

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

- 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.
- Any use of drones must follow the rules and guidelines of the Civil Aviation Authority, see <https://www.aviation.govt.nz/drones/>
- 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. Position team members around the filming area and don hi vis vests
- There is to be no filming of the public (in particular children) without their written consent by an adult, parent or guardian.
- Filming cannot be conducted on footpaths preventing the public from walking safely by and off the road.
- **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 Ash Flynn 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.
- If you are filming in a council facility please get permission from the venue manager prior to arrival.
- The National War Memorial is unavailable for filming.
- The Petone Wharf is unavailable for filming.
- Aotea Lagoon is unavailable for filming.

Botanic Gardens and Otari –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 especially around momentary filming
- 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 there is no filming permitted
 - o at the Centennial Entrance
 - o Main Founders Gates
 - o inside Begonia House,
 - o on the Treehouse Balcony
 - o around the Duck Pond area
- If filming in the Discovery Garden there is to be no filming of children
- At Otari-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

- 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 Chapel 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 especially around momentary filming
- 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 House and Garden

- The house and its immediate environs 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 especially around momentary 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 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:

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 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
- Please do not impede the movement of buses and/or passengers
- No cast or crew on roadways including the bus tunnel.

Kapiti Coast Parks and Reserves

Filming cannot restrict access to the parks or reserves for members of the public. Please respect our flora and fauna. No disruption of gardens, or removal of plants is allowed.

Please leave our parks and reserves as you found them.

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