

**Single Window Clearance for Film Shooting permission in Delhi.**

1.Name of the Agency : Delhi Development Authority

2.Name / Designation of Nodal officer : Bijay Shankar Patel  
Dy. Director(PR)

3.Mobile Number : 8920164997

4.e-Mail ID : [bijav.patel2041@dda.gov.in](mailto:bijav.patel2041@dda.gov.in)

5.Policy Document for Film Shooting Permission :

6..Application Form / SOP :

7.Approval Letter format:

8.Fee charged for each location :

9.Present Mode of Payment / refund for location charges -- Online/ Offline:

10.Any other Remarks/ Feedback / Suggestions :

(Location names, fees  
and  
policy guidelines  
enclosed.)



SPORTS WING DDA

APPLICATION FOR PERMISSION TO FILM AT DDA SPORTS COMPLEX

- 1. Name and Address/ Contact details of Applicant.  
(Including email id and contact person.)
- 2. Name of Complex where shooting is proposed to be carried out.
- 3. Part/ location/ sports facility to be used for filming.
- 4. Purpose and nature of filming.
- 5. Extract of script and details of scenes to be filmed.  
(List details in brief and attached details.)
- 6. Number of persons in crew including cast.
- 7. Dates when the location is required and time  
(List the days and times for each day)

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Place:

Date

Signature of Applicant with official seal if any.

| CHECK LIST PRIOR TO PERMISSION                                                      |                                     |
|-------------------------------------------------------------------------------------|-------------------------------------|
| PROOF OF IDENTITY AND ADDRESS ATTACHED                                              | <input checked="" type="checkbox"/> |
| SCRIPT AND DETAILS ATTACHED                                                         | <input checked="" type="checkbox"/> |
| LOCATION HAS BEEN SEEN AND APPROVED BY SECRETARY COMPLEX AND APPLICANT.             | <input checked="" type="checkbox"/> |
| DATES ARE AVAILABLE                                                                 | <input checked="" type="checkbox"/> |
| TIME SLOT CONFORMS TO NON PEAK HOURS                                                | <input checked="" type="checkbox"/> |
| GUIDELINES HAVE BEEN READ AND SIGNED                                                | <input checked="" type="checkbox"/> |
| CHARGES HAVE BEEN EXPLAINED AND APPLICANT UNDERTAKES TO DEPOSIT THE SAME IN ADVANCE | <input checked="" type="checkbox"/> |

| CHECK LIST AFTER PERMISSION                               |                                     |
|-----------------------------------------------------------|-------------------------------------|
| ADVANCE CHARGES DEPOSITED                                 | <input checked="" type="checkbox"/> |
| UNDERTAKING ON STAMP PAPER HAS BEEN SUBMITTED             | <input checked="" type="checkbox"/> |
| LIST OF CREW SUBMITTED                                    | <input checked="" type="checkbox"/> |
| DATES AND TIME CONFIRMED                                  | <input checked="" type="checkbox"/> |
| ARRANGEMENTS FOR SECURITY AND SAFETY DISCUSSED AND AGREED | <input checked="" type="checkbox"/> |
| MEMBER OF COMPLEX HAVE BEEN NOTIFIED                      | <input checked="" type="checkbox"/> |

| CHECK LIST PRIOR TO CLEARANCE                                                            |                                     |
|------------------------------------------------------------------------------------------|-------------------------------------|
| NO DAMAGE HAS OCCURRED / DAMAGE HAS BEEN REPAIRED/ REPLACED.                             | <input checked="" type="checkbox"/> |
| COPY OF FILM HAS BEEN SHARED AND SEEN.                                                   | <input checked="" type="checkbox"/> |
| APPROVAL OF COMPETENT AUTHORITY OBTAINED THAT FILM CAN BE CLEARED FOR PUBLIC CONSUMPTION | <input checked="" type="checkbox"/> |
| FINAL CHARGES HAVE BEEN COMPUTED AND DUES IF ANY CALCULATED.                             | <input checked="" type="checkbox"/> |
| REFUND IS BEING MADE AFTER DEDUCTION ALL CHARGES.                                        | <input checked="" type="checkbox"/> |



DELHI DEVELOPMENT AUTHORITY  
SPORTS WING: COORDN. CELL  
SIRI FORT SPORTS COMPLEX, AUGUST KRANTI MARG,  
NEW DELHI-110049

No. F 8 (61) SW/Coordn./2004-05/DDA/569

Date: 26<sup>th</sup> October 13

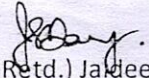
To

Secretary's (All DDA Sports Complexes and Golf Courses)

**SUB: GUIDELINES FOR SHOOTING OF COMMERCIAL FILMS AT SPORTS COMPLEXES AND GOLF COURSES**

1. Please refer to letter No. F 8 (61) SW/Coordn./2004-05/DDA/ 511 dated 21.12.2005.
2. The policy for shooting of films covers only sports related filming. In the recent past, there have been requests for use of sports complexes for commercial films/ advertisements.
3. It has been decided that such shoots will be permitted subject to the following terms and conditions:
  - a. Charges of ₹ 1, 00,000/- per day of shooting will be paid in advance for each day of shooting required. Service tax and cess as applicable will be charged in addition.
  - b. A refundable security deposit equivalent to 20 % of the total charges will be deposited along with the fees to cover any damage/ loss to the DDA during the process of filming. Refund will be made once final clearance has been granted.
  - c. The shooting activity will be done in a manner such that members/ users of the complex are not inconvenienced.
  - d. Film shoots will only be permitted during off peak hours.
  - e. The film shooting should not restrict entry of members/ users to any part of the complex other than the location where the shooting has been permitted.
  - f. The film that has been shot should not be detrimental to the interests of the DDA or cause any embarrassment to the DDA. The applicant must undertake to give a copy of the film that has been shot or is proposed to be used to the DDA and obtain prior clearance before the film is released for public consumption.
  - g. The DDA reserves the right to delete any material that it considers prejudicial to its interests and the applicant will give an undertaking to this effect.
  - h. No (No) shooting is permitted at Siri Fort Sports Complex.
4. All such requests will be made as per Format attached at Annexure. Approval will be taken from the Commissioner (Sports) for any such shooting. Once permission has been granted, an undertaking will be taken on stamp paper from the applicant along with all payments and security deposit. The refund of the security deposit will only be made once clearance has been given that the material filmed is in no way detrimental to the interest of the DDA.

Encl: Annexure

  
Col. (Retd.) Jaideep Singh  
Secretary (Coordn.)

Copy to:-

1. Finance Member, DDA for kind information please.
2. Advisor (SA & GR), for kind information please.
3. Commissioner (Sports), DDA for kind information please.
4. A.O: (Sports), DDA.



INDEMNITY BOND/ UNDERTAKING

(To be typed on non-judicial Stamp Paper of Rs. 100/00 and attested by Notary Public)

This Indemnity Bond is executed on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at New Delhi by Shri/ Smt/ M/s \_\_\_\_\_, a individual/company / firm having its registered /corporate office/ residence at \_\_\_\_\_, represented through Mr./Ms. \_\_\_\_\_, son/wife/daughter of Mr. \_\_\_\_\_, its duly authorized representative (hereinafter referred to as 'the Applicant), in favour of Delhi Development Authority , a statutory body created under the provisions of the Delhi Development Act 1957 and, having its headquarters at Vikas Sadan, INA, New Delhi-110023 (hereinafter referred to as 'DDA') :

WHEREAS the Applicant who is engaged in the business of film making and has applied for permission to the DDA carry out filming at the \_\_\_\_\_ Sports Complex, \_\_\_\_\_ (Address of complex)

AND WHEREAS permission has been granted to the applicant to carry out filming at the complex,

AND WHEREAS the applicant undertakes to provide a copy of the film to ensure that nothing detrimental to the interest of the DDA has been filmed and obtain prior permission before the film is released for public consumption

AND WHEREAS the permission is subject to the applicant undertaking to abide with the guidelines and terms and conditions listed in the application and the applicant shall execute the present Indemnity Bond to hold the DDA indemnified and harmless against any third party claims arising out of any actions/ events / accidents related to or which occur during the conduct of the filming for which permission has been granted.

AND WHEREAS the permission is subject to the condition that no disturbance to members / users of the complex and its premises or inconvenience will be caused during the shooting.

NOW THEREFORE this Deed witnesses and it is agreed to and undertaken by the Applicant to safeguard the interests of the DDA and to keep them harmless against any claim or demand made or proceedings initiated by any one against the DDA in respect of any act/ omission/ commission/ illegality / act by the Applicant during the course of filming or during the presence of the applicant or any one authorised by them, and indemnify the DDA in that regard including damages, interest or cost thereof.

IN WITNESS WHEREOF this Deed has been executed at New Delhi by the aforesaid Applicant through its Authorized Representative, in the presence of witnesses.

APPLICANT

Witnesses:

- 1. 2.



SPORTS WING DDA

GUIDELINES AND RULES FOR FILMING

1. Charges of ₹ 1, 00,000/- per day of shooting will be paid in advance for each day of shooting required. Service tax and allied cess will be charged in addition at prevailing government orders.
2. Where the booking is made in the name of an individual/ company, **proof of identity** (PAN Card/ Passport/ Voter Identity Card and **Address proof** (Voter Identity Card, Certificate of Registration/ House Tax Bill/ Bank Certificate/ Landline Bill) are to be attached.
3. A refundable security deposit equivalent to 20 % of the total charges will be deposited along with the fees to cover any damage/ loss to the DDA during the process of filming. Refund will be made once final clearance has been granted.
4. The shooting activity will be done in a manner such that members/ users of the complex are not inconvenienced.
5. Film shoots will only be permitted during off peak hours.
6. The film shooting should not restrict entry of members/ users to any part of the complex other than the location where the shooting has been permitted.
7. The applicant will be responsible for obtaining clearance from the police or other civic authorities as required. The applicant shall comply with all the requirements under the law governing film making and filming and allied activities. Ignorance of the law will not be any excuse (*Ignorantia juris non excusat*).
8. The applicant will be responsible for all safety arrangement of its crew and cast and for cordoning the area to be filmed so that no person other than the crew/ cast is present.
9. The applicant will submit a list of individuals who are to participate in the filming and permitted to enter the complex and no other person (s) will be permitted. All those permitted to enter will carry a valid photo pass/ identity duly authorised by the applicant and the complex.
10. The applicant agrees to indemnify the DDA against all damage and liability for any action/ loss/ accident that occurs due to the filming or during the film at the location allotted.
11. The applicant will be responsible for the conduct and safety of its crew.
12. The applicant will remove all its equipment, / material/ temporary sets/ vehicles and vacate the premises of the complex immediately after the period of permission is over.
13. The film that has been shot should not be detrimental to the interests of the DDA or cause any embarrassment to the DDA. The applicant must undertake to give a copy of the film that has been shot or is proposed to be used to the DDA and obtain prior clearance before the film is released for public consumption. No socially objectionable scene would be allowed to be shot by the applicant/ agency at the complex.
14. The DDA reserves the right to delete any material that it considers prejudicial to its interests and the applicant will give an undertaking to this effect.
15. The DDA reserves to cancel / modify the dates allotted for filming without reference to the Applicant but with prior intimation of the change.
16. The DDA reserves the right to change / modify the charges, terms, and conditions at any stage prior to grant of permission.
17. No (No) shooting is permitted at Siri Fort Sports Complex.



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Annexure A 1

# DELHI DEVELOPMENT AUTHORITY

## Terms and conditions for permitting Film Shooting Activities on DDA Parks/sites

1. All requests for booking of the parks will be addressed to Director (Hort.)/ North West DDA who in turn shall initiate the proposal and obtain the approval of competent Authority.
2. The payments for Rent charges and security will be made in the form of demand drafts in the name of concerned A.O. of the CAU, so authorized by the competent Authority or any other E-payment mode as decided by the DDA.
3. Only silent generators will be permitted and they will have to be placed at pre-specified designated locations.
4. Preparations, sale and distribution of edible items will not be permitted inside the park. However, individual picnics are allowed.
5. Security/Fire safety measures have to be taken by the organizers and approved by Chief Security Officer of the concerned site.
6. The program conducting agency shall ensure that all materials used are fire resistant and not inflammable. Bursting of fire crackers will be prohibited.
7. No inflammable items including gas, stoves/cylinder, etc. will be permitted in the park.
8. The applicant shall obtain a 'No objections certificate' from Police Authorities, prior to the function. However, in cases of Programs which involve expected audience to be more than 500, the permission from the DCP (Traffic), shall also be required to be taken by the applicant.
9. In case of cancellation of booking more than one month in advance from the date of function 30% of the booking charges will be forfeited. If the program is cancelled less than one month in advance of the date of function 50% of the booking charges will be forfeited. In case the booking is cancelled within 48 hours from the date of function, the entire booking amount shall be forfeited. However the security deposit will be refunded in full in all cases.
10. Booking party may claim security deposit within 180 days of the completion of function failing which the security will be forfeited.
11. Entry to the park will be free and no charges be levied by the agencies for access to the park during any such program.
12. Organizers may ensure that no/minimum inconvenience is caused to public.
13. Parking of vehicles will be allowed only at permissible parking lots.
14. No Mela/exhibition /Marriage/ Private function of commercial nature will be permitted in any of the park.
15. Garbage is to be collected at designated space (s) and kept in proper bags for (recyclable and no recyclable) and to be disposed at specified sites by the agencies organizing the program.
16. The agency conducting the program will have to follow the prevailing noise pollution and sound decibel levels norms.
17. No digging of any kind will be permitted inside the park. This includes tentage/structure of any kind.



18. A spot fine of Rs. 500 will be levied if any individual is found guilty of littering, damage to grass and flower plants, structural damage etc. in each case.

19. The allottee will ensure that the ground/park is restored to its original state after use. In case the ground/park is damaged and/or not cleaned after use, the security deposited shall be forfeited.

20. The allotment of lawn shall not be made for a period exceeding 10 days of a month.

21. In case where the functions are organized without prior permission, DDA officials at site shall take immediate steps to prevent such happenings.

22. Where there is a doubt about the authenticity/existence of an organization, which has applied for the allotment of a ground/lawn, the matter may be decided in consultation with the concerned DCP, Delhi. Action by the Director (Hort.) North West/DDA.

23. Any violation of the allotment conditions will render the entire organization ineligible for further consideration in addition to the cancellation of the permission granted and non refund of deposit.

24. While granting permission for any purpose, the responsibility for ensuring strict compliance of the terms of allotment of the ground/lawn park will be assigned to an officer (by name) in the office of Director (Hort.) North West/DDA, who will be held responsible for checking deviation/violation, if the same have not been reported by him to the police authorities.

25. An annual record will be maintained by the Director (Hort.) North West/DDA of all events for which lawn/park has been permitted to be utilized, details of Rent collected, name of the authority sanctioning utilization, violation noticed, if any, action taken in such cases etc. and a copy of the same will be furnished to the Director (Audit) DDA by 31<sup>st</sup> March, every year.

26. DDA reserves its right to relax/alter/modify any of the above terms and conditions including booking (Rent) charges and security, without assigning any reason.



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**OFFICE OF THE SR. A.O. (CL)**  
**C,BLOCK, GROUND FLOOR, NEW DELHI**

F. No. EM 3(54)2011/LS/iv/ Meeting Notices/

Dated: .04.2015

Minutes of the meeting held in the chamber of CE(HQ) on 20.03.15 at 3:00 PM regarding fixation of rates & terms & conditions for permitting FILM SHOOTING ACTIVITY, on certain selected Parks/sites.

\*\*\*\*\*  
A meeting of the Committee constituted by the FM/DDA regarding fixation of rates and terms & conditions for permitting FILM SHOOTING ACTIVITY, on certain selected Parks/sites was held in the chamber of CE(HQ) 20.03.15 at 3:00 PM. The following Officers attended the meeting:

- |                                             |                  |
|---------------------------------------------|------------------|
| a.) Sh. A.K. Nigah, CE(HQ)                  | Chairman.        |
| b.) Sh. Sandeep Mehta CE(Rohini)            | Member           |
| c.) Sh. Brij Lal Director (Hort.)North/West | Member           |
| d.) Sh. Kamal Joshi, Dir(LC)                | Member           |
| e.) Sh. Rajpal Singh, Dy.CAO(SZ)            | Member           |
| f.) Sh. H. K.Verma Sr.AO(CL)                | Member Secretary |

However *Dir(CL) & Dir(Naz)*, did not attend the meeting on account of their pre-occupation.

2. At the outset, the necessity of the conducting of meeting was explained to all present intimating them the following scenario of the case:

"The proposal on the above subject matter has emerged from the letter dated 12. 09.2011 of Chief Secretary Govt. of N.C.T. /Delhi, regarding Promoting Capital City as a "Film Shooting Destination" vis-à-vis framing mechanism by the Govt. of NCT of Delhi/DTTDC to facilitate the Film Producers to get speedy permission for film shooting in Delhi under **Single Window Clearance System**".

*Under the proposal, the DTTDC will collect information from all agencies/depts. and compile the same in form of manual for information of applicants for film shooting. Such manual will consist of consolidated information, instructions/guidelines and clearly set out the do's and don'ts with regard to shooting of film in Delhi. DTTDC will also compile the various special features of Delhi which will attract film Directors to choose Delhi as film shooting destination. This will help in promotion of tourism and revenue generation.*

Now, in terms of the directions of EM/DDA, the Director (Hort.) North-West has intimated the following scheme/areas where film shooting may be conducted in the green areas under the jurisdiction of Director (Hort.) South-East and North West :-

- a.) Green Area, Mehrauli Complex Phase I,II & III. ✓
- b.) Aff. Green Area, Sanjay Van. ✓
- c.) M.P.Green Area, Jahapanah City Forest. ✓
- d.) Kamla Nehru, Northern Ridge.
- e.) Distt. Park at kalkaji Phase- I (Astha Kunj). ✓
- f.) Distt. Park (100 Hact., Swaran Jayanti Park, Sector -10 Rohini.

The task of providing necessary input relating to the rates to be charged and terms and conditions thereof, has now been entrusted to the present Committee for film shooting activities relating to above areas/sites.

3. Sh. Brij Lal , Director (Hort.)North/West ,Member, intimated that in addition to above six sites, the committee may consider one more site i.e "District Park Hauz Khaz," as the same is equally comparable with other six sites of DDA. This was unanimously accepted by *the committee members being in the interest of organization.*



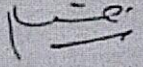
4. Director (Hort.) North/West further intimated that he could further indicate some other beautiful locations/parks, which could be considered for Film shooting activities. The Committee was of the view that such a separate proposal may be routed, through the Director (LS)/AC(LS).

5. After due deliberations & discussions, it was unanimously decided by the committee members that the site of DDA are at par with the TAL KATORA GARDEN Site of NDMC and DDA may accordingly consider a rate of Rs. 1,00,000/- per day as Rental charges, with a Security Deposit of Rs. 50,000/- for allowing the film shooting activities together with Terms & Conditions [ Enclosed, as Annexure (A)] in line with the procedure adopted by the NDMC/CPWD.

The meeting ended with a vote of thanks to the Chair.



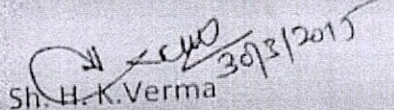
Sh. Brij Lal  
Director (Hort.)North/West  
Member



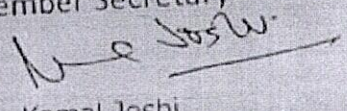
Sh. Rajpal Singh  
Dy.CAO(SZ)  
Member



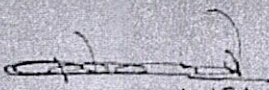
Sh. Sandeep Mehta  
CE(Rohini)  
Member



Sh. H.K. Verma  
Sr.AO(CL)  
Member Secretary



Sh. Kamal Joshi  
Dir(LC)  
Member



Sh. A.K. Nigah  
CE(HQ)  
Chairman