

The Auckland Film Protocol

Revised 2015

**Commitments, conditions and guidelines
for filming in the Auckland Region**

Objectives

The overall objective of this document is

- 1. To create a film-friendly culture within Auckland Council, Council Controlled Organisations (CCOs) and the Auckland region in order to attract and retain screen production industry business.**

Key to this objective being realised is a two way commitment from the wider council organisation¹ and filmmakers to open minded and thorough communication with each other, and an awareness of the needs of local residents and businesses. With this in mind, the other objectives of this document are:

- 2. To deliver a cohesive, efficient and customer driven service that provides certainty to filmmakers in a globally competitive market.**
- 3. To enable public good will towards the film industry by making explicit the required conduct of film crews when filming in public spaces, or anywhere that members of the public, local businesses, iwi or the environment are likely to be impacted on.**

Why filming?

According to the latest Statistics New Zealand figures, in 2013 the screen production industry generated gross revenues of 2.2 billion in the Auckland region. Over 6000 people are employed in over 1400 local businesses in Auckland, and Auckland brings in the majority of New Zealand's screen production dollar. No surprises then that the screen and creative sector has been identified by Auckland Council as one of seven critical sectors of growth.

What makes filming different?

Filming is a highly controlled activity that relies on the use of public space. From television commercials to feature films, viewers recognise parks, beaches and streets that can't be reproduced in studios and can often showcase our region in a positive light.

Another point of difference is that many filming projects, particularly television commercials and some television programmes, operate under tight timeframes and require quick decision making. Cities that are able to process requests quickly are more attractive to screen production companies, who may only have a very limited amount of time to turn a script into a finished product.

Structure of this document

This document is structured into four distinct parts.

The first section of this document relates to objective one and outlines commitments made by Auckland Council and members of the wider council organisation on how they will support the work of the film industry.

¹ The term "wider council organisation" refers to Auckland Council and all Council Controlled Organisations and subsidiary companies.

The second section of this document relates to objective two and serves as a quick reference guide for filmmakers on processes and costs related to filming in Auckland.

The third section of this document relates to objective three and outlines a code of conduct for filmmakers when filming on public space, or anywhere where members of the public or local businesses are likely to be impacted on. The code of conduct consists of rules filmmakers must abide by when undertaking filming in Auckland, and also provides suggestions on how production companies can go the extra mile when working with local communities.

The fourth section of this document provides further detail on the approval processes associated with filming as they relate to the different functions of the wider council organisation.

Who is this document for?

This document is primarily designed for filmmakers considering filming in Auckland. It signifies council's commitment to the screen production industry, and outlines what filmmakers can expect, and what is expected of them, when filming in, on or around public places in Auckland.

Other parties who may find this document of interest include

- Staff or elected officials within the wider council organisation unfamiliar with Auckland's film friendly commitments, protocols and guidelines
- Residents, businesses or community organisations whose interests are impacted on by filming
- Other local authorities or film offices.

Who is responsible for driving the implementation of this document?

Screen Auckland is the film office for the Auckland region and operates as part of Auckland Tourism, Events and Economic Development (ATEED). ATEED is a Council Controlled Organisation (CCO) whose vision is to improve New Zealand's economic prosperity by leading the successful transformation of Auckland's economy. Screen Auckland is responsible for the permitting of all filming on public open space in the Auckland Region and is also tasked with promoting Auckland to the world as a premier filming destination.

Screen Auckland will be primarily responsible for driving the implementation of this document. More information on Screen Auckland can be found on www.aucklandnz.com/screen.

How will we know if this document has been successful?

The success of this document will be measured by annual monitoring of film related statistics, quarterly reporting on the number of filming projects undertaken in the Auckland area and six monthly surveys of film industry members and stakeholders impacted by filming.

Section One: Core commitments

- 1.1 Auckland Council and members of the wider council organisation undertake to continue to foster a cooperative working relationship with the screen production industry. The commitments reflect this, and are based on the premise that the screen production industry will maintain their side of the relationship by filming responsibly, within the limits of their film permit, and pursuant to this document.
- 1.2 Auckland Council and members of the wider council organisation will say yes to the screen production industry unless there are compelling and demonstrable reasons not to.
- 1.3 Auckland Council's support of the screen production industry is based on an assumption that Screen Auckland have received all relevant information concerning proposed shoots, and that the conditions of the film permit are understood and will be adhered to. Should a production company fail to do this, the film permit will become null and void in relation to that particular film shoot.
- 1.4 In instances where there are difficulties with a proposed shoot, Auckland Council will listen to and consider all possibilities for mitigation put forward by the screen production industry and others.
- 1.5 In instances where it is not possible to say yes, this decision will be made promptly and transparently, and Screen Auckland along with relevant members of the wider council organisation will work with the screen production industry to identify alternative options.
- 1.6 Screen Auckland will consider the needs of all impacted stakeholders when facilitating filming applications.
- 1.7 Screen Auckland, with support from relevant officers within the wider council organisation and local boards, will work with the screen production industry on an ongoing basis to mitigate any negative effects caused by filming.
- 1.8 Screen Auckland, with support from relevant officers within the wider council organisation, will make it as easy as possible for the screen production industry to submit a thorough and complete application form. This will reduce the likelihood of delays due to the need to obtain more information later in the process, and unanticipated complications with the filming activity.
- 1.9 Sufficient resources will be provided to deliver a customer-driven and efficient service to the screen production industry, including the provision of accurate and up-to-date information.
- 1.10 Staff and elected representatives within the wider council organisation will be made aware of the unique needs of the screen production industry in terms of tight timeframes and frequent use of public spaces, on an ongoing basis.

- 1.11 The benefits that the screen production industry brings to Auckland will be communicated to members of the public and relevant stakeholders on a regular basis.
- 1.12 Regular forums with the screen production industry and other key stakeholders will be held in order to ensure effective communication and understanding between parties, and to identify opportunities to work together.
- 1.13 Screen Auckland will constantly seek to identify opportunities to improve the service given to the screen industry, and will work with members of the wider council organisation to achieve this.
- 1.14 Auckland Council and members of the wider council organisation have a cooperative partnership with mana whenua and ensure the screen production industry will follow cultural practices in areas of cultural significance, and protect and use sensitive information as communicated.
- 1.15 Screen Auckland will uphold these commitments to the screen production industry and will work with the wider council organisation to support them in doing so also.

Section Two:

A quick reference guide to filming in Auckland

The purpose of this section is to provide filmmakers with a quick overview of the processes and costs associated with filming in public spaces in the Auckland region. Further detail relating to potential approval requirements can be found in Section Four of this document.

2.1 Obtaining consent to film

If you are filming in, on, or around public open space, public transport or roads you will need:

- a film permit;
- a copy of the Auckland Film Protocol; and
- to be aware of your requirements as outlined in the Auckland Film Protocol.

Auckland's volcanic cones now come under the co-governance of the Tūpuna Maunga o Tāmaki Makaurau Authority (Maunga Authority). This means a permit is required for any filming or commercial still photography on the maunga regardless of its nature or scale.

To ensure there is sufficient time for your application to film to be assessed by the Maunga Authority, contact Screen Auckland to discuss your project.

Even if you are filming on private property, you may still require parking permits for vehicles on the street or have other regulatory requirements that need to be met. The combination of the filming planned and the proposed location will determine what approvals are needed and the time it will take to obtain these.

Film permits are issued pursuant to Auckland's bylaws and pending approval of relevant owners, managers and/ or leaseholders of the proposed location such as Auckland Council, Council Controlled Organisations and iwi. For example, all filming activities within the road corridor or public transport facilities require formal approval from Auckland Transport.

Screen Auckland should be the first port of call for production companies seeking to film in Auckland. They act as a one stop shop for all filming enquiries, by seeking the necessary approvals on your behalf and acting as a "go between" for production companies and the required authorities. Screen Auckland will work to make sure that the film permit application process is as streamlined as possible.

Screen Auckland provides the following services:

- issues film permits on behalf of Auckland Council once necessary approvals have been received
- a coordinating role by acting on behalf of production companies to gain the necessary approvals and/or information from relevant members of the wider council organisation (including local boards) and impacted stakeholders
- information and assistance relating to filming in Auckland
- booking of locations and outdoor venues

- quick turnaround for approvals
- an advocacy service for the screen production industry
- contacts and liaison with a range of services.

Before submitting an application, call the facilitation team to discuss your plans. For larger or more complex shoots, it is often useful to have a pre-application meeting to assess timeframes, likely regulatory requirements and the early identification of any potential problems.

2.2 Flowchart summarising the filming application process

1. Initial enquiry

- Contact Screen Auckland - A Film Facilitator (FF) will assess the feasibility based on possible locations and dates, description of action
- FF liaises with relevant council officers and authorities and advises of any known/foreseeable concerns

2. Application

- A location manager or other relevant production staff applies to Screen Auckland for a permit to film and is required to complete an application form which can be found at www.aucklandnz.com/screen. Once the application form is completed with relevant information, a FF acknowledges receipt of application within one working day and provides an early estimate of timeframes
- FF to advise if any site or planning meetings need to take place with council departments prior to

3. Processing Applications

- FF issues the Initial Activity Proposal document, summarising the information supplied by the filmmaker to the appropriate council departments, local boards and external stakeholders for consideration
- Relevant authorities and interested parties provide feedback/comments to FF
- FF gives a cost estimate of additional services to the filmmakers and advises if a bond is required.
- FF liaises with filmmakers if it is envisaged that conditions need to be imposed on the film permit or amendments made to filming proposal.
- FF to advise filmmaker of outcome as soon as possible to allow time for mitigation or possible changes to proposed filming.

4. Issuing permits

- FF advises filmmaker of approval as soon as possible and will supply written confirmation via email
- Permit contains terms and conditions of approval such as filming dates and activities, approved parking arrangement and traffic management plans, and consultation requirements.
- An invoice is issued to the filmmaker

5. Shoot day and debrief

- The FF or council officers may undertake a site inspection
- Location manager or production manager to have a copy of the permit to film and Auckland Film Protocol on site
- Production to report a debrief of the shoot, including public reaction or if any damage of the location has occurred.
- The filmmaker, in consultation with FF, performs site remediation if required
- If a portion of the bond is to be retained to repair damage the FF must advise the filmmakers of the reasons
- If a bond was supplied and there is no damage, the FF must refund the bond

2.3 Frequently Asked Questions

How do I get a permit to film?

Go to www.aucklandnz.com/screen where you can download our application form and example sitemaps and consultation letter template. Alternatively contact the Screen Auckland office to speak to a facilitator.

How long does it take to receive a permit?

Most film shoots can receive a permit within 3-5 working days depending on the impact and sensitivity of the location. Major impact filming can take significantly longer.

What is public open space?

Any road, berm, footpath, town square, plaza, park/reserve, beaches.

What is Screen Auckland?

Screen Auckland is part of Auckland Tourism Events and Economic Development Limited (ATEED), which is a (Council Controlled Organisation) CCO of Auckland Council. Screen Auckland have delegated authority to issues permits to film on public open spaces throughout the Auckland region once necessary approvals have been gained from relevant owners, managers and/ or leaseholders of the proposed location. Screen Auckland is also an advocate for filming in Auckland and promotes the region as a filming location to the international market.

Why are the time frames for filming so short?

Filming activities are often fast turnaround from concept to delivery. To keep filming in Auckland, in a competitive international market, film crews often have to work within short timeframes.

For very high impact shoots, such as those that require resource consents or road closures, timeframes are necessarily impacted on due to regulatory requirements. These are discussed in more detail in section 4 of this document.

Why have the production chosen a particular location?

There are many variables as to why a location has been chosen. Briefs can be very specific and the requirements for the location have to balance the creative needs of the brief and the logistics of getting crew and equipment into the location.

Sometimes we deliver to an international market, of which requires specific looks to be believable for the viewer. For example, High St has a universal look that translates to a European/British/period cityscape. Bethells Beach has a unique look that cannot be found anywhere else in the world.

Do I need public liability insurance?

In most cases you are required to have public liability insurance to cover you for any damages done to council property, private property or serious accidents caused by the filming activity. It is the responsibility of the production company to arrange any necessary insurance. Low impact filming may not require insurance as it is assessed as low risk.

What happens if I film without a permit or are in breach of permit conditions?

Unpermitted filming is against council bylaws for public open space. If a production is filming without a permit then the shoot will be shut down. The production could be charged a location fee after the shoot takes place, and can be blacklisted from future filming in public space. Productions may not be covered by any insurance that they have.

When do I need a temporary traffic management plan for filming?

Any activity that inhibits the regular flow of traffic or involves filming on the road reserve requires a temporary traffic management plan (TTMP) drawn up by a contracted traffic management company.

Why do I have to engage in consultation?

Filming can impact the day to day activities of businesses and residents and because public open space is for everyone, we need to ensure that you have properly informed those who may be affected.

It is in the interests of all parties that businesses and residents are treated with respect in order to ensure that filming in public spaces is sustainable.

What if my shoot involves animals?

Production companies wishing to film animals in public places need to be aware of relevant bylaws across the region. For example, filming a dog off leash in some areas will require an application for dispensation. More information on bylaws can be found in section 3.3 of this document or on Auckland Council's website.

How do I pay for my filming?

You will receive an invoice which can be paid via bank transfer, cheque or in person to Auckland Council service centres. You will be notified if payment is to be made elsewhere.

How do I get a fee waiver?

Fees are assessed on a case by case basis. Talk to your film facilitator if your project is not for profit, charity or community based.

Can I remove street furniture for my shoot?

The removal of street furniture, including signs and the adjustment of street lighting, is permissible on a case by case basis. Any arrangement for this work must be made through Screen Auckland and all costs, including damage or reinstatement costs, have to be met by the production company.

How come someone else filmed here and I can't?

Shoots are assessed on a case by case basis and Auckland is a living, breathing, changing environment. Many factors come into play when assessing feasibility of a location; these include impact, time of day, day of week, frequency of other activities in the area, civil works.

If I'm filming on private property do I need to tell Screen Auckland?

Yes we want to hear from you. As an advocate for the local film industry we need to ensure that impacts on communities are managed appropriately.

What if my shoot involves stunts, firearms or special effects?

You are likely to be subject to additional levels of scrutiny, as described in section 4.8 of this document.

What are the boundaries of the Auckland Region?

The Auckland Region spans from Wellsford in the north to Pukekohe in the south. For a map of the Auckland region go to the Auckland Council website www.aucklandcouncil.govt.nz , click on “GIS map viewer,” then “open the GIS viewer”.

2.4 Filming impacts and Auckland Council requirements

This table provides an overall indication of council requirements as they relate to the scale of production. However as each film shoot is assessed on a case by case basis, and acknowledging that what may be considered medium impact in one location could be deemed high impact in another, this table should be **read as a guide only**.

Please note “key stakeholders” refer to owners, managers or leaseholders of the location. “Wider stakeholders” refer to other parties who will be significantly impacted

TABLE 1. FILMING IMPACTS

	Low impact	Medium impact	High impact	Major impact
	Generally no permit required - contact Screen Auckland to discuss	Permit required	Permit required – Resource consents <i>may</i> be required	Permit required – Resource consent and/or building consents <i>may</i> be required
Number of people on site	Up to 9 crew/talent. Generally applies to news crew, documentary, fly-on-the-wall type shoots.	Up to 30 crew and 1 to 20 talent.	Up to 50 crew and 1 to 100+ talent.	50+ crew and 1 to 100+ talent.
Number of equipment vehicles	No trucks/trailers. Vehicles associated with the activity legally parked at all times.	No more than 6 trucks.	No more than 12 trucks.	12+ trucks.
Unit base/catering area	No unit base/catering area.	Small unit base/catering area required.	Unit base/catering area required.	Large unit base/catering area required.
Structural requirement	No structures.	Minimal structures e.g. two 4mx4m ezi-ups.	Some structures including ezi-ups.	Significant structures and construction.

Equipment requirements	Camera/sound equipment on a tripod or handheld. No tracks, lights on stands, generators or other static equipment.	Minimal equipment e.g. camera tracks and two lights on stands.	Equipment used, eg camera tracks, lights on stands, medium-sized cranes, jibs.	Extensive equipment.
Traffic management (footpaths and roads)	No filming on roads. Footpaths and public walkways remain unrestricted. No temporary traffic management.	Minimal temporary traffic management/minor roads/standard TMP templates appropriate.	Temporary traffic management required, including road closures – site-specific TMP required.	Significant temporary traffic management required/multiple roads or main roads – site-specific TMP required.
Environmental impact	Activity must have no effect on the environment.	Minimal environmental effect potential.	Some environmental effect potential.	Significant environmental effect potential.
Impact on the public	No disruption caused to the general public, businesses, residents, motorists or events in the vicinity.	May be some minor disruption to stakeholders, retailers, residents, motorists or events in the vicinity. Key stakeholder approval required. Local area letter drop.	Likely to be disruptive to stakeholders, retailers, residents, motorists or other events in the vicinity. Key stakeholder approval required. Local area letter drop. Some individual consultation.	Likely to cause significant disruption to stakeholders, retailers, residents, motorists or other events in the vicinity. Wider stakeholder group approval required. Significant letter drop area. Significant local consultation.

2.5 Filming fees and associated costs

The table below outlines the fees required for filming in public space managed by Auckland Council. Fees may be waived or discounts applied to low budget or student films, or for filming carried out for charitable or tourism purposes. Fees and other council charges are also subject to change.

TABLE 2. FILMING FEES IN AUCKLAND

	Low Impact	Medium Impact	High Impact	Major Impact
Parks	\$0 - \$50	\$200 - \$400	\$400 - \$800	\$800 - \$1600
Roads				
Footpaths and Berms				
Other				

(inclusive of 15% GST)

As indicated in Table 2, there is likely to be other council charges relating to filming in Auckland’s public space. These charges may include (but are not necessarily limited to) parking permits, additional services, road closures, resource consents and building compliance fees as outlined in Table 3. Bonds may also be required to cover any environmental or property damage with the costs dependent on the impact and location of the shoot.

TABLE 3. OTHER COUNCIL CHARGES

	Cost
Parking permit fees (for essential vehicles)	NZ\$16 per site per 24 hour period (in Auckland suburbs) NZ\$26 per site per 24 hour period (in City centre and Newmarket) Inner city parking fees range between \$1 and \$8 per hour depending on exact location and time. See Auckland Transport’s website for more information on parking or contact Screen Auckland.
Additional service charges (such as locking and unlocking gates)	NZ\$25 per call out
Resource consent costs	NZ\$2500 deposit for a non-residential application. Further charges are based on an hourly rate of \$139 to \$177
Building consent costs	NZ\$415 deposit to apply for an exemption NZ\$700 - \$5734 deposit to apply for a building consent (cost varies depending on the value of the building project) Further charges are based on an hourly rate of \$139 to \$159

Please note that none of these charges take into account fees for hiring facilities, public notices or any costs associated with engaging private companies for traffic management, resource consent applications or any other required service.

Section Three: Screen Industry Code of Conduct

Screen Auckland endorses this Auckland Council screen industry code of conduct. In order for the Auckland region to be truly film friendly, accommodating the needs of local residents, businesses and commuters is essential. Filming can create vibrancy in communities where locals are informed, engaged and sometimes even involved.

Locals that have had positive experiences of filming are much more likely to welcome screen production companies into their neighbourhood in the future. Conversely, a negative experience of filming can make it very difficult for production companies to gain the cooperation of locals in the future.

3.1. Standard conditions for filming activity in the Auckland region

Screen production companies must seek to limit inconvenience to neighbouring businesses and residents to ensure the sustainability of filming in public spaces. Screen Auckland's permitting process seeks to ensure that this happens through the conditions of the film permit which incorporate standard conditions as outlined below, and any site specific conditions that are developed on a case by case basis.

The location manager or production manager, as appropriate, must have a copy of the permit to film on site along with the Auckland Film Protocol and be familiar with the requirements of the protocol.

Outlined below are standard conditions for filming activity in the Auckland region. Please note that these conditions apply to recesses as well as film shoots.

Standard conditions for the use of Auckland Council Parks, Reserves, Squares, Streets or Facilities may also apply and can be found in section 4.3.5 of this document

3.1.1 Hours and Days of Filming

In consideration of effected stakeholders and landholders, the following provisions relate to the hours and days of filming:

- **In City centre retail areas** – Where possible, filming to occur in the weekend and ideally before 10am and after 5pm on Saturday or before 11am and after 4pm on Sunday. In the four weeks preceding Christmas, filming will be restricted to before 10am and after 5pm on Saturdays and before 11am and after 4pm on Sundays only. Exceptions *may* be made for productions that can wait for longer than the standard 3-5 working days for a decision on their application, but this will be dependent on approval by the relevant business association.
- **In retail areas outside of the City centre** –Where possible, filming to occur outside of business hours OR at traditionally quiet times as agreed with the local business association. Film facilitators can assist making the appropriate contacts.

- **In all retail areas** –Filming to avoid key retail areas on the week preceding Christmas, and to refrain from filming on Mother’s Day and Father’s Day without the express consent of the local business association or the local board should no local business association exist.
- **In all business areas** – Where possible, filming to avoid times of high pedestrian and commuter traffic i.e. the beginning and end of the working day. These times may vary depending on the nature of the local business.
- **In high use parks and reserves** – Filming is typically restricted to weekdays, apart from quiet times of the year as agreed with the parks department.
- **In residential areas and places of accommodation businesses** – Filming activity that generates any kind of lighting or noise disturbance to set up no earlier than 6.00am on a weekday and 7.00am on a weekend, and commence no later than 10pm on a weekday or 11pm on the weekend. District plan controls may be relevant here as discussed in section 4.6.3 of this document.
- **Night shoots** – If you are planning a night shoot, please contact Screen Auckland to discuss options such as pre-setting prior, appropriate locations and approvals.

3.1.2 Parking and Loading

Unless expressly permitted otherwise,² parking and loading arrangements for filming are as follows:

- **Minimise on street parking** – On street parking should be minimized as much as possible and access maintained for crucial residential and business deliveries. Screen Auckland will approve the final numbers on a case by case basis.
- **Essential vehicles** – Essential vehicles (i.e. equipment and/or large vehicles) to be parked legally and with the relevant permits. Where possible, essential vehicles to be parked in front of buildings that are either vacant or closed during the hours of filming activity.
- **Crew and cast vehicles** – Crew and cast vehicles and other non-essential vehicles are prohibited from car park spaces required for retail customers or users of other neighbouring facilities such as community centres, libraries, sports facilities, schools etc.
- **All vehicles to be parked legally** – All vehicles associated with the filming activity must be parked legally e.g. facing the correct way, not on yellow lines etc.

² “Unless expressly permitted otherwise” refers to express permissions granted by effected stakeholders. Just who those stakeholders are depends on the location and impacts of the film shoot. Screen Auckland can advise.

- **Maintaining access to loading zones** - Access to loading zones for the purposes of servicing and delivering goods to and from local businesses must be maintained.
- **Use of loading zones** – During business hours, production companies to use loading zones for the purposes of delivering or collecting goods for no longer than the times specified on signage (generally no longer than 5 minutes).

3.1.3 Public Pedestrian Access

Unless expressly permitted otherwise, pedestrian arrangements for filming are required as follows:

- **Use of Location Assistants** – Location Assistants to be used to keep the public informed of the filming activity and escort them through the filming area.
- **Maintenance of pedestrian passage** – Pedestrian passage to be maintained through the public space the filming activity is occurring on and crew and cast to keep a low profile. On occasion productions can ask pedestrians to hold from walking through a shot for a maximum of two – five minutes depending on the location and the accessibility to alternative routes. Locations with high pedestrian traffic are likely to be restricted to two minutes.
- **Modification of pedestrian passage** – Minor modifications to pedestrian passage to be developed in conjunction with Screen Auckland and effected stakeholders if required. In the case of a footpath closure or detour route, a temporary traffic management plan drawn up by a certified traffic management company must be supplied.
- **Access to doorways** – Unrestricted access to doorways to be maintained.
- **Wheelchair access** – The filming activity allows for the needs of wheelchair users to move through the public space and/or safely access an appropriate detour.

3.1.4 Filming activity on roads

This temporary traffic management plan should be drawn up by a certified traffic management company and ensure the following:

- **Traffic Impacts** – The operation and safety of the transport network is maintained.
- **Maintaining vehicle access** - Access to residences, businesses and recreational areas are maintained.
- **Business deliveries and servicing** - Crucial deliveries and business servicing can occur.

3.1.5 Noise and lighting

Auckland's district plans include noise and lighting provisions designed to manage their effects as outlined in section 4.6.3 of this document. Production companies are also

required to use blimped generators in locations when noise is likely to impact on adjacent parties e.g. cafes with outdoor seating. Screen Auckland will be able to advise.

3.1.6 Health and safety responsibilities

Film crews are to comply with the Code of Practice for Safety and Health in the NZ Film and Video Production Industry, the Code of Practice for the Engagement of Crew as outlined in the Blue Book, and the requirements of health and safety in the Employment Act 1992.

It is the responsibility of production companies to ensure that public safety is not compromised as a result of their filming activity.

- **Safe cabling** – Cables must be laid in a way to avoid any risk of trips or falls. When cables are on a footpath they must be covered and taped by a rubber mat or cable ramp that must be visible to pedestrians. Cables across roads require authorisation and may require a temporary traffic management plan.
- **Lighting stands** – Lighting stands placed on footpaths must maintain safe pedestrian access, and avoid dazzling drivers or pedestrians.
- **Cherry pickers, lighting towers and scaffolding** – the use of cherry pickers, towers and scaffolding in public space cannot be used without the express permission of Screen Auckland and other relevant parties.

3.1.7 Removal of rubbish and returning a site to its original condition

It is the responsibility of production companies to ensure that any area associated with the filming activity is returned to its original condition, including the removal of all signs and waste. The removal and disposal of all rubbish shall take place immediately after the filming activity.

It is encouraged that all filming activities provide the necessary waste facilities for separation of waste streams (organic, recyclables, landfill and paper/card); with clear and appropriate signage and that relevant service providers are used to ensure maximum diversion of waste from landfill. Where electrical or hazardous materials are used, these items are to be disposed of responsibly through facilities that divert waste streams from landfill.

To minimize waste accumulation, consider the productions procurement for example, avoiding single serve items when catering (such as plates and cutlery). More detail can be found in section 3.7 of this document and on the Greening the Screen website <http://www.greeningthescreen.co.nz>.

3.1.8 Communication and consultation

Production companies carrying out filming activity must communicate with residents, businesses and any other parties affected by the activity. What this communication involves depends on the scale and location of the filming activity as outlined below:

- **Minimal requirements** – As a minimal requirement, production companies should deliver a flyer to each residence or business in the affected area. The flyer should

contain the following information and be approved by a Screen Auckland Film Facilitator prior to its distribution:

- The name of the activity
 - The name of the organiser
 - The general nature of the activity
 - The duration of the activity including set up and pack down periods
 - The location managers contact details before and on the day of the event – including mobile phone numbers
 - Auckland Councils contact centre phone number: 301 0101
 - In some cases a parking plan or site map might be required.
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- **Notice required for medium impact shoots** – Medium impact film shoots must give affected residents at least 48 hours' notice and businesses at least two working days.
 - **Notice required for high to major impact shoots** – High and major impact film shoots must give affected residents at least 48 hours' notice, unless access to their properties will be affected in which case 5 days is required. Affected businesses require 5 working days' notice and their feedback must be sought.
 - **Road closures (including lane closures)** – There is a legislative process that needs to be followed for a road closure which involves two public notices as discussed in section 4.1.2 of this document. This needs to be actioned at least 12 working days before the proposed date of the road closure, and the production company are responsible for notifying affected businesses and residents at this time also. Longer lead times are recommended for traditionally busy periods such as Easter, Anzac Day and Christmas.
 - **In City centre retail areas** – Face to face consultation with businesses is required for medium to major impact filming in City centre retail areas. This must be carried out at least 5 working days prior to the filming activity and involve delivering flyers to the business in person, recording the name of individuals and businesses consulted with, and recording their initial feedback. Productions are requested to incorporate feedback from businesses wherever possible, and supply this to Screen Auckland.

3.2 Compliance with the Auckland Film Protocol and film permit conditions

Full compliance with the Auckland Film Protocol and the conditions of the film permit is expected. Failure to comply with either the Auckland Film Protocol **or** the conditions of a film permit may result in the film shoot being shut down, and/or the offending screen production company being prevented from filming in Auckland for a period of up to three months. It is also possible for the council to prosecute for breaches for film permits using its powers under the Local Government Act 2002.

Auckland Council will monitor filming activity at its discretion, particularly for filming in sensitive areas and those considered to have a High or Major impact.

3.3 Compliance with relevant bylaws, policies and rules

There are a number of bylaws, policies and rules in relation to conduct in public open space that production companies, like everybody else, are required to adhere to. These include alcohol bans, animal control and smokefree areas.

Production companies planning to use signage should also make themselves aware of the new Signage Bylaw in place throughout the region, and any relevant district plan rules relating to signage. Up to date information concerning council plans, policies and bylaws can be found on Auckland Council's website, or Screen Auckland can advise.

3.4 Filming potentially offensive material

The filming of content injurious to the public good may be subject to additional levels of scrutiny to ensure consistency with council's legal and policy obligations. Production companies filming content for television commercials that may be considered socially or environmentally irresponsible should consult the Advertising Standards Authorities website.

3.5 Filming on private premises

Production companies using private businesses or residences for film shoots should be aware of the Auckland Film Protocol and the need to be respectful of adjacent businesses and residents, particularly with regards to on-street parking, lighting, noise and the use of public open space. When filming on private premises, it is recommended that the production company speaks to Screen Auckland first as they may be aware of activities and issues in the public spaces immediately adjacent to the premises that can assist with the planning of the filming activity.

Other things for production companies to keep in mind:

- That the managing agent or the owner of the premise agrees to the filming
- The degree to which the premise has been used for filming in the past, the potential impact on neighbours due to the high use of technical vehicles in the vicinity, and how best to mitigate this.
- That all parking requirements are able to be met (remembering that Auckland Transport is the only agency entitled to issue parking permits)
- That electric power can be supplied or there is a possibility of connection to existing networks.

Screen Auckland welcomes discussions with private property owners on how they can work together in the best interests of production companies and local communities.

3.6 Using local businesses

Productions are urged to use local businesses for catering and supply. Screen Auckland may be able to assist with making the necessary contacts for the local business association.

3.7 Filming in sensitive areas and the management of cumulative effects

Depending on the impact and the nature of the film shoot, some communities may be particularly sensitive to filming impacts. This could be due to the cumulative effects of frequent filming and/or events in the area, bad experiences with film crews or concerns about a community's media image and how they have been portrayed in the past. Screen Auckland will inform production companies if this is the case for their desired location as soon as possible, and will work with production companies to identify ways of addressing local concerns or accessing alternative sites.

3.8 Environmental sustainability

To protect the local environment it is necessary for production companies to minimise the environmental impacts of filming operations and preserve local biodiversity.

Consider how crew and cast can travel to and from the film location and whether public transport and or buses/shuttles can be utilised and promoted. Look for opportunities to reduce greenhouse gas emissions by effective fleet management and energy efficient electrical equipment.

Make decisions about set design, wardrobe and make up that incorporates a sustainable approach. Prevent unnecessary water usage and minimise any noise and air pollution. Minimise and manage waste to reduce waste to landfill.

Refer to the Greening the Screen website www.greeningthescreen.co.nz for more ideas and information.

3.9 Protecting sensitive natural environments

When filming in sensitive natural environments, such as around sensitive dune systems or wetland areas, it is essential that film crews work in a manner that protects such environments. Screen Auckland will inform production companies early on in the process if their desired location is considered sensitive and will facilitate discussions with appropriate stakeholders and the production company on what can be done to protect these environments.

3.10 Going the extra mile

To maintain a sustainable industry, it is important that local residents, communities, iwi and businesses have a positive experience of filming. For example, for businesses this could be increased custom through production companies using their products or services, or promotion of their business in the film shoot or credits. For local residents this could be through giving back to the community by providing entertainment in the local park. Engaging with the community and iwi is also a good way to understand the local environment and community dynamics you have chosen to film in and can add value to your filming project.

Some other ideas on how screen production companies could 'give back' to communities they are filming in are listed below:

- Communities often like to see their local area represented on film. If the film project is something that will be screened in New Zealand, inform local residents and businesses of this and consider ways of letting people know when and where it will be screening. Alternatively, send them a copy of the finished product.
- Acknowledging local communities and organisations in the credits.
- Donate to local schools or community organisations.
- Carry out promotional filming for affected areas (for example conservation or heritage areas)
- Consider how local iwi can benefit and be recognised such as opportunities to refer to the history of an area, provide employment, use correct Maori names for sites and acknowledge these in the credits.
- Invite locals to work as extras.
- Consider the possibility of work experience opportunities.

3.11 Insurance requirements

Those undertaking filming activity on Auckland's open spaces will likely require public liability insurance to cover any damages done to council property, private property or serious accidents caused by the filming activity. Please contact Screen Auckland for further information.

3.12 If you wish to make a complaint about any aspect of a filming activity in your neighbourhood please contact the Auckland Council Call Centre on 09 301 0101 – it's free and open 24/7.

Section Four: The approval process in detail

The fourth section of this document provides further detail on the approval processes associated with filming as they relate to the different functions of the wider council organisation. This includes:

- Traffic management
- Parking essential vehicles
- Filming on parks and reserves
- Filming on other properties owned by Auckland Council or Council Controlled Organisations
- Filming on public transport or public transport facilities
- Resource consent considerations
- Building consent considerations
- Special effects, stunts and firearms.

4.1 Traffic management

Any filming-related activity that changes or is likely to change the normal use of a road will require a temporary traffic management plan (TTMP) to be prepared by a suitably qualified person and approved by the road controlling authority Auckland Transport³. Costs of traffic management planning and implementation are the responsibility of the production.

4.1.1 Roads not governed by Auckland Transport

All motorways, state highways, over-bridges, on-ramps and off-ramps are governed by the New Zealand Transport Agency (NZTA), not Auckland Transport. The NZTA also have interests in Stanley St and The Strand, Parnell. Screen Auckland can assist with identifying the appropriate contacts in the NZTA.

4.1.2 Developing a temporary traffic management plan (TTMP)

Auckland Transport can provide guidance as to the level of TTMP required for filming in different road environments, however it is the responsibility of the production company to source the necessary assistance to develop a one.

Temporary traffic management equipment (cones, barriers, signs etc) can only be deployed by a suitably qualified person. In most cases this will be a Site Traffic Management Supervisor level 1 (STMS LV 1) or STMS LV2/3 for level 2 roads which carry 10,000 vehicles per day or higher.

³ Auckland Transport is an Auckland Council Controlled Organisation

TABLE 4: APPROVAL TIMEFRAMES FOR SUBURBAN STREETS - TTMPs

Suburban streets

<i>Low impact (e.g. footpath closure)</i>	Decision reached within 2-3 working days
<i>Medium impact (e.g. lane closure)</i>	Decision reached within working 3-5 days
<i>High impact (e.g. road closure)</i>	Decision reached within 12 working days

IMPORTANT!

Planning a road closure? Road closures legally require public notification, which takes additional time. Screen Auckland needs at least 12 working days' notice in order to book the required two public notices in The New Zealand Herald. Longer lead times are recommended for traditionally busy periods such as Easter, Anzac Day and Christmas. There can be up to a 42 day notice period for the actual closure as outlined in the Transport (Vehicular Traffic Road Closure) Regulation 1965. At the time of writing, the cost for the two public notices came to approximately NZ\$1000. For low impact film shoots in quiet suburban roads it may be possible to publicly notify via suburban newspapers which would be at a lower cost.

4.1.3 Temporary use of a parking lane

If a TTMP requires the use of a parking lane, a temporary parking resolution may be required. This resolution gives Auckland Transport the right to tow cars in the affected lane, provided all signage requirements have been met. Towing should be a last resort however, as the standard notification procedures of letterdrops and "door knocking" adjacent buildings should have alerted most people to move their vehicles during the period of filming.

4.1.4 Costs

The cost of developing traffic management plans and their implementation during filming can vary considerably and escalate quickly depending on the complexities of the proposed location and the filming scenario. To ensure a good outcome, anyone considering filming on main roads must establish if the location is feasible in the early stages of location scouting. Contact Screen Auckland for preliminary advice on the proposed location and approach a qualified traffic management provider for an early indication of costs.

4.1.5 Hours of operation

Auckland Transport request traffic management providers to set up no earlier than 6am on a weekday and 7am on a weekend, and pack down no later than 10pm on a weekday or 11pm on a weekend. Should the provider wish to work outside of these times, all residents within approximately 30 metres of the filming location must give approval. This should be recorded by the Location Manager and sent to Screen Auckland for assessment.

4.2 Parking essential vehicles

A screen production company parking essential vehicles in the street should send a parking plan to Screen Auckland for them to assess and advise on where best to park these vehicles. As part of the assessment, Screen Auckland will consider how much pressure has been placed on parking in the proposed area, and alternatives that may

have less impact on any affected businesses or local residents. Parking plans will receive a response within 1-2 working days.

4.2.1 Site parking permits

Production companies seeking to park essential vehicles within the City centre and central Auckland suburbs (from Glen Innes and Otahuhu in the south, to Blockhouse Bay and Avondale in the west) are likely to require site parking permits. These permit trucks to park on a defined part of a road when necessary.

Site parking permits do not give permit holders the power to have other vehicles towed that may be parked in the permit area. Therefore permit holders should notify businesses and residents in the immediate area via a letter drop or door knocking at least 48 hours in advance. Production companies may also want to consider having a marshal on site to advise people of the permitted parking area.

Information on timeframes and costs associated with site parking permits can be found in Table 5. Please note that these costs are subject to change.

TABLE 5. APPROVAL TIMEFRAMES AND COSTS – SITE PARKING PERMITS

	<i>Time required to reach a decision</i>	<i>Notice required to give to neighbouring businesses and residents</i>	<i>Cost per space per 24hrs</i>
<i>Newmarket shopping district and City centre</i>	2 – 3 working days	48 hours for medium impact. For high or major impact shoots please give the amount of notice requested in section 3.1.8 of this document.	NZ\$26
<i>Other central Auckland suburbs</i>	2 – 3 working days	48 hours for medium impact. For high or major impact shoots please give the amount of notice requested in section 3.1.8 of this document.	NZ\$16

4.2.2 Temporary Parking Resolutions

Temporary parking resolutions can reserve on-street parking for certain vehicles on what would otherwise be a publicly available parking space, however the timeframes associated with temporary parking resolutions are generally not as favourable as those for operations in the street permits. Vehicles can legally be towed from the areas designated by temporary parking resolutions, however this should be a last resort as the standard notification procedures of letter drops and door knocking in adjacent buildings should have alerted most people to moving their vehicles.

Information on timeframes for temporary parking resolutions can be found in Table 6.

TABLE 6. APPROVAL TIMEFRAMES – TEMPORARY PARKING RESOLUTIONS

	<i>Time required to reach a decision</i>	<i>Time it takes to erect relevant signage following permission</i>
<i>Standard process</i>	8 - 22 working days. The Traffic Control Committee meets every second Friday to consider applications. Applications must be in 8 working days before each meeting. ⁴	2 -3 working days
<i>Fast track process (for urgent decisions only⁵)</i>	2 working days	2 -3 working days

4.2.3 Parking essential vehicles legally

It is a legal requirement that vehicles are parked facing the right way (i.e. not facing oncoming traffic), and are not parked over driveways, footpaths or berms.

4.3 Filming on parks, reserves and other public open space

Auckland Council manages more than 4000 parks and reserves. These parks vary from small local neighbourhood open spaces and sports parks, iconic city wide parks like The Domain, and conservation areas such as the Waitakere Ranges. They may be coastal reserves, volcanic cones or homes to popular playgrounds. Information concerning parks and reserves can be found on Auckland Council’s website, and Screen Auckland’s film facilitation team can assist with finding suitable parks, reserves and other public open space (such as squares and plazas) for filming. Landowner approval is required to film on any park or reserve, and will depend on their natural, cultural, landscape and recreational values being adequately protected. A number of plans exist in relation to public spaces within Auckland, such as park specific management plans and the Tamaki Drive Master Plan, and these will be taken into account by landowners when considering filming applications.

Iwi are key landholders of Auckland’s parks and reserves and council recognises that Maori have a special cultural and spiritual relationship with the land.

In July 2014, Government passed legislation to provide Treaty redress for the shared interests of 13 Auckland iwi and hapū in relation to 14 tūpuna maunga (volcanic cones), motu (islands) and land within Tāmaki Makaurau.

Auckland’s volcanic cones now come under the co-governance of the Tūpuna Maunga o Tāmaki Makaurau Authority (Maunga Authority) made up of equal representatives of the Tāmaki Collective and Auckland Council, and a non-voting Crown representative.

⁴ The eight days allows Auckland Transport staff to draft the appropriate resolutions and place the application on the agenda.

⁵ In order to access the fast track process, the applicant has to demonstrate why they were unable to use the standard process and therefore why the application is urgent. If the Traffic Control Committee is not satisfied with the reason for the urgency, the application may be turned down therefore it is recommended that applicants utilise the standard process whenever possible. Please note, temporary parking resolutions are bound by the requirements of the Local Government Act 2002 and Auckland Council’s delegation manual

Under the terms of the settlement, the maunga cones are vested in mana whenua, public access is maintained, each maunga will remain a reserve, and the council will continue to be responsible for the routine management of the maunga, under the direction of the Maunga Authority

Processes and timeframes for filming on maunga are in development with the Maunga Authority. To ensure you have sufficient time for your application to film to be assessed by the Maunga Authority, contact Screen Auckland to discuss your project.

4.3.1 Regional parks

There are 26 Regional Parks in the Auckland region with beautiful beaches, bush, wildlife and recreational opportunities galore. Responsible filming activity on regional parks is welcome, however due to the unique and sensitive nature of Regional Parks, contact Screen Auckland's film facilitation team who can assist with the feasibility of using regional parks for your filming activity.

4.3.2 Parks and reserves not managed by Auckland Council

The Department of Conservation are responsible for the management of some parks, and Cornwall Park is managed by the Cornwall Park Trust Board. These parties are likely to have different processes, fees and requirements. In cases where Screen Auckland does not issue film permits for a particular park, the film facilitation team can assist applicants with making the appropriate contacts within these organisations.

Watercare is a Council Controlled Organisation that provides water and waste water services to the Auckland region, and is responsible for a number of dams, waterways and treatment plants dotted throughout Auckland's parks (particularly the Hunua and Waitakere Ranges). Screen Auckland will be able to advise if your proposed shoot encroaches on Watercare property. Information on filming on Watercare property can be found in section 5c of this document.

4.3.3 Parks and reserves that have natural or cultural heritage significance

Parks, reserves or open space with natural, cultural or built heritage sites are likely to have specific restrictions on their use that may impact on timeframes and costs. This will be pointed out by Screen Auckland's film facilitation team at the point of initial inquiry, and assistance will be given to mitigate effects or locate an alternative site if necessary.

Heritage sites may be protected due to built items or trees, be culturally significant to Maori, or have archeological, geological or ecological significance. The sensitivity of certain sites may vary depending on the time of the year, particularly if they are home to bird and animal life, and cumulative effects are also of concern. Information on some sites and areas protected for heritage value can be found on the Auckland Council website.⁶ Local iwi may also be able to assist.

The types of issues for filmmakers to consider in relation to sites that are significant to Maori include, but are not necessarily limited to:

- The use of indigenous knowledge and any reference to iwi
- Misuse or misappropriation of iwi history, stories or legends

⁶ Go to www.aucklandcouncil.govt.nz/heritage

- Use of culturally significant sites including maunga (mountains) and marae.

4.3.4 Kauri dieback

Kauri dieback disease is killing kauri trees in the Auckland region, and film crews are required to follow council's hygiene procedures so they do not spread the disease when filming in affected areas. More information on kauri dieback can be found on the Auckland Council website⁷ or at www.kauridieback.co.nz.

4.3.5 Managing the risk of damage to parks

Conditions may be imposed on any parkland use agreement to protect the park environment, for the health, safety and wellbeing of the visitor, and to facilitate park operations. In general conditions relate to:

- the location of the activity
- the duration of the activity
- the time of day and year the activity may be undertaken
- the number of people who may participate
- the use of park facilities and services
- measures for mitigating adverse effects on the environment, natural and heritage resources, existing users and the general public
- health and safety factors
- reinstatement requirements
- measures for monitoring the effects of the activity
- any modifications/alterations to the proposed activity and associated infrastructure
- the review of the approval and/or any conditions imposed

Bonds are often required when filming on parks and reserves, and council strongly recommends that production companies have contingency plans as it is possible that a park may become unavailable due to wet ground conditions.

4.3.6 Filming on beaches and in the coastal marine area

Due to the unique and sensitive nature of Auckland's coastal environment proposals for filming activity on beaches and in the coastal marine area are subject to higher degrees of scrutiny which are likely to impact on filming timeframes.

Any impacts caused by filming on beaches must be adequately mitigated.

All filming activity on the foreshore or on the water is subject to compliance with the Auckland Council Regional Coastal Plan, the Unitary Plan and the relevant bylaws as discussed in section 3.3 and 4.6 of this document.

Council must also give effect to Policy 20(1) of the New Zealand Coastal Policy statement that relates to vehicles on beaches. This policy states:

(1) Control use of vehicles, apart from emergency vehicles, on beaches, foreshore, seabed and adjacent public land where:

(a) damage to dune or other geological systems and processes; or

⁷ Go to <http://www.aucklandcouncil.govt.nz> then click on "environment and waste" then "pests and diseases"

- (b) harm to ecological systems or to indigenous flora and fauna, for example marine mammal and bird habitats or breeding areas and shellfish beds; or*
- (c) danger to other beach users; or*
- (d) disturbance of the peaceful enjoyment of the beach environment; or*
- (e) damage to historic heritage; or*
- (f) damage to the habitats of fisheries resources of significance to customary, commercial or recreational users; or*
- (g) damage to sites of significance to tangata whenua; might result.*

Council has been involved in a major campaign to create greater control of vehicles on beaches regionally to ensure legitimate and necessary access is identified and protected but unnecessary, damaging and dangerous use is stopped. As such, successful filming proposals that involve the use of vehicles on beaches will be subject to extra conditions to ensure that

- Vehicle use is highly controlled so as to prevent environmental damage and protect public safety
- All additional health and safety obligations are met
- Members of the public who are witness to the film shoot are made aware of the conditions of the shoot and the controls placed upon it.

Screen Auckland, through regular communication with council's parks team and with respect to Policy 20(1), can advise which beaches are most suitable to accommodate each filming proposal's particular requirements.

4.3.7 Filming on other council owned open space

Typical conditions for filming on public open space that are not parks include:

- No vehicles are permitted to drive or park on grass or pedestrian areas without prior written approval from council
- Nothing may be fixed or attached to trees or heritage items without prior written approval from council
- Structures generally need to be freestanding
- Earthworks are not permitted without prior written approval from council
- All equipment must be stored tidily and cable ramps must be used for pedestrian safety when cables cross footpaths and pedestrian use areas.

Timeframes for filming on parks and other council owned open space

Depending on impact, most applications can be turned around within 3 to 5 working days. This may be slightly longer for film shoots on regional parks or high impact shoots in high use areas. Major impact filming can take significantly longer as it is likely to require pre-application meetings, site visits and extensive consultation. Screen Auckland will be able to advise in the first instance.

4.3. Remotely Piloted Aircraft Systems

If you intend to use a Remotely Piloted Aircraft System (drone) when filming anywhere in Auckland you must advise Screen Auckland. You must also adhere to all rules and requirements produced by the [Civil Aviation Authority](#) (CAA) regarding the use of drones.

4.4 Filming on or in other properties and buildings owned by Auckland Council or Council Controlled Organisations.

Auckland Council, either directly or through Council Controlled Organisations, own and/or manage a number of properties and buildings that may at times be of interest to the screen production industry. Properties directly owned and managed by Auckland Council include a number of community centres and halls, swimming pools and libraries. Other spaces such as stadiums, waterfront properties and MOTAT are managed by Council Controlled Organisations.⁸ These assets are subject to a variety of different governance structures and as such have different processes, timeframes and prices relating to filming. However, as the Auckland Council film protocol is a council-wide protocol, there is an expectation that all areas of the wider council organisation adhere to the film-friendly objectives and core commitments of this document, and will cooperate with filming requests whenever possible.

If you are unsure who manages the property you are interested in filming on, or want to film on properties directly managed by Council, Screen Auckland's film facilitation team can assist with applying to film in or on all these facilities.

4.4.1 Filming on the city waterfront

Much of the land on Auckland's city based waterfront is owned and managed by Waterfront Auckland, a Council Controlled Organisation. Waterfront Auckland welcomes filming and has experience working with Screen Auckland and the screen production industry, however due to local industry operating in the area, filming may not always be possible on some sites. Screen Auckland will be able to advise in the first instance. A map of the areas owned by Waterfront Auckland can be found on their website.⁹

Depending on impact, applications for filming on Waterfront Auckland property can usually be turned around in 3 to 5 working days. In the case of high impact film shoots, this can be significantly longer. Additional charges will apply for filming on Waterfront Auckland property that isn't openly accessible to the public, contact Screen Auckland for further information.,,

4.4.2 Ports of Auckland

Ports of Auckland are part of a Council Controlled Organisation and own and operate out of a number of sites on Auckland's waterfront including Princes, Marsden and Captain Cook Wharves. An interactive map can be found on the Ports of Auckland website.¹⁰

Ports of Auckland are open to filming requests but there are significant operational and safety issues that need to be considered. Anyone wishing to film should contact the Port to discuss their project at an early stage, and each proposal will be considered on a case by case basis. Charges for filming will vary according to the scale and nature of the project.

⁸ Go to Auckland Council's website www.aucklandcouncil.govt.nz then click on "About Council," "Representatives and bodies," "Council-controlled organizations," and "Regional Facilities Auckland" for a list of properties.

⁹ Go to www.waterfrontauckland.co.nz then click on "About us" and "Areas of Ownership."

¹⁰ Go to www.poal.co.nz then click on "About Us" and "Interactive Map".

4.4.3 Watercare

Watercare is a Council Controlled Organisation that provides water and waste water services to the Auckland region, and is responsible for a number of dams, waterways and treatment plants dotted throughout Auckland. Some of these areas are open to the public, and others are subject to high degrees of security.

Watercare are open to filming requests and are committed to a co-operative working relationship with Screen Auckland, but have significant health and safety and liability concerns that need to be satisfied in order for filming to go ahead on their property. Production companies are encouraged to approach Screen Auckland in the first instance, who may be able to use their experience to assist with making an approach to Watercare that addresses these concerns. In instances where Watercare are unable to accommodate a request for filming, Screen Auckland will work with production companies to identify an alternative site.

Depending on impact, applications for filming on Watercare property will normally be turned around in 10 working days. In the case of high to major impact film shoots, this can be significantly longer. Charges for filming on Watercare property will be confirmed on application.

4.5. Filming on public transport and public transport facilities

Auckland Transport is a Council Controlled Organisation, has experience working with screen production companies and Screen Auckland, and can assist with filming in or on buses, bus stops, trains and train stations. Any filming activity at a public transport facility or on public transport infrastructure such as trains, buses, ferries, rail stations, bus terminals and/or bus stops and wharves will require formal approval from Auckland Transport.

4.5.1 Filming on buses

The procedure and timeframes for filming on buses varies depending on type and impact. For media style minor impact filming on scheduled urban services, production companies can contact the media liaison team within Auckland Transport and in most cases expect approval to be turned around within one working day.

Filming activity of a low, medium or high impact will need to occur on hired buses and production companies should contact the bus company directly to arrange this. Unless the filming activity occurring on the bus is carried out entirely on private land, the production company will need to talk to Screen Auckland about film permitting requirements including traffic management. In most instances, film permits can be turned around within 3 to 5 working days.

Filming activity that will disrupt the public transport network can take up to one month to allow for planning meetings, site visits and passenger communication.

4.5.2 Filming on trains

Screen production companies seeking to film on trains should contact Screen Auckland in the first instance. Screen Auckland will work with Auckland Transport to consider and accommodate, if possible, filming requests in a timely manner.

Depending on impact and associated health and safety issues, lead in time for filming on trains can vary dramatically. Screen Auckland will do their best to signal to production companies how long their application will take to process at the outset.

4.5.3 Filming on public transport centres (bus stops and train stations)

Any low, medium or high impact filming on platforms and footpaths in or around bus stops and train stations requires a film permit and will incur costs. In these areas, safety considerations are paramount and production companies can expect conditions that reflect this (such as crew having to wear high visibility vests).

4.5.4 Britomart

Britomart Station is a popular transport centre for film shoots, and has a film application process in place which can be found on their website¹¹. Lead in time is required for this busy train station, and it is not always possible to facilitate requests during operating hours. Screen production companies may like to consider Manukau and Newmarket as alternatives should Britomart be unavailable for filming at the desired time.

4.5.5 Costs

At the time of writing this document, Auckland Transport is planning to review the level of cost reimbursement required in relation to all disruptions to the public transport network and access to public transport facilities. Prior to a defined policy concerning cost reimbursements being in place, Auckland Transport may seek some reimbursement for direct costs e.g. Transport ambassadors (for major bus stop relocations), security staff etc.

4.6. Resource consent considerations

Due to the often temporary nature of filming, a resource consent is not usually required to carry out filming within Auckland. However, filming projects involving the long-term use of the same site are much more likely to require a resource consent.

Resource consent criteria are currently determined by the seven district plans and regional plan operational within the Auckland Region. Go to the Auckland Council website to view district and regional planning maps and other information concerning the district plan.¹²

Screen Auckland's film facilitation team can assist with providing contact details for planning staff who have experience working with the screen production industry.

4.6.1 Filming as a temporary activity

The length of time filming can occur without a resource consent currently varies depending on the area. Please see table 7 for a summary.

¹¹ Go to www.britomart.co.nz/filming.php

¹² Go to <http://www.aucklandcouncil.govt.nz> and click on "district plan"

TABLE 7. REGIONAL VARIANCES RELATING TO FILMING AS A TEMPORARY ACTIVITY

Areas of the Auckland Region	The length of time filming can occur without a resource consent
Auckland City centre	5 days (including pack in and pack out)
Auckland central suburbs (isthmus area)	3 days with 1 extra day either side for pack in and pack out
Hauraki Gulf Islands	N/a – see Appendix Three for a map of areas within Waiheke Island where filming is a permitted activity
North Shore	3 days, no more than 5 times a year
Waitakere	30 days (including pack in and pack out)
Rodney	5 consecutive days in any 2 month period (including pack in and pack out)
Franklin	6 days in any calendar year (including pack in and pack out)
Papakura	There are no specific controls for filming general plan provisions relating to noise, illumination etc need to be complied with.
Manukau	6 days (including pack in and pack out) in any one calendar year

Once the Unitary Plan is operational, timeframes will change. Contact Screen Auckland for further information or check the Auckland Council website.

4.6.2 Filming as a permitted activity

In principle, filming is permitted to take place as a permanent activity within some industrial areas of the Auckland region. It is important to note however that this is subject to the ability to meet with a range of other district plan requirements as discussed in section 4.6.3 of this document. If you are considering filming on a semi-permanent or permanent basis from a specific site, please contact council at the earliest opportunity to discuss potential constraints and consent requirements. Screen Auckland can assist with putting you in touch with the appropriate contact.

4.6.3 Possible triggers for resource consents

The following site-related issues are likely to trigger the need for a resource consent:

- Excessive lighting
- Excessive noise
- Excessive earthworks
- Removal of protected vegetation
- Close proximity to the coast or other waterbodies
- Close proximity to residential zones
- Inadequate carparking capacity
- Absence of a loading bay
- Heritage related issues
- Number of people
- Hours of operation
- Exceeding the days for a temporary activity or other standards that apply to permitted activities.

4.6.4 Timeframe and cost implications for resource consent applications

If an applicant does require a resource consent to film, council advises that they should

engage a planning consultant to assist with their application. Having a pre-application meeting with relevant stakeholders is also strongly advised, as this will greatly increase the likelihood of a thorough application being lodged from the outset and being processed as efficiently as possible. Assuming the application is complete, the council undertakes to assess resource consent applications within 20 working days. Council planners will be able to provide a more specific undertaking of processing timeframes and processing costs at a pre-application meeting or at the time of application, once they have become familiar with the proposal.

If the resource consent needs to be notified, the timeframe increases significantly to 70 or more working days.

Non-notified and relatively simple resource consent applications typically cost \$2000 to \$5000. This cost represents the council charges relating to the processing of a resource consent. It does not include charges incurred for the use of external planning consultants by applicants or the payment of development contributions. A pre-application meeting is the most efficient way of reducing processing costs. If a resource consent requires notification, this cost can increase significantly.

Visit Auckland Council's website for application forms and more information on resource consents.¹³

4.6.5 The Unitary Plan

The Auckland Unitary Plan is in development and will eventually replace the existing regional and district plans as the rulebook for how Auckland's natural and physical resources are used. What this means for filming is that the resource consent requirements outlined in section 4.6 of this document are likely to change.

The Unitary Plan will provide consistent and simplified rules, and is intended to be innovative and user friendly. Temporary filming activities shall become a permitted activity across the region subject to some performance standards to help control adverse effects.

The plan has been publicly notified and the hearings stage has begun. In the meantime, existing district plans and regional policies and plans remain operative.

4.7 Building consent considerations

Auckland Council recognises the uniqueness of the screen production industry and its building requirements which frequently have an ill fit with the requirements of the Building Act 2004 (the Act).

In order to assist the screen industry, Auckland Council may, at its discretion and within its statutory powers as defined in schedule 1, [clause \(1\)\(k\)](#) of the Act, exempt particular temporary film sets from requiring building consents.

4.7.1 Definition of temporary film set

For the purposes of this policy, a 'temporary film set' is defined as:

¹³ Go to <http://www.aucklandcouncil.govt.nz> and click on "Rates, building and property"

“a building or buildings erected solely to facilitate filming (including but not limited to facades, fences, lean-tos, sheds, cottages, and other similar building work), that are not intended for permanent use or occupation”.

Any person undertaking building works outside the specific “temporary film set” building works defined in this policy must obtain an exemption from building consent or a full building consent prior to commencing the works.

4.7.2 Temporary film sets in place for ten days or less

Application for an exemption from building consent is not required for the first ten days of a “temporary film set” being in place (including the commencement of the building work and the deconstruction of the set/wrap out), provided they meet the following criteria:

- The building work meets the definition of “temporary film set” and is on private property; or
- The building work meets the definition of “temporary film set,” is on public open space and less than five metres in height and secure and isolated from the public during this period.

4.7.3 All other temporary film sets

All other “temporary film sets” are required to apply to Auckland Council for an exemption from building consent. Applications for an exemption from building consent will be processed by Auckland Council as a matter of priority within two to three working days providing the engineer involved with the project submits a Producer Statement.

Screen production companies can expect the outcome of the application to be favourable in the case of temporary film sets that meet the following criteria.

- Any building work that meets the definition of “temporary film set” and is on private property .
- Any building work that meets the definition of “temporary film set,” is on public open space, less than five metres in height and secure and isolated from the public.

If Auckland Council refuses to grant an exemption, which will generally be based on the scale and/or permanence of the building work, the applicant will be required to obtain building consent and must not commence works until consent has been granted. Council’s statutory timeframe for processing consents is 20 working days.

4.7.4 Multiple temporary film sets built in a secure film studio space

Production companies planning on building multiple temporary film sets in a secure film studio space should inform council so discussions can be had on how to provide an efficient service.

4.7.5 Costs

It costs \$415 to apply for an exemption, and between \$700 to \$5734 to apply for a building consent depending on the value of the building project. Any further charges are based on an hourly rate of \$139 to \$159 per hour.

4.7.6 Important notes

Please note:

- For the purposes of this policy, Auckland Council considers that the provisions of the Health & Safety in Employment Act 1992, and the insurance requirements of each individual operator or screen production company, are relevant to the extent that they require the company to act lawfully.
- A structural engineering overview for the proposed construction is advisable where the size or complexity of set construction warrants it.
- Film production companies will still need to seek approval from landowners (public or private) to construct film sets on their land. In the case of filming on private property, if an application for an exemption or building consent is required only the landowner or their agent can be the applicant. In the case of filming in public open space within Auckland, this will be managed through Screen Auckland's film permitting process.

4.8. Planning for extras – The use of special effects, firearms and stunts

Screen production companies intending to use special effects (including weather effects and any type of pyrotechnic) or firearms, or seeking to perform stunts involving vehicles, will be subject to additional levels of scrutiny which has the potential to impact on timeframes. In some instances, further consultation with the fire service and police will be required, as well as a site specific health and safety plan. Screen Auckland will be able to advise in the first instance.

4.8.1 Pyrotechnics

The New Zealand Fire Service has a number of requirements relating to the use of pyrotechnics and should be contacted by the screen production company as early as possible. Screen Auckland may be able to assist with making the appropriate contact within the fire service.

4.8.2 Weather effects

Wet downs, rain and snow effects may be carried out with the permission of Film Auckland. Screen Auckland can also work with council to facilitate the responsible use of public water for this purpose.

4.8.3 Firearms

The New Zealand Police has a number of requirements relating to the use of firearms for the purposes of filming, including the use of a certified armourer, and should be contacted by the screen production company as early as possible. Screen Auckland may be able to assist with making the appropriate contact within the police.

4.8.4 Stunts using vehicles

New Zealand Police has a number of requirements relating to the use of stunt vehicles (such as in car crash scenes), including the use of certified stunt drivers. The screen production company should contact the police as early as possible to discuss planned stunts. Screen Auckland may be able to assist with making the appropriate contact within the police.

4.8.5 Stunts with a “copy cat” risk

In order to avoid people copying stunts carried out for screen production purposes, the council’s film facilitation team will be able to assist with identifying locations where the risk of “copy cats” occurring is reduced.

Glossary

Filming - The act or period of photographing moving images, be it digitally, on tape, or on film stock, for broadcast on television, in movie theatres or for internal corporate, educational or private use

Film permit/permit – Permission to carry out filming activity within the Auckland region. Film permits are subject to conditions.

Temporary traffic management plan (TTMP) – A TTMP is a plan for managing temporary changes to traffic flows.

Council-controlled organisation (CCO) – A CCO is a company or organisation in which one or more local authorities control 50 per cent or more of the directors (or trustees) of the company or organisation.

City Centre – This term refers to the city centre of Auckland (also sometimes referred to as the CBD, Central Business District and Central Area). This is the area that falls within the urban motorway system and the harbour edge.

Bylaw – A rule or regulation made by a local authority that affects the public, orders something to be done or, in some cases, not to be done.

District plans and regional plans – Legal documents that help council manage Auckland's natural and physical resources through specific development and activity rules. District plans apply to particular geographically bound areas within Auckland, and regional plans apply region wide.

Unitary plan – The Auckland Unitary Plan is in development and will eventually replace the existing regional and district plans as the rulebook for how Auckland's natural and physical resources are used.

Resource consent – Council permission to carry out an activity that is restricted or controlled by the rules set out in the district plan. Resource consents are subject to conditions.

Essential vehicles – vehicles used for the purpose of the filming activity rather than just transport, such as lighting, camera, generator, department trucks, vans and or utes.

Recce - 'Recce' is a military term borrowed by the industry to mean a pre-filming visit to a location, to assess the suitability of the location in terms of logistical and technical issues.

Location Assistants - assistant to the Location Manager, hired to be on-set at all times before, during and after the filming activity takes place. Location assistants are there to liaise with the public, direct the crew where to park and set-up, and ultimately to make sure the crew and cast are making as minimal impact on the location as possible.

Related policies, publications and websites

Economic Development Strategy

For Auckland to be the world's most livable city, it needs to have an internationally competitive, prosperous economy that all Aucklanders can benefit from and participate in. Auckland's Economic Development Strategy sets out the tangible steps we will follow to make this happen over the new 10 years.

<http://eds.aucklandcouncil.govt.nz>

Screen Auckland website

Screen Auckland's objective is to ensure the screen industry's production experience in and around the Auckland region is seamless. They are the first point of contact for the screen production industry, and can assist with identifying locations and tapping into Auckland and New Zealand's vast network of experienced and innovative Film Industry professionals.

www.aucklandnz.com/screen

Regional Film Offices of New Zealand

RFONZ is a network of film offices across New Zealand, all of which help with locations, film permits and other business support. As the industry association, RFONZ ensures the regional film offices are coordinated in the activities they collaborate together on and works to grow New Zealand's screen industry.

<http://www.edanz.org.nz/rfonz-2/>

The New Zealand Film Commission

The New Zealand Film Commission (Te Tumu Whakaata Taonga) is a New Zealand government agency formed to assist with creating and promoting New Zealand films.

<http://www.nzfilm.co.nz/about-us>

Greening the Screen

The Greening the Screen sustainability toolkit is full of ideas and examples intended to encourage the screen production industry to use its creativity to seek win-win solutions that deliver both screen success and protection of New Zealand's natural, historical and cultural heritage.

www.greeningthescreen.co.nz