

Application for Film and Photoshoots in CapeNature Reserves

I/We the undersigned (the applicant) represented by (full names)

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Apply for permission to conduct a PHOTO / FILM (Select correct one) shoot within CapeNature Managed Property. I understand that should approval be granted, this will be subject to the rules, regulations and permit conditions as set out by CapeNature and the relevant legislation.

It is understood that approval is not automatic and that my application may be denied on the basis of conflict with legislation or environmental policy & procedure, possible or likely environmental damage, conflict with other user groups or should it be deemed that the application is not in line with the ethos or image CapeNature strives to maintain.

I/We agree to comply with:

1. CapeNature Filming and Photography Policy
2. Permit Conditions
3. Standard Operational Guidelines – Filming and Photography in CapeNature Reserves
4. Site specific conditions
5. Lawful instructions issues by the Reserve Staff and Cape Nature official
6. Lawful instructions of the ECO
7. NEM: Protected Areas Act (57/2003)
8. Nature Conservation Ordinance, Ordinance 19 of 1974 (the Ordinance)
9. National Veld and Forest Fires Act (101 of 1998)
10. National Forest Act (84 of 1998)
11. Western Cape Nature Conservation Laws Amendment Act (3 of 2000)

In particular the following general conditions shall apply:

- ✓ No damage shall be permitted to any natural vegetation, environment or property.
- ✓ Animals and plants may not be harmed or disturbed in any way.
- ✓ CapeNature normal operations and visitors to the reserve may not be interrupted or disturbed.
- ✓ Only approved roads and tracks may be used. Off road driving is not allowed. Adhere to speed limits within the reserve.
- ✓ Do not block access routes and points.
- ✓ Parking is only permitted in demarcated parking areas.
- ✓ Open fires are not permitted. The use of smoke machines must be specifically requested.
- ✓ A permit shall not be issued, without proof of payment first being received by the relevant permit administrator.
- ✓ No-shoot days as a result of weather does not mean an automatic roll –over. Application for a new date and time must be made with the permit officer/administrator.
- ✓ Only approved locations may be used for filming/ photo shoots. Deviation in terms of dates or locations or major deviation of group numbers, type of shoot or requirements from CapeNature shall render the application and the permit cancelled.
- ✓ In cases where extensive site manipulation is required, CapeNature Conservation reserves the right to request an environmental impact assessment by an independent environmental consultant, the expense of which is to be carried by the production company.
- ✓ Should extensive site manipulation be required, the site being used for the shoot be extremely sensitive or the shoot parameters indicate that there will be an extensive impact on the environment, Cape Nature reserves the right to insist on more than one ECO being present for the duration of the shoot.
- ✓ The Applicant must ensure that all relevant regulations are adhered to, and that all certificates / permissions / licences are acquired for the use of all craft, vehicles and / or equipment prior to the usage of this permit. This includes, but isn't limited to, the use of remotely piloted aircraft systems (RPAS) (including drones) and all other aircraft and the relevant / applicable SA Civil Aviation Authority Acts and Regulations. This application does not absolve the permit holder from acquiring all other relevant certificates / permissions / licences.

PLEASE NOTE YOUR APPLICATION WILL ONLY BE REVIEWED IF ALL THE SECTIONS ARE COMPLETED IN FULL. SECTIONS REQUIRING A YES OR NO ANSWER MUST BE COMPLETED. LEAVING THESE SECTIONS BLANK WILL RENDER THE APPLICATION FORM INCOMPLETE AND YOUR APPLICATION WILL NOT BE REVIEWED. FAILURE TO DISCLOSE CRUCIAL INFORMATION IN THE APPLICATIONS FORM WILL ALSO RENDER THE APPLICATION AS INCOMPLETE. SHOULD IT BE DETERMINED THAT CRUCIAL INFORMATION WAS OMITTED FROM THE APPLICATION OR INFORMATION WAS PURPOSEFULLY INCORRECTLY / FALSELY COMPLETED, THIS WILL RENDER ALL PERMITS OR PERMISSIONS ISSUED IN TERMS OF THE APPLICATIONS NULL AND VOID. ALL FUTURE APPLICATIONS FROM THE APPLICANT AND THE COMPANY REPRESENTED MAY BE DENIED. SUBSEQUENT BLACKLISTING MAY BE INSTITUTED.

APPLICANT INFORMATION	
Name of Production Company	
Trading as (where applicable)	
Company Registration number	
Vat Number	
Invoice made out to	
Physical Address of Company	
Postal Address of Company	
Telephone Number	
Name and Designation of person authorised to sign the application	
Cell phone	
Email Address	
Unit/Location/Production Manager Name, Cell # & email address	
Job Name & Number	
TYPE OF PERMIT APPLIED FOR	
<ul style="list-style-type: none"> • Feature Film • TV Commercial • TV Series • Nature Documentary • Music Video • Stills/Photography • Social Media (including, but not limited to Podcasts, Youtube, Instagram, Twitter etc) • Other (please specify) 	
Storyboard/ Scene details <i>(describe the detail scenes to be shot at site(s))</i> <i>Where possible, please attach storyboard</i>	
LOCATION DETAILS (Individual applications to be submitted for each reserve)	
Reserve	
Area(s) within the reserve	
Please attach MAP , with location name(s), images & GPS coordinates of the area you wish to use	
SHOOT DATES	
	(↓↓ this is where you put your shoot dates ↓↓)
Prep Day(s)	Location 1: Location 2: Location 3:
Shoot Day(s)	Location 1: Location 2:

	Location 3:
Wrap Day(s)	Location 1: Location 2: Location 3:
Weather Day(s)	Location 1: Location 2: Location 3:
Alternative days	
ACCESS TIMES	
Time of arrival on CapeNature Reserve? <i>Where there are multiple locations on different dates, indicate times per location and date. Please include times per location for prep day(s)</i>	Location 1: Location 2: Location 3: Location 4:
What time is departure (break down completed and last person leaving)? <i>Where there are multiple locations on different dates, indicate times per location and date. Please include times per location for wrap day(s)</i>	Location 1: Location 2: Location 3: Location 4:
STAFFING	
Total number involved in shoot (excluding ECO), but including crew, cast, drivers, suppliers (catering, security, SFX), etc.	
SET CONSTRUCTION	
Please attach all relevant diagrams of set builds if there will be any construction or set building or props used. <i>NB – if yes – add maps with diagrams of construction specifications, including requirement for wet works / cement or welding (these are high risk set up)</i>	
Details of company(ies) doing construction	
Structures designed to hold people, e.g. stages, stilted platforms, large tents etc. require structural engineer certificate of approval. This must be submitted as soon as set up is completed. Will you be constructing such structures?	
EQUIPMENT	
Will you be requesting permission to bring in specialised equipment to the site(s)? <i>(please specify make & size)</i>	
Indicate how long the equipment will be on site?	
Will you use generators? <ul style="list-style-type: none"> • Type of generator • Number of generators <i>All portable generators to be on a drip tray or drip sheet</i>	
Attach emergency/precautionary plan	

SPECIAL EFFECTS	
Will you be requesting permission for any special effects during the course of the shoot?	
Indicate on map of location where special effect(s) will take place	
Nature and description of the special effect(s) <ul style="list-style-type: none"> <i>In the case smoke / snow effects please supply details on how & what chemicals/equipment will be used.</i> <i>Other types – how & what</i> <i>Safety precautions that will be in place when special effect takes place</i> 	
Indicate time of day and duration the special effects will be used and the duration of this event	
NOISE	
Will there be any noise generated during the shoot? <ul style="list-style-type: none"> Type of noise anticipated People voices Musical Instruments Equipment noise (e.g. Generators) Play back music Other (explain) 	
Duration of noise disturbance	
WASTE MANAGEMENT	
Do you have a waste management plan? <i>Attach plan to this application.</i> <i>The plan must include a chemical spill management plan.</i>	
MANNED AND UNMANNED AIRCRAFT (Helicopters, Aeroplanes, Drones, Hobby drones etc.)	
Will you be using any aircraft during the shoot?	
Type and size	
Proposed flight routes <i>Attach Map of routes and alternate routes</i>	
Take-off and landing area (must be an approved landing / launching site for helicopters/ aeroplanes)	
Staff pick up area & time? (Manned Aircraft Only)	
Commencement time of flight	
Duration of flight	
Operator Company Details	
Pilot Name and Contact Information	
VEHICLES AND VESSELS	
Motorbike / Quad bike	
Segway or similar	
Sedan Car	

Utility Vehicle (Bakkie) or Combi	
Mini Bus (12 – 22 Seater)	
Bus (22 – 40 seater)	
Bus (40 seater +)	
Truck (Code 10 / EC)	
Truck and Trailer (+)	
Number of parking bays required	
Any other (Crane,etc)	
Time frame parking bays needed for	
Parking plan indicated on map	
Will you be launching any vessels or kayaks?	
Number & Type of Vessel	
SIGNAGE / ADVERTISING	
Do you plan to erect or install any signs, banners, boards, flags etc.?	
Describe type and number to be erected (e.g. Directional/Regulatory signage / advertising banner)	
SECURITY	
Will you make use of security or car guards?	
Will they be armed? If yes, indicate with what?	
Will they require to overnight? <i>Provide details (dates, times, company name, requirements?)</i>	

Notes

1. Please include any additional information on separate pages and e-mail to locations@permitz.co.za along with your completed application form.
2. We cannot guarantee that all the details of your application will be approved and all special conditions will be added to the shooting permit.
3. Please allow 24 to 48 working hours for application process, please note that this time frame may increase during “Fire Season”.

I confirm that the above is true and correct and no relevant or significant information has been omitted from the application.

I further confirm that as the representative and applicant, I will ensure that the crew (all persons involved including contracted staff or service providers, spectators and teams) associated with the film / photo shoot will be informed of the terms / conditions and regulations set in the relevant permit and legislation associated with the undertaking of this activity.

Name & Surname: _____

Designation within Company: _____

Tel: _____

Signature: _____

Date: _____

Company Stamp