FILMING/PHOTOGRAPHY PERMIT

HG001

INTRODUCTION

Hamilton Gardens welcomes media coverage and publicity which contributes to the positive promotion of the Gardens and Hamilton city.

Email your completed form and any attachments to bookings.gardens@hcc.govt.nz Your application will be processed by our Visitor Experience team and we may contact you for more information.

ON-THE-DAY CONTACT

Name		Mobile	

SHOOT DETAILS

Shoot name			
Overview of shoot			
Date/s of shoot		Rain date/s	
Start time		Finish time	

If your shoot is before 7am or after dusk please call us to discuss opening the security gates. This will incur a charge.

Number of Crew		Number of Talent	

Will any scenes/photographs depict violent or inappropriate/anti-social behaviour, or feature imitation or real firearms or weapons? *If yes, please contact us to discuss further.* **YES** ☐ **NO** ☐

☐ TV Commercial	☐ Documentary	☐ Feature Film	☐ Music Video	☐ Photo Shoot
☐ Short Film	☐ Student	☐ TV Programme	☐ Other:	

CONTACT DETAILS

Production Company			
Postal Address			
Phone		E-mail	

ON-DAY CONTACTS	NAME	MOBILE	EMAIL
On-site contact			
Producer			
Director			
Trained First Aider			

PUBLIC LIABILITY INSURANCE

Provide proof of your insurance. A minimum coverage of $2,000,000 is required. Please call us to discuss if this does not apply to your business or operation.

Company			
Amount		Expiry Date	

LOCATIONS

Garden Location/s			
Location 1		Arrival time	
Location 2		Arrival time	
Location 3		Arrival time	
Location 4		Arrival time	

DRONES

Will you be using an un-manned aircraft/drone? **YES** □ **NO** □

If yes, you will need written permission from the Hamilton Airport Control Tower. This must be provided before approval will be given. Please note the Hamilton City Council Bylaw prevents drones being flown within 100 m of our playgrounds at all times.

ENVIRONMENTAL / PUBLIC IMPACT

NOTE: All electrical items must have a current test and be tagged. .

Will you be using a generator? *If yes, provide details including size and location:* **YES** □ **NO** □

Will you be using lighting? *If yes, provide details including size and location:* **YES** □ **NO** □

Will you have amplified sound? If yes, please discuss with our team. **YES** □ **NO** □

You may need to get in touch with Hamilton City Council Environmental Health Officer 07 838 6699 for guidelines on noise control.

Will you be installing any structures/equipment? *E.g. marquee, scaffolding, cherry picker, camera crane, camera truck, lighting rig etc. Please provide details:* **YES** □ **NO** □

A building permit may be required for significant semi-permanent structures. Please discuss with our team.
If the installation of structures/equipment includes the following notifiable works as defined by the Health and Safety in Employment (Asbestos) Regulations 1998 you will need to speak to our team before proceeding and show proof of training for:

a. *Any construction work where workers could fall five metres or more, or*
b. *The erection or dismantling of scaffolds from which a person could fall five metres or more, or*
c. *Lifts of half a tonne (500 kg) or more a vertical distance of 5 m or more carried out by use of a lifting appliance other than by a mobile crane, excavator or forklift.*

Will you have any special features? *E.g. stunts, lighting special effects, fireworks, explosions, fire effects, gunfire sounds, crowd scenes, animals, signage etc* **YES** □ **NO** □

Provide details:

HEALTH & SAFETY PLAN

The organiser must provide a site-specific health and safety plan (including site-specific hazards) prior to the shoot. This plan must be prepared in accordance with the provisions of the Health and Safety at Work Act 2015.

The organiser and Hamilton Gardens, as Persons Conducting a Business or Undertaking (PCBU), have overlapping duties of care to ensure the safety of all workers, volunteers and public at the film site. The organiser must consult, cooperate and coordinate with Hamilton Gardens to manage health and safety risks.

GENERAL

Will you be having on-site catering? *If yes, provide caterer contacts below:* **YES** ☐ **NO** ☐

Will you using our existing toilet facilities? **YES** ☐ **NO** ☐

Will you be providing your own toilet facilities? *If yes, provide details:* **YES** ☐ **NO** ☐

Will you be requiring a water supply? *If yes, provide details:* **YES** ☐ **NO** ☐

Will you be requiring a power supply? *If yes, provide details:* **YES** ☐ **NO** ☐

TRAFFIC MANAGEMENT / PEDESTRIAN SAFETY

Will your shoot require a road closure or traffic management? **YES** ☐ **NO** ☐

If yes, attach a copy of your proposed traffic management plan.

Traffic controller Phone

Are special parking restrictions required? **YES** ☐ **NO** ☐

Traffic control e.g. stop/go sign? **YES** ☐ **NO** ☐

Road closure required? **YES** ☐ **NO** ☐

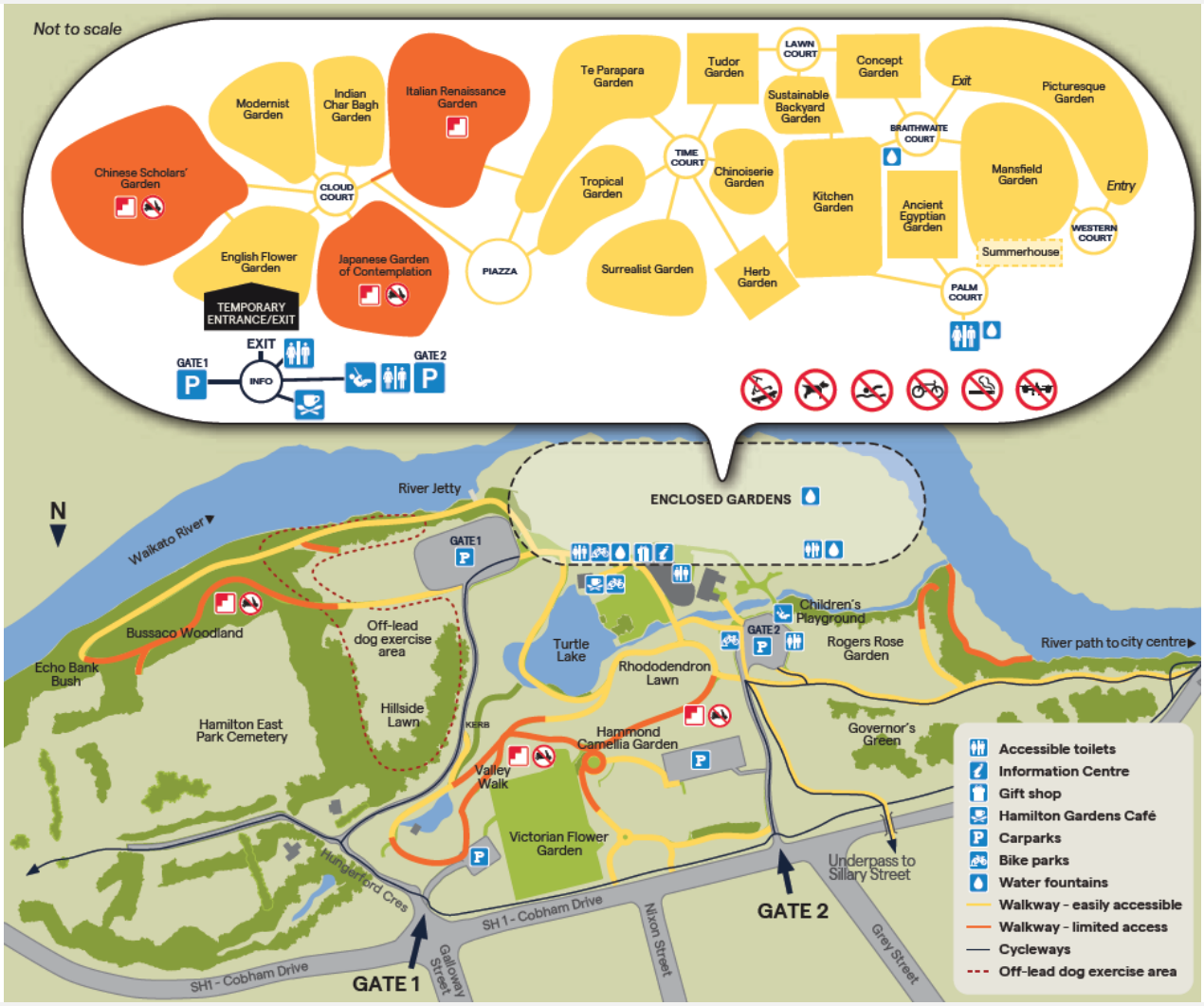
Please describe the reasons for restrictions, traffic control and/or road closure. Include the names of roads, times required and the number of marshals – including their positioning.

Parking arrangement for crew and non-essential vehicles:

How many vehicles will you have and what type will they be (e.g. trucks / caravans etc)?

OTHER INFORMATION

SITE MAP + ACCESSIBILITY



DECLARATION

Privacy Act 1993: The information collected in this form will be used to ensure the effective facilitation of your event or activity. It will be distributed to other Council departments, external agencies and will be used for public information as required.

I declare the information supplied with this application is true and correct according to the best of my knowledge and hereby agree to abide by any conditions which the Hamilton City Council may impose on the exercise of its grant on this application.

PRINT NAME	
DATE	
SIGNED	

*HG OFFICE USE

NAME				**DATE**			
NOTIFY:	**OPERATIONS**	**YES / NO**	**NURSERY**	**YES / NO**	**HCC COMMUNICATIONS**	**YES / NO**
	VOLUNTEERS	**YES / NO**	**BOOKINGS**	**YES / NO**	**GARDEN CLOSURE**	**YES / NO**