

# Annual CCTV Request Application Form



## Applicant details

Name:

Position:

Organisation  
(if applicable?):

Address:

Contact No:

Email address:

## Project details

How many CCTV cameras are you requesting?

What address/location do you want the CCTV camera(s) to be installed?

Provide full reasoning for your application.

Do the CCTV cameras meet the purpose of Council's CCTV Management Plan?

Yes

No

Refer criteria noted overleaf.

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### Project details (continued)

If the request for CCTV cameras does not meet the purpose of Council's CCTV Management Plan what is being done to remedy this?

Do you request that the CCTV Camera footage from the proposed camera(s) be live monitored, or recorded for access when required?

Please provide full reasoning for the option you choose.

### Criteria

#### The criteria set out in Council's CCTV Management Plan is as follows:

- The camera meets the purpose of the Council CCTV Management Plan i.e. - to be used to monitor identified trouble spots as a deterrent to criminal activity and antisocial behaviour and to monitor Council assets – including buildings and roads (and will not operate outside of the purpose); and
- The Privacy Act 2020 must be adhered to at all times; and
- The location and position of the camera does not view private spaces (unless the camera is equipped to use Privacy Enhancing Technology to block the view of those areas, and the owners of those spaces must be consulted prior to installation); and
- Justification on whether the footage from the proposed camera should be live monitored, or recorded for access when required.
- Installation costs of the camera are considered reasonable and can be met by the existing budget and meet Council's procurement guidelines; and
- Operational costs of the camera can reasonably be met by the existing budget; and
- The installation of the camera does not have a negative impact on the wider surveillance network in any way; and
- The type of camera is appropriate for the location and to meet the purpose of Council's Management Plan (see **\*Section 9.1** – eg Fixed or PTZ (pan, tilt and zoom); ANPR (automatic number plate recognition) or mobile.

### Criteria

#### **Additional considerations:**

- Where cameras have been requested, installations will be prioritised by the amount of criminal activity in that area.
- Existing cameras may be moved from one location to another to improve operational efficiency, and do not need to meet the above criteria.
- Cameras may be monitored on a live 24-7 basis in areas of interest.
- Areas deemed to be of high criminal activity as assessed by NZ Police.
- NZ Police will be consulted on the final position of new cameras, where these are being installed for community safety purposes.

#### **\*Section 9.1 (extract from Council's Management Plan)**

##### Standard cameras:

*For most camera locations, a standard camera should be capable of at least 2 megapixel imagery and be either fixed or include Pan, Tilt and Zoom capability ("PTZ"), and have infrared capability (for night time surveillance).*

##### ANPR (Automatic number-plate recognition) cameras:

*ANPR may be used in addition to, or instead of, a standard camera in any location, provided installation and ongoing operational costs can be met. While ANPR cameras can also operate as a standard camera in terms of collecting footage during the day, they are not appropriate for regular night footage (the contrast levels required for capturing number plates at night essentially render other imagery as unviewable).*

*ANPR cameras would usually be utilised for areas of particular high traffic inflow. Areas such as, entrances and exits into suburbs/towns, should be prioritised for ANPR cameras.*

##### Mobile cameras:

*Mobile cameras can be utilised for a variety of reasons and seasons. Fundamentally, mobile cameras should be installed when they are needed for a specific period of time. If an area becomes a hotspot during a particular season and needs additional monitoring for a set period of time, this would allow for mobile cameras to be set up. The criteria outlined in Section 8 must be met by the mobile camera at all times.*

*Should a mobile camera be necessary, signage must be placed near that camera so that public are aware of the operation, and the list of locations updated whenever the camera is moved. The CCTV Asset Manager will be responsible for authorising new cameras, including the location, installation, and de-installation of mobile cameras.*

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### Declarations

**I hereby declare and confirm that the information and supporting documents provided in conjunction with this application are true, accurate and correct and that I am authorised to make this declaration.**

If this application is successful, we agree to:

- Only spend the money on the item/s it was granted for
- Acknowledge that the CCTV cameras are assets owned by Western Bay of Plenty District Council.
- That footage gained from CCTV cameras are the property of Western Bay of Plenty District Council .

Sign:

Signature of Applicant and/or signed on behalf of the group / organisation / club

Date:

**Please note, all information provided in this application will be publicly available.**

**Due date:** Please scan and email your application along with any attachments to:  
***Alison.Cave@westernbay.govt.nz before 5pm Friday, 15 October 2021.***

Alternatively, you can drop your application off to one of our library and service centres at Waihi Beach, Katikati, Ōmokoroa, Barkes Corner or Te Puke.

If you have any questions, please contact Alison Cave, Property and Services Officer, between the hours of 8am – 5pm, Monday – Wednesday on 07 571 8008.

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## For office use only

### Total Cost

Outline of the actual costs of this project below (for example: CCTV Cameras Capital Costs, Installation Costs and Operational Costs etc.) (Including GST).

Item: Cost (including GST)

## Decision

Application complete and all necessary information supplied: Yes No

Application accepted

Application declined

Amended

CCTV Working Party meeting date:

Authorised by:

Date:

**Decision made:**

Applicant Notified: Yes No

Objective No: A

Date: