

Pursuant to Articles 16 and 34 of the Audiovisual Activities Act (Official Gazette No. 61/18, hereinafter: the Audiovisual Activities Act), the Chief Executive Officer of the Croatian Audiovisual Centre (hereinafter: HAVC), adopts the following

## **REGULATIONS on maintaining official records of filming**

### Article 1

These Regulations prescribe the procedure, manner and deadlines for submitting a Filming Registration for filming an audiovisual work in the Republic of Croatia, the content of the Filming Registration Form, and the manner of maintaining official records of filming audiovisual works in the Republic of Croatia.

### Article 2

For the purposes of these Regulations, the term audiovisual work shall mean:

- a feature film
- a short feature film
- an animated film
- a documentary film
- an experimental film
- a series
- a promotional video

regardless of how it is made available to the public.

For the purposes of these Regulations, the Producer of an audiovisual work is a natural person sole trader, a self-employed person, or a legal person, who initiates the process of production of an audiovisual work and comprehensively supervises its production, collects funds on their own behalf, organizes the production and assumes responsibility for the totality of financial operations and the quality of the work, and together with the Director and the creative team participates in the creation of the audiovisual work and its promotion, placement at film festivals and exploitation.

For the purposes of these Regulations, the Registrant of the filming of an audiovisual work shall be considered a Producer within the meaning of Art. 42 of the Audiovisual Activities Act.

### Article 3

The obligation to submit a Filming Registration for an audiovisual work referred to in Article 2 of these Regulations shall not apply to:

- primary and secondary school audiovisual works of pupils, created as part of their school curricula or extracurricular activities
- student audiovisual works created exclusively for the purpose of fulfilling student obligations, which are not intended for distribution and public exhibition
- amateur audiovisual works not intended for distribution and public exhibition

#### Article 4

The Filming Registration for an audiovisual work in the Republic of Croatia shall be submitted to the Centre via the electronic Form which is an integral part of these Regulations, and is available on the Centre's official website.

The Form shall contain the following information:

- Information on the producer, co-producer, service producer or provider of the service of organising the filming in the Republic of Croatia (hereinafter: the Registrant) – name of the company, address, legal representative, contact person, telephone number, e-mail address;
- Information about the project (audiovisual work) – title, type of audiovisual work, director, producer, production manager (if applicable), planned crew size, duration of production in the Republic of Croatia (dates), information on whether state aid has been requested or obtained for the project, and the planned budget for expenditures in the Republic of Croatia (if applicable)
- A short synopsis
- Name and address of the main production company
- Name and address of the co-production company
- Planned filming locations, dates of filming on individual locations and the total number of filming days

Data on planned spending (budget) in the Republic of Croatia are mandatory for audiovisual works for which state aid has been requested or obtained, regardless of the level of the state aid provider.

#### Article 5

The Filming Registration for an audiovisual work in the Republic of Croatia shall be submitted to HAVC no later than 8 (eight) days before the start of the filming of the AV work.

Exceptionally, the Filming Registration for a promotional video in the Republic of Croatia shall be submitted to HAVC no later than 3 (three) days before the start of the filming of the AV work.

If the actual data after the completion of the filming of the audiovisual work differs from that stated in the Filming Registration Form listed in the previous paragraph of this Article, the registrant shall submit accurate data to HAVC within 8 (eight) days from the completion of the filming of the audiovisual work, in the manner stipulated in Article 4 of these Regulations.

The accuracy of the data stated in the Registration Form is the responsibility of the Registrant referred to in Article 4, Paragraph 2 of these Regulations.

#### Article 6

The confirmation of the registration of filming an audiovisual work issued by HAVC does not constitute a permit for filming said audiovisual work in the Republic of Croatia.

#### Article 7

The data submitted in accordance with Article 4 of these Regulations are collected and processed by HAVC solely for the purpose of statistical monitoring of activities.

#### Article 8

A producer who does not act in accordance with the provisions of these Regulations shall be liable for the infringement offence in accordance with Article 42 of the Audiovisual Activities Act.

HAVC is authorized to initiate infringement offence proceedings in accordance with its legal powers and to propose the imposition of a fine or protective measures in accordance with Article 42 Paragraph 5 of the Audiovisual Activities Act.

#### Article 9

These Regulations shall enter into effect on the eighth day of the publication in the Official Gazette.

KLASA: 111-007  
URBROJ: 748-2022  
In Zagreb, 1<sup>st</sup> February 2022

Chief Executive Officer  
of the Croatian Audiovisual Centre  
Christopher Peter Marcich

**FILMING REGISTRATION**  
REGISTRACIJA SNIMANJA

**PRODUCER / CO-PRODUCER / LOCAL SERVICE PROVIDER / PARTNER**

PRODUCENT / KOPRODUCENT / SERVISNI PRODUCENT / PARTNER

Company / Tvrtka	
Address / Adresa	
CEO / Zastupnik po zakonu	
Contact person, function / Osoba za kontakt, funkcija	
Contact Tel. / Telefonski kontakt	
Contact e-mail / E-mail kontakt	

**PROJECT INFORMATION**

INFORMACIJE O PROJEKTU

Title / Naziv	
Format / Vrsta AV djela	
Director / Redatelj	
Producer / Producent	
Production Manager (if applicable) / Menadžer produkcije (ako je primjenjivo)	
Crew size / Planirani broj članova ekipe	
Total duration of Production in Croatia (dates) Trajanje proizvodnje u RH (datumi)	
Has the state aid been requested or obtained for the project? / Je li za projekt zatražena ili ostvarena državna potpora?	
Budget (HR)* / Budžet (HR)* *Mandatory for projects for which the state aid has been requested or obtained / Obvezno za projekte za koje je zatražena ili ostvarena državna potpora	

BRIEF SYNOPSIS / KRATKI SINOPSIS

--

--

<b>PRODUCTION COMPANY (NAME AND COUNTRY) / GLAVNA PRODUCENTSKA KUĆA (NAZIV I ZEMLJA)</b>	
<b>CO-PRODUCTION COMPANY/IES (NAME AND COUNTRY) / KOPRODUKCIJSKE KOMPANIJE (NAZIV I ZEMLJA)</b>	

**FILMING LOCATIONS / LOKACIJE SNIMANJA**                      **DATES / DATUM (from-to / od-do)**

<b>TOTAL FILMING DAYS / UKUPNO DANA SNIMANJA</b>	

**SIGNATURE / POTPIS**

**DATE / DATUM**