

City of Cape Town

COMMERCIAL FILM AND PHOTOGRAPHIC LOCATION POLICY FOR THE FACILITATION AND REGULATION OF FILMING

D R A F T

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
EXECUTIVE SUMMARY	5
1. <u>INTRODUCTION</u>	5
The Need for a Film Location Policy	
2. <u>POSITION STATEMENT</u>	6
2.1 The Role and Responsibilities of Council	6
2.2 The Role and Responsibilities of the Film Industry	6
3. <u>SIX PILLARS ON WHICH THIS POLICY IS FOUNDED</u>	7
3.1 Facilitation	7
3.2 Regulation	7
3.3 Consultation	7
3.4 Payback	7
3.5 Competitiveness	7
3.6 Sustainability	8
4. <u>THE FILM POLICY</u>	8
4.1 APPLICABILITY OF THE POLICY	8
4.2 PERMIT PROCEDURES	9
4.2.1 The Permit-Issuing Process	10
4.2.2 Permit Process Diagram	12
4.2.3 Fees	12
4.3 REQUIREMENTS AND TIMEFRAMES	13

4.3.1	Requirements	13
4.3.1.1	Animals Used on Set	13
4.3.1.2	Access Requirements During Filming	13
4.3.1.3	Aircraft (Helicopters and fixed wing) Requirements for Use on Shoot	13
4.3.1.4	Application for Permits: Requirements	14
	Insurance	
	Indemnity	
	Refundable Damage Deposit	
	Concurrence Form	
4.3.1.5	CCTV Camera Requirements in Vicinity of a Shoot	15
4.3.1.6	Catering Requirements on Set	15
4.3.1.7	Clean-up Requirements	16
4.3.1.8	Crew Conduct Requirements on Set	16
4.3.1.9	Disruption Minimisation to Affected Residents/ Businesses	16
4.3.1.10	Environmental Requirements	16
4.3.1.11	Fauna and Flora Requirements on Set	17
4.3.1.12	Generator Requirements for Use on Set	17
4.3.1.13	Location Manager Required on Set	18
4.3.1.14	Noise Level Requirements on Set	18
4.3.1.15	Parking Requirements on Location	18
4.3.1.16	Private Property Shoot Requirements	19
4.3.1.17	Road Closure (Temporary) / Traffic Control Requirements	19
4.3.1.18	Safety Requirements on Location	20

4.3.1.19	Signage	20
4.3.1.20	Smoke Machine Requirements for Use on Set	21
4.3.1.21	Special Effects Requirements: Pyrotechnics Other Special Effects	21
4.3.2	Timeframes	22
4.3.2.1	Timeframes for Permit Application Submission	
4.3.2.2	Timeframes for Road Closure Applications	
4.4	NOTIFICATION AND CONSULTATION	22
4.4.1	Notification of Filming	
4.4.2	Consultation with Affected Residents and Businesses	
4.5	RESTRICTIONS	23
4.5.1	Times of Shooting	
4.5.2	Road Closure Restrictions	
4.5.3	Parking Restrictions	
4.5.4	Minimisation of Disruption to Residents/ Businesses	
4.6	PENALTIES, COMPENSATION AND DISPUTE RESOLUTION	24
4.6.1	Penalties	24
4.6.2	Compensation	25
4.6.3	Dispute Resolution	25

APPENDICES:

Annexure A

<i>Film Tariffs for 2002/2003</i>	
<i><u>Annexure B</u></i>	28
<i>Film Permit Process</i>	
<i><u>Annexure C</u></i>	29
<i>Code of Crew Conduct</i>	
<i><u>Annexure D</u></i>	33
<i>Location Code of Conduct</i>	

EXECUTIVE SUMMARY

The essence of filming is operationally. The essence of this film policy is therefore a focus on the operations of filming, the issues that surround these operations and the regulatory framework that guides the resolution of these issues.

The objective of the Policy is two-fold: to facilitate the development of the film industry on the one hand and to regulate the industry on the other hand. This means balancing the needs of the industry against the needs of the general public, thereby maintaining and honing Cape Town's global competitive position in the industry and ensuring its sustainability in the longer-term.

The Policy is divided into six broad sections: Applicability of the Policy, Permit-issuing Procedures, Shooting Requirements and Timeframes, Notification of and Consultation with affected parties, Restrictions on shoots (such as limitation of shoots requiring road closure or traffic control to off-peak hours) and Penalties, Compensation and Dispute Resolution.

By spelling out all the diverse requirements for film shoots and the procedures involved in obtaining a permit, this Policy seeks to make the task of filming a lot more straightforward and easier for all concerned.

1. INTRODUCTION

The Need for a Film Location Policy

In recognition of the valuable contribution of filming to the economic and cultural environment of Cape Town, the City has introduced measures to further facilitate the Council approval process for filming related activities.

These measures have included the establishment of a one-stop-shop in the Cape Town Administration in the form of the Cape Town Film Office which facilitates location permitting in Cape Town. Secondly, Council approved a unified tariff structure and the alignment of all film location activities across the Metropolitan area.

The film location activities however, have been taking place in the absence of clearly defined guidelines and by-law. There are a number of discrete by-laws relating to a number of specific filming issues which are applicable, however none of them apply to filming in a holistic manner. The film industry in the City has grown exponentially over the past few years, with Cape Town increasingly becoming an international film city. It is therefore imperative that this city follows international best practice not only in the provision of support services but also in its regulatory framework to inform and govern filming activities.

To the City, a filming proposal may represent a significant demand for resources and impact across a very broad range of service branch functions. By its nature the perspective of the City is on issues affecting its own particular geographic area and the many factors which make up the character of the localities within it. These issues are often complex and inter-related, the interests many and varied. In making decisions, the City is required to balance issues of community interest, environmental protection and economic development.

In order to ensure that the City retains its competitive position, it needs to ensure the sustainability of its film industry. The purpose of this policy is to do just that.

2. POSITION STATEMENT

2.1 The Role and Responsibilities of Council

The City of Cape Town has a number of - sometimes competing - responsibilities in relation to film locations permitting. While recognising the benefits that filming has to a community both economically and culturally, the City is accountable to its ratepayers and residents for the responsible use of public resources and the maintenance of community amenities.

This policy is intended to make transparent the approval processes and assist the City to develop a responsive and efficient consideration of film location applications. The policy will facilitate the City decision-making in response to the time-critical nature of film location applications and will encourage fair consideration of the needs of the local community and of filmmakers. The film industry in the City has grown exponentially over the past few years, with Cape Town increasingly becoming an international film city. It is therefore imperative that this city follows international best practice not only in the provision of support services but also in its regulatory framework to inform and govern filming activities. Cape Town needs to position itself as the location of choice for filming and a film policy will contribute to achieving this objective.

2.2 The Role and Responsibilities of the Film Industry

Film-making is a strange business - part commerce, part development and culture. It is risky, expensive and difficult. It involves many people with different crafts, skills and expectations, working quickly, under great pressure and looming deadlines. It is intensive and frantic while it lasts, but when it is over, it is gone without a trace.

At the heart of filming on a location is collaboration - not only collaboration amongst the crew, but just as importantly, collaboration between the filmmaker and the locals - the local residents and community, local businesses, Ward Councillors and any other local agencies which need to be involved.

An important aim of this filming policy is to encourage more and better collaboration

between filmmakers and City officials where location filming is being planned and conducted. The policy encourages the parties to talk early and talk often. It establishes a clear and agreed process for applications and approvals where each party develop an appreciation of the requirements and expectations of the other.

When implemented with goodwill and professionalism, the policy should result in informed communities, satisfied Council, and a healthy, happy and growing Cape Town film industry.

3. PILLARS ON WHICH THIS POLICY IS FOUNDED

This policy rests on **six interlocking pillars**:

3.1 Facilitation

Facilitation of film/photo shoots by the Cape Town Film Office (CTFO), through the one-stop service it renders for the issuing of permits and liaison with all the City's Service Branches in order to ensure optimal and expeditious service delivery to meet the production company's on-set requirements, and the the requirements of the Service Branches, thereby ensuring the smooth progression of shoots, in order to help make Cape Town the film-friendly destination of choice for international film makers. A measure of success of the role of the CTFO in this respect would be the magnitude of the increase in the number and size of film shoots that are drawn to the City in comparison to previous years.

3.2 Regulation

Regulation of film and photo shoots by the CTFO, in conjunction with the City's Law Enforcement, that is consistent with international best practice, ensures the efficient and effective management of film and photo shoots to assist and enable the facilitation of filming in Cape Town, as well as ensuring the protection of Council property, the environment and the rights of users.

3.3 Consultation

Consultation by the production company with all parties who are to be affected by a shoot in advance of commencement of the shoot, ensures that any difficulties that may arise are addressed in advance of the shoot. The CTFO assists the production company with any objections raised by affected parties and eases the way for the shoot to proceed without a hitch on the day of the shoot. Experience has shown that the more extensive the consultation process and the more detailed the information the affected parties are given, the more successful the shoot.

3.4 Payback

This refers to the allocation of a part of the funds generated by permit fees paid by the production companies to Council for the upgrading of the locations used for film and photographic shoots. This will benefit communities in a visible and highly tangible way, which in turn will help to enable members of those communities to be more supportive of filming. "Paying back" communities in this manner will enable them to see filming less of an imposition and more of a benefactor.

3.5 Competitiveness

As the global film industry is one of the most competitive industries on the planet, it is imperative that Cape Town retain and hone its current competitive edge. Competitiveness however, is not a short-term thing and measures have therefore to be put in place that will ensure that Cape Town remains competitive with the other film cities in the world. This policy identifies the requirements necessary to achieve this.

3.6 Sustainability

The only way to remain competitive in the longer term is to ensure the sustainability of the industry. This means having to keep both film makers and the general public happy, which in turn means balancing the needs of film makers with those of the public. Attention to these needs is one of the principal aims of this policy.

4. FILM POLICY

This film policy is divided into ***6 broad sections:***

4.1 Applicability of the Policy

4.2 Permit Procedures

4.3 Requirements and Timeframes

4.4 Notifications and Consultation

4.5 Restrictions

4.6 Penalties and Dispute Resolution

4.1 APPLICABILITY OF THE POLICY

4.1.1 Municipal Locations

The Policy applies to all commercial film and photographic shoots that take place within the municipal area of the City of Cape Town on/within the following types of

municipal locations:

- City Streets, roads, sidewalks, and road verges
 - Municipal Public Open Spaces (Green belts, detention ponds, undeveloped municipal property, including areas of environmental importance)
 - Beaches (including coastal areas)
 - Municipal Parks (regional and residential, including "kick abouts")
 - Municipal Buildings
 - Municipal Stadia
 - Municipal Nature reserves/areas
 - Municipal Sports Fields
 - Municipal Water Bodies (vleis and rivers)
 - Municipal Resorts
 - Municipal Installations (Treatment Works, Dams, Filtration Plants)
 - Leased Properties (Grand Parade)
 - Certain Shopping Malls
 - Historical Monuments
 - Any other municipal property

4.1.2 **Private Locations**

In addition to the above municipal properties, this policy is also applicable to shoots on private properties, when any such shoot impacts on municipal property (such as a street). This includes private properties in residential areas as well as businesses in business or residential areas.

4.2 **PERMIT PROCEDURES**

All commercial film and photographic productions occurring on or within municipal

property as well as on private property where there is an impact on municipal property such as a street, requires a permit. Such permits for filming, will be coordinated through and issued by the Cape Town Film Office (CTFO). All permits are issued subject to the provisions of this policy and the permit conditions that derive there from. Further conditions may be added from time to time as changing circumstances may require. The permit for a shoot on private property differs to the permit for a shoot on municipal property insofar as the former is merely a coordinating mechanism for shoots on private property, thereby giving the in-principle go-ahead for the film company to have a shoot on the property, and thereby allowing the film company to proceed to get permission from the property-owner. A permit for a shoot on municipal property by contrast, seeks to regulate all activities on that location.

4.2.1 The Permit-Issuing Process

Step 1: The Recce

This is often the first step on the road to getting a permit for a film shoot, though is usually not a requirement for photographic shoots. An on-site meeting, known as the location recce, usually with the Location Manager, determines the logistics of the location in terms of the requirements of the shoot.

Step 2: Written Permit Application

Following the recce, the film company submits their application for the required location in writing, which includes all relevant information pertaining to the planned shoot. The application needs to confirm what was agreed during the location recce and must be received by the CTFO not less than 3 days before commencement of filming.

The Applicant should contact the CTFO as far in advance as possible, even if the schedule is not complete. The Film Coordinator can advise on processes that will need to be complied with. The following information should be available on the application form for consideration:

- Name of production company and producer
- Name of facilitating company and location manager
- Type of production (eg. Feature, television commercial, television series, documentary, still shoot, etc)
- Dates and times : commencement date, length of shoot (ie. how many days/nights)
- Location/s : specific address/es with, where possible map references
- General outline of shoot - an accurate description of what is to be filmed and how it is to be achieved and number of crew/cast (and extras) involved

- Special requirements eg:

- Parking - number of vehicles
- Potential disruptions to public transport
- Obstruction to pedestrians (designated space required)
- Construction of sets requirements
- Stunts planned
- Special effects
- Aerial requirements (helicopters, etc)

If at this point there is some concern or confusion on either side it may be advisable to have further on-site meeting so that these matters may be addressed.

Step 3: Liaison with the City's Service Branches

The CTFO commences liaison with the relevant Service Branches. The contact is the Manager under whose jurisdiction the location falls, who grants (or declines) permission for use of the location for the shoot, subject to whatever conditions he/she may impose.

These conditions are then reflected in the permit. Other Service Branches may be contacted should the shoot impact on any of them and therefore require additional approval/s, such as a shoot that involves traffic control, in which case the Traffic Department will give approval and provide the necessary traffic officers.

Step 4: Quotation/Confirmation of Location Booking as per Application Request

The CTFO then issues a quotation for the shoot based on the prevailing film tariff, which includes a refundable deposit for damages. The Film Coordinator will advise in principle:

- Whether dates requested are possible
- Whether the locations specified are available on the dates requested
- Whether Applicant will need to approach and obtain approvals from other authorities (eg. Local police, provincial transport, etc). Whilst this is the applicant's responsibility, assistance may be given by the CTFO where possible
- Whether there is need for community or business consultation. Where there is high impact proposed or where residents or business areas is required to be condoned off, it will be necessary to consult and give notice to residents and/or business.

Step 5: Notification of the Ward Councillor

The CTFO informs the Ward Councillor of the upcoming shoot and briefs the Councillor of the shoot day, time and nature of the shoot, its exact location and any special effects

or stunts that are planned. Any special conditions/ requirements that the Councillor may wish to see in place, will be given effect to in the permit. The Sub-Council Chairperson will also be informed where shoot has high impact as well as civic/business associations.

Step 6: Permit Preparation

On acceptance of the quotation the CTFO prepares the permit with all special requirements as provided by the Service Branches.

Step 7: Invoice Generated

Once the production company has accepted the quote, an invoice is generated. At least part-payment must be effected prior to commencement of filming.

Step 8: Notification of Residents/Businesses of Shoot: Production Company's Letter-Drop

At least one day before the shoot the production company must drop off a letter informing all the affected parties within a radius of 250 m2 from the shoot location.

Step 9: Consultation with Affected Parties

Aside from informing affected parties, the production company is also required to *consult* with them as well. The exact extent of such an 'affected' area is taken to be a radius of 250 metres from the shoot location, or as determined by the CTFO on the basis of the requirements of a particular shoot. The production company is required to obtain the completion of the CTFO's Concurrence form by each person thus affected. As long as the greater majority of affected people concur with the filming permission, the shoot will go ahead, though the CTFO should nevertheless still attempt to address the concerns of those who do not concur.

Step 10: Receipt of Signed Concurrence Forms by CTFO

On receipt of the signed Concurrence forms from the greater majority of affected persons and proof of payment including refundable deposit (where applicable), the CTFO issues a film permit with the general conditions and specific conditions as supplied by the Serviced Branches to the film company.

Step 11: On-Set Monitoring of Shoots by CTFO Staff

CTFO staff are required to be present on set during a shoot, for part of or its entire duration, in order to ensure that the production company adheres to the permit conditions. CTFO staff must be able to be on a location within one hour to address any problems that may arise.

Step 12: Site Inspection on Conclusion of Shoot

On completion of filming the CTFO will arrange for an inspection of the location and attend to any refund of deposits as appropriate.

4.2.2 Permit Process Diagram

A graphic representation of the above process is as follows:

4.2.2.1 Fees:

Location fees for Municipal properties are charged as per the film tariffs approved by Council annually (See Annexure “B”). Included in the location fees are an administrative fee, fee for use of location and fee to contribute to a Film Fund. In addition to the location fee, companies are required to pay for all other additional services required from Council as outlined in the tariff book. These payments or proof of payments have to be effected prior to the commencement of any shoot.

4.3 REQUIREMENTS AND TIMEFRAMES**4.3.1 Requirements**

*Due to the considerable number of sub-sections within this section, they are presented in **alphabetical order** below for ease of reference.*

4.3.1.1 Animals Used on Set

The type and number of any animals used on set must be specified in your application and be reflected on your permit. All animals on set must be accompanied by a trained and suitably qualified handler. All applicable animal protection laws must be observed. The SPCA must approve the use of any animal to be used on set before the CTFO will issue a permit.

4.3.1.2 Access Requirements During Filming

The production company must ensure that normal pedestrian and vehicle access is maintained at all times other than when filming actually takes place, *unless* the CTFO has agreed the *dedicated* use of a specific area. When the film company uses dedicated space, the exact area must be specified in the permit.

No blocking of entrances to shops or buildings with vehicles or equipment is permitted, except with the express consent of the owner.

No blocking of driveways in residential areas with vehicles or equipment is permitted except with the express consent of the owner.

Emergency vehicles must be allowed *immediate* access through the location at all times.

4.3.1.3 Aircraft (Helicopters and fixed wing) Requirements for Use on shoot

- Aircraft will be permitted by special arrangement only. The production house is to ensure that the relevant permission for the use of an aircraft in an urban area is supplied by Civil Aviation of South Africa and the Disaster Management Centre of the City and indemnity forms are filed with Disaster Management by the operator of the aircraft.
- Landing is only permitted at specified landing zones (LZ's) within the City. The LZ's can be ascertained during the application process as determined by the relevant manager(s).
- Certain areas may, from time-to-time be deemed no-go areas due to environmental and social issues.
- LZ's are to have a 100m open radius between the landing site and the nearest structure.

Emergency Services and the City's Police Directorate are to be informed in advance of the intention to use an aircraft in the City. The permit approval process will facilitate this.

4.3.1.4 Application for Permits: Requirements

Filming on City (municipal) locations as well as on private locations where there is an impact on a municipal location (such as a street), requires a permit, subject to payment of the prevailing tariff as determined by Council with effect from the start of the new financial year, which is currently 1 July each year. Additional services may be hired through the CTFO and charged for by the Service Branch rendering the service at a rate determined by the relevant Branch. Payment of the prevailing tariff, either in part or in full, must be effected prior to commencement of shooting.

The following additional requirements are to accompany the film company's permit application for a shoot on municipal property:

- **Insurance**

The film production company must attach to its application for permission to film on City locations, documentary evidence of public liability insurance cover, in an amount not less than R5 million. For productions involving major stunts, special effects or pyrotechnics, a higher level of insurance may be required. Insurance is generally not required for stills

companies, although, whether insurance will be required or not will depend on the parameters of the shoot in question.

- **Indemnity**

The film company shall, prior to commencement of shooting, indemnify Council against any claims for damage, loss or injury from any party that may result from its filming activity.

- **Refundable Damage Deposit**

A minimum refundable deposit of R1 000 must be paid to the CTFO in advance of commencement of filming. A larger deposit may be required, as determined by the CTFO in conjunction with the relevant Service Branch/es. On conclusion of the shoot, the Film Coordinator and the delegated official from the relevant Service Branch/es will inspect the location in order to assess any damage to the location that may have resulted from the shoot. In the absence of damages, the deposit will be refunded. Should damage have resulted, the Film Coordinator will obtain a quotation from the relevant Service Department and forward it to the production company. If this amount is less than the amount of the deposit, the balance will be refunded to the company. Otherwise, an invoice will be generated for the shortfall. Companies may choose to leave a minimum deposit of R1 000 with the CTFO in order obviate the need for constantly having to pay a deposit every time they shoot. Deposits are always applicable to film shoots, but are not applicable to photo shoots, unless otherwise determined by the CTFO as based on the circumstances of the particular shoot. Should a private contractor repair the damage, the work will need to be of a standard as determined by Council.

- **Concurrence Form**

This form is required to be completed by the *greater majority* (taken to be not less than 80%) of all affected parties within a 250 metre radius of a *film* shoot (this is not usually a requirement for photographic shoots *unless* they are *either* of the size of a typical film shoot *or* unless road closure/ traffic control is required), and submitted to the CTFO before a permit will be issued, unless otherwise determined by the CTFO on the basis of the specific requirements of the shoot.

A location manager is required to be on set for all film shoots, but only for photographic shoots involving road closure or where a photographic shoot is of the size of a typical film shoot. The name of the location manager must be given in the permit application and must be reflected on the permit.

4.3.1.5 CCTV Camera Requirements in Vicinity of a Shoot

- Set build, vehicles, signage, persons or any other form of obstruction may not impede/obstruct the view of the City's CCTV surveillance

cameras.

- Shoots involving equipment such as bright lights and excessive smoke from smoke machines that may affect the capability of the surveillance cameras may require further restrictions to be placed on them.
- The Strategic Surveillance Unit (SSU) reserves the right to stop any filming when its Control Centre deems any equipment or person to be an obstruction or hindrance to the surveillance cameras. In the interest of public safety, the film crew would be obliged to dismantle or remove the obstruction immediately, on the instruction of the Police Officer.
- The SSU is to be informed timeously, in writing, for approval, where the possibility of any of the above obstructions or hindrance could exist.

4.3.1.6 Catering Requirements on Set

- All Caterers are to be in possession of a Certificate of Acceptability and relevant Business Licence issued by the Directorate City Health. Catering facilities must comply with the requirements of food regulations, Regulation **Governing the General Hygiene Requirements for Food Premises and the Transport of Food, R918** at all times.
- Catering facilities are to comply with the Cities Fire Services By-law (fire extinguishers etc)
- Municipal staff are not entitled to meals whilst on set. If however the production company invites staff, then only those staff members officially dedicated to that shoot or invited by the production company are permitted to such facilities.
- Suitable arrangements are to be made for the safe storage of all waste products on site. All waste generated by this function is to be removed from site and disposed of in an authorised manner (not placed in municipal waste receptacles). In this regard, adequate provision must be made for the disposal of all medical and other hazardous waste generated on-site. Details of mechanisms of disposal are to be provided.

4.3.1.7 Clean-up Requirements

Production crews are required to clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition. Materials and debris are not to be washed into catch basins. All litter is to be removed from site and disposed of in an authorised manner.

4.3.1.8 Crew Conduct Requirements on Set

It is the responsibility of the production company to ensure that their crew operate in a safe and professional manner in the course of their duties and adhere to the City of Cape Town Code of Professional Conduct (Annexure B).

4.3.1.9 Disruption Minimisation to Affected Residents/ Businesses

It is the production company's responsibility to ensure that any disruption to affected parties (residents, businesses and customers) that may arise, be kept to a *reasonably* acceptable minimum. This includes ensuring that residents, owners and customers have access to the respective premises and ensure pedestrian and vehicular access to adjacent properties. Every effort should be made to ensure that people displaying legitimate credentials such as disabled parking discs are accommodated in recognition of their personal safety.

4.3.1.10 Environmental Requirements

For environmentally sensitive locations, one of the permit conditions shall be that the production company hires an Environmental Control Officer (ECO) for the duration of the shoot, at the production company's account. Council's Environmental Division/Units shall guide the CTFO as to which locations are environmentally sensitive and will therefore require one or more ECOs.

ECO's are to be suitably qualified and trained (see attached criteria) to perform the function of film and photographic ECO. The ECO is to be in possession of a the film permit at all times. The ECO on the completion of each day is to submit a daily log sheet detailing the days occurrences, problems that have arisen, complaints received, rules changed etc. (See attached example).

4.3.1.11 Fauna and Flora Requirements on Set

Fauna

A permit is required to import into, transport through and export out of the Western Cape Province any wild animal. In addition a permit is also required to keep **ANY** wild animal in captivity whether temporary or permanent. Permit applications are to be made to

Western Cape Nature Conservation Board on Tel: 021 483 3782.

If an animal (or more than one animal) is required for any production (photographic or film) then the production house is to ensure that they have complied with the Performing Animals Protection Act No 24 of 1935, which will be addressed via the relevant magistrate to the NSPCA or Animal Anti Cruelty League.

A management plan is required for; transport, handling keeping, feeding and medical emergencies etc. Possible conditions can be attached to the approved licence. All story boards involving animals are to be referred to the NSPCA for approval Tel 011 9073590/ Fax 011 9074013.

Note: Caution if invasive organisms are used in a shoot. Certain species of wild animals are not permitted in South Africa e.g. mallard duck.

Flora

Permission is required to trim/cut/remove/import and export etc any protected plant species under the Forest Act. The onus to prove legal possession of any flora rests with the person in possession of such species.

Certain species of flora as listed under the Conservation of Agricultural Resources Act may have different restrictions applicable to them e.g. certain species may not be permitted within South Africa, other species have restrictions on areas of distribution.

Note - caution if invasive plant species are used in the shoot. As described above, certain species of flora are not permitted in South Africa.

4.3.1.12 Generator Requirements for Use on Set

- Only blimped (quiet) generators are permitted.
- Portable generators are to have catch receptacles for leaks and/or when filling takes place.
- Generators are to be parked/placed as not to disturb or cause a nuisance to residents/visitors to the area. This is not only applicable to noise, but also exhaust fumes.
- 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 other Emergency water supplies.

4.3.1.13 Location Manager Required on Set

A location manager is required to be on set for all film shoots, but only for photographic shoots involving road closure/traffic control or where a photographic shoot is of the size of a typical film shoot. The name of the location manager must be reflected on the permit.

4.3.1.14 Noise Level Requirements on Set

It is imperative that noise generated by a production does not unduly disturb a community, whether business or residential. Should the production company for a given shoot anticipate any noise in excess of the normal noise level for a given area, the affected businesses/ residents must be informed of this in advance of the shoot.

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.

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.

Furthermore, in order to ensure a sustainable film industry, due consideration for the rights of the abutting and affected neighbours, should be exercised at all times.

4.3.1.15 Parking Requirements on Location

The production company may hire pay parking bays from the City through its Traffic Department at the applicable tariff and as coordinated by the CTFO.

Parking in pay bays on location is limited to specified essential vehicles only and the number of bays hired must be shown on the film permit. All other vehicles must find parking wherever it is available in the vicinity of the shoot.

Production vehicles must not block fire hydrants or impede any emergency response vehicles and must adhere to all requirements specified on the permit.

In residential streets production vehicles must not block driveways or other access ramps without the approval of the owner. Parking must take place in such a manner as to allow the free-flow of traffic, unless traffic officers are hired on location, in which case intermittent traffic control may pertain. Production vehicles must not block parking lot/egress ramps and accessible parking for persons with disabilities.

4.3.1.16 Private Property Shoot Requirements

The frequency of shoots on private property in residential areas is governed by the relevant provisions of the Filming By-Law.

The film company will require a permit from the CTFO if a shoot on the private location impacts in any way on municipal property, *before* seeking permission from the property owner. The film company must provide all the relevant information pertaining to the shoot, as it would normally provide when applying for municipal locations.

Even for *occasional* shoots, the film company's representative, such as the Location Manager, shall undertake to consult with all residents surrounding the filming location property within a 250 m2 radius of the film location and secure concurrence from the greater majority of residents prior to commencement of the shoot.

4.3.1.17 Road Closure (Temporary) / Traffic Control Requirements

- No interference with pedestrian or vehicular traffic is to occur unless specified on the permit. When road closure is permitted, the exact section of the road to be closed must be identified in the application (eg: Long Street from Church to Shortmarket Street) and this must be reflected in the permit.
- Production vehicles must comply with all applicable traffic regulations
- Intermittent traffic stoppage is permitted for intervals of a maximum of 3 minutes unless otherwise stated , and shall be under the supervision of a traffic officer or municipal police officer.
- All closures, including full closure of a section of road with diversion of traffic, is permitted subject to the provisions of the Road Closure Policy and may occur only under the supervision of a traffic officer or municipal police officer, or other such persons as determined by the Traffic Manager.
- Immediate access for emergency vehicles must be available at all times.
- Barricades (if any) to be erected on the street to be closed shall be placed in such a position as not to be a hazard to traffic and shall be to the satisfaction of the Traffic Manager.
- All closures are to be communicated by the CTFO to the local radio stations for announcement in order to create public awareness of the closures. For larger closures, the local press must also be informed

by the CTFO. Such notification must take place at least one day before commencement of shooting.

4.3.1.18 Safety Requirements on Location

Interior safety signs in civic buildings must not be covered (eg. fire exit signs) unless expressly agreed to by the City's Property Manager.

The 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 which may arise as a result of the use thereof.

No equipment including ropes and cables is to be positioned in such a way that it may pose a safety hazard to any member of the public. Any cables or ropes running across a location (eg: a street) must be secured with masking tape, unless the area is space dedicated for the shoot (in which case the public will not have access).

The By-law relating to community Fire Safety must be fully complied with.

4.3.1.19 Signage

- Street/Traffic Signage Requirements pertaining to the Covering / Alteration / Removal Thereof

It is the production company's responsibility to arrange with the CTFO to cover, alter, remove and/or reinstate street/traffic signage. All such costs shall be for the production company's account. Such requests should be specified in the permit application, though may be able to be arranged closer to the time of the shoot, provided that a valid reason is given which is acceptable to the CTFO.

- Production Companies' Name Signs Requirements

All signage is to comply with the outdoor and advertising signage by-law. Signs bearing the name of the production company and pointing in the direction of the location where the production is taking place, may be placed on street poles, but are expressly prohibited from being placed on traffic light poles. All such signs must be removed within one day of conclusion of the shoot, failing which, Council shall itself remove the signs at the production company's expense.

4.3.1.20 Smoke Machine Requirements for Use on Set

- Only non-toxic, non-pollutant smoke machines are permissible.

- Prior permission for the use of a smoke machine in a residential area, must be obtained from the Cape Town Film Office in collaboration with the relevant Service Branches, particularly the Health Department.
- The CTFO will inform the relevant bodies (City Fire, SANParks) when excessive smoke is to be generated on set, especially during fire season as "false alarms" can impede the Fire Services in the performance of their function.

4.3.1.21 Special Effects Requirements

- Pyrotechnics

The CTFO must be advised 4 days in advance in writing, with a letter of permission from the appropriate department of the South African Police, when the use of explosives, flammable liquids/material is planned to be used, in order for the Film Office to receive the appropriate response from the Municipality's various departments (Traffic, Fire, Roads and Disaster Management). An appropriate Police, Traffic Officer(s) or Disaster Management Officer(s) may be required to be present on set, as determined by the Service Branch in conjunction with the CTFO.

All intended discharges should be communicated in the application, for distribution of alerts to the 107 Emergency Call Center by Disaster Management and for further dissemination by 107 to the appropriate Emergency Control Centers. All costs associated with these requirements are at the expense of the applicant. All costs associated with these requirements are at the expense of the applicant. Qualified Emergency Medical Services personnel (paramedics) must be on site during the filming of dangerous situations such as special effects, stunts, and / or pyrotechnics.

If a firearm is used (discharging of blank rounds only) such permission is required from the SAPS, prior to application and approval of a permit.

Where the use of fire, excessive smoke, explosives, stunts or motor vehicle accident scenes are used by film crews, the SSU Control Center needs to be informed timeously in writing thereby eliminating the possibility of the Center informing the relevant emergency response services.

This might occur where the cameras cannot clearly view and give an indication that the incident is not real.

- Other Special Effects

The CTFO must be advised of the nature of any stunts to be performed on City locations 4 days in advance of shooting, so that the necessary approvals may be obtained from the relevant Service Branches. These details must be reflected on the permit. This will

not be necessary where stunts take place on private property as its up to the private property owner to decide whether or not to allow such activities to take place, which must fall within the ambit of all applicable laws.

4.3.2 Timeframes

4.3.2.1 Timeframes for Application Submission

Applications for permits for film shoots must be made at least 3 days before commencement of filming.

For more complex shoots a longer period may be required. For stills photography, application must be made to the CTFO for requested locations not less than 2 day in advance. Film companies should submit their applications as early as possible wherever feasible, to give the CTFO as much time as possible to process them.

Filming that involves road closures, multi-lane closures and special effects requires at least 4 days notice. The actual amount of time required will depend on the specific road/s to be closed, the size of the shoot and the extent of the closure.

4.3.2.2 Timeframes for Road Closure Applications

Applications for road closures or any form of traffic control need to made a minimum of 1 day up to a maximum of 4 days prior to commencement of shooting, depending on the size of the shoot, the particular road required for closure, the day of the week and the time of day, as well as depending on what the company needs to do in the road during the closure.

4.4 NOTIFICATION AND CONSULTATION

4.4.1 Notification of Filming

- Community/Business

The film company must notify all adjacent properties within a radius of not less than 250 m² from the film location, at least one day in advance of filming. Such notification must include details of the shoot day/s, time, duration and location of filming, special effects, sidewalk usage, road or lane closures and the times that cones will be placed on the street to restrict parking.

- Councillors

The CTFO will notify Councillors of shoots in their respective wards at least one day in

advance of the commencement of filming. Details such as the location, day and times of shooting as well as any special requirements, such as road or lane closures, sidewalk usage, special effects etc must be provided.

4.4.2 Consultation with Affected Residents and Businesses

Just as filming may be said to be about *'Location, Location, Location'*, the success of your shoot may well be said to be determined by *'Consultation, Consultation, Consultation'*. To the extent you consult with all affected parties in the vicinity of your shoot, to that extent your shoot will progress smoothly.

Aside from notification as envisaged in Section 5 above, which is applicable to *all* shoots within a radius of 250 m² from the film location, the production company must also engage in consultation with all affected residents and businesses within this radius from the shoot location, or as determined by the CTFO on the particular circumstances of a shoot.

For all shoots on roads and pavements, the medium of consultation is the CTFO's **Concurrence form** (Annexure A3), which the production company is required to have signed by the greater majority of all affected residents / businesses and delivered to the CTFO before a permit can be issued, unless otherwise determined by the CTFO.

Residents and businesses within the area affected by a film or photographic shoot should be free of any negative environmental conditions resulting from filming including, but not limited to, spill-over lighting, exhaust fumes and noise. Every effort must be made to minimise the disruptions to residents and business. It is the production company's responsibility to ensure that any disruption to affected parties (residents, businesses and customers) that may arise, be kept to a *reasonably* acceptable minimum.

Consideration for residents and businesses includes respecting their rights as citizens, as envisaged in the Code of Conduct for Crew (Annexure B) and taking all reasonable steps to do so.

4.5 RESTRICTIONS

4.5.1 Restrictions on Times of Shooting

- Peak Hours

Filming on arterials and main roads shall be restricted to off-peak hours and shall not take place during the peak hours of 6h00 to 9h00 and 15h30 to 18h00 (except with the express written agreement of all affected parties).

- After-Hours

Filming in residential areas between 22h00 and 7h00 shall not be approved, except with the written agreement of *a//*the affected residents, as per the CTFO's Concurrence form, which the film company will arrange to have signed by all affected parties and will deliver them to the CTFO prior to the issuing of the permit. The arrival time for shoots in residential areas is 6h00, unless prior agreement (as per the CTFO's Concurrence form) from all the affected residents within a 250 m2 radius of the shoot location is first obtained.

- **General**

The amount of filming in some residential areas and business districts may be limited as determined by the CTFO in consultation with the relevant Ward Councillor(s), Traffic Department and Ratepayers/Business Association(s), unless written approval of the greater majority of the affected residents in the area is obtained.

4.5.2 Road Closure Restrictions

Road closures may be restricted to evenings or to weekends or public holidays depending on the size of the shoot, the particular road to be closed and the nature of the particular shoot.

4.6 PENALTIES, COMPENSATION AND DISPUTE RESOLUTION

4.6.1 Penalties

Any person in breach of any provision of this by-law or of any of the permit conditions shall be guilty of an offence and upon conviction shall be liable to a fine in such amount as provided by the Systems Act of 2000, as amended from time to time.

The CTFO reserves the right to withdraw the permission granted at any time during a shoot should any conditions of the permit be violated, which will result in the immediate termination of the shoot.

Should the CTFO pick up problems with a shoot arising from the film company violating any of the permit conditions, the CTFO may appoint a municipal police officer, or any other suitable municipal official to be on set for the remainder of the shoot. The cost for the hire of the official will be charged at the applicable tariff rate and will be for the film company's account.

Shooting without a permit may result in the impoundment of the offending party's film/photographic equipment. Release of such equipment shall be subject to a fine determined in terms of the Systems Act of 2000, as amended from time to time, over and above any other fine(s) that may be required to be paid as envisaged above.

Notwithstanding any of the above, the CTFO may blacklist any offending party who has on two separate occasions been held liable for a fine, which shall mean that no film permits will again be issued to the blacklisted party by the CTFO and that the blacklisting will be reported to the Film Commissioner as well as to the relevant industry associations.

4.6.2 Compensation

The production company is under no obligation to provide compensation to residents/businesses for any disruption caused by the issuing of a permit unless it voluntarily agrees to do so, or otherwise has a legal obligation to do so, or where the disruption caused by filming has resulted in a demonstrable monetary loss to a business thus affected.

Should a business owner (or his/her agent) experience disruption resulting in a demonstrable loss of revenue to his/her business, he/she may seek compensation from Council through the CTFO.

Subjective, non-monetarily quantifiable demands for compensation (such as inconvenience, irritation or delay) are *not* be compensatable.

Disruption of parking as a result of a film permit is also *not* compensatable, unless otherwise agreed between the relevant parties.

4.6.3 Dispute Resolution

Attempts will be made to resolve disputes informally before a final decision on any issue is made.

However, once a final decision is made, the appeal procedure laid down by Section 62 of the Municipal Systems Act is available to any party who feels aggrieved by that decision. A fast-tracked internal administrative arrangement would need however to be “designed” to enable the “fast-tracking” of any appeal given the need speedily to resolve issues as the film-industry’s “dynamics” do not readily respond to protracted delays of any kind.

ANNEXURE A

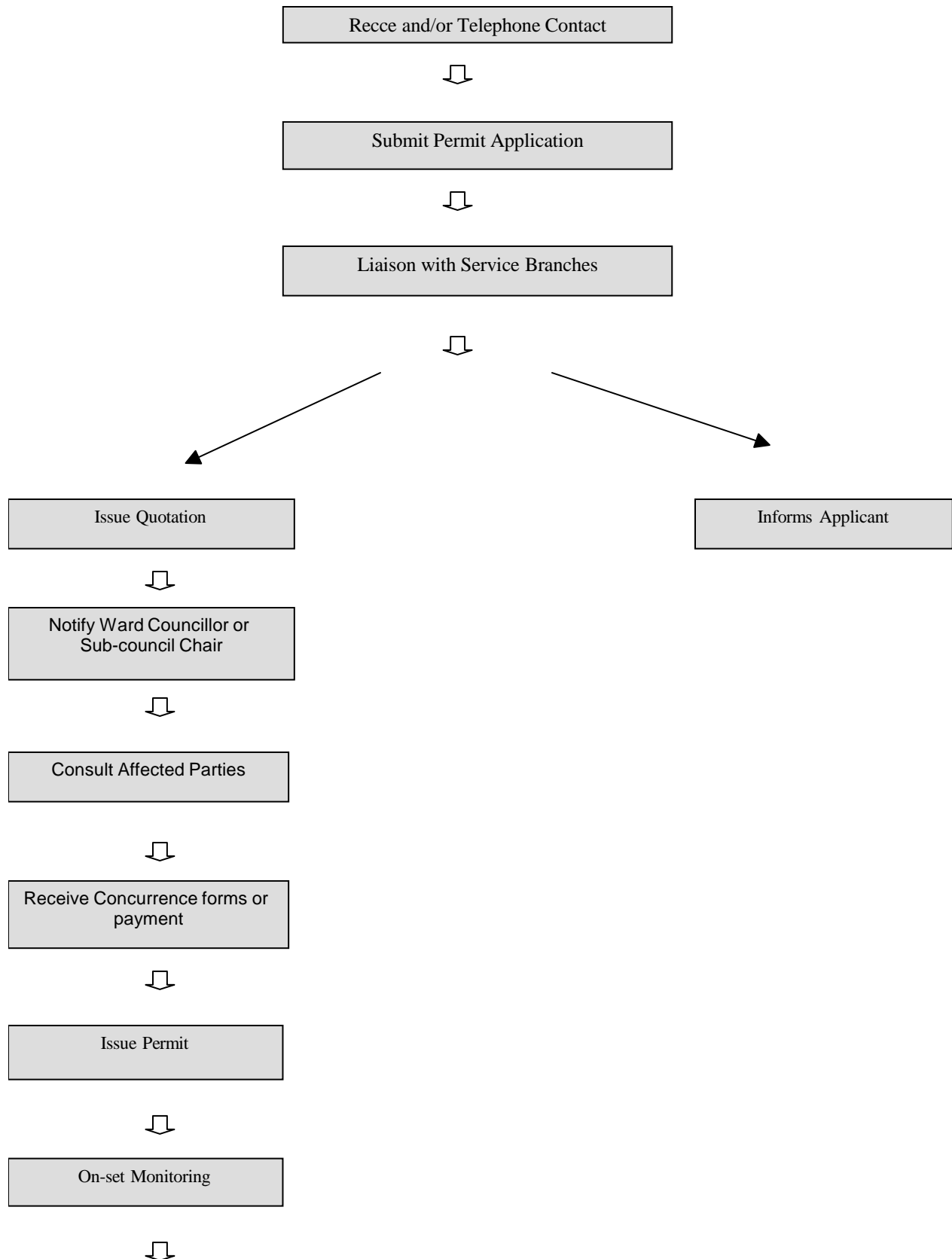
FILM TARIFFS for 2002/2003

SERVICES RENDERED	UNIT	REMARKS	2002/03
A non-refundable administration fee	per permit	Incorporated with location fee (and administration fee calculated at 25% of combined fee)	
LOCATION FEES			
Small Shoot (0 - 5 vehicles and/or 15 or less people)	per day or part thereof		540.00
Medium (6 - 15 vehicles and/or 16 to 30 people)	per day or part thereof		750.00
Large (16 - 30 vehicles and/or 31 to 60 people)	per day or part thereof		1,300.00
Very large (more than 31 vehicles and/or more than 60 people)	per day or part thereof		2,150.00
ADDITIONAL INFORMATION			
Cancellation fee			16% of location fees after permits issued or processed. 10% surcharge if permits are requested less than 15 hours before shoot.
Incentive			10% discount if application received 14 working days before shoot
Training institution, students and portfolio requirements			50% to 80% reduction on location fees (this is for non-commercial gain) authority to be delegated to Director.
Refundable Deposits			Minimum of R1 000 depending on the nature of the shoot
OTHER CHARGES			
Any staff member	per hour or part thereof		110.00

Parking bays	per day or part thereof		110.00
Area required per square metre of dedicated space	per sq metre per day or part thereof		5.00
Vehicles required off public access roads	per vehicle per day or part thereof		300.00
Animals required	per animal per day or part thereof		60.00
Helicopter landing	per landing		160.00
		10% penalty for applications made less than 15 hours before shooting commences.	
		Charges for other services to be issued by relevant departments.	

ANNEXURE B

PERMIT ISSUING PROCESS



<i>Grants Permission</i>	<i>G</i>	<i>Declines Permission</i>
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ANNEXURE C

CREW CODE OF CONDUCT

■ A CREW MEMBER represents the Company he/she is hired by, and performs as an ambassador to the Company's Clients. He/she will therefore ensure he/she is well presented in appropriate clothing and has been fully briefed by Production as to what is required, including scheduling and shoot arrangements.

The Company expects the CREW MEMBER to be a responsible professional who understand the necessity of professional behavior when representing the Company and when in the presence of its Clients, the public or any other private individuals who have given the Company access to their services and/or locations.

The Company expects the CREW MEMBER to exercise discretion and confidentiality regarding all Company, Production and Client related matters. The CREW MEMBER shall not divulge or communicate to any person or persons, or make use of any information which he or she may acquire in relation to the Company or Clients property, trade, business, marketing, production, general or personal affairs. Breach of this shall, if proved, be grounds for immediate dismissal and further action can be taken. In addition, all company manuals covering the processes and procedure and other confidential Company data/paperwork such as call sheets, scripts and storyboards must be treated in a discreet manner.

The CREW MEMBER understands that should any dispute arise whilst on a Company set, that his/her concern regarding this issue is to be brought to the immediate attention of the Company's Producer and to be handled discreetly and professionally ensuring the work in progress is not affected. The Company then undertakes to address this dispute confidentially.

Any CREW MEMBER receiving petty cash from the Company will be expected to sign an IOU and on signature of this IOU, becomes responsible for the full amount received agreeing to supply the Company with a detailed reconciliation, in a prescribed time period. The CREW MEMBER understands that all items purchased are purchased on behalf of the Company and all original receipts and goods remain the property of the Company. He/She understands too that the Company's Petty Cash Envelopes are to be used for reconciliation, no personal expenses will be accepted and that the Company cannot be held responsible for loss or theft of cash floats. The Company demands that the CREW MEMBER does not use personal cash or his/her bank account and that cash required is planned ahead and requisitioned from the Company. Where petty cash is owing to the CREW MEMBER, payment will only be made once the Company is satisfied that legitimate supporting receipts have been supplied.

These receipts are to reflect supplier name, address, contact number, VAT number and details relating to the purchase and the CREW MEMBER understands that this is particularly the case with receipts valued at over R250.

When hired by the Company, should the CREW MEMBER accept a hired vehicle for transportation of Clients and/or equipment and/or other purposes, the CREW MEMBER confirms he/she is in possession of a valid drivers license or any other license relevant, including a Professional Driving Permit, to the function he/she is hired to perform. On acceptance of the hired vehicle, the CREW MEMBER becomes responsible for this vehicle whilst in his/her possession and the Company will not be held responsible for any damage caused to the vehicle as a result of negligence or recklessness. In this case the costs of any damage or the insurance excess will be covered by the CREW MEMBER concerned.

The CREW MEMBER agrees that car hire and mileage will not be paid out of Petty Cash and nor will the hire period of a hired vehicle be extended without prior clearance from the production department.

The CREW MEMBER undertakes not to take any hired vehicle home at night unless he/she has the Company's permission and is able to provide a secure parking area. If this is not the case, alternative arrangements will be made with the Production Office. The CREW MEMBER will ensure that the hired vehicle is in working order, has the required spares, adequate petrol and oil, etc and is clean and safe to drive or to ferry equipment, crew/talent or clients.

Persons driving vehicles must be over 23 years old. Should this not be the case, it must be brought to the

Company's attention, as certain insurance limitations, including premium increases, need to be taken into account.

- Should more than one CREW MEMBER drive a hired vehicle, this is to be brought to the Company's attention. Supplier hire terms require that additional drivers are named or in the case of an accident or insurance falls away. An HOD will be responsible for ensuring additional drivers handle the vehicle responsibly.

The CREW MEMBER undertakes to transport the Company's equipment or crew/talent safely and responsibly adhering to traffic laws and speed limits and will under no circumstances drive the vehicle when under the influence of alcohol or any other prohibitive substance. Any fines received relating to the contravening of any traffic or road act are for the CREW MEMBERS expense. The CREW MEMBER understands that no vehicle holding Company or hired-in equipment is to be left unattended at any time.

The CREW MEMBER accepts that when his/her function requires that he/she is on the road during lunch hours, that he/she will receive a refreshments allowance as per the current CPA working conditions addendum.

The CREW MEMBER accepts that should he/she use his/her cellphone for Company business, the Company will not accept expenditure exceeding the current CPA working conditions addendum, whether in the form of a bill from the CREW MEMBER or a pre-paid card. Any other expenditure required is to be cleared with the production department prior to use.

The CREW MEMBER understands that he/she is responsible for any equipment or any Company goods placed in his/her care for the duration of the shoot and that a suitable explanation will be required should these goods be damaged in any way. Failing a suitable explanation being provided, the CREW MEMBER will be held responsible for the cost of the damages

The CREW MEMBER understands that the consumption of alcohol and drugs during working hours is strictly prohibited. Should the Company have reasonable grounds to believe the CREW MEMBER is under the influence of drink or prohibitive drugs, or in the possession of prohibitive drugs during working hours, or supplying prohibitive drugs, the CREW MEMBER will be immediately dismissed and action will be taken against them.

The CREW MEMBER undertakes to ensure he/she has sufficient rest to allow him/her to perform optimally and in an alert manner, particularly with reference to driving or other high risk or physically challenging work. Should the CREW MEMBER believe he is not able to perform, he is to bring this to the immediate attention of production who will address it accordingly. Furthermore, if the CREW MEMBER is aware that he/she is booked on an extended day followed by an early call on another production the following day, the Company requires him/her to make the necessary arrangements prior to the Company's shoot and to inform all parties ensuring work in progress is not compromised.

The CREW MEMBER undertakes to be punctual respecting all production or shoot arrangements and agrees to contact the production office immediately should he/she be likely to be delayed so causing hold up of work in progress.

The CREW MEMBER understands that the Company subscribes to the current CPA Working Conditions and unless otherwise advised, all terms of business will relate to these

Standard taxation and PAYE will be deducted from salaries and other items as required by the Receiver of Revenue.

ART DEPARTMENT PERSONNEL

ART DEPT PERSONNEL understand:

- That all goods purchased or commissioned (including general and special props and wardrobe) on behalf of the Company remain the property of the Company and are to be returned to the Company within a prescribed time period along with their itemised reconciliation and a detailed inventory and that this will be expected before payment is considered. They understand too that no item is to be sold off, handed to any individual, retained or disposed of and that the hiring fee of personal goods is to be negotiated with their Producer upfront or be no more than 10% of the accepted market value of the goods.
- That no Company budget is to be exceeded without prior clearance from a Company Producer and that cheques are to be drawn for any purchase exceeding R5000. Personal Bank Charges must be pre-negotiated

with the Production Company.

- That any terms of business specific to themselves, or to any supplier require clearance from a Company Producer or the Accounts Department and that the same procedure applies to special payment terms.
- That production is to be informed immediately any person is added to the art department staff contingent and that personnel hired in are to be experienced, reputable individuals who are able to add value to the department. Rates paid to these individuals will relate to their experience and be calculated according to current market rate sheets. Names of all individuals operating in the art department are to appear on Company call sheets ensuring they are accounted for and included in the Company's Personal Accident Insurance cover. Their days worked are to relate to the budget and are not to be extended without prior clearance from a Company Producer. Casual Labor may be paid out of Petty Cash but the Company requires that a receipt is signed including name, address, signature, contact number of the individual concerned. Note a maximum of R72-00 per day for casual labor is payable before PAYE is payable.
- That they are expected to ensure their props and wardrobe are covered adequately by the Company's insurance and understand that if any prop is worth more than R20 000, they will make special mention of this article, bringing it to the Company's attention.
- That the Company expects them to have the requisite tools and consumables available to the Company in order to perform their role as required by the shoot in question.
- That drivers transporting goods have a Professional Driving Permit if required by law.
- Standard taxation and PAYE will be deducted from salaries and other items as required by the Receiver of Revenue.

CHAPERONE

The CHAPERONE understands that his/her duties include:

- S Driving
- S Arrival and Departure collections/drop offs
- S On Set Client Service
- S On Set Production Assistance
- S Reasonable Personal Assistance of Clients

The CHAPERONE undertakes to be in regular, pre-planned contact with the Client ensuring all arrangements are made in advance and relate to Productions requirements and schedule. To keep abreast of arrangements, the CHAPERONE will remain in contact with the Production Office during all working hours ensuring they are aware of daily arrangements prior to the end of each day

The CHAPERONE will either receive a hired cellphone or will charge as per the current CPA working conditions addendum. The CHAPERONE shall not make his/her phone available to Clients for international calls and will ensure his/her cellphone is fully operational and charged at all times.

The CHAPERONE will ensure that he/she is knowledgeable of Cape Town or the city in which he/she is hired and is informed as to sightseeing locations, leisure ideas, hotels and restaurants and is in a position to make good recommendations and supply information about the city and South Africa. The CHAPERONE will liaise with the Company prior to making any restaurant and/or leisure recommendations, to ascertain whether the Company has any preferences, and once clear, will pre-empt bookings for the duration of the Clients stay, ensuring these are cancelled if not used so as to protect the Company's good name. He/she will also ensure he/she is fully briefed as to Client preference, hierarchy and personal needs.

The CHAPERONE will ensure he/she arrives for Client collections ahead of time and after all administrative and transport related issues have been addressed, so as not to expose the Client to these, or delay the Client in any way. He/she will carry a map at all times, pre-check routings and unless pre-arranged with the production office, will not use his/her personal vehicle for the transportation of clients

The CHAPERONE will ensure he/she is in possession of a Professional Driving Permit allowing him/her to ferry-passengers.

The CHAPERONE, for the full duration of the Client's stay with the Company, undertakes to keep a clean and well-stocked cooler box in his/her vehicle and on set.

On set, the CHAPERONE will supply the Client with comfortable seating, sunshade and sunscreen and reserve tables and food for Clients at mealtimes, ensuring they receive courteous treatment overall.

The CHAPERONE undertakes to inform Production immediately if he/she becomes aware that the Client is dissatisfied in any way and the Company agrees to handle this matter delicately and with discretion, so as not to compromise the CHAPERONE's position.

Should the CHAPERONE develop a personal association with the Client, the CHAPERONE undertakes to limit familiarity for the duration of the shoot and keep the relationship on a professional basis. Should contact continue after the shoot, the CHAPERONE is aware that the abovementioned issues of confidentiality still apply.

Should the CHAPERONE be asked by the Client or any of the Clients associates to perform a task which does not comply with these terms, or which he/she does not believe appropriate, or which compromises his/her position or his/her or the Client's safety, or compromises the Company's reputation or credibility, the CHAPERONE undertakes to discuss this with the Producer who agrees to handle the matter discreetly, so as not to compromise the CHAPERONE's position.

The CHAPERONE agrees that his hire rate will be determined prior to commencement of work and will relate to the duration of the Client's stay, plus any pre-production or post production the Company might require. Sunday work or work on any official Public Holiday will be paid according to the CPA working conditions.

The CHAPERONE is required to ensure that he/she has adequate rest periods on a daily basis. The CHAPERONE must confirm with the Company whether they are required to participate in Client Dinners and Entertainment and understands that he/she may not consume alcohol at these events.

Standard taxation and PAYE will be deducted from salaries and other items as required by the Receiver of Revenue.

ANNEXURE D

LOCATION CODE OF CONDUCT

1. Be in possession of ALL relevant permits/permissions and approved applications for film permits and a signed Location Agreement/Indemnity as well as receipts for all Location fees and permits.
2. Ensure that Public Liability Insurance is in place.
3. Ensure that Location fees have been paid to the relevant authorities and that payment to location Landowners have been processed and receipted.
4. Provide proper written notification in good time to residents and shop owners within a 250 metre radius on the shoot location.
5. Instruct cast and crew to remain within the designated area as set out in the Location Agreement During scheduled breaks.
6. Ensure that all materials, strike and rubbish are removed from the site daily.
7. Instruct all cast and crew members to ensure safety to all and to display courtesy to the public. A responsible person should be put in charge of public management.
8. Undertake not to remove, trim and/or cut vegetation/trees or to introduce non-indigenous species unless by prior arrangement with the managing authority.
9. Adhere to the rule stating that no modification/movement/picking of rocks/plants or other natural Features is permitted unless prior approval has been granted by the managing authority.
10. Keep noise levels to a minimum at all times, unless by prior arrangements with managing authority, and minimize disturbance to surrounding area and communities.
11. Prevent and take recognised safety precautions to control/avoid pollution, including light (artificial Lighting), soil/water (damage to land/water/sea), air (fumes and smoke) and consult managing Authority immediately if accidents occur.
12. Avoid damage to fauna, flora, sand dunes, beaches or rocks and consult managing authority prior to taking ANY vehicles onto sensitive locations and no walking or traffic in designated sensitive areas.
13. Ensure compliance with and adherence to the recommendations of the Environmental Guidelines for Filming prior to removal/interference with all natural features.
14. ALL crew to undertake not to enter an unattended location without consulting the managing authority or producer.
15. Consult the managing authority or landowner prior to bring animals onto location, inform the Animal Anti Cruelty League in writing of the details of animal usage.
16. Obtain written approval by the managing authorities and the South African police to make use of Guns/explosions and notify all affected parties in the immediate vicinity in writing if explosive guns are to be used.
17. Ensure that all relevant Traffic/Parking and the managing authorities' conditions are adhered to.
18. Undertake not to block emergency access or create any nuisance or hazard to pedestrian or vehicle movement.
19. Dispose of waste water and solids appropriately, re-use and recycle where practically possible.

20. Ensure adequate ablution facilities are available and locate and manage to prevent environmental impact.
21. Minimise risk of damage to walls/structures (joinery/glass/furniture/flooring) of historical cultural and religious importance.
22. Ensure that all risk in regard to fire has been minimized, follow accepted safety precautions, always have fire fighting equipment on hand and if required notify relevant Fire Department.
23. Undertake to remove any sets/signs constructed or erected for filming purposes at the end of filming, unless by prior arrangement.
24. Ensure that there is no harm, removal or damage to location constructs, unless by prior arrangement.
25. Position electrical appliances and cables in an appropriate manner and comply with safety codes.
26. Ensure that all production vehicles are clearly marked as film or television production equipment and are legally parked, unless by prior arrangement with the managing authority.
27. Undertake not to interfere with the normal activities of the neighbourhood.
28. Ensure that initial location/environmental assessment is carried out and wrap location/environmental assessment is completed to ensure compliance with restoration/rehabilitation as required by the managing authority.
29. Report all accidents and emergencies to managing authorities.
30. Ensure that the location is supervised at all times, by a specifically designated production member or location/unit manager during filming hours and by security guards after hours.