



# Guidelines and Protocols for Filming in the Southern Regions

# **GUIDELINES TO FILMING IN THE OTAGO AND SOUTHLAND REGIONS**

## **Objective:**

The overall objective of this document is:

- To encourage a film-friendly culture within the Otago and Southland regions in order to attract and retain screen production industry business.
- To ensure that filming undertaken in the regions meets all legislative and landowner requirements in the most efficient and timely manner to enable public good will towards the film industry.

This document is primarily designed for filmmakers considering filming in the Otago Southland regions. It signifies the region's commitment to the screen production industry, and outlines what filmmakers can expect - and what is expected of them - when filming in, on, or around public places in Otago and Southland.

Other parties who may find this document of interest include:

- Staff or elected officials within the wider council organisation who may be unfamiliar with Otago and Southland's film friendly commitments, protocols and guidelines
- Residents, businesses or community organisations whose interests are impacted by filming
- Other local authorities or film offices

## **Who is responsible for driving the implementation of this document?**

Film Otago Southland will be primarily responsible for driving the implementation of this document. Film Otago Southland (FOS) is a collaboration representing six regions in the southern half of New Zealand's South Island. It includes the established film offices of Queenstown, Dunedin, as well as the districts of Central Otago, Clutha, Invercargill, Waitaki and Southland. The region has the third largest production centre in New Zealand with an established industry and infrastructure. By coordinating the assistance of local authorities, FOS helps provide a seamless production experience throughout an incredibly diverse range of locations

More information on Film Otago Southland can be found here - [www.filmotagosouthland.com](http://www.filmotagosouthland.com)

FOS will help facilitate your permits whether you're using local roads, facilities or public places.

You may require consents for bigger shoots or if you're building structures, using pyrotechnics, fire or firearms – it's always best to check with us in advance.

Contact us in the first instance and we can point you in the right direction.

# INDEX

• SECTION ONE: Quick Reference Guide on Filming By District	3
• SECTION TWO: Frequently Asked Questions	9
• SECTION THREE: Protocols for Filming - Queenstown Lakes District Council	10
• SECTION FOUR: Protocols for Filming - Dunedin District Council	14
• SECTION FIVE: Protocols for Filming - Central Otago District Council	16
• SECTION SIX: Protocols for Filming - Waitaki District Council	18
• SECTION SEVEN: Protocols for Filming - Clutha District Council	20
• SECTION EIGHT: Protocols for Filming - Southland District Council	21
• SECTION NINE: Protocols for Filming - Invercargill City Council	22
• SECTION TEN: Protocols for Filming on Airport Controlled Land	23
• SECTION ELEVEN: Protocols for Filming on Department of Conservation Land	25
• SECTION TWELVE: Protocols for Filming on LINZ Pastoral Land	27
• SECTION THIRTEEN Protocols for Filming on LINZ Lakebeds and Riverbeds	29
• SECTION FOURTEEN Protocols for Filming on Māori Land	30
• SECTION FIFTEEN Protocols for Filming on Environment Southland Controlled Areas	31

## **SECTION ONE:**

### **Quick Reference Guide on Filming By District**

This section provides filmmakers with a quick reference guide to the requirement of permits in the different districts.

**1.1 Queenstown Lakes District Council**

**1.2 Dunedin City Council**

**1.3 Central Otago District Council**

**1.4 Waitaki District Council**

**1.5 Clutha District Council**

**1.6 Invercargill City Council**

**1.7 Southland District Council**

**1.8 Gore District Council**

**1.9 Otago Regional Council**

**1.10 DOC**

**1.11 LINZ Pastoral Land**

**1.12 LINZ Unalienated Crown Land**

**1.13 Māori Land**

**1.14 Environment Southland**

**1.15 Private Land**

**1.16 Drones**

# QUICK REFERENCE GUIDE TO FILMING IN OTAGO SOUTHLAND:

## 1.1 QUEENSTOWN LAKES DISTRICT

### FILM PERMIT IS REQUIRED

For location filming that involves the following activities:

- Use of streets and roads
- Use of open spaces, reserves and parks
- Use of council facilities and buildings
- Use of council owned land
- Use of Airport owned land

QLDC permits are processed through APL Property Queenstown.

**Contact:** [queenstown@aplproperty.co.nz](mailto:queenstown@aplproperty.co.nz)

[Download Current Permit for Filming in the Queenstown Lakes District.](#)

### FILMING ON THE WATER:

For filming taking place on the surface of the water in the Queenstown Lakes District, an Event Plan must be approved by the Harbourmaster.

**Contact:** [harbourmaster@queenstown.co.nz](mailto:harbourmaster@queenstown.co.nz)

### FILMING AT THE AIRPORT:

Queenstown and Wanaka Airports require a permit from the Queenstown Airport Corporation (QAC).

**For more information:**

**Queenstown Airport:**

<https://www.queenstownairport.co.nz/corporate/media/filming-requests>

**Wanaka Airport:** <https://www.wanakaairport.com/about-wanaka-airport/news-and-filming>

[Download Current Application to Film at Queenstown Airport.](#)

[Download Current Application to Film at Wanaka Airport.](#)

## 1.2 DUNEDIN CITY COUNCIL

### FILM PERMIT IS REQUIRED

For location filming that involves the following activities:

- Use of streets and roads
- Use of open spaces, reserves and parks
- Use of council facilities and buildings
- Use of waterways
- Use of council owned land
- Use of Airport owned land

Dunedin City Council permits are processed through the Film Dunedin Coordinator Antony Deaker.

**Contact: [Antony.Deaker@dcc.govt.nz](mailto:Antony.Deaker@dcc.govt.nz)**

Dunedin Airport requires notification to be sent to [mcrawford@dnairport.co.nz](mailto:mcrawford@dnairport.co.nz)

[Go to current Dunedin Permit for Filming Application online portal.](#)

### **1.3 CENTRAL OTAGO DISTRICT COUNCIL**

#### **FILM PERMISSION IS REQUIRED**

Filming Activity Notification Form is required by CODC for location filming that involves the following activities:

- Use of streets and roads
- Use of open spaces, reserves and parks
- Use of council facilities and buildings
- Use of waterways
- Use of council owned land

**Contact: Alison Mason - [alison.mason@codc.govt.nz](mailto:alison.mason@codc.govt.nz)**

[Download Current Film Notification Form for Central Otago District Council.](#)

### **1.4 WAITAKI DISTRICT COUNCIL**

#### **FILM PERMIT IS REQUIRED**

For location filming that involves the following activities:

- Use of streets and roads
- Use of open spaces, reserves and parks
- Use of council facilities and buildings
- Use of waterways
- Use of council owned land

**Contact: Leanne Kingan - [lkingan@waitaki.govt.nz](mailto:lkingan@waitaki.govt.nz)**

[Download Current Filming Approval Application Form for Waitaki District Council.](#)

### **1.5 CLUTHA DISTRICT COUNCIL**

#### **NO FILM PERMIT REQUIRED / COUNCIL REQUIRES NOTIFICATION**

**Contact: [help.desk@cluthadc.govt.nz](mailto:help.desk@cluthadc.govt.nz)**

### **1.6 INVERCARGILL CITY COUNCIL (includes Oreti Beach)**

#### **FILM PERMIT IS REQUIRED**

For location filming that involves the following activities:

- Use of streets and roads
- Use of open spaces, reserves and parks
- Use of council facilities and buildings
- Use of waterways
- Use of council owned land
- Use of Airport owned land

Contact: [parks@icc.govt.nz](mailto:parks@icc.govt.nz) in the first instance.

INVERCARGILL AIRPORT requires notification Contact: [admin@invercargillairport.co.nz](mailto:admin@invercargillairport.co.nz)

[Download Current Parks Application and Booking Form for Invercargill City Council.](#)

## 1.7. SOUTHLAND DISTRICT COUNCIL (includes Stewart Island)

**NO FILM PERMIT REQUIRED / COUNCIL REQUIRES NOTIFICATION OF FILMING**

Contact: Kevin McNaught - [kevin.mcnaught@southlanddc.govt.nz](mailto:kevin.mcnaught@southlanddc.govt.nz)

## 1.8 GORE DISTRICT COUNCIL

**NO FILM PERMIT REQUIRED / COUNCIL REQUIRES NOTIFICATION OF FILMING**

Contact: Emma Carle - [ecarle@goredc.govt.nz](mailto:ecarle@goredc.govt.nz)

## 1.9 OTAGO REGIONAL COUNCIL

**ALL PERMITS PROCESSED THROUGH RESPECTIVE COUNCILS**

Otago Regional Council work complements that of the city and district councils within Otago. They don't duplicate the functions of these councils. Therefore all film permitting will go to the relevant council.

## 1.10 DEPARTMENT OF CONSERVATION (DOC) CONTROLLED AREAS:

**CONCESSION REQUIRED**

DOC is the guardian of New Zealand's conservation estate and administers its national parks. If you want to film in an area managed by DOC you need to apply for a concession.

[Download the DOC Concession Application Form 5a – Filming](#)  
[Download the Application Information Form 1b – One-Off Process](#)

**We encourage you to have as much pre-application discussion with the local DOC office as possible.**

Film crews should familiarize themselves with this process and follow the guidance when applying for their DOC concession - this reduces the time and cost required. In

most cases the application is best lodged at the DOC office nearest the primary location that is to be used.

Concessions are governed by DOC's Code of Practice: The Code's stated purpose is to provide film crews with guidance and assistance. Consent forms and other relevant material such as information about fees can be found on DOC's website :

[www.doc.govt.nz](http://www.doc.govt.nz)

### 1.11 LINZ PASTORAL LAND (STATIONS OR FARMS)

#### RECREATION PERMIT REQUIRED

If you are filming on LINZ Pastoral lease land with the permission of the leaseholder (farmer) you will also need a LINZ Pastoral recreation permit from LINZ Pastoral.

Contact LINZ: [crownproperty@linz.govt.nz](mailto:crownproperty@linz.govt.nz)

[Download LINZ 2019 Request for the Granting of a Recreation Permit for Filming over Crown Pastoral Land.](#)

### 1.12 LINZ UNALIENATED CROWN LAND (INCLUDES LAKEBEDS AND RIVERBEDS)

#### RECREATION PERMIT REQUIRED

A recreation permit is required prior to filming on Unalienated Crown Land administered by LINZ, which includes lakebeds and riverbeds.

Applications should be made with Colliers, who are LINZ's service agents:

Rose Quirk - [Rose.Quirk@colliers.com](mailto:Rose.Quirk@colliers.com)

Poppy Simpson-Wells - [Poppy.Simpson-Wells@colliers.com](mailto:Poppy.Simpson-Wells@colliers.com)

### 1.13 MĀORI LAND

#### PERMISSION REQUIRED

For filming that involves the following location types:

- In and around [Statutory Acknowledgement](#) areas
- In and around [Nohoanga](#) sites
- In and around [Topuni](#) sites
- Where Māori cultural, historical or spiritual information/narrative will be used
- In and around significant landscapes
- In and around 'major' waterways

Please contact Aukaha for consultation with local iwi:

Phone: (03) 477-0071

Email: [info@ktd.co.nz](mailto:info@ktd.co.nz)

Website: <https://www.aukaha.co.nz/>



## 1.14 ENVIRONMENT SOUTHLAND

### PERMISSION REQUIRED

As a regional council, Environment Southland is responsible for the sustainable management of Southland's natural resources— land, water, air and coast – in partnership with the community.

Each situation is considered on a case-by-case basis depending on the activity that is taking place as part of the filming. For example, if you are erecting structures in coastal waters or on rivers and lakes, foreshore etc. you will need permission.

**Contact: Duty Consents Officer on 0800 76 88 45 or [service@es.govt.nz](mailto:service@es.govt.nz)**

## 1.15 PRIVATE LAND

### PERMISSION REQUIRED FROM LANDOWNER

Permission to film is required from the landowner of all locations.

## 1.16 DRONES

1. QLDC requires all operators to have a CAA Part 102 license
2. Read full Dunedin drone guidelines [here](#)
3. Central Otago requires permission on council land
4. Waitaki requires a permit on council land
5. Invercargill requires UAV consent on council land
6. Southland requires UAV consent on council land
7. Clutha requires approval
8. Gore requires UAV consent on Council land
9. LINZ consent required if over land administered
10. A concession is required from DOC to fly a drone on public conservation land
11. Controlled airspace - Civil Aviation Rules include restrictions when flying drones within a 4km radius of an airport. Any drone flight within controlled airspace must be authorised by Airways Air Traffic Control (ATC). For more information or to log your flight visit [www.airshare.co.nz](http://www.airshare.co.nz)

## SECTION TWO:

### FREQUENTLY ASKED QUESTIONS:

#### **Do I need public liability insurance?**

In most cases you are required to have public liability insurance to cover you for any damages done to council property, private property or serious accidents caused by the filming activity. It is the responsibility of the production company to arrange any necessary insurance

#### **What happens if I film without a permit or are in breach of permit conditions?**

Unpermitted filming is against council bylaws for public open space. If a production is filming without a permit then the shoot will be shut down. The production could be charged a location fee after the shoot takes place, and can be blacklisted from future filming in public space. Productions may not be covered by any insurance that they have.

#### **When do I need a temporary traffic management plan for filming?**

Any activity that inhibits the regular flow of traffic or involves filming on the road reserve requires a temporary traffic management plan (TTMP) drawn up by a contracted traffic management company.

#### **How do I get a fee waiver?**

Fees are assessed on a case by case basis. Talk to your film facilitator if your project is not-for-profit, charity or community based.

#### **If I'm filming on private property do I need to tell Film Otago Southland?**

Yes, we want to hear from you. As an advocate for the local film industry we need to ensure that impacts on communities are managed appropriately.

Production companies using private businesses or residences for film shoots should be aware of the Protocol and the need to be respectful of adjacent businesses and residents, particularly with regards to on-street parking, lighting, noise and the use of public open space. When filming on private premises, it is recommended that the production company speaks to Film Otago Southland first as they may be aware of activities and issues in the public spaces immediately adjacent to the premises that can assist with the planning of the filming activity.

*Other things for production companies to keep in mind when filming on private property:*

- That the managing agent or the owner of the premise agrees to the filming
- The degree to which the premise has been used for filming in the past, the potential impact on neighbours due to the high use of technical vehicles in the vicinity, and how best to mitigate this
- That all parking requirements are able to be met (remembering that QLDC is the only agency entitled to issue parking permits)

## SECTION THREE:

### PROTOCOLS FOR FILMING ON QUEENSTOWN LAKES DISTRICT COUNCIL (QLDC) LAND

A film permit from APL, Council's Property Manager, is required.

Failure to comply with the conditions of a film permit may result in the film shoot being shut down, and/or the offending screen production company being prevented from filming in Queenstown for a period of up to three months. It is also possible for the council to prosecute for breaches for film permits using its powers under the Local Government Act 2002.

QLDC will monitor filming activity at its discretion, particularly for filming in sensitive areas and those considered to have a High or Major impact.

Production companies must seek to limit inconvenience to neighboring businesses and residents to ensure the sustainability of filming in public spaces. QLDC's permitting process seeks to ensure that this happens through the conditions of the film permit, which incorporate standard conditions as outlined below, and any site-specific conditions that are developed on a case by case basis.

The location manager or production manager, as appropriate, must have a copy of the permit to film on site and be familiar with the requirements of the rules and conditions.

Outlined below are standard rules and conditions for filming activity in the Queenstown Lakes District Council area. Please note that these conditions apply to recces as well as film shoots.

#### RULES AND CONDITIONS

**NOTE: The Company is responsible for ensuring all the conditions below are adhered to.**

**Location:** The Permit shall only apply to land owned or administered by the Queenstown Lakes District Council (**Council**) within the Location.

**Change in use:** The use of the Location shall be restricted to the specifics details on the application. Council should be notified of any changes as soon as possible.

**Water based filming:** The film permit does not allow any water based filming unless specifically stated and also approved by Council and the Harbourmaster and owner of the water body, and will ensure proper water safety procedures will be adhered to.

**Drones:** The Permit does not allow use of remote controlled aircraft (including drones) unless specified and a copy of the Unmanned Aircraft Operator Certification (Part 102) is provided. Refer to Civil Aviation Authority (CAA) website for details on certification for Drone use.

**Barriers:** Where the Property Manager deems it necessary, the Applicant shall provide all barriers, fencing, and the like (which shall be free-standing) necessary for cordoning off the Location.

**Nuisance:** The Applicant shall not create undue nuisance from its activities at the Location and shall immediately cease any activity which could be considered undue nuisance (in the opinion of the Council) upon request by the Council or its Property Manager. The Applicant shall not bring the reputation of the Council into question as a result of its activities at the Location.

**Noise:** The Applicant shall comply with the decibel levels set out in the Queenstown Lakes District Council District Plan. If noise complaints are received then noise levels shall be reduced.

**Directions:** The Applicant shall comply with all reasonable instructions given by the Council or the Property Manager at any time.

**Services:** The Applicant shall be responsible for the identification of any underground/above ground services which may be affected by its activities and the obtaining of any relevant service authority's permission to operate below/above.

**Rubbish:** The Applicant shall collect and dispose of all rubbish and litter resulting from the use of the Location.. Any rubbish that can be recycled shall be.

**Damage:** Any damage to the Location, vegetation, structures, or other property or any loss incurred by any person whatsoever resulting from the Applicant's use of the Location, as determined by the Property Manager, is the responsibility of the Applicant and must notify Council as soon as possible, the Applicant is liable to pay all amounts as a result of such damage or loss to the Council (or as the Property Manager directs) and to do any other thing necessary to make good such damage or loss.

**Repairs:** The Applicant shall be responsible for completing all physical repairs required by the Council within five days of being advised of those repairs by the Property Manager. The cost of all repairs shall be paid for by the Applicant.

**Failure to repair:** If, after five days of being advised of the repairs, the damage is not repaired to the satisfaction of the Property Manager and the Applicant gives no acceptable reason for the delay in effecting the repairs, the Property Manager will arrange for the repairs to be carried out at the expense of the Applicant and the Bond (to cover the costs of those repairs. If the Bond is insufficient to cover the cost of the repairs the Applicant shall pay to the Council any additional costs on demand.

**Repair of roads:** Any repairs in the formed road carriageway shall be undertaken by Council's contractors and any costs are to be an expense of the Applicant

**Insurance:** The Applicant shall obtain public liability (inclusive of exemplary and pecuniary damages) insurance, with a reputable insurance company for a minimum sum of \$2,000,000.

**Indemnity:** The Applicant shall keep the Council indemnified against all claims, actions, losses, and expenses of any nature which the Council may suffer or incur

**Risk:** Council shall have no liability whatsoever for the actions of the Applicant pursuant to the granting of the Permit and the Applicant acknowledges that the Applicant occupies the Location at its own risk in all things.

**Roads:** For any filming carried out on legal formed roads in the Queenstown Lakes District, the Applicant must arrange for an agent approved by Council to undertake temporary traffic control and to have a traffic management plan approved in writing by Council's engineering department prior to the commencement of filming. The Applicant is responsible for providing suitably qualified and identifiable marshals for traffic control to the satisfaction of Council.

**Health and Safety:** The Applicant shall ensure that all persons present at the Location during the term of the Permit comply with The Code of Practice for Safety and Health in the NZ Film and Video Production Industry and the Code of Practice for the Engagement of Crew as outlined in the Blue Book, and The Health and Safety Workers Act 2015 (**HSWA 2015**) If requested by the Property Manager, the Applicant must submit a Health and Safety Plan (audited by a person accredited by the Ministry of Business Innovation and Employment) to Council prior to entering the Location and shall ensure compliance with this plan during the term of the Permit. The Council considers the Applicant to be in control of the Location during the term of the Permit and the Applicant shall take all practical steps to prevent any harm occurring. The Applicant is responsible for the safety of all users of the Location during the term of the Permit. An audit may be carried out by Council at any time during the term of the Permit to ensure compliance with the HSWA 2015.

**Hazards:** Hazards may be present at the Location or may arise as a result of the Applicant's activities at the Location. The Applicant shall, prior to entering the Location, identify and notify the Property Manager of all hazards identified and the procedures to be put in place by the Applicant to prevent/isolate such hazards. Where accidents, incidents or near misses occur at the Location the Applicant will immediately notify the Property Manager and advise the procedures that are being put in place to prevent further similar events.

**Public:** The Applicant shall not cause any undue inconvenience to traffic or pedestrian flows in or around the Location and pedestrians must never be forced to step onto a roadway without adequate protection from vehicles. Building and driveway access and egress must be kept clear at all times. Undue nuisance is nuisance that is not reasonably expected from the exercising of the activity covered by the permit.

**Consultation:** The Applicant shall inform residents and businesses affected by the Applicant's use of the Location at least 48 hours prior to the activity. Such information shall include a simple text flyer delivered to each house or business in the affected area and the flyer shall include the following:

- description of the activities to be carried out at the Location;
- duration of the activity (including pack in pack out); and
- Name of the Applicant and contact details

**Suspension:** If the Council is not satisfied that the Applicant is complying with its obligations under the Permit then it may temporarily suspend the Permit for such period of time until the Council decides that the Applicant is complying with its obligations. The Applicant shall cease all activities at the Location during any period of suspension.

**Compliance:** The Permit is not a consent under any other statute, regulation or bylaw affecting the Location or its use and the Applicant shall, prior to entering the Location, obtain all necessary consents (including resource consents), licenses and other permits necessary to allow it to carry out filming pursuant to the Permit. In the event that the Applicant fails to hold such valid consent, license or permit, then the operation of the Permit shall be suspended until such time as the Applicant holds such valid consent, license or permit, and the Applicant will vacate the Location during such suspension.

**Restricted access:** If due to any fire, storm, earthquake, emergency or disaster, whether man-made or not, or for any other reason the Location is not available, the Council's liability under the Permit is limited to refunding the Fee to the Applicant.

## **DRONES**

QLDC requires that all Drone operators must have a **CAA Part 102** Certification to fly over QLDC controlled areas.

Private land requires consent from the property owner or occupant.

Consent from the owner or occupier of every house / property is required under your intended flight path.

A Traffic Management Plan is required for flights over roading.

**For all your information: [www.qldc.govt.nz](http://www.qldc.govt.nz)**

## SECTION FOUR:

### PROTOCOLS FOR FILMING ON DUNEDIN DISTRICT COUNCIL LAND

No filming shall be undertaken on any Dunedin City Council property without a permit being obtained from the Film Office, along with a location fee, having first been issued by the Council, with the exception of small scale filming (typically sole operator and of very short duration), e.g. filming for news reporting, private filming such as weddings.

Applications for a film permit shall be provided on the appropriate form. All applications are to be accompanied by evidence of appropriate public liability insurance cover, which shall indemnify the Council of any responsibility for any damages or injuries incurred as a result of filming.

The Dunedin City Council will charge a location fee for commercial filming on Council property at the rate set out in the Council's Annual Plan.

The following types of activity are deemed **non-commercial and will not attract a fee**:

- Filming conducted as part of news reporting.
- Filming of private activities not for public distribution (e.g. filming a wedding celebration).
- Filming conducted purely for educational purposes and not to be used for commercial gain
- Filming conducted by voluntary/non-profit/community organisations for charitable/non-commercial purposes (excluding organisations formed and operating solely for political purposes)

The Council may, at its discretion, decide to waive part or all of any location fee for any commercial filming for which the Council deems that:

- The public benefit from the filming activity exceeds any private benefit that will be derived.
- The charging of a location fee would be detrimental to the viability of the film (for example, for low-budget film productions).

All discretion as to the waiver of location fees shall reside with the Film Dunedin office.

A waiver of film location fees does not imply a waiver of any other Council fees or charges that may apply - for example, park or facility hire charges, resource or building consent fees.

The Council reserves the right to require a bond to be deposited prior to any filming on Council property

**For all filming enquiries contact the Film Dunedin Coordinator, Antony Deaker:**

[Antony.Deaker@dcc.govt.nz](mailto:Antony.Deaker@dcc.govt.nz) phone: 03 474 3585

The **Online Portal for Filming Application Permits** can be found here:

<https://www.dunedin.govt.nz/do-it-online/apply/permit-for-filming>

### DRONES

You will need to contact Dunedin Customer Services on **03 477-4000** to ask for permission and make a booking. This must be done no later than three working days before your planned flight.

If using RPAS for **commercial filming purposes you will need to also apply for a film permit.**

RPAS use may be approved on a case by case basis on or above a road, however this will only be allowed if there is an approved site specific Traffic Management Plan (TMP) covering the activity, generally requiring the closure of the road.

This includes unformed roads footpaths and berms.

Exemption to the requirement for a TMP may be granted on request if the operator is working under Part 102 of CAA rules and has been granted permission to fly over people and private property without permission, so long as the normal operating conditions of the road are not affected.

**For all your information: [www.dunedin.govt.nz](http://www.dunedin.govt.nz)**



## SECTION FIVE:

### PROTOCOLS FOR FILMING ON CENTRAL OTAGO DISTRICT COUNCIL LAND

All Film Production companies intending to undertake significant filming activity within Central Otago District are requested to fill out a “Filming Activity Notification Form”. This will ensure that Council is able to provide an efficient response. As required Council facilitation or actions will only commence once this has been lodged, it is suggested that lodgment takes place at least one month before planned filming commences.

In most instances filming within Central Otago does not require a permit or consent. However, depending on what is being undertaken there are exceptions to this.

Some specific activities, including the construction of significant structures and major site works will require consent or permit from Council. Normal consent fees and timeframes apply in these situations.

Council is responsible for administering a range of facilities, reserves and other land that can be used for filming purpose. In most instance there is no or minimal charge for using these. However, a charge or bond may be imposed if there is a significant use.

**Council is responsible for administering a number of roads for which there is a requirement for having a traffic management plan (TMP) approved.**

Filming activity impacts on many Council departments and the **Film Liaison Officer** will co-ordinate across the relevant Council departments. Liaising between all of these departments to support filming activity is essential to the provision of an efficient, effective service, which develops and maintains excellent relationships between the film industry, the district and its residents, traders and visitors. If appropriate a meeting between the Production Company and affected Council departments will be arranged

Any damage caused by the production company shall be repaired to the original condition in which the property stood at the time of damage. This shall be at the expense of the production company. All costs associated with clearing litter and other waste generated by their activities and for any damage to parks, irrigation, roads and other Council property will be borne by the production company

All applications for consents or permits are required to provide evidence of appropriate public liability insurance cover prior to any necessary consents or permits being issued.

The Council will endeavor where possible; to promote the use of local facilities and services by inbound production companies and recognise the importance of retaining and maximizing economic benefits within the community

Where possible, film credits and media publicity should acknowledge the assistance and cooperation of the Central Otago District Council and its community, in addition to giving credit to any area featured in the Central Otago District

**Contact: [alison.mason@codc.govt.nz](mailto:alison.mason@codc.govt.nz)**

**DRONES:**

Permission to fly over Council Land is required.  
Permission from private landowners required.

**For all your information: [www.centralotagonz.com](http://www.centralotagonz.com)**

## SECTION SIX:

### PROTOCOLS FOR FILMING ON WAITAKI DISTRICT COUNCIL LAND

All filming on a council controlled area will require a film permit.

The organisation or individual is to be responsible for any damage to Waitaki District Council assets and reserves. The Permittee will be responsible for the cost of repairs or reinstatement as determined by the Waitaki District Council. Any repairs must be completed within 14 days after the completion of filming.

The cost of repairs is to be covered by the Permittee.

If, after 14 days, damage is not repaired to the satisfaction of the Waitaki District Council and the Permittee gives no acceptable reason, Waitaki District Council will arrange for repairs at the expense of the Permittee and Waitaki District Council will recover costs.

Any repairs in the formed road carriageway are to be undertaken by Waitaki District Council's contractors and any costs are to be an expense of the Permittee.

The Permittee shall obtain adequate Public Liability Insurance (inclusive of exemplary and pecuniary damages) to indemnify Waitaki District Council in respect of all or any responsibility for damages.

For any filming carried out on legal formed roads in the Waitaki District, the Permittee is to arrange for an approved agent to undertake temporary traffic control and will have an approved traffic management plan in place, which needs to be reviewed by a Waitaki District Council Rooding Network Engineer.

The permittee will obtain all required permits (as required) for:

- Road Closure/Traffic Management
- Parks & Reserves booking
- Building Consent
- Land Use Resource Consent
- Water
- Parking
- Use of historic precinct

**Contact for film permitting in Waitaki:**

**Leanne Kingan - [lkingan@waitaki.govt.nz](mailto:lkingan@waitaki.govt.nz) phone: 03 433 0300**

## **DRONES:**

For Council owned land including open spaces, local road reserve, sports fields, beaches, parks and reserves you will need to apply for a permit.

Recreational UAVs can only be flown over public space **with a permit from Council.**

These include:

- Fixed-wing, electric-powered model aircraft with wingspans above two meters, or jet-powered models, weighing more than 1.5kg
- Fixed-winged model aircraft or single-rotor helicopters with an internal combustion engine (i.e. petrol-powered)
- Bungee or winch-launched aircraft with a tow line longer than 15m
- Electric-powered, single-rotor helicopters weighing more than 1.5kg, or with a rotor span greater than 0.5m.
- You need to be 16 years or over to apply for a permit or be supervising someone under 16 operating a drone.

Please be aware that permission can only be given in relation to land owned or administered by Waitaki District Council.

You will still need to comply with the Civil Aviation Authority's (CAA) rules, Part 101 when operating your drone.

### **What is the weight of the drone you want to fly?**

- 1.5-15kg - please proceed with the application
- 15-25kg you must obtain approval from Model Flying New Zealand before applying to the Council – refer CAA rule 101.202(6).
- Over 25kg - you must apply to CAA before applying to Council. Include your approval confirmation from CAA with your application.
- **You cannot fly a drone (or film using a drone) within the Oamaru Airport property or within 4 kilometer radius of the Oamaru Airport without a permit**

Contractors available for Traffic management plans:

- **Whitestone Contracting – Phone 03 433 0240**
- **Fulton Hogan – Phone 03 433 1129**
- **South Roads – Phone 03 437 9010**
- **Downer NZ – Phone 03 433 1253**
- **Traffic Management and Control – Phone 03 474 5341**
- **Traffic Management NZ Ltd – Phone 0800 532 222**

For all your information: [www.waitaki.govt.nz](http://www.waitaki.govt.nz)

## SECTION SEVEN:

### PROTOCOLS FOR FILMING ON CLUTHA DISTRICT COUNCIL LAND

Filming within Clutha District does not require a permit or consent. However, depending on what is being undertaken there are exceptions to this.

Some specific activities, including the construction of significant structures and major site works will require consent or permit from Council. Normal consent fees and timeframes apply in these situations.

Should filming be planned for an area managed by Clutha Reserves division, direct any enquiries to the Clutha Parks office for Application for Use of Grounds.

Council is responsible for administering a number of roads for which there is a requirement for having a traffic management plan (TMP) approved.

If a Road Closure is required, **a minimum of 49 days' notice** is required. There are a couple of local Traffic Management contractors who can be engaged to manage this process on applicant's behalf.

**Contact - [david.campbell@Cluthadc.govt.nz](mailto:david.campbell@Cluthadc.govt.nz) 034190200**

### DRONES

Clutha District Council requires approval if flying over reserves.

Please contact the Planning & Regulatory Manager if this is the case.

**There is a Balclutha drone no-fly area, which is a 4km buffer area of the Aero Club runway.**

There is a map available from Clutha District Council

**For all your information: [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)**

## SECTION EIGHT:

### PROTOCOLS FOR FILMING ON SOUTHLAND DISTRICT COUNCIL LAND (includes Stewart Island)

In most instances filming within Southland District does not require a permit or consent. However, depending on what is being undertaken there are exceptions to this.

Some specific activities, including the construction of significant structures and major site works, will require consent or permit from Council. Normal consent fees and timeframes apply in these situations.

Should filming be planned for an area managed by Southland Reserves division, direct any enquiries to the Southland Parks office for permission.

Council is responsible for administering a number of roads for which there is a requirement for having a traffic management plan (TMP) approved.

If a Road Closure is required, a **minimum of 3 months' notice** is required. There are a couple of local Traffic Management contractors who can be engaged to manage this process on applicant's behalf.

**Contact:** [kevin.mcnaught@southlanddc.govt.nz](mailto:kevin.mcnaught@southlanddc.govt.nz)

### DRONES

Southland District Council requires people to obtain permission from the SDC to use a drone or unmanned aerial vehicle (UAV) over a sports field when people are using it, within 50 metres of any organised activity taking place in a reserve or on SDC-owned open space, above cemeteries, SDC owned roads, playgrounds, or wildlife areas, among other restrictions.

Drones will not be allowed to be used within 50m of livestock, wildlife, sensitive wildlife habitats, or **within 50m of a reserve boundary** where residential housing or stock farming adjoins.

**For all your information:** [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz)

## SECTION NINE:

### PROTOCOLS FOR FILMING ON INVERCARGILL CITY COUNCIL LAND (includes Oreti Beach)

Should filming be planned for an area managed by ICC Parks and Reserves division, direct any enquiries for an application to the Invercargill City Council Parks Office.

If the film alters the usual conditions for road users, including pedestrians, a Corridor Access Request is required to be submitted by the applicant (or delegated agent) along with a Temporary Traffic Management Plan a minimum of 15 working days prior to the event, **provided no Road Closures are required.**

If a Road Closure is required, **a minimum of 42 days' notice** is required. There are a couple of local Traffic Management contractors who can be engaged to manage this process on applicants' behalf.

**Any enquiries please contact:** [corridormanager@icc.govt.nz](mailto:corridormanager@icc.govt.nz)

**Oreti Beach:** is administered by ICC and a permit is required. Other entities may also be involved.

**Contact:** [parks@icc.govt.nz](mailto:parks@icc.govt.nz) in the first instance.

### DRONES

Council's consent is required if you intend to fly your UAV over Council property - (e.g. parks, playgrounds, sports grounds, reserves, roads and other Council properties).

You need to be 16 years or over to apply for consent but you may apply for consent on the basis you will be supervising someone under 16 operating a UAV.

Please refer to the CAA Rules, Council UAV Policy and 'Terms and Conditions' for the use of parks and reserves.

Consent to operate within the defined areas as shown in the ICC Unmanned Vehicles Policy is subject to:

Compliance with all CAA and Air Traffic Control requirements.

No other recreational activity being undertaken in the area at the time.

Operation only being undertaken between the hours of dawn to dusk and the UAV being within visible sight lines at all times.

An application for consent may be granted or refused by Council and may be subject to any conditions that the Council deem necessary to ensure public safety and the prevention of nuisance.

Consent may be granted on an ongoing basis or may be granted for a single event.

**For all your information:** [www.icc.govt.nz](http://www.icc.govt.nz)

## SECTION TEN:

### PROTOCOLS FOR FILMING ON AIRPORT CONTROLLED LAND

#### Queenstown Airport

Written permission must be granted by the Queenstown Airport Corporation (QAC) before any filming occurs on airport land.

If permission is granted, QAC will provide an introduction to the airport border agencies, airlines and any other affected parties to assist with production planning and logistics.

News media are able to film in the public areas of the airport, but we ask that, as a courtesy, you contact Queenstown Airport Operations on +64 3 450 9221 to advise of your visit.

For all other filming requests, a minimum **notice period of 1 week** is required.

For film/photo shoots over 4 hours in duration or for requests necessitating QAC staff resources, a minimum of 2 weeks' notice is required.

Fees and film application form are located on the Airport website.

**For more information:** <http://www.queenstownairport.co.nz/corporate/media/filming-requests>

Film Permit Application Form: <https://www.queenstownairport.co.nz/assets/Corporate-Forms/QAC-Film-Permit-Application1.pdf>

#### Wanaka Airport

Media are very welcome to film at Wanaka Airport and with expansive Central Otago landscapes, stunning mountain backdrop, aviation themed hangars, there's plenty of great locations – some well-hidden from view.

However, because of the nature of our operations, there are processes around security access and filming locations that must be followed.

News media are able to film in the public areas of the airport, but we ask that, as a courtesy, you contact Wanaka Airport Operations on +64 3 443 1112 to advise of your visit.

When requesting airfield access, 1 weeks' notice is preferred in order to make the appropriate arrangements. Permission must be granted by Queenstown Airport Corporation, acting as the Manager for Wanaka Airport. Crews will be escorted by a staff member at all times.

If you are non-news media and would like to undertake commercial filming or photography, please call us on +64 3 443 1112 to discuss your requirements.

A film permit application will need to be completed and this will be reviewed by our team and signed off as appropriate - <https://www.wanakaairport.com/assets/documents/Film-Application-Wanaka-Airport-2017.pdf>



## **Dunedin Airport**

Dunedin Airport does not require a film permit for you to film on Airport but they do require to be notified on what the purposes of filming are i.e. it is for commercial use.

If you are filming at the Airport you will be restricted to certain areas of the Airport unless otherwise discussed with the airport company and security clearance has been given along with assistance by our teams.

There may be costs involved if filming requirements involve any additional costs imposed on the Airport.

**Contact: [mcrawford@dnairport.co.nz](mailto:mcrawford@dnairport.co.nz)**

## **Invercargill Airport**

Invercargill Airport does not require a film permit for you to film on Airport but they do require to be notified about the purposes of filming.

If you are filming at the Airport you will be restricted to certain areas of the Airport unless otherwise discussed with the airport company and security clearance has been given along with assistance by our teams.

There may be costs involved if filming requirements involve any additional costs imposed on the Airport.

**Contact: Operations Manager Dan Coe: [dan@invercargillairport.co.nz](mailto:dan@invercargillairport.co.nz)**

## SECTION ELEVEN:

### PROTOCOLS FOR FILMING ON PUBLIC CONSERVATION LAND MANAGED BY THE DEPARTMENT OF CONSERVATION (DOC)

To film anything for commercial purposes on public conservation land you must have a concession from DOC. This includes activities such as making a documentary, movie or advertisement.

The film crew should make contact with the local DOC office as early as possible in the production planning stages.

The local Community Ranger is the correct person to contact. DOC offer a free pre-application meeting.

A single point of contact (usually the location manager) is preferred by DOC.

Film crews should provide DOC sufficient time to respond properly to requests for filming concessions. DOC will endeavour to process applications in a timely manner, in acknowledgement of filming timeframes. Your application should be processed within five working days of receipt.

You will require a one-off concession if filming is less than three months - a longer term concession is required for any filming longer than three months.

#### **One-off Concession forms to complete:**

[Application Information Form 1b](#) and [Filming Application Form 5a](#)

One-off concessions:

- Have minor effects that can be easily managed
- Comply with the relevant legislation, conservation management strategy and conservation management plans
- Have clearly defined limits (e.g. numbers of trips/landings to be authorised by the permit)
- Do not involve permanent structures
- Do not have duration of more than 3 months
- Do not take place in the same location more than once in a 3 year period.

Crews should endeavour to provide DOC staff with as much information as possible as early as possible in the application process. This should include details of locations, activities and potential effects, and a clear picture of the proposed 'end-product'.

It is, in certain circumstances, possible to seek a variation to the permit during filming (extra locations, slightly different activities etc.).

Film crews should give as much advance notice to their DOC contact as possible of variations so that there is sufficient time to consider and respond. If there is a DOC Monitor present for filming, they may be empowered to make "on the spot" revisions/changes to the permit should they arise.

### COMMERCIAL DRONE USE

All commercial use of unmanned aircraft including Remotely Piloted Aircraft Systems (RPAS) or drones over Conservation Lands and Waters must hold the applicable aviation document and privileges to conduct the concession activity under the Civil Aviation Rules and must comply with Civil Aviation law requirement, and **should be included in the Filming Application 5a Form Section C.**

For unmanned aircraft, some of the effects that are often raised as potential concerns are:

- the disturbance they may cause to wildlife and other users of the land
- the risk of fire caused by a potential crash
- the effect on public safety, and
- the safety of operating in spaces occupied by other aircraft and helicopters

Your application must include the conservation area you want to access. It may be refused if you do not identify the specific location by conservation area name. Use DOC maps to help you identify this.

**For all your information: [www.doc.govt.nz](http://www.doc.govt.nz)**

## SECTION TWELVE

### PROTOCOLS FOR FILMING ON LINZ PASTORAL LAND (farms and high country stations)

You will require a Recreation Permit from LINZ Pastoral for filming activities on Crown Pastoral Lease land that:

- Have minor effects that can be easily managed
- Have clearly defined limits
- Do not involve permanent structures or tracking
- Do not have a duration of more than 3 months
- Have signed consents of the lessee

Production companies will need to submit the following to LINZ Pastoral:

- Completed film permit application form
- Payment of application fee
- Draft recreation permit (Please refer to a LINZ Portfolio Manager for an example)
- A plan showing the lease boundary and the location of the activity proposed
- Copy of insurance certificate / policy
- Signed Lessee consent

Please note that:

- Even if the filming is over more than one pastoral lease, only one application is required.
- Any permit granted is non-exclusive. A permit does not create any interest in the land on which the permit applies. There may be other permits granted in the area.
- The permit holder must comply with all statues and regulations, and all terms and conditions of the permit.
- If the permit holder causes any damage or disturbance to the surface of the land as a result of the activities allowed by the film permit, it must be restored to its former condition.
- Any and all structures constructed as a part of this project must be disassembled and removed by the permit expiry date.
- The permit holder must strictly adhere to the terms and conditions of the permit, so may only carry out the activities allowed for in the permit on the location/s specified in the permit, at the level and during the times specified in the permit.

If you wish to build, extend or add to any **permanent structures or create or enhance tracking** on Crown Pastoral Lease Land then please contact [pastoral&tenurereview@linz.govt.nz](mailto:pastoral&tenurereview@linz.govt.nz) well in advance of the proposed works (ie some months). The film permit application form provided/discussed here may not be appropriate. Please include any details of construction e.g. location, building dimensions, materials, purpose, number of people and vehicles involved etc. Please attach a site and construction plan (mud map) showing location of proposed structures and comment on how they will be removed. Please also detail any resource consents that may be required.

## **DRONES**

If flown over a pastoral lease for recreational purposes then LINZ consent is not required - it is at the sole discretion of the lessee. If it is for commercial purposes, then a recreation permit is required.

If flown over other land administered by LINZ, there is a Commercial fee of \$300 plus GST, and a Non-commercial fee of \$150 plus GST.

**Contact LINZ for more information: [crownproperty@linz.govt.nz](mailto:crownproperty@linz.govt.nz)**

## SECTION THIRTEEN

### PROTOCOLS FOR FILMING ON LINZ UNALIENATED CROWN LAND (lakebeds and riverbeds)

Many New Zealand lakebeds and riverbeds are Crown property and are managed by LINZ on behalf of the Commissioner of Crown Lands.

The Commissioner of Crown Lands (CCL) is an independent statutory officer. The Commissioner advises the Minister for Land Information on Crown land matters. On the Commissioner's behalf, LINZ manage the majority of lake and river beds in the South Island.

If you want to undertake an activity involving a lake or river bed, you will require the permission of the Commissioner of Crown Lands. Some of the activities that require consent include building a jetty or boat mooring, anchoring swimming pontoons, extracting gravel or any commercial activity (including filming and stills photography).

Data on land administered by LINZ is held here: <https://data.linz.govt.nz/layer/53358-linz-managed-crown-property/> \*. If you're unsure whether you need consent, or want to confirm whether a particular lake or riverbed is managed by LINZ, contact [crownproperty@linz.govt.nz](mailto:crownproperty@linz.govt.nz).

### DRONES

If flying a drone over LINZ Unalienated Crown Land, for either commercial or recreational purposes, permission is needed.

**Applications should be made with Colliers, who are LINZ's service agents:**

**Rose Quirk: [Rose.Quirk@colliers.com](mailto:Rose.Quirk@colliers.com)**

**Poppy Simpson-Wells: [Poppy.Simpson-Wells@colliers.com](mailto:Poppy.Simpson-Wells@colliers.com)**

\* Note that this list only confirms properties on LINZ's current balance sheet. Many properties have not had their land status checked and therefore will not show on this list.

## SECTION FOURTEEN

### PROTOCOLS FOR FILMING ON MĀORI LAND

Permission is required for filming that involves the following location types:

- In and around [Statutory Acknowledgement](#) areas
- In and around [Nohoanga](#) sites
- In and around [Topuni](#) sites
- Where Māori cultural, historical or spiritual information/narrative will be used
- In and around significant landscapes
- In and around 'major' waterways

**Please contact Aukaha for consultation with local iwi:**

**Phone: (03) 477-0071**

**Email: [info@kolkold.co.nz](mailto:info@kolkold.co.nz)**

**Address: Level 1**

**258 Stuart Street**

**DUNEDIN**

**Website: <https://www.aukaha.co.nz/>**

## SECTION FIFTEEN

### PROTOCOLS FOR FILMING ON ENVIRONMENT SOUTHLAND CONTROLLED AREAS

Environment Southland regulate activities that may impact natural resources including soil, air, water, and the coast in the Southland region, including Milford Sound.

You may need resource consent if you wish to:

- Dam, Divert, Take and/or Use Water;
- Undertake Activities In The Coastal Marine Area;
- Undertake Activities In/Over/Near Waterbodies;
- Discharge Contaminants To Air, Land Or Water;
- And/or Use Land for Certain Activities.

If you are uncertain as to whether you need a consent for your proposed activity, contact the duty **consents officer on 0800 76 88 45 or [service@es.govt.nz](mailto:service@es.govt.nz) for further advice.**

They can provide information on what consents you might need, how to apply, and what information you'll need to provide. Additionally, you are welcome to request a free half-hour meeting to discuss your application and any questions you may have before you lodge it for processing.

For activities in coastal waters or on rivers and lakes, foreshore, e.g.; erecting structures you will need to complete an Application Form Part A and Coastal Permit (Part B).

For activities in coastal waters or on rivers and lakes may affect navigational safety or other areas of interest to the Harbourmaster, you should complete a Technical Comment form from the Environment Southland Harbourmaster with the application to ensure the application process is quicker.

For all filming activities the office should be contacted at [service@es.govt.nz](mailto:service@es.govt.nz) for advice.