

Application for filming



Please use this form to apply for approval to film on public open space that is owned, administered and/or controlled by Western Bay of Plenty District Council.

This includes parks, reserves, roads, streets, and footpaths.

Applicant details:

Filming organiser

Postal Address:

Phone:

Email:

Contact person on shoot days:

Mobile:

Email:

Filming details:

Production title:

Type of production:

Commercial

Music video

Web series

Short film

Still photography

Feature film

Television series

Documentary

Corporate video

Student

Travel show

Other

If other, please advise:

Production origin:

Domestic (NZ)

International

Production summary:

Location details:

Location(s):

Description of action being
filmed:

Number of personnel on location:

Crew:

Cast:

Extras:

Filming dates and times:

Start Date:

Finish Date:

Arrival time at location:

Departure time:

Filming start time:

Filming finish time:

Rain/alternative dates:

Start date:

Finish date:

Parking - Traffic Management Plan:

Details of parking arrangements
for technical essential vehicles
(to be included on your site map):

Details of parking arrangements
for non-essential vehicles
(e.g., crew/cast):

Number of vehicles:

Cars:

Vans:

Trucks:

Busses:

Other (utes/portaloos/trailers):

Do you require parking restrictions or
need to alter parking?

Yes

No

If yes, please describe:

Traffic management/on road activity:

Do you require temporary traffic control?
(E.g. stop/go, road closures, footpath closure)

Yes

No

If yes, please describe
including times:

Name of traffic
management provider:

Mobile number:

Email:

Traffic management/on road activity:

Are you using any specific filming equipment other
than a camera and tripod?

Yes

No

If yes, please select those that apply:

Dolly and track,
slider ladder pod,
jib arm

Camera crane

Lighting e.g. LED,
lights on stands

Frames, sails,
reflector boards

Cherry picker,
knuckle boom,
scissor lift

Ezi ups

Generator

Other

If other, please advise:

Drone use?

[Flying drones in Western Bay](#)

Yes

No

If yes, please
specify location(s):

Details of props and
set dressing.

If none write N/A:

Details of temporary
structures. E.g. ezi ups,
marquees, sets.

If none write N/A:

Details of special
effects. E.g. fire effects,
smoke effects, rain
effects, wind effects,
guns, explosions.

If none write N/A:

General:

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:

Yes

No

If yes, please specify:

Any animals?

Yes

No

If yes, please specify type of animal and how many:

What is your location clean up arrangement?

(The applicant is responsible for all cleaning and for returning the site to its original condition, including the removal of all signs and waste.)

Who will you be consulting with? (You must draft the letter and distribute it, and this letter must be sent with your application to Council for approval prior your distribution. A letter drop is required a minimum of 48 hours prior to the shoot.)

Will you have amplified sound or loud noises?

Yes

No

If yes, please specify:

Supporting document checklist:

The below documents need to be submitted with your application:

[Aerial map](#) of the location must be provided (please circle on relevant map)

Copy of resident/business notification letter (if applicable)

Copy of public liability insurance certificate

Traffic management plan (if applicable)

Risk control plan ([Risk control plan template](#))

Please send your completed Application and other relevant documents to Western Bay of Plenty District Council: info@westernbay.govt.nz

Statutory Council Bylaws must be adhered to, including the [Reserves and Facilities Bylaw 2018](#)