

FILM PERMIT APPLICATION

Please ensure you have contacted the Far North District Council prior to completing this form – 0800 920 029.

The Far North District covers from Towai (just north of Whangarei) to Cape Reinga at the top of New Zealand.

Name of Shoot:.....

Day/s and Date/s of Shoot:.....

Rain Day/s and Date/s of Shoot:

Type of Production: (please circle) TVC / Documentary / Feature / Music Video / Photo Shoot / Short / Student / TV Programme / Other (please state):

CONTACT DETAILS

Production Company Name:.....

Postal Address:

Phone: Fax: E-mail:.....

| Contacts | Name | Phone/Mobile | Email |
|---------------------|------|--------------|-------|
| Location Manager | | | |
| Alternative Contact | | | |
| Producer | | | |
| Director | | | |

LOCATION, DATES & TIMES

Please attach a separate sheet for each location and site plan/s, including the location of all temporary structures, camera (whether on tripod or track) and vehicle positions

Location:

Number of crew on location: Number of cast on location:

Setup Date/s: Start Time: Finish Time:

Shoot Date/s: Start Time: Finish Time:

Packdown Date/s: Start Time: Finish Time:

Please describe what the scene/s depict and any special requirements (attach any additional information):

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Permit Application for Filming - Far North District

TRAFFIC AND PARKING/PEDESTRIAN SAFETY

If this activity requires a road closure, generally a minimum of six (6) to eight (8) weeks notice must be given. Attach a proposed Traffic Management Plan and the name of your Traffic Management Contractor:

Traffic Management Contractor:..... Mobile number:.....

Parking arrangements for crew and non-essential vehicles:

Number of essential vehicles (including caravans):

Parking – are special restrictions required?..... Yes No

Traffic Control eg stop/go control..... Yes No

Road Closure required?..... Yes No

Traffic Management Plan attached?..... Yes No

Please describe the reason for the restrictions, traffic control and/or road closure. Include the names of roads, times required and the number of marshals indicating marshal positioning.

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EFFECTS ON THE ENVIRONMENT

Structures: Yes No

(please circle, describe below and include number and size/measurements on site map) *marquee / scaffolding / cherry picker / camera crane / camera track / low loaders / lighting rig / other* – refer building permits:

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Building Permits: Yes No n/a

May be required for the placement of some temporary buildings eg marquees, stages, scaffolding, structures. For further advice contact the local authority building help desk at least 6 weeks prior to filming. For a Department of Labour Certificate eg for a display of fireworks or scaffolding contact Occupational Safety and Health on (09) 525 0268.

Special Effects or Aspects: Yes No

(please circle and describe, including time staged and indicate position on your site map): *stunts / fireworks / gunfire / fire effects / reconstruction of crime or emergency / building blackout / explosions / crowd scenes / heli-shoot / fixed wing aircraft / animals / street dressing / disguising road markings / disguising street signage / lighting special effects / earthworks / discharges to the air / effects on vegetation / other:*

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Amplified Sound..... Yes No

The organiser is responsible for contacting the local authority noise control officer for guidelines and information on noise control preferably two (2) weeks prior to the activity.

Generator used?..... Yes No

Please provide details including the type of generator and include positioning on your site map:

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Lighting..... Yes No

If yes, please supply details and include on the site map indicating beam direction and any lighting towers:

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GENERAL

Catering Please supply the name of caterer/s and a contact phone number Yes No

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Clean Up (The applicant is responsible for all clean up and for returning the site to its original condition)

What are your arrangements?

Consultation - please attach a draft copy of the letterdrop letter Yes No

(delivery of letterdrop is required a minimum of 48 hours prior to shoot, a second letterdrop may be required for some shoots)

Who will you be consulting with? eg. residents, businesses, iwi

.....

Toilets

Using existing facilities?..... Yes No Providing own?..... Yes No
(include on site map)

Water – supply required? Please describe source and purpose Yes No

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PUBLIC LIABILITY INSURANCE

Provide proof of your insurance (attach copy).

Company Amount \$: Expiry Date:

Comments: (including any relevant exclusions)

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HEALTH AND SAFETY PLAN

The organiser must provide a written site specific health and safety plan preferably four (4) weeks prior to the activity. This plan must be prepared in accordance with the provisions of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times. For further information see the attached guidelines or contact, Occupational Safety and Health on (09) 525 0268.

CHARGES

The organiser may incur costs such as facility fees and other Local Authority incurred costs. The organiser will be responsible for the costs of barricades, signage, cones and other such items the activity requires. The organiser may be asked to provide a bond. The Local Authority will quote facility fees based on the information contained in the completed form. Changes to the application may result in fee changes.

PRIVACY ACT 1993

The information collected will be used to ensure the effective facilitation of your activity. It will, therefore, be distributed to other Local Authority departments, external agencies and will be used for public information as required.

Organisers must comply with the conditions for the use of all venues and facilities. A set of standard conditions are attached for your information. Any changes or additions to these conditions are at the discretion of the permitting Local Authority.

Upon completion of this application, please sign below.

Signature: Date:.....



Standard Filming Conditions

1. **Schedule Changes:** The applicant shall advise the relevant local authority as soon as possible of any proposed change to the nature of the activity, which shall be subject to approval as a variation of the activity permit.
2. **Licences:** The applicant shall obtain all appropriate licences (eg. alcohol, food, trading, building permits, special effects, amusements, temporary structures and marquees) at least six (6) weeks prior to the activity.
3. **Parking:** The applicant shall obtain any necessary parking permits in relation to the activity prior to the activity. In addition, the organiser shall consult with the relevant local authority preferably one (1) week prior to the activity in relation to any parking restrictions or parking controls for the activity.
4. **Notification:** The applicant shall inform residents and businesses in the area affected by the activity at least 48 hours prior to the activity. Such information shall at least include a flyer delivered to each house or business in the affected area. The flyer shall contain:
 - the name of the activity
 - the name of the applicant
 - the general nature of the activity
 - the duration of the activity including set up and pack down periods
 - the applicant's contact details before and on the day of the event (including mobile phone numbers)
 - the relevant contact details for appropriate council officers/authority representative
 - A draft of this flyer shall be provided to the relevant local authority for approval at least one (1) week prior to its distribution
5. **Documentation:** The applicant shall ensure that a copy of the filming permit is available at all times during the activity and any set up or pack down period associated with it.

Health and Safety

6. **Site Plan:** The applicant shall provide to the relevant local authority, at least four (4) weeks prior to the activity, a plan of the location /s including details of all equipment associated with the activity.
7. **Insurance:** The applicant shall provide to the relevant local authority proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover, at least four (4) weeks prior to the activity.
8. **Health and Safety Plan:** The applicant shall provide to the relevant local authority preferably four (4) weeks prior to the activity a written health and safety plan complying with the requirements of the Health and Safety in Employment Act 1992 and the Health and Safety Amendment Act 2002.
9. **Indemnity:** In consideration of the grant of approval to use facilities for the activity, the applicant shall indemnify the relevant local authority against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered by the relevant local authority arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions.
10. **Electricity:** The applicant shall, where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.
11. **Control of Sound and Noise:** The applicant will comply with decibel levels as set out in the relevant local/regional authority District Plan. The organiser may be required to consult with the Environmental Health Officer preferably two (2) weeks prior to the activity.

After consultation with the Environmental Health Officer, the applicant may be required to supply the name and mobile phone number of a person who is available during the activity and who has authority to control volume of noise.

Compliance, Property and Equipment

12. **Compliance with Legislation:** The applicant must ensure that the activity complies with the relevant local authority District Plan, Bylaws, the Local Government Act 1974 and any other relevant legislation. In addition, the applicant shall take all reasonable steps to ensure that all persons participating in the activity also comply with such legislation.
13. **Access to Properties:** The applicant shall ensure that access and egress for residents, businesses and emergency vehicles are available at all times; that the public is not unduly inconvenienced; and that public and private accessways are kept clear at all times.
14. **Responsibility for Equipment:** The applicant shall provide, place and remove all temporary structures, road markings, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the activity. Removal of such equipment shall take place immediately after the activity. All equipment and structures used must be in good, safe working order.
15. **Responsibility for Clean Up:** The applicant shall ensure that any area associated with the activity is left in a clean and tidy condition. The removal and disposal of all rubbish shall take place immediately after the activity.
16. **No Damage to Property:** The applicant shall ensure that all wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with it.
17. **No Fixtures:** The applicant shall ensure that nothing is fixed, hung or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (eg. trees, street furniture, lamp-posts, etc.) without the prior consent of the relevant local authority.

Parks, Reserves And Squares

18. **Liaison with Parks/Council Staff:** The applicant may be required to liaise with Parks staff preferably two (2) weeks prior to and/or on the day of the activity. Note: Parks officers and Grounds staff have the authority to close grounds if adverse conditions require closure. If the activity is on a Sports Park, the Grounds staff will advise the organiser of any closures.
19. **No Vehicles:** The applicant shall not allow any vehicular use on Parks, Reserves or Squares without the prior written consent of the relevant local authority.

Traffic

20. **Road Closures/Traffic Control:** The applicant shall apply for any necessary road closure authorisations in writing, preferably six to eight (6-8) weeks prior to the activity. The organiser shall apply for stop/go traffic control preferably two (2) weeks prior to the activity. The relevant local authority and the Police may require further details to be included in any traffic plan. Further details shall be provided as soon as practicable after any such request. The plan must be compiled by an STMS certified contractor, with the plan and on site implementation meeting the Transit Code of Practice in Temporary Traffic Management.
21. **Traffic Management Plan:** The applicant shall provide to the relevant local authority and to the Police a traffic management plan at least six (6) weeks prior to the activity. The traffic plan shall include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and to public transport.
22. **Marshals:** The applicant shall provide suitably qualified and identifiable marshals to the satisfaction of the Senior Police Officer or council staff.
23. **Compliance with Law and with Police Directions:** The applicant shall ensure that all participants comply with all traffic laws, regulations and bylaws at all times during the activity and that all participants comply immediately with any instructions issued by the NZ Police or the relevant local authority officers in the execution of their duties.
24. **Traffic Control Measures:** The provision, installation and removal of all appropriate barricades, cones and signs must be undertaken by a certified contractor to the satisfaction of the Senior Police Officer in charge and to the relevant local authority. Such barriers, cones and signs shall be removed immediately after the activity.

25. **Motorways/State Highways:** The applicant shall liaise with Transit New Zealand, phone (09) 368 2000 to obtain approval in relation to the use of filming on motorways and state highways.

26. **Air Activities:**

- **Liaison with Civil Aviation:** The applicant shall liaise with Civil Aviation at least one (1) week prior to the activity to obtain approval in relation to the use of aircraft. The organiser shall comply with any directions or instructions or advice issued by Civil Aviation.
- **Landing Sites:** The applicant shall ensure that any landing site and its surrounding area is cleared and secured for safety purposes for the arrival, departure or operation of aircraft, helicopters, parachutes, balloons or any other aerial activity associated with the activity.

27. **On Water Activities:** The applicant shall liaise with the Harbour Master for each relevant local authority regarding the use of marine reserves, harbours, etc., and shall comply with any directions, instructions or advice issued.

28. **Special Conditions**

- The applicant will be advised of any special conditions associated with the nature of the activity prior to the activity taking place. Please be advised these conditions apply to all six local authorities (Auckland City Council, Franklin District Council, Manukau City Council, North Shore City Council, Rodney District Council and Waitakere City Council) in conjunction with specific conditions provided by each local authority.
- **Auckland Regional Council:** Please note that separate terms and conditions apply.

Charges

29. **Film Credit:** Where programme credits are listed, and where appropriate, the role of the relevant local authority will be acknowledged.

30. **Charges:** Where applicable the applicant shall pay a facility fee to the relevant local authority in respect of the activity permit to which these conditions are attached.

31. **Bond: (If required)** The applicant may be required to provide a bond at least two (2) weeks prior (unless otherwise specified) to the activity. The purpose of the bond shall be to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean up work. The bond shall be in terms satisfactory to the relevant local authority in regard to the nature of the activity.

32. **Other fees and charges:** The applicant shall be responsible for any fees or service and supply charges associated with the activity. These fees are payable in respect of any certificate, authority, approval, consent or service given or inspection made by relevant local authority or any department, service, agent or local authority trading enterprise of relevant local authority. The organiser may also be required to pay a deposit, cancellation, road closure or late application fee, if applicable. Please consult your relevant local authority for details.