FILM OTAGO SOUTHLAND
NEW ZEALAND

Guidelines and Protocols for Filming in Otago and Southland

GUIDELINES AND PROTOCOLS FOR FILMING IN OTAGO AND SOUTHLAND

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 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 and 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 or permitting 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 around the country.

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 and Dunedin, as well as the districts of Central Otago, Waitaki, Invercargill, Southland and Clutha.

This region represents the third largest production centre in New Zealand with an established industry and supporting infrastructure. By coordinating the assistance of local authorities, FOS helps provide a seamless production experience throughout an incredibly diverse range of locations.

FOS does not issue film permits, but can provide advice, facilitation support and introductions to the relevant permitting agencies. Contact us in the first instance and we can point you in the right direction.

Website: www.filmotagosouthland.com
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SECTION ONE:

Quick Reference Guide for Filming by District

This section provides filmmakers with a quick reference guide for the permits required within the different districts. More detailed information is available in the subsequent sections.

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 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, roads and footpaths
- 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 can be submitted through FilmApp, an online film permitting system.
- More information, including required documentation, can be found here.
- **Contact for QLDC film permits: film@qldc.govt.nz**

FILMING ON THE WATER:
For filming taking place on the surface of the water in the Queenstown Lakes District, notification to the Harbourmaster is required at a minimum with full approval also required in some instances, dependent on the nature of the activity. More information can be found here.

- **Contact: harbourmasterwaterways@qldc.govt.nz**

FILMING AT THE AIRPORT:
Queenstown and Wānaka Airports require a permit from the Queenstown Airport Corporation (QAC).

For more information, visit:

- **Queenstown Airport**
- **Wānaka 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

However, the following types of filming activities are deemed 'non-commercial' and are exempt requiring a permit:

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

- Dunedin City Council permits can be submitted through FilmApp, an online film permitting system.
- **Contact for Dunedin film permits: stefan.roesch@dcc.govt.nz**

FILMING AT THE AIRPORT:

Dunedin Airport requires notification to be sent to **mcrawford@dnairport.co.nz**

1.3 CENTRAL OTAGO DISTRICT COUNCIL

FILM PERMIT IS REQUIRED

A '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 for CODC filming: alison.mason@codc.govt.nz**
- Film Notification Form available here: Filming Notification - My CODC

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 for Waitaki film permits: Waitaki District Council,** service@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

Notifications are to be sent to both **help.desk@cluthadc.govt.nz and info@cluthanz.com**

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 for Invercargill film permits: parks@icc.govt.nz in the first instance**
- Download Current Parks Application and Booking Form for Invercargill City Council.

FILMING AT THE AIRPORT:

- Invercargill Airport requires notification to be sent to Rob.Somers@invercargillairport.co.nz

1.7 SOUTHLAND DISTRICT COUNCIL (includes Stewart Island)

VERBAL APPROVAL / FILM PERMIT REQUIRED

Contact: contactproperty@southlanddc.govt.nz

1.8 GORE DISTRICT COUNCIL

NO FILM PERMIT REQUIRED / COUNCIL REQUIRES NOTIFICATION OF FILMING

- **Contact for filming in Gore: Sonia Gerken, sgerken@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 for that area.

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. Find your local office here: Offices by name (doc.govt.nz)

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. Applications are lodged by submitting the above forms to permissions@doc.govt.nz.

Applications are assessed against the statutory plan (conservation management strategy or national park management plan) which applies to the location or activity applied for. Link to Statutory planning documents: Policies and plans

Concessions are also 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 : https://www.doc.govt.nz/get-involved/apply-for-permits/business-or-activity/filming/

Contact: permissions@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/owner of lease) you will also need a Commercial Recreation Permit from LINZ before the activity can begin.

- **Contact LINZ: pastoral@linz.govt.nz**
- Find more information here

1.12 LINZ CROWN LAND (INCLUDES LAKEBEDS AND RIVERBEDS)

RECREATION PERMIT REQUIRED

A recreation permit is required prior to filming on Crown Land administered by LINZ, which includes lakebeds and riverbeds. To apply for a permit, please first submit an Expression of Interest to the Crown property team – they will access and respond to you promptly with more information about the application process.

- **Contact LINZ: crownproperty@linz.govt.nz**
- Find more information here

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:**
  P: (03) 477-0071
  W: www.aukaha.co.nz

If mana whenua approval with-in the Murihiku Takiwa is required on any consent or approval, these requests must go through Te Ao Marama Inc. As they represent the rights and interests of Nga Runanga ki Murihiku within the LGA and RMA space.

To contact Te Ao Marama Inc. with inquiries, please email office@tami.maori.nz

1.14 ENVIRONMENT SOUTHLAND

PERMISSION MAY BE 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 Resource Consent. However, if the production meets the permitted activity criteria of the relevant rules regulating the activity (See Proposed Southland Water and Land Plan, or the Regional Costal Plan), a Resource Consent would not be required.

- **Contact: Duty Consents Officer on 0800 76 88 45 or ESConsents@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

The Civil Aviation Authority is the primary authority for drone operation and the airspace in the region. However, all drone operation also requires permission from the appropriate landowner. As landowners and land managers, councils and government agencies have their own rules around how and when drone use is permitted on or over their land:

1. Queenstown Lakes District Council requires all operators to have a CAA Part 102 license for drone operation on or over QLDC land or property.
2. Read full Dunedin drone guidelines here.
3. Central Otago requires permission on council land - information here.
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 UAV consent on council land.
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

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 public property, private property or serious accidents caused by the filming activity. It is the responsibility of the production company to arrange any necessary insurance. Get in touch with the relevant permitting agency to determine the amount and type of insurance that is required.

Do I need a permit if my shoot is low impact?

Many councils and other agencies still require you to obtain a permit, even if your shoot is low impact. However, fees may be lower or waived for lower impact shoots. Get in touch with the relevant contact to discuss.

What happens if I film without a permit or am 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. They can also be requested to delete or retract any footage obtained without a permit. Productions may also not be covered by any insurance that they have if filming without the appropriate permits. It is bad professional practice to film without a permit and is strongly discouraged.

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 and, in many cases, approved by the local authority.

How do I get a fee waiver?

Fees are set by the relevant permitting authority – talk to the relevant contact to determine what fees are applicable and if a waiver is possible. Waivers may be possible 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 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 and can assist with the planning of the filming activity.

Location agreements and fees for private locations are to be managed directly between the production and the private location owner – Film Otago Southland will not be involved in these arrangements.

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 for parking on QLDC land/property).

Can I get a blanket permit for filming across the region?

Unfortunately there is no such thing as a blanket permit for filming across the region, as different locations are managed by different councils and authorities. Film Otago Southland will endeavor to provide as much information and advice as possible to make your permitting seamless, but different permits will need to be acquired from the various agencies and authorities.

Do I need to consult with the community before filming?

It is best practice to consult appropriately with the affected communities and businesses where your filming is taking place – this will ensure your production runs smoothly and that the community is kept on board for future filming. This can be in the form of door-to-door visits, letter drops, social media notification or otherwise. Film Otago Southland can help connect you with relevant community groups and business associations and provide letter drop template to help with this, as well as utilizing local council communication channels where appropriate.

SECTION THREE:

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

Any commercial filming on Council land will require a film permit from QLDC.

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 the district 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 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.

RULES AND CONDITIONS

NOTE: The full list of conditions can also be viewed here on the FilmApp homepage under 'useful documents'.

Location: The Permit only applies to land owned or administered by the Queenstown Lakes District Council within the Location. Council is unable to issue permits for land that is does not own or control.

Change in use: The use of the Location shall be restricted to the specific details on the application. Council should be notified of any changes as soon as possible. Council retains the right to cancel the Permit should the notified changes result in unacceptable alteration to the details (in the opinion of the Council).

Water based filming: The film permit does not allow any water-based filming unless specifically stated in the permit special conditions and also separately approved by Council, the Harbourmaster and owner of the water body.

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: Activities which may cause a nuisance, disturbance, endanger life or health, adversely impact the environment, business, or trade within the Location, or adversely impact Council's reputation are not permitted on Council property. Upon request by the Council, the Applicant must immediately cease any activity which could be considered to fall into one of these categories.

Noise: The Applicant must comply with the decibel levels set out in the Queenstown Lakes District Council District Plan. If noise complaints are received, noise levels must be reduced to acceptable levels.

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

Rubbish: The Applicant must collect and dispose of all rubbish and litter resulting from the use of the Location. If the Applicant fails to collect and dispose of all rubbish and litter by the expiry of the Permit then the Council is entitled to have the rubbish and litter removed and the cost of removal is to be borne by the Applicant, either by deduction from the Applicant's credit card (up to a maximum of the Bond Amount) or payment direct from the Applicant. In accordance with the Council's waste minimisation policy, recycling of rubbish is required, if possible.

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. If there is any damage to any park, open space, footpath or street or need for additional cleaning as a result of the Production, these costs will be charged to the Applicant.

Insurance: The Applicant must take out and keep current, the following insurance policies with a reputable insurance company:

- For low and medium impact Productions: Public liability insurance (inclusive of exemplary and pecuniary damages) for a minimum sum of $2,000,000.00 each for any one accident; noting higher risk productions may require a larger sum; whereby the Council must be indemnified against all actions, suits, claims, demands, proceedings, losses, damages, compensatory sums of money, costs, charges, and expenses for which the Council must or

may be liable, including without limitation all claims or losses which are covered under the Applicant's insurance.

Risk: The Applicant occupies and uses the Location for the Production at the Applicant's own risk. The Applicant should make its own enquiries about the suitability of the Location as a venue for the Production. The Council does not take responsibility for any loss or damage to any infrastructure and equipment associated with the Production. All infrastructure and equipment that is at the Location is at the Applicant's risk.

Roads: The Permit does not allow roadway filming unless specifically stated in writing and also approved in writing by Council roading engineers. The Permit also does not allow filming in Council carparks or authorise the closure of legal 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 must conduct the Production in a healthy, safe, and reliable manner and must comply with all aspects of the Health and Safety at Work Act 2015 (HSWA), any Regulations, Codes of Practice, Guidelines, Factsheets, and any amendments to the legislation.

Hazards: Hazards may be present at the Location or may arise as a result of the Applicant's Production activities at the Location. The Applicant must make its own assessment regarding such hazards and determine the appropriate measures to mitigate such hazards impacting its use of the Location. If any accidents, incidents or near misses occur at the Location, the Applicant must immediately notify the Council in writing.

Public: The Applicant must 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.

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 or permanently cancel the Permit. The Applicant

must cease all activities at the Location during any period of suspension or cancellation of the Permit and is not entitled to any pro rata refund of the Permit fee.

Compliance: The Permit is not a consent under any other statute, regulation or bylaw affecting the Location or its use and the Applicant must, 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. The Applicant represents and warrants that they hold all such valid consents, licenses or permits.

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 on or over QLDC land or property. Private land requires consent from the property owner of occupant.

Consent from the owner or occupier of every house / property is required under your intended flight path. A Traffic Management Plan may be required for flights over roading.

Please visit the QLDC Film Permits page for full information and for the FilmApp application portal.

- **Contact film@qldc.govt.nz for all film permit enquiries**

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 submitted 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 are exempt from having to apply for a permit:

- 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.

- **Contact Stefan Roesch for all filming enquiries:**
  E: Stefan.roesch@dcc.govt.nz
  P: 03 474 3585
- The **Online Portal for Filming Application Permits** can be found here

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.

Please visit the Dunedin City Council website for full information

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 for all filming enquiries**: **alison.mason@codc.govt.nz**

DRONES:

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

Drone information can be found on CODC's website here

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 Roading 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 Waitaki District Council for all filming enquiries: service@waitaki.govt.nz/ 03 433 0300**

DRONES:

For Council owned land including open spaces, local road reserve, sports fields, beaches, parks and reserves you will to need 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**

Please visit the Waitaki District Council website for full information.

SECTION SEVEN:

PROTOCOLS FOR FILMING ON CLUTHA DISTRICT COUNCIL LAND

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

Notifications are to be sent to both to **help.desk@cluthadc,govt.nz and info@cluthanz.com**

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 - help.desk@cluthadc.govt.nz**

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

Please visit the Clutha District Council website for full information.

SECTION EIGHT:

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

In most instances, filming on Southland District Council controlled or owned land requires verbal approval. Council will assess your filming plans based on the effect on other users, the degree of commercial activity and any Health and Safety components. Applications for these small scale shoots and drone use should be submitted at least 14 days prior to the shoot. However, if your filming is for commercial purposes or a large scale production which may include the construction of significant structures and major site works, you will require a formal Council permit. Normal

consent fees and timeframes apply in these situations and it should be noted that consultation regarding some public spaces may require longer timeframes.

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 52 days' notice is required. Information about traffic management plans can be found here.

Should filming be planned for an area managed by the Community and Facilities Department, direct any enquiries to them for permission.
E: contactfacilities@southlanddc.govt.nz

General information, guides and application forms can be found here

For any other queries, please email: contactproperty@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.

Please visit the Southland District Council website for full information.

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.

- **For all filming enquiries, please contact:** 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 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).

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.

Please visit the Invercargill City Council website for full information.

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 the film application form are located on the Airport website

Wānaka Airport

Media are very welcome to film at Wānaka 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 Wānaka 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 Wānaka 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.

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

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**

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.

Please visit the Invercargill Airport website for full information

- **Contact: Operations Manager Rob Somers:** Rob.Somers@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. Find your local office here: Offices by name (doc.govt.nz)

The local Community Ranger is the correct person to contact. DOC offer a free pre-application meeting. Information on filming, pre-application meetings and concession applications can be found on DOC's website.

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
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.

Visit the permissions page for information on permissions and applying for concessions.

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.

Note regarding Braided Rivers – Dart, Rees and Shotover between 1st August and 1st February
1. Due to the presence of nesting birds between 1st August and 1st February a separation distance of 50 metres for colonies of nests or any individual nest must be maintained at all times.
2. If any birds are disturbed the concessionaire and/or clients must walk away from the site as quickly as possible.
3. Before the commencement of the Activity, the applicant is to engage a suitably qualified expert, at the Permit Holder's expense, to choose a proposed route over the Land that avoids damage to colonies of breeding birds. (This is referring to filming in areas where there are birds).

Please visit the DOC website for full information.

SECTION TWELVE:

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

You will require a Commercial 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 of 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.

See here for more information regarding Commercial Recreation Permits for Filming

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 well in advance of the proposed works (i.e. some months). 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.

- **Contact LINZ Pastoral for more information: pastoral@linz.govt.nz**

SECTION THIRTEEN

PROTOCOLS FOR FILMING ON LINZ 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.

Note on iwi consultation:
Should your application require consultation with iwi, Crown Property will always undertake this with the appropriate iwi group.

The Commissioner of Crown Lands (CCL) will consult with an iwi on specific activities, and have particular regard to the views of the iwi before taking an action or making a decision on that land.

If the applicant does contact iwi and is provided with some confirmation to the applicant, Crown Property will still be required to complete their own consultation as required in the Deed of Recognition over Crown land that is the bed of a lake or river that has been identified as a Statutory Area in a Treaty settlement.

To apply for a permit, please first submit an Expression of Interest to the Crown property team - they will assess and respond to you promptly with more information about the application process.

See more here: Expression of Interest and Application process | Toitū Te Whenua - Land Information New Zealand

DRONES

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

- **Contact LINZ: crownproperty@linz.govt.nz**

* 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

Physical Address:
Level 2,266 Hanover Street,
Dunedin Central, New Zealand 9016

Postal Address:
PO Box 446, Dunedin, 9056, New Zealand

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

If Mana whenua approval with-in the Murihiku Takiwa is required on any consent or approval, these requests must go through Te Ao Marama Inc. As they represent the rights and interests of Nga Runanga ki Murihiku within the LGA and RMA space.

To contact Te Ao Marama Inc. with inquiries, please email office@tami.maori.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 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 meeting for one hour 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 a Part A form (Application for Resource Consent) and Part B form (Application for a Coastal Permit).

For all filming activities the office should be contacted at **ESConsents@es.govt.nz** for advice.