

Ngā Tikanga Hopu Whakaahua i te Rohe o Tāmaki Makaurau

Auckland Film Protocol

Commitments, conditions and guidelines for
filming in the Auckland Region



Screen
Auckland



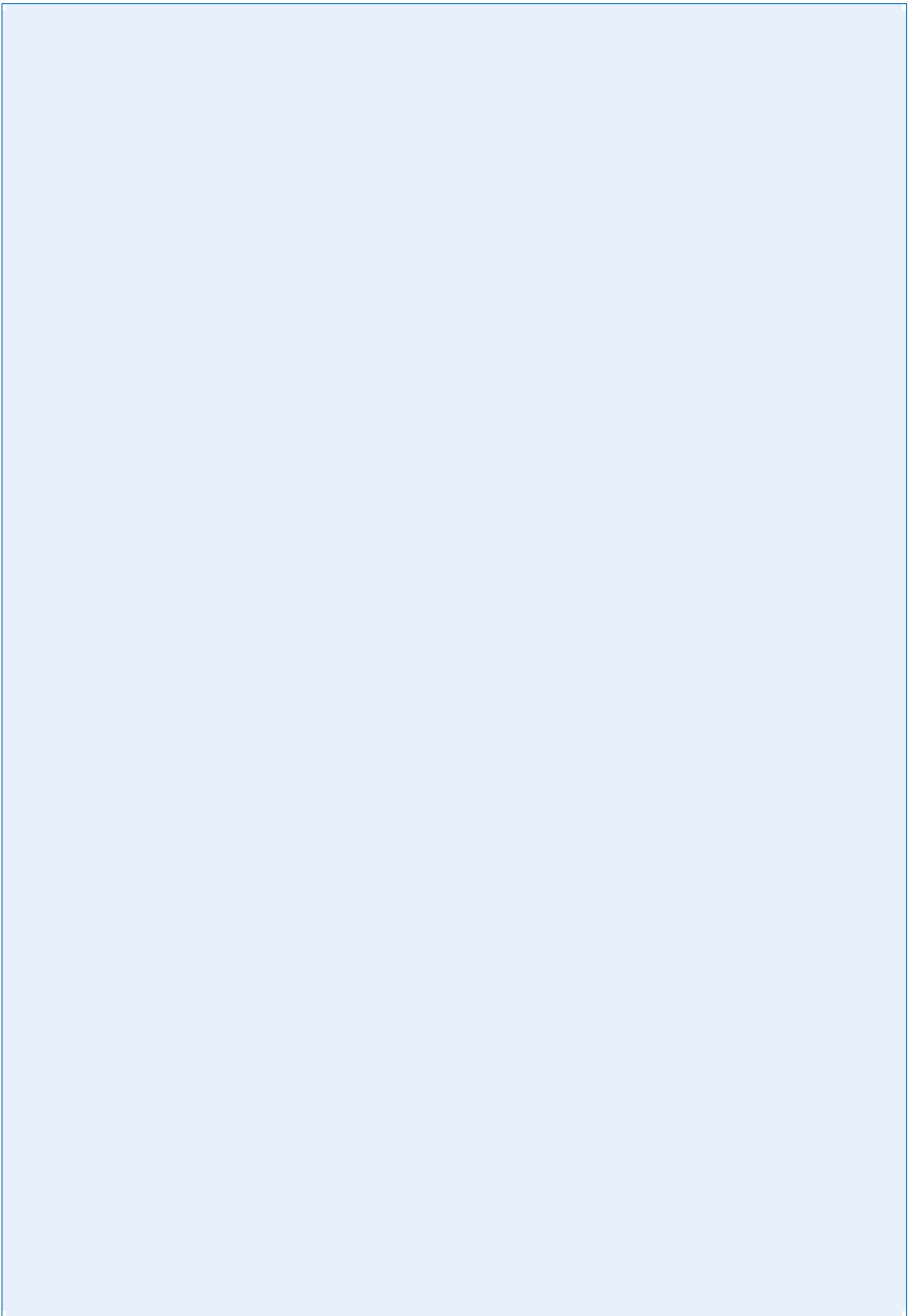


Table of Contents

Table of Contents	3
Introduction	1
Objectives	2
Structure of this document	3
Section One: Core commitments	4
Section Two: A quick reference guide to filming in Auckland.....	6
2.1 Obtaining consent to film.....	6
2.2 Flowchart summarising the filming application process	8
2.3 Frequently Asked Questions	9
2.4 Filming impacts and Auckland Council requirements.....	13
2.5 Filming fees and associated costs	15
Section Three: Screen Industry Code of Conduct.....	16
3.1 Standard conditions for filming activity in the Auckland Region	16
3.2 Compliance with relevant plans, policies, bylaws, and rules	20
3.3 Compliance with the Auckland Film Protocol and film permit conditions.....	21
3.4 Filming potentially offensive material	21
3.5 Filming on private premises	21
3.6 Using local businesses.....	22
3.7 Smokefree Areas	22
3.8 Filming in sensitive areas and the management of cumulative effects.....	22
3.9 Protecting natural environments.....	22
3.10 Environmental sustainability.....	23
3.11 Protecting Auckland’s historic heritage	24
3.12 Protecting our native species	24
3.13 Going the extra mile	24
3.14 Insurance requirements	25
3.15 Concerns about filming	25
Section Four: The approval process in detail.....	26
4.1 Traffic management	26
4.2 Parking essential vehicles.....	28

4.3	Filming on parks, reserves and other public open space	29
4.4	Filming on or in other properties and buildings owned by Auckland Council or Council Controlled Organisations	35
4.5	Filming on public transport and public transport facilities	37
4.6	Health and safety considerations	38
4.7	Heritage considerations	39
4.8	Resource consent considerations	40
4.9	Building consent considerations	42
4.10	Planning for additional requirements – The use of special effects, firearms and stunts	44
	Glossary.....	46
	Related policies, publications and websites.....	48
	Key New Zealand Legislation	50
	Appendix One: Film permit application form	52

Introduction

What Auckland offers

Auckland is now recognised as a world-class screen production destination, providing access to first-rate skills and talent, stunning locations, and exceptional production facilities.

The Auckland screen production industry caters for a wide range of activities, including feature films, television series, documentaries, commercials, photoshoots, animation, post production and visual effects.

How Auckland benefits

The economic importance of the film industry in Auckland has been growing steadily, bringing jobs and opportunity to those directly involved in the industry and positive impacts for the wider economy. This in turn leads to better social outcomes and improved quality of life for all Aucklanders.



Auckland’s growing film industry supports our aspiration, outlined in the Auckland Plan 2050, for Auckland to be prosperous, with many opportunities, delivering better social and economic outcomes for everyone. The Auckland Plan recognises that our economy needs to be innovative and agile and that international connectivity is key to our economic success.

Many jobs in the screen industry, particularly in the post-production sector are high-tech with innovation key to success. Television programmes, feature films and television commercials produced in Auckland are enjoyed by audiences all over the world. Showcasing Auckland to the world, enhancing our reputation, our sense of pride in who we are, encouraging visitors and attracting skills and talent to Auckland.

Being ‘film-friendly’ while balancing the impact on residents and businesses

Many filming projects, particularly television commercials and some television programmes, operate under tight timeframes and require quick decision-making.

Cities that are able to process requests quickly are more attractive to screen production companies, who may only have a very limited amount of time to turn a script into a finished product.

However, filming is a highly controlled activity that relies on the use of public space and there is a need to ensure that local residents, ~~and~~ businesses and the environment are not overly negatively impacted by filming.

Objectives

The overall objective of this document is to:

- 1. create a film-friendly culture within Auckland Council, Council Controlled Organisations (CCOs) and the Auckland Region in order to attract and retain screen production industry business.**

Key to this objective being realised is a two way commitment from the wider council organisation¹ and filmmakers to open minded and thorough communication with each other, and an awareness of the needs of local residents and businesses. With this in mind, the other objectives of this document are to:

- 2. deliver a cohesive, efficient and customer driven service that provides certainty to filmmakers in a globally competitive market.**
- 3. enable public goodwill towards the film industry by making explicit the required conduct of film crews when filming in public spaces, or anywhere that members of the public, local businesses, iwi or the environment are likely to be impacted on.**

Screen Auckland is the film office for the Auckland Region and is responsible for the permitting of filming on public open space in the Auckland Region. To enable the achievement of these objectives - contributing to an Auckland which is prosperous with many opportunities and to a sustainable screen industry - Screen Auckland's strategic priorities are set out in the diagram below.



¹ The term “wider council organisation” refers to Auckland Council and all Council Controlled Organisations and subsidiary companies.

Structure of this document

This document is structured into four distinct parts.

Section one - outlines commitments made by Auckland Council and members of the wider council organisation on how they will support the work of the film industry.

Section two - provides a quick reference guide for filmmakers on processes and costs related to filming in Auckland.

Section three - outlines a code of conduct for filmmakers when filming on public space, or anywhere where members of the public or local businesses are likely to be impacted on. The code of conduct consists of rules filmmakers must abide by when undertaking filming in Auckland, and also provides suggestions on how production companies can go the extra mile when working with local communities.

Section four - provides further detail on the approval processes associated with filming as they relate to the different functions of the wider council organisation.

Attention film makers

This document is designed for filmmakers considering filming in Auckland. It signifies Council's commitment to the screen production industry, and outlines what filmmakers can expect, and what is expected of them, when filming in, on or around public places in Auckland.

Other parties who may find this document of interest include:

- elected members of the governing body and local boards;
- staff within the wider council organisation who are unfamiliar with Auckland's film friendly commitments, protocols and guidelines;
- residents, businesses or community organisations who would like information on best practice and filming processes in Auckland or are impacted on by filming;
- Mana Whenua;
- other local authorities or film offices.

1 Section One: Core commitments

Our commitment to the screen industry

- 1.1 Auckland Council and members of the wider council organisation will say yes to the screen production industry unless there are good reasons not to.
- 1.2 In instances where there are difficulties with a proposed shoot, Auckland Council will listen to and consider all possibilities for mitigation put forward by the screen production industry and others.
- 1.3 In instances where it is not possible to say yes, this decision will be made promptly and transparently, and Screen Auckland along with relevant members of the wider council organisation will work with the screen production industry to identify alternative options.
- 1.4 Screen Auckland, with support from relevant officers within the wider council organisation, will make it as easy as possible for the screen production industry to submit a thorough and complete application form. This will reduce the likelihood of delays due to the need to obtain more information later in the process, and unanticipated complications with the filming activity.
- 1.5 Screen Auckland's objective is to deliver a customer-driven and efficient service to the screen industry. To achieve this Screen Auckland will constantly seek to identify opportunities to improve the service given to the screen industry, and will work with members of the wider council organisation to achieve this.

Our commitment to Auckland

- 1.6 Screen Auckland will consider the potential positive and negative impacts of filming on Auckland's [communities and environment](#) and the needs of all impacted communities, partners and stakeholders when facilitating filming applications.
- 1.7 Screen Auckland, with support from relevant officers within the wider council organisation and local boards, will work with the screen production industry on an ongoing basis to mitigate any negative effects caused by filming and capitalise on opportunities for filming to contribute to Auckland's social, economic and environmental outcomes.
- 1.8 Auckland Council and members of the wider council organisation have a cooperative partnership with mana whenua and ensure the screen production industry will follow cultural practices in areas of cultural significance, and protect and use sensitive information as communicated.

Our commitment to fostering collaborative working relationships

1.9 Successful filmmaking and realising the potential benefits of filming for Auckland requires effective collaboration - between the screen industry, Auckland Council and members of the wider council organisation, the local community, local businesses, and stakeholders. Screen Auckland undertakes to:

- foster cooperative and collaborative relationships between all parties;
- build awareness and foster mutual understanding between the respective parties.

Our expectations of the screen industry

1.10 Auckland Council's support of the screen production industry is based on the expectation that:

- Screen Auckland have received all relevant information concerning proposed shoots;
- the screen industry will maintain their side of the relationship by filming responsibly, within the limits of their film permit, and pursuant to this document.

Should a production company fail to do so, the film permit will become null and void in relation to that particular film shoot.

2 Section Two: A quick reference guide to filming in Auckland

The purpose of this section is to provide filmmakers with a quick overview of the processes and costs associated with filming in public spaces in the Auckland Region. Further detail relating to potential approval requirements can be found in Section Four of this document.

2.1 Obtaining consent to film

If you are filming in, on, or around public open space, public transport or roads you:

- are likely to need a film permit and / or a parking permit;
- will need a copy of the Auckland Film Protocol, and;
- need to be aware of your requirements as outlined in the Auckland Film Protocol.

[A film permit gives production companies limited permission to occupy and use public open space and must ensure that the public are not overly inconvenienced.](#)

Screen Auckland should be the first port of call for production companies seeking to film in Auckland. They act as a one stop shop for all filming enquiries, by seeking the necessary approvals on your behalf and acting as a “go between” for production companies and the required authorities. Screen Auckland will work to make sure that the film permit application process is as streamlined as possible.

Film permits are issued pursuant to Auckland’s plans, policies and bylaws and pending approval of relevant owners, managers and / or leaseholders of the proposed location such as Auckland Council, council controlled organisations and iwi. For example, all filming activities within the road corridor or public transport facilities require formal approval from Auckland Transport, a council controlled organisation of Auckland Council. [In some areas there are other plans and rules in place that need to be considered. In the Wāitakere Ranges Heritage Area, the Wāitakere Ranges Heritage Area Act 2008 \(WRHAA\) will need to be taken into account when planning for and undertaking filming.](#)

If you are filming on private property, you may still require parking permits for vehicles on the street or have other regulatory requirements that need to be met. The combination of the planned filming and the proposed location will determine what approvals are needed and the time it will take to obtain these.

Auckland's volcanic cones (tūpuna maunga) come under the administration of the Tūpuna Maunga Authority o Tāmaki Makaurau Authority (Tūpuna Maunga Authority). The Authority is independent of Auckland Council. A permit is required for any filming or commercial still photography on the maunga regardless of its nature or scale.

To ensure there is sufficient time for your application to film to be assessed by the Tūpuna Maunga Authority, contact Screen Auckland to discuss your project.

Screen Auckland provides the following facilitation services:

- issues film permits on behalf of Auckland Council once necessary approvals have been received;
- a coordinating role by acting on behalf of production companies to gain the necessary approvals and / or information from relevant members of the wider council organisation (including local boards) and impacted stakeholders;
- information and assistance relating to filming in Auckland;
- booking of locations and outdoor venues;
- quick turnaround for approvals;
- an advocacy service for the screen production industry;
- contacts and liaison with a range of services.

Before submitting an application, call the Screen Auckland film facilitation team to discuss your plans, our contact details can be found at www.aucklandnz.com/film. For larger or more complex shoots, it is often useful to have a pre-application meeting early on in the process, to assess timeframes, likely regulatory requirements and the early identification of any potential problems.

2.2 Flowchart summarising the filming application process

1. Initial Enquiry

- Contact Screen Auckland – a Film Facilitator (FF) will assess the feasibility based on possible locations, dates and description of action.
- During pre-production or early feasibility stages, large or complex productions should arrange a meeting with Screen Auckland to discuss requirements.
- FF liaises with relevant council officers and authorities and advises of any known or foreseeable concerns.

2. Application

- A location manager or other relevant production staff applies to Screen Auckland for a permit to film and is required to complete an application form which can be found at www.aucklandnz.com/screen.
- Once the application form is completed and submitted along with the required supporting documentation, a FF acknowledges receipt of application within one working day and provides an early estimate of timeframes.
- FF to advise if any site or planning meetings need to take place prior to a decision being made.

3. Processing Applications

- FF issues the Initial Activity Proposal document, summarising the information supplied by the filmmaker to the appropriate council departments, local boards and external stakeholders for consideration.
- Relevant authorities and interested parties provide feedback / comments to FF.
- FF gives a cost estimate of additional services to the filmmakers and advises if a bond is required.
- FF liaises with filmmakers if it is envisaged that conditions need to be imposed on the film permit or amendments made to filming proposal.
- FF to advise filmmaker of outcome as soon as possible to allow time for mitigation or possible changes to proposed filming.

4. Issuing Permits

- FF advises filmmaker of approval as soon as possible and will supply written confirmation via email.
- Permit contains terms and conditions of approval such as filming dates and activities, approved parking arrangement and traffic management plans, and consultation requirements.

5. Shoot Day and Debrief

- The FF or council officers may undertake a site inspection.
- Location manager or production manager to have a copy of the permit to film and Auckland Film Protocol on site.
- Production to report a debrief of the shoot, including public reaction or if any damage of the location has occurred.
- The filmmaker, in consultation with FF, performs site remediation if required.
- If a portion of the bond is to be retained to repair damage the FF must advise the filmmakers of the reasons.
- If a bond was supplied and there is no damage, the FF must refund the bond.

2.3 Frequently Asked Questions

How do I get a permit to film?

You can find an application for a permit to film on the Screen Auckland website, www.aucklandnz.com/screen, or you can contact the Screen Auckland office to speak to a film facilitator first. You can also find a copy of the film permit application in Appendix one.

How long does it take to receive a permit?

Manyest film shoots can receive a permit within 3-5 working days from receipt of a complete application, depending on the impact and sensitivity of the location. Major impact filming can take significantly longer and so can getting permission to film in sensitive places or areas of public space that are run privately or through trusts.

Why are the time frames for filming so short?

Filming activities are often fast turnaround from concept to delivery. To keep filming in Auckland, in a competitive international market, film crews often have to work within short timeframes.

For very high impact shoots, such as those that require resource consents or road closures, timeframes are necessarily impacted on due to regulatory requirements. These are discussed in more detail in section 4 of this document.

What is public open space?

Any road, footpath, public square, grass verge, berm, public garden, reserve, park, beach, wharf, breakwater, ramp or pontoon, foreshore, dunes, access way, recreational ground or sports field that is owned or operated by Auckland Council.

What is Screen Auckland?

Screen Auckland is part of Auckland Tourism Events and Economic Development Limited (ATEED), which is a (Council Controlled Organisation) CCO of Auckland Council. Screen Auckland have delegated authority to issue permits to film on public open spaces throughout the Auckland Region once necessary approvals have been gained from relevant owners, managers and / or leaseholders of the proposed location. Screen Auckland is also an advocate for filming in Auckland and promotes the region as a filming location to the international market.

If I'm filming on private property do I need to tell Screen Auckland?

Yes we want to hear from you. As an advocate for the local film industry we need to ensure that impacts on communities are managed appropriately, and we can also let you know of other activity in the area that may affect your shoot; see section 3.5 for more information. Please note, if you require parking for technical vehicles a parking permit may be required.

Do the standard conditions for filming in Auckland apply to me if my shoot is low impact and doesn't require a film permit?

Yes, if you are filming in public open space you must comply with the standard conditions for filming in Auckland, even if your shoot is low impact and does not need a permit or has been granted a fee discount or waiver. These conditions help to limit inconvenience to neighbouring businesses and residents; helping to ensure the sustainability of filming in public spaces. See section 3, Screen Industry Code of Conduct, for more information.

I'm undertaking a recce, does the Auckland Film Protocol apply to me?

If you are undertaking a recce to assess the suitability of a location you must ensure that any activity associated with the recce is low impact. You must also ensure that you comply with Section three: Screen Industry Code of Conduct of the Auckland Film Protocol.

I'm planning a shoot for a school or university project, do I need to contact Screen Auckland?

Yes, if you are planning to film in a public place it's always best to give us a call beforehand to double check. If your equipment is hand-held only, the crew is small (fewer than nine) and you won't impede public access, at many locations you may not need a film permit. You will still need to comply with the Screen Industry Code of Conduct; see section 3 for more information.

What happens if I film without a permit or are in breach of permit conditions?

Filming in public places in Auckland is controlled under the Auckland Council Trading and Events in Public Places Bylaw. The size, impact and location of your shoot determines whether you need a permit to film, as set out in section 2.4 of this document. If a production is filming without a permit when it should have one, or is in breach of its permit, the shoot will be shut down and the production could be blacklisted from future filming in public spaces. The production could be charged a location fee after the shoot takes place, and may not be covered by any insurance that they have. In some cases Auckland Council may also use its powers under the Local Government Act 2002 to seize equipment or fine production companies for breaching permits, for more information see section 3.2 of this document.

If you are planning to film in a public place, contact Screen Auckland to discuss whether you require a permit.

When do I need a traffic management plan for filming?

A traffic management plan (TMP) is needed for any activity that inhibits the regular flow of traffic or involves filming within the road reserve. Your TMP must be drawn up by a certified traffic management company and approved by the Road Controlling Authority. Filming on footpaths and berms does not always need a TMP, this will depend on how filming impacts on safety and public access. Contact Screen Auckland for advice. If you are filming with a vehicle or wish to rig equipment to a

vehicle speak to a film facilitator who will be able to advise you of the best way to manage your shoot safely.

Why do I have to engage in consultation?

Filming can impact the day to day activities of businesses and residents and because public open space is for everyone, we need to ensure that you have properly informed those who may be affected.

It is in the interests of all parties that businesses and residents are treated with respect in order to ensure that filming in public spaces is sustainable for future shoots.

What if my shoot involves animals?

Production companies wishing to film animals in public places must comply with the Animal Management Act 1999 and need to be aware of the:

- Dog Management Bylaw which sets out rules around dogs in public places. For example, filming a dog off leash in some areas will require special permission or a temporary change to the bylaw, which can take time.
- Animal Management Bylaw which sets out rules around other animals in public place.

More information on bylaws can be found in section 3.3 of this document or on Auckland Council's website².

How do I pay for my filming?

You will receive an invoice which can be paid via bank transfer. You will be notified if payment is to be made elsewhere.

How do I get a fee reduction?

Fees are assessed on a case-by-case basis. Talk to your film facilitator if your project is not-for-profit, or if it is charity or community based.

Can I remove street furniture for my shoot?

The removal of street furniture, including signs and the adjustment of street lighting, is permissible on a case-by-case basis. Any arrangement for this work must be made through Screen Auckland and all costs, including damage or reinstatement costs, have to be met by the production company.

How come someone else filmed here and I can't?

Shoots are assessed on a case-by-case basis and Auckland is a living, breathing, changing environment. Many factors come into play when assessing feasibility of a location; these include impact, time of day, day of week, frequency of other activities in the area, civil works or other filming activity already taking place in the area.

What if my shoot involves stunts, firearms or special effects?

You are likely to be subject to additional levels of scrutiny, as described in section 4.9 of this document. You must ensure these risks are described and planned for in your application and safety documentation for the shoot. Note, filming involving stunts,

² Go to www.aucklandcouncil.govt.nz click on "Plans, policies bylaws reports and projects", click on "Our bylaws" then click on "Current bylaws"

firearms or fireworks are not likely to be approved for applications to film on the tūpuna maunga.

What are the boundaries of the Auckland Region?

The Auckland Region spans from Wellsford in the north to Pukekohe in the south. For a map of the Auckland Region go to the Auckland Council website www.aucklandcouncil.govt.nz, click on “GeoMaps (GIS viewer)” in the “get it done online section”.

Why have the production chosen a particular location?

There are many variables as to why a location has been chosen. Briefs can be very specific and the requirements for the location have to balance the creative needs of the brief and the logistics of getting crew and equipment into the location.

Sometimes we deliver to an international market which requires specific looks to be believable for the viewer. For example, High St has a universal look that translates to a European/British/period cityscape. Bethells Beach has a unique look that cannot be found anywhere else in the world.

What if my shoot involves a drone?

If you plan to use a drone for commercial or organised filming in a public space you will need a film permit, even if you believe you are a low impact crew. If your shoot is going to make use of a camera on a drone alongside your other filming, make sure planned drone operations are included in your planning and application.

Depending on your location there may be additional requirements to work through to manage the use of the drone, which may include a requirement to use a spotter, traffic management plans and, or in some areas the drone operator will may be required to have part 102 certification from the Civil Aviation Authority. In some locations the use of a drone may need to consider and manage the potential impact of drones on native species such as birds.

To get a permit to film using a drone, your public liability certificate must show that you have insurance for the use of a drone – this means you need aviation cover.

What should I do if I have an enquiry about filming in my neighbourhood?

If you have an enquiry about any aspect of filming activity in your neighbourhood please contact the Auckland Council Call Centre on 09 301 0101 – and ask to speak to a film facilitator or send an email to screen@aucklandnz.com and one of our film facilitators will get back to you.

2.4 Filming impacts and Auckland Council requirements

Table one provides an overall indication of council requirements as they relate to the scale of production. However, as each film shoot is assessed on a case-by-case basis, and acknowledging that what may be considered medium impact in one location could be deemed high impact in another; Table one should be **read as a guide only**.

All productions filming in public open space **must** comply with Section three: Screen Industry Code of Conduct, even if they are low impact and do not need a permit, ~~or~~ have been granted a fee waiver or are undertaking a recce.

Determination of impact is based on the total impact that the proposed shoots will have on a place and on public access to a place, which can differ based on the location chosen. The types of factors considered when determining impact include, but are not exclusive to:

- the number of people involved in the shoot;
- the location, including (but not exclusive to) whether it is an operational site, a sensitive natural environment, a site of significance to mana whenua, is on or near a heritage place, access to the site is difficult or the site is subject to specific controls in Auckland Council plans, policies or bylaws;
- time on site;
- the type of equipment and props being used on site (note any commercial or organised filming using a drone will require a permit to film);
- access requirements and impact on public access to the location;
- vehicles associated with filming.

Table 1. Filming impacts - read as a guide only³

	Low impact	Medium impact	High impact	Major impact
	Permit may be required	Permit required	Permit required – other consents <i>may</i> be required	Permit required – other consents <i>may</i> be required
Number of people on site	Up to 9 crew/talent. Online, photography, News crew and documentary.	Up to 30 crew and 20 talent.	Up to 50 crew 100 talent.	50+ crew and 100+ talent.
Number of equipment vehicles (trucks⁴, vans, utes, cars)	No trucks. Vans, utes, cars only.	No more than 6 trucks.	No more than 12 trucks.	12+ trucks.
Unit base/ catering & Structural requirements	No unit base/catering area required. No structures.	Small unit base/catering area required. Minimal structures, e.g. ezi-ups.	Unit base/catering area required. Some structures including ezi-ups and mega decks.	Large unit base/ catering area required. Significant structures and construction.
Equipment requirements	Handheld camera and sound equipment. 1 camera on tripod. 1 Battery operated light. No generator.	Minimal equipment, e.g. camera tracks, slider and lights on stands.	Equipment used, e.g. camera tracks, dolly, lights on stands, camera cranes	Extensive equipment.
Traffic management (footpaths and roads)	No filming on roads or traffic management Footpaths and public walkways unblocked.	Minimal traffic management required/minor roads.	Traffic management required, including LV road closures.	Significant traffic management required/multiple roads or main roads.
Impact on the public and consultation requirements	No disruption is caused to council stakeholders, businesses, residents, motorists or other events in the vicinity. Immediate area consultation may be required.	May be some minor disruption to council stakeholders, businesses, residents, motorists or other events in the vicinity. Local area letter drop.	Likely to be some disruption to council stakeholders, businesses, residents, or motorists. Local area letter drop. Some individual consultation.	Likely to be significant disruption to council stakeholders, businesses, residents or motorists. Significant letter drop area and local consultation.
<u>Environmental</u>	<u>Assessment of the potential positive and negative impacts of filming on the environment and native species of flora and fauna will be determined depending on the location and a range of factors including, but not limited to, time of year, potential for cumulative effects, nature and scale of the proposed filming activity, time on site, the type of equipment and props being used and ability to mitigate and or manage any effects.</u>			

³ The guidelines set out in Table 1 do not apply to the Tūpuna Maunga Authority; separate guidance will be given to applicants upon inquiring about filming on tūpuna maunga.

⁴ Note for the purpose of this table trucks are defined as 3 tonne or over.

2.5 Filming fees and associated costs

The table below outlines the fees required for filming in public space managed by Auckland Council. Fees may be waived or discounts applied to low budget or student films, or for filming carried out for charitable or tourism purposes. Fees and other council charges are also subject to change.

Table 2. Fees for filming in public space⁵

Low Impact	Medium Impact	High Impact	Major Impact
\$0 - \$50	\$200 - \$400	\$400 - \$800	\$800 - \$1600

(Fees are shown in NZ\$ and Inclusive of 15% GST)

There are likely to be other council charges relating to filming in Auckland's public space. These charges may include, but are not necessarily limited to, costs related to resource consents and building compliance fees, parking permits, road closures and the hire of Council managed facilities. Bonds may also be required to cover any environmental or property damage with the costs dependent on the impact and location of the shoot.

Production companies will also be responsible for any costs associated with public notices, if required, engaging private companies for traffic management, resource consent applications or any other required service.

⁵ The fee structure outlined in Table 2 does not apply to filming on the Tūpuna maunga. The Tūpuna Maunga Authority have their own fee structure and discussion about fees will take place upon inquiry about filming on tūpuna maunga.

3 Section Three: Screen Industry Code of Conduct

Screen Auckland endorses this Auckland Council screen industry code of conduct. To ensure Auckland is a film friendly city in the long-term, it is essential to manage the impact of filming on our environment, local residents, businesses and commuters. Filming can create vibrancy in communities where locals are informed, engaged and sometimes even involved.

Locals that have had positive experiences of filming are much more likely to welcome screen production companies into their neighbourhood in the future. Conversely, a negative experience of filming can make it very difficult for production companies to gain the cooperation of locals in the future.

3.1 Standard conditions for filming activity in the Auckland Region

A film permit gives screen production companies limited permission to occupy and use public open space. Screen production companies must seek to limit inconvenience to neighbouring businesses and residents to ensure the sustainability of filming in public spaces. Screen Auckland's permitting process seeks to ensure that this happens through the conditions of the film permit which incorporate standard conditions as outlined below, and any site specific conditions that are developed on a case by case basis.

The location manager, production manager, producer, or organiser, as appropriate, must have a copy of the permit to film on site along with the Auckland Film Protocol and be familiar with the requirements of the protocol.

Outlined below are standard conditions for filming activity in the Auckland Region. Please note that these conditions apply to recce's as well as film shoots.

An overview of the standard conditions for the use of Auckland Council Parks, Reserves, Squares, Streets or Facilities may also apply and can be found in section 4.3 of this document.

3.1.23.1.1 Hours and days of filming

Filming activity that generates any kind of noise or light disturbance will need to comply with the standards set out in the Auckland Unitary Plan or Hauraki Gulf Islands District Plan, as discussed in sections 3.1.5 and 4.7.3 of this document. In consideration of affected stakeholders and landholders, the following provisions also relate to the hours and days of filming:

- **In City centre retail areas** – Where possible, filming to occur in the weekend and ideally before 10am and after 5pm on Saturday or before 11am and after 4pm on Sunday. In the four weeks preceding Christmas, filming will be restricted to before 10am and after 5pm on Saturdays and before 11am and after 4pm on Sundays only. Exceptions *may* be made for productions that can wait for longer than the standard 3-5 working days for a decision on their application, but this will be determined in consultation with ~~dependent on approval by~~ the relevant business association.

- **In retail areas outside of the City centre** – Where possible, filming is to occur outside of business hours OR at traditionally quiet times as determined in consultation agreed with the local business ~~es-association~~. Film facilitators can assist making the appropriate contacts.
- **In all retail areas** – Filming to avoid key retail areas on the week preceding Christmas, and to refrain from filming on Mother’s Day and Father’s Day as determined in consultation with ~~without the express consent of~~ the local business association or the local board should no local business association exist.
- **In all business areas** – Where possible, filming to avoid times of high pedestrian and commuter traffic i.e. the beginning and end of the working day. These times may vary depending on the nature of the local business.
- **In high use parks and reserves** – Filming is typically restricted to weekdays, apart from quiet times of the year as agreed with the parks department.
- **In residential areas and places of accommodation businesses** – Filming activity that generates any kind of lighting or noise disturbance must comply with noise and lighting standards set out in the Auckland Unitary Plan or Hauraki Gulf Islands District Plan and should set up no earlier than 6.00am on a weekday and 7.00am on a weekend, and finish no later than 10pm on a weekday or 11pm on the weekend.
- **Night shoots** – If you are planning a night shoot, please contact Screen Auckland to discuss options such as pre-setting, appropriate locations and approvals.

3.1.33.1.2 Parking and loading

Unless expressly permitted otherwise,⁶ parking and loading arrangements for filming are as follows:

- **Minimise on street parking** – On street parking should be minimised as much as possible and access maintained for crucial residential and business deliveries. Screen Auckland will assess~~approve~~ the final numbers on a case by case basis.
- **Essential vehicles** – Essential vehicles (i.e. equipment and/or large vehicles) to be parked legally and with the relevant permits. Where possible, essential vehicles to be parked in front of buildings that are either vacant or closed during the hours of filming activity.
- **Crew and cast vehicles** – Crew and cast vehicles and other non-essential vehicles are prohibited from car park spaces required for retail customers or users of other neighbouring facilities such as community centres, libraries, sports facilities, schools etc.
- **All vehicles to be parked legally** – All vehicles associated with the filming activity must be parked legally e.g. facing the correct way, not on yellow lines etc.
- **Maintaining access to loading zones** – Access to loading zones for the purposes of servicing and delivering goods to and from local businesses must be maintained.
- **Use of loading zones** – During restricted times, production companies to use loading zones for the purposes of delivering or collecting goods for no longer than the times specified on signage (generally no longer than 5 minutes).

Production companies seeking to reserve specific parking areas for essential vehicles are likely to require film parking permits, see sections 4.2.1 and 4.2.2 for further information.

⁶“Unless expressly permitted otherwise” refers to express permissions granted by affected stakeholders. Just who those stakeholders are depends on the location and impacts of the film shoot. Screen Auckland can advise

3.1.43.1.3 Public pedestrian access

Unless expressly permitted otherwise, pedestrian arrangements for filming are required as follows:

- **Use of location / production assistants** – Location Assistants to be used to keep the public informed of the filming activity and escort them through the filming area.
- **Maintenance of pedestrian passage** – Pedestrian passage to be maintained through the public space the filming activity is occurring on and crew and cast to keep a low profile. On occasion productions can ask pedestrians to hold from walking through a shot for a maximum of two – five minutes depending on the location and the accessibility to alternative routes. Locations with high pedestrian traffic are likely to be restricted.
- **Modification of pedestrian passage** – Minor modifications to pedestrian passage to be developed in conjunction with Screen Auckland and affected stakeholders if required. In the case of a footpath closure or detour route, a TMP drawn up by a certified traffic management company must be supplied.
- **Access to doorways** – Unrestricted access to doorways to be maintained.
- **Wheelchair access** – The filming activity allows for the needs of wheelchair users to move through the public space and/or safely access an appropriate detour.

3.1.53.1.4 Filming activity on roads

Any filming-related activity that changes or is likely to change the normal use of a road will require a TMP which must be drawn up by a certified traffic management company and must be approved by Auckland Transport. A TMP must ensure the following:

- **Traffic Impacts** – The operation and safety of the transport network is maintained.
- **Maintaining vehicle access** - Access to residences, businesses and recreational areas are maintained.
- **Business deliveries and servicing** - Crucial deliveries and business servicing can occur.
- Filming on any of Auckland's cycle-ways may not require a TMP, but specific health and safety precautions will be required.

3.1.63.1.5 Noise and lighting

The Auckland Unitary Plan and the Hauraki Gulf Islands District Plan include noise and lighting provisions designed to manage their effects. Noise and lighting should be kept to a minimum before 7am and after 10pm Monday to Saturday and before 9am and after 6pm on a Sunday. Production companies must comply with Auckland Unitary Plan noise levels and with the requirements of the Resource Management Act 1991.

In some locations production companies will also need to consider the impact that noise and lighting may have on wildlife such as native birds. Screen Auckland will inform production companies early on in the process if this is likely to be a requirement of their desired location and:

- will work with the production company and appropriate stakeholders to plan for and manage these effects:

- or to identify an alternative location if the effects cannot be appropriately managed.

Production companies are also required to use blimped generators in locations when noise is likely to impact on adjacent parties e.g. cafes with outdoor seating. Screen Auckland will be able to advise.

3.1.73.1.6 Health and safety responsibilities

Health and Safety in New Zealand workplaces is regulated by the Health & Safety at Work Act 2015, which promotes health and safety management in the workplace and focuses on the prevention of harm to employees at work.

Film crews must comply with:

- the requirements of the Health and Safety at Work Act 2015
- the ScreenSafe Health and Safety Guidelines⁷
- guidance on best-practice processes for the engagement of crew in the New Zealand screen production industry as outlined in the 2017 Blue Book⁸
- any specific health and safety requirements or instructions set out in, or issued in conjunction with, your film permit.

It is the responsibility of production companies to ensure that public safety is not compromised as a result of their filming activity. As part of your application for a film permit you will be required to provide a site specific Health and Safety Plan, see section 4.6.1 for more information.

3.1.83.1.7 Removal of rubbish and returning a site to its original condition

It is the responsibility of production companies to ensure that any area associated with the filming activity is returned to its original condition, including the removal of all signs and waste. The removal and disposal of all rubbish must take place immediately after the filming activity.

Auckland has set a goal of being zero waste by 2040 and we expect film crews to play their part by minimising waste and using zero waste practices. It is encouraged that all filming activities provide the necessary waste facilities for separation of waste streams (organic, recyclables, landfill and paper/card); with clear and appropriate signage and that relevant service providers are used to ensure maximum diversion of waste from landfill. To minimize waste accumulation, consider the productions procurement for example, avoiding single serve items when catering (such as plates and cutlery). More detail can be found in section 3.9 of this document. Where electrical or hazardous materials are used, these items are to be disposed of responsibly through facilities that divert waste streams from landfill.

For more information on how to dispose of a range of items and materials responsibly please use Auckland Council's online *Recycling Search Tool*⁹.

⁷ <http://screensafe.co.nz/guidelines/>

⁸ https://screenguild.co.nz/resources/Documents/Blue_Book_NZ_2017.pdf

⁹ Go to <https://www.aucklandcouncil.govt.nz> click on "rubbish and recycling", then click on "how to get rid of unwanted items"

3.1.93.1.8 Communication and consultation

Production companies carrying out filming activity must communicate with residents, businesses and any other parties affected by the activity. What this communication involves depends on the scale and location of the filming activity as outlined below:

- **Minimum requirements** – As a minimum requirement, production companies should deliver a flyer to each residence or business in the affected area. The flyer should contain the following information and be approved by a Screen Auckland Film Facilitator prior to its distribution:
 - 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 location managers contact details before and on the day of the event - including mobile phone numbers;
 - Auckland Council's contact centre phone number: 09 301 0101;
 - in some cases a parking plan or site map might be required.
- **Notice required for medium impact shoots** – Medium impact film shoots must give affected residents at least 48 hours' notice and businesses at least two working days.
- **Notice required for high to major impact shoots** – High and major impact film shoots must give affected residents at least 48 hours' notice, unless access to their properties will be affected in which case 5 days is required. Affected businesses require 5 working days' notice and their feedback must be sought.
- **Road closures** – There is a legislative process that needs to be followed for a road closure which involves two public notices, as discussed in section 4.1.2 of this document, in printed news media to inform the public about the road closure. This needs to be actioned at least 12 working days before the proposed date of the road closure, and the production company are responsible for notifying affected businesses and residents at this time also. Longer lead times are recommended for traditionally busy periods such as Easter, Anzac Day and Christmas. Information about planned road closures is also available on Auckland Transport's website <https://at.govt.nz/road-works-disruptions>.
- **In City centre retail areas** – Face to face consultation with businesses is required for medium to major impact filming in City centre retail areas. This must be carried out at least 5 working days prior to the filming activity and involve delivering flyers to the business in person, recording the name of individuals and businesses consulted with, and recording their initial feedback. Productions are requested to incorporate feedback from businesses wherever possible, and supply this to Screen Auckland.

3.2 Compliance with relevant plans, policies, bylaws, and rules

Production companies must comply with Auckland Council~~There are a number of~~ plans, policies, bylaws, and rules in relation to conduct in public open space ~~that production companies, like everybody else, are required to adhere to~~. These include, but are not limited to, alcohol bans, animal control, vehicles on beaches, signage rules and smokefree areas.

Maintaining responsible and positive behaviour when filming in public open space is important to ensure ongoing access to these locations.

Production companies planning to use signage, including directional signage such as location arrows, should also make themselves aware of the Signage Bylaw in place throughout the region, and any relevant Unitary Plan rules relating to signage. Up-to-date information concerning council plans, policies and bylaws can be found on Auckland Council's website¹⁰ and on the Auckland Transport website¹¹, or Screen Auckland can advise.

3.3 Compliance with the Auckland Film Protocol and film permit conditions

Full compliance with the Auckland Film Protocol and the conditions of the film permit is expected. If a production company fails to comply with Auckland Council policy, plans or bylaws, with the Auckland Film Protocol or the conditions of a film permit:

- the shoot will be shut down and the production could be blacklisted from future filming in public spaces in Auckland for a period of up to three months;
- the production company could be charged a location fee after the shoot takes place;
- the production may not be covered by any insurance that they have;
- equipment could be seized¹²;
- the production company could be fined up to \$20,000¹³.

Production companies must ensure that they understand permit conditions and that all filming activities are conducted in accordance with these conditions.

Auckland Council will monitor filming activity at its discretion, particularly for filming in sensitive areas and those considered to have a high or major impact. Production companies must follow any directions given by staff of Auckland Council or staff of the wider council organisation.

3.4 Filming potentially offensive material

The filming of content injurious to the public good may be subject to additional levels of scrutiny to ensure consistency with council's legal and policy obligations.

Production companies filming content for television commercials that may be considered socially or environmentally irresponsible should consult the Advertising Standards Authorities website¹⁴.

3.5 Filming on private premises

Production companies using private businesses or residences for film shoots should be aware of the Auckland Film Protocol, the requirements of the Auckland Unitary Plan and the need to be respectful of adjacent businesses and residents, particularly with regards to on-street parking, lighting, noise and the use of public open space. When filming on private premises, it is recommended that the production company

¹⁰ Go to www.aucklandcouncil.govt.nz click on "Plans, policies bylaws, reports and projects"

¹¹ Go to www.at.govt.nz click on "about us" then click on "bylaws"

¹² Council may seize or impound equipment under section 164 of the Local Government Act 2002

¹³ Council may prosecute breaches of a film permit under section 242 of the Local Government Act 2002

¹⁴ <http://www.asa.co.nz/>

speaks to Screen Auckland first as they may be aware of activities and issues in the public spaces immediately adjacent to the premises that can assist with the planning of the filming activity.

Other things for production companies to keep in mind:

- that the managing agent or the owner of the premise agrees to the filming;
- the degree to which the premise has been used for filming in the past, the potential impact on neighbours due to the high use of technical vehicles in the vicinity, and how best to mitigate this;
- that all parking requirements are able to be met (~~remembering that Auckland Transport is the only agency entitled to issue parking permits~~);
- that electric power can be supplied or there is a possibility of connection to existing networks.

Screen Auckland welcomes discussions with private property owners on how they can work together in the best interests of production companies and local communities.

3.6 Using local businesses

Productions are urged to use local businesses for catering and supply. Screen Auckland may be able to assist with making the necessary contacts for the local business association.

3.7 Smokefree Areas

In accordance with the Auckland Council Smokefree Policy, many public places in Auckland, including parks and reserves, plazas and squares, public beaches and public transport facilities are designated as smokefree areas. Up-to-date information on which public places are now smokefree can be found on Auckland Council's website¹⁵.

3.8 Filming in sensitive areas and the management of cumulative effects

Depending on the impact and the nature of the film shoot, some communities may be particularly sensitive to filming impacts. This could be due to the cumulative effects of frequent filming and/or events in the area, bad experiences with film crews or concerns about a community's media image and how they have been portrayed in the past. Screen Auckland will inform production companies if this is the case for their desired location as soon as possible, and will work with production companies to identify ways of addressing local concerns or accessing alternative sites.

3.9 Protecting ~~sensitive~~ natural environments

[Auckland's natural environment provides stunning locations and is a key reason for filming here. The many different natural environments across Auckland - our harbours, beaches and islands, our maunga, forests, streams and parks - are places](#)

¹⁵ Go to www.aucklandcouncil.govt.nz click on "Plans, policies, bylaws, reports and projects" then click on "Our policies" and then click on "Smokefree policy"

of importance to Aucklanders, It's important to Aucklanders that Aucklands natural environment is treated with respect.

The film permit process will need to consider and plan for the potential impact on natural environments. This will take into account a range of factors including, but not limited to, location, the time of year, nature and scale of the proposed filming activity, time on site, the type of equipment and props being used, potential for cumulative effects, and ability to mitigate and or manage any effects.

Some parts of the Auckland Region contain sensitive natural environments which may be more easily damaged by external factors. In some areas roadways, parking and formed paths are restricted and production crews will need to take care to avoid damage to native flora and natural features. When filming in sensitive natural environments, such as around sensitive dune systems or wetland areas, it is essential that film crews work in a manner that protects such environments. Screen Auckland will inform production companies early on in the process if their desired location is considered sensitive and will facilitate discussions with appropriate stakeholders and the production company on what can be done to protect these environments. Further information on filming on beaches and in the coastal marine area is provided in section 4.3.6.

3.10 Environmental sustainability

To protect the local environment it is necessary for production companies to minimise the environmental impacts of filming operations and preserve local biodiversity.

Consider how crew and cast can travel to and from the film location and whether public transport, buses/shuttles and or ridesharing can be utilised and promoted. Look for opportunities to reduce greenhouse gas emissions by effective fleet management and energy efficient electrical equipment.

One way to minimise your impact on the environment is to reduce the amount of waste produced during filming. Auckland has set a goal of being zero waste by 2040 and we expect film crews to play their part by minimising waste and using zero waste practices. Make decisions about set design, wardrobe and make-up that incorporates a sustainable approach. Look for opportunities to reuse, repurpose or recycle materials, such as props and costumes used during the production. Prevent unnecessary water usage and minimise any noise and air pollution.

Minimise and manage waste to reduce waste to landfill. Look for opportunities to reduce waste from the outset – consider if it is possible to substitute something that causes waste with something that doesn't. For example, can single use disposables like plastic water bottles and plastic cups be replaced with reusable alternatives? If not, are there recyclable or compostable options that would avoid items being sent to landfill. Set up waste systems to separate different waste streams (organic, recyclable, landfill, paper and card); to manage and reduce the amount of waste going to landfill.

3.11 Protecting Auckland's historic heritage

When filming on or near historic heritage places, such as an archaeological site or historic building, it is essential that film crews work in a manner that protects these places. Screen Auckland will inform production companies early on if their desired location is on or near a historic heritage place and will facilitate discussions with appropriate stakeholders and the production company on what can be done to protect these places and mitigate any risks to historic heritage.

Consultation with mana whenua and Heritage New Zealand Pouhere Taonga may be required.

3.12 Protecting our native species

New Zealand's geographic isolation means we have many unique native plants, birds and animals some of which are classified as endangered species.

Filming in some location will need to consider, plan for and manage the negative effects that filming may have on our native species. Depending on the proposed filming activities, filming may be restricted in some locations at some times of year, such as breeding and nesting periods. Filming in some locations will be subject to conditions to ensure film activity does not negatively impact on native species. Screen Auckland will inform production companies early on in the process if this is likely to be a consideration at their desired location and:

- will work with the production company and appropriate stakeholders to plan for and manage these effects;
- —or to identify an alternative location if the effects cannot be appropriately managed.

Introduced weeds, pests and pathogens, like kauri dieback and myrtle rust, pose a threat to our native species. To manage the spread of pests and protect our native species Auckland Council may place additional conditions on film permits, in accordance with the Regional Pest Management Plan or in response to emerging threats. Production companies must comply with any conditions, guidelines, or approved procedures set out in or issued in conjunction with your film permit.

3.13 Going the extra mile

To maintain a sustainable industry, it is important that local residents, communities, iwi and businesses have a positive experience of filming. For example, for businesses this could be increased custom through production companies using their products or services, or promotion of their business in the film shoot or credits. For local residents this could be through giving back to the community by providing entertainment in the local park. Engaging with the community and iwi is also a good way to understand the local environment and community dynamics you have chosen to film in and can add value to your filming project.

Some other ideas on how screen production companies could 'give back' to communities they are filming in are listed below:

- communities often like to see their local area represented on film. If the film project is something that will be screened in New Zealand, inform local residents and businesses of this and consider ways of letting people know when and where it will be screening. Alternatively, send them a copy of the finished product;
- acknowledging local communities and organisations in the credits;
- donate to local schools or community organisations;
- carry out promotional filming for affected areas (for example conservation or heritage areas);
- consider how local iwi can benefit and be recognised such as opportunities to refer to the history of an area, provide employment, use correct Māori names for sites and acknowledge these in the credits;
- invite locals to work as extras;
- consider the possibility of work experience opportunities.

3.14 Insurance requirements

Those undertaking filming activity on Auckland's open spaces will likely require public liability insurance to cover any damages done to council property, private property or serious accidents caused by the filming activity. If you will be using a drone during filming, your public liability insurance will need to include an aviation clause and you will need to list the pilot and aircraft details. Please contact Screen Auckland for further information.

3.15 Concerns about filming

If you wish to make an enquiry about any aspect of filming activity in your neighbourhood please contact the Auckland Council Call Centre on 09 301 0101 – and ask to speak to a film facilitator or send an email to screen@aucklandnz.com and one of our film facilitators will get back to you.

4 Section Four: The approval process in detail

The fourth section of this document provides further detail on the approval processes associated with filming as they relate to the different functions of the wider council organisation. This includes:

- traffic management;
- parking essential vehicles;
- filming on parks and reserves;
- filming on other properties owned by Auckland Council or Council Controlled Organisations;
- filming on public transport or public transport facilities;
- health and safety considerations;
- heritage considerations;
- resource consent considerations;
- building consent considerations;
- special effects, stunts and firearms.

4.1 Traffic management

Any filming-related activity that changes or is likely to change the normal use of a road will require a TMP to be prepared by a certified traffic management company and approved by the road controlling authority. Depending on the impact filming has on the normal use of the road you may also need to apply for a temporary road closure.

Costs of traffic management planning and implementation, including the cost of public notices, if required, are the responsibility of the production.

In most cases in Auckland the road controlling authority will be Auckland Transport, a council controlled organisation of Auckland Council. Auckland Transport is responsible for all of Auckland's public roads (except motorways and state highways), footpaths and parking.

4.1.1 Roads controlled by the New Zealand Transport Agency

In some cases the road controlling authority will be the New Zealand Transport Agency (NZ Transport Agency). The NZ Transport Agency is responsible for the management of all motorways, state highways, over-bridges, on-ramps and off-ramps in Auckland. Screen Auckland can assist with identifying the appropriate contacts in the NZ Transport Agency.

4.1.2 Applying for a temporary road closure

If you need to close part or all of a road, you will need to apply for permission from Auckland Transport and there is legal requirement¹⁶ for two public notices to be placed in printed news media to inform the public about the road closure.

Screen Auckland needs at least 12 working days' notice to book the two required public notices in the printed news media. Longer lead times are recommended for traditionally busy periods such as Easter, Anzac Day and Christmas. At the time of writing, the cost for the two public notices came to approximately NZ\$1000. The costs associated with public notices are the responsibility of the production.

4.1.3 Developing a traffic management plan

Auckland Transport can provide guidance as to the level of TMP required for filming in different road environments, however it is the responsibility of the production company to source the necessary assistance to develop one.

Traffic management equipment (cones, barriers, signs etc.) can only be deployed by a suitably qualified person. In most cases this will be a Site Traffic Management Supervisor level 1 (STMS LV 1) or STMS LV2/3 for level 2 roads which carry 10,000 vehicles per day or higher.

Table 3. Traffic management plan approval timeframes for suburban streets

	Suburban streets
Low impact (e.g. footpath closure)	Decision reached within 3-5 working days
Medium impact (e.g. lane closure)	Decision reached within 3-5 days
High impact (e.g. road closure)	Decision reached within 12 working days

4.1.4 Cost of developing a traffic management plan

The cost of developing traffic management plans and their implementation during filming can vary considerably and escalate quickly depending on the complexities of the proposed location and the filming scenario. To ensure a good outcome, anyone considering filming on main roads must establish if the location is feasible in the early stages of location scouting. Contact Screen Auckland for preliminary advice on the proposed location and approach a qualified traffic management provider for an early indication of costs.

¹⁶ Under the Local Government Act 1974

4.2 Parking essential vehicles

A screen production company parking essential vehicles in the street should send a parking plan to Screen Auckland for them to assess and advise on where best to park these vehicles. As part of the assessment, Screen Auckland will consider how much pressure has been placed on parking in the proposed area, and alternatives that may have less impact on any affected businesses or local residents. Parking plans will receive a response within 1-2 working days.

4.2.1 Film parking permits (non-enforceable)

Production companies seeking to reserve specific parking areas for essential vehicles are likely to require film parking permits. These allow permit trucks essential vehicles to park on a defined part of a road when necessary.

Film parking permits allow a production to place cones within the road reserve to temporarily reserve an area prior to vehicles arriving onsite, but do not give permit holders the power to tow other vehicles parked in the permit area. As a courtesy, permit holders should notify businesses and residents in the immediate area via a letter drop or door knocking at least 48 hours in advance. Production companies may also want to consider having a marshal on site to politely advise people of the permitted parking area. Film parking permits take around 2-3 working days to be approved and additional charges for use of parking spaces may apply in some areas.

Please note these permits may not be used for crew or cast vehicles.

Film parking permits are not available for use in loading zones, bus stops or in public time restricted parking areas where parking is restricted to 30 minutes or less.

As the process of reserving parking spaces involves working within the road corridor, it is a health and safety requirement that any staff undertaking this activity have been briefed on the operational requirements of the Screen Auckland Reserved Parking document (SARP) and the applicant has signed the SARP TMP.

Screen Auckland can assist film production companies to apply for film parking permits.

4.2.2 Temporary parking resolutions (enforceable)

Temporary parking resolutions are a short-term legal designation to change existing parking restrictions in a specified area. Temporary parking resolutions should only be considered where the public needs to be excluded from an area for safety or sight lines or there is genuinely no alternative parking available for essential vehicles.

Timeframes associated with temporary parking resolutions are generally not as favourable as those for film parking permits. Vehicles can legally be towed from the areas designated by temporary parking resolutions, however this should be a last resort as the standard notification procedures of letter drops and door knocking in adjacent buildings should have alerted most people to moving their vehicles.

The Traffic Control Committee has delegation for the approval of parking resolutions. The Traffic Control Committee meets every second Friday to consider applications. Applications must be submitted at least 12 working days before each meeting¹⁷

4.2.3 Parking essential vehicles legally

It is a legal requirement that vehicles are parked facing the right way (i.e. not facing oncoming traffic), and are not parked over driveways, footpaths or berms.

4.3 Filming on parks, reserves and other public open space

Auckland Council manages more than 4000 parks and reserves. These parks vary from small local neighbourhood open spaces and sports parks, to iconic premier parks like [Auckland Domain \(Pukekawa\)](#), and conservation areas such as the Wāitakere Ranges. They may be coastal reserves, volcanic cones or homes to popular playgrounds. Information concerning parks and reserves can be found on Auckland Council's website, and Screen Auckland's film facilitation team can assist with finding suitable parks, reserves and other public open space (such as squares and plazas) for filming.

Landowner approval is required to film on any park or reserve, and permission will depend on natural, cultural, landscape and recreational values being adequately protected. In the Wāitakere Ranges Heritage Area, the ~~WRHAA Wāitakere Ranges Heritage Area Act 2008~~ will need to be taken into account ~~by landowners~~ when considering filming applications. [Production companies granted permission to film in the Wāitakere Ranges Heritage Area will need to ensure that filming activities comply with the requirements of the WRHAA. Further information about the WRHAA is included in the Key New Zealand Legislation section of this document.](#) A number of plans exist in relation to public spaces within Auckland, such as the Tūpuna Maunga Integrated Management Plan and park specific management plans like the Auckland Domain Masterplan, and the Tāmaki Drive Masterplan, and these will be taken into account by landowners when considering filming applications. Filming in high use parks and reserves is typically restricted to weekdays, apart from quiet times of year. Iwi are key landholders of Auckland's parks and reserves and council recognises that Māori have a special cultural and spiritual relationship with the land.

4.3.1 Filming on Auckland's tūpuna maunga (volcanic cones)

In July 2014, Government passed legislation to provide Treaty of Waitangi redress for the shared interests of 13 Auckland iwi and hapū in relation to 14 tūpuna maunga (ancestral mountains, also referred to as Auckland's volcanic cones), motu (islands) and land within Tāmaki Makaurau (Auckland).

Auckland's volcanic cones (tūpuna maunga) come under the administration of the Tūpuna Maunga Authority o Tāmaki Makaurau Authority (Tūpuna Maunga Authority). The Authority is independent of Auckland Council.

¹⁷ The 12 days allows Auckland Transport staff to draft the appropriate resolutions and place the application on the agenda.

Under the terms of the settlement, the tūpuna maunga are vested in mana whenua, public access is maintained, each maunga will remain a reserve, and the council will continue to be responsible for the routine management of the maunga, under the direction of the Tūpuna Maunga Authority.

The tūpuna maunga sites, and in particular the tihi (summit), are considered tapu (sacred) and regard is given to this when considering applications to film on the tūpuna maunga. All commercial filming on the maunga requires the approval of the Tūpuna Maunga Authority. Screen Auckland facilitates all requests for approval to film on the tūpuna maunga. Each application is assessed on a case-by-case basis in relation to the objectives and policies that apply to the tūpuna maunga¹⁸ and proposed content. Approval to film will be subject to conditions and restrictions set by the Tūpuna Maunga Authority.

Application costs, timeframes, approval processes and location fees for filming on maunga vary depending on the scale and impact of filming. Locations which are in higher demand will be subject to higher location fees. A bond may be required; the bond is fully refundable on confirmation that all conditions associated with the approval have been satisfactorily met.

Screen Auckland can provide further information and advice around requests for approval to film on maunga, including timeframes and fees. To ensure you have sufficient time for your application to film to be assessed by the Tūpuna Maunga Authority, contact Screen Auckland to discuss your project. More information on the Tūpuna Maunga Authority can be found at www.maunga.nz.

4.3.2 Regional parks

There are 27 regional parks in the Auckland Region with beautiful beaches, bush, wildlife and recreational opportunities galore. Responsible filming activity on regional parks is welcome, however due to the unique and sensitive nature of regional parks, contact Screen Auckland's film facilitation team who can assist with the feasibility of using regional parks for your filming activity.

4.3.3 Parks and reserves not managed by Auckland Council

The Department of Conservation (DOC) are responsible for the management of some parks and reserves, such as Rangitoto Island and Cornwall Park is managed by the Cornwall Park Trust Board. These parties have different processes, fees and requirements. In cases where Screen Auckland does not issue film permits for a particular park, the film facilitation team can assist applicants with making the appropriate contacts within these organisations.

Watercare is a Council Controlled Organisation that provides water and wastewater services to the Auckland Region and is responsible for a number of dams, waterways and treatment plants dotted throughout Auckland's parks. Screen Auckland will be able to advise if your proposed shoot encroaches on Watercare property. Further

¹⁸ For more information about the Tūpuna Maunga Authority, and to read the Tūpuna Maunga Integrated Management Plan, go to www.maunga.nz.

information on filming on Watercare property can be found in section 4.4.3 of this document.

4.3.4 Kauri dieback

Kauri are a native tree and are considered a national treasure; a Jurassic age species they can grow to more than 50 metres tall and can live for well over a thousand years.

Kauri dieback disease is killing kauri trees in the Auckland Region and threatening kauri with extinction. The kauri dieback disease is caused by a soilborne pathogen that is long-lived, invisible to the eye and can be spread by as little as a pinhead of infected soil or mud being tracked from one area to another. There is currently no cure for kauri dieback.

If you are granted a permit to film in a **regional** park **where kauri are present**, your conditions of consent will require you to follow approved **hygiene** procedures, including a requirement to clean gear, tyres and footwear before and after filming on a reserve or a park. These requirements are to help prevent the spread of the disease.

More information on kauri dieback and on how to avoid spreading the disease can be found on the Auckland Council website¹⁹ or at www.kauridieback.co.nz.

Some areas managed by Auckland Council, including at the time of writing, the forested area of the Waitākere Ranges and some parts of the Hunua Ranges Regional Park, have been closed to prevent further spread of kauri dieback and protect kauri. Up-to-date information on **local and regional parks, reserves and public tracks** areas which have been closed can be found on Auckland Council's website¹⁹.

Screen Auckland can also provide you with further guidance about areas which are closed and will work with production companies to identify an alternative site if your preferred location has been closed to protect kauri.

4.3.5 Managing the risk of damage to parks

Conditions may be imposed on any parkland use agreement to protect the park environment, for the health, safety and wellbeing of the visitor, or to facilitate park operations. In general conditions relate to:

- the location of the activity;
- the duration of the activity;
- the time of day and year the activity may be undertaken;
- the number of people who may participate;
- the use of park facilities and services;
- measures for mitigating adverse effects on the environment, natural and heritage resources, existing users and the general public;
- health and safety factors;
- reinstatement requirements;
- measures for monitoring the effects of the activity;

¹⁹ Go to <http://www.aucklandcouncil.govt.nz> then click on "environment", then "plants and animals, then "pests and weeds", then "protect our kauri trees"

- any modifications / alterations to the proposed activity and associated infrastructure;
- the review of the approval and/or any conditions imposed.

Bonds are often required when filming on parks and reserves, and council strongly recommends that production companies have contingency plans as it is possible that a park may become unavailable due to wet ground conditions.

4.3.6 Filming on beaches and in the coastal marine area

Due to the unique and sensitive nature of Auckland's coastal environment proposals for filming activity on beaches and in the coastal marine area are subject to higher degrees of scrutiny which are likely to impact on filming timeframes.

Any impacts caused by filming on beaches must be adequately mitigated.

All filming activity on the foreshore or on the water is subject to compliance with the Auckland Unitary Plan and the relevant bylaws as discussed in section 3.2 and 4.8 of this document.

Council must also give effect to Policy 20(1) of the New Zealand Coastal Policy statement that relates to vehicles on beaches. This policy states:

(1) Control use of vehicles, apart from emergency vehicles, on beaches, foreshore, seabed and adjacent public land where:

- (a) damage to dune or other geological systems and processes; or*
- (b) harm to ecological systems or to indigenous flora and fauna, for example marine mammal and bird habitats or breeding areas and shellfish beds; or*
- (c) danger to other beach users; or*
- (d) disturbance of the peaceful enjoyment of the beach environment; or*
- (e) damage to historic heritage; or*
- (f) damage to the habitats of fisheries resources of significance to customary, commercial or recreational users; or*
- (g) damage to sites of significance to tangata whenua; might result.*

Council regulates vehicles on beaches²⁰ to ensure legitimate and necessary access is identified and protected but unnecessary, damaging and dangerous use is prevented. If you intend to use vehicles on a beach you will need written permission from Auckland Council. If granted permission to use vehicles on a beach, production companies must only use designated access ways to the beach and may not access the foredune area or top of the dune. Successful filming proposals that involve the use of vehicles on beaches will be subject to extra conditions to ensure that:

- where possible the use of vehicles is avoided;
- the number of vehicles allowed under the permit conditions is the minimum necessary;
- vehicle use is highly controlled so as to prevent environmental damage and to protect public safety;
- all additional health and safety obligations are met;

²⁰ Auckland Council Public Safety and Nuisance Bylaw

- members of the public who are witness to the film shoot are made aware, that a permit is required, of the conditions of the shoot and the controls placed upon it.

Screen Auckland, through regular communication with council's parks team and with respect to Policy 20(1), can advise which beaches are most suitable to accommodate each filming proposal's particular requirements.

4.3.7 Filming on the water

The Auckland Harbourmaster's office, a unit of Auckland Transport, is responsible for ensuring maritime safety on all navigable waters within the Auckland Region.

If you plan to film on or in the water, you must inform Screen Auckland. If filming affects the normal operation of other recreational or commercial vessels or water users in an area where you plan to film the Harbourmaster will need to be notified and, depending on the level of disruption, the approval of the Harbourmaster may be required.

Filming which takes place on navigable waters within Auckland, including rivers, streams, lakes and harbours, must comply with Maritime rules and Auckland Council navigation safety bylaws. If proposed filming does not comply with a navigational bylaw you may apply to the Harbourmaster for an uplift of a bylaw or apply to temporarily reserve water space for an activity. Exemptions will be determined on a case-by-case basis, taking into account the effects on navigation safety with respect to the activity.

4.3.8 Filming on other council owned open space

Typical conditions for filming on public open space that are not parks include:

- no vehicles are permitted to drive or park on grass or pedestrian areas without prior written approval from council;
- nothing may be fixed or attached to trees or heritage items without prior written approval from council;
- structures generally need to be freestanding;
- earthworks are not permitted without prior written approval from council;
- all equipment must be stored tidily and cable ramps must be used for pedestrian safety when cables cross footpaths and pedestrian use areas.

4.3.9 Timeframes for filming on parks and other council owned open space

Depending on impact, most applications can be turned around within 3 to 5 working days. This may be slightly longer for film shoots on regional parks or high impact shoots in high use areas. Major impact filming can take significantly longer as it is likely to require pre-application meetings, site visits and extensive consultation. Screen Auckland will be able to advise in the first instance.

4.3.10 Helicopters

If you plan to use a helicopter when filming you will need to obtain permission, except in an emergency, to pick up or drop-off an item or person and to land or take-off from a public place (including parks and beaches²¹).

You will also need to comply with New Zealand civil aviation rules, the Health and Safety at Work Act 2015 and with the Auckland Unitary Plan and Hauraki Gulf Islands District Plan. Under some circumstances you may require a resource consent, for example, if you exceed noise levels in the Auckland Unitary Plan when landing or taking-off. Screen Auckland will be able to advise in the first instance.

4.3.11 Remotely Piloted Aircraft Systems (drones)

If you plan to use a remotely piloted aircraft system (RPAS), also known as, unmanned aerial vehicles (UAVs), unmanned aircraft systems (UAS) or as drones, when filming anywhere in Auckland you must comply with New Zealand civil aviation rules and you must advise Screen Auckland.

New Zealand civil aviation rules require you to obtain the approval of a landowner, including private landowners, to operate a drone over their land. You will need permission to use a drone over public space, maunga, roads or footpaths, or over any property or building owned or managed by Auckland Council or a Council Controlled Organisation, for commercial purposes such as filming. If you intend to use a drone for commercial or organised filming in a public open space you will need a permit and as part of the permit process Screen Auckland can assist with obtaining landowner permission ~~to use a drone for commercial purposes~~.

Using drones for commercial and organised filming can pose a risk to our native species and other animals and can result in risks to or concern from other users of public open space and neighbouring properties. Production companies must ensure that drones are used safely and must be respectful of wildlife, members of the public, and other users of the open space when using a drone.

In some locations and or during some times of year the use of drones may be restricted to avoid harm to native species such as birds.

Please note: Auckland Council Regional Parks, Auckland Transport and Panuku Development Auckland²² only grant permission to film, over or around properties that they manage, for commercial purposes to operators of drones with Part 102 certification from the Civil Aviation Authority. Part 102 certification may be required in local parks and other areas of public open space.

Once permission to use a drone for commercial or organised filming in a public open space has been obtained, you must be aware of and must:

- comply with all New Zealand civil aviation rules and requirements regarding the use of drones. Further information on New Zealand civil aviation rules can be found at <https://www.caa.govt.nz/rpas/>. Note that some areas in Auckland are “controlled

²¹ Auckland Council Public Safety and Nuisance Bylaw

²² If granted permission to use a drone for filming over a property managed by Panuku Development Auckland you may be required to use an approved drone operator.

airspace” and specific restrictions apply to these areas. For further information on controlled airspace see <https://www.airshare.co.nz/maps>.

- be courteous to and respect the privacy of other users, comply with Auckland Council bylaws and with any other conditions ~~or guidelines~~ issued by Auckland Council or a Council Controlled Organisation in relation to the use of a drone.
- comply with Auckland Council's Code of conduct for use of drones and UAVs. The requirements of the Code of conduct include, but are not limited to, **drones must not:**
 - operate within 20 metres of or be flown over other users of the park;
 - fly over or within 50 metres of livestock on parks, sensitive wildlife habitats such as wetlands, or nesting or roosting birds;
 - fly over adjoining private properties.

A full copy of the Code of conduct for use of drones and UAVs can be found at <https://www.aucklandcouncil.govt.nz/code-of-conduct-use-drones-uavs.aspx>.

Where native birds are present at a film location, permission to film may be subject to additional conditions to ensure the potential impact of drone use is managed and production companies should:

- abandon contact at the first sign of any bird being disturbed;
- land drones at a safe distance away if a bird circles or otherwise interacts with a drone in flight;
- be aware that it is an offence under the Wildlife Act 1953 to disturb or harm protected birds.

4.4 Filming on or in other properties and buildings owned by Auckland Council or Council Controlled Organisations

Auckland Council, either directly or through Council Controlled Organisations, own and/or manage a number of properties and buildings that may at times be of interest to the screen production industry. Properties directly owned and managed by Auckland Council include a number of community centres, halls, swimming pools and libraries.

Other spaces are managed by council controlled organisations, for example spaces such as stadiums, and MOTAT are managed by Regional Facilities Auckland²³ while the waterfront and a number of commercial properties are managed by Panuku Development Auckland. These assets are subject to a variety of different governance structures and as such have different processes, timeframes and prices relating to filming. However, as the Auckland Council film protocol is a council-wide protocol, there is an expectation that all areas of the wider council organisation adhere to the film-friendly objectives and core commitments of this document, and will cooperate with filming requests whenever possible.

If you are unsure who manages the property you are interested in filming on, or want to film on properties directly managed by Auckland Council, Screen Auckland’s film facilitation team can assist with applying to film in or on all these facilities.

²³ For a list of the properties managed by Regional Facilities Auckland - Go to Regional Facilities Auckland’s website <http://www.rfal.co.nz> click on “information, then on “RFA Facilities”.

4.4.1 Filming on the city waterfront and other properties managed by Panuku Development Auckland

Much of the land on Auckland's city based waterfront is owned and managed by Panuku Development Auckland, a council controlled organisation. Panuku Development Auckland welcomes filming and has experience working with Screen Auckland and the screen production industry, however, due to local industry operating in the area, filming may not always be possible on some sites. Screen Auckland will be able to advise in the first instance.

Panuku Development Auckland also manages a range of other properties across Auckland and applications to film on these properties will be considered on a case-by-case basis.

Depending on impact, applications for filming on Panuku Development Auckland can usually be turned around in 3 to 5 working days. However, in the case of high impact film shoots, timeframes can be significantly longer.

Additional charges will apply for filming on property that isn't openly accessible to the public, contact Screen Auckland for further information.

4.4.2 Ports of Auckland

Ports of Auckland are part of a Council Controlled Organisation and own and operate out of a number of sites on Auckland's waterfront including Princes, Marsden and Captain Cook Wharves.

Ports of Auckland ~~may consider are open to~~ filming requests but there are significant operational and safety issues that need to be considered. Anyone wishing to film should contact the Port to discuss their project at an early stage, and each proposal will be considered on a case by case basis. Charges for filming will vary according to the scale and nature of the project. ~~Further information~~~~An application to film is also~~ available on the Ports of Auckland website²⁴.

4.4.3 Watercare

Watercare is a Council Controlled Organisation that provides water and wastewater services to the Auckland Region, and is responsible for a number of dams, waterways and treatment plants dotted throughout Auckland. Some of these areas are open to the public, and others are subject to high degrees of security.

Watercare are open to filming requests and are committed to a co-operative working relationship with Screen Auckland, but have significant health and safety and liability concerns that need to be satisfied in order for filming to go ahead on their property.

Production companies are encouraged to approach Screen Auckland in the first instance, who may be able to use their experience to assist with making an approach to Watercare that addresses these concerns. In instances where Watercare are

²⁴ <http://poal.co.nz/media/filming-permit>

unable to accommodate a request for filming, Screen Auckland will work with production companies to identify an alternative site.

Depending on impact, applications for filming on Watercare property will normally be turned around in 10 working days. In the case of high to major impact film shoots, this can be significantly longer. Charges for filming on Watercare property will be confirmed on application.

4.5 Filming on public transport and public transport facilities

Auckland Transport has experience working with screen production companies and Screen Auckland, and can assist with filming in or on buses, bus stops, trains and train stations. Any filming activity at a public transport facility or on public transport infrastructure such as trains, buses, ferries, rail stations, bus terminals, bus stops and wharves will require formal approval from Auckland Transport. Many Aucklanders rely on public transport to get to and from work and school and to travel around Auckland; making reliable public transport services critical. Normal public transport operations and customer movements should not be interrupted by filming activity.

There are many potential hazards when filming in and around public transport and specific permits are required that identify these health and safety considerations.

4.5.1 Filming on buses

The procedure and timeframes for filming on buses varies depending on type and impact. For media style minor impact filming on scheduled urban services, production companies can contact the media liaison team within Auckland Transport and sometimes approval can be turned around within one working day.

Scheduled filming activity of a low, medium or high impact will need to occur on hired buses and production companies should contact the bus company directly to arrange this; contact details are available on the Auckland Transport website²⁵. Unless the filming activity occurring on the bus is carried out entirely on private land, the production company will need to talk to Screen Auckland about film permitting requirements including traffic management. If filming is carried out entirely on public private land, film permits can generally be turned around within 3 to 5 working days. However, screen production companies should give two weeks' notice to allow for liaison between bus operators and Auckland Transport.

Filming activity that will disrupt the public transport network can take up to one month to allow for planning meetings, site visits and passenger communication.

4.5.2 Filming on trains

Screen production companies seeking to film on trains should contact Screen Auckland in the first instance. Screen Auckland will work with Auckland Transport to consider filming requests.

²⁵ <https://at.govt.nz/about-us/contact-us/bus-train-ferry-operator-contact-details/>

Depending on impact and associated health and safety issues, lead in time for filming on trains can vary dramatically. To film on trains screen production companies will require permits from Auckland Transport and Transdev²⁶; for this reason three weeks are required to process applications. Filming proposals that require a large crew or will have a high impact on regular train operations will take longer to process. Screen Auckland will do their best to signal to production companies how long their application will take to process at the outset.

4.5.3 Filming in public transport facilities

Any filming in a bus or train station, ferry terminal or on footpaths in or around bus stops train stations or ferry terminals requires a film permit and will incur costs. In these areas, safety considerations are paramount and production companies can expect conditions that reflect this (such as crew having to wear high visibility vests). You should allow at least 10 working days for your application to be processed.

4.5.4 Costs

Auckland Transport may seek reimbursement for direct costs, related to disruptions to the public transport network and access to public transport facilities. For example, for costs associated with Transport Ambassadors, where major bus stop relocations are required, and security staff.

4.6 Health and safety considerations

Health and Safety in New Zealand workplaces is regulated by the Health & Safety at Work Act 2015, which promotes health and safety management in the workplace and focuses on the prevention of harm to employees at work. The Health and Safety at Work Act applies to international productions while they are working in New Zealand.

Everyone has a role to play in making sure New Zealand workplaces are safe and healthy. Your obligations, under the Health and Safety at Work Act, will depend on your role in the production process, including the amount of control and influence you have over any particular aspect of the project. The more senior your role or the more influence you have, the more responsibility you will have for ensuring the safety of yourself and others.

In addition to the requirements of the Health and Safety at Work Act 2015, all film crews must comply with the *ScreenSafe Health and Safety Guidelines* and guidance on best-practice processes for the engagement of crew in the New Zealand screen production industry as outlined in the *2017 Blue Book* and Auckland Council bylaws.

You will also be required to comply with any specific health and safety requirements or instructions set out in, or issued in conjunction with, your film permit.

4.6.1 Site specific health and safety plan

As part of your application for a film permit you will be required to provide Screen Auckland with a site specific health and safety plan [and general crew safety notes](#) for

²⁶ Transdev operate passenger rail services on behalf of Auckland Transport, delivering approximately 3,300 services each week and over 20 million annual passenger journeys.

review. Your site specific health and safety plan should be submitted to Screen Auckland at the same time as your application for a film permit. Where this is not possible you must provide your site specific health and safety plan to Screen Auckland at least 3 working days prior to your intended date of filming. Under some circumstances and only by agreement with Screen Auckland, it may be possible to submit your site specific health and safety plan to Screen Auckland a minimum of 2 working days prior to your intended date of filming.

The level of site specific health and safety plan required and the timeframe for review will vary depending on your activity proposal and proposed location. Some sites, such as closed landfills which are now used as parks, are considered higher risk than other sites. Higher risk sites may be subject to additional conditions and requirements; for example a site induction may also be necessary and this will require additional time. When developing your site specific health and safety plan, you should consider key risk areas such as cabling, structures, towers, stunts and use of hazardous substances.

To ensure you have sufficient time for your site specific health and safety plan to be reviewed contact Screen Auckland for preliminary advice.

A film permit will not be issued without a reviewed site specific health and safety plan.

4.7 Heritage considerations

Historic heritage reinforces our sense of history, belonging, identity and place. Historic heritage places are likely to have specific restrictions on their use that may impact on timeframes and costs. This will be pointed out by Screen Auckland's film facilitation team at the point of initial inquiry, and assistance will be given to mitigate effects or locate an alternative site if necessary.

Historic heritage places can include historic buildings, archaeological sites, places of significance to Māori and notable trees. Some historic heritage places are protected by legislation²⁷. Some historic heritage places are protected in the Auckland Unitary Plan²⁸.

Depending on the nature of the proposal, resource consent may be required for filming on sites protected in the Auckland Unitary Plan. An Authority from Heritage New Zealand may be required for proposals that take place on archaeological sites. Information on places protected in the Auckland Unitary Plan can be found on the Auckland Council website²⁹. The types of issues for filmmakers to consider in relation to sites that are significant to Māori include, but are not necessarily limited to:

- the use of indigenous knowledge and any reference to iwi;
- misuse or misappropriation of iwi history, stories or legends;

²⁷ All pre-1900 archaeological sites, recorded and unrecorded, are protected by the Heritage New Zealand Pouhere Taonga Act 2014.

²⁸ For example in the Historic Heritage Schedule (Schedule 14.1) and the Sites and Places of Significance to Mana Whenua Schedule (Schedule 12).

²⁹ Go to www.aucklandcouncil.govt.nz/heritage

- inappropriate representation or use of culturally significant images or sites; this can include, but is not limited to, the subject of filming or the depiction of the site (e.g. digitally adapting the appearance of a site in a way that is considered inappropriate).
- use of culturally significant sites including maunga, marae and places included in the Sites and Places of Significance to Mana Whenua schedule in the Auckland Unitary Plan.

4.8 Resource consent considerations

Due to the often temporary nature of filming, a resource consent is not usually required to carry out filming within Auckland. However, filming projects involving the long-term use of the same site are much more likely to require a resource consent.

Resource consent criteria are currently determined by the Auckland Unitary Plan and the Hauraki Gulf Islands District Plan. Go to the Auckland Council website to view the Auckland Unitary Plan and the Hauraki Gulf Islands District Plan maps and other information³⁰.

Screen Auckland’s film facilitation team can assist with providing contact details for planning staff who have experience working with the screen production industry.

4.8.1 Filming as a temporary activity

The length of time filming can occur without a resource consent currently varies depending on the area. Please see table 5 for a summary. Contact Screen Auckland for further information.

Table 4 Regional variances relating to filming as a temporary activity

Areas of the Auckland Region	Length of time filming can occur without a resource consent
Auckland Region (except the Hauraki Gulf Islands)	Up to, and including, thirty consecutive days.
Waiheke Island Filming is permitted as a temporary activity in all land units, except landforms 1 (coastal cliffs), 2 (sand flats only) and 4 (wetland systems), island residential 1 and 2 and on any scheduled item(s) and its scheduled site surrounds.	Up to five days, including the time required for establishing and removing all temporary buildings and structures associated with the event.
Great Barrier Island Filming is permitted as a temporary activity in all land units and settlement areas, except landforms 1 (coastal cliffs), 2 (sand flats only) and 4 (wetland systems) and on any scheduled item(s) and its scheduled site surrounds.	Up to six days. Temporary buildings and structures associated with filming may not occupy the venue for more than 14 days, including the time required for establishing and removing all temporary buildings and structures.

³⁰ Go to <http://www.aucklandcouncil.govt.nz> click on “Plans, policies, bylaws, reports and projects”, then click on either “The Auckland Unitary Plan” or on the “Hauraki Gulf Islands District Plan” to read the plans or view the relevant planning maps

4.8.2 Filming as a permanent activity

In principle, filming is permitted to take place as a permanent activity within some areas of the Auckland Region. It is important to note however, that this is subject to the ability to meet with a range of other requirements in the Auckland Unitary Plan. If you are considering filming on a semi-permanent or permanent basis from a specific site, please contact council at the earliest opportunity to discuss potential constraints and consent requirements. Screen Auckland can assist with putting you in touch with the appropriate contact.

4.8.3 Possible triggers for resource consents

The following site-related issues are likely to trigger the need for a resource consent:

- excessive lighting;
- excessive noise;
- excessive earthworks;
- removal of protected vegetation;
- close proximity to the coast or other waterbodies;
- close proximity to residential zones;
- inadequate carparking capacity;
- absence of a loading bay;
- the amount of traffic generated;
- heritage related issues;
- hours of operation;
- exceeding the days for a temporary activity or other standards that apply to permitted activities.

4.8.4 Timeframe and cost implications for resource consent applications

If an applicant does require a resource consent to film, council advises that they should engage a planning consultant to assist with their application. Having a pre-application meeting with relevant stakeholders is also strongly advised, as this will greatly increase the likelihood of a thorough application being lodged from the outset and being processed as efficiently as possible. Assuming the application is complete, the council undertakes to assess resource consent applications within 20 working days. Council planners will be able to provide a more specific undertaking of processing timeframes and processing costs at a pre-application meeting or at the time of application, once they have become familiar with the proposal.

If the resource consent needs to be notified, the timeframe increases significantly to 70 or more working days.

Non-notified and relatively simple resource consent applications typically cost \$4000 to \$6000. Note, resource consent charges include GST and are subject to change. This cost represents the council charges relating to the processing of a resource consent. It does not include charges incurred for the use of external planning consultants by applicants or the payment of development contributions, if these are

required. A pre-application meeting is the most efficient way of reducing processing costs. If a resource consent requires notification, this cost can increase significantly.

Visit Auckland Council's website for application forms and more information on resource consents, including up-to-date information about council charges³¹.

4.9 Building consent considerations

Auckland Council recognises the uniqueness of the screen production industry and its building requirements which frequently have an ill fit with the requirements of the Building Act 2004.

In order to assist the screen industry, Auckland Council may, at its discretion and within its statutory powers as defined in schedule 1, clause (2) of the Building Act 2004, exempt particular temporary film sets from requiring building consents.

4.9.1 Definition of temporary film set

For the purposes of this policy, a 'temporary film set' is defined as:

“a building or buildings erected solely to facilitate filming (including but not limited to facades, fences, lean-tos, sheds, cottages, and other similar building work), that are not intended for permanent use or occupation”.

Any person undertaking building works outside the specific “temporary film set” building works defined in this policy must obtain either an exemption from building consent or a full building consent prior to commencing the works.

4.9.2 Temporary film sets in place for ten days or less

Application for an exemption from building consent is not required for the first ten days of a “temporary film set” being in place (including the commencement of the building work and the deconstruction of the set/wrap out), provided they meet the following criteria:

- the building work meets the definition of “temporary film set” and is on private property; or;
- the building work meets the definition of “temporary film set,” is on public open space and less than five metres in height and secure and isolated from the public during this period.

³¹ <http://www.aucklandcouncil.govt.nz> , click on “building and consents”, then on “The building and consents process”, then on “Apply for a consent”, then either click on “ Apply for a building consent” for further information on building consent fees, or on “Apply for a resource consent” for further information on resource consent fees.

4.9.3 All other temporary film sets

All other “temporary film sets” are required to apply to Auckland Council for an exemption from building consent. Applications for an exemption from building consent will be processed by Auckland Council as a matter of priority within two to three working days providing the engineer involved with the project submits a Producer Statement.

Screen production companies can expect the outcome of the application to be favourable in the case of temporary film sets that meet the following criteria.

- any building work that meets the definition of “temporary film set” and is on private property;
- any building work that meets the definition of “temporary film set,” is on public open space, less than five metres in height and secure and isolated from the public.

If Auckland Council refuses to grant an exemption, which will generally be based on the scale and/or permanence of the building work, the applicant will be required to obtain building consent and must not commence works until consent has been granted. Council’s statutory timeframe for processing building consents is 20 working days.

4.9.4 Multiple temporary film sets built in a secure film studio space

Production companies planning on building multiple temporary film sets in a secure film studio space should inform council so discussions can be had on how to provide an efficient service.

4.9.5 Costs

At the time of writing, it costs \$453 to apply for a building consent exemption. It costs between \$788 and \$6348 to apply for a building consent, depending on the value and complexity of the building project. Any further charges are based on an hourly rate of \$105 to \$198 per hour. Note, building consent fees quoted include GST and are subject to change. Visit Auckland Council’s website for application forms and more information on building consents, including up-to-date information about council charges³¹³⁹.

4.9.6 Important notes - Please note:

- For the purposes of this policy, Auckland Council considers that the provisions of the Health and Safety at Work Act 2015, and the insurance requirements of each individual operator or Film Production Company, are relevant to the extent that they require the company to act lawfully.
- A structural engineering overview for the proposed construction is advisable where the size or complexity of set construction warrants it.
- Film production companies will still need to seek approval from landowners (public or private) to construct film sets on their land. In the case of filming on private property, if an application for an exemption or building consent is required only the landowner or their agent can be the applicant. In the case of filming in public open space within Auckland, this will be managed through Screen Auckland’s film permitting process.

4.10 Planning for additional requirementsextras – The use of special effects, firearms and stunts

Screen production companies intending to use special effects (including weather effects and any type of pyrotechnic) or firearms, or seeking to perform stunts involving vehicles, will be subject to additional levels of scrutiny which has the potential to impact on timeframes. In some instances, further consultation with the fire service and police will be required, as well as a site specific health and safety plan. Screen Auckland will be able to advise in the first instance.

Assessment of permit applications where special effects are planned will also consider the potential impact on the environment and wildlife. This may mean that it is not possible to use special effects in some locations or that usage in some locations may be restricted during certain times of the year.

4.10.1 Pyrotechnics

The New Zealand Fire Service has a number of requirements relating to the use of pyrotechnics and should be contacted by the screen production company as early as possible. Screen Auckland may be able to assist with making the appropriate contact within the fire service.

4.10.2 Weather effects

Wet downs, rain and snow effects may be carried out with the permission of the landowner. Screen Auckland's film facilitation team can assist you with seeking landowner permission. Where permission is granted to use these types of special effects, they must be undertaken in a safe and ecologically friendly way to ensure that the environment and wildlife are protected from any harmful effects.

When using these types of special effects production companies must:

- avoid sensitive environmental areas;
- use biodegradable non-toxic products, except by agreement with Screen Auckland;
- consider weather and wind conditions when designing and executing these effects;
- ensure the containment, clean-up and removal of all products used for this purpose.

Auckland Council may place additional conditions on film permits where these types of special effects are being used during filming. Screen Auckland can also work with council to facilitate the responsible use of public water for this purpose.

4.10.3 Firearms

The New Zealand Police has a number of requirements relating to the use of firearms for the purposes of filming, including the use of a certified armourer, and should be contacted by the screen production company as early as possible. Screen Auckland may be able to assist with making the appropriate contact within the police.

4.10.4 Stunts using vehicles

New Zealand Police has a number of requirements relating to the use of stunt vehicles (such as in car crash scenes), including the use of certified stunt drivers. The screen production company should contact the police as early as possible to discuss planned stunts. Screen Auckland may be able to assist with making the appropriate contact within the police.

4.10.5 Stunts with a “copy cat” risk

In order to avoid people copying stunts carried out for screen production purposes, Screen Auckland’s film facilitation team will be able to assist with identifying locations where the risk of “copy cats” occurring is reduced.

5 Glossary

Building consent - Council permission to carry out building work that it considers will comply with the Building Code provided the work is completed in accordance with the plans and specifications submitted with the building consent application.

Bylaw – A rule made by a local authority that requires people, when in a public place, to either do something (e.g. get permission to film in a public place) or not do something (e.g. recklessly fly a drone).

City Centre – This term refers to the city centre of Auckland (also sometimes referred to as the CBD, Central Business District and Central Area). This is the area that falls within the urban motorway system and the harbour edge.

Council-controlled organisation (CCO) – A CCO is a company or organisation in which one or more local authorities control 50 per cent or more of the directors (or trustees) of the company or organisation.

Hauraki Gulf Islands District Plan – the rulebook for how council manages the use of natural and physical resources of the Hauraki Gulf Islands. The Plan contains policies and rules for activities and development on the islands.

Essential vehicles – vehicles used for the purpose of the filming activity rather than just transport, such as lighting, camera, generator, department trucks, vans and or utes.

Filming - The act or period of photographing moving images, be it digitally, on tape, or on film stock, for broadcast on television, in movie theatres or for internal corporate, educational or private use.

Film permit/permit – Permission to carry out filming activity within the Auckland Region. Film permits are subject to conditions.

Location Assistants - assistant to the Location Manager, hired to be on-set at all times before, during and after the filming activity takes place. Location assistants are there to liaise with the public, direct the crew where to park and set-up, and ultimately to make sure the crew and cast are making as minimal impact on the location as possible.

Recce - 'Recce' is a military term borrowed by the industry to mean a pre-filming visit to a location, to assess the suitability of the location in terms of logistical and technical issues.

Resource consent – Council permission to carry out an activity that is restricted or controlled by the rules set out in the Auckland Unitary Plan and Hauraki Gulf Islands district plan. Resource consents are subject to conditions.

[Screen Auckland Reserved Parking document \(SARP\) - This document outlines the operational requirements for film productions who wish to reserve](#)

parking areas for film activities within the road corridor across the Auckland region.

Traffic management plan or TMP – is a plan for managing temporary changes to traffic (including pedestrian) flows.

Unitary plan – The Auckland Unitary Plan is the rulebook for how Auckland's natural and physical resources are used. The Unitary Plan contains rules around how different areas in Auckland may be used, including what type of activities you can use land or buildings for temporarily or on a permanent basis.

6 Related policies, publications and websites

Economic Development Strategy

Auckland's economic development strategy sets out a vision for an economy that delivers opportunity and prosperity for all Aucklanders and New Zealand. To deliver this Auckland needs to have an internationally competitive, prosperous economy that all Aucklanders can benefit from and participate in. Auckland's Economic Development Strategy sets out the tangible steps we will follow to make this happen.

<https://www.aucklandcouncil.govt.nz/economic-development-strategy.aspx>

Screen Auckland website

Screen Auckland's objective is to ensure the screen industry's production experience in and around the Auckland Region is seamless. They are the first point of contact for the screen production industry, and can assist with identifying locations and tapping into Auckland and New Zealand's vast network of experienced and innovative Film Industry professionals.

www.aucklandnz.com/screen

New Zealand Film Commission

New Zealand Film Commission is New Zealand's national film office, providing information, introductions and support to filmmakers, both internationally and nationally.

www.filmnz.com

ScreenSafe

ScreenSafe supports and promotes health and safety in the New Zealand Screen Sector. ScreenSafe is an industry-wide collaborative effort with backing from the New Zealand Film Commission, New Zealand On Air and Screen Production and Development Association along with other guilds, industry bodies and regional film offices.

<http://screensafe.co.nz/>

Work Safe

WorkSafe is New Zealand's primary workplace health and safety regulator. WorkSafe provides a range of information and guidance about health and safety requirements in New Zealand.

<https://worksafe.govt.nz/>

Civil Aviation Authority

The Civil Aviation Authority regulates civil aviation in New Zealand. If you are undertaking aerial filming, then you must comply with [CAA regulations](#). The CAA checks that these rules are being complied with and have the power to take action if they are not. The CAA also monitors safety and security performance throughout the aviation community so that they can direct safety efforts where they are needed most. The CAA also produce safety publications and run safety seminars for the aviation community.

<https://www.caa.govt.nz/>

The Advertising Standards Authority

The Advertising Standards Authority is an industry funded organisation supporting standards in advertising; it provides a range of guidance notes and codes of practice. Its prime function is to self-regulate advertising in New Zealand.

<http://www.asa.co.nz/>

The Broadcasting Standards Authority

The Broadcasting Standards Authority is an independent Crown entity responsible for overseeing the broadcasting standards regime in New Zealand. It provides a range of guidance and information about broadcasting standards in New Zealand.

<https://bsa.govt.nz/>

Department of Conservation – filming on public conservation land

To film anything for commercial purposes on public conservation land you must be granted a concession from the Department of Conservation (DOC). Further information on the concession application process, timeframes, costs and the DOC Code of Practice for film crews undertaking activities on public conservation land is available on the DOC website.

<http://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/filming/>

Heritage New Zealand

Heritage New Zealand has responsibilities for archaeological sites under the Heritage NZ Pouhere Taonga Act 2014. Archaeological sites are defined as any place in New Zealand including any building or structure that was associated with human activity that occurred before 1900. Modification of an archaeological site is prohibited, unless permission is obtained from Heritage NZ.

<http://www.heritage.org.nz/>

7 Key New Zealand Legislation

The New Zealand Legislation website - www.legislation.govt.nz - is the official government website and provides free access to up-to-date electronic versions of New Zealand legislation. Click on the hyperlinks below to directly access an Act, or go to the website and use the easy search engine to find the legislation you are looking for.

The following list sets out key legislation referred to in this document. The list is provided for information only and is not a complete or inclusive list of legislation that you should be aware of when filming in New Zealand.

Animal Welfare Act 1999 - sets out the obligation of animal owners or people in charge of animals to meet an animal's physical, health, and behavioural needs, and alleviate pain or distress.

Building Act 2004 - sets out the rules for the construction, alteration, demolition and maintenance of new and existing buildings and structures in New Zealand.

Dog Control Act 1996 – provides the framework under which councils regulate the control of dogs in their area including where dogs may be exercised off-leash, where dogs must be kept on a leash and where dogs are prohibited.

Employment Relations Act 2000 - provides the legal framework for all relationships between employees, employers and unions.

Health and Safety at Work Act 2015 - is New Zealand's workplace health and safety law. Breaches of the Health and Safety at Work Act are investigated and enforced by WorkSafe New Zealand.

Heritage New Zealand Pouhere Taonga Act 2014 - promotes the identification, protection, preservation, and conservation of the historical and cultural heritage of New Zealand.

Local Government Act 2002 - provides the framework and powers under which councils operate; including enabling councils to make and enforce bylaws to protect the public from nuisance, to protect, promote and maintain public health and safety, and to minimise the potential for offensive behaviour in public places.

Local Government Act 1974 – enables the temporary closure of a road for the purpose of film-making or events.

Local Government (Auckland Council) Act 2009 – established Auckland Council and sets out matters, in relation to Auckland Council's structure, functions, duties and powers, that differ from those which apply generally to councils under the Local Government Act 2002.

Maritime Transport Act 1994 - sets out the legal framework for maritime safety and protection of the marine environment. Allows councils to regulate, through a bylaw, certain activities for the purpose of ensuring maritime safety.

Nga Mana Whenua o Tamaki Makaurau Collective Redress Act 2014 – restored ownership of certain maunga and motu of Tāmaki Makaurau, as part of a Treaty of Waitangi settlement, to Ngā Mana Whenua o Tāmaki Makaurau (the collective group of the 13 iwi and hapū of Auckland). The Act also established the Tūpuna Maunga o Tāmaki Makaurau Authority.

Resource Management Act 1991 – regulates how the environment is managed. As well as managing air, soil, fresh water and coastal marine areas, the RMA regulates how and for what types of activities land may be used.

Smoke-free Environments Act 1990 – regulates smoking in workplaces, on public transport, in cafes, restaurants and in certain public places. Regulates the marketing, advertising and promotion of tobacco products and the sponsorship by tobacco companies of products services and events.

Waitākere Ranges Heritage Area Act 2008 - recognises the national, regional and local significance of the Waitākere Ranges Heritage Area and promotes the protection and enhancement of its heritage features for present and future generations. The objectives of the Act include to, but are not limited to, to:

- protect, restore and enhance the area for its heritage features;
- ensure that impacts on the area as a whole are considered when decisions are made affecting any part of it;
- to adopt a careful approach when considering decisions that threaten serious or irreversible damage to a heritage feature;
- to recognise and avoid adverse potential, or adverse cumulative, effects of activities on the area's environment (including its amenity) or its heritage features;
- to maintain the quality and diversity of landscape in the area;
- to manage aquatic and terrestrial ecosystems in the area to protect and enhance indigenous habitat values, landscape values, and amenity values;
- to protect in perpetuity the natural and historic resources of the Waitākere Ranges Regional Park for their intrinsic worth and for the benefit, use and enjoyment of the people and communities of the Auckland Region and New Zealand.

Wildlife Act 1953 - outlines the protection and control of wild animals and birds and the management of game.

8 Appendix One: Film permit application form

Film permit application

Before you start please make sure you have the following information before proceeding with an application

- Planned location(s)
- Schedule Information, planned filming dates
- Shoot information, a thorough knowledge of action being filmed including equipment to be used, crew and cast sizes
- Production details, on set contacts, company information
- Supporting information such as traffic management plans, public liability or consultation plans
- During the processing of this application you will also be asked for a health and safety / risk management plan.)

Production title:			
Production Type:			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Music video	<input type="checkbox"/> Online	<input type="checkbox"/> Travel show
<input type="checkbox"/> Still photography	<input type="checkbox"/> Feature film	<input type="checkbox"/> Web series	<input type="checkbox"/> Short film
<input type="checkbox"/> Corporate video	<input type="checkbox"/> Student	<input type="checkbox"/> Television series	<input type="checkbox"/> Documentary
Production origin:			
<input type="checkbox"/> Domestic (NZ) <input type="checkbox"/> International (please describe)			
Location(s):			
Film start date:	Bump-in time:	Film start time:	
Film finish date:	Film finish time:	Bump-out time:	
Contingency start date:		Contingency finish date:	
Shoot selection (what kind of filming activity is planned)			
<input type="checkbox"/> On location filming <input type="checkbox"/> Unit base only			
Description of the action being filmed.			
No. of crew:	No. of talent:	No. of extras:	No. of client/agency:
Are you using any specific filming equipment other than a camera and tripod:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please select those that apply:			
<input type="checkbox"/> Dolly and track, slider	<input type="checkbox"/> Camera crane	<input type="checkbox"/> Lighting e.g. LED, lights	<input type="checkbox"/> Frames, sails, reflector
<input type="checkbox"/> ladder pod, Jib arm		<input type="checkbox"/> on stands	<input type="checkbox"/> boards
<input type="checkbox"/> Scaffold tower	<input type="checkbox"/> Ezi ups	<input type="checkbox"/> Generator	<input type="checkbox"/> Other (please describe)
Any special effects such as rain, snow, haze, or wet down:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify:			
Water access (action in/on sea, harbour or waterway):			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify:			
Use or appearance of fake weapons and/or violence, depiction of drug use, actor's impersonation of police officers or other emergency services or nudity:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify:			
Any animals:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify type of animal and how many:			
Set dressing scenery of props:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please specify:			
Security company name and contact (if applicable):			
Set construction required:			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

If yes, please specify:		
Fire effects, pyrotechnics, smoke effects, explosions: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
Use of a drone: <input type="checkbox"/> Yes <input type="checkbox"/> No		
What model of drone/total weight if required:		Does the drone pilot have a Part 102:
Company/operator name:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Use of aircraft (other than a drone) or helicopter: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
Music playback or noise disturbance e.g. amplified sound: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
Do you have a Health and Safety Specialist: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide company name, number and email:		
Gate or special access. E.g. bollard unlock, facility unlock e.g. toilets (please provide detail and show on your site map): <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
Access start date:	Access start time:	
Access end date:	Access end time:	
Activity on the road e.g. tracking vehicles, moving cars, low loaders, picture vehicles: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Types and number of vehicles: Cars: Vans: Trucks: Buses: Utes: Portaloos: Other (please specify)		
Are there any vehicles arriving or departing/other activity on or near the site between the hours of 10pm and 7am: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
Are there any business or residents nearby to your filming location: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please specify:		
How are you planning on notifying affected parties:		
Production company name:		
Email for invoice:		
Production company address:		
Location Manager:	Number:	Email:
Key contact on set:	Number:	Email:
Producer:	Number:	Email:
Production Manager:	Number:	Email:
Please email application to your Film Facilitator or screen@aucklandnz.com along with the following supporting documents <input type="checkbox"/> Site map <input type="checkbox"/> Parking plan <input type="checkbox"/> Letter drop draft <input type="checkbox"/> Traffic management plan (if applicable) <input type="checkbox"/> Health and safety/ risk management plan <input type="checkbox"/> Drone operator certifications and variations <input type="checkbox"/> Public liability insurance certificates		

Small Print Terms & Conditions

General

1. Schedule Changes

The organiser shall advise Screen Auckland 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. Licences

The organiser shall obtain all appropriate licences (e.g. building permits, special effects, temporary structures and marquees) prior to the activity.

3. Parking

The organiser shall obtain any necessary parking permits prior to the activity. In addition, the organiser shall consult with Screen Auckland prior to the activity in relation to any parking restrictions or parking controls for the activity.

4. Consultation

The organiser shall inform residents and businesses in the area affected by the activity at least 48 hours prior to the activity. Providing such information shall, at a minimum, include a flyer delivered to each house or business in the affected area. In accordance with The Auckland Film Protocol 2015 3.1.8. The flyer shall contain the wording, "Auckland Council has requested we inform you" and include the following information:

- 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 film activity (including mobile telephone numbers)
- The relevant contact details for Auckland Council Contact Centre, 09 301 0101.

A draft of the flyer shall be provided to Screen Auckland for approval prior to its distribution.

5. Site Plan

The organiser shall provide to Screen Auckland, prior to the activity, a plan of the site or sites including details of all equipment and parking associated with the activity.

6. Insurance

The organiser shall provide to Screen Auckland proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover, prior to the activity.

7. Health & Safety

- A PCBU is a person conducting a business or undertaking, whether alone or with others. The organiser/production company is a PCBU. As they have a high degree of influence and control over the activity they will need to take a leading role in health and safety, including working with other PCBUs to meet its obligations.
- Film crew are to comply with the Health and Safety at Work Act 2015; Screensafe Health & Safety Guidelines; the Code of Practice for the Engagement of Crew as outlined in The Blue Book.
- The organiser/production must report all serious injuries and notifiable events. Use this form to notify WorkSafe New Zealand of a notifiable event as required by Section 56 of the Health and Safety at Work Act 2015. As defined in the act, a notifiable event means any of the following events that arise from work:
 - a. the death of a person; or
 - b. a notifiable injury or illness; or
 - c. a notifiable incident
- Online form link: <http://forms.worksafe.govt.nz/notifiable-event-notification> and further details and definitions <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>
- The organiser/production should inform Screen Auckland in writing immediately on becoming aware of any notifiable health & safety incident on, in or around the location. This obligation is in addition to the duty to inform Worksafe NZ.
- The organiser/production must report particular hazardous work to Worksafe NZ (Notifiable works) prior to the activity see link for the online form : <http://forms.worksafe.govt.nz/hazardous-work-notification>
- Neither the Principal nor Screen Auckland is in any way approving the applicant's Health & Safety procedures. The Production continues to be solely responsible for the accuracy and adequacy of its health & safety procedures.

8. Publicity

Productions which are granted an Auckland Council permit to film in public open spaces must include the Screen Auckland logo and/or title 'Screen Auckland' in the television or feature film credits – if a public space has been used in the final cut. On set still images of public locations may be obtained by Screen Auckland and used for website or other Council publicity. Any images will only be used to promote Auckland as a screen destination or highlight Screen Auckland's achievements, and only after the production is broadcast or screened in New Zealand.

9. Indemnity

In consideration of the grant of approval to use Auckland Council's facilities for the activity, the organiser shall indemnify Auckland Council and its CCOs against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered by Auckland Council arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions, or statute or regulation.

10. Contacts

Prior to the activity the organiser shall ensure that they provide to Screen Auckland, the name and mobile phone number of a contact person onsite on the day of the activity.

11. Noise & Lighting

Noise and lighting should be kept to a minimum after 10pm and before 7am and must comply with the Auckland Unitary Plan noise levels and the requirements of the noise provisions of the Resource Management Act 1991. Failure to do so will potentially result in the filming activity being shut down or an infringement fine being issued.

12. Electricity

Where electricity is being used for an activity, the organiser shall utilise the services of a registered electrician to undertake the electrical work. All electrical equipment used must be in good and safe working order.

13. Compliance with Council Rules and Legislation

The film permit provides the organiser with limited permission to occupy public land for the approved purposes. The organiser is responsible for ensuring that all activities comply with the requirements of the Auckland Unitary Plan and various bylaws including, but not limited to the Trading & Events in Public Places Bylaw 2015 and the Public Safety & Nuisance Bylaw 2013

14. Compliance with Directions

The organiser shall ensure that all participants immediately comply with any instructions or directions issued by NZ Police, Auckland Transport, Auckland Council officers or Worksafe NZ 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 access ways are kept clear at all times.

16. Responsibility for Equipment

All equipment and structures used must be in good, safe working order. Following completion of the approved activity, the organiser shall 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.

17. Responsibility for Clean Up

The organiser shall ensure that any area associated with the activity is left in a clean and tidy condition, including surrounding streets. The removal and disposal of all rubbish shall take place immediately after the activity.

18. No Damage to Property

The organiser shall ensure that all grounds, property, 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. Rectifying any damage to public property, caused by the approved activity, is payable by the production company. The organiser must employ Council approved contractors to rectify any damage caused and to reinstate any damaged property.

19. 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 (e.g. trees, street furniture, lamp-posts, etc.) without the prior consent of Auckland Council.

20. Documentation

The organiser shall ensure that a copy of the film permit is available at all times during the activity and any set up or pack down period associated with it.

21. No Identification of Location

The organiser shall ensure that filming within a public open space will not identify any Auckland Council locations, including but not limited to signs or logos, nor any uniquely identifiable physical or landscape aspect of the location.

22. Smoke Free

Auckland Council adopted a smoke-free policy in 2013 aimed at making public outdoor spaces smoke-free across the Auckland region. A smokefree city is part of the Auckland Plan. It aligns with the government's goal of becoming a smokefree nation by 2025. Further information can be found at <https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/our-policies/Pages/smokefree-policy.aspx>

23. Public Artworks

Incidental filming of public artwork is allowed as part of this permit. Interaction with any public art work is not approved with this permit and requires consultation and agreement with the artist.

Streets

24. Road Closures or Traffic Control

The organiser shall apply for any necessary road closure or traffic control authorisations in writing with adequate timeframes as required by the relevant transport authorities prior to the activity taking place.

25. Public Transport

If an approved activity involves a Traffic Management Plan and/or the re-routing of buses and/or relocation of bus stops which may affect public transport, the organiser, through Screen Auckland, shall contact and consult with Auckland Transport and any other relevant stakeholders, with adequate timeframes as required by the relevant transport authorities prior to the activity taking place.

26. Traffic Management Plan

The organiser shall provide to Screen Auckland a Traffic Management Plan with adequate timeframes prior to the activity. The Traffic Management Plan shall include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) COPTTM compliant signs and cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and public transport. Auckland Council, Auckland Transport and the Police may require further details to be included in the Traffic Management 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 Police, Auckland Transport and Auckland Council.

28. Compliance with Law and with NZ 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, Auckland Transport or Auckland Council officers in the execution of their duties.

29. Traffic Control Measures

The organiser shall ensure all appropriate barricades, cones and signs are provided and placed in accordance with the Traffic Management Plan. Such barriers, cones and signs shall be removed immediately after the activity.

30. Vehicle Movements

Filming activities fall within the category of specific 'Temporary activities' within the Auckland Unitary Plan 2016 Chapter E, rule E40. The organiser shall ensure that all participants comply with this at all times and in particular (but not exclusively) E40.4.1 (A15) & E40.6.2

31. Visibility

All crew to wear high visibility safety vests at all times around the road corridor.

Signage

32. The organiser is granted exemption to the Signage Bylaw 2015 as part of this permit, as per Part 1.7(a). This will allow the use of directional arrows that can be visible from the street, which may only be displayed with the use of 'Pigtails' or COPTTM compliant cones. These information arrows may only be placed on the footpath/ berm and only used to indicate the direction to your location. This exemption does not permit any attachment of signage to any regulatory signs, nor are the signs to resemble the colour of any regulatory signage. All information arrows are to be no longer than 50cm in length.

Charges and Cancellations

33. Charges

The organiser shall pay to Auckland Council, for the services of Auckland Tourism Events and Economic Development Limited (ATEED), an activity fee 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 Council or any department, service, agent or local authority trading enterprise of Auckland Council.

35. Bond

If required, the organiser shall provide to Screen Auckland, ATEED a bond prior to the activity. The purpose of the bond shall be to cover the potential costs of any breach of these conditions including the cost of repairing any damage and undertaking any clean up work that the organiser has not done. The bond shall be on terms satisfactory to Auckland Council 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. Cancellation Fee

Screen Auckland, ATEED may charge a cancellation fee if the organiser of the activity cancels a booking prior to the commencement of the activity or if the organiser fails to notify Screen Auckland of any cancellation.

38. Late Application Fee

Screen Auckland may charge a late application fee if an application is received within 2 working days of the activity. The organiser shall be advised upon application if this fee is to be applied.

Special Conditions

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

40. Drones

Users of UAVs need to follow the Civil Aviation Authority rules on the use of UAVs. UAV Operators must comply with the Auckland Council Public Safety and Nuisance Bylaw 2013. In addition to this Bylaw, when flying in a public open space, operators should adhere to the Auckland Council code of conduct which can be found online <http://temp.aucklandcouncil.govt.nz/EN/parksfacilities/sportrecreation/Pages/drones.aspx>

41. Sites of Significance

The organiser, through Screen Auckland, shall contact and consult with relevant stakeholders on behalf of the production with adequate timeframes prior to the activity concerning any sites of significance including but not limited to Tupuna Maunga, and sites with historic and archaeological heritage.

42. Closed landfill sites

Auckland Council is responsible for the management of a number of closed landfill and contaminated sites. Legal obligations exist under the Health Act & Local Government Act to minimise the risk to public health & safety. If the filming activity is on one of these sites the organiser shall apply for the necessary authorisations in writing with adequate timeframes prior to the activity taking place.

Note

43. Advice to Services

During the consultation process, Screen Auckland will, where applicable, advise the following services: NZ Police, NZ Fire Service, St John Ambulance, relevant transport companies, and Auckland Transport.

44. After Hours Contacts

Should you have any concerns or queries on the day of your activity, please contact your Film Facilitator or Auckland Council after hours, phone 09 301 0101. The Auckland Council Call Centre will forward your query to an appropriate officer.

45. Gardens

Please note that Auckland Council staff are unable to guarantee high quality bedding displays in garden areas 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.

46. Noncompliance of permit conditions

Violation/non-compliance of the terms and conditions contained within this permit may result in the suspension or revocation of the permit.

Find out more: phone 09 301 0101
or visit aucklandcouncil.govt.nz/



Screen
Auckland

