

**SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002**

No. South DMC/Addl. Comm. (AAT)/2021/272

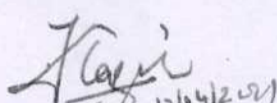
Date: 12.4.2021

**Circular**

**Subject: Policy for permission to Film shooting under the jurisdiction of South Delhi Municipal Corporation under Draft National Policy on Ease of Doing Business.**

Standing Committee in its meeting dated 22.03.2021 vide item no. 161 has approved the policy for Film Shooting and anticipatory approval has been given by the competent authority (Hon'ble Mayor SDMC) on dated 06.04.2021 to the "Policy for permission to Film shooting under the jurisdiction of South Delhi Municipal Corporation under on Ease of Doing Business". A copy of the policy along with its Annexures is circulated to all concerned for cognizance and necessary action.

Encls : As above copy of policy alongwith Annexures.

  
**Addl. Commissioner**  
**Press and Information/SDMC**

Distribution:

1. All Zonal Dy. Commissioner, SDMC
2. EE(EoDB), SDMC
3. AC(IT), SDMC
4. AO(IT)

Copy to:

1. PS to commissioner, SDMC- for kind information of the commissioner.
2. All Additional Commissioner, SDMC
3. Director(IT)- SDMC- for uploading the policy on public domain.
4. DCA (HQ)

Copy for kind information to:

1. Hon'ble Mayor, SDMC
2. Chairman, Standing Committee, SDMC
3. Leader of Opposition, SDMC

**SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002**

**Subject: Policy for permission to Film shooting under the jurisdiction of South Delhi Municipal Corporation under Draft National Policy on Ease of Doing Business.**

Earlier there was no policy for granting permission to film shooting under the area of South DMC. This is a potential area for generating the revenue as well as to bring the good locations of South DMC before the public through electronic media i.e. TV serial, film and web-series etc.

**BACKGROUND**

Delhi is one of the most influential historical city of the world having world class natural locations and particularly, are under South DMC is dotted with myriad number of sites of historical importance, which are ideal for film shooting. In many Bollywood films, the shooting has been done in the different locations of South DMC like Humayun's Tomb, Nizamuddin Dargah, Qutab Minar, Lotus Temple, Tuglakbad Fort and Vasant Kunj Malls etc.

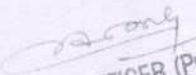
As of now, there is no policy regarding permission to film shooting on the locations falling under the jurisdiction of South DMC. However, there is a provision of films shooting permission in New Delhi Municipal Council area and a number of permissions are being issued by them on payment of a fee@ Rs. 2.00 lac per day.

A perusal of the notification shows that the SDMC being a local authority is covered under the definition of appropriate authority and it can exercise the powers with respect to framing of policies, terms and conditions within the rules framed by the Central Govt. and conditions governing the license u/s 430 read with Section 43(za) of the DMC Act.1957.

**FEE STRUCTURE**

There is no provision to charge any amount for such permission by South DMC as of now and to arrive at a logical conclusion A meeting of the representatives of the Companies dealing with the Film Shooting in Delhi was called in which detailed deliberations were done regarding rates to be charged per day. The rates are as under:-

- A. Charges @ Rs.75,000/- (per day) anywhere in SDMC jurisdiction (*Reason: It is difficult to distinguish the different types of buildings, therefore, it will be reasonable to have the same rates within the jurisdiction of SDMC irrespective of the type of building / area*).
- B. The taxes applicable for GST, GST No. may be obtained by the P&I Deptt. so that return may be filed to GST Deptt.
- C. Security amount of Rs. 25,000/- per permission shall be deposited irrespective of the number of days.
- D. The Commissioner South DMC reserves the right to modify the above rates.  
The applicant may apply for change of Tenure and change of date which shall be allowed by the permission granting authority.

  
ADMIN OFFICER (Press & Info)  
South Delhi Municipal Corporation

## **PROCEDURE**

The procedure to be adopted for granting the permission is as under:-

The applicant may apply in the requisite format (**Annexure-A**), as decided by competent authority along with the necessary documents and requisite security and permission fee to the office of Director (P&I) through online mode. The application shall be examined and the permission will be issued in the prescribed format within three days.

## **List of Documents**

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

- i. Photo ID of the applicant (Aadhar/Driving Licence/ EVIC/ Passport, etc.).
- ii. Address proof of the applicant / organization.
- iii. An undertaking in the requisite format as per **Annexure - B**.
- iv. Any other document as decided by the Competent Authority.

Every application shall be accompanied with such fee to meet administrative expenses for examination of the application and the proposed work as the appropriate authority may, by general order, deem fit:

Provided that the one-time fee, to meet administrative expenses, accompanying every application shall not exceed ten thousand rupees.

No person without the written permission of the Commissioner shall shoot the film within the jurisdiction of SDMC.

## **Terms and Conditions:**

The following shall be terms and conditions of the Policy:

1. The applicant will apply to the South DMC in the requisite format for permission to shoot in any building / area falling under the jurisdiction of South DMC. It covers all buildings and open areas including the protected monuments of ASI, Heritage Buildings of SDMC, private properties like Farm Houses, Malls, Hospitals, Theatres, etc.
2. SDMC will be providing the permission subject to necessary NOC from all concerned Departments like Traffic, Police, ASI or any other department, whichever is applicable.
3. The applicant will be responsible for no nuisance and smooth flow of traffic.
4. The applicant shall abide by all the rules and regulations prescribed and also shall be liable for security, tax, fine and penalties etc.
5. 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.

6. The applicant will be responsible for all losses / damages to the SDMC property, if any, and the same will be recovered from Security Deposits deposited with SDMC, and on actual basis.
7. 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).
8. The SDMC will not be responsible for any losses / damages to the properties of any party / organization.
9. 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.
10. 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.
11. Any decision of the competent authority of South DMC for interpretation of the terms & conditions mentioned herein above shall be final & binding on the party / organization.
12. The South DMC reserves the right to refuse / cancel the booking of the space(s) of any party/Organization without assigning any reason.
13. There should be no controversial / objectionable / obscene material be put for display.
14. Eatables are not allowed in the park.
15. No digging of the greens & construction of the Shamiyana in park will be permitted.
16. Liquor is strictly prohibited in all the sites/venues.
17. No cooking is allowed.
18. If any of the above condition is violated then the Security amount will be forfeited.
19. The applicant will be responsible for any unforeseen circumstances in which he is unable to use the location / building.

**Grant of Permission:**

The system generated permission may be issued bearing a QR Code, which does not require any signature. **(Annexure-C)**

**Grievance Redressal:**

In case of any grievance, the applicant may submit the same in writing to Addl. Commissioner (P&I) within 15 days. The grievance may be decided by the Addl. Commissioner (P&I) within 30 days of the receipt.

**APPLICATION FORM**

**SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002**

**Application Form for grant of permission for Shooting of Film  
(By Indian Film Makers/ Producers)**

01	Name & contact of the concerned person along with brief experience profile Name: Address: Phone No./Mobile No.: Email ID:	
02	Name of the film/title	
03	Location for which permission is sought	
04	No. of days	
05	Type (Film / Documentary)	
06	(a) Commencement Date (b) End Date	
07	Timing of the shooting	
08	Date of commencement of film shooting in Delhi / Approximate duration of stay in the city	
09	Details of all equipments to be used	

Signature of Authorized Representative

Name / Seal of company

- An undertaking in the format provided shall be enclosed.

  
MIN OFFICER (Press & Info)  
South Delhi Municipal Corporation

**ANNEXURE-B**

**UNDERTAKING**

With reference to the application for grant of permission for shooting of films in Delhi, I / We hereby give the following undertaking:

1. Shooting of the film will be done in locations in Delhi, after obtaining all requisite permissions, in accordance with the script, enclosed with the application form.
2. I/We note that in the case of NOC to be obtained from other Departments such as Traffic, Policy, ASI or any other department, separate agreements as stipulated are required to be signed with them.
3. I/We shall shoot the film after getting necessary permission.
4. I/We accept that it will be ensured that nothing detrimental in the depiction of Delhi shall be shot or included in the film. In the event of any disagreement arising between the team and in this respect, the matter will be immediately referred to the Addl. Commissioner (IT), South DMC whose decision will be final. I/We shall ensure that capital's security interests are not compromised in any manner.
5. I/We will acknowledge the cooperation by South Delhi Municipal Corporation in the movie / documentary's beginning credit.
6. I/We declare that I/We have not concealed any information which will make me ineligible for getting permission for film shooting.
7. I agree to acknowledge South DMC along with its logo in the credits of the film nationally and internationally.
8. That before carrying out the shooting event, I will obtain the necessary permissions / NOCs from all applicable agencies like Traffic Police, Licensing, etc.

**Signature of the Producer / Film Maker**

Place:

Date:

**Seal**

  
ADMIN OFFICER (Press & Info)  
South Delhi Municipal Corporation

ANNEXURE-C

**SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002**

Grant of permission for Shooting of Film under the jurisdiction of  
South Delhi Municipal Corporation

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Permission for Shooting of Film under the jurisdiction of South  
Delhi Municipal Corporation.**

Sir/Madam,

In reference to your application dated \_\_\_\_\_, I am pleased to  
convey the approval of the Competent Authority for film shooting under the  
jurisdiction of South Delhi Municipal Corporation.


The details of date and venue are as under:-

Date (From \_\_\_\_\_ to \_\_\_\_\_)

Venue \_\_\_\_\_

The permission being issued subject to following conditions:-

1. The applicant shall obtain necessary NOCs from all concerned statutory authorities/ bodies before starting the film shooting event.
2. In case of any mishap or accident, the applicant shall be solely responsible for the same and SDMC may not be a party in this regard.
3. The applicant shall abide by the undertakings submitted along with the application.
4. This permission is not transferrable.

  
ADMIN OFFICER (Press & Info)  
South Delhi Municipal Corporation

SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002

No. South DMC/Addl. Comm. (AAT)/2021/286

Date: 15.09.2021

Circular

Subject: Policy for permission to Film shooting under the jurisdiction of South Delhi Municipal Corporation under Policy on Ease of Doing Business.

In supersession of earlier circular No. South DMC/Addl. Comm. (AAT)/2021/272 dated 12.04.2021 on the subject mentioned above. Amended copies of the policy along with its Annexure are circulated to all concerned for cognizance and necessary action.

All DCs are hereby advised to monitor and ensure that no shooting is being done without the approval of HQ as laid down in the policy.

Encls : As above copy of policy along with Annexure.

**Addl. Commissioner  
Press and Information/SDMC**

Distribution:

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- 2.EE(EoDB), SDMC
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Provided that the one-time fee, to meet administrative expenses, accompanying every application shall not exceed ten thousand rupees.

**Provided that the one-time fee, to meet administrative expenses, accompanying every application shall be Rs. 10,000/- (Rs.Ten Thousand only).**

No person without the written permission of the Competent Authority shall shoot the film within the jurisdiction of SDMC.

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**ADMIN OFFICER (Press & Info)**  
**South Delhi Municipal Corporation**

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09	Details of all equipments to be used	

Signature of Authorized Representative

Name / Seal of company

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8. That before carrying out the shooting event, I will obtain the necessary permissions / NOCs from all applicable agencies like Traffic Police, Licensing, etc.

**Signature of the Producer / Film Maker**

**Place:**

**Date:**

**Seal**

  
**ADMIN-OFFICER (Press & Info)**  
**South Delhi Municipal Corporation**

**SOUTH DELHI MUNICIPAL CORPORATION  
OFFICE OF THE ADDITIONAL COMMISSIONER (P&I)  
DR. S.P.M. Civic Centre: New Delhi:110002**

Grant of permission for Shooting of Film under the jurisdiction of  
South Delhi Municipal Corporation

To

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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The details of date and venue are as under:-

Date (From \_\_\_\_\_ to \_\_\_\_\_)

Venue \_\_\_\_\_

The permission being issued subject to following conditions:-

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