

Filming in the Buller district

There are no fees for the use of Council land, public spaces (except those controlled by DoC or other bodies). We just ask you to fill in the application form for an Events/Filming Permit so we know what you want to do, when and where. We can then tell you if this is possible and, if not, help you to find an alternative. In the permit application form, there is information about other documentation which must be obtained before the permit can be issued.

Project details

Name of production:

Name of shoot:

Type of production: *(please circle)* TVC / documentary / feature / music video / short film / student / TV / advertisement / other *(please state)*

Contact details

Production company:

Postal address:

Street address:

Phone: Fax:

Contacts	Name	Mobile phone	Email
Location Manager			
On-site contact			
Producer			
Director			

Shoot details

Location: (site address, names of roads, park/reserve to be used for filming):

.....

Please attach a diagram for each site including the location of all structures, major equipment and vehicle positions. Indicate any activities below mean high-water spring. Please include lighting (including beam direction and lighting towers), generator/s (including type), cameras (including tracks, cranes and cherry pickers), any toilets and washing facilities

Will any building permits be required (marquees, structures etc)?

Number of people on location (maximum):

Dates and Times for Use of Site/s			
	Date/s	Start time/s	Finish time/s
Set up			
Shoot			
Pack down			

Permits may be required for special effects. Circle special effects where relevant.

Heli shoot	Fire	Explosions	Stunts	Crowd scenes	Other noise (describe below)
Fixed wing aircraft	Gunfire	Boats	Wet downs (use of water mains)	Road accidents	Crime or emergency simulation
Use of animals	Disguising road markings or signage	Discharges to the air	Effects on vegetation	Lighting special effects	Other (describe below)

Details:

Clean up

The organiser is responsible for cleaning the site/s. What arrangements have been made?

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Toilets

Are existing toilet/washing facilities adequate?

Yes | No |

If not, what temporary facilities will be organised (numbers and locations)?.....

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Make sure that you include these on the site plans.
What arrangements have been made for effluent disposal?

Traffic Management Plans

Required? Yes | No |
Attached? Yes | No |

Details of closure/s (sections of road, date/s and time/s):

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.....

Reason/s for closure/s:

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Public Liability Insurance

Attached? Yes | No |

Company: Amount; \$

Expiry date:

Exclusions:

.....

Health and Safety Plan

Attached? Yes | No |

Privacy Act 1983

The information collected will be used to ensure that your activity is carried out with protection for all parties concerned. It may, therefore, be distributed within the Buller District Council and to other relevant agencies. It may possibly be used to inform the public.

Organisers must comply with the Conditions of Filming Permit. A copy of the Conditions must be signed by the Organiser, and the Production Company and Organiser will be held jointly liable for any breach of the conditions.

Upon completion of this application form, please sign below.

I verify the facts included in this application and am responsible for any omissions.

Name:

Signature:

Position:

Date:

Council use only

Bond required? Yes | No | Amount: \$

Conditions:

Receipt No:

CONDITIONS OF FILMING PERMIT

General

Organisers are required to guarantee that the filming organisation will conform to the requirements and practices of the *Film and Video Production Industry – Code of Practice for Safety and Health in New Zealand*.

The other requirements specific to the Buller District Council are as follows.

- 1) **Changes to the Permit:** The organiser shall advise the Buller District Council as soon as possible of any proposed change to the nature of the activity. This will cause the permit to be re-evaluated by Council.
- 2) **Licences:** The organiser shall obtain all appropriate licences (eg alcohol, food, structures) before a Filming Permit will be issued. These licences are obtained at the expense of the organiser.
- 3) **Insurance:** The organiser shall provide proof that suitable public-liability insurance has been obtained, including details of the insurance, any relevant exclusions and the amount of insurance cover before a Filming Permit will be issued.
- 4) **OSH:** The organiser shall provide a health and safety plan which complies with the Health and Safety in Employment Act 1992 and its Amendment Act 2002.
- 5) **Notification:** The organiser shall inform residents and businesses in the area directly affected by the activity at least three days before filming begins. A copy of the flier, newspaper advertisement or selected medium must be included with the application.
- 6) **Indemnity:** As a condition of receiving the Permit, the organiser shall indemnify the Buller District Council against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred, and any loss

suffered by the Buller District arising because of, or in connection with, the organiser's breach of non-performance of any obligations under these conditions.

- 7) **Contact details:** The name and mobile phone number of a contact person who will be onsite throughout the filming period must be provided.
- 8) **Noise:** The organiser must ensure that the operation remains within the decibel levels and hours set out in the Buller District Plan. The name and mobile phone number of a contact person who will be on site throughout the filming and who has the authority to control the level of noise must be provided.
- 9) **Electricity:** The organiser shall use a registered electrician for all electrical work on the site.
- 10) **Co-operation with authorities:** The organiser shall ensure that all people on site comply immediately with any instructions or directions issued by the Police or other authorities in the execution of their duties.
- 11) **Access to properties:** Access and egress routes for residents, businesses and emergency services must be kept clear at all times and the public must not be unduly inconvenienced. Responsibility for access lies with the organiser.
- 12) **Clearing the site:** The organiser shall provide, erect and remove all temporary structures, road markings and all other structures and devices associated with the activity immediately after it ceases on the site.
- 13) **Clean up:** The organiser shall ensure that all areas associated with the activity are left clean and tidy. All rubbish must be removed from the site immediately after the activity ceases there.
- 14) **Damage and disturbance:** The organiser shall ensure that animals, vegetation, buildings and other facilities or parties are not unduly disturbed or damaged at any time during use of the site. There must be no damage to the area from the use of vehicles.
- 15) **Restoration:** Landforms and vegetation must be left as they existed before the occurrence of the filming activities.
- 16) **Emergency services:** It is the responsibility of the organiser to advise emergency services of activities as required.
- 17) **Hours:** Filming activities shall occur only between the hours of 6.30am and 10.00pm.
- 18) **Bonds:** A bond may or may not be required, at the discretion of the Buller District Council, to cover the potential costs associated with any breach of the conditions of the Permit.

Parks and Reserves

- 19) **Liaison with Council:** The organiser shall liaise with the Buller District Council on the availability of the area and booking procedures.

- 20) An approved Traffic Management Plan must be included with the Permit application. The organiser shall be liable for the costs of public notices to advertise road closures associated with the activity.

Air Activities

- 21) **Civil Aviation requirements:** The organiser must get permission for any relevant activities from Civil Aviation and evidence of this must accompany the Permit application.
- 22) **Notices of Traffic to Air Mariners:** The organiser must obtain any necessary Notices of Traffic to Air Mariners (NOTAM) where there is any possibility of aircraft flying low. This must be obtained 90 days prior to the activity through Civil Aviation and the NZ Police.
- 23) **Landing sites:** The organiser shall ensure that any landing sites and their surrounding areas are cleared and secured for safety purposes for the arrival, departure or operation of aircraft, helicopters, parachutes, balloons or any other aerial activity.

Should any of the above conditions related to Council regulations be likely to be breached, a resource consent will be required.

Should any of the conditions be breached, the Filming Permit will be immediately revoked and any bond money may be used in restitution.