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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Commercial | Music video | Web series | Short film | Other |
| Still photography | Feature film | Television series | Documentary |  |
| Corporate video | Student | Travel show | Music video |  |

If other, please describe

Production origin  Domestic (NZ)  International

Production summary

### Contact information

Filming organiser

Address

Phone

Email

Contact person on shoot days

Mobile phone

### Location details

Location/s

Description of action being filmed

Number of personnel on location Crew Cast Extras

### Filming dates & times

Filming dates

am/pm

am/pm

am/pm

am/pm

Start date Finish date

Rain/alternate dates

Start date Finish date

Arrival time Departure

at location time

Filming Filming

start time finish time

### Parking

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

Phone

### 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

If yes, please specify location

\*Note that the use of drones is not permitted in some locations. Please discuss this with the Events Team.

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?** (A letter drop is required a minimum of 48 hours prior to the shoot. A draft must be supplied to your facilitator for approval prior to distribution.)

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**. Please return your completed application and supporting documents to [reservebookings@tauranga.govt.nz](mailto:reservebookings@tauranga.govt.nz)

Copy of public liability insurance certificate

Risk control plan

Copy of resident/business notification letter (if applicable)

Traffic management plan (if applicable)

Helpful links

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

Flying drones in Western Bay: <https://www.westernbay.govt.nz/rules-regulations-and-licenses/drones>

Enquiries

Western Bay of Plenty District Council - Events team

Email: [reservebookings@westernbay.govt.nz](mailto:reservebookings@westernbay.govt.nz)

Phone: 07 571 8008

Barkes Corner, 1484 Cameron Road, Greerton, Tauranga

Private Bag 12803, Tauranga Mail Centre, Tauranga 3143

www.westernbay.govt.nz