

**FILMING APPROVAL APPLICATION FORM**

**NAME OF PRODUCTION:**

**LOCATION(S) REQUESTED:**

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**IMPORTANT: Please attach a separate sheet, with a site plan, including location of all temporary structures. Please include site address, names of roads, park/reserve to be used for filming)**

**CONTACT DETAILS**

**Production Company:** .....

**Postal Address:** .....

**Street Address:** ..... **City:** .....

**Phone Number: (Bus)** ..... **(Home)** ..... **(Mobile)**.....

**Fax:** ..... **Email:** .....

**Location Manager:** ..... **(Country)** .....

**Phone Number: (Bus)** ..... **(Home)** ..... **(Mobile)**.....

**Fax:** ..... **Email:** .....

**Production Manager:** ..... **(Mobile)** .....

**Client's Name:** ..... **(Country)** .....

**Phone Number: (Bus)** ..... **(Mobile)** ..... **Email:**.....

**COMPULSORY:**

**Contact Person For the Day:**.....

**(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: .....

**COMPULSORY:**

**Description of the Shoot**

**Briefly describe the action being filmed.** Attach a diagram showing the following details: location of cameras, (whether on tripod or track); generators; lighting; sound equipment; tents/marquees; caravans; vehicle parking.

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Number of people on location? .....



**VEHICLES AND PARKING REQUIREMENTS**

How many vehicles will be involved in this shoot?

Trucks	Buses	Vans	Cars	Other (describe)

**Parking**

Do you have special requirements?  Yes  No

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

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**STREET ACTIVITIES**

Is a road closure required? If so, a traffic management plan must be submitted with this application several weeks prior to the event. For a full road closure up to six weeks will be required.

Road closure required?  Yes  No  N/A

Traffic Management Plan attached?  Yes  No  To follow

Name of road(s)/section of road(s) requiring closure. Time/date of closure(s):

Reason for closure:

**Clean Up** (The organiser is responsible for the cleaning up of the venue.)

What are your arrangements?

**Toilets**

Are the existing toilet facilities adequate?

Yes  No  N/A  Don't Know

What temporary toilet facilities will the organiser provide? (Include numbers and locations.)

**Electricity**

Is power supply required?

Yes  No  N/A

Will you require access to Christchurch City power supplies, if available at the venue?

What are you providing? Please supply details.

Details of current registered electrician:

Name:..... Registration Number: .....

Contact Details:.....

**Water**

Is a supply required?

Yes  No  N/A

What are you providing? Please supply details.

Will you require access to Christchurch City water supplies if available at the venue?  Yes  No

**Amplified Sound** (including the use of hand held sound equipment.)  Yes  No  N/A

Please supply details of equipment used and location.

**The organiser is responsible for contacting Environmental Services, Noise Control on 941-8823 for guidelines and information on the use of sound equipment at least two weeks prior to the event. Some noise activity may require resource consent, which can take several weeks to obtain.**

**SPECIAL EFFECTS**

Yes  No  N/A

<i>Effect</i>	<i>Yes/No</i>	<i>If Yes, describe</i>	<i>Timing</i>
Animals – Supplier: .....	Yes / No		
Fireworks Supplier: .....	Yes / No		
Smoke Supplier: .....	Yes / No		
Noise: ..... Supplier.....	Yes / No		

Other: Supplier.....	Yes / No		
Temporary Structures/Marquees Supplier.....	Yes / No		

Building consent will be required for a marquee over 30m<sup>2</sup> and may be required for other temporary structures.

**HEALTH & SAFETY PLAN** - Film crews are required to comply with the Health & Safety at Work Act 2015. Under this legislation, you must ensure so far as reasonably practical that people are not exposed to risks arising from the operation and any place where employees and self-employed persons work is safe. Proactive attention by the film crew may be achieved by a process of identification, assessment and control of safety risks. In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders. Upon application, your Advisor will notify you of the Health & Safety requirements for your 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 Christchurch City Council departments, external agencies and for public notification as required.

**REGULATORY LICENCES** - 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 Christchurch City Council, Environmental Services Unit, phone 941-8748.

**CHARGES** - The organiser will incur costs such as facility fees and other Christchurch City Council charges. The organiser will be responsible for the cost of barricades, signage, cones and other items that the production requires. The organiser may be asked to provide a bond that will be refundable on fulfilment of council requirements. Please refer to the attached fee schedule.

**Organisers must comply with the conditions for the use of Christchurch City Council parks, streets, squares and facilities. A set of conditions will be attached to your letter of approval. Any changes or additions to these conditions are at the discretion of Christchurch City Council.**

**PUBLIC LIABILITY INSURANCE**  
 Proof of your insurance is required. Is a copy attached?       Yes       No       N/A  
 Company:..... Amount: \$..... Expiry Date:.....  
 Comments:.....  
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Upon completion of this application, please sign below.

Signature: ..... Date: .....

If any details, relating to this permit application, are altered after the forms are submitted, please advise the Christchurch City Council, as soon as possible.

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## **SCHEDULE OF ATTACHMENTS**

- Fee Schedule
- Confirmation of Public Liability Insurance being held and current
- Traffic Management Template
- Site Map
- Building Consent Form
- Bond Release Form
- Filming Approval Application Form

**Events Partnerships & Development Team**

03 941 8999, [eventsdevelopment@ccc.govt.nz](mailto:eventsdevelopment@ccc.govt.nz)

Level 5, HSBC Tower

62 Worcester Boulevard, Christchurch 8140

**IMPACT ON THE COMMUNITY**

To assist us in measuring the level of filming activity in our city would you please provide the following information. This will be used to gather statistical data, allowing the Council to plan and provide a more complete service to your industry.

**1. Will this production include the filming of any other areas of Canterbury/New Zealand?**

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**2. What is the total budget for this Project?**

- Less than \$100,000
- \$100,000 - \$200,000
- \$200,000 - \$250,000
- \$250,000 - \$500,000
- \$500,000 - \$1 million
- \$1 - 2 million
- \$2 - 5 million
- More than \$5 million

**3. How many of your Crew are:**

Local  Non Local

**4. What local suppliers will you be using?**

- Catering
- Acoustics
- Grip
- Camera Operators
- Other (please specify).....
- Other (please specify).....
- Other (please specify).....
- Electrical
- Special Effects
- Gaffers
- Props
- Other (please specify).....
- Other (please specify).....
- Other (please specify).....

**5. How many nights will you be in Christchurch? .....**