



FILMING REQUEST FORM

Thank you for your request to film at Victoria University of Wellington.

Please provide the information below and return the form to your primary University contact.

YOUR DETAILS

Name:

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Organisation:

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Email:

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Phone number:

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FILMING REQUEST

Please provide a brief overview of what the project involves and what the intended purpose of the filming is:

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Who will be filmed?

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Number of crew members:

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Intended location/s:

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Intended time and date of filming:

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Is filming weather dependant? If so, what is an alternative filming day?

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What tools/equipment will be used, and do they require power? This includes cameras, lighting, ladders, extension cords, vehicles.

Will you be constructing a set? What does this set involve, and are there any props?

What sort of lighting will be used? What is the power source/supply for the lighting?

Are there any cables and leads? If so, will you ensure these are not a trip hazard for the crew and anyone else in the vicinity?

Will egresses be compromised? (Normal and emergency egresses.)

Will there be noise?

Will filming interfere in any way with the usual processes of the University?

Please be aware that any incidents, injuries or near misses as a result of the filming activity on campus must be reported. You will be provided with Victoria's emergency numbers, emergency evacuation procedures, and filming guidelines before filming commences. These should be distributed to everyone involved in the filming process.

PLEASE CONTACT:

Heritage New Zealand Pouhere Taonga Property Lead, Old Government Buildings: Caroline Ritson

Phone: 027 226 7527

Email: critson@heritage.org.nz