

STANDARD CONDITIONS FOR THE USE OF AUCKLAND COUNCIL PARKS, RESERVES, BEACHES, SQUARES, STREETS, FACILITIES OR OTHER PUBLIC SPACES

GENERAL

1. Schedule Changes

The organiser shall advise Screen Auckland, Auckland Unlimited LTD as soon as possible of any proposed change to the nature of the activity, which shall be subject to approval as a variation of the activity permit.

2. Licenses

The organiser shall obtain all appropriate licenses (e.g. building permits, special effects, temporary structures and marquees) prior to the activity.

3. Parking

The organiser shall obtain any necessary parking permits prior to the activity. In addition, the organiser shall consult with Screen Auckland prior to the activity in relation to any parking restrictions or parking controls for the activity.

If applicable to this activity:

- Essential vehicles, classed as equipment vehicles and/or large trucks, must have the relevant parking permits in conjunction with this permit prior to the activity
- All vehicles associated with this filming activity must be parked legally; this includes no blocking of any roadways, vehicles facing the correct way and not parked over yellow lines unless under a certified Traffic Management Plan
- Essential vehicles must not be parked in a way that obstructs clearly marked bus stops; buses must be able to safely move into and out of bus stops at all times.

4. Consultation

The organiser shall inform residents and businesses in the area affected by the activity at least 48 hours prior to the activity. Providing such information shall, at a minimum, include a flyer delivered to each house or business in the affected area. In accordance with The Auckland Film Protocol 2019 3.1.8. Productions should prepare a flyer using the Screen Auckland template. The flyer must be approved by a Film facilitator prior to distribution. All flyers must include the following sentence "Auckland Council has requested we inform you" and contain the following information:

- 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 organiser's contact details before and on the day of the film activity (including mobile telephone numbers)
- Auckland Council's contact centre phone number: 09 301 0101;
- In some cases a parking plan or site map might be required.

5. Site Plan

The organiser shall provide to Screen Auckland, prior to the activity, a plan of the site or sites including details of all equipment and parking associated with the activity.

6. Insurance

The organiser shall provide to Screen Auckland proof that it holds a suitable public liability insurance policy (minimum NZD\$5m coverage), including details of the insurer, any relevant exclusions, and the amount of insurance cover, prior to the activity.

7. Health & Safety

A PCBU is a person conducting a business or undertaking, whether alone or with others. The organiser/production company is a PCBU. As they have a high degree of influence and control over the activity, they will need to take a leading role in health and safety, including working with other PCBUs to meet its obligations.

- Film crew are to comply with the Health and Safety at Work Act 2015; ScreenSafe Health & Safety Guidelines; the Code of Practice for the Engagement of Crew as outlined in The Blue Book.
- Cables must be laid in a way to avoid any risk of trips or falls.
- Any use of machinery/equipment like knucklebooms, merlos, scissor lifts, cherry pickers, lighting towers, scaffolding and pyrotechnics in a public space cannot be used without express permission from Screen Auckland, failure to do so will result in the potential shut down of the filming activity.
- The organiser shall comply with all aspects of the site-specific Health and Safety Plan provided to Screen Auckland as part of this permit process.
- The organiser/production must report all serious injuries and notifiable events. Use this form to notify WorkSafe New Zealand of a notifiable event as required by Section 56 of the Health and

Safety at Work Act 2015. As defined in the act, a notifiable event means any of the following events that arise from work:

- a. the death of a person; or
- b. a notifiable injury or illness; or
- c. a notifiable incident

- Online form link: <http://forms.worksafe.govt.nz/notifiable-event-notification> and further details and definitions <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>
- The organiser/production should inform Screen Auckland in writing immediately on becoming aware of any notifiable health & safety incident on, in or around the location. This obligation is in addition to the duty to inform WorkSafe NZ.
- The organiser/production must report particular hazardous work to WorkSafe NZ (Notifiable works) prior to the activity see link for the online form: <http://forms.worksafe.govt.nz/hazardous-work-notification>
- Neither the Principal nor Screen Auckland is in any way approving the applicant's Health & Safety procedures. The Production continues to be solely responsible for the accuracy and adequacy of its health & safety procedures.

8. Publicity

Productions which are granted an Auckland Council permit to film in public open spaces must include the Screen Auckland logo and/or title 'Screen Auckland' in the television or feature film credits – if a public space has been used in the final cut. On set still images of public locations may be obtained by Screen Auckland and used for website or other Council publicity. Any images will only be used to promote Auckland as a screen destination or highlight Screen Auckland's achievements, and only after the production is broadcast or screened in New Zealand.

9. Indemnity

In consideration of the grant of approval to use Auckland Council's facilities for the activity, the organiser shall indemnify Auckland Council and its CCOs against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred, and any loss or damage suffered by Auckland Council arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions, or statute or regulation.

10. Contacts

Prior to the activity the organiser shall ensure that they provide to Screen Auckland, the name and mobile phone number of a contact person onsite on the day of the activity.

11. Noise & Lighting

Noise and lighting should be kept to a minimum after 10pm and before 7am and must comply with the Auckland Unitary Plan noise levels and the requirements of the noise provisions of the Resource Management Act 1991. Failure to do so will potentially result in the filming activity being shut down or an infringement fine being issued.

- If applicable, sound blimped generators shall be used in locations where noise is likely to impact on residents and businesses.
- Lighting stands shall maintain safe pedestrian access and should be directed away from oncoming traffic. Lighting cannot be used after 10pm or before 7am without express permission from Screen Auckland and in consultation with the community.

12. Electricity

Where electricity is being used for an activity, the organiser shall utilise the services of a registered electrician to undertake the electrical work. All electrical equipment used must be in good and safe working order.

13. Compliance with Council Rules and Legislation

The film permit provides the organiser with limited permission to occupy public land for the approved purposes. The organiser is responsible for ensuring that all activities comply with the requirements of the Auckland Unitary Plan and various bylaws including, but not limited to the Trading & Events in Public Places Bylaw 2015 and the Public Safety & Nuisance Bylaw 2013, the Waste Management and Minimisation Bylaw 2019 and Dog Policies and Bylaws

14. Compliance with Directions

The organiser shall ensure that all participants immediately comply with any instructions or directions issued by NZ Police, Auckland Transport, Auckland Council officers or WorkSafe NZ officers in the execution of their duties.

15. Access to Properties

The organiser shall ensure that access and egress for residents, businesses and emergency vehicles is available at all times, that the public is not unduly inconvenienced, and that public and private access ways are kept clear at all times.

16. Responsibility for Equipment

All equipment and structures used must be in good, safe working order. Following completion of the approved activity, the organiser shall remove all temporary structures, road markings, signs, rubbish bins, toilets, equipment, props or other structures or devices associated with the activity. Removal of such equipment shall take place immediately after the activity.

17. Responsibility for Clean Up & Waste Management

The organiser shall ensure that any area associated with the filming is left clean and tidy and all refuse and recycling from the activity is taken offsite immediately and diverted and/or disposed of as appropriate. The organiser is responsible for ensuring that all activities comply with the requirements of the Auckland Unitary Plan and the Waste Management and Minimisation Bylaw 2019.

Rubbish Collectors must be given priority through the activity area and any bags or bins moved for filming must be placed in an accessible area for collection, and bins moved back to their original places following filming.

18. No Damage to Property

The organiser shall ensure that all grounds, property, wildlife, stock, vegetation, buildings, and other facilities are not damaged or unduly disturbed at any time during the activity or any set up or pack down period associated with it. Rectifying any damage to public property, caused by the approved activity, is payable by the production company. The organiser must employ Council approved contractors to rectify any damage caused and to reinstate any damaged property.

- The production must take responsibility for the repair and replacement of any reserve asset, including grass, which may be damaged as a result of this work, to the satisfaction of Community Facilities Operations and Maintenance Delivery staff.
- If grassed surfaces have been affected by wet conditions the organiser shall ensure access is managed accordingly.
- Grounds must be protected from stands/equipment, and no pegs, stakes etc are to be used. All ezi-ups shall be secured using weights (e.g. sandbags).
- Equipment and structures such as tables and ezi-ups must not be setup under the dripline of any trees.

19. No Fixtures

The organiser shall ensure that nothing is fixed, hung, or otherwise attached to any features of the Park, Reserve, Square, Street or Facility (e.g. trees, street furniture, lampposts etc.) without the prior consent of Auckland Council.

20. Documentation

The organiser shall ensure that a copy of the film permit is available at all times during the activity and any set up or pack down period associated with it.

21. No Identification of Location

The organiser shall ensure that filming within a public open space will not identify any Auckland Council locations, including but not limited to signs or logos, nor any uniquely identifiable physical or landscape aspect of the location.

22. Smoke Free

Smoking in parks, reserves & beaches is not permitted. Auckland Council adopted a smoke-free policy in 2013 aimed at making public outdoor spaces smoke-free across the Auckland region. A smokefree city is part of the Auckland Plan. It aligns with the government's goal of becoming a smokefree nation by 2025. Further information can be found at <https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/our-policies/Pages/smokefree-policy.aspx>.

23. Public Artworks

Incidental filming of public artwork is allowed as part of this permit. Interaction with any public artwork is not approved with this permit and requires consultation and agreement with the artist.

STREETS

24. Road Closures or Traffic Control

The organiser shall apply for any necessary road closure or traffic control authorisations in writing with adequate timeframes as required by the relevant transport authorities prior to the activity taking place.

- Filming activities on roads must have a signed-off temporary traffic management plan drawn up by a certified traffic management company in conjunction with this permit.
- The operation and safety of the transport network must be maintained.
- Where possible, crucial deliveries and business servicing must be maintained.

- Temporary Road Closures shall be pursuant to the Local Government Act 1974, Section 319 (h), Section 342 (1) (b) and the Tenth Schedule, Clauses 11 (e) and 12

25. Public Transport

If an approved activity involves a Traffic Management Plan and/or the re-routing of buses and/or relocation of bus stops which may affect public transport, the organiser, through Screen Auckland, shall contact and consult with Auckland Transport and any other relevant stakeholders, with adequate timeframes as required by the relevant transport authorities prior to the activity taking place.

- Buses must be given priority through stop/go traffic control.

26. Traffic Management Plan

The organiser shall provide to Screen Auckland a Traffic Management Plan with adequate timeframes prior to the activity. The Traffic Management Plan shall include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) COPTTM compliant signs and cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and public transport. Auckland Council, Auckland Transport and the Police may require further details to be included in the Traffic Management Plan. Further details shall be provided as soon as practicable after any such request.

27. Marshals

The organiser shall provide suitably qualified and identifiable marshals to the satisfaction of Police, Auckland Transport and Auckland Council.

28. Compliance with Law and with NZ Police Directions

The organiser shall ensure that all participants comply with all traffic laws, regulations and bylaws at all times during the activity and that all participants comply immediately with any instructions issued by the NZ Police, Auckland Transport or Auckland Council officers in the execution of their duties.

29. Traffic Control Measures

The organiser shall ensure all appropriate barricades, cones and signs are provided and placed in accordance with the Traffic Management Plan. Such barriers, cones and signs shall be removed immediately after the activity.

30. Vehicle Movements

Filming activities fall within the category of specific 'Temporary activities' within the Auckland Unitary Plan 2016 Chapter E, rule E40. The organiser shall ensure that all participants comply with this at all times and in particular (but not exclusively) E40.4.1 (A15) & E40.6.2

31. Visibility

All crew to wear high-visibility safety vests at all times around the road corridor.

32. Signage

The organiser is granted exemption to the Signage Bylaw 2015 as part of this permit, as per Part 1.7(a). This will allow the use of directional arrows that can be visible from the street, which may only be displayed with the use of 'Pigtails' or COPTTM compliant cones. These information arrows may only be placed on the footpath/ berm and only used to indicate the direction to your location. This exemption does not permit any attachment of signage to any regulatory signs, nor are the signs to resemble the colour of any regulatory signage. All information arrows are to be no longer than 50cm in length.

CHARGES AND CANCELLATIONS

33. Charges

The organiser shall pay to Auckland Council, for the services of Auckland Unlimited LTD, an activity fee in respect of the activity permit to which these conditions are attached.

34. Other fees and Charges

The organiser shall be responsible for any fees or service and supply charges associated with the activity. These fees are payable in respect of any certificate, authority, approval, consent, or service given or inspection made by Auckland Council or any department, service, agent, or local authority trading enterprise of Auckland Council.

35. Bond

If required, the organiser shall provide to Screen Auckland a bond prior to the activity. The purpose of the bond shall be to cover the potential costs of any breach of these conditions including the cost of repairing any damage and undertaking any clean-up work that the organiser has not done. The bond shall be on terms satisfactory to Auckland Council having regard to the nature of the activity.

36. Road Closure Advertisements

The organiser shall be liable for the costs of the public notices to advertise any closure of roads associated with the activity.

37. Cancellation Fee

Screen Auckland may charge a cancellation fee if the organiser of the activity cancels a booking prior to the commencement of the activity or if the organiser fails to notify Screen Auckland of any cancellation.

38. Late Application Fee

Screen Auckland may charge a late application fee if an application is received within 2 working days of the activity. The organiser shall be advised upon application if this fee is to be applied.

ACTIVITY SPECIFIC CONDITIONS (As applicable based on permitted activity and location)

39. The organiser will be advised of any special conditions associated with the nature of the activity prior to the activity taking place.

40. Unmanned Aerial Vehicles

The operator (and / or any person acting on behalf of the operator, including contractors) of unmanned aerial vehicles such as drones (UAVs) must

- comply with the Civil Aviation Authority Rules as they relate to the use of UAVs which can be found online <https://www.aviation.govt.nz/drones/rules-and-regulations-for-drones-in-new-zealand/UAV/>;
- comply with the Auckland Council Public Safety and Nuisance Bylaw 2013, and must adhere to the Auckland Council code of conduct (which can be found online <http://temp.aucklandcouncil.govt.nz/EN/parksfacilities/sportrecreation/Pages/drones.aspx>) when flying in a public open space;
- provide the appropriate aerodrome operator for the area with prior notice if UAVs will be operated within an aerodrome, and include Auckland Council or Auckland Harbourmaster Office, if over water, into the notification process; and
- obtain all other required authorisations, licenses and permits for the use of UAVs.

41. Sites of Significance

The organiser, through Screen Auckland, shall contact and consult with relevant stakeholders on behalf of the production with adequate timeframes prior to the activity concerning any sites of significance including but not limited to Tupuna Maunga, and sites with historic and archaeological heritage.

42. Closed landfill sites

If the filming activity takes place on or at a closed landfill (which is open to the public) or a contaminated site, the organiser shall seek the necessary authorisations in writing from Auckland Council (and/or any other party notified to the operator by Auckland Council) and the owner of the site (if not Auckland Council) in advance of any filming activities or activities related to filming on these sites. If the operator obtains the necessary authorisations, it must comply with any terms set out in the authorisation and any applicable laws relating to activities on closed landfills or contaminated sites, including the Resource Management Act 1991, Health Act 1956 and Local Government Act 2002, nor cause Auckland Council or any CCOs to be in breach of these laws. Without limiting the foregoing, operators must comply with the following additional requirements when filming or proposing to film on or at a closed landfill (which is open to the public) or a contaminated site:

- No ground penetrations are permitted without a prior authorisation of Auckland Council and / or the owner of the site.
- Generators and electrical connections must be at least 250mm off the ground surface.
- Any other activities that have the potential to generate an ignition source shall be disclosed to Auckland Council and / or the owner of the site for authorisation prior to use..
- Ezi-ups, tents, marquees or other enclosed spaces in direct contact with the ground surface shall have at least one side open for venting. A plastic mat shall be laid under any ezi-ups or tents where keeping a side open for venting is impractical.
- Vehicle mats must be used over grassed areas where vehicles will drive and park. Mats are also to be used where heavy foot traffic is expected.
- Any other directions of Auckland Council and / or the owner of the site.

43. Waterfront

Permit conditions and any further instruction given by the waterfront place management team on the day of the filming must be complied with.

- Production contact is to introduce themselves to staff at Karanga Plaza Kiosk prior to filming commencing
- Filming of the silos shall be avoided
- Filming the names of yachts/boats in the marina shall be avoided or removed or obscured in post-production
- Static activities on the Te Wero lifting bridge are prohibited

Parks, Reserves & Beaches

- Vehicle access onto beaches is not permitted unless requested prior and approval has been granted under clause 9(5)(m) of the Public Safety & Nuisance Bylaw 2013
- Care shall be taken when driving vehicles onto beaches, parks & reserves, keeping to a maximum speed of 10kmph

- All assets including trees are to remain in full state, no unscheduled alterations to the facility/asset throughout the duration of the activity
- The organiser/production will minimise channelling of foot traffic and provide ground protection or alternative access points where possible
- Should the organiser/production notice any maintenance issues in reserve areas (i.e. blocked toilets, damaged rubbish bins, etc.) please log them via Auckland Council call centre on 09 301 0101 and advise Screen Auckland of the allocated job number
- The organiser is responsible for the security of the reserve for the duration of the event, and gate/ bollards must be secured at all times when not required for access
- Use of ATV 'quad' type vehicles are prohibited on any areas of Auckland Council administered Parks. Light Utility Vehicles (LUVs) with occupant restraint and rollover protection, operated by appropriately trained drivers, may be permitted. Occupants of LUVs are to ensure they use provided restraints and approved helmets at all times during operation of the LUVs

Environmental & Biodiversity

If applicable:

- Productions are to stay alert for dotterels at all times. They feed near the water and nest in the dunes. They are an endangered species with only about 1500 left in New Zealand. Recommendations set out in the Dotterel Protection Framework (attached) to mitigate impact to the species must be adhered to.
- Before permitted vehicles access the beach / foredune area, a spotter shall survey the area for dotterels and advise production to avoid the area until the bird has left the area.
- All production members must keep a minimum distance of ten metres from dotterels at all times and must not artificially manipulate, influence or "manage" the natural movement of the birds in any way
- Vehicle access on the beach should be below the high tide mark wherever possible. Where access above the high tide mark is required, production is to ensure care is taken to avoid the vegetated dune areas which are fragile environments.
- The production will ensure that all members of cast and crew shall not access the foredune area or top of the dune which are fragile environments.

44. Cemeteries

The organiser shall contact Auckland Council on 09 301 0101 before your event and ask to be put through to the Cemetery Bookings Team to confirm if there are any bookings at the filming site on the day of the activity. Any funeral, burial bookings or operational activities shall take precedent over filming for that period.

- No vehicles or structures are permitted on any gravesite.
- Inscriptions or details on memorials and headstones must not be shown or identifiable.
- Filming of visitors or services is not permitted. If a member of the public wishes to pay respects at a site you are filming the organiser shall ensure activities are suspended temporarily and privacy given

NOTES

45. Advice to Services

During the consultation process, Screen Auckland will, where applicable, advise the following services: New Zealand Police, Fire and Emergency New Zealand, St John Ambulance, relevant transport companies, and Auckland Transport.

46. After Hours Contacts

Should you have any concerns or queries on the day of your activity, please contact your Film Facilitator or Auckland Council after hours, phone 09 301 0101. The Auckland Council Call Centre will forward your query to an appropriate officer.

47. Gardens

Please note that Auckland Council staff are unable to guarantee high quality bedding displays in garden areas all year round due to seasonal factors and unforeseen circumstances. Please note that many displays (such as those in the Auckland Domain Winter Gardens and Dove Myer Robinson Park) have a strong seasonal component.

48. Non-compliance of permit conditions

Violation/non-compliance of the terms and conditions contained within this permit may result in the suspension or revocation of the permit