

# FILM FRIENDLY POLICY 2019

## **Policy purpose and scope**

The New Zealand Local Government Filming Protocol (also known as the Film Friendly Protocol) states that local councils should:

- provide a supportive environment for the screen production industry;
- take steps to adopt the principles of the Film Friendly Protocol;
- communicate and cooperate with Regional Film Offices and New Zealand Film Commission where applicable; and
- agree to develop best practice film friendly processes, including the adoption of a film friendly policy.

This Film Friendly Policy details the relationship between Kapiti Coast District Council (Council) and Screen Wellington to deliver on the Film Friendly Protocol in coordination with similar efforts being made by other local councils in the Wellington Region. An attached Memorandum of Understanding (Appendix 1) outlines the responsibilities and levels of co-operation that will be provided by the Council and Screen Wellington to develop this joint approach.

## **Policy objective**

The objective of the Kapiti Coast District Council Film Friendly Policy is to support the Kāpiti Coast District and Wellington Region film industry by adopting and implementing the Film Friendly Protocol and working cohesively with the rest of the region to achieve desired outcomes for all.

This Policy:

- provides the foundation to promote and encourage a supportive environment for the local film industry;
- strengthens the relationship with Screen Wellington and establishes best practice film friendly processes;
- identifies the Council's film liaison contact;
- provides guidance to potential production companies on Council's processes;
- seeks to ensure that film practices protect, and have regard for, historic and cultural sites of significance to tāngata whenua; and
- outlines the Council's expectations with regard to film production companies wanting to film in the Kāpiti Coast District.

### **Policy validation**

The Kapiti Coast District Council Film Friendly Policy 2019 was approved at a meeting of the Kapiti Coast District Council Strategy and Policy Committee on 5 September 2019.

### **Outcomes**

Implementation of this Policy will:

- coordinate the Kāpiti Coast District’s film friendly activities with the rest of the region;
- promote, facilitate, and assist the work of the film industry within the Kāpiti Coast District;
- increase the number of film production companies choosing the Kāpiti Coast District as a preferred location;
- enhance the reputation and profile of the Kāpiti Coast District by offering an efficient service to film production companies;
- deliver on outcomes consistent with the Kapiti Coast District Council’s Strategy for Supporting the Arts and Economic Development Strategy;
- promote local business, facilities, and services to inbound production companies where possible; and
- raise the profile of the Kāpiti Coast District’s unique village and coastal atmosphere and diversity of open space for filming opportunities.

### **Strategies**

These outcomes will be achieved by:

- cooperating with Screen Wellington to streamline the functional permit process;
- appointing a film liaison function within Council’s Economic Development Team to coordinate the approval of permit applications and respond to enquiries relating to filming activities in the Kāpiti Coast District;
- developing and maintaining administrative systems and processes to efficiently manage service requests from the film industry;
- promoting the Kāpiti Coast District as a film friendly location through advocacy from Screen Wellington and Council;
- proactively managing filming activities to maximise opportunities for local business and the general promotion of the Kāpiti Coast District nationally and internationally; and
- clarifying the Council’s requirements and expectations with regard to film production company activities to avoid any conflicts of interest or adverse impacts on the community and environment.

### **Filming permits: consent and approval process**

To be consistent with the rest of the region and ensure Council is responsive to the short lead times often required by location filming, the Council has appointed Screen Wellington as its inaugural permit processing body.

Requests to film in the Kāpiti Coast District must be made to the Screen Wellington Office who provide a free service to complete location and permit application forms for the Council. Screen Wellington will then coordinate with the Council's Economic Development Team so that approval can be obtained from the appropriate Council department(s).

Before any permit or consent can be approved:

- application forms must be sighted and signed off by the appropriate Council department(s);
- any additional information, conditions, or fees requested or imposed by the relevant Council department must be disclosed, strictly adhered to, and paid in full;
- the Council is satisfied that the production company has a sufficient health and safety plan developed in accordance with the Health and Safety at Work Act 2015 and has completed a risk assessment for the film location(s); and
- the Council is satisfied that the production company has sufficient Public Liability Insurance for the planned filming activity.

### **Filming with drones**

The New Zealand Civil Aviation Authority (CAA) introduced new rules on 1 August 2015 for the operation of drones, also known as UAVs (unmanned aerial vehicles), RPASs (remotely piloted aircraft systems), and unmanned aircraft.

If you are planning to use a drone in your screen production, there are some additional requirements. Before a permit or consent can be approved, the Council must be satisfied that the production company has:

- a production plan that will ensure adherence to the CAA rules – Part 101 for drones under 25kg, and Part 102 for drones over 25kg;
- evidence of CAA certification, as required;
- clauses within the health and safety plan that include practicable steps to minimise hazards to people, property, and other aircraft; and plans for the safe retrieval of the drone in the event of a loss of signal or an emergency landing;
- an aviation clause in the Public Liability Insurance, as required;
- permission from Kapiti Coast Airport for the operation of any drones within 4km of the airport; and
- permission from property owners (i.e. private persons, Council, or other Government agencies) as required.

### **Coordination of Council departments**

Filming activity impacts on many Council departments so the Economic Development Team will coordinate the processing of Screen Wellington's permit applications across the relevant Council departments. Liaising between all of these departments to support filming activity is essential for the provision of an efficient, effective service, and this will help to develop and maintain excellent relationships between the film industry and Council.

### **Coordination with local residents, special interest groups, and businesses**

Filming activity can also have an impact on local residents and businesses. To ensure this relationship remains positive, the Economic Development Team will work closely with Screen Wellington to stay well informed of planned film requests in the District. The Economic Development Team will provide advice to Screen Wellington on the suitability of planned film locations and help to identify residents, businesses, or special interest groups (such as iwi, restoration groups, etc.) that should be consulted prior to filming.

The Economic Development Team will endeavour where possible to promote the use of local acting talent, facilities, and services by inbound production companies because the Economic Development Team recognises the importance of retaining and maximising creative and economic opportunities within the community.

### **Protecting significant sites**

Across the Kāpiti Coast District, there are a number of sites that are culturally significant to tāngata whenua. Pā and kāinga sites, burial grounds, middens and many other sites hold a spiritual significance for tāngata whenua, especially where kōiwi (bones) are discovered. It is important to the tāngata whenua of the Kāpiti Coast District that these sites are respected, honoured, and managed responsibly.

There are also a number of sites that are environmentally significant. Examples of such sites include Kapiti Island, the Waikanae Estuary Scientific Reserve, and the Kapiti Marine Reserve. Some of these sites are under the jurisdiction of other agencies, such as the Department of Conservation.

Requests to film in the Kāpiti Coast District must include a location form. If the proposed filming location is near any culturally or environmentally significant sites, permission will be required from iwi and/or any agencies that hold jurisdiction over the site. Council's Economic Development Team can provide guidance on how to carry out discussions with respective parties, as required.

### **Damage to Council property**

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 the filming activities, and for any damage to parks, irrigation, roads, and other Council property will be borne by the production company.

To remove all doubt about liability for damage that may have occurred to Council property prior to the location being used, the Council recommends that the production company record digital dated images of the state of the property prior to setting up their gear.

### **Acknowledgements**

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

### **Where to go for advice on filming in the Kāpiti Coast District**

Film production companies should direct any enquiries with regard to filming in the Kāpiti Coast District to:

Screen Wellington  
Level 1, 175 Victoria Street  
PO Box 10 017, Wellington 6143, New Zealand  
Tel: +64 4 382 0066, +64 22 622 9183  
Email: [screen@screenwellington.com](mailto:screen@screenwellington.com)  
<https://www.wellingtonnz.com/screen/>

### **Kapiti Coast District Council Film Liaison Office**

The Council's Film Liaison Office is administered through the Kapiti Coast District Council's Economic Development Team.

All enquiries regarding filming on the Kāpiti Coast District should be directed to the Economic Development Team at:

Kapiti Coast District Council  
175 Rimu Road  
Private Bag 60 601, Paraparaumu 5032, New Zealand  
Tel: +64 4 296 4700  
Email: [kapiti.council@kapiticoast.govt.nz](mailto:kapiti.council@kapiticoast.govt.nz)  
<https://www.kapiticoast.govt.nz/>