

# **Ōtautahi Christchurch Screen Protocols 2020**

**Guidelines and permitting conditions for  
screen productions in Ōtautahi Christchurch  
(including Banks Peninsula)**

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## Haere mai to Ōtautahi Christchurch

Ōtautahi Christchurch City, at the heart of Waitaha Canterbury, welcomes the screen industry to our vibrant, beautiful and diverse city.

Ōtautahi Christchurch is a place of transformation; a region which has embraced change and innovation, creating a strong economy and a vibrant city with an exceptional quality of life.

The \$40 billion post-earthquake rebuild continues to deliver and develop an attractive, modern city. The rebuilt Ōtautahi Christchurch is now more resilient, culturally diverse, and future-focused – all while retaining important aspects of its earlier history.

Ōtautahi Christchurch is one of the few international destinations where you can film the ocean and the Alps on the same day. This region offers access to the most diverse landscapes in the country, all within an hour of an international airport and New Zealand's second-largest city.

We are proud of our new city, our people, our land, and the transformation of our regional economy. We look forward to working with you to support your business and creative objectives.

### Who are we, and what can we do to help?

The Christchurch City Council and Screen CanterburyNZ work together to ensure Ōtautahi Christchurch continues to develop as a film-friendly production environment while ensuring the needs of our residents and businesses continue to be met.

**Christchurch City Council** ensures regulatory requirements are met, and issues film permits to use public space within the Ōtautahi Christchurch city boundary (including Banks Peninsula). The Council will assist you in the following areas:

- advising how to navigate the regulatory requirements for filming requests on public spaces
- ensuring the smooth processing of film permit applications
- liaising with the various Council departments involved in permitting requests on public spaces
- providing advice on actions you will need to take to mitigate any impacts of filming on public land, such as liaising with local businesses and residents before and during filming

For more information, please visit the [Filming Consents section](#) of the Council website.

You can contact the Christchurch City Council regarding film permits by emailing [filmingcoordinator@ccc.govt.nz](mailto:filmingcoordinator@ccc.govt.nz)

**Screen CanterburyNZ** is the regional film office. They advocate and coordinate screen industry productions in Ōtautahi Christchurch, the wider Waitaha Canterbury Region, and Te Tai Poutini West Coast.

Screen CanterburyNZ will be your first port of call for any enquiries. They provide a range of advice and can arrange introductions to investors, private landowners, supporting businesses, local crew, and permitting agencies (including Christchurch City Council).

Screen CanterburyNZ provides the following services:

- providing information on how to apply for permits, or get required permissions, when filming in the region
- working with you to collect all the relevant information before applying

- for a film permit, to ensure smooth processing of your application
- providing information and assistance relating to filming in Ōtautahi Christchurch, Canterbury, and the West Coast
- advocacy on behalf of the screen production industry
- contacts and liaison with a range of services

For more information, please visit the [Screen CanterburyNZ website](#).

You can contact Screen CanterburyNZ by emailing [welcome@screencanterbury.nz](mailto:welcome@screencanterbury.nz).

## Section 1: Objectives of the Ōtautahi Christchurch Screen Industry Protocol

This document has three objectives:

1. To provide **certainty of permitting requirements for filmmakers**, operating in a globally competitive market, by delivering a cohesive, efficient and customer-responsive permitting service for public land in the Ōtautahi Christchurch district;
2. To drive **continuous improvement of permitting functions** on public land in Ōtautahi Christchurch;
3. To ensure the screen industry has the **trust and confidence of the public** by setting out the required conduct of film crews and industry associates when filming in public spaces, or anywhere that members of the public, local businesses, iwi, or the environment are likely to be impacted.

## Section 2: Quick reference guide to filming in Ōtautahi Christchurch

The purpose of this section is to provide filmmakers with a quick overview of the processes and costs associated with filming in public spaces in Ōtautahi Christchurch.

### 2.2 Criteria to film without a permit on Christchurch City Council public space

If your shoot meets these requirements, it is likely that you will be able to film on public space without a permit.

1. A filming activity of nine people or less, inclusive of all production crew and talent.
2. Infrastructure of no more than handheld cameras, one tripod and handheld sound recording equipment. No lighting or sheltering equipment on stands are included. No camera tracking devices, vehicles, sizeable props or generator are included.
3. Public safety is maintained at all times, and public pathways/footpaths / cycling paths and roads are not blocked. A minimum of 2.5 metres is maintained on footpaths for pedestrian thoroughfare at all times.
4. No disruption is caused to the city's stakeholders (traders, residents, and businesses), motorists, or other events in the vicinity of the activities.
5. Filming equipment must not be 'hard up against' or attached to any Council street furniture, infrastructure, or assets, including trees, shrubbery, and garden beds.
6. No vehicle access is required to parks and gardens, or past any street bollards.

## 2.3 When do you need a permit to film?

If your shoot does not meet the above requirements, then it's likely you will require a permit to film on public space.

The Council may require the following information:

- The precise location of the shoot (site plan)
- How you intend to manage parking
- Your planned procedures to tidy up and remove any waste
- Details of any potential impact on the park/space (e.g., altering of tracks and vegetation)
- Whether any structures are to be erected
- Your planned procedures to protect public safety (e.g., signage, security)
- Health and Safety Plan confirmations
- Public Liability Insurance coverage
- Details of any noise your activity is expected to cause
- Any required access to power and water supplies
- Any required access to, or planned use of, toilet facilities
- The potential effect of your activity on traffic flows, including any temporary road closures

All productions filming in public places must comply with the Screen Protocols. This is the case even for low-impact productions, productions which do not require a permit, productions which have been granted a fee waiver, or productions undertaking a recce.

## 2.4 Applying for a permit

Production companies must obtain permission from the landowner prior to filming in Christchurch. For more information, visit the [Council website](#).

[Apply for a permit to film using this link.](#)

### Change in use

Following the approval of a permit, use of the location shall be restricted to the specific details on the application. Should you need to advise of any changes, contact the Christchurch City Council Filming Coordinator as soon as possible.

### After Hours Contact

If you have any concerns or queries outside of normal business hours, the first point of contact should be Screen CanterburyNZ. The Screen CanterburyNZ Office Manager's contact details can be found on the [Screen CanterburyNZ website](#).

## Section 3: Obtaining Consent for Screen Activity

Screen CanterburyNZ should be the first port of call for all production companies seeking to film in Ōtautahi Christchurch. If a film permit is required, Screen CanterburyNZ will liaise with Christchurch City Council to ensure the application process is as streamlined as possible.

Before submitting your application, we recommend getting in touch with Screen CanterburyNZ to discuss your plans. It is often useful to have a conversation with Screen CanterburyNZ before applying for a permit; they can help you assess timeframes, discover likely regulatory requirements, and quickly identify any potential problems.

A Christchurch City Council film permit will only apply to land administered by Christchurch

City Council. Most parks, reserves, roads, and footpaths are considered public land. To find out if the Christchurch City Council regulates the space you want to use, you can contact Screen CanterburyNZ. Alternatively, more information can be found on these sites:

<https://districtplan.ccc.govt.nz/PropertySearch/PropertySearchContainer.html>  
<http://www.christchurch.nz.com/maps.aspx>  
<https://canterburymaps.govt.nz/>

If you are filming in, on, or around public open space, public transport, or roads you will need:

- a copy of your film permit, which has been read and understood.
- to be aware of your requirements, as outlined in this protocols document.

Even if you are filming on private property, you may still require a Temporary Traffic Management Plan if your activity will affect the usual traffic/pedestrian flow on the street, or if your project has other regulatory requirements that need to be met. The combination of the planned filming activities, and the proposed location, will determine which approvals are needed and the time it will take to obtain these.

Film permits are issued pursuant to Christchurch City Council's bylaws, pending approval of all relevant internal/external stakeholders of the proposed location. Contact Screen Canterbury NZ for support with these processes.

To ensure there is enough time for your application to film to be assessed, it is advised that you contact Screen CanterburyNZ as soon as possible to discuss your project's initial permitting needs.

## **Section 4: Film Impacts**

Screen CanterburyNZ will help you to categorise your proposed activity as low, medium, high, or major impact. The impact level will determine if a permit is required, and the timeframes and requirements surrounding this. The table below is an indication of impact - not a specific rule.

### Determining the impact of your filming

	Low impact	Medium impact	High impact	Major impact
<b>Permit status</b>	A permit may be required	Permit required	Permit required – other applications and necessary consent may also be required	Permit required – other applications and necessary consent will also be required
<b>Number of people onsite</b>	Up to 9 crew and talent combined	Up to 30 crew and talent combined	Up to 50 crew and talent combined	Up to 100 crew and talent combined
<b>Number of equipment vehicles</b>	No trucks. Cars, utes, and vans only	3 trucks	6 trucks	12 plus trucks
<b>Infrastructure requirements</b>	No infrastructure	Minimal infrastructure e.g. pop-ups	Some infrastructure - may require building exemption	Significant structures - will require building exemption
<b>Equipment requirements</b>	Handheld equipment and one tripod	Minimal equipment, e.g. camera tracks, slider, lighting	Equipment used, e.g. camera cranes	Extensive equipment
<b>Traffic management</b>	No disruption of the roads nor footpaths	Basic traffic management required	Traffic management required including road closures	Significant traffic management required. Closing of major roads
<b>Impact on the public</b>	No disruption is caused to council stakeholders, businesses, residents, motorists or other events in the vicinity.	Could be minor disruption to council stakeholders, businesses, residents, motorists or other events in the vicinity. Local letter notification required	Likely to be some disruption to council stakeholders, businesses, residents, motorists or other events in the vicinity. Local letter notification required and possibly consultation	Likely to be significant disruption to council stakeholders, businesses, residents, motorists or other events in the vicinity. Local letter notification required and possibly consultation.

## Section 5: Permitting Timeframes in Ōtautahi Christchurch

	Level of Impact			
	Low	Medium	High	Major
<b>Film Permit Approval time</b>	Permit not likely to be required	3-5 days, once all information received	30-60 days, once all information received (based on Traffic Management timeframes)	120 days, once all information received (based on Traffic Management timeframes)
<b>Road Closure</b>	-	5 days <i>Stop Go TMP</i>	30 days <i>Level 1 Impact</i> 60 days <i>Level 2 Impact</i>	120 days <i>Major Arterial Road</i>
<b>Drone Use</b>	Dependant on whether the drone is intended to fly over roadways, which will considerably lengthen the approval process.			
<b>Parking Permit (TMP)</b>	Five days from submission of traffic management plan			
<b>Building Exemption</b>		5 days		
<b>Building Consent</b>		21 days		
<b>Resource Consent</b>		20 days		

## Section 6: Filming Fees and Associated Costs

The table below outlines the fees required for filming in public spaces managed by Christchurch City Council.

This table is indicative only; fees may be waived, or discounts may be applied to student films or filming carried out for charitable or tourism purposes.

### 6.1 Film Permit Application Fees

*As of June 2020\**

	Low Impact	Medium Impact	High Impact	Major Impact
Film Permit Administration Fees	\$0	\$175 - \$350	\$350 - \$700	\$700 - \$1,250

*\*Fees and other Council charges are subject to change.*

### 6.2 Christchurch Transport Operation- Administration Fees\*

<b>Transport Operations Administration Fees</b>	Low volume road: \$82.31 NZD	Level 1 Road: \$164.63 NZD	Level 2 Road: \$246.94 NZD
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	<i>Further charges are based on an hourly rate of \$161.00</i>	<i>Further charges are based on an hourly rate of \$161.00</i>	<i>Further charges are based on an hourly rate of \$161.00</i>
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*\*These fees are included as part of the Permit Application Fees listed in section 6.1. Additional fees apply for public notification of changes to transport operations.*

## Other Council Charges

<b>Item</b>	<b>Cost</b>
<b>Parking Shrouds</b>  These allow you to park in an available Council-managed parking space for longer than the advertised time period. Please note, these do not reserve a specific car parking space.	\$22.50 NZD per shroud per 24-hour period
<b>Resource consent costs</b>	\$2,500 NZD deposit for a non-residential application.  Further charges are based on an hourly rate of \$139 - \$177.
<b>Building consent costs</b>	\$590 NZD deposit to apply for an exemption.  \$1,200 - \$7,990 NZD deposit to apply for a building consent (the cost varies depending on the value of the building project). Further charges are based on an hourly rate.

### [General Information on Fees](#)

### [Building Consent Fees](#)

Please note this is not an exhaustive list of fees.

The charges outlined above do not consider fees for hiring facilities, public notices, or any other required service.

## Section 7: Traffic Management & Parking

Christchurch City Council, the NZ Transport Agency (NZTA) and Environment Canterbury are responsible for receiving and assessing Temporary Traffic Management plan requests for road closures, parking permits, stop/go, or any activity impacting normal use of a road or footpath.

### 7.1 Temporary Traffic Management Plan (TMP)

A Temporary Traffic Management Plan must be drawn up by a qualified person, and ensure the following:

- **Traffic Impacts**
- The operation and safety of the transport network is considered and is managed

appropriately.

- **Maintaining vehicle access**
- Access to residences, businesses and recreational areas is considered and is managed appropriately.
- **Business deliveries and servicing**
- Crucial deliveries and business servicing are considered and are managed appropriately.

### Traffic Management Plan (TMP) Information

The following resources are intended to provide a thorough overview of the TMP requirements and procedures. For specific questions on traffic management and the temporary use of legal roads in Ōtautahi Christchurch, contact Christchurch Transport Operations at [tmc@ccc.govt.nz](mailto:tmc@ccc.govt.nz).

- [TMP General Information](#)
- [TMP Flow Chart](#)
- [TMP General Procedures](#)
- [TMP Associated Costs, Timeframes, and Application Form](#)

### Closure of State Highways

If you need to close a State Highway, this is managed by the New Zealand Transport Agency (NZTA). For information on the temporary use of State Highways, please see the [NZTA website](#).

## **7.2 Corridor Access Request Information (CAR)**

If you are planning to carry out any work or activity that affects the operation of the road, footpath or berm, you must also submit a Corridor Access Request (CAR) before beginning the planned activity. This ensures all work is done safely and complies with national regulations.

The associated costs, timeframes, and application form can be found on the Christchurch City Council website: [Corridor access requests \(CAR\)](#). Applications for CAR are made via [My Work Sites](#) and help with the My Worksite application can be found [here](#).

If your planned activities require you to submit a TMP, you will be prompted to submit a CAR application at the same time.

## **7.3 Parking and Loading**

A detailed parking plan must be submitted as part of the filming permit application, in some cases reserving specific parking spaces will require a TMP. Through this process, Christchurch City Council can make restricted and meters spaces available. Unless expressly permitted otherwise, parking and loading arrangements for filming are as follows:

### **Minimise on-street parking**

On-street parking should be minimised as much as possible, and access maintained for crucial residential and business deliveries.

### **Essential vehicles**

Essential vehicles (i.e., equipment and/or large vehicles) are to be parked legally, and with the relevant permits. Where possible, essential vehicles are to be parked in front of buildings that are either vacant or closed during the hours of filming activity.

### **Crew and cast vehicles**

Crew and cast vehicles, and other non-essential vehicles, must obtain prior consent from retail premises or neighbouring facilities (such as community centres, libraries, sports facilities, and schools) before making use of their customer or other car parking spaces.

### **All vehicles are to be parked legally**

All vehicles associated with the filming activity must be parked legally in accordance with New Zealand law (i.e., facing the correct way, not parked over yellow lines.)

### **Maintaining access to loading zones**

Access to loading zones for the purposes of servicing and delivering goods to and from local businesses must be maintained.

### **Use of loading zones**

During business hours, production companies are to use loading zones for the purposes of delivering or collecting goods for no longer than the times specified on signage (generally no longer than 5 minutes).

**Parking shrouds** are available to hire in metered parking areas for a small fee per day. These allow you to park in time-restricted roadside car parking spaces for longer than the allowed time. These do not reserve a specific roadside car parking space.

### **Reserved on-Street Parking**

The only way to reserve specific on-street parking spaces is through an application for a temporary traffic management plan (TMP) – *refer to section 7.1*

If a situation arises on the day and additional parking is required, please contact Screen CanterburyNZ as we can work with the production to make spaces available.

## **7.4 Public Transport**

Christchurch bus, ferry services and routes are managed by [Environment Canterbury \(ECan\)](#), operating under the branding [Metro](#).

Any requests to film on public transport services should be made initially to Screen CanterburyNZ, who will be able to support you in liaising with the appropriate ECan contacts.

## **Section 8: Standard conditions for screen activity in Ōtautahi Christchurch**

To ensure the sustainability of filming in public spaces, screen production companies must attempt to limit any inconvenience to neighbouring businesses and residents.

Christchurch City Council's film permitting process seeks to ensure that this happens through the conditions of the film permit. Permits incorporate standard conditions as outlined below, plus any site-specific conditions (which are assessed on a case-by-case basis).

The following standard conditions apply for any filming activity in the Ōtautahi Christchurch District:

## **8.1 Hours and Days of Filming**

In consideration of affected stakeholders and landholders, the following provisions relate to the hours and days of filming:

### **In all retail areas**

Where possible, it is recommended that filming occurs outside of business hours, or at traditionally quiet times (as agreed with the local Business Association). Screen CanterburyNZ can provide the contact details for the Business Association related to your intended filming location. It is recommended to avoid filming in key retail areas on the weeks preceding Christmas and Easter without the consent of the local Business Association, and any other impacted business owners.

### **In all business areas**

Where possible, filming should take place outside times of high pedestrian and commuter traffic (i.e., the beginning and end of the working day). These times may vary depending on the nature of the local businesses.

## **8.2 Communication and Consultation**

At the specific request of Christchurch City Council, production companies carrying out filming activity may be required to communicate with residents, businesses, and any other parties potentially affected by the filming activity.

What this communication involves depends on the scale and location of the filming activity. Communication requirements will be outlined at the time of the request.

This notification should be hand-delivered to each residence or business in the affected area.

The flyer should contain the following information:

1. The name of the activity
2. The name of the organiser
3. The general nature of the activity
4. The duration of the activity, including setup and pack-down periods
5. The location manager's contact details, before and on the day of the event – including the mobile phone number of someone onsite who can lead any appropriate action requested
6. Screen Canterbury's contact details

7. In some cases, a parking plan or site map might be required

#### **Notice required for medium impact shoots**

If requested, a medium impact film shoot will need to give at least 48 hours' notice to affected residents, and two working days' notice to affected businesses.

#### **Notice required for high to major impact shoots**

If requested, high and major impact film shoots may need to give additional notice to affected residents. This depends on the project's lead-in time and will be considered on a case-by-case basis.

The notice period in these instances will be at least 48 hours unless access to residents' properties is expected to be impacted, in which case five days' notice will be required (and feedback must be sought). You may be required to provide alternative parking solutions for affected residents.

#### **Road closures (including lane closures)**

There is a legislative process that needs to be followed for a road closure, which involves the issuing of public notices. This needs to be actioned between 30 and 120 days in advance, depending on the level of impact (refer to the table in Section 4 of this document for impact levels). The production company is also responsible for notifying affected businesses and residents at this time.

If your production has a shorter than normal lead time, please contact Screen CanterburyNZ as soon as possible, as your production will need to be assessed on a case-by-case basis.

#### **Filming in Central City retail areas**

Face-to-face consultation with businesses is recommended for any major impact filming in Central City retail areas. The timeframe endorsed by Christchurch City Council and Screen CanterburyNZ is at least five working days prior to the filming activity and involves:

- delivering flyers to the businesses in person,
- recording the name of individuals and businesses consulted with,
- recording initial feedback.

Productions are requested to incorporate feedback from businesses wherever possible, and to supply this to Christchurch City Council as part of the film permit submission.

### **8.3 Public Pedestrian Access**

Unless expressly permitted otherwise, the following pedestrian arrangements are required:

#### **Use of Location Assistants**

Location Assistants are to be used, to keep the public informed of the filming activity and to escort them through the filming area.

#### **Maintenance of pedestrian passage**

Pedestrian passage is to be maintained through the public space the filming activity is occurring on. Crew and cast are to keep a low profile; however, on occasion productions can ask pedestrians to avoid walking through a shot, usually for a maximum of five minutes (depending on the location and the accessibility to alternative routes). Locations with high pedestrian traffic are likely to be restricted to two minutes.

### **Modification of pedestrian passage**

Minor modifications to pedestrian passage are to be developed as part of the permit process. In the case of a footpath closure or detour route, a temporary traffic management plan will need to be drawn up by a qualified person (refer to Section 7.1).

### **Access to doorways**

Unrestricted access to doorways is to be maintained.

### **Access for wheelchair users**

The filming activity must allow for the needs of wheelchair users to move through the public space, and/or safely access an appropriate detour.

## **8.4 Noise & Lighting**

Ōtautahi Christchurch's district plan includes impact-management noise provisions. Production companies are required to use silent generators in locations when noise is likely to impact on adjacent parties (e.g., cafes with outdoor seating, or residential areas). For all other noise, the production will need to comply with the noise level requirements set out in the District Plan. If noise levels are expected to exceed the restrictions, a Resource Consent will be required.

If noise complaints are received, the production will need to adjust the noise levels accordingly, or the shoot will be shut down.

### **Lighting**

The placement of lighting stands on the road (either carriageway or footpath) must be agreed with the Council. Lighting and any supporting structures must not cause a hazard or nuisance to the general public, or any damage to the road surface or Council assets.

Measures must be taken to reduce the impact on the public; for example, lights should not dazzle motorists, or shine directly towards residential or commercial properties without specific permission.

### **Night filming**

If you are planning a night shoot, contact Screen CanterburyNZ to discuss. Night filming must meet higher restrictions, which apply to any activity taking between 10.00pm and 7.00am.

View the noise and lighting provisions in the [Christchurch District Plan](#).

## 8.5 Health and Safety Responsibilities

The Health and Safety at Work Act 2015 applies to all workplaces, including international productions while they are working in New Zealand.

Film crews must comply with:

- the requirements of the Health and Safety at Work Act 2015
- the [Screen Safe Health and Safety Guidelines](#)
- the guidance on best-practice processes for the engagement of crew in the New Zealand screen production industry, as outlined in the [2017 Blue Book](#)
- any specific Health and Safety requirements or instructions set out in, or issued in conjunction with, your film permit.

As part of your application for a film permit, you will be required to provide a site-specific Health and Safety Plan. This must detail the risks associated with your activities and/or the environment in which the activities are to be conducted, along with how these risks will be effectively managed, and by whom.

It is the responsibility of production companies to ensure that the health and safety of crew, contractors, volunteers, and the public is not compromised as a result of their filming activity. The production's Health and Safety Plan must outline how this will be successfully achieved.

The Health and Safety Plan must also outline any emergency responses that are applicable, and the resources required to implement them. When developing your plan, you should consider key risk areas such as cabling, structures, towers, stunts, public, vehicles, environment, and the use of hazardous substances or special effects.

## 8.6 Parks, Gardens & Recreation Areas

### Parks

Ōtautahi Christchurch is recognised as New Zealand's 'Garden City,' with over 720 parks and public spaces. In order to preserve these beautiful spaces, a filming permit may be required to film in our parks.

Generally, vehicles are not allowed in parks (with the exception of areas designed specifically for vehicles, such as access roads and visitor car parks). Permission is required to use a vehicle in any other part of a park.

Additional conditions may be imposed to protect the park, facilitate park operations, and ensure parks are able to be used by the general public.

There may be instances where parks need to be closed at short notice due to adverse conditions. If this occurs, the film production will be informed as soon as possible and will be assisted with finding alternative days, times, or locations.

### The Christchurch Botanic Gardens

The Botanic Gardens house many protected and rare flora. A filming permit must be obtained for any filming activity in the Botanic Gardens, including low impact filming that would otherwise not require a permit, and still photography.

### Cemeteries

A filming permit must be obtained for any filming activity in cemeteries. The production must comply with the Privacy Act 1993 and ensure personal details on headstones are not visible in any footage. If a filming permit is granted, the production company must contact the cemetery management on the scheduled day of filming to confirm the filming is still able to take place.

### **Filming on structures near beaches, lakes, and rivers**

If you want to film on a Council-owned structure – such as a wharf, jetty or boat ramp – you may require a filming permit from the Council. Productions should be aware that in New Zealand some beaches are legal roads, and as a result, traffic management requirements will also need to be followed.

### **8.7 Heritage**

When filming in or near heritage places, productions must be sensitive to our taonga and take measures to protect it. Details about the protection of, and mitigation of impact to, heritage locations should be included as part of your filming permit application.

If you intend to film in or near heritage buildings, your permit should include considerations to protect [heritage fabric](#), along with methodologies that may be needed to mitigate any effects from temporary alterations of the space.

If your proposed site is a Protected Site, a Resource Consent may be required for filming. [Chapter 9 of the Christchurch District Plan](#) contains the schedules and associated rules which protect our most significant natural and cultural heritage sites.

Early consultation is strongly encouraged to obtain support for filming on historically and culturally important locations.

An Archaeological Authority from Heritage New Zealand Pouhere Taonga may be required for earthworks on archaeological sites. Screen CanterburyNZ can support with early consultation with Heritage New Zealand archaeologists, (contact +64 3 363 1880 or [archaeologistcw@heritage.org.nz](mailto:archaeologistcw@heritage.org.nz)).

### **8.8 Tupuna (Cultural Heritage)**

Māori have a special cultural and spiritual relationship with the land and water. Production companies should consider the impact that filming may have on:

- the use of indigenous knowledge, and any reference to iwi
- misuse or misappropriation of iwi history, stories, or legends
- inappropriate representation or use of culturally significant images or sites; this can include, but is not limited to, the subject of filming or the depiction of the site (e.g., digitally adapting the appearance of a site in a way that is considered inappropriate)
- use of culturally significant sites, such as a marae

For further information, refer to [A Guideline for Filming within the Takiwā of Ngāi Tahu](#) and [The Brown Book: Working with Māori in Screen Production](#) by Ngā Aho Whakaari. Screen CanterburyNZ can assist with facilitating discussions with the appropriate mana whenua.

### **8.9 Aerial Filming**

All productions intending to use aerial filming must be familiar with New Zealand's Civil Aviation

rules and regulations. See the [Civil Aviation Authority website](#) for details.

In some locations or during certain times of the year, aerial filming in Christchurch and Banks Peninsula may be restricted to avoid harm to native bird species. It is an offence under the Wildlife Act 1953 to disturb or harm protected birds.

Particularly sensitive sites include seabird colonies on coastal cliffs around Banks Peninsula, bird colonies on the Waimakariri riverbed, and waterbird feeding, roosting and breeding habitats on estuaries, wetlands, oxidation ponds and lakes.

## **Helicopters**

If the production will use helicopters, please discuss your requirements with Screen CanterburyNZ as additional safety precautions will need to be considered, and some sites may not be appropriate.

Council permission is required to take off or land in a public place, including when dropping off a person or item(s). Fees may be charged. If noise levels in the District Plan are likely to be exceeded, a resource consent will be required (refer to Section 8.5 of this document).

## **Drones / Remotely Piloted Aircraft Systems**

If you plan to film using a remotely piloted aircraft system (RPAS) or drone, you must comply with the [Civil Aviation Authority Rules](#) Part 101 and Part 102, and the [Council's policy](#).

The location of the Christchurch International Airport and local aerodromes means that most of the Christchurch airspace is controlled. For further information on controlled airspace, see [New Zealand's airspace maps](#).

Under the CAA rules, the Council must give its permission to fly drones over Council land. This permission is separate to the filming permit.

There are a number of parks in Christchurch where drones weighing under 1.5kg may be flown without needing to make a drone application; however, if your production is medium or high impact, it is likely to be considered an event. As a result, CAA Part 102 certification will be required to operate the drone in all Council public places, regardless of the weight of the drone.

Part 102 certification is also required for all drone flights over Council roads and facilities. Where Part 102 certification is required, the drone operator must provide evidence of public liability aviation insurance, evidence of adequate safety assessments and controls, and a flight plan (including hazard and/or traffic management).

Additionally, all RPAS flights, regardless of weight, must always have permission from the Council for the following areas:

- Heritage areas and garden parks
- Cemeteries
- Within 10 metres of an open-air public pool or playground, or the boundary of any park.
- The Council's legal road corridor on the coast (Scarborough Boat Ramp to Godley Head, and on Banks Peninsula).
- Over Council property at
  - Te Waihora (Lake Ellesmere)
  - Birdlings Flat
  - Brooklands Lagoon
  - Travis Wetland

- Charlesworth Reserve
- McCormack's Bay
- South Shore Spit
- Bromley Oxidation Ponds
- Bexley Wetland
- Ferrymead Wetland
- Linwood Paddock.

For further detail, including the Council's policy on drones and the application form, please refer to the [Council website](#).

## 8.10 Water-based Screen Activity

The standard film permit does not allow any water-based filming.

If your production seeks to film on the water (sea, lakes and rivers), please make contact with Screen CanterburyNZ to put you into contact with the correct authority, such as [Environment Canterbury](#), the [Environment Canterbury Regional Harbourmaster](#), and/ or the owner of the waterbody.

You will be required to obtain the appropriate permit application, follow water safety procedures, and meet any applicable consultation and/or public notification guidelines.

## 8.11 Filming potentially offensive material

The filming of content deemed "injurious to the public good" may be subject to additional levels of scrutiny, to ensure consistency with Christchurch City Council's legal and policy obligations.

Production companies filming content for television commercials that may be considered socially or environmentally irresponsible should consult the [Advertising Standards Authority Website](#).

## 8.12 Filming on private premises

Production companies using private businesses or residences for film shoots should be aware of the Ōtautahi Christchurch Screen Protocols, and the need to be respectful of adjacent businesses and residents. This is particularly applicable in regard 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 Screen CanterburyNZ first, as they may be aware of other activities and issues in the public spaces immediately adjacent to the premises.

If your request is to film on private land, or land administered by an authority other than Christchurch City Council, please refer to Screen CanterburyNZ for assistance.

Other things for production companies to keep in mind:

- Ensure that the managing agent or the owner of the premise agrees to the filming.
- Be mindful of how often 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.
- Ensure that all parking requirements are able to be met.
- Ensure that electric power can be supplied, or consider whether there is the possibility of connecting to existing networks.

### **8.13 Filming in sensitive areas and the management of cumulative effects**

Depending on the impact and the nature of the film shoot, some communities may be particularly sensitive to filming impacts. This could be due to the cumulative effects of frequent filming and/or events in the area, bad experiences with film crews, or concerns about a community's media image and how they have been portrayed in the past.

Screen CanterburyNZ will inform production companies as soon as possible if this is the case for their desired location and will work with production companies to identify ways of addressing local concerns or accessing alternative sites.

### **8.14 Protecting sensitive natural environments**

When filming in sensitive natural environments, such as around dune systems or wetland areas, it is essential that film crews work in a manner that protects these environments.

Screen CanterburyNZ and the Christchurch City Council will inform production companies early in the process if their desired location is considered sensitive, and will facilitate discussions with appropriate stakeholders on how best to protect these environments.

### **8.15 Productions using firearms, stunts or pyrotechnics**

Guidance from the New Zealand Police and/or emergency services should be sought for:

- staging of crimes and accidents
- use of firearms, including prop and replica firearms
- stunts using vehicles, or any stunts with a 'copycat' risk
- special effects, explosions, and pyrotechnics
- actors representing Police or emergency services officers (and/or their vehicles)
- any disruption to traffic or filming from vehicles
- when filming involves high-profile celebrities, causing a risk of security or crowd control issues.

The production company should inform the New Zealand Police and/or appropriate emergency services of all proposed filming on the street and/or in a public space, as agreed with Screen CanterburyNZ.

### **8.16 Productions including animals**

Production companies wishing to film animals in public places need to be aware of relevant bylaws across the region.

For example, filming a dog off-leash in some areas will require an application for dispensation. More information on Animal Management bylaws can be found on the [Council website](#).

### **8.17 Services (including water supply, wastewater, stormwater, electricity and telecommunications)**

As part of the planning and permitting process, the production company will need to identify any underground or over ground services which may be impacted by the filming activity. Depending on the activity and its impacts, a Corridor Access Request, Resource Consent, Building Consent, Consent Exemption, or other approval may be required.

If the production requires the use of power or water supplies, this must be included as part of the permitting application. Access to all utility services must be maintained for general and emergency maintenance.

The associated costs, timeframes, and application form can be found on the Christchurch City Council website: [Corridor Access Requests \(CAR\)](#). Applications for CAR are made via [My Work Sites](#) and help with the My Worksite application can be found [here](#).

If your planned activities require you to submit a TMP, you will be prompted to submit a CAR application at the same time.

## **8.18 Changing Council assets, large-scale equipment use, major props, and set construction**

The production company is advised to discuss any requirements for large-scale equipment, major props and temporary set construction with Screen CanterburyNZ as early in the process as possible.

Wherever this work takes place in legal road, approved CAR and TMP would be required. Local Government Act 1974 Section 357 allows Christchurch City Council to recover all costs to damage to transport assets.

Before submitting an application, a pre-meeting should be held to discuss any permissions, Building Act requirements, Traffic Management requirements, or Corridor Access Requests.

Similarly, requests to temporarily remove Council assets for filming (such as bench seats, bollards, streetlights, bus stop signs, or bike racks) is permissible on a case-by-case basis.

There must be sufficient time for arrangements to be put in place, and consultation will be required. Any arrangement for this work must be made through the permitting process and all costs, including damage or reinstatement costs, must be met by the production company.

## **8.19 Removal of rubbish and returning a site to its original condition**

The removal and disposal of all solid waste must take place immediately after the filming activity. Screen productions are encouraged to look for opportunities to prevent, reduce and recycle waste from the outset.

The production company must make good any damages (including ground damage) caused by its activities, to the satisfaction of the Council, in a timely manner, and at the production company's cost. It is the responsibility of the production company to ensure that any area associated with filming activity is returned to its original condition, including the removal of all signs and waste. All property removed or disguised for filming purposes must be reinstated upon completion of filming.

The crew members responsible for the location should check it thoroughly before departure to ensure that the property has been restored to its original state and that any evidence of filming activity has been removed.

The production company must report any damage to the Council as soon as it is caused or discovered. Reinstatement costs will be charged to the production if the site is left in an unacceptable condition, or if damage has not been repaired to the Council's standards. Local Government Act 1974 Section 357 allows Christchurch City Council to recover all costs to damage to assets.

## Section 9: Resource & Building Consents

Due to the often-temporary nature of filming, a Resource Consent is not usually required to carry out filming within Ōtautahi Christchurch. However, filming projects involving the long-term use of the same site are much more likely to require a Resource Consent. Resource Consent criteria are currently determined by the Ōtautahi [Christchurch District Plan](#).

Screen CanterburyNZ can assist with providing the contact details of planning staff who have experience working with the screen production industry.

### 9.1 Filming as a temporary activity

The length of time filming can occur without a Resource Consent currently varies depending on the area.

Table 4: Filming as a temporary activity

<b>Filming</b>	
<a href="#">Commercial film or video production</a> and <a href="#">ancillary buildings</a> or structures, in any zone except an industrial zone.	a. Any such production shall not operate from the same exterior location for more than 30 days in a year. b. From 10:00 pm to 07:00 am, any such activity shall meet the noise standards for the relevant zone in <a href="#">Rule 6.1.5</a> , but is otherwise exempt from noise standards in <a href="#">Sub-chapter 6.1</a> . c. From 22:00 to 07:00, any such activity shall meet the rules for outdoor lighting in <a href="#">Rule 6.3.6</a> , but is otherwise exempt from <a href="#">Rule 6.3.6</a> .

### 9.2 Filming as a permanent activity

In principle, filming is permitted to take place as a permanent activity within some areas of Ōtautahi Christchurch. If you are considering filming on a semi-permanent or permanent basis from a specific site, please contact Screen CanterburyNZ, who will help to facilitate communication with Council to discuss potential constraints and consent requirements.

### 9.3 Possible triggers for Resource Consents

The following site-related issues are likely to trigger the need for a Resource Consent:

- excessive lighting
- excessive noise
- excessive earthworks
- removal of protected vegetation
- close proximity to the coast or other waterbodies
- close proximity to residential zones
- inadequate carparking capacity

- absence of a loading bay
- the amount of traffic generated
- heritage-related issues
- hours of operation
- exceeding the days for a temporary activity or other standards that apply to permitted activities.

### **Timeframe and cost implications for Resource Consent applications**

If your production will require a Resource Consent to film, Council advises that you engage a planning consultant to assist with the application. Having a pre-application meeting with relevant stakeholders is also strongly advised, as this will greatly increase the likelihood of a thorough application being lodged, and of your application being processed as efficiently as possible.

Assuming the application is complete, the Council undertakes to assess Resource Consent applications within 20 working days.

Non-notified and relatively simple Resource Consent applications typically cost \$4,000 to \$6,000 NZD. Resource Consent charges include GST and are subject to change. This cost represents the Council charges relating to the processing of a Resource Consent, and does not include charges incurred for the use of external planning consultants by applicants or the payment of development contributions (if required).

Council planners will be able to provide a more specific outline of timeframes and costs once they have become familiar with the proposal. If the Resource Consent needs to be notified, the timeframe increases significantly, to 70 or more working days, and cost can also increase significantly.

### **9.4 Resource Consent Resources:**

Associated costs, timeframes, and application for a Resource Consent can be found on the Christchurch City [Council website](#).

### **9.5 Building Consent considerations**

Christchurch City Council recognises the uniqueness of the screen production industry and its building requirements.

In order to assist the screen industry, Christchurch City Council may, at its discretion and within its statutory powers as defined in Schedule 1, Clause (2) of the Building Act 2004, exempt particular temporary film sets from requiring Building Consents.

Applications for an exemption from Building Consent will be processed by Christchurch City Council as a matter of priority in less than 10 working days, providing the engineer involved with the project submits a Producer Statement and clear drawings. We strongly encourage a meeting to occur with the Exemptions and Advice Team before making the application to ensure a smooth process.

If Christchurch City Council refuses to grant an exemption, which will generally be based on the scale and/or permanence of the building work, the applicant will be required to obtain building consent (and must not commence works until consent has been granted). Council's statutory timeframe for processing Building Consents is 20 working days.

## **Multiple temporary film sets built in a secure film studio space**

Production companies planning on building multiple temporary film sets in a secure film studio space should inform Council, so discussions can be held on how to provide an efficient service.

## **9.6 Building Consent Resources**

Associated costs, timeframes, and application for an exemption from Building Consent can be found on the [Christchurch City Council website](#).

## **Section 10: Compliance with the Ōtautahi Christchurch Screen Protocols and Screen Permit Conditions**

Full compliance with the Ōtautahi Christchurch Screen Protocols and the conditions of the film permit is expected. The Council will monitor filming activity in public places to ensure that permit holders are complying with their permit conditions. The production is expected to comply with this protocol, the conditions of the permit, and other required consents.

The production must follow all reasonable instructions of authorised Council officers or the New Zealand Police. Non-compliance with a filming permit will be managed in accordance with the conditions of the permit. Council reserves the rights to shut the production down and revoke the permit for non-compliance.

Any issues that cannot be resolved may be referred to the Regulatory Compliance Unit of the Council. Complaints about any filming activity should be made to the Council by phoning 03 941 8999 or emailing [Screen CanterburyNZ](#).

### **Compliance with relevant bylaws, policies, and rules**

When filming in a public place, production companies must comply with the relevant Christchurch City Council [bylaws, policies, strategies and plans](#), as well as national regulations. These include, but are not limited to, alcohol bans, drone usage, dog control, signage rules, smoke-free areas, and permission to conduct commercial activities or cause obstructions on public places. Production companies should discuss location and times for filming with Screen CanterburyNZ, as there may be restrictions.

Production companies planning to use signage should also make themselves aware of the [Signage Bylaw](#) in place throughout the district, and any relevant district plan rules relating to signage. Up to date information concerning council plans, policies and bylaws can be found on Christchurch City Council's website, or Screen CanterburyNZ can advise.

The Local Government Act 1974 Section 357 allows Christchurch City Council to recover all costs to damage to city assets.

### **Insurance requirements**

Those undertaking filming activity on Ōtautahi Christchurch's open spaces will require Public Liability insurance. This insurance must be for a minimum of \$2 million, for any one claim and in the aggregate. If you will be using a drone during filming, your Public Liability insurance will need to include an aviation clause, and you will need to list the pilot and aircraft details (or alternatively, the drone operator should have separate Public Liability insurance to cover their drone operation).

### **Using local businesses, supplies and products**

Productions are encouraged to use local crew, screen services, catering, and other supplies. Screen CanterburyNZ is available to assist with recommendations and contacts for local crew and screen business suppliers.

## Frequently Asked Questions

### ***How do I get a permit to film?***

Visit the [Christchurch City Council website](#), where you can complete the online application form.

### ***How long does it take to receive a permit?***

Most film shoots don't require a permit to film. If a permit is required, it can be approved within 3-5 working days after Council receives all of the information. The processing time will depend on the location and complexity of the shoot; major impact filming can take significantly longer due to increased consultation timeframes.

### ***What is public open space?***

Any road, berm, footpath, square, park/reserve, or beach.

### ***What is Screen CanterburyNZ?***

Screen CanterburyNZ is a division of ChristchurchNZ. Christchurch NZ is a Council Controlled Organisation that looks after the tourism, events and economic development of Ōtautahi Christchurch.

Screen CanterburyNZ does not have delegated authority to issue permits to film in Ōtautahi Christchurch, but will provide advice and support for film permit applications in collaboration with Christchurch City Council.

Screen Canterbury is also an advocate for filming in Ōtautahi Christchurch and promotes the region as a filming location to the international market.

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

If your film shoot activity requires a permit to operate, then public liability insurance (to the amount of \$2M cover) will be required before a film permit can be issued. If you meet the criteria to shoot without a film permit, the Council will not require confirmation of public liability insurance. It is still good practice to have this cover in place.

### ***What happens if I am in breach of my permit conditions?***

If you are in breach of any of your permit conditions, your permit to film could be revoked - and depending on the breach, further penalties may be issued. It pays to check with Screen CanterburyNZ.

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

You will need a temporary traffic management plan and corridor access request, if your film shoot is going to alter the normal operating conditions of a footpath or road. This means if you need to block off a footpath, close a road or lane, or divert vehicular or foot traffic.

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

Fee waivers are considered on a case-by-case basis. Film permit fees are generally waived for NZ Broadcasting School students, and tourism shoots that promote the region. Film permit fee waivers for other types of shoots are considered on a case-by-case basis. Other regulatory fees and charges will still be applicable.

### ***If I'm filming on private property, who do I contact?***

If filming on private property, you will need to advise Screen CanterburyNZ of your activity.

Screen CanterburyNZ will assist you through any regulatory requirements to ensure a smooth and consistent process.

***How do I know who the landowner is?***

Screen CanterburyNZ is your first point of contact; they will advise which authority is the landowner and which permissions you will require, and they'll provide you with the landowner's contact information (if this is publicly available).

***What happens if I film without a permit?***

Unpermitted filming is against the Christchurch City Council bylaws for public open space. If a production is filming without a permit, the shoot will be shut down. The production could be requested to vacate the area, and/or charged a location fee after the shoot takes place (which your insurance may not cover). Productions can also be blacklisted from future filming in public space.

***Why do I have to engage with authorities about filming activity?***

Filming can impact the day-to-day activities of businesses and residents. Because public open space is for everyone, we need to ensure that you have advised and/or consulted with the people who may be affected. It is in the interests of all parties that businesses and residents are treated with respect, in order to ensure that filming in public spaces remains sustainable.

***What if my shoot involves animals?***

Production companies wishing to film animals in public places need to be aware of the relevant bylaws. For example, filming a dog off-leash in some areas will require an application for dispensation. More information on Animal Management bylaws can be found on the [Council website](#).

***How do I pay for my filming?***

You will receive an electronic invoice which can be paid via bank transfer, cheque or in person at Christchurch City Council service centres. You will be notified if payment is to be made elsewhere.

***Can I remove street furniture for my shoot?***

The removal of street furniture, including moving signs and adjusting street lighting, is permissible on a case-by-case basis via a traffic management plan (TMP) and corridor access request (CAR). Any arrangement for this work must be made through Christchurch City Council and all costs, including damage or reinstatement costs, have to be met by the production company.

***How come someone else filmed here, but I can't?***

Shoots are assessed on a case-by-case basis, and Ōtautahi Christchurch is a living, breathing, changing environment. Many factors come into play when assessing the feasibility of a location; these include impact, time of day, day of the week, frequency of other activities in the area, and civil works.

***If I'm filming on private property, do I need to tell Screen CanterburyNZ?***

Screen CanterburyNZ wants to hear from you regardless of where your filming is taking place in the region. As an advocate for the local screen industry, we need to ensure that impacts on communities are managed appropriately.

***What if my shoot involves stunts, firearms or special effects?***

You are likely to be subject to additional levels of scrutiny, and you will need to advise the local Police about your activity. This will need to be clearly outlined in your filming permit.

***What are the boundaries of the Ōtautahi Christchurch District?***

View the Ōtautahi Christchurch district map [here](#).

## Glossary

### Filming

The act or period of photographing moving images, be it digitally, on tape, or on film stock, for broadcast on television, in movie theatres or for internal corporate, educational or private use

### Film permit/permit

Permission to carry out filming activity within the Ōtautahi Christchurch District. Film permits are subject to conditions.

### Temporary traffic management plan (TTMP)

A TTMP is a plan for managing temporary changes to traffic flows.

### Council-controlled organisation (CCO)

A CCO is a company or organisation in which one or more local authorities control 50 percent or more of the directors (or trustees) of the company or organisation.

### Corridor access request (CAR)

If planning to carry out any work or activity that affects the operation of the road, footpath or berm, a corridor access request must be submitted via a Worksite application before starting. This ensures all work is done safely and complies with national regulations.

### City Centre

This term refers to the city centre of Ōtautahi Christchurch (also sometimes referred to as the Central City, CBD, Central Business District and Central Area). This is the area that falls within the urban motorway system and the harbour edge.

### Bylaw

A rule or regulation made by a local authority that affects the public, orders something to be done or, in some cases, orders something not to be done.

### District plans and regional plans

Legal documents that help Council manage Ōtautahi Christchurch's natural and physical resources, through specific development and activity rules. District Plans apply to specific geographically bound areas within Ōtautahi Christchurch, and regional plans apply regionwide.

### Resource Consent

Council permission to carry out an activity that is restricted or controlled by the rules set out in the district plan. Resource Consents are subject to approval and to conditions.

### Essential vehicles

Vehicles used for the purpose of the filming activity (rather than just used for transport), such as lighting, camera, generator, and department trucks or other vehicles.

**Recce**

'Recce' is a military term borrowed by the film industry to mean a pre-filming visit to a location, to assess the suitability of the location in terms of logistical and technical issues.

**Location Assistants**

Assistant to the Location Manager, hired to be on-set at all times before, during and after the filming activity takes place. Location assistants are there to liaise with the public, direct the crew where to park and set-up, and ultimately to make sure the crew and cast are making a minimal impact on the location.