

CENTRAL OTAGO DISTRICT COUNCIL

FILMING NOTIFICATION FORM

January 2018

Central Otago District Council welcomes and encourages filming activity within the District. By filling out this form we will be able to ensure that your experience with Council and with Central Otago is a positive one for all parties. We thank you for taking the time to do so.

Filming is defined as a temporary activity within Central Otago District. Therefore, although some component activities may require consent or permit, there is no requirement for a specific permit to film within the district.

Please send the completed form to:

Film Liaison Office
Central Otago District Council
PO Box 122
Alexandra
New Zealand

E-mail: film.liaison@codc.govt.nz

NAME OF PRODUCTION:

TYPE OF PRODUCTION:

TVC (Television commercial/advertisement)	
Feature Film	
Documentary	
Broadcast Media	
Other (specify)	

Location and Site Plan (include location of all temporary structures). Please include site address, names of roads, park/reserve to be used for filming. Click bottom portion of box to insert maps, plans and pictures.

CONTACT DETAILS (fill out as appropriate)

Your Name:
 Country
 Phone No (Business)(Mobile)
 (Email)

Production Company:

.....
 Postal Address:

 Phone No (Business)(Mobile)
 (Email)

Location Manager (if different):

.....
 Phone No (Business)(Mobile)
 (Email)

Location Scout (if different):

.....
 Phone No (Business)(Mobile)
 (Email)

Planned Times and Dates

Description of the Shoot

(Briefly describe the action being filmed, including any unusual requirements).

.....

Significant Activities

(Details of any activities such as construction of permanent structures, earthworks etc that may require a consent need to be listed).

.....

Approximate number of people and number of days on location?

ASSISTANCE REQUIRED

Please indicate if you would like assistance from Central Otago District Council, or its agencies, with regards to:

• Accommodation in Central Otago	
• Business contacts	
• Community or heritage contacts	
• Other (Specify)	

STREET ACTIVITIES

Approved Temporary traffic management is required for:

- any activity that occupies the road carriageway; or
- any activity that may affect normal vehicular or pedestrian traffic.

Please indicate whether this is the case.

Applications for temporary road closure should be submitted to Council at least 48 days prior to the required closure date. Application forms can be downloaded from the [Council website](#).

WASTE MANAGEMENT

The Central Otago District Council has an aspirational goal to be a zero waste district. Your efforts to help us achieve this goal would be appreciated.

REGULATORY LICENCES OR CONSENTS

The organiser is responsible for obtaining all appropriate licences or consents. Depending on what is required this may take 10 or more working days. CODC aims to process all applications in an efficient and customer focused manner.

Please indicate if any of the following will be used:

• Marquees (over 35m ²)	
• Stages	
• Scaffolding	
• Temporary Structures	
• Food Vendors	
• Amusement Devices	
• Signage	
• Fireworks	
• Excessive Noise	
• Earthworks	
• Other (specify)	

We will contact you regarding any ticked items to discuss if a license or consent is required. Please note that you may be required to notify affected parties where production activity is considered to be of such scale, duration or inconvenience, that some pre notice is provided.

HEALTH AND SAFETY PLAN

Please ensure that all participants are made aware of their responsibilities under the [Health and Safety at Work Act 2015](#). It is the responsibility of the production company to ensure that all hazards are identified and that public safety is not compromised by filming activities. Where you are planning to operate on Council owned property you may be required to submit a Safety Plan to Council for approval.

INSURANCE

Does the Company have current Public Liability Insurance? Yes No

PRIVACY ACT 1993

The information provided is to ensure that Central Otago District Council’s Film Liaison Office, which is managed by the Council’s Economic Development Manager, can assist you effectively and that the filming activity will comply with all Council requirements. Therefore, if appropriate the document or relevant information from the document may be distributed to other Central Otago District Council departments, external agencies and for public notification as required. However, this will be by way of the normal process of work and in all other matters we will maintain and respect the confidentiality of your undertaking.

Upon completion of this notification, please sign below.

Signature **Date**

If any details relating to this notification are altered after the form is submitted please advise the Central Otago District Council’s Film Liaison Office as soon as possible.