

FILM PERMIT APPLICATION CHECKLIST 2026

Getting started/Location feasibility

- ☐ **Familiarise** yourself with the Screen Auckland Protocol
- ☐ **Physically visit** the location
 - Assess** what type of location it is (use GeoMaps to help guide you)
 - Is the location **public or private**?
 - Is the location a **hireable venue space**?
 - Contact a Screen Auckland film facilitator for early feasibility
- ☐ **Estimate your impact tier** using the Screen Auckland Protocol Impact Table

Application information

- ☐ **Dates**, including contingency dates
- ☐ **Location details** (location name, address, out of hours and access requirements)
- ☐ **Production details** (address, contact details, etc.)
- ☐ **Shoot details** (synopsis, equipment, crew numbers, etc.)
- ☐ **Special requests** (traffic management, special effects details, set dressing, etc.)
- ☐ **Tech vehicles and parking requirements**

Mandatory supporting documents

- ☐ **Detailed sitemap**
- ☐ **Site-specific health & safety risk assessment** (job safety analysis (JSA))

Situational supporting documents *(requirements depend on impact tier and shoot specifics)*

- ☐ **Public Liability insurance***
- ☐ **Letter drop****
- ☐ **Consultation Survey**
- ☐ **Aviation Insurance**
- ☐ **Part 102 Unmanned Aircraft Operator Certificate**
- ☐ **Operational Competency Assessment**
- ☐ **Traffic Management Plan**
- ☐ **SPFX Methodology**

*Insurance requirements vary by impact tier: Ultra Low – not usually required; Low – minimum \$2 million; Medium, High and Major – minimum \$5 million.

**Ultra-low and low-impact activities do not need to letter-drop the local area. However, it's expected that in-person notification to any tenants, residents, or businesses occurs if filming takes place outside their premises.