall be submitted before obtaining fire safety compliance.
8. The entire electric wiring shall be laid as per prevailing Electricity Act & Rules & the compliance certificate to that effect shall be submitted from Govt. Approved electrical Inspector to Sr. Inspector of license before starting the activity.
9. No part of electrical circuit, bulbs, tube lights, etc, in the temporary structure shall be within 15 cm. of any decorative or other combustible material.
10. In case incandescent gas portable lights instead of electricity are used in the structure, such lights shall not be hung from the ceilings of the main structure or pandal but shall be placed on separate stands securely fixed.
11. The ground enclosed by any temporary structure, a distance of not less than 4.5 m outside of such structure shall be cleared of all combustible materials or vegetation and any materials obstructing the movement.
12. Storage of combustible materials like paper shavings, straw, flammable and explosive chemicals and similar materials shall not be permitted to be stored inside any temporary structure.
13. Smoking, cooking, heating and use of naked flame and display of Fire Crackers in and around the temporary structure shall be strictly prohibited. Storage of any combustible/ flammable item, hazardous material, etc. is also prohibited.
14. Owner/Occupier must appoint Fire Marshal / Fire warden /fire safety officer from amongst his employees who is acquainted with evacuation procedure. He should have designated uniform such as fluorescent jacket / Arm band, cap & badge easily identifiable by citizen/users. He should also possess a whistle to alert customers/guest in case of emergency. Owner/Occupier must ensure that Fire Marshal / Fire warden /fire safety officer is present all the time during working hours. His name/s & contact details must be submitted to this department.

15. A responsible person shall always be made available at the site of the temporary structure to organize prompt evacuation, firefighting to deal with emergencies at the incipient stage and informing the fire service.
16. Water Provision at the site in the form of drums/barrels/buckets shall be made as per I.S. Code 8758: 2013.
17. 'Form-B' for the good maintenance of existing Fire-prevention & fire-protection measures existing on the premises, from the Licensed Agency appointed by Maharashtra Fire Service, shall be submitted to this department at the time of obtaining the compliance.
18. The compliance of the Fire safety measures/ requirements which is mandatory from fire safety point of view, shall indemnify and in case of default, the user is liable for prosecution.

NOTE:-

- i. These remarks are offered from fire risk point of view only, without prejudice to legal matters pending in the court of law, if any & are valid subject to necessary permission/clearance by concerned ward authorities, etc. as per rules applicable. Also the authenticity of the structure & complete area of the premises shall be verified by Ward Authorities, before issuing permissions for commencement of the said activity.
- ii. Any additional fire safety requirements if necessary, will be suggested by Inspecting officer after inspection, depending upon the type of structure, area & other hazard, etc..
- iii. MCGM/Fire Brigade dept. reserves the right to change/alter/add/delete the terms and condition of these fire safety remarks as per the situation permits.
- iv. The self-certified declaration on Rs.500/- stamp paper about compliance of fire safety measures shall be submitted by applicant/ user/ occupier.

A] IN CASES WHERE ANY TEMPORARY STRUCTURE IS PROPOSED:

General Fire Safety Requirements:

1. Approach road, internal passage, entrance gate, open space shall be kept free from any obstructions.
2. There shall be a clear space of 4.5 m on all sides between the structure and the adjacent buildings or other structures. In cases where temporary structures are erected in the lawns which are part of residential premises, the entire frontage shall be kept open.
3. No temporary structure shall be erected beneath and adjacent to any live electrical line. The gap between the live wires and any part of the structure shall in no case be less than 02 mtrs.
4. No temporary structure shall be erected near furnace, railway line, electrical sub-station, chimney or under high tension wire or like hazard unless a safety distance of 15 m is maintained.
5. All temporary structures shall be approachable and the gate provided if any shall have a clear opening of not less than 4.5 m. Arch way shall not be at a height less than 4.5 m from the ground level.

6. The temporary structure shall be approachable to fire engine. No part of temporary structures shall be more than 45 m away from the motorable road.
7. Temporary Set erected if any shall be of sound construction and nothing shall be stored near the set.
8. Carpet if provided shall be properly secured to the ground, and shall be of fire retardant material.
9. The materials for such constructions shall preferably be of non-combustible or fire resistant type. The materials used for the decor shall be such that it shall not generate toxic smoke/fumes. Wherever materials of combustible nature are used these shall be treated with a fire retardant material/paint & the certificate to that effect shall be submitted before obtaining fire safety compliance.
10. The entire electric wiring shall be laid as per prevailing Electricity Act & Rules & the compliance certificate to that effect shall be submitted from Govt. Approved electrical Inspector to Sr. Inspector of license before starting the activity.
11. No part of electrical circuit, bulbs, tube lights, etc, in the structure of pandal shall be within 15 cm of any decorative or other combustible material.
12. In case incandescent gas portable lights instead of electricity are used in the structure, such lights shall not be hung from the ceilings of the main structure or pandal but shall be placed on separate stands securely fixed.
13. The ground enclosed by any temporary structure, pandal, tent or shamiana, a distance of not less than 4.5 m outside of such structure shall be cleared of all combustible materials or vegetation and any materials obstructing the movement. Storage of combustible materials like paper shavings, straw, flammable and explosive chemicals and similar materials shall not be permitted to be stored inside any temporary structure.
14. No fireworks or open flame of any kind shall be permitted in any temporary structure or in the immediate vicinity.
15. Smoking, cooking, heating and use of naked flame and display of Fire Crackers in and around the venue shall be strictly prohibited. Storage of any combustible, flammable item, hazardous material, etc. shall not be done near the area.
16. Owner/Occupier must appoint Fire Marshal / Fire warden /fire safety officer from amongst his employees who is acquainted with evacuation procedure. He should have designated uniform such as fluorescent jacket / Arm band, cap & badge easily identifiable by citizen/users. He should also possess a whistle to alert customers/guest in case of emergency. Owner/Occupier must ensure that Fire Marshal / Fire warden /fire safety officer is present all the time during working hours. His name/s & contact details must be submitted to this department.
17. A responsible person shall always be made available at the site of the temporary structure to organize prompt evacuation, fire-fighting to deal with emergencies at the incipient stage and informing the fire service.
18. Water Provision at the site in the form of drums/barrels/buckets shall be made as per I.S. Code 8758: 2013.

19. FIRE FIGHTING ARRANGEMENTS:-

1. For area up to 500 sq. mtrs.

- a. Two Nos. of Water type extinguisher of 9 litres capacity & One ABC Dry Powder extinguisher of 9 kgs capacity, per 100 m² of floor space shall be provided & evenly distributed in the temporary structures.
- b. For protection of electrical installation, One carbon dioxide or ABC Dry Powder extinguisher of adequate size shall be provided for each switch gear, main meter.
 - The location of these equipment's shall be such that these are easily accessible in the event of a fire.
 - Particular attention shall be paid to ensure that the means of escape and gangways, exits, etc are not obstructed in any way and all buckets and extinguishers are easily visible and accessible before public is admitted at any time.

2. For area more than 500 sq. mtrs. And upto 1000 sq. mtrs.

In addition to the Fire Fighting Arrangement 1-a & 1-b above; If the area of the temporary constructions is 500 sq. mtrs. to 1000 sq.mtrs. and/or the number of persons/visitors/spectators is more than 1000 persons and less than 2500 persons then **One Fire engine along with requisite staff** shall be kept for standby duty well in advance after payment of necessary scheduled Fees.

3. For area more than 1000 sq. mtrs.

In addition to the Fire Fighting Arrangement 1- a & 1-b above; If the area of the temporary constructions is more than 1001 sq. mtrs. and/or the number of persons/visitors/ spectators is more than 2500 persons then **Two Fire engines along with requisite staff** shall be kept for standby duty well in advance after payment of necessary scheduled Fee.

B] In cases where Film shooting is proposed in any Building / permanent structure:

A certificate i.e. "Form B" from any one of the Govt. approved Licensed Agency shall be submitted certifying that, the existing fire prevention and fire-fighting arrangements provided in the Building / permanent structure are in good and efficient working condition. The list of Govt approved Licensed Agencies is available on website: www.mahafireservice.gov.in.

Building / permanent structure where fire prevention and fire-fighting arrangements are not provided, then following minimum fire safety measures shall be provided. (Additional Number if required will be recommended with due inspection on site by the Fire Safety Compliance Officer depending upon the type of structure, trade area & other hazard).

- 1) Four Nos. of Water type extinguisher, 9 litres capacity, per 100 m² of floor space shall be provided near structure, evenly distributed.
- 2) For protection of electrical installation, One Nos. of carbon dioxide or ABC Dry Powder extinguisher of adequate size shall be provided for each meter cabin.

C] In cases where any Helipad shooting is proposed: -

1. Approach road and surrounding area shall be kept free from obstructions.
2. No barricade/ obstruction of any kind shall be erected in the approach road and surrounding area.
3. The location of the Helicopter / Chopper landing to be at least 50 mtrs away from the any kind of structure.
4. The Helicopter / Chopper landing area shall be cordoned off to prevent entry of unauthorized person.
5. "NO SMOKING" boards shall be displayed at the main entrance as well as at prominent places.
6. Due care shall be taken by the organizer that the premises is not overcrowded and sufficient no of volunteers shall be deputed who can take charge of the situation and implement safe evacuation of the premises in case emergency
7. Necessary permission from Commissioner of Police, DGCA (ATC) & competent authorities shall also be obtained.
8. Compliance report shall be obtained from the Chief Fire Officer minimum two days before commencement of the shooting.
9. These remarks are offered in the fire risk point of view only and necessary permission/clearance and other permission/rules applicable shall be obtained from other concerned departments/authority to make the activity legalized and regularized.
10. Open space around the premises shall be constructed which could bear the weight of 28M.ton.i.e. weight of normal fire engine which can easily approached the site at the time of emergency.
11. One fire engine along with fire personnel on payment of necessary charges as per schedule of fees shall be posted standby at the site.
12. After payment of necessary hire charges party should confirm about fire engine one day in advance with the officer on duty at the fire brigade control room telephone nos. 022-23083240 / 022-23076111 / 2 / 3.
13. Six drums of 200 ltrs. Capacity each, filled with clean water, coupled with water buckets shall be kept at an easy accessible place.
14. Two trolleys mounted CO2 type fire extinguishers having 22.5 kgs. capacity, eight Dry Chemical Powder type fire extinguishers each having capacity 9 kgs with BIS mark and 10 buckets filled with dry clean sand shall be kept on the premises at an easily accessible place.

Wherever fire appliances are required to be provided as per above, the fees to be levied as applicable.

Note:-

- I. These remarks are offered from fire risk point of view only, without prejudice to legal matters pending in the court of law, if any, and is valid subject to necessary permissions/clearances are obtained from The Commissioner of Police & other concerned Authorities, as per rules applicable.
- II. Any additional fire safety requirements if necessary, will be suggested by Inspecting officer after inspection, depending upon the type of structure, area & other hazard, etc..
- III. MCGM/Fire Brigade dept. reserves the right to change/alter/add/delete the terms and condition of these fire safety remarks as per the situation permits.
- IV. The self-certified declaration on Rs.500/- stamp paper about compliance of fire safety measures shall be submitted by applicant/ user/ occupier.

List of Required Documents from Applicant

1. Certified plans of the concern premises from Architect / Licensed Surveyor, including loft or mezzanine floor if any.
2. Plan showing layout / location of main entrance / exit / staircase / lifts / fire lift as per approved plan by competent Authority.
3. Plan from Architect for premises under reference with following details marked
 - a. Location of Access road (name of road & its width) for the premises.
 - b. Area of the premises in sq. mtrs.
 - c. maximum number of person including staff calculated as per occupant load factor mentioned in NBC/DCR
 - d. Location & width of all entrances, exits & internal passages.
 - e. Location of Loft / Mezzanine floor along with staircase for Loft / mezzanine Floor as certified by competent Authority.
 - f. Location of main electrical switch board
 - g. Location of Fire Resistant Door, if any
 - h. Location of fire-fighting equipment / installation including sprinkler / Detector
4. Test Certificate regarding Electric Audit for electrical fittings/fixtures installed in the premises as per Electricity Act & Rules from Govt. approved electrical Inspector.
5. Certificate in Form-A from Licensed Agency (List available on www.mahafireservice.gov.in) for Fire Resistance Door installed in the premises.
6. As per Sec-3(3); Rule 4(2) of Maharashtra Fire Prevention & Life Safety Measures Act-2006, Form-A &/or Form-B Certificate (as the case may be) from authorized Licensed agency regarding Fire-Fighting & Fire-Protection system/ equipment stipulated/installed on the premises.
7. In case where only fire extinguisher is stipulated (with BIS, E.N. standards or other equivalent standards) validity certificate shall be provided.
8. Self-Certification from applicant with Undertaking on Stamp Paper (₹ 500/-) for Compliance of all codified requirements for the concerned Activity

Building and Factory Department Codified Requirements for Temporary structure on Private Property:

- A detail layout plan showing the size of the temporary structures, whether Indoor or Outdoor along with necessary sections shall be uploaded/submitted duly certified by a Licensed Architect.
- In case any temporary structure is to be set-up involving occupation by people, Structural Stability Certificate from Registered Structural Engineer shall also be enclosed with the application.
- Events, which are organized on private land, shall also invariably be accompanied with NOC from landowner.
- All mandatory NOC's such as Local Police Station, Traffic Police Department, as the case may be, shall be upload along with the application form.
- The application form along with all the valid NOC's shall be uploaded 15 days in advance from the date of commencement of Exhibitions/Events

- Permissions are required for indoor events in premises which are not approved as “Exhibition Centre or Welfare Centre” at ward level.
 - Permanent permissions can be granted only to authorized “Exhibition Centre, Welfare Centre or Convention Centre” renewable annually for indoor events provided the layout of the “Hall” approved for Exhibitions/ Events has all Cubicles/ Stalls/ Rooms/ Amenities and Infrastructure as approved by the Competent Authority and thus built on site. Such premises can procure require one-time License / NOC to carry out the business of Exhibitions/ Events in these authorized premises which may be renewed annually.

Fee/Charges would be as per approved rates of the concerned department for shootings of films / T.V. serials etc. Provision for fine to be imposed on the applicant for damage to the Municipal property.

Concessional charges (50% less fee) have been laid down for shootings in Marathi language with the intention of promoting the Marathi film and T.V. industries to promote regional cinema.

Any modifications in the circulars/ amendments of concerned departments shall be part of the above policy from time to time.

Sd/- 25.02.2019
Shashi Bala
Chief – Business Development

Sd/- 05.03.2019
Sanjog S. Kabre
Asst. Commissioner P/N

Sd/- 14.03.2019
Shri. Vijay Balamwar
D.M.C. Election

Sd/- 25.03.2019
Shri. Kiran Achrekar,
Jt. M.C. (Zone – IV)

Sd/- 03.04.2019
Shri. Vijay Singhal,
A.M.C. (E.S.),

Sd/- 30.04.2019
Dr. Ashwini Joshi
A.M.C. (W.S.)

Sd/- 10.05.2019
Shri. Ajoy Mehta
Municipal Commissioner