

48 Hours General Conditions and guidelines to cover Wellington, Hutt City, Upper Hutt, Porirua, Kapiti and the Wairarapa:

“Please use your common sense”

- Please do not impede the public at any time. It is fine to ask people to wait briefly while a shot is completed, but it is not acceptable to completely block access at any time or to abuse them if they refuse to heed your request. A polite and humble approach is best.
- If you are filming in front of a business, talk to the senior staff or owner to confirm that the business is OK with it and you do not impede customers from entering the premises.
- If you are filming strange or potentially disturbing content, please be sure that it is obvious to the public that a film shoot is going on. You may want to position team members around the filming area and don hi vis vests to create an air of professionalism.
- **If your film involves fake guns, other weapons (knives, chainsaws, etc.), screaming, simulated injuries or assault you must inform the Police. This is for the protection of yourselves and the public: call 04 381-2000 and ask for the ‘Communications Centre’ to log your activity. You will be given a number that you will need to quote when you call again to log out.**
- Filming on a road, impeding traffic or attempting to control traffic without the correct traffic management in place is illegal. Figure out another way to get the shot from the footpath. Please use common sense and if in doubt call or text Alex Britton on 022 622 9183
- If you are using “bodies” in the water or anything strange in or near the sea, be sure to contact the Wharf Police: 04 472-0150. Likewise, if you are placing people in the water make sure you have someone around who can administer CPR, and also inform your local surf life saving group.
- If you will be generating a lot of smoke or using smoke machines, please give a courtesy call to the Wellington Fire Communications Centre 04 801-0812 so they do not send out a truck, which will cost you lots of money.
- The National War Memorial is unavailable for filming.
- The Petone Wharf is unavailable for filming.
- Day Bay Wharf has limited access due to on-going construction
- No drones to be flown over roads or crowds of people without proper traffic management in place
- If flying drone, please log flight with airshare <https://www.airshare.co.nz/>

Botanic Garden ki Paekāka and Ōtari–Wilton’s Bush

- No use of drones for filming
- Stay on paths, keep out of forest/bush areas & keep off garden beds, especially where it appears there may be nothing in the garden

- There is to be no persons or equipment on any of the garden beds
- No props to be attached to any trees, buildings, heritage features or other fixed structures
- No climbing onto rocks in any of the rock gardens
- No fires or flares
- No trees to be climbed
- No vehicles to enter gardens (public parking only).
- No reserved parking
- Vehicles are not permitted to park on grassed areas
- No painting or marking of any paths, roads or surfaces
- Noise is to be kept to a reasonable level, there is no amplified music allowed
- Please be courteous to other garden users
- All rubbish must be cleared and removed from the site and the area left in a clean and tidy condition as found.
- At the Botanic Garden ki Paekāka there is no filming permitted:
 - at the Centennial Entrance
 - at the Main Founders Gates
 - inside Begonia House, on the concrete area outside or near the cafe
 - on the Treehouse Balcony
 - around the Duck Pond area
 - on the Soundshell stage
- If filming in the Discovery Garden, there is to be no filming of children
- At Ōtari -Wilton's Bush please do not block the canopy walkway
- All Council sites are smoke free areas and you must ensure that guests and participants comply with this bylaw

Bolton Street Cemetery ki Paekāka

- Memorials or graves are not to be interfered with in any way, walked/climbed over or memorial's names filmed
- There are many bulbs planted in between and around graves please be careful not to stand on any stems that may be present
- No filming is permitted inside the Bolton Street Museum or near the Bolton Street Cottage
- No use of drones for filming
- Stay on paths, keep out of forest/bush areas & keep off garden beds, especially where it appears there may be nothing in the garden
- There is to be no persons or equipment on any of the garden beds
- Please be courteous to other garden users
- No props to be attached to any trees, buildings, heritage features or other fixed structures
- No fires or flares
- No trees to be climbed
- No vehicles to enter gardens (public parking only)
- No reserved parking
- Vehicles are not permitted to park on grassed areas
- No painting or marking of any paths, roads or surfaces
- Noise is to be kept to a reasonable level, there is no amplified music allowed
- All rubbish must be cleared and removed from the site and the area left in a clean and tidy condition as found

- All Council sites are smoke free areas and you must ensure that guests and participants comply with this bylaw

Truby King Park

- The house and its surrounding area are not available for filming
- Appropriate respect to be shown on and around the Mausoleum
- Please do not climb on or attach anything to brick work.
- No entry behind any barrier fences
- No use of drones for filming
- Please be courteous to other garden users
- Stay on paths, keep out of forest/bush areas & keep off garden beds, especially where it appears there may be nothing in the garden
- There is to be no persons or equipment on any of the garden beds
- No props to be attached to any trees, buildings, heritage features or other fixed structures
- No fires or flares
- No trees to be climbed
- No vehicles to enter gardens (public parking only)
- No reserved parking
- Vehicles are not permitted to park on grassed areas
- No painting or marking of any paths, roads or surfaces
- Noise is to be kept to a reasonable level, there is no amplified music allowed
- All rubbish must be cleared and removed from the site and the area left in a clean and tidy condition as found
- All Council sites are smoke free areas and you must ensure that guests and participants comply with this bylaw

Wellington waterfront:

- No vehicles to access Wellington City Waterfront at any time.
- Appropriate respect of all other users of the area.
- Expect event activity onsite so care around this is important.
- There is to be no persons or equipment on any of the garden beds
- No props to be attached to any trees, buildings, heritage features or other fixed structures
- No fires or flares
- No trees to be climbed
- No painting or marking of any paths, roads or surfaces
- Noise is to be kept to a reasonable level.
- All rubbish must be cleared and removed from the site and the area left in a clean and tidy condition as found

Wellington Railway Station/KiwiRail information:

Because this is a private location and requires crew to have a Health and Safety briefing, if you wish to film at Wellington Railway Station – either in the commuter building, on a train or the platform you must apply (see KiwiRail application form) <http://www.kiwirail.co.nz/in-the-community/accessing-the-corridor/filming-or-photographing.html> Please note they require 10 working days' notice to process.

NZ Bus/GO Wellington information:**The usual rules apply about any shooting in or around bus stops or bus routes:**

- Please do not film passengers without their permission (including those waiting at bus stops) except in long non-identifiable shots.
- Please do not film on buses without prior written approval from Greater Wellington Regional Council/Metlink.
- Please do not impede the movement of buses and/or passengers.
- No cast or crew on the carriageway/road including the bus tunnel.

Te Papa information:

- Please can teams make themselves known to a host on arrival who inform the House Manager on the day
- Areas and items that are not permitted without exception Level 3, Level 4, Level 5, Level 6
- Level 2 and Main entrance are an option but Te Papa would need to be contacted for access as there are a few dependencies. Contact David Riley 04 381 7404
DavidR@tepapa.govt.nz

Wellington venues

The following events will be happening:

MFC event 5 March, 0600-2300, evening performance;
MFC event 6 March, 1200-2330, evening dinner;
MFC event 7 March, 0400-2330, two church services;
TSB/S6 event 6-7 March, 1000-1800, open to public, Japan Day;
Opera House open for ticket sales daily.

In and around these buildings will be busy with church services, public events and evening performances and we request that there is no access inside these venues (including the Opera House).

Greater Wellington Regional Council Land

- For GW Regional Parks and Forests, all films require a concession
<https://www.gw.govt.nz/concessions-and-permits/>
- They require at least two weeks' notice to process

Porirua City Council Parks and Recreation

- must be booked with the Council no sooner than 48 hours before the activity.
- may not occupy space or restrict access for more than 6 consecutive days;
- does not involve more than 100 people.
- does not involve vehicles outside of designated roads, car parks or crossings;
- does not adversely impact on reserve neighbours or other legitimate users of the reserve (including other activities already booked in the reserve);
- does not take place in a site of significant natural value or significant heritage.
- does not involve any modification or damage to the reserve land, vegetation or wildlife, or to any reserve values;

- does not involve the erection of signs, marquees or other structures, other than freestanding structures for the duration specified in the permission;
- does not require additional services (eg water supply or lights);
- is subject to the removal of all rubbish or other evidence of the activity having taken place;
- does not exceed the District Plan permitted activity standards for noise in the relevant zone; and
- may be subject to conditions.

If you need to check on additional locations, or you have any questions please text or ring (emails will not be checked) Alex Britton on 022 622 9183