



LET'S CREATE
HISTORY



SCOUT IN ŁÓDŹ

A FILM LOCATION GUIDE
FOR LOCATION MANAGERS,
SCOUTS AND PRODUCERS

INTRODUCTION

Łódź – a city with over a century of cinematic heritage, which continues to attract filmmakers from across Poland and around the world. Poland's first cinema was established here by the Krzemiński brothers, and was later run by Teodor Junod – the father of Eugeniusz Bodo, one of the greatest heartthrobs of Polish cinema. After the Second World War, the entire Polish film industry was based here, including the Feature Film Studio, the Small Forms Film Studio Se-Ma-For (which specialised in puppet animation) and the WFO Film Studio (which mainly produces documentaries). The city is also home to the country's first film school, an institution that has since gained global recognition. Nowadays, many production companies are still based in Łódź. Among the most eminent are Opus Film, Lava Films and Extreme Emotions – which focus on live-action film production – as well as Yellow Tapir Films and Momakin, which specialise in animation.

The city of Łódź and the Łódź Province are committed to nurturing the region's film tradition, with the aim of promoting cultural heritage and economic development in the area. For many years, the region has served as a hub for continuous production of various forms of audiovisual media, including feature films, documentaries, animated films, music videos, and advertisements. While Łódź is most compelling when portrayed as itself, it is equally capable of doubling for locations across Poland and around the world. Thanks to its diverse architecture and urban landscape, it may portray various locations,

including Warsaw during the occupation (*City 44*, directed by J. Komasa), Paris (*Chopin, Chopin!*, directed by M. Kwieciński; *Marie Skłodowska-Curie*, directed by M. Noëlle), Copenhagen (*The Girl with the Needle*, directed by M. von Horn), Cologne (*The Girl from Cologne*, directed by I. Fluk), London (*The Courier*, directed by W. Pasikowski) and New York (*I'll Find You*, directed by M. Coolidge; *Persona Non Grata*, directed by C. Gluck).

Łódź has long been recognised as a city that welcomes filmmakers; nevertheless, in order to maintain this status, it is imperative to ensure effective communication and strict adherence to the requisite administrative procedures. This document aims to outline the procedures and rules for obtaining permits for those responsible for securing filming locations so that the entire filming process runs smoothly and without unnecessary complications.

The Łódź Film Commission provides film crews with support at every phase of production, including location scouting, assistance with administrative procedures and facilitating contact with the local media.



ŁÓDŹ FILM COMMISSION

Since 2009, the Łódź Film Commission has provided comprehensive and professional support to producers of all types of audiovisual content, including feature films, advertising spots and computer games. The Commission supports projects at every stage of production. It also administers the Łódź Film Fund, the most long-standing film fund in Poland, from which producers can obtain funding for feature films, documentaries or animated films.



„EC1 Łódź - Miasto Kultury” w Łodzi

ul. Targowa 1/3 90-022 Łódź
www.ec1lodz.pl



PAULINA PAJOR

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and Łódź Film Fund

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PATRYK DRZEWIECKI

Specialist for the Łódź Film
Fund

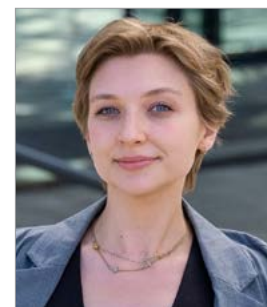
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PAULINA SZEWCZYK

Specialist for film projects for
the UNESCO Łódź City of Film
Trails

paulina.szewczyk@ec1lodz.pl



OLIWIA NADARZYCKA

Specialist for film location
scouting and production
support

oliwia.nadarzycka@ec1lodz.pl



42 600 61 33
lfc@ec1lodz.pl
www.ec1lodz.pl/lodz-film-commission

SUPPORT FROM THE ŁÓDŹ FILM COMMISSION

1. We present film locations matching the brief along with information on ownership and access.
2. We facilitate contact with institutions and organisations cooperating with film productions in the Łódź region.
3. We help find local film industry specialists and companies.
4. We assist with organising press events and contacting the media.
5. We support the organisation of casting sessions within the city.
6. For a fee, we prepare photographic documentation and organise location visits.

SERVICE ORDER

Producers are advised to take advantage of the option to place a formal order for ŁFC services. In such cases, the project is given high priority and a dedicated ŁFC staff member is assigned to its implementation.

The fee for the order is a one-off payment, due upon completion of filming. The service fee is a one-time charge of PLN 500 + VAT. This flat-rate fee covers the entire filming period.

The service order form and terms and conditions can be found here:

[> DOWNLOAD](#)

THE ŁFC WEBSITE ALSO OFFERS THE FOLLOWING DOCUMENTS:

- Notice to residents regarding filming in the area: **[> DOWNLOAD](#)**
- Production vehicle identification sign: **[> DOWNLOAD](#)**
- “Green filming” guidelines on sustainable film production: **[> DOWNLOAD](#)**

We provide all productions filmed in Łódź with barrier tape. You can also contact us for this purpose by email or telephone.



ROAD CLOSURE

The first step for productions requiring a road closure is to enquire whether the location is available during the proposed filming period, i.e. to check whether any other events, roadworks or similar activities are planned. For this purpose, you should contact the Roads and Transport Authority (ZDiT) for information on major events in the city and any associated traffic restrictions, and the City Engineer's Office for information on roadworks. At this stage, it is worth having a preliminary discussion about the possibilities and conditions for road closure. For example, most busy streets in the city centre can only be closed at weekends or at night due to their importance for traffic. At this stage, consideration should be given to the planned set dressing wherever possible, including the need to paint over road markings, dismantle traffic signs, traffic lights (Traffic Engineering), street furniture, as well as the access for oversized vehicles (Road and Civil Engineering Operations). It is also worth discussing the need to suspend, divert or temporarily halt public transport services (Public Transport Department) or restrict access to parking spaces (Paid Parking Zone Office).

All filming-related matters within the road right-of-way, and therefore all matters concerning changes to traffic management, are referred to the City Engineer's Office. Consequently, a draft traffic management plan must first be submitted to the City Engineer's Office, followed by an application to occupy the public road space (together

with the plan approved by the City Engineer) to the ZDiT office at 36 Tuwima Street. ZDiT can only begin proceedings if this document and the required attachments are submitted together. Any amendments to the application must be submitted as paper copies of the original documents. In exceptional circumstances, it is possible for the documents to be sent electronically in advance, subject to prior agreement. Under Polish administrative regulations, the application will be considered by ZDiT within one month.

Please note that a special rate applies for the use of road space for film shoots in Łódź, amounting to **PLN 1.20 per m² per day**.

COOPERATION WITH ROADS AND TRANSPORT AUTHORITY

Roads and Transport Authority (Zarząd Dróg i Transportu – ZDiT)

[> WWW](#)

36 Juliana Tuwima st., 90-002 Łódź
(42) 638 49 11
zdit@zdit.uml.lodz.pl

Public roads register: [> LINK](#)

USEFUL CONTACTS:

Public road registration and classification:
(42) 272 65 83, (42) 272 65 56

Public Transport Department: (42) 272 64 74

Paid Parking Zone: (42) 638 58 41

In emergencies, the following person is designated to assist filmmakers: (42) 272 67 37

Management of permanent and temporary traffic arrangements is the responsibility of the City Engineer's Office: (42) 272 64 50

ROAD SPACE PERMIT APPLICATION

There are two application forms: one for public roads and one for private roads. Applications can be submitted in person at the office or by post. Alternatively, they can be submitted electronically via the ePUAP platform using a Trusted Profile.

The most important attachment to the application is the traffic management plan, which should be commissioned from a professional firm. A full service is usually offered by such firms, which can include drawing up a traffic reorganisation plan, obtaining all the necessary approvals and implementing traffic management measures on location. It is important to know that for district, provincial and national roads, the plan must be approved by the Traffic Police Department. For Piotrkowska Street, the authority responsible for the street must also approve the plan, and this approval will be given for a specific date and time.

Please note! The producer does not need to get permission from ZDiT to film if the footage is shot handheld on the pavement and does not obstruct pedestrian or vehicle traffic.

Application for exclusive use of a road right-of-way: > [LINK](#)

OTHER ATTACHMENTS

The application process requires the submission of several documents. Firstly, the site plan of the filming location must be provided, drawn to a scale of 1:500 or 1:1000. Secondly, a document confirming the company's tax identification number (NIP) and business registration number (REGON) is necessary, or alternatively, a current extract from the business register. If neither of these options are available, an extract from the National Court Register (KRS) must be provided. Thirdly, the original power of attorney or a notarised copy, must be submitted. Finally, proof of payment of the stamp duty of PLN 17 for each power of attorney must be provided, to the account of PKO S.A. 50 1240 1037 1111 0011 0925 0073.

CAMP AND PARKING FOR PRODUCTION VEHICLES

There are two ways in which parking for film crew vehicles can be arranged.

Vehicles may be parked wherever permitted by traffic regulations, without exclusive rights, in accordance with general rules. Please be aware that charges must always be paid in paid parking zones. The second option applies when the area is to be used for setting up base camp or for technical vehicles. In this case, permission must be obtained to use the road lane, as the area is not open to the public. Vehicles that are necessary and essential for the operation of the film set can be covered by the permit area, but not private cars belonging to crew members. The maximum number of passenger cars permit-

ted within the camp is five, and this includes only those vehicles that are essential to the production. Cars should be clearly marked, for example with a sign like this: > [link](#)

The 'reservation' of the site for the camp the day before filming, and its subsequent exclusion from the general parking area, has not been agreed to by ZDiT.

COMPLETION OF FILMING

Once the shoot is finished, the carriageway must be fully restored to its original condition, including the road markings, lanes, lights and street infrastructure.

TRAFFIC REORGANISATION PROJECTS

VELUM CITY

572 066 202

biuro@velum.city

SZMIGIEL

(42) 612 12 66

biuro@szmigiel.pl

ZNAK FILM

500 256 393

znakfilm@gmail.com

Comprehensive production support is provided by Znak Film, including on-site coordination, the installation of signage and barriers, traffic management.

USE OF SQUARES OR PUBLIC SPACES

Filming on municipal land in Łódź, such as squares and public spaces (excluding streets, roads, and green areas), requires a lease to be obtained directly from the owner, the City of Łódź. Responsibility for land leasing lies with the Property Management Department of Łódź City Council. The site may be used, but only if a written application is submitted.

Rental rates are determined in accordance with the current regulations of the City of Łódź and are subject to periodic revision (The Mayor's Order No. 1895/2022 of 22

August 2022). This Order applies to both leased and rented properties, as well as rates for land properties owned or held by the City of Łódź that are made available for transmission infrastructure.

The current daily rate for film sets used by secondary schools and universities is **PLN 69.41 (plus VAT)**, while the rate for other film sets is **PLN 211.34 (plus VAT)** for the full property hire.



COOPERATION WITH PROPERTY MANAGEMENT DEPARTMENT OF ŁÓDŹ CITY COUNCIL

ŁÓDŹ CITY COUNCIL

PROPERTY MANAGEMENT DEPARTMENT

104 Piotrkowska St., 90-926 Łódź
(42) 638 42 93, (42) 638 43 99
dm@uml.lodz.pl

Working hours:

Monday, Wednesday – Friday 8:00 AM – 04:00 PM,
Tuesday 8:00 AM – 05:00 PM

Head:

Adam Komorowski

Deputy:

Monika Andrzejewska-Koniuszaniec
Iwona Chlebowska
Agnieszka Dobrucka

Leasing Department I

Acting manager Dorota Nowicka
(42) 638 59 12

Leasing Department II

Manager Lewik-Fraszczyk
(42) 638 46 42

FILMING IN PARKS AND GREEN SPACES

Before carrying out any filming or photography on land managed by the Municipal Greenery Authority, an application must be submitted for the temporary use of the land, park or green space. This application must be submitted at least 30 days before the planned shoot. Following the relevant department's opinion and upon obtaining.

The expense incurred for the reservation of a park or green space for a single day of filming amounts to **PLN 211.34 (+ VAT)** for professional productions and **PLN 69.41 (+ VAT)** for projects undertaken by secondary schools and universities.

Application for a permit to temporarily occupy a park or green space: > [LINK](#)

Please note! In order to enter the park by car, you will also require a separate permit and will need to pay a stamp duty of 82 PLN per car, as well as a power of attorney fee of 17 PLN. The City of Łódź does not collect this fee.

Application for permission to drive a car into a park or green space: > [LINK](#)

The price for film productions taking place at the Botanical Garden is set on a case-by-case basis by the Head of Botanical Garden.

Photography and filming in the Palm House are only permitted on Mondays. Film crews must comply with the Botanical Garden's and the Palm House's rules and regulations.



COOPERATING WITH MUNICIPAL GREENERY AUTHORITY

MUNICIPAL GREENERY AUTHORITY

> [WWW](#)

41 Retkińska St., 94-004, Łódź
(42) 628 72 00
sekretariat@zgm.lodz.pl

Working hours: Monday-Friday 07:30 AM – 03:30 PM

Acting Head of Municipal Greenery Authority
Justyna Krakowiak

Deputy Head of Grounds Maintenance
Magdalena Szymorek

USEFUL CONTACTS

Head of the Botanical Garden Beata Jędrusik
(42) 628 72 36
b.jedrusik@zgm.lodz.pl

Municipal Forestry
(42) 628 72 00
sekretariat@zgm.lodz.pl

PLEASE NOTE:

If you wish to film on the property of the Orientarium at Łódź Zoo, you need to contact the Press Office: 786 865 644

RENTING MUNICIPAL PROPERTIES

The Municipal Housing Authority (ZLM) manages the municipal housing stock entrusted to it by the City of Łódź, as well as some of the housing stock owned by the Public Treasury. The catalogue includes residential and commercial properties, garages, and land. The ZLM website features a convenient search engine that allows you to search the housing stock and identify the direct administrator of a given property.

Most properties (including those owned by the local authority and the Public Treasury) are managed by the Municipal Housing Authority. In order to proceed with this matter, it is necessary to contact the Head of the Municipal Housing Authority in writing. This letter should include a description of the activities, the scope of the refurbishment work, and the planned start date. In the case of properties belonging to the State Treasury that

are not managed by ZLM, the letter should be addressed to the Head of the Property Management Department at the City of Łódź. These properties include land and premises no longer in active use.

In the event of properties being managed by other units or departments of the City of Łódź, a written request must always be submitted to the relevant unit or department director. For universities, the Rector or Chancellor must be contacted.

In accordance with Order No. 237/2026 issued by the Mayor of Łódź City, the rental rates are as follows: **PLN 211.34 (+ VAT)** per day for professional film productions and **PLN 69.41 (+ VAT)** per day for productions carried out by educational institutions.



COOPERATION WITH THE MUNICIPAL HOUSING AUTHORITY AND THE STATE TREASURY DEPARTMENT

MUNICIPAL HOUSING AUTHORITY

> [www](http://www.zlm.lodz.pl)

47 Tadeusza Kościuszki St., 90-514 Łódź
(42) 628 70 00
zlm@zlm.lodz.pl

Working hours:

Monday, Wednesday – Friday 8:00 AM – 04:00 PM,
Tuesday 8:00 AM – 05:00 PM

USEFUL CONTACT

Head of Department of Residential Premises
Dariusz Ostapinka
510 931 960
d.ostapinka@zlm.lodz.pl

If you are struggling to identify the owner of any property in Łódź, we recommend contacting the Łódź Film Commission for assistance.

PROPERTY RENTAL

The Łódź Province Property Management Board (ZNWL) is a provincial body responsible for managing properties owned by the Marshal of the Łódź Province in Łódź and the surrounding region. Its properties include many interesting potential film locations, particularly large buildings that are no longer in regular use. The Board regularly cooperates with film productions and provides access to a wide range of potential filming locations.

The ZNWL website contains a complete directory of property managers and the properties they oversee.

A written request outlining the purpose of the documentation is required for the preparation of documentation for a specific property. This can be sent by email to the

management board's secretariat. The issue will subsequently be forwarded to the relevant property manager, with whom you should arrange the timing and requirements of the application process.

The next step is to send an official letter to the Head of ZNWL. This should provide a detailed description of the scenes to be filmed. It should also include the dates. Any necessary temporary alterations and the deadlines for its completion must be included. The producer will sign a contract with the Management Board once approval has been granted and the terms of the lease have been agreed. The property manager coordinates all work relating to the lease.

COOPERATION WITH ŁÓDŹ PROVINCE PROPERTY MANAGEMENT BOARD

ŁÓDŹ PROVINCE PROPERTY MANAGEMENT BOARD

[> WWW](#)

7/9 Kamińskiego St., 91-427 Łódź
(42) 205 58 71
sekretariat@znwl.pl

Working hours:
Monday-Friday 07:00 AM – 03:00 PM

Property and administrator list: [> LINK](#)



HISTORIC SITES AND MONUMENTS

Filming in historic buildings (interiors like palaces, villas, townhouses, public buildings, etc., and outdoor locations like parks, cemeteries and gardens) requires approval from the Provincial Conservator of Monuments for any temporary alterations to the location. A register of monuments in Łódź and the Łódź Province is maintained by the Provincial Office for the Protection of Monuments (WUOZ) and can be found on the office's website (www.wuoz-lodz.pl). To begin the process, you must submit an 'Application for a Permit to Carry Out Other Works on a Monument Listed in the Register of Monuments', along with a description, timelines, and photographic documentation. You can submit this to the office's secretariat by post or via the ePUAP platform.

Application: [> LINK](#)

Each particular case is handled by a member of staff at the Provincial Office for the Protection of Monuments (WUOZ) appointed by the Provincial Conservator of Monuments, depending on the region in which the property in question is located.

The fee for the issuance of the decision is PLN 82. An additional fee of PLN 17 applies if a power of attorney is used.

PLEASE NOTE: The owner of any historic building must always get the approval of the Provincial Conservator of Monuments before signing a contract for a photo shoot.

COOPERATION WITH PROVINCIAL CONSERVATOR OF MONUMENTS

PROVINCIAL OFFICE FOR THE PROTECTION OF MONUMENTS

[> WWW](#)

99 Piotrkowska St., 90-425 Łódź
(42) 631 78 92
sekretariat@wuoz-lodz.pl

Working hours:

Monday, Wednesday – Friday 8:00 AM – 04:00 PM,
Tuesday 8:00 AM – 05:00 PM

PLEASE NOTE:

The owner of any historic building must always get the approval of the Provincial Conservator of Monuments before signing a contract for a photo shoot.



MUNICIPAL COMPANIES

Film productions frequently work with municipal service providers and utility companies. These companies are set up to provide residents with access to essential services. Examples of these services include public transport, waste collection and the supply of energy and water.

In all cases, you should contact the company's press officer or the marketing department. These staff members will refer the matter to the relevant department or person, who will then assist with its resolution.

WATER SUPPLY AND SEWERAGE DEPARTMENT

Filmmakers often use the Water Supply and Sewerage Company (ZWIK) sites, infrastructure and equipment to film in sewers and riverbeds. It is also possible to connect to the water and sewerage network for scenes requiring wet-down effects or simulated rainfall conditions. For all enquiries, the press officer is the first point of contact at ZWIK.

MUNICIPAL WASTE MANAGEMENT COMPANY

The Municipal Waste Management Company provides a standard service involving the collection of all types of waste, including sorted waste. It is also possible to hire vehicles and equipment, and make use of the company's infrastructure. For initial enquiries, please contact the secretariat or press officer.

MUNICIPAL TRANSPORT COMPANY

In the case of shooting that interferes with public transport timetables, necessitates a change of route, obstructs tram tracks, or requires the dismantling or covering of tram overhead wires, etc. in addition to arrangements with Municipal Transport Company (MPK), you must consult the Roads and Transport Authority. For infrastructure that does not directly impact public transport, such as depots, garages, service stations, filming on buses and trams without affecting the timetable, vehicle and equipment hire, and consultancy services, approval must be obtained exclusively from MPK.

ZWIK ŁÓDŹ

> [WWW](#)

PR and Marketing Department
(42) 677 82 99
pr@zwik.lodz.pl

Press representative:
Miłosz Wika
663 666 179

MPO ŁÓDŹ

> [WWW](#)

Office
(42) 616 04 14
sekretariat@mpolodz.pl

Press representative:
Michał Woźniak
515 641 485

MPK-ŁÓDŹ

> [WWW](#)

Office
(42) 672 13 10
kancelaria@mpk.lodz.pl

Press representative: rzecznik@mpk.lodz.pl

THE POLICE AND CITY GUARD

Cooperation with the police is often an important aspect of film production and can take various forms. Police officers most commonly provide support for shoots taking place in locations where film crews are likely to interact with local residents, such as busy areas with heavy vehicle and/or pedestrian traffic. Another form of cooperation involves hiring officers as extras and/or using police equipment and vehicles.

In each case, permission for the police to work with the film crew is granted by the Chief of Police. Specifically, this is the Municipal Chief of Police for filming in Łódź and the Provincial Chief of Police for filming in other towns and cities in the region.

Filmmakers often employ serving or retired police officers as consultants, particularly for scenes depicting police work, operational techniques and procedures. In Łódź, this role is filled by Mr Krzysztof Goślawski (tel. 510 142 997).

CITY GUARD

Film sets located within the city – on streets, in squares, parks and public gardens – often require cooperation with the City Guard. The City Guard is the first point of contact for any comments or complaints from residents, productions are therefore encouraged to notify the City Guard in advance. Permission to cooperate is granted on a case-by-case basis by the City Guard Commander.



CITY POLICE HEADQUARTERS IN ŁÓDŹ

28/30 Sienkiewicza St., 90-114 Łódź
(42) 665 14 21
komendant@lodz.ld.policja.gov.pl

Traffic Department

21/25 Stokowska St., 92-104 Łódź
(47) 841 25 23
wrd.kmp@lodz.ld.policja.gov.pl

PROVINCIAL POLICE HEADQUARTERS IN ŁÓDŹ

108/112 Lutomierska St., 91-048 Łódź
(47) 841 28 65

Press representative:
commander Edyta Machnik
695 997 030

PR Department:
(47) 841 22 12
rzecznik@ld.policja.gov.pl

In matters relating to films, please contact the Head of the Command Department:
Marek Marusik
(42) 250 22 42
mmarusik@strazmiejska.lodz.pl

ŁÓDŹ FILM COMMISSION DATABASE

The Łódź Film Commission has created three databases that are available to the public on a website.

1. Film Location Database
2. Database of companies and specialists
3. Database of supported projects

THE INDIVIDUAL DATABASES CONTAIN:

- Photographs, descriptions and contact details of venues in Łódź and the surrounding region, which could serve as film locations;
- a list of film producers and companies offering all kinds of production services;
- a list of films co-financed by the Łódź Film Fund and audiovisual productions that have received organisational support from the Łódź Film Commission.

> **ŁÓDŹ FILM COMMISSION database**



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