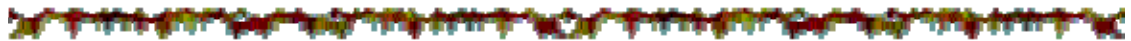




Wanganui Film Friendly Policy 2010



Including general conditions for filming in the Wanganui District

Wanganui District Council Policy

Contact person for queries:

Allan MacGibbon, Economic
Development Manager
Council

Approved by:

Date approved:

27 November 2006

Date by which a review should be carried out:

31 July 2011

Purpose

The partnership agreement for Film Friendly Regulations signed by the Wanganui District Council and Film New Zealand sets out the responsibilities of both parties for the application of the NZ Local Government Filming protocols. Under these protocols there are conditions both Film New Zealand and the District Council are required to meet. It states that the Wanganui District Council must:

- Provide a supportive environment for the film industry.
- Take steps to adopt the principles of New Zealand Local Government Film protocol.
- Agree to develop best practise film friendly process involving a film friendly policy.

Vision

Wanganui is a preferred destination for production companies to base filming activities that is well supported by the Council and the community.

Scope of Policy

This document provides guidance for the attraction of film, television and news media production to the Wanganui District. The policy details the levels of assistance and service that will be provided by the Council and outlines the expectations of the Council with regard to the obligations and requirements that will be placed upon inbound production companies.

Policy Objectives

- To provide guidance to potential production companies on Council's procedures.
- To establish responsibilities for the coordination of a Film Liaison Office

Outcomes

Implementation of this policy will:

- 1.1 Promote, facilitate and assist the work of the film and television industry within the Wanganui District.
- 1.2 Promote the Wanganui District as a film-friendly and attractive filming location.
- 1.3 Increase the number of film and television production companies choosing the Wanganui District as a preferred location.
- 1.4 Enhance the reputation and profile of the Wanganui District by offering a coordinated high quality service.
- 1.5 Enhance the profile of the Wanganui District through the effective promotion of the website, ensuring the information contained within the website is current and reliable.
- 1.6 Recognise the cultural, tourism and economic benefits derived from filming activity in the Wanganui District.
- 1.7 Promote the local private sector, facilities and services to inbound production companies where possible.

Strategies

These outcomes will be achieved by:

- Acting as an advocate for the Wanganui District as a prime film location.
- Providing a high level of service with timely responses to the film location and permit process.
- Developing and maintaining systems for information and requests for service to the film community.
- Ensuring the film industry adheres to Council policy and filming guidelines.
- Monitoring the level of film activity to ensure minimum impact on residents and businesses.
- Promoting the district through website development.

Filming Approval Application and Permit

The Film Approval application provides guidelines and an application form for filming in Wanganui. The Wanganui District Council administers bylaws and a District Plan covering the use of roads, footpaths and other public spaces that may be used for filming activity. This activity is subject to the Council's approval for any necessary resource consents or permits based on the film location application and evidence of adequate public liability insurance. Filming without the required consents or permits is not permitted. (*Attachment A*)

The timeframe for the issue of any consents or permits is dependent upon to the location and the activity's potential impact on the amenity of residents, traders and traffic.

Coordination of Council Departments

Filming activity impacts on many Council departments and the Film Liaison Coordinator will co-ordinate the approval of the application across the relevant Council departments. Liaising between all of these departments to support filming activity is essential to the provision of an efficient, effective service, which develops and maintains excellent relationships between the film industry, the city and its residents, traders and visitors.

Damage to Council Property

Any damage caused by the production company shall be repaired to the original condition in which the property stood at the time of damage. This shall be at the expense of the production company. All costs associated with clearing litter and other waste generated by their activities, and for any damage to parks, irrigation, roads and other Council property will be borne by the production company.

Insurance

All applications for consents or permits for a filming approval permit are required to provide evidence of appropriate public liability insurance cover prior to any necessary consents or permits being issued.

Fees to other Council units

In the majority of applications, the location fee charged covers the full service provided by the Council. Additional fees are charged where film crews park in metered parking areas or other Council land. A user pays system applies where additional external services are required.

Local facilities and services

The Council will endeavour where possible, to promote the use of local facilities and services by inbound production companies and recognises the importance of retaining and maximising economic benefits within the community.

Acknowledgements

Where possible, film credits and media publicity should acknowledge the assistance and cooperation of the Wanganui District Council and its community, in addition to giving credit to any area featured in the Wanganui District.

Where to go for advice on filming in Wanganui?

The Council's Film Liaison Office is administered through the Wanganui District Council Economic Development Unit, responsible for economic development in the District.

Enquiries regarding filming in Wanganui should be directed to the Economic Development Unit of the Wanganui District Council.

Contact details:

- Telephone: (06) 349 0001
- Facsimile: (06) 3490000
- website: www.wanganui.govt.nz

WANGANUI DISTRICT COUNCIL

FILMING APPROVAL APPLICATION FORM

NAME OF PRODUCTION:

TYPE OF PRODUCTION:

Location and Site Plan: (Please attach a separate sheet, with a site plan, including location of all temporary structures. Please include site address, names of roads, park/reserve to be used for filming.)

CONTACT DETAILS

Production Company:

Postal Address:

Phone N° (Bus) (Home) (Mobile)

Fax: (Email)

Location Manager: (Country)

Phone No (Bus) (Home) (Mobile)

Fax: (Email)

Production Manager: (Country)

Client's Name: (Country)

Phone No (Bus) (Home) (Mobile)

Times and Dates

Set up Date and Time:

Shoot Start Time: Shoot Finish Time:

Wrap Time Wrap Time:
(includes cleaning up and dismantling of equipment)

Postponement Days:

Description of the Shoot

(Briefly describe the action being filmed. Attach a diagram showing the following details: location of cameras, (whether on tripod or track); lighting; sound equipment; tents/marquees; caravans; vehicle parking.

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Number of people on location?

VEHICLES AND PARKING REQUIREMENTS				
How many vehicles will be involved in this shoot?				
Trucks	Buses	Vans	Cars	Other (describe)
Parking				
Do you have special requirements <input type="checkbox"/> Yes <input type="checkbox"/> No				
Describe parking arrangements and attach a diagram (can be included on site plan)				
.....				
.....				
.....				
.....				

STREET ACTIVITIES			
Is a road closure required? If so, a traffic management plan must be submitted with this application several weeks prior to the event. For a full road closure up to six weeks will be required.			
Road closure required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Traffic Management Plan attached?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Name of road(s) section of road(s) requiring closure. Time/date of closures(s):			
Reason for closure:			

GENERAL
Clean Up (The organiser is responsible for the cleaning up of the venue.)
What are your arrangements?

Toilets
Are the existing toilet facilities adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Don't know
What temporary toilet arrangements will the organiser provide? (include numbers and locations)

Electricity
Is power supply required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Will you require access to Wanganui City power supplies, if available at the venue?
What are you providing? Please supply details
Details of current registered electrician:
Name: Registration Number
Contact Details:

Water
 Is a water supply required? Yes No N/A
 What are you providing? Please supply details.
 Will you require access to Wanganui City water supplies if available at the venue? Yes No

Amplified Sound (including the use of hand held sound equipment. Yes No N/A
 Please supply details of equipment used and location.
The organiser is responsible for contacting Environment Services, Noise Control on (06) 349 0001 for guidance and information on the use of sound equipment at least two weeks prior to the event. Some noise activity may require resource consent, which can take several weeks to obtain.

SPECIAL EFFECTS Yes No N/A

Effect	Yes/No	If Yes, describe	Timing
Animals – Supplier:	Yes/No		
Fireworks – Supplier:	Yes/No		
Smoke – Supplier:	Yes/No		
Noise – Supplier:	Yes/No		
Other: Supplier:	Yes/No		
Temporary Structures/Marquees Supplier:	Yes/No		

Building consent will be required for a marquee over 30m² and may be required for other temporary structures.

HEALTH AND SAFETY PLAN – Please ensure that all participants are made aware of their responsibilities under the Health and Safety in Employment Act 1992, and that a Health and Safety Management Plan be produced specific to this production.

REGULATORY LICENCES – The organiser is responsible for obtaining all appropriate licences before approval for your production can be given. For licences for marquees, stages, scaffolding, temporary structures, dangerous goods, food vendors, amusement devices, signage, fireworks and other activities requiring a licence, contact Wanganui District Council, Environmental Services Unit, telephone (06) 349 0001.

PRIVACY ACT 1993 – The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Wanganui District Council department, external agencies and for public notification as required.

CHARGES – The organiser will incur costs as facility fees and other Wanganui District Council charges. The organiser will be responsible for the costs of barricades, signage, cones and other items that the production requires. The organiser may be asked to provide a bond that will be refundable on fulfilment of council requirements.

Organisers must comply with the conditions for the use of Wanganui District Council's parks, street, squares and facilities. A set of conditions will be attached to your letter of approval. Any changes or additions to these conditions are at the discretion of the Wanganui District Council.

PUBLIC LIABILITY INSURANCE

Proof of your insurance is required. Is a copy attached? Yes No N/A

Company Amount \$ Expiry Date

Comments:

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Upon completion of this application, please sign below.

Signature **Date**

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If any details relating to this permit application are altered after the forms are submitted, please advise the Wanganui District Council, as soon as possible.

Wanganui District Council
Municipal Office Building
101 Guyton Street
PO Box 637
Wanganui
Phone (06) 349 0001 or Fax (06) 349 0000

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- Health and Safety Confirmation Form
 - Traffic Management Template
 - Site Map - if available
 - Building Consent Form
 - Bond Release Form
 - Filming Approval Application Form
 - Sample Notification Letter