

Foreign filmmakers are required to hire a local co-ordinator (company or individual) who is officially registered with the Thailand Film Office, Office of Tourism Development. Each co-ordinator must represent the foreign filmmaker for obtaining any necessary permits. They are also responsible for representing the film company in any matter arising both during and after the completion of shooting in Thailand.

Once you have chosen and hired a local co-ordinator, they will help you compile the following necessary documents to present to the Thailand Film Office on your behalf.

When a permit is granted, a Monitoring Officer will be appointed by the Thailand Film Office who is sent from the concerned government agencies to monitor and give advice at the shooting locations.

He/She will apply a signed sticker to all film/tape used, confirming its content has been officially monitored. Filming is not allowed, under any circumstances, without acknowledgement of the Monitoring Officer.

There is no permit fee, service charge or cash guarantee (bond) necessary to complete the application process. But the filmmaker is required to pay for a per diem to the Monitoring Officer of 2,000 Baht per day/person.

Payment for the services of local co-ordinator is as agreed between the said co-ordinator and the filmmaker. The Thailand Film Office has no involvement in this arrangement, including the setting of rates for services provided.

A shooting permit enables foreign filmmakers to shoot in Thailand, however separate permits are required for specific locations such as National Parks, Historical Parks. All arrangements should be made as far as possible in advance of shooting dates.

Production companies shooting TV commercials, Documentaries, Music Videos and TV programmes should apply for permission at the One-Stop-Service Center where the process of application will be completed within 3 working days. For other types of productions e.g. Feature Films ,Docudramas, TV dramas and Miniseries, applications should be made at the Thailand Film Office at least 14 days in advance as script approval must be sought from the Film Board.

Process for applying at the One-Stop-Service Center

At the One Stop Service Center, you can obtain a shooting permit, permission to work, permission to film in National Parks (if needed), and permission to film in Historical Parks (if needed). The One-Stop-Service application only applies to shoot lasting less than 15 calendar days, and it is not renewable.

Documents required (Original and 6 copies of each)

1. A letter made by the assigned local co-ordinator, informing the Director-General of the Office of Tourism Development of the purpose of applying for a shooting permit.
2. An assignment letter made by the foreign filmmaker, showing they have chosen and hired a local co-ordinator.
3. An application form.
4. Supporting documents needed for permit consideration :
 - ◆ Storyboard for TV commercials
 - ◆ Treatment for documentaries
 - ◆ Theme (concept) and Lyrics for music videos
 - ◆ Details of content and objectives of programme presentation for TV programmes.
5. A schedule of filming in Thailand specifying exact dates and locations. (for all types of productions)
6. Namelist, passport numbers, positions and arrival dates of foreign film crews.

The process

Complete general application form (SOP. 1) regarding :

- ◆ A shooting permit.
- ◆ Work permits.(see page 30 for the details)
- ◆ A permit from the National Park, Wildlife and Plant Conservation Department, if shooting on the National Park, Wildlife and Plant Conservation Department's property. (see page 44 for the details)
- ◆ A permit from the Fine Arts Department, if shooting on the Fine Arts Department's property.

(see page 45 for the details)

Complete additional forms from the National Park, Wildlife and Plant Conservation Department or the Fine Arts Department (where applicable).The official then checks all documents and may ask for more details. If documents are incomplete, the official will return them to the local co-ordinator and they can be resubmitted after corrections have been made. Once the document is complete, the case will be registered and the process of consideration is started.

Note: When shooting is to take place in the historical sites, prior approval must be obtained from the fine art department before submission of an application for a shooting permit at the One Stop Service Center.

In cases of changes made, complete form SOP 2 for extension or reduction of schedule and cancellation or change of location. This form must be submitted at the One Stop Service Center at least 1 day before the shooting commences.

The types of film productions which are **Feature Film, Docudrama, TV drama and Mini Series** should apply for a shooting permit at the Thailand Film Office 4th floor, building 2, Office of Tourism Development. Applications must be submitted to the Thailand Film Office at least 14 days in advance as it has to seek the approval of the script from the Film Board. Please see page 26 for details.

One Stop Service Centre for Filming in Thailand

Local Co-ordinator submits application form and supporting documents to the official on behalf of foreign producer.



Official checks all the documents.

If the document is incomplete, the official will inform and return all the documents to the local co-ordinator within 3 hours. Applicant may resubmit with the proper/missing items.



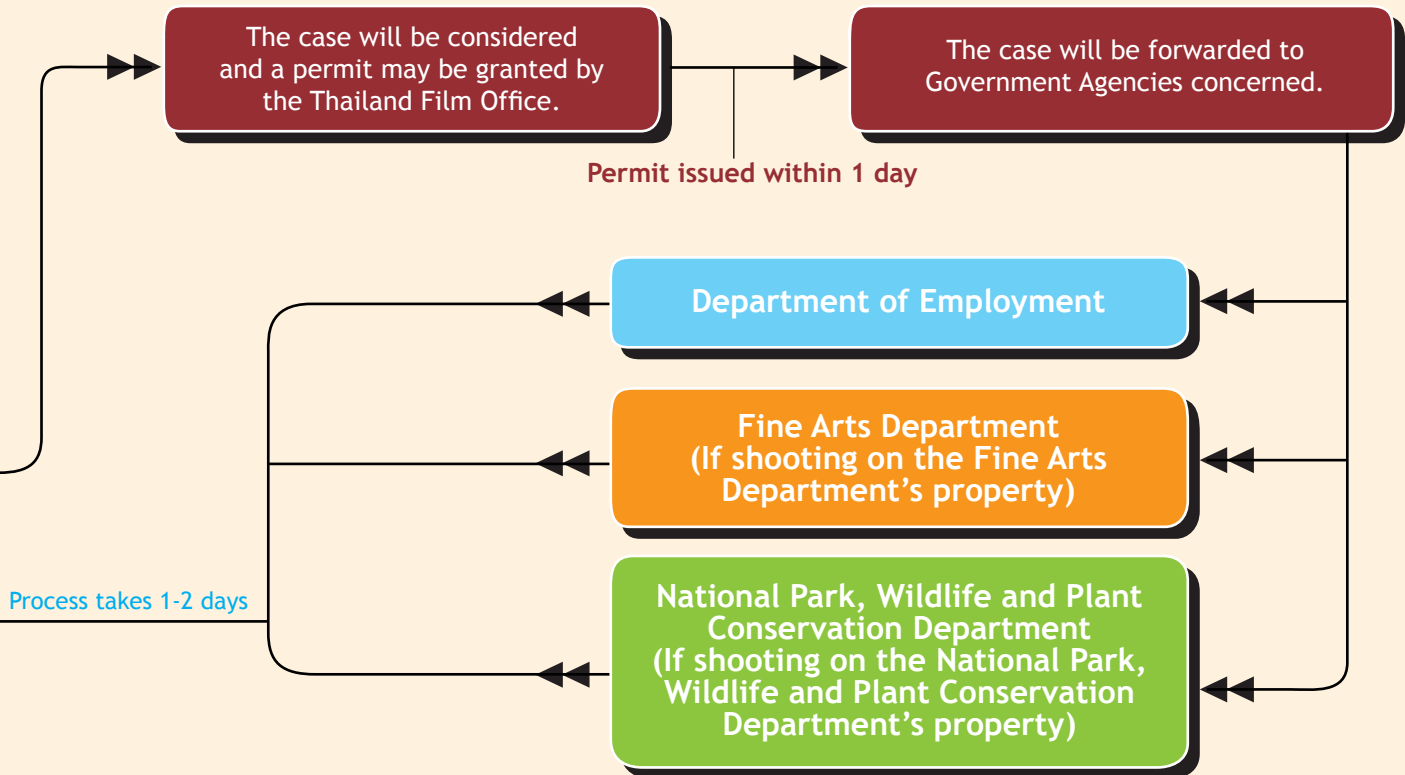
If document is complete, the case will be registered. The official inputs the data to the computer system.



Local co-ordinator collects the permits.



Process completed within 3 working days



Process for applying for a shooting permit for Feature Film, Docudrama, TV drama and Mini Series at the Thailand Film Office

Application Process

It is strongly recommended to hire a local coordinator company for a big productions on the shooting's schedule is more than 15 days. Individuals can be hired for documentaries and TV programmes only.

Document required (original and 25 copies of each)

1. A letter made by the assigned local co-ordinator, informing the Director-General of the Office of Tourism Development of the purpose of applying for a shooting permit.
2. An assignment letter made by the foreign filmmaker, showing they have chosen and hired a local co-ordinator.
3. An application form.
4. Supporting documents needed for permit consideration :
 - ◆ Synopsis
 - ◆ A treatment
 - ◆ Full script

5. A schedule of filming in Thailand informed period of filming and locations.
6. Namelist, passport numbers, positions and arrival dates of foreign film crews.

The process

After the completed documents are submitted to the Thailand Film Office. It will take at least 14 working days to grant a shooting permit as script approval must be sought from the Film Board Committee.

In case where the script is not approved, the Film Board Committee may ask the film makers to revise it.

Process of Applying for a Shooting Permit (Feature Films, Docudrama, TV Drama and Mini Series)

