

Media and Entertainment Permit Application Form

Title: Mr. Mrs. Miss Ms Other:

Surname:

Name:

Company name:

Company Representative:

Postal Address:

Phone:

Mobile number:

Email Address:

Have your application details changed since your last application? Yes: No:

Production Contact Details

Production manager:

Name:

Email Address:

Mobile number:

Location Manager:

Name:

Email address:

Mobile number:

Production details

Name of production:

Production summary:

Accommodation:

Nature of activity (Please tick appropriate box)

Television drama or mini series

Documentaries, short film, children's production

Television commercial

Feature film

Student film

Music video

Preparation day

Other:

Name of Port where event is to occur

For multiple complex activities using more than one location, attach a separate document, listing each location's details, based on the format below.

Port

Location:

Date:

Wet weather alternative:

Time: Start:

Finish:

Crew call time: Start:

Finish

Description of activities/Film synopsis:

number of cast and crew:

Not all locations are suitable for road closures

Proposed road closures or stop-go traffic (include details of RTA accredited controllers. If none required, write N/A)

Details of proposed equipment and machinery (lightning, generators, dolly, etc. If none is required, write N/A):

Special effects/ Stunts: Yes No

If Yes please provide details:

Set construction: Yes No

If Yes please provide details:

Not all locations are suitable for temporary structures or marquees

Details of proposed temporary structures (marquees, sets). If none required, write N/A:

Details of special equipment (if none required, write N/A):

Catering (specify location and times (if none required, write N/A):

Parking Details

Essential production vehicles (please specify type, size, nature and registration details):

Unit base location (please provide mud map/location plan):

Parking space (specify street location, number of spaces and applicable parking restrictions, provide detail on parking plan):

The following documents must be submitted with your application:

Public Liability Insurance Certificate of Currency

Safety File

Site specific organogram

OHS Plan

Traffic Management Plan

Company Registration Documents

Signed Appointment letter/s of representatives

IDENTIFICATION PAGE

**SUBMIT PERMIT APPLICATION TO:
film.tnpa@transet.net**

Permit Application Submission date:

(A) Contract Information

Production Company Name:

Company Address:

City:

Zip/Country:

State:

Permit Contact:

Telephone:

Contact Phone:

Email:

**Location
Manager:**

Director:

Producer:

On Location Contact:

***On Location cell number (Required)**

(B) Project Details

*Project Title (Required):

*Estimated Budget (Required):

Total Local Hires:

*Estimated spend in Local City
(Required):

*Number of Hotel Nights (Required):

Cast Named members:

(C) Production Types / Fees

If your production fits two categories, indicate both. You will pay ONE fee per day (the greater of the two)

Feature Film

TV Series / Pilot

TV Commercial

Music Video

PSA / Gov Agency

Still Photography

Other (specify):

Documentary

Corporate

Web Content

Short

Student

Web Series

OFFICE USER ONLY

R1500 Still Photography

R3500 Commercial, Web, Corporate, Industrial, Short

R5000 TV Series, Movies, Pilot, Documentary, Indie

Total Days:

Total Due

(D) Production Type / Fees

<u>Type Of Vehicle</u>	<u>Qty#</u>	<u>Size / Length of EACH</u>
Production van		
Honey wagon		
Wardrobe / Set Dressing / Props		
Camera vehicle		
Grip / Electric		
Caterer vehicle		
Motor home (no pop- up motor homes allowed)		
Other(Specify)		

OFFICE USE ONLY

Port:

Total Paid:

No of Days:

Payment Date:

Billing Contact:

LOCATION PAGE

Loc #				
Day of Week	Date	Start Time	End Time	Summarized Scenes:

No. Cast and Crew on Location:

requires additional permit

Pyrotechnics

Parking request * Include map Ext. Dolly /Jib,
Intermittent Traffic Control Generator *
Simulated Violence

other special equipment List any:

OFFICE USE ONLY:

Neighbourhood Notification:

Signature Survey:

Police Services:

Conditions:

Loc#				
Day of week	Date	Start Time	End Time	Summarized Scenes

No. of Cast and Crew on Location:

- Requires additional permit
- Pyrotechnics
- Parking request * Include map Ext. Dolly /Jib, Intermittent Traffic Control Generator * Simulated Violence
- Other special Equipment List if any:

OFFICE USE ONLY:

Neighbourhood Notification:

Signature Survey:

Police Services:

Conditions:

Loc#				
Day of Week	Date	Start Time	End Time	Summarized Scenes

No. Cast and Crew on Location:

Requires additional permit

Pyrotechnics

Parking request * Include map Ext. Dolly /Jib, Intermittent Traffic Control Generator * Simulated Violence Other

special Equipment List if any:

OFFICE USE ONLY:

Neighbourhood Notification:

Signature Survey:

Police Services:

Conditions:

Provisions (Office Use Only)

May Not Control Sidewalks

Must Allow Disability Access

Camera: Handheld / Tripod only

Sidewalks Only

WHAT YOU NEED TO KNOW WHEN FILMING AT THE PORT

Environmental Code of Conduct

The following set of environmental guidelines is to be adhered to as minimum requirements during a shoot:

- Prevent damage to the natural environment.
- Prevent damage to national monuments and cultural and historic sites.
- Protect indigenous fauna and flora.
- Do not feed or interfere with wild animals.
- Prevent air, soil or water pollution during filming.
- Legally dispose of rubble from set building and other waste products.
- Prevent soil erosion.
- Provide environmental education to film crews, as required.
- Minimise wastage of resources and recycle where possible.

Filming and roads

Many shoots use roads or portions thereof as their sets. This has implications for traffic and pedestrian movement and safety. Control of traffic on public roads as a result of a shoot requires prior permission from the relevant authority as part of the permit approval process.

Intermittent closure of a road to traffic due to filming

Temporary closures of roads in the jurisdiction area of the Port of _____ are permitted only under the supervision of a Traffic Officer or municipal Police Officer, or other authorized persons.

Temporary control of traffic through stop-go traffic management

Intermittent traffic stopping is permitted for maximum intervals of three minutes, unless otherwise stated, and is to be supervised by a Traffic Officer or municipal Police Officer. The area is to be cordoned off in a manner that does not impede the free flow of traffic and/or pedestrians.

Parking management

All parking regulations must be adhered to. Production vehicles may not block driveways or other access ramps, fire hydrants or fire routes.

Parking in bays on location is limited to specified essential vehicles only, and the film company must arrange parking for all other vehicles. The use of a shuttle system to transport crew to the location is encouraged.

Road signage

Any road traffic sign may be removed only on the day of the film shoot, and a Traffic Officer must be present. As a temporary measure, the sign may be cut off at the base and welded back on immediately after the shoot is completed. All signs must be replaced in their original position, and sidewalks must be reinstated to their original condition.

Your declaration:

The Committee will not process this application without the signed acknowledgement of filming conditions.

I, (The applicant) have read and understand and accept the conditions of hire, accept that all these conditions must be complied with on the day(s) of the activity.

Signature:

Date:

OFFICE USE ONLY:

Receiving Officer:

Date:

The personal details requested on this form are being collected and will only be used for the purpose of processing your application, keeping records and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Committee may not be able to process your application. Access to this information is restricted to Committee officers and other authorised people. The committee is to be regarded as the agency that holds the information. You may make application for access to or the amendment of information held by Committee. You may also request the Committee to ban your personal information from the public register.