



**PLEASE ENSURE YOU HAVE CONTACTED THE LOCAL AUTHORITY PRIOR TO COMPLETING THIS FORM**

**This form applies to: Auckland City Council, Auckland Regional Council, Franklin District Council, Manukau City Council, North Shore City Council, Papakura District Council, Rodney District Council, Waitakere City Council**

**Where filming involves more than one local authority, a completed application is required for each authority.**

Name of Local Authority and your Facilitator: .....

Name of Shoot:.....

Day/s and Date/s of Shoot:.....

Rain Day/s and Date/s of Shoot:.....

**Type of Production: (please circle) TVC / Documentary / Feature / Music Video / Photo Shoot / Short / Student / TV Programme / Other (please state): .....**

**CONTACT DETAILS**

Production Company Name: .....

Postal Address: .....

Phone:..... Fax:..... E-mail:.....

Contacts	Name	Phone/Mobile	Email
Location Manager			
Alternative Contact			
Producer			
Director			

**LOCATION, DATES & TIMES**

**Please attach a separate sheet for each location and site plan/s, including the location of all temporary structures, camera (whether on tripod or tack or track) and vehicle positions**

Location: .....

Number of crew on location: ..... Number of cast on location:.....

Setup Date/s: ..... Start Time: ..... Finish Time: .....

Shoot Date/s:..... Start Time: ..... Finish Time: .....

Packdown Date/s: ..... Start Time: ..... Finish Time: .....

Please describe what the scene/s depict and any special requirements (attach any additional information):

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**TRAFFIC AND PARKING/PEDESTRIAN SAFETY**

**If this activity requires a road closure, generally a minimum of six (6) to eight (8) weeks notice must be given (times may vary between local authorities). Attach a proposed Traffic Management Plan and the name of your Traffic Management Contractor:**

Traffic Management Contractor:..... Mobile number: .....

Parking arrangements for crew and non-essential vehicles: .....

Number of essential vehicles (including caravans): .....

Parking – are special restrictions required? .....  Yes  No

Traffic Control eg stop/go control.....  Yes  No

Road Closure required? .....  Yes  No

Traffic Management Plan attached? .....  Yes  No

Please describe the reason for the restrictions, traffic control and/or road closure. Include the names of roads, times required and the number of marshals indicating marshal positioning.

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**EFFECTS ON THE ENVIRONMENT**

**Structures:** Yes No

**(please circle, describe below and include number and size/measurements on site map) *marquee / scaffolding / cherry picker / camera crane / camera track / low loaders / lighting rig / other* – refer building permits:**

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**Building Permits:** Yes No n/a

May be required for the placement of some temporary buildings eg marquees, stages, scaffolding, structures. For further advice contact the local authority building help desk at least 6 weeks prior to filming. For a Department of Labour Certificate eg for a display of fireworks or scaffolding contact Occupational Safety and Health on (09) 525 0268.

**Special Effects or Aspects:** Yes No

**(please circle and describe, including time staged and indicate position on your site map):***stunts / fireworks / gunfire / fire effects / reconstruction of crime or emergency / building blackout / explosions / crowd scenes / heli-shoot / fixed wing aircraft / animals / street dressing / disguising road markings / disguising street signage / lighting special effects / earthworks / discharges to the air / effects on vegetation / other:*

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**Amplified Sound**..... Yes No

The organiser is responsible for contacting the local authority noise control officer for guidelines and information on noise control preferably two (2) weeks prior to the activity.

**Generator used?**..... Yes No

Please provide details including the type of generator and include positioning on your site map:

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**Lighting** ..... Yes No

If yes, please supply details and include on the site map indicating beam direction and any lighting towers:

.....

**GENERAL**

**Catering** Please supply the name of caterer/s and a contact phone number .....  Yes  No

**Clean Up** (The applicant is responsible for all clean up and for returning the site to its original condition)

What are your arrangements? .....

**Consultation** - please attach a draft copy of the letterdrop letter .....  Yes  No

(delivery of letterdrop is required a minimum of 48 hours prior to shoot, a second letterdrop may be required for some shoots)

Who will you be consulting with? eg. residents, businesses, iwi

**Toilets**

Using existing facilities?..... Yes No Providing own?.....  Yes  No  
(include on site map)

**Water** – supply required? Please describe source and purpose.....  Yes  No

**PUBLIC LIABILITY INSURANCE**

Provide proof of your insurance (attach copy).

Company..... Amount \$:..... Expiry Date:.....

Comments: (including any relevant exclusions) .....

**HEALTH AND SAFETY PLAN**

The organiser must provide a written site specific health and safety plan preferably four (4) weeks prior to the activity. This plan must be prepared in accordance with the provisions of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety in Employment Act 2002, and the organiser is responsible for ensuring that the Act is complied with at all times. For further information see the attached guidelines or contact, Occupational Safety and Health on (09) 525 0268.

**CHARGES**

The organiser may incur costs such as facility fees and other Local Authority incurred costs. The organiser will be responsible for the costs of barricades, signage, cones and other such items the activity requires. The organiser may be asked to provide a bond. The Local Authority will quote facility fees based on the information contained in the completed form. Changes to the application may result in fee changes.

**PRIVACY ACT 1993**

The information collected will be used to ensure the effective facilitation of your activity. It will, therefore, be distributed to other Local Authority departments, external agencies and will be used for public information as required.

**Organisers must comply with the conditions for the use of all venues and facilities. A set of standard conditions are attached for your information. Any changes or additions to these conditions are at the discretion of the permitting Local Authority.**

Upon completion of this application, please sign below.

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



## Standard Conditions for the use of Auckland City Parks, Reserves, Squares, Streets or Facilities

### General

1. **Schedule Changes:** The organiser shall advise Auckland City as soon as possible of any proposed change to the nature of the activity, which shall be subject to approval as a variation of the activity permit.
2. **Liaison with Police:** The organiser shall make initial contact and consult with the Senior Sergeant, Operations Planning, Central Police, Auckland District, phone 302 6910, at least six (6) weeks prior to the activity.
3. **Licences:** The organiser shall obtain all appropriate licences (eg. alcohol, food, trading, building permits, special effects, amusements, temporary structures and marquees) at least six (6) weeks prior to the activity. Contact Auckland City Environments, Licensing, phone 379 2020.
4. **Parking:** The organiser shall obtain any necessary parking permits in relation to the activity prior to the activity. In addition, the organiser shall consult with Auckland City at least one (1) week prior to the activity in relation to any parking restrictions or parking controls for the activity. For Parks, Squares and Reserves, contact Events Facilitation, phone 379 2027. For Streets, contact Traffic and Parking Services, phone 379 2020.
5. **Publicity:** The organiser shall inform residents and businesses in the area affected by the activity at least two (2) weeks prior to the activity. Such information shall at least include a flyer delivered to each house or business in the affected area. The flyer shall contain:
  - the name of the activity
  - the name of the organiser
  - the general nature of the activity
  - the duration of the activity including set up and pack down periods
  - the organiser's contact details before and on the day of the event (including mobile phone numbers)
  - the relevant contact details for appropriate Auckland City officers
  - A draft of this flyer shall be provided to Auckland City for approval by Events Facilitation at least four (4) weeks prior to its distribution.
6. **Site Plan:** The organiser shall provide to Auckland City, at least four (4) weeks prior to the activity, a plan of the site or sites including details of all equipment associated with the activity.
7. **Insurance:** The organiser shall provide to Auckland City proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover, at least four (4) weeks prior to the activity.
8. **Health and Safety Plan:** The organiser shall provide to Auckland City four (4) weeks prior to the activity a written health and safety plan complying with the requirements of the Health and Safety in Employment Act 1992 including amendments made by the Health and Safety Act in Employment Act 2002. . Please find attached safety and health guidelines for events and activities.
9. **Indemnity:** In consideration of the grant of approval to use Auckland City's facilities for the activity, the organiser shall indemnify Auckland City against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered by Auckland City arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions
10. **Contacts:** The organiser shall ensure that they provide, at least four (4) weeks prior to the activity, to Events Facilitation, the name and mobile phone number of a contact person on site on the day of the activity.

11. **Control of Sound and Noise:** The organiser will comply with decibel levels as set out in the Auckland City District Plan. The organiser may be required to consult with the Environmental Health Officer, Auckland City Environments prior to the activity, phone 379 2020. After consultation with the Environmental Health Officer, the organiser may be required to supply the name and mobile phone number of a person who is available during the activity and who has authority to control volume of noise. This information, if required, shall be supplied to the Environmental Health Officer prior to the activity. If sustainable noise complaints are received the noise level will be required to be turned down.
12. **Electricity:** The organiser shall, where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.
13. **Compliance with Legislation:** The organiser must ensure that the activity complies with the Auckland City District Plan, the Auckland City Consolidated Bylaw, the Local Government Act 1974 and any other relevant legislation. In addition, the organiser shall take all reasonable steps to ensure that all persons participating in the activity also comply with such legislation.
14. **Compliance with Directions:** The organiser shall ensure that all participants comply immediately with any instructions or directions issued by NZ Police or Auckland City officers in the execution of their duties.
15. **Access to Properties:** The organiser shall ensure that access and egress for residents, businesses and emergency vehicles are available at all times; that the public is not unduly inconvenienced; and that public and private accessways are kept clear at all times.
16. **Public Services:** The organiser shall provide a lost child facility and an information service for the duration of the activity.
17. **Responsibility for Equipment:** The organiser shall provide, place and remove all temporary structures, road markings, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the activity. Removal of such equipment shall take place immediately after the activity. All equipment and structures used must be in good, safe working order.
18. **Responsibility for Clean Up:** The organiser shall ensure that any area associated with the activity is left in a clean and tidy condition. The removal and disposal of all rubbish shall take place immediately after the activity.
19. **No Damage to Property:** The organiser shall ensure that all wildlife, stock, vegetation, buildings and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with it.
20. **No Fixtures:** The organiser shall ensure that nothing is fixed, hung or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (eg. trees, street furniture, lamp-posts, etc.) without the prior consent of Auckland City.
21. **Documentation:** The organiser shall ensure that a copy of the Events Facilitation activity permit is available at all times during the activity and any set up or pack down period associated with it.

### **Parks, Reserves And Squares**

22. **Liaison with Parks Staff:** The organiser shall liaise with Auckland City Parks staff at least two (2) weeks prior to and on the day of the activity. The appropriate contact details are available from Events Facilitation, phone 379 2027. Note: Park's officers and Grounds staff have the authority to close grounds if adverse conditions require closure. If the activity is on a Sports Park, the Grounds staff will advise the organiser of any closures and may also put a notice over the 1ZB cancellation service.
23. **No Vehicles:** The organiser shall not allow any vehicular use of Parks, Reserves or Squares without the prior written consent of Auckland City.

## Streets

24. **Road Closures:** The organiser shall apply for any necessary road closure authorisations in writing at least six (6) weeks prior to the activity.
25. **Buses:** The organiser shall make contact and consult with the Area Supervisor, Transportation Auckland Corporation Ltd (Mr Lyle Drysdale, phone 025 389 194) at least six (6) weeks prior to the activity concerning any necessary re-routing of buses or relocation of bus stops.
26. **Traffic Plan:** The organiser shall provide to Auckland City and to the Police a traffic plan at least six (6) weeks prior to the activity. The traffic plan shall include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and to public transport. Auckland City and the Police may require further details to be included in any traffic plan. Further details shall be provided as soon as practicable after any such request.
27. **Marshals:** The organiser shall provide suitably qualified and identifiable marshals to the satisfaction of the Senior Police Officer in charge.
28. **Compliance with Law and with Police Directions:** The organiser shall ensure that all participants comply with all traffic laws, regulations and bylaws at all times during the activity and that all participants comply immediately with any instructions issued by the NZ Police or Auckland City officers in the execution of their duties.
29. **Traffic Control Measures:** The organiser shall provide, place and remove all appropriate barricades, cones and signs to the satisfaction of the Senior Police Officer in charge and to the Manager, Auckland City Traffic and Roading Services. Such barriers, cones and signs shall be removed immediately after the activity.

## Air Activities

30. **Liaison with Civil Aviation:** The organiser shall make contact and consult with Civil Aviation at least one (1) week prior to the activity in relation to the use of aircraft. The organiser shall comply with any directions or instructions or advice issued by Civil Aviation.
31. **Notices of Traffic to Air Mariners:** The organiser shall be responsible for obtaining any necessary notice of traffic to air mariners (NOTAM) where there is any possibility of low flying aircraft over a large crowd. Please note that this notice must be obtained 90 days prior to the activity through Civil Aviation in consultation with the NZ Police.
32. **Landing Sites:** The organiser shall ensure that any landing site and its surrounding area is cleared and secured for safety purposes for the arrival, departure or operation of aircraft, helicopters, parachutes, balloons or any other aerial activity associated with the activity.

## Deposits, Charges And Cancellations

33. **Charges:** The organiser shall pay to Auckland City a facility fee (including GST) in respect of the activity permit to which these conditions are attached.
34. **Other Fees and Charges:** The organiser shall be responsible for any fees or service and supply charges associated with the activity. These fees are payable in respect of any certificate, authority, approval, consent or service given or inspection made by Auckland City or any department, service, agent or local authority trading enterprise of Auckland City.
35. **Bond:** The organiser shall provide to Auckland City a bond at least two (2) weeks (unless otherwise specified) prior to the activity. The purpose of the bond shall be to cover the potential costs of any breach of these conditions and also repairing any damage and undertaking any clean up work. The bond shall be in terms satisfactory to Auckland City having regard to the nature of the activity.
36. **Road Closure Advertisements:** The organiser shall be liable for the costs of the public notices to advertise any closure of roads associated with the activity.

37. **Deposit:** Auckland City may charge a deposit of 10% of the charges, costs and fees at least four (4) weeks prior to the activity.
38. **Cancellation Fee:** Auckland City may charge a cancellation fee if the organiser of the activity cancels a booking within two (2) weeks prior to the commencement of the activity or if the organiser fails to notify Auckland City of any cancellation.
39. **Late Application Fee: Events** Facilitation may charge a late application fee if an application is received within 2 working days of the activity. The organiser shall be advised if this fee is to be implemented.

### Special Conditions

40. The organiser will be advised of any special conditions associated with the nature of the activity prior to the activity-taking place.

### Use of Okahu Domain and Beach

Auckland City and the Ngati Whatua O Orakei Maori Trust Board are jointly responsible for the administration of Okahu Domain and Beach. Okahu Domain and Beach is a valuable historical, cultural and recreational asset to the people of Auckland. The mana whenua, mana tupuna, tikanga and taonga must be respected and observed at all times (see translations below).

Many of the features are irreplaceable and damage to these amenities can be easily incurred. We wish you to enjoy using this facility and ask that you assist us in protecting it by adhering to the following conditions:

- The organiser is responsible for consulting with, and seeking approval from the Ngati Whatua O Orakei Maori Trust Board (phone 336 1670) prior to the event. Auckland City will facilitate this process for the organiser.
- The urupa (cemetery) is to be treated with reverence at all times.
- **Alcohol is prohibited on the Okahu Domain at all times.** The organiser is responsible for ensuring that no alcohol is brought onto or consumed on Okahu Domain.
- All events must be situated at the Watene Crescent side of the Okahu Domain. If this area is unavailable permission to use any other area of the Okahu Domain must be obtained from the Ngati Whatua O Orakei Trust Board and Auckland City prior to the event.
- The organiser shall ensure that all participants comply immediately with any instructions or directions issued by Ngati Whatua O Orakei Maori Trust Board representatives and Auckland City officers.
- Translations (provided by the Secretary on behalf of the Ngati Whatua O Orakei Maori Trust Board)

Mana Whenua:	Recognised sub-tribal territorial authority.
Mana Tupuna:	Authority of sub-tribal ancestors.
Tikanga:	Maori lore, ancestral belongings, customs, protocol, traditions, beliefs, karakia etc.
Taonga:	Treasures - people, garments, adornments, land, sea, air, artefacts, carved and woven articles, myths, legends, tools etc.
Papakainga:	Area of land set aside for dwellings, Marae complex and urupa.
Whenua Rangatira:	Maori Reserve under Maori Affairs Act 1953 administered by the Reserve Board.
Urupa:	Cemetery area, burial ground.

### Conditions for all areas within the Viaduct Harbour Precinct

41. The organiser shall consult with other relevant property owners/managers (land and water) within the Viaduct Harbour precinct area at least six (6) weeks prior to the activity. This may include liaison with the Auckland Regional Council for activities on the water, Viaduct Harbour Limited for activities on the water adjacent to Waitemata Plaza and/or Viaduct Marine Harbour Village for activities within the Western Viaduct/Halsey Street Wharf area. (See also clause 5 above 'Publicity').
42. The organiser will ensure that any speakers for amplified sound face away from residential properties. (See also clause 11 above 'Control of Sound and Noise').
43. No signage, banners, posters or other such fixtures shall be attached to the public safety barriers without prior consent from Auckland City. (See also clause 20 above 'No Fixtures').

44. Vehicles for the event are not permitted on Te Wero, Eastern Viaduct, Waitemata Plaza or Market Square without prior written consent from Auckland City. Vehicle loading criteria within the Waitemata Plaza, Te Wero, The Promenade and Market Square shall not exceed 2.7 tonne without prior written consent from Auckland City. Vehicles shall be no larger than a light two-axle truck with dual rear wheels. The organiser shall be responsible for ensuring that vehicles accessing Te Wero, their loads or other do not exceed the bridge height limit of 3.72m or loading limit of 12 tonne.
45. The organiser shall ensure that where a marquee is being erected for an activity, only weighted or ground-type anchors shall be used by removing the tiles in the immediate area of the ground anchor. The organiser shall also ensure that the area is fully reinstated and that paving tiles are repaired and replaced to the original construction specification, as necessary upon completion. (See also clause 3 above 'Licences').
46. The organiser shall ensure that a one-metre clearance around the Maori carvings shall be maintained at all times.

## Note

**Advice to Services:** Once an activity has been permitted, Auckland City will, where applicable, advise the following services: NZ Police, NZ Fire Service, St John Ambulance, relevant transport companies, Auckland City Traffic and Roading Services and Auckland City Environments. Other services will be advised as appropriate.

**After Hours Contacts:** Should you have any concerns or queries on the day of your activity, please contact Auckland City after hours, phone 379 2020. The Auckland City Call Centre will forward your query to an appropriate Auckland City officer.

**Gardens:** Please note that Parks staff are unable to guarantee high quality bedding displays all year round due to seasonal factors and unforeseen circumstances. Please note that many displays (such as those in the Auckland Domain Winter Gardens and Dove Myer Robinson Park) have a strong seasonal component and this factor will influence the crops displayed and flowering times.