

APPLY FOR A FILM PERMIT

To film in public open space that is owned, administered and/or controlled by Rotorua Lakes Council, you will need a permit. To apply, fill out the form below. We will respond to your application within 48 hours.

If you are filming on private land, you will not require a filming permit, however you may need parking or other consents, which is why it's important to complete the form.

If you need more information on required permits, costs and what to expect, you can contact us on film@rotoruanz.com.

In order to process your permit for filming on public land, you will need to provide:

- **Public liability insurance**
- **Health and safety risk assessment**

FILMING AT THE LAKES

If you are planning to film an area on a Te Arawa lake you must first seek the permission of Te Arawa Lakes Trust and then approach Film Rotorua for a general filming approval or permit. Filming applications to Te Arawa Lakes Trust must be lodged at least six weeks prior to filming. Talk to Film Rotorua about how to apply for a Te Arawa Lakes Trust permit.

FILMING AT THE FOREST

The land on which the Redwoods (Titokorangi and Whakarewarewa Forests) sits is privately owned by iwi through CNI Iwi Holdings Ltd. The forests are managed by Rotorua Lakes Council and Kaingaroa Timberlands who work together with iwi, Ngāti Whakāue, Tuhourangi Ngāti Wāhiao and Ngā Hapū e Toru, to manage them as productive plantation forests alongside recreational use.

Once you complete and submit this form, Film Rotorua will advise what steps need to be taken to obtain a permit for the forests.

Note: Applications to film in Titokorangi and Whakarewarewa Forests must be lodged at least four weeks prior to filming. Public liability insurance of \$5million is required to film in the forests.

* denotes compulsory field

CONTACT INFORMATION

Email address*

Applicant's first name* Last name*

Production company name

Phone number*

Postal address

Suburb Town/city Postcode

Invoice details (if different from above)

Name and company

Phone number

Email

Billing address

Location manager name*

Location manager contact details*

Contact person for shoot days on set (if not the location manager)

Mobile number for contact person on shoot days

PRODUCTION

Name of production*

Production type*

If Other, please specify



Briefly describe the purpose of the shoot*

LOCATION

Location/s requested*

Description of action being filmed*

Please attach a site plan, including location of all temporary structures, location of cameras, (whether on tripod or track), generators, lighting, sound equipment, tents/marquees, caravans and vehicle parking. Include site address, names of roads, parks/reserves to be used for filming*

Number of crew on site* Number of talent*

Arrival at location* (date and time)

Departure from location* (date and time)

Start of filming* (date and time)

End of filming* (date and time)

Alternate filming days (date and time)



VEHICLES AND PARKING

How many of each of the below vehicles will be involved in this shoot?

Trucks

Buses

Vans

Cars

Are there any other types of vehicles in this shoot (e.g. utes, portaloos, trailers etc.)?

Yes No

If yes, describe below:

Please provide a map of parking arrangements for all essential and non-essential vehicles (e.g. crew/cast) at the location.

Do you require parking restrictions or need to alter parking?*

Yes No

If yes, please describe:

TRAFFIC MANAGEMENT AND ROAD CLOSURES

Will your filming impact or restrict the normal use of the road or footpath?*

Yes No

If yes, has a TMP been submitted?*

Yes No

If yes, please provide detail of traffic control required, including names of roads/sections of roads, time and dates, and type of traffic management plan (e.g. warning signage, lane drop, stop/go management, car park reservation)

Name of traffic management provider

Phone

DRONES AND REMOTELY PILOTED AIRCRAFT

If you are planning to fly a remotely piloted aircraft system (drone/UAV):

- ensure you review the Civil Aviation Authority Rules which must be complied with.
- visit drones and remotely piloted aircraft on the Council website for rules, guidelines, maps of permission-required areas.

Are you planning to fly a remotely piloted aircraft system (drone/UAV) over Council property (e.g. parks, playgrounds, sports grounds, reserves)?*

Yes No

If yes:

Name of remotely piloted aircraft system (RPAS) operator*

Contact phone* Contact email*

Location of operation*

Airspace notification flight ID*

Date of flight*

Time of flight*

Attach a flight plan*

EQUIPMENT

Are you using any specific filming equipment other than a camera and tripod?

Yes No

If yes, please select those that apply

Dolly and track, slider ladder pod, jib arm

Camera crane

Lighting e.g. LED, lights on stands

Frames, sails, reflector boards

Cherry picker, knuckle boom, scissor lift

Ezi ups

Generator

Other (please describe)



GENERAL

Please provide details of special effects* e.g. fire effects, smoke effects, rain effects, wind effects, guns, explosions. If none, write N/A

Please provide details of use or appearance of fake weapons and/or violence, nudity, depiction of drug use, actor's impersonation of police officers or other emergency services*
If none, write N/A

Please provide details of any animals used in the shoot, including type and number of animals*. If none, write N/A

Please provide details of any amplified sound or loud noises that will be used.* If none, write N/A

What is your location clean up arrangement?* (The applicant is responsible for all cleaning and for returning the site to its original condition, including the removal of all signs and waste.)

Facilities

Toilets

Are the existing toilet facilities adequate?*

Yes No Not applicable

[If no] What temporary toilet facilities will you provide? (Include numbers and locations.)

ELECTRICITY

Is a power supply required?*

Yes No

If yes, will you require access to Rotorua power supplies, if available at the venue?

Yes No

What power supplies are you providing?

Details of registered electrician

Name

Contact number

Registration number

WATER

Is water supply required?*

Yes No

If yes, will you require access to Rotorua water supplies, if available at the venue?

Yes No

MARQUEES AND TEMPORARY STRUCTURES

A building exemption is required for a marquee over 100m², and a building consent may be required for other temporary structures.

Note: You must apply for your building consent before you apply for your film permit, and before any structures are erected and used.

Do you have any temporary structures or marquees over 100m²?

Yes No

If yes, describe your temporary structures or marquees

INSURANCE

Public liability insurance

Proof of your public liability insurance is required.

Upload a copy of your public liability insurance

If you do not have public liability insurance, please contact Film Rotorua.

HEALTH AND SAFETY

Film crews are required to comply with the Health and Safety at Work Act 2015.

Under this legislation, you must ensure so far as reasonably practicable that people are not exposed to risks arising from the operation and any place where employees and self-employed persons work is safe.

Upload your site-specific health and safety risk assessment

CONFIRMATION

By submitting this permit application, I confirm all information is correct.

I confirm that I have read and understood the Film Rotorua Film Protocol document and will adhere to the requirements for filming in the Rotorua district.



I have read and understood the terms of use above.

Applications take a minimum of three full working days to process, but may take longer depending on the impact level of your project.

Please return this form to film@rotoruanz.com

Ngā mihi,
Film Rotorua.