

## **LOCATION FILMING IN SINGAPORE**

### **Overview**

The Location and Media Services desk provides information and assistance on location filming.

For location usage, it is necessary to seek clearance for most locations from the relevant authorities or property owners. Location charges are dependent on the property owner. Filming general shots along public streets or walkways is allowed if the filming does not cause obstruction to vehicular or pedestrian traffic. In most cases, hiring a local production manager eases the location shooting process. Please also inform nearby businesses or neighbours of your filming activities at least 3 working days in advance. While filming permits are not required for television or film productions, non-Singaporean filmmakers seeking to film in Singapore are required to submit relevant documents to the Singapore Ministry of Manpower (MOM) and the Immigration & Checkpoints Authority (ICA).

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## **About the Location and Media Services Desk**

The Location and Media Services Desk was set up to support local and foreign filmmakers filming in Singapore with the information and contacts they would need to have a successful shoot.

We aim to create a production-friendly environment in Singapore by:

- Serving as a one-stop information centre for local and foreign filmmakers providing recommendation of potential locations, production and post-production facilities and services, skilled technical and creative talents, grant schemes (where applicable) and other support functions and services
- Promoting Singapore as a filming location and post-production hub
- Providing facilitation letters to help ease the location permit clearance process

We also strive to assist where possible by acting as an informed, neutral third party.

### **For more information**

Please refer to the facilitation form in this guide (Appendix 1). The completed form together with other relevant documents should be sent to the Location and Media Services desk at [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg).

Please note that an IMDA officer will contact you regarding your application within 3 working days.

## **ENTRY INFORMATION FOR FOREIGN CAST AND CREW**

*The info in this section is accurate at the time of publishing. For the latest information, please refer to the websites of Ministry of Manpower (MOM) at [www.mom.gov.sg](http://www.mom.gov.sg) and Immigrations Checkpoint Authority (ICA) at [www.ica.gov.sg](http://www.ica.gov.sg)*

### **Visas & Professional Visit Pass**

Foreigners who do not require visas for entry and are visiting Singapore as tourists are given a 14-day or 30-day social visit pass upon arrival in Singapore.

Visitors would need to satisfy the following basic requirements before they are able to enter Singapore:

- Passport valid for at least 6 months;
- Confirmed onward/return tickets;
- Sufficient funds for their stay in Singapore;
- Entry facilities, including visas, to their next destination; and
- Visa, if applicable. (Countries that require visas to enter: [http://www.ica.gov.sg/services\\_centre\\_overview.aspx?pageid=252](http://www.ica.gov.sg/services_centre_overview.aspx?pageid=252) )

Women who are 6 months or more than 6 months pregnant and intend to enter Singapore for social visit should make prior application through the nearest Singapore overseas mission ([http://www.mfa.gov.sg/content/mfa/missions/singapore\\_mission/mission\\_locator.html](http://www.mfa.gov.sg/content/mfa/missions/singapore_mission/mission_locator.html)).

### **Work Pass Exempt Activities**

#### Eligibility

Foreigners can enter Singapore and perform certain activities for short durations (less than 60 days) without a Work Pass. Foreigners who are exempted from Work Pass requirements would include those performing activities currently exempted under the Professional Visit Pass (PVP) Scheme administered by the ICA. The list of Work Pass Exempt Activities can be viewed at <https://services.mom.gov.sg/enot/frontend/viewfaq.aspx>.

### e-Notification for Work Pass Exempt Activities

Foreigners performing Work Pass Exempt Activities are required to submit an [e-Notification](#) to inform MOM before engaging in these activities. They can perform these activities for the duration of their short term visit passes subject to a maximum of 60 days. Beyond that, they will need to obtain a [Work Pass](#). Those carrying out Work Pass Exempt Activities without notifying the MOM can be prosecuted under the [Employment of Foreign Manpower Act](#).

In addition, the waiver of Work Pass requirement does not exempt foreigners from having to comply with other specific legal requirements (<http://www.mom.gov.sg/passes-and-permits>) in Singapore.

### Making an e-Notification

Foreigners performing any Work Pass Exempt Activities are allowed to submit an e-notification only after they have arrived in Singapore and obtained a short term visit pass. The e-notification has to be made before they start to perform the Work Pass Exempt Activities. The information required for making an e-notification is as follows:

- Personal Particulars (i.e. Name, Date of Birth, Sex, Nationality, Travel Document Number, Travel Document Expiry Date);
- Disembarkation/Embarkation card number;
- Short term visit pass expiry date;
- Type of activity that will be performed; and
- Period of activity (start-date and end-date)

## **CUSTOMS CLEARANCE**

### **Film & Video Equipment**

Film & video equipment for on-location filming may be brought into Singapore:

- If you are working with a local company, you can use the [Temporary Import Scheme](#). If you are not working with a local company, you can use an [ATA Carnet](#).
- Please produce your ATA Carnet upon entry/exit for endorsement of the documentation.

For more information about using the ATA Carnet and the countries that recognise it, please visit the International Chamber of Commerce [website](#).

### **Exposed Films & Used Tapes**

If you are bringing in rushes / exposed film, please write in to the Location and Media Services desk at [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg), for a letter to facilitate clearance at Customs.

Please have the following details ready:

- Name of Person carrying the footage
- Passport Number
- Flight Number
- Date of Arrival
- Purpose of Film/Tapes
- Number of Reels/Tapes

## USE OF ARMS AND EXPLOSIVES FOR FILMING IN SINGAPORE

### 1. Filming with Deactivated or Blank Firing Weapons

(a) The production company may work with a [local licensed company](#) to provide deactivated or blank firing weapons for filming.

(b) If the production company intends to import the deactivated or blank firing weapons, they may write in to the Police Licensing and Regulatory Department (PLRD) to request for approval to import. The request should include the type of the weapons to be imported, quantity, duration of use in Singapore, how it will be stored and how it will be brought into Singapore. An enquiry can be sent to [spf\\_licensing@spf.gov.sg](mailto:spf_licensing@spf.gov.sg) or the letter addressed to the following:

OC Licensing (General Licensing)  
Police Licensing & Regulatory Department  
Police Cantonment Complex  
391 New Bridge Road #02-701  
Police Cantonment Complex  
Singapore 088762

(c) The production company will be required to engage a forwarding company to import or export the deactivated or blank firing weapons. The forwarding company will do the necessary inward and outward declaration.

(d) During the importation of the deactivated weapons, the forwarding companies are required to bring the weapons to PLRD for an inspection. Once the deactivated or blank firing weapons had been inspected and approved, the forwarding companies will then be allowed to transport the weapons to the designated storage location.

(e) Licenses will be required for the import, export and possession of deactivated or blank firing weapons. Licenses to import, export and store explosives will also be required for the blank cartridges for blank firing weapons. The storage of the weapons and blank cartridges has to be in an approved armoury (Auxiliary Police Forces like [Certis CISCO](#), [AETOS Security](#)). For licenses to possess these deactivated or blank firing weapons and blank cartridges, the licensee will also have to be a Singapore Citizen.

(f) IMDA's letter of facilitation (refer to Appendix 1) for filming must be produced to PLRD during application.

(g) Approval from the owner of the property where filming is to be carried out must be obtained.

(h) Approval from PLRD must be obtained for each filming session where the licensed deactivated or blank firing weapons are to be used. The production company shall write in to OC Licensing (General Licensing) at least 7 working days before the filming session for approval. Brief information on the storyline, location of filming, intended period of filming and details of deactivated or blank firing weapons to be used, are to be provided.

(i) During filming, applicant must put up visible signage or notices at strategic locations to warn members of the public of on-going filming activities involving the use of deactivated or blank firing weapons. The weapons in transit must be kept out of sight in the vehicle from public view. When parked, the conveying vehicle carrying the weapons should not be left unattended and there should be unobstructed line of sight to ensure that the weapons are secure.

(j) The licensee must be present on-site to guide the use of the weapons, and to ensure that only authorised personnel have access to the weapons. If more than 4 weapons are used, armed escorts will be required for the duration when the weapons are out of the armoury. If 4 or less weapons are used, no armed escorts are required but the licensee must engage sufficient manpower (minimum 1 staff to 2 weapons) to oversee the security of the weapons on-site.

(k) Police must be informed immediately (dial 999 or head to the nearest police station to file a report) in the event of loss of weapons.

## **2. Filming with Dummy Weapons (i.e. Imitation or Toy Weapons)**

(a) The production company may work with local prop supplying companies or purchase the dummy weapons from local retail shops for filming.

(b) If the production company intends to import the dummy weapons, they may write in to the Police Licensing and Regulatory Department (PLRD) to request for approval to import. The request should include the type of the dummy weapons to be imported, quantity, duration of use in Singapore, how it will be stored and how it will be brought into Singapore. An enquiry can be sent to [spf\\_licensing@spf.gov.sg](mailto:spf_licensing@spf.gov.sg) or the letter addressed to the following:

OC Licensing (General Licensing)  
Police Licensing & Regulatory Department  
Police Cantonment Complex  
391 New Bridge Road #02-701  
Police Cantonment Complex  
Singapore 088762

(c) The production company may engage a forwarding company to import or export the dummy weapons. The forwarding company will do the necessary inward and outward declaration.

(d) During the importation of the dummy weapons, the forwarding companies are required to bring the weapons to PLRD for an inspection. Once the dummy weapons had been inspected and approved, the forwarding companies will then be allowed to transport the weapons to the designated storage location.

(e) Approval from the owner of the property where filming is to be carried out must be obtained.



(f) A representative of the filming crew or the production company to inform PLRD (in writing or email) at least 7 working days before the filming session. Brief information on the storyline, location of filming, intended period of filming and type of dummy weapons to be used, are to be provided.

(g) During the filming, it is a good practice to put up visible signage or notices at strategic locations to inform members of public on the filming.

### **3. Processing Time**

The normal processing time for an application for Arms and Explosives licence for deactivated or blank firing weapons is 7 working days from the receipt of the application and the necessary supporting documents. Please visit [http://www.spf.gov.sg/licence/frameset\\_AE.html](http://www.spf.gov.sg/licence/frameset_AE.html) for details on the Arms and Explosives licence. Should there be any clarifications, please contact the PLRD at +65 6835 0000 or email them at [spf\\_licensing@spf.gov.sg](mailto:spf_licensing@spf.gov.sg).

## **FILMING AT CHANGI AIRPORT**

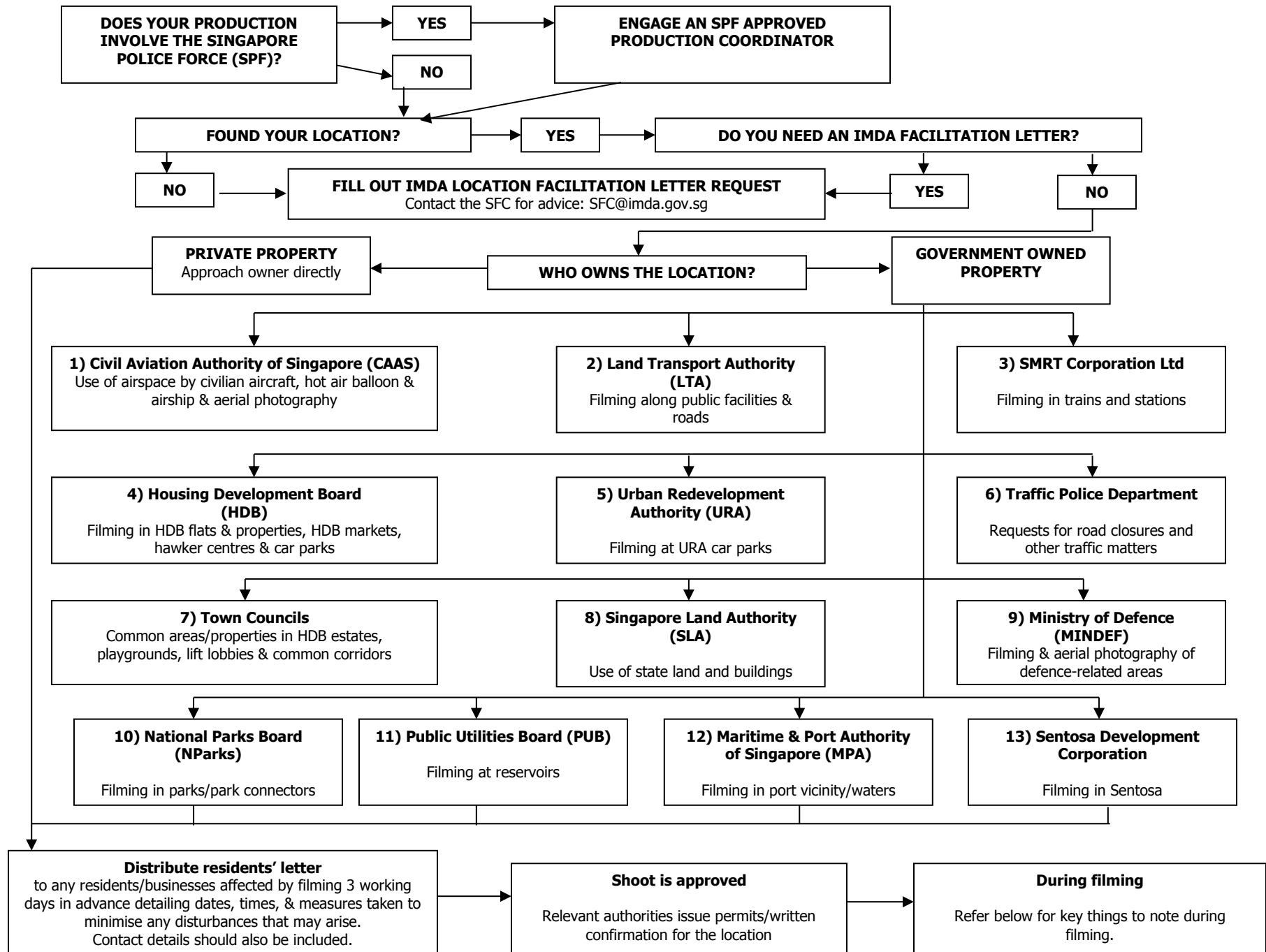
As operator of Changi Airport, the Changi Airport Group (CAG) provides a one-stop service centre for all applicants who wish to apply for a permit to carry out filming/photography at Changi Airport. CAG will make the following required arrangements on behalf of the applicant:

1. Security escort and supervision for restricted areas of the airport
2. Security pass application and processing for restricted areas
3. Basic technical support (electrical only)
4. Permit application and processing

The application form is available at <http://www.changiairportgroup.com/cag/html/e-services/filming-and-photography2.html>. All applications should be sent to [filmphoto@changiairport.com](mailto:filmphoto@changiairport.com).

For fees, terms and conditions and other information, please refer to CAG's Filming & Photography Application Centre website at <http://www.changiairportgroup.com/cag/html/e-services/filming-and-photography.html>

# LOCATION FILMING – THE APPLICATION PROCESS



## **IMPORTANT THINGS TO NOTE:**

### **1. AGRICULTURAL FOOD & VETERINARY**

Custom formalities concerning import, export and transshipment of fish, animals, birds and their by-product, plants with soil, fruits, vegetables and endangered species of fauna and flora and its derivatives are handled by the [Agri-Food Veterinary Authority of Singapore \(AVA\)](#).

### **2. CHARGES**

Location charges are dependent on the respective property owner. Filmmakers may also like to explore the Short-Term Rental of State Properties for Filming (SRF) Program for suitable state properties such as former police stations, camp sites, hospitals, schools etc. for use as a set or a production office. This is a joint effort by the IMDA and the SLA to help filmmakers rent vacant State Properties on a short-term basis at preferential rates. Please see the SLA [website](#) for available properties (subject to changes).

#### **Short-Term Rental Of State Properties For Filming (SRF) Program**

The following documents must be submitted together with the application via email to [sla\\_pty\\_enquiry@sla.gov.sg](mailto:sla_pty_enquiry@sla.gov.sg):

- a. One-page story outline/synopsis of project;
- b. Location breakdown (including number of days per location);
- c. Relevant scene descriptions;
- d. Production budget;
- e. Production schedule (indicating pre-production, production, post production dates);
- f. Brief profiles of production company and producer;
- g. Copy of Insurance Policy covering public liability (or quotation); and
- h. Other relevant supporting documents.

The program is available all year round and processing time for the application is between 3-5 weeks.

### **3. CLEANLINESS**

The production shall ensure that all litter is removed immediately at the end of the filming and that the location and environment is kept in the same condition in which they were found.

#### **4. COMMUNICATIONS**

All matters concerning telecommunication and radio communication equipment such as 1) Wireless microphones, 2) Walkie-talkie sets, and 3) Wireless video transmitters should be referred to the [Infocomm Media Development Authority of Singapore \(IMDA\)](#).

#### **5. IMPORT PERMITS**

All enquiries regarding temporary import permits, trade documentation and procedures should be referred to the [Singapore Customs Strategic Goods Control \(STGC\)](#).

#### **6. INSURANCE & RESPONSIBILITIES**

All production companies filming in the streets must have a public liability insurance policy for themselves and for third parties in case of accidents and for damages to goods or equipment.

Precautions must be taken not to damage public property otherwise the production shall be liable for the cost of repairs on works and surfaces that might have been damaged during filming.

The production shall obtain and produce a copy of the relevant insurance needed before shooting commences and should be kept with the production at all times.

#### **7. NOISE & NUISANCE**

The production must ensure that noise be kept to a minimum, especially when setting up early in the morning or taking down in the hours past midnight. Generators should not be switched on before 0700hrs unless they are silent or if prior notification has been given to [Land Transport Authority \(LTA\)](#) and residents/public in the affected area.

All members of the filming or shooting crew must behave in a respectful and responsible manner and use only places specifically mentioned in the permit. Night shoots and filming are subject to prior notification to residents/businesses in the letter to residents.

#### **8. PARKING & TRAFFIC**

The production shall make every effort to find off-street parking for all facility vehicles. If it is not possible, please note the following:

Parking at car parks:

- a. URA Car Parks – Contact [Urban Redevelopment Authority](#) for permission to use car parks

- b. HDB Car Parks – Contact [Housing Development Board](#) for permission to use car parks

Parking along a lane/street:

Applications must be made to the LTA for application to close off a lane/street or reservation of parking spaces. Only the technical vehicles used for filming are allowed to park. Private vehicles are not on the list of authorised vehicles.

Filming vehicles are not authorised to park if they block or disrupt the passage of pedestrians or motor vehicles as well as emergency services.

The production must ensure that filming does not cause any permanent inconvenience to pedestrians. The production must also ensure that it does not impede the movements of disabled people and should seek to create diversions accessible to them.

## 9. TECHNICAL INSTALLATIONS

### PROPS

The production must ensure that the relevant authorities, i.e. the [Singapore Police Force \(SPF\)](#), [Singapore Civil Defence Force \(SCDF\)](#), etc. be informed if specific emergency service uniforms or vehicles are to be used during filming.

During filming, any uniforms or vehicles resembling those used by emergency services must be covered whenever possible and especially between takes.

### STUNTS, SPECIAL EFFECTS & PYROTECHNICS

All stunts, special effects (including weather effects and wet downs) and pyrotechnics must be under the direct control of a named qualified stunt coordinator or special effects operative.

Approval should be sought by the building owner if stunts involve their building in concern. For stunts along public streets or roads, the [SPF](#) and the [LTA](#) must be informed.

### CABLING

The production must ensure that all cables are safely laid. Cables should always be taped down in order to avoid any risk of stumbling. If cables need to be laid across a footway, they must be covered by a taped rubber mat that is visible to the public with proper lighting and markings.

#### CRANES/CAMERA CRANES

The production must ensure that the [LTA](#) is informed should cranes/camera cranes be required for filming on public roads. Details should include the specific weight and positioning of cranes/camera cranes and the need to maintain access. Signaling lights must be placed around the aerial platform or crane in times of bad visibility or when filming at night.

#### AERIAL PLATFORMS

The production must ensure that aerial platforms or similar equipments should not be left unattended.

The [LTA](#) should be informed when lighting, lighting towers, scaffolding and demountable structures are to be installed on roads and footways. The production must ensure that

- a. All the lights above ground level and lighting stands are properly secured
- b. Lighting stands placed along a footway are attended at all times
- c. Lighting must not dazzle motor drivers
- d. Lighting must not be shone directly towards residential properties

#### STREET SIGNS/STREET FURNITURE/STREET LIGHTING/ROAD MARKINGS

The production must seek approval from the [LTA](#) before any removal of street furniture, street signs, and adjustment of street lighting is carried out. Minor work by the production may be carried out but any damage or reinstatement costs will have to be met by the production company.

**OTHERS:**

1. Hiring a locations manager is strongly encouraged as it helps ease the location shooting process.
2. Non-Singaporean filmmakers seeking to film in Singapore must obtain relevant documents from [MOM](#) and [ICA](#).
3. For filming at JTC properties, fill in the form under Appendix 3 and send completed form to [JTC](#).
4. All queries should be directed to the Location & Media Services Desk at [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg).



## **CONTACT DETAILS:**

Contact details of various government agencies are provided below and are accurate at the time of publishing. For the latest information, please check against the Singapore Government Directory at <http://app.sgdi.gov.sg/>

### **AGRI-FOOD & VETERINARY AUTHORITY OF SINGAPORE (AVA)**

Headquarters  
Agri-Food & Veterinary Authority of Singapore  
JEM Office Tower, 52 Jurong Gateway Road #14-01  
Singapore 608550  
Tel : +65 6805 2992  
Fax : +65 6334 1831  
Email : [ava\\_email@ava.gov.sg](mailto:ava_email@ava.gov.sg)  
Website: [www.ava.gov.sg](http://www.ava.gov.sg)

### **CIVIL AVIATION AUTHORITY OF SINGAPORE (CAAS)**

60 Airport Boulevard  
4th Storey, Terminal 2  
Singapore Changi Airport  
Singapore 819643  
Tel : +65 6542 1122  
Fax : +65 6542 1231  
Website: [www.caas.gov.sg](http://www.caas.gov.sg)

### **HOUSING & DEVELOPMENT BOARD (HDB)**

Public Affairs Section HDB Hub  
480 Lorong 6, Toa Payoh  
Atrium 1<sup>st</sup> Storey  
Singapore 310480  
Tel : +65 6490 1111  
Fax : +65 6490 1033  
Website: [www.hdb.gov.sg](http://www.hdb.gov.sg)

### **IMMIGRATION & CHECKPOINTS AUTHORITY (ICA)**

10 Kallang Road  
ICA Building  
Singapore 208718  
Tel : +65 6391 6100  
Fax : +65 6298 0837/ 6298 0843  
Website: [www.ica.gov.sg](http://www.ica.gov.sg)

### **INFOCOMM MEDIA DEVELOPMENT AUTHORITY OF SINGAPORE (IMDA)**

10 Pasir Panjang Road  
#10-01 Mapletree Business City  
Singapore 117438  
Tel : +65 6211 0888  
Fax : +65 6211 2222  
Email : [info@imda.gov.sg](mailto:info@imda.gov.sg)  
Website: [www.imda.gov.sg](http://www.imda.gov.sg)

**JURONG TOWN CORPORATION (JTC)**

The JTC Summit  
8 Jurong Town Hall Road  
Singapore 609434  
Tel : +65 1800 568 7000  
Fax : +65 6565 5301  
Email : [askjtc@jtc.gov.sg](mailto:askjtc@jtc.gov.sg)  
Website: <http://www.jtc.gov.sg>

**LAND TRANSPORT AUTHORITY (LTA)**

Media Relations Unit  
No. 1 Hampshire Road  
Singapore 219428  
Tel : +65 6225 5582 / +65 1800 - CALL LTA (1800 - 2255 582)  
Email: [feedback@lta.gov.sg](mailto:feedback@lta.gov.sg)  
Website: <https://www.lta.gov.sg/feedback/>

**MARITIME & PORT AUTHORITY OF SINGAPORE (MPA)**

Corporate Communications Department  
460 Alexandra Road, #19-00  
PSA Building  
Singapore 119963  
Tel : +65 6375 1643  
Fax : +65 6276 8927  
Email : [media\\_enquiries@mpa.gov.sg](mailto:media_enquiries@mpa.gov.sg)  
Website: [www.mpa.gov.sg](http://www.mpa.gov.sg)

**SINGAPORE FILM COMMISSION (SFC) (under IMDA)**

Email : [SFC@imda.gov.sg](mailto:SFC@imda.gov.sg)  
Website: [www.imda.gov.sg](http://www.imda.gov.sg)

**MINISTRY OF DEFENCE (MINDEF)**

Media Relations Branch  
303 Gombak Drive off Upper Bukit Timah Road  
MINDEF Building  
Singapore 669645  
Tel : +65 1800-3676767  
Website: [www.mindef.gov.sg](http://www.mindef.gov.sg)

**MINISTRY OF COMMUNICATIONS AND INFORMATION (MCI)**

140 Hill Street #01-01A,  
Old Hill Street Police Station  
Singapore 179369  
Tel : +65 1800 837 9655 / +65 6837 9655  
Fax : +65 6837 9480  
Email: [MCI\\_Connects@mci.gov.sg](mailto:MCI_Connects@mci.gov.sg)

**MINISTRY OF MANPOWER (MOM)**

18 Havelock Road, #07-01  
Singapore 059764

Tel : +65 6438 5122  
Fax : +65 6534 4840  
Online enquiry form: <https://services.mom.gov.sg/efeedback/Forms/eFeedback.aspx>  
Website: [www.mom.gov.sg](http://www.mom.gov.sg)

**NATIONAL PARKS BOARD (NParks)**

Headquarters National Parks Board, Singapore Botanic Gardens  
1 Cluny Road  
Singapore 259569  
Tel : +65 6471 7808  
Fax : +65 6472 3033  
Email : [nparks\\_mailbox@nparks.gov.sg](mailto:nparks_mailbox@nparks.gov.sg)  
Website: [www.nparks.gov.sg](http://www.nparks.gov.sg)

**PUBLIC UTILITIES BOARD (PUB)**

40 Scotts Road, #22-01  
Environment Building  
Singapore 228231  
Tel : +65 6235 8888  
Fax : +65 6725 8015  
Email : [PUB\\_One@pub.gov.sg](mailto:PUB_One@pub.gov.sg)  
Website: [www.pub.gov.sg](http://www.pub.gov.sg)

**SENTOSA DEVELOPMENT CORPORATION**

Sentosa Office  
39 Artillery Avenue, Sentosa  
Singapore 099958  
Tel : +65 6275 0388  
Fax : +65 6274 7749  
Email : [quest\\_services@sentosa.com.sg](mailto:quest_services@sentosa.com.sg)  
Website: [www.sentosa.com.sg](http://www.sentosa.com.sg)

**SINGAPORE CUSTOMS**

55 Newton Road, #10-01  
Revenue House  
Singapore 307987  
Tel : +65 6355 2000  
Fax : +65 6250 8663  
Email : [customs\\_documentation@customs.gov.sg](mailto:customs_documentation@customs.gov.sg)  
Website: [www.customs.gov.sg](http://www.customs.gov.sg)

**SINGAPORE LAND AUTHORITY (SLA)**

Corporate Communications Department  
55 Newton Road, #12-01  
Revenue House  
Singapore 307987  
Tel : +65 6323 9829  
Email : [sla\\_enquiry@sla.gov.sg](mailto:sla_enquiry@sla.gov.sg)  
Website: [www.sla.gov.sg](http://www.sla.gov.sg)

**SMRT CORPORATION LTD (SMRT)**

Corporate Communications Department  
251 North Bridge Road  
Singapore 179102  
Tel : +65 1800 336 8900  
Fax : +65 6339 4229  
Online Enquiry: <http://www.smrt.com.sg/feedback>  
Website: [www.smrt.com.sg](http://www.smrt.com.sg)

#### **SINGAPORE POLICE FORCE (SPF)**

Police Headquarters  
New Phoenix Park  
28 Irrawaddy Road  
Singapore 329560  
Tel : +65 1800 - 358 0000  
Fax : +65 6226 2254 (General Licensing Unit)  
+65 6223 4704 (Arms & Explosive Unit)  
Online Enquiry: <https://app.police.gov.sg/Feedback/SPFfeedback.aspx>  
Website: [www.police.gov.sg](http://www.police.gov.sg)

#### **TOWN COUNCILS**

Ministry of National Development  
5 Maxwell Road, #21/22-00  
Tower Block, MND Complex  
Singapore 069110  
Contact: <http://www.towncouncils.sg/links/usefullinks.html#towncouncil>  
Website: <http://www.towncouncils.sg/>

#### **TRAFFIC POLICE DEPARTMENT (TP)**

Traffic Police Department  
10 Ubi Avenue 3  
Singapore 408865  
Tel : +65 6547 0000  
Fax : +65 6547 4900  
Email : [spf\\_feedback\\_tp@spf.gov.sg](mailto:spf_feedback_tp@spf.gov.sg)  
Website: <http://driving-in-singapore.spf.gov.sg/>

#### **URBAN REDEVELOPMENT AUTHORITY (URA)**

Car Parks Division, Urban Redevelopment Authority  
45 Maxwell Road, The URA Centre  
Singapore 069118  
Tel : +65 6329 3434  
Email : [ura\\_email@ura.gov.sg](mailto:ura_email@ura.gov.sg)  
Website: [www.ura.gov.sg](http://www.ura.gov.sg)

#### **APPENDIX 1**

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## Request Form for Locations Facilitation Letter

Please ensure that all relevant categories of information have been filled in. If inapplicable, please insert 'N.A.'

1. PARTICULARS OF APPLICANT			
Status of Applicant (pls. tick)	Individual Applicant		Company/Organisation
Name of Applicant			
Citizenship			
NRIC No. / Passport No./ FIN No.			
Company and Designation			
Mailing Address			
Contact Numbers	Office:		
	Mobile:		
Email Address			
2. PARTICULARS OF PROJECT			
Title of Project (please indicate if project is commissioned)			
Type of Project (i.e. Feature, TV Series, short film, etc.)			
Brief Synopsis			
Description of scene(s) to be shot at respective location. Please specify locations if you have more than one:			
Dates & Times for location shoot:			
Insurance Details - company, policy no., amount insured (if applicable):			
3. FILMING SPECIFICATIONS			

Location Requirements	
Total Number of Cast & Crew	Cast: Crew:
Equipment Required & other special considerations	

*The applicant agrees to indemnify the sovereign nation, constituencies, islands and municipalities of Singapore and to be solely and absolutely liable upon any and all claims, suits and judgments against Singapore and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Singapore laws, rules and regulations. This application and/or the facilitation letter may be revoked at any time.*

Date:	Name :  Signature :
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## APPENDIX 2

## REQUEST TO FILM DURING EXTENDED HOURS

Dear Resident:

This is to inform you that \_\_\_\_\_ will be shooting a project entitled \_\_\_\_\_ in your neighborhood at the following address: \_\_\_\_\_. Filming activities in residential areas are normally allowed only between the hours of \_\_\_\_ and \_\_\_\_\_. In order to extend the hours before and/or after these times, your Town Council and the Singapore Police Force recommend that we obtain a signature of approval from the neighbours. The following information pertains to the dates and times of our scheduled shoot and any specific information you may need to know regarding our filming activities.

We have obtained or applied for all necessary permits and will maintain all legally required liability insurance.

FILMING DAYS/HOURS REQUESTED: on \_\_\_\_\_  
From \_\_\_\_ to \_\_\_\_  
and on  
from \_\_\_\_ to \_\_\_\_

THE FOLLOWING ACTIVITIES ARE PLANNED FOR THE EXTENDED HOURS:

We appreciate your hospitality and cooperation. We wish to make filming on your street a pleasant experience for both you and us. If you have any questions or concerns before or during filming, please feel free to call our Production Office and ask for me or the Production Manager.

Sincerely yours,

<Name and Designation> (Location Manager etc)  
<Production Company / School / Company>  
<Contact Details>

**APPENDIX 3**



**FILMING REQUEST FORM**

Please ensure that all relevant categories of information have been filled in. If inapplicable, please insert 'N.A.' Please send completed form to [JTC\\_COMMS\\_DIV@jtc.gov.sg](mailto:JTC_COMMS_DIV@jtc.gov.sg)

This form is submitted by the applicant for approval to film or televise on streets or property subject to the jurisdiction of the sovereign nation, constituencies, islands and municipalities of Singapore at the times and locations designated below.

Upon subsequent approval and receipt, the filming request form must be with the applicant at all times while on location.

**1. PARTICULARS OF APPLICANT**

Name of Applicant			
Designation			
NRIC No. / Passport No.			
Company			
Business Registration No. (if applicable)			
Mailing Address			
Contact Telephones/Fax	Mobile:	Office:	Fax:
Email Address			

**2. PARTICULARS OF PROJECT**

Title of Project (indicate if working title)	
Type of Project (i.e. Feature, TV Series, Documentary, etc.)	
Synopsis (Please indicate if there are any special/unusual scenes.)	



Requested Location (Please indicate exact locations with map and state location within a building, if applicable.)		
Start/ End Date of Production	Start	End

**3. FILMING SPECIFICATIONS**

Total Number of Cast & Crew	
Special Scenes (Please indicate if there are any special scenes, including but not limited to, use of pyrotechnics, special effects, stunts, road closures, etc.)	

The applicant confirms that:

- Storyline does not contain controversial scenes or portray the property in a negative light, e.g. horror, sex, violence, explosion, murder, racial or religious scenes etc.
- Filming does not disturb the tenants' and/or customers' operations.
- Filming does not pose a security threat to the property.
- Filming does not cause potential safety issues to anyone.
- Filming does not involve any road closures.

Please note that a JTC officer will contact you regarding your application within 3 working days.

The applicant agrees to indemnify the sovereign nation, constituencies, islands and municipalities of Singapore and to be solely and absolutely liable upon any and all claims, suits and judgments against Singapore and/or the applicant for personal injuries and property damages arising out of or occurring during the activities of the applicant, his (its) employees or otherwise. The applicant further agrees to comply with all pertinent provisions of Singapore laws, rules and regulations.

Date:	Signature:
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