



Filming Approval Application Form

WAITAKI DISTRICT

PRODUCTION DETAILS







Type e.g. commercial, short film, feature film, TV programme, documentary, music video, other	
Description e.g. a 60 minute documentary about mountain biking to be screened in New Zealand	


CONTACT INFORMATION



Applicant Name		
Production Company		
Address	Postal	
	Physical	
Contact person at Location and details	Name	
	Mobile	Landline
	Email	
Alternative contact Person	Name	
	Mobile	Landline
	Email	

LOCATION DETAILS

<p>Location </p> <p>Provide street address/s.</p> <p>Attach a site map. site map must identify shoot area, camera/lighting set up, parking etc.</p>							
<p>Action being filmed</p> <p>e.g. actor walking down street, talking on cell phone, etc.</p>							
<p>Number of persons on location</p> <p>Must include all persons on location (e.g. crew, cast, extras, client and agency).</p>							
<p>Shoot start date</p>							
<p>Shoot finish date</p>							
<p>Weather cover dates</p>							
<p>Arrival time at location</p>							
<p>Filming start time</p>							
<p>Total number of days permit is valid for</p>							
<p>Access requirements</p> <p>e.g. whether an Council gates or other structures need to be opened.</p>							
<p>Use of public facilities</p> <p>e.g. whether any public toilets or other public facilities need to be used.</p>							
<p>Parking requirements </p> <p>Provide map with parking arrangements for all vehicles on location.</p>	<p>Number and type of vehicles and parking arrangements:</p>						
<p>Details of equipment</p> <p>If none put N/A</p>	<table border="1"> <tr> <td data-bbox="467 1715 724 1850"> <p>Proposed equipment and machinery (e.g. lighting, generators, camera track etc.)</p> </td> <td data-bbox="724 1715 1501 1850"></td> </tr> <tr> <td data-bbox="467 1850 724 1984"> <p>Significant props and/or set dressing (e.g. animals, signage, plants)</p> </td> <td data-bbox="724 1850 1501 1984"></td> </tr> <tr> <td data-bbox="467 1984 724 2076"> <p>Special effects (fire, smoke, rain. Wind, guns, explosions)</p> </td> <td data-bbox="724 1984 1501 2076"></td> </tr> </table>	<p>Proposed equipment and machinery (e.g. lighting, generators, camera track etc.)</p>		<p>Significant props and/or set dressing (e.g. animals, signage, plants)</p>		<p>Special effects (fire, smoke, rain. Wind, guns, explosions)</p>	
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<p>Drones</p> <p>Provide details of any filming from a drone by filling out an Application for Unmanned Aerial Vehicle (Drone) Consent: www.waitaki.govt.nz/drone-consent-form</p> 	<p>Will you be flying drones?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Traffic Management</p> <p>If filming is likely to affect the normal operating conditions of the road/footpath traffic management plan (TMP) must be submitted for approval prior to the filming.</p> 	<p>Traffic Management Plan attached</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Name of roads/sections of road affected</p>
<p>Road Closures</p> <p>If yes please complete an application for Road Closure: www.waitaki.govt.nz/road-closure-for-events-application-form</p> 	<p>Is a Road Closure required?</p> <p><i>Note: If a full road closure is necessary, up to 55 days prior notification will be required. This is pursuant to the Transport (Vehicular Traffic Road Closure) Regulations 1965, Section 342 and Schedule 10 of the Local Government Act 1974.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Parks, Reserve or Harbour Area Booking</p> <p>If yes please complete a Parks booking Form: www.waitaki.govt.nz/parks-reserves-playground-booking-form</p> 	<p>Is a parks/reserves booking required?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Planning</p> <p>If yes, an application must be submitted prior to this permit being issued: www.waitaki.govt.nz/land-use-resource-consent-application-form</p> 	<p>Is a Landuse Resource Consent (LRC) required?</p> <p><i>Note: Filming activity is a permitted activity in Business Zone 1,2,3,7 and Township Zone.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Please supply further details of activity:</p>
<p>Building Consent</p> <p>If yes, please complete a Building Consent Application Form. (Applicant is to produce evidence of a Building Consent if required). www.waitaki.govt.nz/building-application-forms</p> 	<p>Is a Building Consent required?</p> <p><i>A Building consent will be required for a marquee over 100m² or for a structure that will be standing for over 30 days. May also be required for other temporary structures.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Water</p>	<p>Is a water supply required?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

<p>Oamaru Victorian Precinct </p> <p>If yes, please advise the Oamaru Whitestone Civic Trust (OWCT) of your proposal. Contact the OWCT on: 03 434 5385 or email admin@victorian.oamaru.co.nz</p>	<p>Will filming take place within the precinct? <i>Notification to the Oamaru Whitestone Civic Trust is required for filming within Oamaru's Victorian Precinct.</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>
<p>Sound</p>	<p>Provide details of any amplified sound or loud noises:</p>
<p>Security</p>	<p>Provide details of any proposed security measures:</p>

<p>Clean up</p>	<p>The organiser is responsible for the cleaning up of the venue. Please detail your arrangements:</p>
<p>Health & Safety Plan </p> <p>Attach a copy of your Health and Safety Plan</p>	<p>Please detail your arrangements (see Notes below) or attach a copy:</p>
<p>Public Liability Insurance </p> <p>Proof of your insurance is required.</p>	<p>Is a copy of your Public Liability Insurance attached?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <hr/> <p>Company</p> <hr/> <p>Amount \$ Expiry Date</p> <hr/> <p>Comments</p>

Notes:

The organiser is responsible for obtaining all appropriate licences before approval for your production can be given. For licences for marquees, stages, scaffolding, temporary structures, dangerous goods, food vendors, amusement devices, signage, fireworks, and other activities requiring a licence, contact the Waitaki District Council Regulatory Unit, phone 03 433 0300.

Health & Safety Plan

Please ensure that all participants are made aware of their responsibilities under the Health and Safety in Employment Act 1992 and that a Health and Safety Management Plan be produced specific to this production.

Privacy Act 1993

The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Waitaki District Council departments, external agencies and for public notification as required.

Hazard

Hazards may be present or may arise as a result of your own activities. If any hazards are identified please take all practical steps to eliminate, isolate or minimise these hazards.

Note that there may be members of the public present. Be aware your activities may be creating a hazard. Public safety must not be compromised by your filming activity

Economic Impact

(Optional – Economic information will be aggregated and anonymised)

How many days work will be provided to people from outside Waitaki?	
How many days work will be provided to local people?	
How many accommodation nights will be booked for this production?	
Estimate of total project budget	
Estimate of spend on local people costs	
Estimate of spend on accommodation	
Estimate of local spend on other than people and accommodation	

TERMS AND CONDITIONS

1. This permit is not transferable and must be produced on demand. Proof of identity will be required.
2. Filming will be restricted to the area specifically identified on the permit.
3. The organisation or individual is to be responsible for any damage to Waitaki District Council assets and reserves. Permittee will be responsible for the cost of repairs or reinstatement as determined by the Waitaki District Council. Any repairs must be completed within 14 days after the completion of filming.
4. The cost of repairs is to be covered by the Permittee.
5. If, after 14 days, damage is not repaired to the satisfaction of the Waitaki District Council and the Permittee gives no acceptable reason, Waitaki District Council will arrange for repairs at the expense of the Permittee and Waitaki District Council will recover costs.
6. Any repairs in the formed road carriageway are to be undertaken by Waitaki District Council's contractors and any costs are to be an expense of the Permittee.
7. The Permittee shall obtain adequate Public Liability Insurance (inclusive of exemplary and pecuniary damages) to indemnify Waitaki District Council in respect of all or any responsibility for damages.
8. For any filming carried out on legal formed roads in the Waitaki District, the Permittee is to arrange for an approved agent to undertake temporary traffic control and will have an approved traffic management plan in place, which needs to be reviewed by a Waitaki District Council Roding Network Engineer.
9. The permittee will obtain all required permits (as required) for:
 - Drone
 - Road Closure/Traffic Management
 - Parks & Reserves booking
 - Building Consent
 - Land Use Resource Consent
 - Water
 - Parking
 - Use of historic precinct
10. If any information in this application changes prior to or after issue of a filming permit, the Waitaki District Council is to be immediately advised.



CHECKLIST

Tick what is applicable to your Filming activity and include with your application:

- Drone (Application for Drone)
- Rooding (Application for Road Closure)
- Rooding (Traffic Management Plan)
- Parks, Reserves or Harbour area (Booking form)
- Planning (Landuse Resource Consent)
- Building Control (Building Consent Application)
- Oamaru Victorian Precinct (Notification to OWCT)
- Clean Up Arrangements/Plan
- Health & Safety Plan
- Confirmation of Public Liability Insurance being held

Upon completion of this application, please sign below.

Applicant Signature

I, the undersigned hereby declare the information given on this application is true and correct I am authorised to make this application for a Consent and in doing so, accept the Terms and Conditions.

Signature:

Date:

Please return application to:

Waitaki District Council
20 Thames Street
Private Bag 50058
Oamaru 9444

Phone (03) 433 0300

Email service@waitaki.govt.nz