

FILM APPLICATION PRE-SUBMISSION CHECKLIST

Getting started/Location feasibility

<input type="checkbox"/>	Familiarise yourself with the Auckland film protocol
<input type="checkbox"/>	Physically visit the location
<input type="checkbox"/>	Assess what type of location it is (use GeoMaps to help guide you) <ul style="list-style-type: none"> <input type="checkbox"/> Is the location public or private? <input type="checkbox"/> Is the location a hireable venue space? Contact a Screen Auckland film facilitator for early feasibility

Application information

<input type="checkbox"/>	Dates , including contingency dates
<input type="checkbox"/>	Location details (location name, address, out of hours and access requirements)
<input type="checkbox"/>	Production details (address, contact details, etc.)
<input type="checkbox"/>	Shoot details (synopsis, equipment, crew numbers, etc.)
<input type="checkbox"/>	Tech vehicles and parking requirements

Mandatory supporting documents

<input type="checkbox"/>	Detailed sitemap
<input type="checkbox"/>	Public Liability insurance
<input type="checkbox"/>	Site-specific health & safety risk assessment (complete job safety analysis (JSA) form)
<input type="checkbox"/>	Health & Safety Plan
<input type="checkbox"/>	Letterdrop

Situational supporting documents

<input type="checkbox"/>	Aviation Insurance
<input type="checkbox"/>	Part 102 Certification
<input type="checkbox"/>	Consultation Survey
<input type="checkbox"/>	Traffic Management Plan
<input type="checkbox"/>	Parking permits
<input type="checkbox"/>	Special requests e.g. gates unlock
<input type="checkbox"/>	SPFX Methodology