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AT Metro Film & Photography Application

Please use this form to apply for approval to undertake filming and/or photography activities on the AT Metro network.

Submission Date:

1. Production Information
Production Title:
Type of Production:
<input type="checkbox"/> TVC <input type="checkbox"/> Feature Film <input type="checkbox"/> TV Programme <input type="checkbox"/> Documentary <input type="checkbox"/> Music Video <input type="checkbox"/> Short Film <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/> Reality TV <input type="checkbox"/> Photography
If Other, please describe:
Filming / photography to take place in a:
<input type="checkbox"/> Rail Facility <input type="checkbox"/> Bus Facility <input type="checkbox"/> Ferry Facility <input type="checkbox"/> On Board Vehicle (bus / train / ferry)
Location: Please state your chosen location/s:
Where will this footage be used? <input type="checkbox"/> International <input type="checkbox"/> Domestic <input type="checkbox"/> Online only <input type="checkbox"/> Other, please describe:
2. Contact Information
Production Company Name (Full, registered company name):
Office Address (Must include postcode):
Invoice Address (If different from above):



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Office Phone:	Name:	Tel:	Email:
Location Manager	Name:	Tel:	Email:
Production Manager:	Name:	Tel:	Email:
Producer:	Name:	Tel:	Email:
Director:	Name:	Tel:	Email:
Contact person on shoot days:	Name:		Mobile phone:

Public Liability Insurance:

A copy of your current Public Liability Insurance must be provided.

Location Permits:

Please fill out one application form per filming location. See Sections 3 – 11.

3. Proposed Shoot Dates and Times

Shoot dates:	Start Date:	Finish date:	
Rain/alternate dates:	Start Date:	Finish date:	
Arrival time at location:	am/pm	Departure time at location:	am/pm
Shoot start time:	am/pm	Shoot finish time:	am/pm

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4. Proposed Location Details

Location: Please attach a separate site map for each location, area of action, camera/lighting set up, etc. This must be clear and easy to understand.

Camera and lighting set up: e.g. 1 x camera on camera track on footpath and 2 x lights pointing at cast, away from oncoming vehicles.

Number of Personnel on location:
Crew:
Cast:
Extras:
Other:

Storyboard / script and background: Please provide supporting documents.

5. Equipment

Details of proposed equipment & machinery: e.g. lighting, generators, camera track, jib arm. If none required, write N/A.
You must also supply test and inspection certificates for all equipment that will be brought to site. If you cannot provide these at time of application, these documents must be provided at least 72 hours before the activity on site starts.

Details of props and set dressings: e.g. signage, prop vehicles, plants. If none, write N/A. Please note no animals are allowed except for guide dogs.

6. General

What are your location clean up arrangements: The applicant is responsible for all clean up and for returning the site to its original condition, including the removal of all signs and waste.

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Will you have amplified sound or loud noises: Please consider noise created by the activity outside the hours of 7am to 10pm. Please also provide details as to how this will be monitored and controlled on site.

Will you have flashing lights or flood lights: Please consider light created by the activity outside the hours of 7am to 10pm. Please also provide details as to how this will be monitored and controlled on site.

Customer impact: Filming that can be managed during normal business operations with minimal impact on passenger movements can be accommodated more easily. If the scale or nature of your filming requires sole access, afterhours access or special services, please provide details.

Is security required:
 Yes
 No
 If yes, please describe the reasons as to why, the number of security guards and times that they will need to be present.

7. Parking

Details of parking arrangements for technical essential vehicles: To be included on your site map. *Please note that parking is not always available at every facility. Fees may apply.*

Details of parking arrangements for non-essential vehicles: (crew/cast)

Number of vehicles:

Cars:	Vans:	Trucks:	Buses:	Other: e.g. utes/portaloos/trailers
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8. Health & Safety – Filming on RAIL

Do you require access to trains?
 Yes
 No – if No, go to Section 9

Please include any foreseeable effects on Auckland Transport and the Rail Operator (where applicable for rail) customers and staff:

A Safety Officer is required at all times. Please provide a name, along with supporting certifications.

Please provide a Safety Plan for the proposed activity? (Refer to Appendix A for template Job Safety Analysis template). Please attach a copy to this application.

Have all risks been identified and included in your Safety Plan? (Refer to Appendix B for details)
 This is required for all on board filming on trains.

9. Health & Safety – Filming on BUS or FERRY Facilities

Do you require access to buses?
 Yes
 No- if No, go to Section 10

Do you require access to ferries?
 Yes
 No- if No, go to Section 10

If Yes, we will provide you with the relevant ferry company details for you to contact directly.

Please provide a Safety Plan for the proposed activity? (Refer to Appendix A for template Job Safety Analysis template). Please attach a copy to this application.

Have all risks been identified and included in your Safety Plan? (Refer to Appendix B for details)
 This is required for all on board filming on trains.

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10. Supporting Documentation Checklist

The following documents must be submitted with your application: Please return completed application and supporting documents to the provided email address.

- Copy of Public Liability Insurance Certificate
- Location Plan / Site Map (for each location)
- Health & Safety Plan
- Job Safety Analysis/Methodology – attach in Appendix A
- Work Permit Authorisation Form – see Appendix D

Declaration:

Organisers must comply with the conditions for the use of all venues and facilities. A set of standard conditions are attached for your information. Any changes or additions to these conditions are at the discretion of the permitting Local Authority.

I, _____ (name) on behalf of _____ (production company name) accept that the information given is true and accurate.

Applicant Signature:

Date:

Applicant Contact Phone Number:

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Office Use Only	Permit #:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DECLINED
Impact: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
Comments:	

QMS Application Reviewed by:	
Signature:	Date:

Auckland Transport Health & Safety Advisor:	
Signature:	Date:

Auckland Transport Facilities Manager (where applicable):	
Signature:	Date:

Rail Operator Facilities Manager (where applicable):	
Signature:	Date:



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STANDARD CONDITIONS FOR THE USE OF AT METRO FILMING AND PHOTOGRAPHY

GENERAL

1. **Schedule Changes**

The organizer shall advise QMS NZ as soon as possible of any proposed change to the nature of the activity, which shall be subject to approval as a variation of the activity permit.

2. **Licences**

The organizer shall obtain all appropriate licences (e.g. building permits, special effects, temporary structures and marquees, etc) prior to the activity.

3. **Parking**

The organiser shall obtain any necessary parking permits prior to the activity. In addition, the organiser shall consult with QMS NZ prior to the activity in relation to any parking restrictions or parking controls for the activity.

4. **Site Plan**

The organiser shall provide to QMS NZ a plan of the site or sites including details of all equipment associated with the activity.

5. **Insurance**

The organiser shall provide proof that it holds a suitable public liability insurance policy, including details of the insurer, any relevant exclusions and the amount of insurance cover, 72 hours prior to the activity. A minimum of \$5 million NZD is required.

6. **Health and Safety**

Film crew are to comply with the Code of Practice for Safety and Health in the New Zealand Film and Video Production Industry and the Code of Practice for the Engagement of Crew as outlined in The Blue Book. Additionally, complying with the requirements of the Health and Safety at Work Act 2015

7. **Indemnity**

In consideration of the grant of approval to use Auckland Transport's facilities for the activity, the organiser shall indemnify the asset owner against all costs, losses, claims, liabilities, proceedings, damages and expenses incurred and any loss or damage suffered arising by reason of, or in connection with, the organiser's breach or non-performance of any obligations under any of these conditions.

8. **Contacts**

The organiser shall ensure that they provide prior to the activity, to QMS NZ, the name and mobile phone number of a contact person onsite on the day of activity.

9. **Electricity**

The organiser shall, where electricity is being used for an activity, utilise the services of a registered electrician to undertake this work. All electrical equipment used must be in good, safe working order.

10. **Compliance** The film permit provides the organiser with limited permission to occupy public land or facility for the purposes approved.

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11. Compliance with Directions

The organiser shall ensure that all participants comply immediately with any instructions or directions issued by Auckland Transport and its operators in the execution of their duties.

12. Access to Properties

The organiser shall ensure that access and egress for staff, and emergency vehicles are available at all times; that the public is not unduly inconvenienced, and that public and private access ways are kept clear at all times.

13. Responsibility for Equipment

The organiser shall provide, place and remove all temporary equipment and structures, associated with the activity. Removal of such equipment shall take place immediately after the activity. All equipment and structures used must be in good, safe working order.

14. Responsibility for Clean Up

The organiser shall ensure that any area associated with the activity is left in a clean and tidy condition, including surrounding streets. The removal and disposal of all rubbish shall take place immediately after the activity.

15. No Damage to Property

The organiser shall ensure that all facilities are not damaged at any time during the activity or any set up or pack down period associated with it.

16. No Fixtures

The organiser shall ensure that nothing is fixed, hung or otherwise attached to any features of Auckland Transport property without the prior consent of Auckland Transport. Any temporary structures and equipment must be declared, and liaison with and approval from both Auckland Transport's Health & Safety Advisor and Maintenance Manager obtained before commencement of shoot.

17. Documentation

The organiser shall ensure that a copy of the film permit is available at all times during the activity and any set up or pack down period associated with it.

18. Safety

It is important absolute protection is afforded to our staff, customers, visitors and the contractors when any filming works is undertaken. Preparation and planning are essential to prevent accidents. It is essential that Auckland Transport is kept fully informed of site hazards and how these shall be controlled. Therefore the organiser must conduct a specific onsite hazard identification exercise and submit the findings and a shoot safety schedule identifying any potential hazards and how they will be overcome to Auckland Transport prior to shooting.

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STREETS

19. Road Closures or Traffic Control

The organiser shall apply for any necessary road closure or traffic control authorisations in writing with adequate timeframes prior to the activity.

20. Public Transport

The organiser shall contact and consult with the Special Event Transport Service Leader, Auckland Transport with adequate timeframes prior to the activity concerning any necessary re-routing of buses or relocation of bus stops or if a Traffic Management Plan is in place which may affect public transport.

21. Traffic Management Plan

The organiser shall provide to even and film operations a traffic plan with adequate timeframes prior to the activity. The traffic plan shall include the location of all relevant structures, equipment, facilities, assembly areas, event or filming areas and other facilities, including (without limitation) signs, cones, marshals, vehicles, parking restrictions, road closure details and access for the disabled, emergency vehicles and to public transport. Auckland Council, Auckland Transport and the Police may require further details to be included in the traffic plan. Further details shall be provided as soon as practicable after any such request.

22. Traffic Control Measures

The organiser shall ensure all appropriate barricades, cones and signs are provided and placed in accordance with the Traffic Management Plan. Such barriers, cones and signs shall be removed immediately after the activity.

CHARGES AND CANCELLATIONS

23. Charges

The organiser shall pay to QMS NZ (acting as authorised sales agency for Auckland Transport) an activity fee in respect of the activity permit to which these conditions are attached.

24. Other Fees and Charges

The organiser shall be responsible for any fees or service and supply charges associated with the activity. These fees are payable in respect of any certificate, authority, approval, consent or service given or inspection made by Auckland Transport or any authority.

25. Credit Application

The applicant shall agree to all Terms and conditions of QMS NZ as part of an account application.

26. Cancellation Fee

QMS NZ will charge the organiser a cancellation fee of 20% of the total booking if cancelled within 7 days of the shoot start date and 50% within 48 hours of the shoot start date.

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SPECIAL CONDITIONS

- 27. The organiser will be advised of any special conditions associated with the nature of the activity prior to the activity taking place.
- 28. **After Hours Contacts**
Should you have any concerns or queries on the day of your activity, please contact your assigned QMS NZ representative on the contact details provided as part of your permit.

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Appendix A, B C and D for Filming on Rail ONLY

APPENDIX A – Job Safety Analysis

Please attach

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APPENDIX B –Hazard List

The following risks have been identified by Transdev and Auckland Transport as applicable to visits to operational areas controlled by Transdev Auckland and Auckland Transport.

Category	Details of Hazard	Possible Outcome	Potential Controls
Operations	Moving Trains	Personnel Struck by Train	<ul style="list-style-type: none"> Personnel must keep within the safe zone on platforms (within the yellow lines and fencing at the end of platforms) Hi-Viz vests to be worn Safety briefings on site prior to commencing activities Obey signage Obey Transdev staff instructions
Operations	Platform obstruction	Passenger slips, trips and falls	<ul style="list-style-type: none"> Visits to be undertaken off-peak if possible Hi-Viz vests to be worn Safety briefings on site prior to commencing activities Obey signage Obey Transdev staff instructions
Operations	Equipment strikes passenger	Injury to passenger	<ul style="list-style-type: none"> Visits to be undertaken off-peak if possible Hi-Viz vests to be worn Safety briefings on site prior to commencing activities Obey signage Obey Transdev staff instructions
Security	Anti-social behaviour	Personnel assaulted on train or platform	<ul style="list-style-type: none"> Additional security if deemed necessary Activities to be undertaken during the day Site visits to be undertaken in groups where possible
Safety	Slips, trips and falls	Personnel slip/trip getting on the platform	<ul style="list-style-type: none"> PPE as required Safety briefings on site prior to commencing activities Obey signage
Safety	Slips, trips and falls	Personnel slip/trip getting on the train	<ul style="list-style-type: none"> PPE as required Safety briefings on site prior to commencing activities Obey signage Be aware of the gap between train and platform

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Safety	Slips, trips and falls	Personnel slip/trip on the train	<ul style="list-style-type: none"> • PPE as required • Safety briefings on site prior to commencing activities • Obey signage • Be aware of the steps in the train
Safety	Overhead Line Equipment	Electrocution	<ul style="list-style-type: none"> • PPE as required • Be aware of the MAD (minimum approach distance) • No equipment such as sound booms to be used above head height • Safety briefings on site prior to commencing activities • Obey signage • Be aware of the gap between train and platform
Safety	Traffic	Injury to pedestrians, personnel	<ul style="list-style-type: none"> • When a footpath is partially blocked off, ensure there is enough space for pedestrians to safely walk past • Enough signage • Cones

The following risks have been identified by Auckland Transport as applicable to visits to operational areas controlled by Bus Operators.

Category	Details of Hazard	Possible Outcome	Potential Controls
Operations	Moving Buses	Personnel Struck by Bus	<ul style="list-style-type: none"> • Personnel must keep within a safe zone at bus stops (e.g. one step back from the kerb) • Hi-Viz vests to be worn as appropriate • Safety briefings on site prior to commencing activities • Obey signage • Obey Bus Operator staff instructions
Operations	Bus stop obstruction	Personnel slips, trips and falls	<ul style="list-style-type: none"> • Visits to be undertaken off-peak if possible • Hi-Viz vests to be worn as appropriate • Safety briefings on site prior to commencing activities • Obey signage • Obey Bus Operator staff instructions
Operations	Equipment strikes passenger	Injury to personnel	<ul style="list-style-type: none"> • Visits to be undertaken off-peak if possible • Hi-Viz vests to be worn as appropriate • Safety briefings on site prior to commencing activities • Obey signage • Obey Bus Operator staff instructions
Security	Anti-social behaviour	Personnel assaulted on bus or at bus stop	<ul style="list-style-type: none"> • Additional security if deemed necessary • Activities to be undertaken during the day • Site visits to be undertaken in groups where possible

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Category	Details of Hazard	Possible Outcome	Potential Controls
Safety	Slips, trips and falls	Personnel slip/trip at the bus stop	<ul style="list-style-type: none"> • PPE as required • Safety briefings on site prior to commencing activities • Obey signage
Safety	Slips, trips and falls	Personnel slip/trip getting on/off the bus	<ul style="list-style-type: none"> • PPE as required • Safety briefings on site prior to commencing activities • Obey signage • Be aware of the gap between bus and bus stop / footpath
Safety	Slips, trips and falls	Personnel slip/trip on the bus	<ul style="list-style-type: none"> • PPE as required • Safety briefings on site prior to commencing activities • Obey signage • Be aware of the steps in the bus
Safety	Traffic	Injury to pedestrians, personnel	<ul style="list-style-type: none"> • When a footpath is partially blocked off, ensure there is enough space for pedestrians to safely walk past • Enough signage • Cones

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Contractor Health & Safety Representative	Date	Signed
Auckland Transport Health & Safety Rep	Date	Signed
Auckland Transport Facilities Manager	Date	Signed

I confirm that at the completion of work on this day that the site has been left in a SAFE and TIDY condition.

Contractor's Rep	Date	Time	Signature

