

**PROCEDURE FOR SUBMITTING A REQUEST
FOR ISSUING A PERMIT FOR AERIAL FILMING IN THE TERRITORY OF THE
REPUBLIC OF SERBIA**

On behalf of the Ministry of Defence, permits for aerial filming in the territory of the Republic of Serbia are issued by the Logistics Department (J-4) of the General Staff of the Serbian Armed Forces.

1. Legal framework

a) Aerial filming in the territory of Serbia is regulated by:

- The Law on Defence (“Official Gazette of RS, No. 116/07, 88/09, 104/09, 10/15 and 36/18) and
- The decree on the procedure for issuing permits for filming the territory of the FRY and for issuing cartographic and other publications ("Official Gazette of FRY" No. 54/94 and “Official Gazette of RS” No. 72/09).

In addition to the above regulations, the permit is issued on the basis of:

- The Decision on determining the data that may not be entered in cartographic and other publications ("Official Gazette of RS" No. 50/16),
- The Decision on the designation of military and other facilities and areas that are prohibited to observe, record, and approach and on the measures for their protection ("Official Gazette of FRY" No. 11/96 and "Official Gazette of Serbia and Montenegro" No. 42/2005)
- The Regulation on unmanned aerial vehicles (Official Gazette of RS No. 1/20),
- The Order on determination of the restricted area LY R8 Belgrade, as well as the conditions for aircraft operation in the restricted area LY R8 Beograd (“Official Gazette of RS” No 47/2016 and 48/2016-correction),
- The Law on Republic Administrative Fees (“Official Gazette of RS, No. 43/2003, 51/2003-correction, 61/2005, 101/2005-other law, 5/2009, 54/2009, 50/2011, 70/2011-adjusted dinar amounts, 55/2012- adjusted dinar amounts, 93/2012, 47/2013- adjusted dinar amounts, 65/2013-other law, 57/2014- adjusted dinar amounts, 45/2015- adjusted dinar amounts, 83/2015, 112/2015, 50/2016- adjusted dinar amounts, 61/2017- adjusted dinar amounts, 113/2017 and 3/2018-correction.

b) Pursuant to Article 2 of the Decree on the Procedure for Issuing Permits for Aerial Filming in the Territory of the FRY and for Issuing Cartographic and Other Publications (hereinafter the Decree), aerial filming may be granted to state institutions, companies or other legal entities registered in the Republic of Serbia.

Natural persons - citizens of the Republic of Serbia, may submit a request for the issuance of a permit for aerial filming in the territory of the Republic of Serbia exclusively through legal entities registered in the Republic of Serbia.

Also, non-citizens of the Republic of Serbia may submit a request for the issuance of a permit for aerial filming in the territory of the Republic of Serbia only through legal entities registered in the Republic of Serbia.

A request for the issuance of a permit for aerial filming in the territory of the Republic of Serbia shall be submitted 30 (thirty) days before the date of the filming.

2. The procedure for submitting request for an aerial filming permit

The request for aerial filming in the territory of the Republic of Serbia shall be submitted in writing or electronically to the addresses given in item 3.

The request for approval of aerial filming in the territory of the Republic of Serbia should contain the following information (Article 3 of the Decree):

- name and address of the applicant,
- precisely marked areas or individual buildings/structures to be aerially filmed (if the area or the building cannot be precisely defined in writing, an appropriate map or plan should be attached with these areas or buildings clearly marked on them,
- information on the purpose of aerial filming and for whose needs,
- information on the type, size and time (period) of filming,
- information on the company, other legal entity or state body that will film, develop films, make and reproduce aerial photographs,
- information on the company, other legal entity or state body that will keep the negatives, aerial photographs and other photographic material (digital recording).

Depending on the type of filming and the specific request, the applicant may be required to provide additional information in accordance with the legislation on the basis of which the permit for aerial filming in the territory of the Republic of Serbia is issued.

The submitted request shall be signed and certified by the applicant (legal entity).

Along with the request for aerial filming, the applicant shall enclose the original proof of payment of the republic administrative fee or proof they have been exempted from paying the fee pursuant to Article 18 of the Law on Republic Administrative Fees.

Fee amount:

- For the "Request for issuing an aerial filming permit", in accordance with tariff number 1 and
- For "Aerial filming permit", in accordance with tariff number 211.

Fees are paid to the account number 840-742221843-57 and they represent the revenue of the budget of the Republic of Serbia. The "reference number" on the payment slip is filled in depending on the municipality in which the fees are paid (the seat of the applicant).

2.1 If the aerial filming is performed from an airplane or helicopter, in addition to the data specified in point 2, the request shall also contain the following data:

- information on the type of aircraft to be used for filming,
- aircraft type and registration,
- owner and seat of the aircraft owner (city, country, address, contact details),
- list of persons to whom the material will be available and persons who will process the material,

In addition, the following documents shall be attached to the request:

- Certificate of competency to perform public air traffic (AOS Operator Certificate), i.e. the appropriate document issued by the competent authority for air traffic confirming the authorization and competence to perform the specified aerial activity,
- insurance certificate for the said aircraft,
- certificate of airworthiness for the said aircraft,
- copies of personal documents of the persons who will perform the filming (aircraft crew).

2.2 If the aerial filming is performed with an unmanned aerial vehicle, in addition to the data specified in point 2, the following information shall be stated in the request:

- information on the type of aircraft to be used for filming,
- the owner and seat of the aircraft owner (city, country, address, contact details),
- list of persons to whom the material will be available and persons who will process the material,

In addition, the following documents shall be attached to the request:

- certificate of registration (for unmanned aircraft), issued by the Civil Aviation Directorate of the Republic of Serbia,
- certificate of competency of the operator to fly the unmanned aircraft, issued by the Civil Aviation Directorate of the Republic of Serbia,
- statement on the competence to perform the planned activities for economic purposes, issued by the Civil Aviation Directorate of the Republic of Serbia,
- approval of the owner or user of the building/structure being filmed (or a request for the filming of one's own building, contract, etc).

Other necessary written decisions when filming from the air with an unmanned aerial vehicle

In addition to the request for aerial filming with an unmanned aerial vehicle, it is necessary to submit a request for flying an unmanned aerial vehicle to the Civil Aviation Directorate of the Republic of Serbia. The decision approving the flight issued by the Civil Aviation Directorate of the Republic of Serbia is necessary for the issuance of the aerial filming permit.

After receiving the decision approving the flight - from the Civil Aviation Directorate of the Republic of Serbia and the aerial filming permit - from the Ministry of Defence, the applicant is obliged to contact the Air Traffic Control of Serbia and Montenegro to which he or she submits a request for airspace allocation.

If the aerial filming is performed by an operator - a foreign citizen with an unmanned aircraft registered abroad, it is necessary that the Civil Aviation Directorate of the Republic of Serbia accept the appropriate certificate of competency to operate an unmanned aircraft issued to the operator by a foreign competent authority.

3. How to submit the request

The request for the issuance of permit for aerial filming in the territory of the Republic of Serbia is submitted:

- by mail to the address:
The Ministry of Defence
Neznanog junaka street No. 38, Belgrade or
- by email (scanned, in PDF or JPG format), to the e-mail address:
gt.ckkt@vs.rs

Phone number: 011/2063-897 i 011/2063-518. Fax number: 011-2064-568.