



Waitaki

DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Status: Final – April 2015

Please forward this application to Customer Services

FILMING APPROVAL APPLICATION FORM

NAME OF PRODUCTION:

LOCATION(S) REQUESTED:

IMPORTANT:

Please attach a separate sheet, with a site plan, including location of all temporary structures. Include the site address, name(s) of roads, park/reserve to be used for filming.

CONTACT DETAILS

Production Company:

Postal Address:

Street Address: City:

Phone Number: (Work) (Home) (Mobile).....

Fax: Email:

Location Manager: (Country)

Phone Number: (Work) (Home) (Mobile).....

Fax: Email:

Production Manager: (Mobile)

Client's Name: (Country)

Phone Number: (Work) (Mobile) Email:.....

COMPULSORY:

Contact person for the day of filming:.....

Phone Number (Mobile).....

TIMES & DATES:

Set Up Date and Time:.....

Shoot Start Time: Shoot Finish Time:.....

Wrap Date: Wrap Time:
 (Includes cleaning up and dismantling of equipment)

Postponement Days:

PARKING

How many vehicles will be involved in this shoot?

Trucks	Buses	Vans	Cars	Other (describe)

Do you intend to use on-street parking? Yes No
If yes, a Parking Space Booking application must be submitted prior to this permit being issued.

Do you have special requirements? Yes No If yes, please specify:.....

Describe parking arrangements and attach a diagram (Can be included on site plan):

.....
.....
.....

ROADING

A traffic management plan (TMP) must be submitted for approval prior to the filming, if filming is likely to affect the normal operating conditions of the road/footpath.

Traffic Management Plan attached? ☐ Yes ☐ No ☐ To follow ☐ N/A

Name of road(s)/section of road(s) affected.

.....
.....
.....
.....

If a full road closure is necessary, up to 55 days prior notification will be required. This is pursuant to the Transport (Vehicular Traffic Road Closure) Regulations 1965, Section 342 and Schedule 10 of the Local Government Act 1974.

Road closure required? ☐ Yes ☐ No (if yes, please complete an Application for Road Closure).

PARKS, RESERVES or HARBOUR AREA BOOKING

Is a parks/reserves booking required? If yes, an application must be submitted prior to this permit being issued.

Permit required? ☐ Yes ☐ No ☐ N/A

PLANNING

Is a Landuse Resource Consent (LRC) required? If so, an application must be submitted prior to this permit being issued. Note: Filming activity is a permitted activity in Business Zone 1,2,3,7 and Township Zone.

Landuse Resource Consent (LRC) required? ☐ Yes ☐ No ☐ N/A

Please supply further details of the activity:

.....
.....
.....
.....

WATER

Is a supply required? (ie temporary connection) ☐ Yes ☐ No ☐ N/A

If yes, an application must be submitted prior to this permit being issued.

BUILDING CONTROL

A Building consent will be required for a marquee over 100m² or for a structure that will be standing for over 30 days. May also be required for other temporary structures.

Is a Building Consent required? ☐ Yes ☐ No

If yes, please complete a Building Consent Application Form. Applicant is to produce evidence of a Building Consent if required.

HISTORIC PRECINCT

Will filming take place within the precinct? If so, please advise the Oamaru Whitestone Civic Trust (OWCT) of your proposal. Contact the OWCT on 03 434 5385.

Notification required? ☐ Yes ☐ No ☐ N/A

CLEAN UP

The organiser is responsible for the cleaning up of the venue. Please detail your arrangements:

.....
.....
.....

HEALTH & SAFETY PLAN

Please detail your arrangements (see Notes below):

.....
.....
.....

PUBLIC LIABILITY INSURANCE

Proof of your insurance is required. Is a copy attached? ☐ Yes ☐ No ☐ N/A

Company: Amount: \$ Expiry Date:

Comments:

NOTES:

The organiser is responsible for obtaining all appropriate licences before approval for your production can be given. For licences for marquees, stages, scaffolding, temporary structures, dangerous goods, food vendors, amusement devices, signage, fireworks and other activities requiring a licence, contact Waitaki District Council Regulatory Unit, phone 03 433 0300.

HEALTH & SAFETY PLAN - Please ensure that all participants are made aware of their responsibilities under the Health and Safety in Employment Act 1992 and that a Health and Safety Management Plan be produced specific to this production. Please complete the enclosed Health and Safety Guidelines confirmation form.

PRIVACY ACT 1993 - The information collected will be used to ensure the effective processing of your application. It may, therefore, be distributed to other Waitaki District Council departments, external agencies and for public notification as required.

HAZARDS

Hazards may be present or may arise as a result of your own activities. If any hazards are identified please take all practical steps to eliminate, isolate or minimise these hazards.

Note that there may be members of the public present. Be aware your activities may be creating a hazard. Public safety must not be compromised by your filming activity.

TERMS AND CONDITIONS

1. This permit is not transferable and must be produced on demand. Proof of identity will be required.
2. Filming will be restricted to the area specifically identified on the permit.
3. The organisation or individual is to be responsible for any damage to Waitaki District Council assets and reserves. 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.
4. The cost of repairs is to be covered by the Permittee.
5. 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.
6. 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.
7. 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.
8. 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 Roding Network Engineer.
9. 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
10. If any information in this application changes prior to or after issue of a filming permit, the Waitaki District Council is to be immediately advised.

CHECKLIST

Tick what is applicable to your Filming activity:

- ☐ Parking (Parking Space Booking form)*
- ☐ Rooding (Application for Road Closure)*
- ☐ Rooding (Traffic Management Plan)
- ☐ Parks, Reserves or Harbour area (Booking form)*
- ☐ Planning (Landuse Resource Consent)*
- ☐ Water (Water Application)*
- ☐ Building Control (Building Consent Application)*
- ☐ Historic precinct (Notification to OWCT)
- ☐ Clean Up Arrangements/Plan
- ☐ Health & Safety Plan
- ☐ Confirmation of Public Liability Insurance being held.
- ☐ Application for an Unmanned Aerial Vehicle (Drone)

*Forms available from Waitaki District Council offices.

[illegible]

Upon completion of this application, please sign below.

I REQUEST YOU ISSUE A PERMIT FOR THE FILMING PROJECT DESCRIBED IN THIS APPLICATION

Permittee's/Applicant's Name:

Signature: **Date:**

Customer Contact Team

Waitaki District Council
20 Thames Street
Oamaru
Phone 03 433 0300
Email service@waitaki.govt.nz

Application for Unmanned Aerial Vehicle (Drone) Consent

App. ID

- Applicant Details

Name	<input type="text"/>	Postal Address	<input type="text"/>
Phone	<input type="text"/>		
Mobile	<input type="text"/>		
Email	<input type="text"/>	Post Code	<input type="text"/>

- Notes

- Under 15kg – CAA Rules Part 101 applies – complete this Application form.
- 15-25kg – CAA Rules Part 101 applies – you must obtain approval from Model Flying New Zealand (MFNZ) before applying to Council.
- Over 25kg – CAA Rules Part 102 applies – obtain consent from the CAA New Zealand before requesting consent from Council.
- Permits can be issued for a maximum duration of six months.

- Details of Planned UAV Flying Activity

Request to operate UAV over:	Local Roads <input type="checkbox"/> Parks/Reserves <input type="checkbox"/> Harbour Area <input type="checkbox"/> <i>(Please tick)</i>
Location:	<input type="text"/>
Description of Activity:	<input type="text"/>
	<input type="text"/>
	If you are filming, please complete a separate <i>Filming Approval Application Form</i>
No. of Persons Involved:	<input type="text"/>
Operation Start/End Date/Time:	<input type="text"/>

- UAV (Drones or Model Aircraft) Details

Type of UAV	Manufacturer	Model	Serial No.	Weight of UAV	Range of UAV
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Declaration

- I have read, understood and will comply with the CAA Rules Part 101 (and Part 102 if applicable) when operating the UAV or when supervising the operation of the UAV.
- I am over 16 years of age or will be supervising someone under the age of 16 operating the UAV.
- I acknowledge that Council is entitled to impose conditions upon use of Council property at its discretion.
- I acknowledge that as the Consent holder (or representative of) I am responsible for ensuring that all attendees have read and agree to the **Terms and Conditions on the reverse page**.
- I am aware of the Privacy Act 2012, and will respect people's privacy by not flying my UAV over people or over adjoining private property without explicit consent.
- I am aware of the Privacy Commissioners 'Privacy and CCTV' guide and understand that these principles will apply if my UAV is fitted with a camera.
- I have been authorised to bind my organisation to this agreement (If applicable).
- I have a Hazard Management Plan in place (If applicable, please contact Council for further information).
- I have Public Liability Insurance with a sum insured in excess of \$1,000,000 (If applicable, please contact Council for further information).

- Applicant Signature

I, the undersigned hereby declare the information given on this application is true and correct I am authorised to make this application for a Consent and in doing so, accept the Terms and Conditions on the reverse page.

Signature

Date

Please return application to:
 Waitaki District Council
 20 Thames Street
 Private Bag 50058
 Oamaru 9444
 Phone (03) 433 0300
 Email service@waitaki.govt.nz

– Terms and Conditions –

- Please respect the privacy of other users and neighbours. This includes operating the UAV as CAA rules dictate and in a sensible manner as to not cause a hazard, a nuisance or impinge on the privacy of others.
- Permission is granted for the activity of UAV flying in daylight hours only, unless the Consent holder is certified under Part 102.
- No vehicles permitted on Parks/Reserves.
- Consent holder to familiarise themselves with the location so as not to interfere with overhead services and to comply with any Parks/Reserves signage.
- Consent holder agrees to operate within Council Property entirely at their own risk. Consent holders must take all reasonable steps to minimise and eliminate hazards to themselves and others in the vicinity.
- Council reserves the right to review the conditions of or cancel consents at any time due to such matters as conflict with other road works/events, parks/reserves maintenance or events.
- Council accepts no responsibility or liability for UAV equipment which may be damaged while operating within Council property.

– Information for Users of RPAS, UAV, UAS, Drones and Model Aircraft –

(Reproduced from the Civil Aviation Authority website <http://www.caa.govt.nz/rpas/>)

Remotely Piloted Aircraft System (RPAS) is the official International Civil Aviation Organization (ICAO) term for such aircraft. They are also known as Unmanned Aerial Vehicles (UAVs), and Unmanned Aerial Systems (UAS), and drones.

Every person in New Zealand's civil aviation community shares responsibility for the safety and security of everyone. The Minister of Transport creates the Civil Aviation Rules to make sure it happens.

Those rules are divided into groups of related rules called 'Parts'.
The two Parts that relate directly to RPAS are:

- Part 101 *Gyrogliders and Parasails, Unmanned Aircraft (including Balloons), Kites, and Rockets - Operating Rules*, and
- Part 102 *Unmanned Aircraft Operator Certification*.

Operators of RPAS also need to be aware of other rules that affect them, for example Part 91 *General Operating and Flight Rules*.

PART 101

[Part 101](#) only applies to RPAS of 25 kg and under that can fully comply with the rules in Part 101. To operate any aircraft over this weight, and for operations that cannot comply with Part 101, the operator must be certificated under [Part 102](#).

RPAS weighing between 15 and 25 kg must be constructed or inspected, approved and operated under the authority of a person or association approved for this purpose by the Director of Civil Aviation.

There are 12 key things that are required under Part 101 - you must:

1. Not operate an aircraft that is 25 kg or larger and always ensure that it is safe to operate.
2. At all times take all practicable steps to minimize hazards to persons, property and other aircraft (ie, don't do anything Hazardous hazardous).
3. Fly only in daylight.
4. Give way to all crewed aircraft.
5. Be able to see the aircraft with your own eyes (eg, not through binoculars, a monitor, or smartphone) to ensure separation from other aircraft (or use an observer to do this in certain cases).
6. Not fly your aircraft higher than 120 metres (400 feet) above ground level (unless certain conditions are met) ..N. Have knowledge of airspace restrictions that apply in the area you want to operate.
8. Not fly closer than four kilometres from any aerodrome (unless certain conditions are met).
9. When flying in controlled airspace, obtain an air traffic control clearance issued by Airways.
10. Not fly in special use airspace without the permission of the administering authority of the area (eg, military operating areas or restricted areas).
11. Have consent from anyone you want to fly above.
12. Have the consent of the property owner or person in charge of the area you are wanting to fly above.

This list should not substitute for a full reading of Part 101. You should conduct a thorough assessment of your operation and understand the rules that apply to your operation before deciding whether to operate under Part 101 and 102.

PART 102

[Part 102](#) is based on the risk of the operations. Applicants must submit an 'exposition' showing that they have identified hazards and risks of their operation, and ways they will mitigate those risks. Each application will be considered on its merit - this allows for the wide scope of operations made possible by RPAS.

Having determined that you need to be certificated for your type of operation, we have provided some documents to help you. As well as the Part 101 compliance matrix mentioned above, there is an additional one for Part 102 - note that you need to complete both to apply for a Part 102 certificate. There's also a sample exposition that you can copy or use as a template for your exposition. See [Forms](#). Also see the [Advisory Circulars](#) for advice on how to comply with the rules.

[List of Part 102 Unmanned Aircraft Operator Certificate Holders](#)