

FILM APPLICATION PRE-SUBMISSION CHECKLIST

Getting Started/Location Feasibility

<input type="checkbox"/>	Familiarise yourself with the Auckland Film Protocol
<input type="checkbox"/>	<p>Scout the location – put boots on the ground</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the location suitable for the activity? (You may need to consider Covid-19 social distancing requirements, bylaws (eg dog or vehicle access, parking availability, weekend or public holidays)
<input type="checkbox"/>	<p>Assess what type of location it is</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is the location public or private? (Use GeoMaps to help guide you) <input type="checkbox"/> Is the location a Site and Place of Significance to Mana Whenua? (Use GeoMaps to help guide you). Please note that a minimum of 20 working days are required to process a resource consent application & additional fees apply) <input type="checkbox"/> Is the location a closed landfill? (Check here for a list of parks and reserves that are on closed landfill sites, and application timeframes) Please note that a minimum 15 working days may be required for some sites) <input type="checkbox"/> Is the location a Tūpuna Maunga? (Please note that a minimum 20-25 working days are required to process an application & additional fees apply) <input type="checkbox"/> Is the location a train, ferry or bus station or actual train, ferry or bus? Applications must be submitted directly to Mediaworks who manage these assets on behalf of Auckland Transport. (Please note that a minimum 10 working day processing time applies) <input type="checkbox"/> Is the location a hireable venue space? Some locations may need to be booked or hired by you in addition to obtaining a filming permit. Check using links below: <ul style="list-style-type: none"> <input type="checkbox"/> Community venues <input type="checkbox"/> Auckland Unlimited venues (Stadiums, zoo, Art Gallery, Auckland Live) <input type="checkbox"/> Park accommodation <input type="checkbox"/> Leisure facilities and Libraries
<input type="checkbox"/>	<p>Check the location is available on your shoot day.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Are there any publicly notified events happening? (Screen Auckland will also check for any events that have been registered with Auckland Council as part of the application process). Check links below: <ul style="list-style-type: none"> <input type="checkbox"/> Our Auckland <input type="checkbox"/> Auckland Unlimited Events <input type="checkbox"/> Eventfinda
<input type="checkbox"/>	Consider if there are any works or event activities on the road corridor that may affect your shoot

	<ul style="list-style-type: none"> <input type="checkbox"/> Login and use the MyWorksites planning map tool for early feasibility and planning and to enable contact with neighbouring work sites whose approval or cooperation is needed for filming. <u>Please note that using this site does not replace the need to conduct site visits or local consultation.</u> Required permitting processes and timeframes apply. A handy guide for using the site can be found here <input type="checkbox"/> Auckland Transport also provides information on roadworks happening around Auckland on their website <input type="checkbox"/> Sign up to the following newsletters for regular information and updates on community and major projects: <ul style="list-style-type: none"> <input type="checkbox"/> City Rail Link <input type="checkbox"/> Transforming Downtown <input type="checkbox"/> Other project and AT updates
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Application Requirements

<input type="checkbox"/>	<p>Minimum processing time for a completed film application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3-5 full working days for standard applications (Note longer timeframes may be needed for complex or sensitive locations or major impact activities – please check with a Film Facilitator) <input type="checkbox"/> 6 full working days for an application with a Stop/Go TMP in the central city area <input type="checkbox"/> 15 full working days for an application with a road closure TMP <input type="checkbox"/> 15-18 full working days for medium or high risk closed landfill <input type="checkbox"/> 20-25 full working days for Tūpuna Maunga (ancestral mountains) or site of significance to mana whenua <input type="checkbox"/> 30 full working days for an application with a parking resolution TMP
<input type="checkbox"/>	<p>Mandatory supporting documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed sitemap – <u>must be included with application</u> (Note that if a sitemap is not included with your application there may be delays in processing) <input type="checkbox"/> Public Liability Insurance – <u>must be included with application.</u> (Note Auckland Council requires \$5million coverage for filming in public open space. A permit cannot be issued without proof of insurance. Information on insurance requirements can be found on the Screen Auckland website) <input type="checkbox"/> Site-specific Health & Safety Risk Assessment (JSA) and general crew safety notes– <u>must be provided a minimum of two working days before shoot date.</u> ScreenSafe developed template is available if required <input type="checkbox"/> Health & Safety Plan - <u>must be provided a minimum of two working days before shoot date</u> (if required due to Covid-19). Example documents can be found https://screensafe.co.nz/templates/ <input type="checkbox"/> Aviation Insurance and 102 Certification – <u>must be included with application</u> if filming with a drone (Note that your drone operator must be 102 certified if flying over road corridors, Regional Parks and Wynyard Quarter/Viaduct Harbour)

- Supplementary supporting documentation (as applicable)**
 - Letterbox Drop draft**- As a minimum requirement, production companies should deliver a flyer to each residence or business in the area affected by filming activity (incl parking permits) at least 48hrs prior to the activity commencing. A draft should be sent to your film facilitator for review prior to distribution. Click [here](#) for to download a letterbox drop template.
 - Consultation Survey** - 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. Click [here](#) for to download a consultation survey template
 - Traffic Management Plan** - Any filming related activity that changes or is likely to change the normal use of a road corridor will require a TMP to be prepared by a certified traffic management company. The TMP should be submitted with your application.
 - Parking permits** - Please follow the [process to apply to Auckland Transport for parking permits](#). Please note that parking permits are issued specifically for essential film equipment vehicles only and are not intended for crew vehicle use.