



FILMING APPROVAL APPLICATION FORM

NAME OF PRODUCTION:

LOCATION(S) REQUESTED:

.....
.....
.....
.....

IMPORTANT:

Please attach a separate sheet, with a site plan, including location of all temporary structures. Include the site address, name(s) of roads, park/reserve to be used for filming.

CONTACT DETAILS

Production Company:

Postal Address:

Street Address: City:

Phone Number: (Work) (Home) (Mobile).....

Fax: Email:

Location Manager: (Country)

Phone Number: (Work) (Home) (Mobile).....

Fax: Email:

Production Manager: (Mobile)

Client's Name: (Country)

Phone Number: (Work) (Mobile) Email:.....

COMPULSORY:

Contact person for the day of filming:.....

Phone Number (Mobile).....

TIMES & DATES:

Set Up Date and Time:.....

Shoot Start Time: Shoot Finish Time:.....

Wrap Date: Wrap Time:
 (Includes cleaning up and dismantling of equipment)

Postponement Days:

PARKING

How many vehicles will be involved in this shoot?

Trucks	Buses	Vans	Cars	Other (describe)

Do you intend to use on-street parking? Yes No
If yes, a Parking Space Booking application must be submitted prior to this permit being issued.

Do you have special requirements? Yes No If yes, please specify:.....

Describe parking arrangements and attach a diagram (Can be included on site plan):

.....
.....
.....

ROADING

A traffic management plan (TMP) must be submitted for approval prior to the filming, if filming is likely to affect the normal operating conditions of the road/footpath.

Traffic Management Plan attached? Yes No To follow N/A

Name of road(s)/section of road(s) affected.

.....
.....
.....
.....

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.

Road closure required? Yes No (if yes, please complete an Application for Road Closure).

PARKS, RESERVES or HARBOUR AREA BOOKING

Is a parks/reserves booking required? If yes, an application must be submitted prior to this permit being issued.

Permit required? Yes No N/A

PLANNING

Is a Landuse Resource Consent (LRC) required? If so, an application must be submitted prior to this permit being issued. Note: Filming activity is a permitted activity in Business Zone 1,2,3,7 and Township Zone.

Landuse Resource Consent (LRC) required? Yes No N/A

Please supply further details of the activity:

.....
.....
.....
.....

WATER

Is a supply required? (ie temporary connection) Yes No N/A

If yes, an application must be submitted prior to this permit being issued.

BUILDING CONTROL

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.

Is a Building Consent required? Yes No

If yes, please complete a Building Consent Application Form. Applicant is to produce evidence of a Building Consent if required.

HISTORIC PRECINCT

Will filming take place within the precinct? If so, please advise the Oamaru Whitestone Civic Trust (OWCT) of your proposal. Contact the OWCT on 03 434 5385.

Notification required? Yes No N/A

CLEAN UP

The organiser is responsible for the cleaning up of the venue. Please detail your arrangements:

.....
.....
.....

HEALTH & SAFETY PLAN

Please detail your arrangements (see Notes below):

.....
.....
.....

PUBLIC LIABILITY INSURANCE

Proof of your insurance is required. Is a copy attached? Yes No N/A

Company: Amount: \$ Expiry Date:

Comments:

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 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. Please complete the enclosed Health and Safety Guidelines confirmation form.

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.

HAZARDS

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.

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:
 - 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.

