



WESTERN BAY OF PLENTY DISTRICT COUNCIL 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.*

Filming details

Production title

Type of production

- | | | | | |
|--|---------------------------------------|--|--------------------------------------|--------------------------------|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Music video | <input type="checkbox"/> Web series | <input type="checkbox"/> Short film | <input type="checkbox"/> Other |
| <input type="checkbox"/> Still photography | <input type="checkbox"/> Feature film | <input type="checkbox"/> Television series | <input type="checkbox"/> Documentary | |
| <input type="checkbox"/> Corporate video | <input type="checkbox"/> Student | <input type="checkbox"/> Travel show | <input type="checkbox"/> Music video | |

If other, please describe

Production origin Domestic (NZ) International

Production summary

Contact information

Filming organiser

Mobile phone

Email

Contact person on shoot days

Mobile phone

Email



Location details - Aerial map of the location must be provided.

Location/s

Description of action being filmed

Number of personnel on location

Crew

Cast

Extras

Filming dates & times

Filming dates

Start date

Finish date

Rain/alternate dates

Start date

Finish date

Arrival time at location

Departure time

Filming start time

Filming finish time

Parking - Traffic management plan (if applicable)

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
Buses Other(e.g.,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 the times

Name of traffic management provider

Mobile number and email

Equipment

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 (please describe)

Drone use: Yes No

Flying drones in Western Bay:

<https://www.westernbay.govt.nz/recreation/drones>

Drones Brochure:

<https://www.westernbay.govt.nz/repository/libraries/id:25p4fe6mo17q9stw0v5w/hierarchy/rules-regulations-licenses/drones/documents/Drones%20Brochure%20FINAL.pdf>

If yes, please specify location.

Details of props and set dressing. If none write N/A

Details of temporary structures. E.g. ezi ups, marquees, sets. If none required 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 will be consulting with? (You must draft the letter and distribute It, and this letter has to be sent with your application to WBOPDC 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 documentation checklist

The below documents need to be submitted with your application:

- Aerial map of the location must be provided (please circle in the map).

Please refer to the link below to find your map:

<https://www.westernbay.govt.nz/property-rates-and-building/maps>

- Copy of public liability insurance certificate

- Risk control plan

Risk control plan template:

<https://www.westernbay.govt.nz/community/events/events-health-and-safety>

- Copy of resident/business notification letter (if applicable)

- Traffic management plan (if applicable)

Please send your completed application to Western Bay of Plenty District Council:

Customer.Service@westernbay.govt.nz

Statutory Council Bylaws must be adhered to, including:

Reserves and Facilities, please refer to the link below:

<https://www.westernbay.govt.nz/repository/libraries/id:25p4fe6mo17q9stw0v5w/hierarchy/rules-regulations->

[licenses/bylaws-and-policies/documents/Reserves%20and%20Facilities%20Bylaw%202018.pdf](https://www.westernbay.govt.nz/repository/libraries/id:25p4fe6mo17q9stw0v5w/hierarchy/licenses/bylaws-and-policies/documents/Reserves%20and%20Facilities%20Bylaw%202018.pdf)