

CITY OF CAPE TOWN FILM PERMIT OFFICE

FILMING GUIDELINES – – DARLING STREET PRECINCT

Delimitation

The Precinct is the area bounded by:

- Darling Street – between Adderley and Corporation
- Bureau/Spin/Mostert Streets – Adderley and Corporation
- Adderley Street between Darling and Bureau Street
- Corporation Street - Mostert and Darling Street

SPECIAL CONDITIONS

- Production Companies to inform churches and hotels in the precinct of proposed shoots and parking arrangements to accommodate church-goers prior to the shoot.
- Film-related activity on Sundays and other religious days must take cognizance of Church Services, and other church functions/activities, especially morning prayers.
- Parking arrangements are to be clearly communicated by way of signs and security officials on shoot day.
- Production Companies are to take cognizance of the residential component in the precinct and limit the noise generated by the film-related activity – including during set-up and wrap times.

1. HOURS OF FILMING

- 1.1. Filming shall only take place, in the Darling Street Precinct between 06:00 – 22:00 on weekdays (Monday – Friday). This includes the time required for the arrival and departure of cast and crew and the setting up and dismantling of sets and equipment, including catering.
- 1.2. Any activity taking place outside of these hours or on Public holidays and weekends (with the exception of 3.3 below) must timeously (minimum of 3 working days) be arranged through the City of Cape Town's Film Permit office (In consultation with Old Mutual Heights Body Corporate) who retains the right to deny such requests or to add further stipulations to the existing permit rules.
- 1.3. Filming on weekends will only be permitted under strict guidance from the CoCT Film Permit Office in consultation with the Old Mutual Heights Body Corporate.

2. NUMBER OF FILM SHOTS PERMITTED

- 2.1. The number of shoots in the precinct will be monitored by the CTFPO. The CTFPO reserves the right to limit the number of shoots based on the cumulative impact of film activity in the precinct over any period.
- 2.2. The CTFPO will engage with industry representatives, residents associations and other interested and affected parties prior to any decision on any moratorium on filming in the precinct.
- 2.3. The film Industry will be timeously informed should such limitation be necessary.

3. GENERAL

- 3.1. Film companies must be in possession of a current and valid permit at all times and must abide by its conditions.
- 3.2. For the purposes of filming (including scouting, establishing of film sites, pre-production, building of temporary structures, set building and all clearing up, wrap or any other activity) the

infrastructure and areas amenities under the jurisdiction of the City are used entirely at the production company's own risk and the City shall not be liable for any claims, accidents, injuries or loss that may arise as a result of the use thereof.

- 3.3. All applicable Instructions, permit rules, legislation, by-laws, and guidelines shall be complied with.
- 3.4. Access by emergency vehicles (Fire & Rescue, Ambulance, SAPS, Metro Police, Disaster Management) may not be interfered with under any circumstances.
- 3.5. It is agreed that A Film Unit Liaison Officer is to be on set for any filming activity in the Darling Street Precinct.
- 3.6. Under no circumstances is any form of "inconvenience" remuneration to be negotiated into for filming on Municipal Property.
- 3.7. The Body Corporate will be given timeous notice (one week) of all intended filming activity.
- 3.8. The production company will undertake to print all letters for the purpose of informing residents within residential buildings and deliver to the Building manager in charge for distribution to residents.

4. GENERATORS

- 4.1. Only blimped (quiet) generators are permitted.
- 4.2. Portable generators are to have potable catch receptacles for leaks and / or when filming takes place.
- 4.3. Generators are to be parked / placed as not to disturb or cause a nuisance to residents / visitors / business owners to the area. This is not only applicable to noise, but also to exhaust fumes.
- 4.4. The positioning of the generators must be so as not to compromise Emergency Services Access to and safe Evacuation / Egress from and must not obstruct fire hydrants or Emergency water supplies.

5. NOISE

- 5.1. Noise generating activities are regulated by the Noise Control Regulations, PN 627/1998.
- 5.2. In terms of these regulations, no person may produce or cause a "disturbing noise" or carry out activities (including but not limited to the discharge of explosives, firearm or similar device) which may cause a "noise nuisance" as defined, without the permission of the local Authority concerned
- 5.3. In this regard, applications for exemption from the noise control Regulations must be made in writing to the Director City Health, on the prescribed application form, at least seven (7) days prior to the event.
- 5.4. All conditions and requirements stipulated in the noise exemption must be adhered to at all times. Failure to do so could result in the exemption being withdrawn and rendering the applicant liable for prosecution.

6. SMOKE MACHINES

- 6.1. Only non – toxic, non pollutant smoke machines are permissible.
- 6.2. The CTFPO is to inform the relevant bodies (City, Fire, SANParks) where excessive smoke is to be generated on set, especially during the fire season as "false alarms" can impede on the Fire Services in the performance of their function.

7. TRAFFIC

- 7.1. All Traffic Department Approvals **MUST** be matched by ROADS & STORMWATER approvals.
- 7.2. Intermittent traffic stoppage is permitted in certain areas and each application will be handled on merit. This permission is granted on merit by the City's Metro Police Directorate and shall be

under the supervision of a traffic officer or a metro police officer as determined by the City's Metro Police Directorate.

- 7.3 Full closure of a section of the road (or part thereof) with diversion of traffic is permitted subject to whatever conditions the City's Metro Police Directorate may determine. Closure may only be actioned under the supervision of a (or more than one) officer. Only the City's Metro Police Directorate approves road closures (short or long term).
- 7.4 Residents in the surrounding vicinity of the road closure are to be informed of the shoot.
- 7.5 No parking garages (entry & exit points) to be obstructed at any time
- 7.6 Film Unit Liaison Officer to monitor access and exit of parking garages.
- 7.7 No paved sidewalks to be obstructed or occupied by vehicles.
- 7.8 Only essential (specified) vehicles (as per permit) to be parked within filming area and amount of parking bays to be utilised to be clearly identified / specified by unit / location manager.
- 7.9 Traffic official on duty will closely monitor traffic congestion at all times.

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City of Cape Town Film Permit Office

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