

**CITY OF CAPE TOWN**  
**TOURISM, EVENTS & MARKETING DEPARTMENT**  
**FILM & EVENTS PERMIT OFFICE**  
**FILMING GUIDELINES – CONSTANTIA AND CONSTANTIA HILLS**

**Delimitation of the Area**

**Constantia**

The area bordered by:

- Klaassenbosch Road
- M3
- Constantia Main Road
- Spilhaus Road
- Rhodes Drive
- Ladies Mile
- Spaanschemat River Road
- Groot and Klein Constantia
- Firgrove Road

**Constantia Hills**

The area bordered by:

- Spaanschemat River Road
- Ladies Mile
- Firgrove Road
- M3

**GENERAL**

- 1.1. Any application for film shoots in Constantia and Constantia Hills which will impact on public property e.g. roads, parks etc must be submitted to the Cape Town Film Permit Office (CTFPO) first before any other planning or interaction with residents etc is undertaken.
- 1.2. Film companies must be in possession of a current and valid permit at all times and must abide by the stipulated conditions.
- 1.3. The City of Cape Town reserves the right to, at its sole discretion or after consultation with relevant stakeholders, add or amend permit conditions, revoke a permit in its entirety as and when it deems necessary.
- 1.4. All filming for commercial related purposes impacting on public property e.g. roads, parks, etc. must have a valid permit.
- 1.5. The CTFPO will co-ordinate the relevant notifications required which will include at least the relevant Ratepayers Association and Ward Councillor.
- 1.6. The CTFPO will require the Production Company to notify affected residents in writing at least 48 hours. The CTFPO will advise on the relevant details and extent of the notification.
- 1.7. The CTFPO will require proof of the notification, the distribution area and the concurrences obtained from residents if any public or Council land is used for film-related purposes.
- 1.8. The CTFPO will consider all applications for filming in the area and may assign a Film Unit Liaison Officer to be on set for any filming activity.
- 1.9. 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 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.
- 1.10. All applicable instructions, permit rules, legislation, by-laws, and guidelines shall be complied with.
- 1.11. Immediate access by emergency vehicles (Fire & Rescue, Ambulance, SAPS, Metro Police, Disaster Management) may not be impeded or interfered with under any circumstances.
- 1.12. Under no circumstances will any form of "inconvenience" remuneration (both in cash or in kind) be allowed.

## **2. RESPECTING THE CONSTANTIA AND CONSTANTIA HILLS GREEN BELTS AND ENVIRONMENT**

- 2.1 The greenbelts of Constantia and Constantia Hills are environmentally sensitive areas and are maintained as part of the City's Parks and Environmental Resource Management Plan.
- 2.2 Care must be taken to not disturb or damage any of the fauna and flora.
- 2.3 Due to environmental concerns, the green belts in Constantia and Constantia Hills are in the main not to be used as base camps/parking areas.
- 2.4 Parking of vehicles in greenbelts is not permitted unless there is a pathway.

## **3. HOURS OF FILMING**

- 3.1 Filming shall only take place, in Constantia and Constantia Hills between 08:00 – 21:00. ( The residential cut off IS 21h00 - which means wrap by 20h00 and out/depart by 21h00. Notwithstanding the above, should you obtain the necessary signed concurrences later times can be agreed to in consultation with affected parties) 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.
- 3.2 Any activity taking place outside of these hours or on Public Holidays and weekends must timeously be arranged (minimum of 5 working days) through the CTFPO.
  - Filming on weekends and Sundays may be permitted, with the concurrence of abutting or affected neighbours.
  - The CTFPO must be consulted first before any weekend/Sunday shoots are planned and will advise on the necessary process.

## **4. GENERATORS**

- 4.1 Only blimped (quiet) generators are permitted.
- 4.2 Portable generators are to have receptacles to prevent leaks and/or pollution of the environment when filming takes place.
- 4.3 Generators are to be parked/placed so as not to disturb or cause a nuisance to residents /visitors/businesses in the area.
- 4.4 The positioning of the generators must be so as not to compromise Emergency Services access, emergency evacuation routes 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. 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
- 5.2 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 shoot. A copy of the application or exemption certificate must accompany the application.
- 5.3 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. SPECIAL EFFECTS AND SMOKE MACHINES**

- 6.1 The CTFPO is to be informed of ALL special effects to be used during a shoot in the area.
- 6.2 The CTFPO will facilitate the interaction with all the necessary services, e.g. DRM, Fire Services, etc.
- 6.3 Only non – toxic, non pollutant smoke machines are permitted.

## **7. TRAFFIC AND PARKING**

- 7.1 The CTFPO and Traffic Services Department will advise the Film Production Company of the details of the necessary traffic management requirements for any film shoot.
- 7.2 All Traffic Department approvals MUST be matched by Roads & Stormwater approvals. The CTFPO will facilitate this interaction.
- 7.3 Subject to the logistics of the shoot location, parking is restricted to a maximum of 4 x essential/support vehicles. The CTFPO will determine the maximum number of vehicles.
- 7.4 For medium/large or high impact shoots the CTFPO will advise on appropriate parking arrangements for essential, private vehicles, which may include base camp or off-site parking. The amount of parking bays to be utilised to be clearly specified by the unit / location manager and approved by the CTFPO.
- 7.5 Full and Intermittent traffic stoppages may be permitted in certain areas and each application will be handled on merit. This permission is granted on merit by the City's Traffic Services who will determine the the number of Traffic Officers required. All road closures (full or intermittent) shall be under the supervision of traffic officer/s or metro police officer/s as determined by the City's Traffic Services Dept.
- 7.6 The CTFPO will advise on the extent and timing of communications with affected parties with regard to road closures.
- 7.7 No driveways, parking/garage entry & exit points are to be obstructed at any time unless prior approval has been obtained.
- 7.8 Traffic officials, whether assigned to a shoot or as part of their normal duties, will closely monitor the impact of road closures, diversions, etc. and take appropriate action to prevent/ease traffic congestion.
- 7.9 Any adjustment of traffic signage and equipment can only be done with prior approval and on-site attendance and presence of a duly authorised City Official.

## **8. BASE CAMPS**

Due to the restrictions above with regard to the number of vehicles on set, a number of suitable locations for base camps / parking of private vehicles have been identified in the Constantia and Constantia Hills area. Please contact the CTFPO in this regard.

## **9. MAINTENANCE OF LOCATIONS**

- 9.1 Film Companies are to adhere to the General Applicable Conditions and Code of Conduct for Filming, as well as any other conditions specified by the CTFPO.
- 9.2 Film Companies are to ensure that all waste related to the shoot is disposed of /re-used or recycled appropriately.