

# Filming in the Auckland Transport Road Corridor: Process and responsibilities

Since January 2024, Screen Auckland and Auckland Transport (AT) have used My Worksites for traffic related approvals. This guide outlines the process, roles and responsibilities for gaining permissions to film or park within the AT road corridor. The following information will help production teams understand the steps required by them and their traffic management providers, and how Screen Auckland and AT can support this process.

## Key requirements

Screen Auckland can only issue a Film Permit after:

- AT has approved a FilmApp Initial Activity Proposal (IAP) and
- A Traffic Management Plan (TMP) is approved via MyWorksites (if required)

Some footpath filming may not require a TMP. Speak with your Screen Auckland facilitator if you believe your activity may be exempt. Screen Auckland can work with AT for clarification.

## Roles and Responsibilities

### Screen Auckland:

- Facilitates the overall permit for a filming activity which can require approvals across many stakeholders. The IAP AT receives is for landowner approval while the MyWorksites process approves the accompanying TMP (if required).
- Submits the IAP with a MyWorksites number: AT-Wxxx (if applicable) to AT for review and approval.
- Escalates urgent requests if informed in advance. All last-minute requests are assessed case-by-case.

### Auckland Transport (AT):

- Approves TMPs and road corridor access via the MyWorksites system.
- Processes the FilmApp IAP and TMP (if required) for a Film Permit to be issued by Screen Auckland. An approval will be granted on receipt and review of both documents. AT will ensure the information it is approving is consistent.
  - TMP amendments\* will be raised directly with the traffic management provider via MyWorksites.  
*\*Note: Amendment requests will come through MyWorksites as a decline and the traffic management provider will manage the resubmission process.*
  - AT will notify Screen Auckland via FilmApp with confirmation of IAP/TMP approval and include any applicable site-specific conditions such as time constraints, consultation concerns or site hazards for the Film Permit.

### Location managers:

- TMP and FilmApp applications:
  - Must engage a traffic management company to design, submit and implement a traffic management plan on their behalf. Ensure [kiaora@screenauckland.com](mailto:kiaora@screenauckland.com) is added as an “affected party” in the MyWorksites submission for visibility.
  - Are expected to discuss production plans with the traffic management provider to inform the TMP design, including risk assessment when using New Zealand Guide to Temporary Traffic Management (NZGTTM).
  - Submit the film permit application via FilmApp with a MyWorksites number (AT-Wxxx). Ensure this has been reviewed before submission and that the times applied for in the permit are consistent with the TMP.

- A film permit application timeframe must include the full TMP work window from the first cone down to the last cone off.
- Must communicate any date changes directly to the traffic management provider and Screen Auckland. If applicable, they must update the application to reflect TMP changes.
- When cancelling a parking resolution, the location manager is to ensure the traffic management provider notifies AT at least 10 business days prior to resolution start date. Late cancellation charges may apply for notifications made within 10 business days.
- Work clashes:
  - Ensure all existing worksite clashes have been contacted and resolved.
  - The location manager can delegate this to the traffic management provider to complete. Screen Auckland and Auckland Transport do not check work clashes.
  - An application may be declined or require modifications if work clashes cannot be resolved.
- Complaints and consultation
  - The location manager must complete consultation and notification to affected residents and businesses. This includes (but is not limited to) the affected business associations, existing works, nearby residents and businesses and any other entity that will be disrupted by the filming activity.
  - The location manager must ensure all concerns are addressed as best as possible as they arise.
  - For large scale productions affecting public transport, costs for bus diversions may be passed on to the production such as AT ambassadors for wayfinding and alternate shuttle services. These will be discussed during the application process.

#### **Traffic management provider:**

- Submit a TMP via MyWorksites that has been reviewed by the client and ensure [kiaora@screenauckland.com](mailto:kiaora@screenauckland.com) has been added as an “affected party” in the MyWorksites submission for visibility.
- Advise the production of the AT-W number.
- Communicate directly with AT via MyWorksites for any amendments\* that may be required to gain approvals, including work clashes.
- \*Note: Amendment requests will come through MyWorksites as a decline and need to be resubmitted for re-review.*
- Advise AT of any changes or amendments from the location manager via MyWorksites.
- Notify AT 10 business days prior to parking resolution start date if it is cancelled. Late cancellation charges may apply for notifications made within 10 business days.

#### **Film Parking Permits**

- Managed by AT directly. Apply via the AT website <https://at.govt.nz/driving-and-parking/parking-permits/filming-permits> and cc [kiaora@screenauckland.com](mailto:kiaora@screenauckland.com).
- Film Parking Permits are designed to reserve legal parking spaces for essential vehicles. If the vehicles are unable to fit in legal parking places (e.g., production trucks which may take up half the width of the road/a full lane) then a TMP is required.
- Film Parking Permits should not be used to reserve spaces for anything other than parking vehicles – not an area to set up ezi-ups, lunch tables etc., which will require a Film Permit and TMP.
- Film Parking Permits are for on-street parking only. Parking within a reserve needs to be permitted via Screen Auckland, which has the delegation to issue permits on behalf of the landowner, Auckland Council. Screen Auckland will then notify AT parking enforcement area managers.
- Transitioning to e-permits is underway – further updates will follow.