

FilmApp: Applicants quick start guide

Screen Auckland has moved to [FilmApp](#), a film permitting platform that streamlines the permit application process. Film permit applicants can register for a FilmApp login [here](#).

Applying for a permit

On the Screen Auckland FilmApp landing page, use the **'Apply for permit' button** to start a new application and the **'Existing application' button** to view submitted applications.

Welcome to Screen Auckland FilmApp

FilmApp is a simple film permit application platform that helps streamline the application process for the filmmaker and Screen Auckland.

To apply to film in Tāmaki Makaurau Auckland, you will need to register both yourself and the production in FilmApp.

Apply for Permit

Please follow this link to begin your application

Apply for Permit

[Click here to see your existing applications](#)

FilmApp will take you through five sections (Production, Company, Insurance, Shoots and Documents). Each section must be fully completed with a green tick before the application can be submitted. Most fields in 'Production', 'Company' and 'Insurance' will auto-populate if you have previously made an application for the same production.

New application

Last Saved on 13/08/2021 [Save as draft](#)

[Submit Application](#)

Production
Add production details

Company
Add company details

Insurance
Add insurance details

Shoots
Add shoot details

Documents
Add documents

Production

Create a new production or select one of your existing productions. ?

Production title *

reset ?

Production type *

Select... ▾

Short Synopsis *

Shoots

Select the shoot types you need for your application. Most shoots will be classified as **‘Standard Filming’**. If you have traffic management within your shoot, you will need to add **‘Traffic Management Support’** as a separate shoot and upload your traffic management plan (TMP).

- **‘Low Impact Filming’** is for a maximum of nine crew with minimal equipment. Please note: Choosing 'Low Impact' does not automatically equate to being charged a low impact fee. You will be charged for the impact level your filming activity is assessed as.
- **‘Unit Base Only’** is for when the shoot is on private property and the only impact on public land is the unit base.
- **‘Drone Filming Only’** is for when the only camera on a shoot is a drone or unmanned aerial vehicle (UAV). For shoots with other camera equipment and a drone, please complete the standard filming section.
- Best practice is for a single shoot to contain multiple locations on one day or multiple dates at one location.

Shoot Selection *

- Standard Filming on Location**
If your shoot is taking place in one or more locations in Auckland, choose this option.
- Low Impact Filming**
Use this option for shoots with no more that 9 crew using handheld or minimal equipment only - with no unit bases, traffic management, structures and no negative impact to the environment.
- Traffic Management Support**
Use this option for traffic management support.
- Unit Base Only**
You will be asked to name the unit base and the approximate number of vehicles.
- Drone Filming Only**
Filming using a camera mounted on any type of unmanned aerial vehicle / drone / UAV.

Documents

Supporting documents not uploaded in the **‘Shoots’ section** can be uploaded in the **‘Documents’ section**.

Documents

Description *

File Upload *

+ Drag and drop document, or [Browse computer](#)

Document type *

Please upload risk assessments, parking permits or any other relevant documents.

Note: you can come back and add documents at a later date.

Shoot

Upload

Submitting an application

Once all compulsory fields have been completed, the **'Submit Application'** button will turn blue, which means you can submit your application.

You are viewing AKLFIL000003 Last Saved on 11/08/2021 [Save as draft](#) [Submit Application](#)

- ✓ Production [Add production details](#)
- ✓ Company [Add company details](#)
- ✓ Insurance [Add insurance details](#)
- ✓ Shoots [Add shoot details](#)
- ✓ Documents [Add documents](#)
- Summary**

Summary

PRODUCTION

COMPANY

INSURANCE

SHOOTS

Shoot 1

SHOOT SELECTION

Contacting your facilitator

Once your application has been assigned to a film facilitator, the application status will display as **'current'**.

Title, A Company Name 16-18 Hardinge Street	AKLFIL000004	19/08/2021 - 23h	✕ Not Paid	current
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To contact your film facilitator, please click on the application and the box below will appear.

You are viewing AKLFIL000004 Last Saved on 18/08/2021 [Save as draft](#)

Your application is being reviewed, you can not make changes to your answers at this time. If you need to make changes, you can ask the reviewer to unlock your application.

You can still upload new documents by [clicking here](#).

You can also send a message to the reviewer in the box below.


Type your message here.

[Send](#)

If your application requires any additional information or changes, the status will be set to **'info req'**.

Title, A Company Name 3 Flower St, 20 Gillies Ave, 1 Albert Street	AKLFIL000003	12/08/2021 - 33h 30m	X Not Paid	info req	23	1
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You will then be sent an email outlining the changes that need to be made and a link to the application.

New message on Filmapp - Auckland | Title, Multiple Locations. 12/08/2021 (Information required for application AKLFIL000003 - Production title: Title) 

Rebekah Findlay - via Filmapp screen@aucklandnz.com via apply4.com 10:48 AM (0 min) to me

Application AKLFIL000003 requires further information because the location has to be changed.

This location has already been booked on this day, please choose an alternative site or change the date*

Please go to <https://app.apply4.com/filmapp/nz/auckland/applications/AKLFIL000003/edit> and login and re-submit your application.

If you have any questions, please contact Rebekah Findlay at screen@aucklandnz.com.




Production title: Title

When you have updated and resubmitted your application the status will change to **'resubmitted'**. Once a film facilitator has reviewed the submission and obtained the necessary approvals, you will be issued with a permit for your filming activity.

Title, A Company Name 3 Flower St, 20 Gillies Ave, 1 Albert Street	AKLFIL000003	12/08/2021 - 33h 30m	X Not Paid	resubmitted	23	2
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You can check messages sent and received and reply by clicking the envelope button on your application dashboard at any time.

Have another question or need technical support?

 Application specific question or comment	 Technical or system support or advice	 General enquiry or support
Add these to your application by clicking on the application line in your FilmApp dashboard and submitting a message.	Please contact the software provider support@apply4.com. The FilmApp customer support team will be happy to help.	Contact Screen Auckland T: 09 354 0070 E: screen@aucklandnz.com