



INFORMATION AND PUBLIC RELATIONS DEPARTMENT
Government of Sikkim
Soochna Bhawan, 5th mile, Tadong, Gangtok, East Sikkim 737102,
Phone: 03592-231132

Online application form seeking permission for film shooting in Sikkim.

(Please refer SOP for COVID-19 from Page- 11 to 15)

Producers of Indian National

Producers of Foreign National

A. Applicant Details:

1. Name of the applicant:

2. Designation of the applicant:

3. Contact number:

4. Email address:

5. Permanent address of the applicant:

B. Details of Production House / Company

6. Name of the production house:

—

7. Contact person of the production house:

—

8. Address of the production house:

—

9. Producer's name:

—

10. Director's name:

—

11. Company registration details (Please attach registration certificate):

—

12. Title of the film:

—

13. Type of the film e.g., movie/ documentary/ advertisement/ TV serials/Music Video/ any other (please specify) to be shot:

—

14. Language:

*** For shooting location please go to this link -**

<https://www.youtube.com/channel/UCDI2vNd4REBnt0V-EG0dlyg>

*** YouTube Channel Name: @Spectacular Sikkim**

*** For hiring of Equipment, Technicians, Line Producers, Artists etc. please got to this link-**

Applicant's Declaration

I/ We declare that, on behalf of the production company specified in this application, this information is accurate and correct. I/We confirm that I/we have read and understood guidelines governing filming in Sikkim as mentioned separately in the attachment of this form and agree to abide by these guidelines as specified. I/We hereby undertake that I/We shall be liable for any damage to Government Property and shall pay for the damage as per the prescribed rate by the State Government. I/We shall be personally responsible for the same and will be liable for penalty/ fine in case of violation.

Signature of Applicant

Name: _____

Place: _____

Date: _____

D. Documents to be submitted:

Sl. No.	Documents to be submitted along with application	Yes / No.
1.	Company/Production Registration Details	
2.	Copy of the script (Synopsis)	
3.	Valid ID Cards like Voter ID, Driving Licence, Passport, Departmental ID Card issued by State/Central Government in case of Government organization's etc.	
4.	For Foreign National- Passport, Visa, Clearance Letter from MHA, MEA & MOD.	
5.	Two passport size photos of the entire crew.	
6.	Certificate of COVID-19 Test of all Crew members (It should be latest i.e. with 72 hours.)	
7.	Name and ID Proof Line Produce /Compliance Officer.	

I. Guidelines for Filmmakers /Producers.

1. Application Format is required to be submitted to the Deputy Director (Film), Information and Public Relations Department, Government of Sikkim in hard copy or via E-mail: khawasb@gmail.com before the fifteen days of the shooting schedule.
2. Copies of proof of identity/ VISA/Passport/letter from Ministry of External Affairs, Govt. of India, Ministry of Home Affairs and Ministry of Defence should be submitted along with the application form in case of filmmakers of foreign nationality.
3. The Company/ Production Houses are not allowed to make any change in respect of the names of locations without prior permission of Information and Public Relations Department, Govt. of Sikkim.
4. Film producers are advised to ensure that the script does not contain anything that will disturb the cultural harmony, incite violence, or hurt the sentiments of the different ethnic communities living in Sikkim. Filmmakers should strictly adhere to the approved script and are not allowed for negative projection of the State of Sikkim in their film under any circumstances.
5. The permission shall include the right to bring personnel and equipment into the property and to remove the same after completion of all work.
6. Applicants are requested to go through the checklist of different departments of the Government of Sikkim to avoid inconvenience during the film shooting.
7. The fee pertaining to different departments should be deposited in different account heads at the State Bank of Sikkim which will be communicated to the applicants.
8. In accordance with Para4 (ii) of the State Government Notification No.s/480/HP dated 25th February 1965, both foreigners and Indians require prior permission of Army i.e. Protected Area Permit before entering areas where there is heavy military presence specially areas beyond 3rd mile like Tsomgo Lake, Nathula, Baba Mandir, Kupup, Gnathang, Zuluk in East Sikkim, beyond Toong checkpost and Dzongu in North Sikkim, and Dzongri in West Sikkim.
9. Foreign filmmakers are advised to apply directly to the Ministry of Home Affairs & Ministry of External Affairs (External Publicity Division), Government of India for permission for shooting in Restricted Areas and Protected Areas.

II. Film shooting in the Archaeological Survey of India (ASI) Protected Sites:

1. There are three ASI protected sites in Sikkim viz. i) Coronation Throne Site, Yuksom, ii) Rabdentse Palace Ruins and iii) Drupdi Monastery, all in West Sikkim. For shooting in these sites proper permission must be taken from the Archaeological Survey of India (ASI), under the Ministry of Culture, Govt. of India, Kolkata circle at least three months before the proposed date of the commencement of such operation.

2. Filming of the exterior part of the protected monuments is allowed subject to non-interference with customary and religious practices and payment of prescribed fees and submission of script for vetting by the Culture Department, Government of Sikkim. The Producers/ Filmmakers are advised to do shooting in these ASI Protected sites in coordination with Culture Department, Government of Sikkim.

3. Filming for commercial purpose of exterior part of the monuments is allowed by depositing 50,000/- per monument per day (from Sunrise to Sunset) with 10,000/- as refundable security deposit and submission of script to the Culture Department, Government of Sikkim at least three months in advance.

4. For still photography of exterior part of the monument no fee is required.

III. Film shooting in forest areas:

(a). Areas under Reserve Forest open for film shooting.

East Sikkim- Tshangu Lake and its surroundings such as Gnathang, Kupup, Zuluk, Phadamchen, Ganesh Tok, Hanuman Tok, Plant Conservatory, Bulbuley, Tashi View Point and Assam Lingzey.

West Sikkim- Uttarey, Dentam, Pelling, Khechopheri, Tashiding.

North Sikkim- Yumthang, Lachen, Lachung, Gurudongmar and Kabi.

South Sikkim- Melli, Namthang and Tendong.

(b). Protected Areas:

Sanctuaries and National Park- there are 7 (Seven) Sanctuaries and 1 (One) National Park in Sikkim.

- i) Khangchendzonga Biosphere Reserve/ Khangchendzonga National Park (KNP)
- ii) Barsay Rododendron Sanctuary
- iii) Kitam Bird Sanctuary
- iv) Maenam Wildlife Sanctuary
- v) Fambong lho Wildlife Sanctuary
- vi) Pangolakaha Wildlife Sanctuary
- vii) Kyongnsola Alpine Sanctuary
- viii) Shingba Rhododendron Sanctuary

For film shooting in Sanctuaries and National Park an applicant needs approval of the Chief Wildlife Warden, Forest Department, Government of Sikkim as per the wildlife Protection Act, 1972. And approval of Director Zoo, is required for film shooting in the Zoological Park at Bulbuley.

IV. Code of conduct laid down by Army & Sikkim police

- (a). Deviation from the approved route & places to be visited is strictly not allowed.
- (b). Carriage of imageries & maps of foreign origin/connected material is not permitted.
- (c). Enter into, filming or photography of any Police or Army installation/equipment or interaction with the locally deployed Army without prior approval is not permissible.
- (d). Carriage of GPS satellite phone and Thuraya satellite phones are prohibited.
- (e). Location of camps & exact route being followed must be intimated to the local authority.
- (f). Crew members from outside India shall obtain Work Permit, Visa and Inner Line Permit before entering Sikkim from the competent authority.

- (g). Film producers shall liaise with the concerned local Police Station at least one day in advance before the commencement of the shooting.

IV. Fee Structure:

1.	Information and Public Relations Department	
i.	For feature film	Rs. 20,000/-
ii.	For documentary, ads, telefilm, albums etc.	Rs. 10,000/
iii.	For foreign nationals/ foreign crew	(a) Rs. 40,000/(for feature film), (b) Rs. 20,000/ (for other than feature film)

2.	Forest and Environment Department	
i.	Shooting in Reserve Forest Areas	Rs.10, 000 per district per episode.
ii.	Shooting of feature films in Protected Areas & Zoo	(a) Indian Nationals - Rs.35,000/- (b) Foreign Nationals - Rs.70,000/-
iii.	Shooting of documentary films in Protected Areas & Zoo	(a) Indian Nationals – Rs.24,000/- (b) Foreign Nationals – Rs.36,000/-
iv.	Wildlife Sanctuaries	(a) Shooting of feature films- Rs.16,500/- (Indians) (b) Shooting of feature films- Rs.44,000/- (Foreign Nationals) (c) Shooting of documentary films- Rs.27,500/- (Indians) (d) Shooting of documentary films- Rs. 82,500/- (Foreign Nationals)

3.	Culture Department
i.	Payment of Rs. 25/- for duration of two hour (non-commercial) for monuments under the Culture Department.
ii.	ii. Payment of Rs. 50,000/- per day for shooting in exterior part of the monuments (commercial film) and Rs. 10,000/- refundable before the commencement of film shooting under the Culture Department.

Standard Operating Procedure (SOP) for Film Shooting in Sikkim

Sikkim is known for its splendour and scenic beauty and is one of the important destinations for film makers. In order to promote shooting of films in the State during Corona pandemic, the IPR department has formulated Standard Operating Procedure for shooting in Sikkim as under:

1. APPLICATION FOR SHOOTING IN SIKKIM

The applicant seeking permission may apply to the Information and Public Relations Department, Government of Sikkim by downloading the application form provided in the official website www.sikkimipr.gov.in. and forward to the Nodal Officer at mail ID - khawasb@gmail.com.

- a) The cast/crew entering Sikkim through Rangpo Check Post will have to carry their identification proof (ID).
- b) A local Line Producer should be engaged by the film producer who will be designated as a Compliance Officer by the Sikkim Film Cooperative Society (SFCS). He/She shall be responsible for ensuring compliance of all protocols related to COVID -19 prescribed by the State Government.
- c) Maximum number of the filming crew should not exceed 30 persons in respect of outdoor shooting and 20 persons for indoor shooting.
- d) Children below the age of 10 years, pregnant women and people above 60 years are not allowed to enter the State for shooting. The Filming crew should not have any member suffering from ailments like diabetics, hypertension, cardiac issues or any comorbid conditions.

2. Shooting Protocol:

- a) Shooting will be allowed at the pre-declared sites.

- b) Shooting is not allowed in containment zones and other places prohibited by the Government of Sikkim.
- c) Proper security arrangements should be ensured during the shooting by the concerned Compliance Officer.

3. On-Site Organization:

- a) All non-acting crew members including the supporting staff shall maintain social distance of two yards between each person and avoid overcrowding.
- b) Adequate hand sanitizer dispensers to be kept at all entry & exit points as well as other strategic locations e.g. cafeteria, vanity vans etc. so as to be used throughout the shoot by all crew members.
- c) Portable wash basins must be strategically placed at various points to ensure easy and quick access to soap and water.
- d) Keep the restrooms clean and sanitized at all times. Make sure there are enough sanitizers and hand wash at all times.
- e) Work areas to be sanitized daily.
- f) The filming crew will avoid mixing with the general public or audience.

4. Protocol for technical crew

- a. P. A. system (mike and speaker) to be covered and sanitized appropriately before use.
- b. Walkie-talkies will be duly identified and protected with plastic covers, including the earpieces which should also have protection.
- c. Walkie-talkie must be disinfected on a daily basis before and after its use.
- d. The walkie-talkie communication protocol should be optimized in order to minimize the interaction of people's hands and mouths with the equipment. They should be non-transferable and non-exchangeable during the shoot. However, use of the walkie-talkie is prohibited in the defence areas.

- e. It is recommended to use mobile technologies via Bluetooth, Wi-Fi or intercom for any internal crew communications on the set. Each individual must use their own personal earpiece.
- f. During filming, all tools and equipment must be disinfected as often as possible.
- g. It is important to respect the general safety guidelines when going to the shops and rental outlets.
- h. Face cover/masks are mandatory for cast and crew except for actors in-front of camera.
- i. Sharing of costumes, hair wigs, makeup items, equipment, etc. should be kept at a minimum.
- j. Makeup artist and hair stylist shall use relevant PPE.
- k. Artist should be encouraged to do their hair styling and makeup remotely with the help of professionals.
- l. Lavalier lapel mics may be avoided and shall never be shared. Direct physical contact with the diaphragm of their mics shall be avoided.
- m. Efforts shall be made to minimise the use of props. Sanitization of props shall be done before and after use.
- n. A designated local line producer will ensure that all concerned have installed the Arogya Setu App on their mobiles and keep updating as required.
- o. Keep a record of the medical history, travel history and a check on the health of the cast and crew.
- p. Physical distancing of at least 6 feet to be followed as far as feasible at all locations at all times, while sitting, standing in queues, etc.
- q. Suitable provisions may be made for temporary isolation of any suspect case that may get reported.
- r. Measures shall be taken by the production team to involve a minimum number of cast and crew members during the shoot as indicated at 1(c).
- s. All the crew members have to carry identification (ID) proof while traveling for shooting.

5. Catering Services while outdoor shooting:

- a. All catering personnel to wear appropriate PPE at all times when preparing or handling food.
- b. Make sure that food is distributed in a take-away fashion.
- c. The loading / unloading of eatables / beverages should be done using moving trolleys to avoid hand contacts of multiple loading staff.
- d. Use of disposable items - plates, cutlery, food boxes etc. to serve meals is recommended.
- e. Ensure that there is enough space for the entire crew while eating.
- f. Food must be served in small batches i.e. meal times should be staggered such that social distancing norms are followed strictly and crowding in eating areas be avoided.
- g. All food waste to be disposed off at the designated disposal places at the Hotel where they are staying.

6. General Practices:

The following norms and practices should be observed by all the members of the Cast and Crew from the time of entry to the State and exit from the State:

- a. Daily morning briefing session shall be done on site by the Line Producer to ensure adherence to COVID protection protocol and social distancing norms etc. He will inform everyone including the supporting staff about the safety guidelines.
- b. All waste/disposable items will be carried by the Crew to the Hotel for disposal at identified disposal places.
- c. In addition to this, the cast and the crew will adhere to the instructions issued by local authorities.

- d. The producer and the local Line Producer/Compliance Officer will be liable for penal action which may lead to cancellation of the permission for shooting for any violation of the guidelines/instructions issued by the State Government.
- e. Display of posters/messages maintaining social distance and other protocol related to COVID-19 at shooting location must be done.