

Guidelines to get Permission for Motion Filming & Still Photographs under Central Cultural Fund

- With effect from November 2013

***The *Guidelines to get Permission for Motion Filming & Still Photographs under Central Cultural Fund - With effect from August 2013* is hereby repealed. Therefore, this document may be cited as The Guidelines to get Permission for Motion Filming & Still Photographs under Central Cultural Fund - With effect from November 2013 and shall be deemed to have come into operation from November 01, 2013.**

- 1) The person who is willing to film/video/still photograph should be present Central Cultural Fund (hereinafter referred to as "CCF") for sign an agreement to fulfill the rights of his/her filming/photographing. If he is unable to sign the said agreement, authorization to film/video/photograph or related exercise at the site will not be given.
- 2) Following documents shall be handed over to the Director General's Office **prior to 15 working days to the required date of permission.**
 - a. Letter of permission issued by Department of Archaeology.
 - b. Letter of permission issued by National Film Corporation.
 - c. Letter of permission issued by Department of Wildlife Conservation – *if applicable.*
 - d. Complete Script/ detailed Synopsis of the film/shooting. *If the number of pages of the script is more than twenty (20), a time duration of **one (01) month** should be given to review it.*
 - e. True Copy of National Identity Card of the Applicant.
 - f. Filming Crew details with their National Identity Card /Passport /Driving License true copies. If it is foreign crews are involving to the shooting along with above Passport Copies, media accreditation and true copies of all Media Passes issued by the Sri Lanka Government should be handed over mandatory.
 - g. True Copy of Incorporation Certificate under Companies Act No.07 of 2007 or relevant registration document – *if applicable.*
 - h. Form 20 of Department of Registrar of Companies – *if applicable.*
 - i. An authorization Letter from the Director/Secretary mentioned in the Form 20 of Department of Registrar of Companies - *if applicable.*

Note 01 – True Copies are only accepted if it is certified by an Attorney-at-Law/Notary Public/Commissioner for Oaths/Justice of Peace.

****In case of filming/photographing by aircraft/helicopter or any other flying device/object on the site/s it is clearly stipulated in the Script/ Synopsis and subject to the Ministry of Defense and Urban Development guidelines and will not be allowed flying below 500m. from the ground level.**

Letter reference of **MOD/MLO/33(03)** dated 26th August 2013 by the **Secretary of Ministry of Defense and Urban Development** shall be deemed to form and be read and construed as part and parcel of these guidelines (Vide Annexure 01)

Following documents shall be handed over to the Director General's Office along with the documents which mentioned in the clause No.02, if it is an event existing in Aerial filming/shooting or any other purpose within the limits of this section's interpretation.

- j. Letter of permission issued by Ministry of Defense & Urban Development.
- k. Letter of permission issued by Ministry of External Affairs.
- l. Letter of permission issued by Ministry of Economic Development.
- m. Letter of permission issued by Sri Lanka Air Force.
- n. Letter issued by Civil Aviation Authority of Sri Lanka.
- o. Letter issued by Sri Lanka Tourist Board.

Unless the applicant fails to do so the permission will not be issued under any circumstances.

- 3) The purpose (religious, educational, commercial) of taking the photographs/filming at the Archaeological site/s needs to be specifically included in your request for the public interest. (*The purpose will be reviewed by the CCF and the CCF TV crew for its credibility.*)

If the purpose is commercial the fee for **[one (01) week shooting time period]** filming at each site¹ managed under the CCF a **sum of Rs.25000/= per site** should be paid to the CCF head office when executing the above agreement.

If the shooting time period exceeds one week, the CCF TV crew recommendation will be adopted. Subject to the recommendation of CCF TV crew extension time periods will be given as well as subject to the costs.

- 4) All conditions mentioned in the letter of permission by the Department of Archaeology should be strictly adhered (Vide annexure 02).
- 5) No damage should occur to the Archaeological monuments in the course of filming or photography. (Specially Buddha's statue/s the restriction imposed on the regulation No. 45, 46, 47 under the Antiquities ordinance No. 09 of 1940 - Vide the *Sinhala* translation of those regulations in annexure 03)
- 6) No harm should be done to the Cultural values of the monuments (should not write, dig or clear the Archaeological sites & statues).
- 7) No pictures should be taken of places where excavation and conservation work are in progress.
- 8) Filming & photographs should not cause any harassment/disturbance to visitors.
- 9) In the event of the filming & photographs to be taken place in a religious place the permission of the concerned religious dignitary in charge has to be obtained prior to requesting permission from the CCF.
- 10) No permission will be given to motion filming and photographing at CCF museums.

¹ Managing sites as follows:

- A). Anuradhapura (Abhayagiri and Jethawana)
- B). Polonnaruwa
- C). Sigiriya

- 11)The respective filming crew should be accompanied by a representative of the CCF throughout the shooting. Further, subsistence and allowances of the representative has to be paid by the concerned filming company/individual.
- 12)A copy of the final production and unedited versions of above motion filming shall be submitted to the Director General of Central Cultural Fund for broadcasting approval **within one (01) month after completion** of the programme. Director General will be issuing broadcasting approval letter **within one (01) week** after reviewing the content of the submission. Unless fail to submit above editions the Grantee won't have a right to broadcasting/ distribution or any other activity using those recorded scenes.
- 13)Filming & Photographs time duration is 8.00 am - 5.00pm.
- 14)Director General of the Central Cultural Fund has reserves the right to withdraw the Permission granted at any time and is not liable to any claim (financial or otherwise) thereby.
- 15)This permission is valid only for certain time period. Therefore, Grantees should bear their maximum effort to conclude the shooting at the given time.

N.B. – The fees specified in the clause no.03 as may be prescribed by Director General from time to time, shall be payable when executing the agreement.

****Director General of the Central Cultural Fund has reserves the right to repeal, amend or substitute of any guideline clauses above at any time that he desires to do so for the public interest. No person can be suing to Director General upon Director General's decisions.*