



## **Durban Film Office Location Code of Conduct**

**Please read the following carefully before signing and fax signed copy together with a copy of your public liability insurance to: 27 31 336 2633**

### **1 Permits**

- ✓ 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.
- ✓ Ensure that Public Liability Insurance is in place.
- ✓ Ensure that Location fees have been paid to the relevant authorities and that payment to location Landowners have been processed and receipted.

### **2 Residents / Shop Vendors / General Public**

- ✓ Provide proper written notification in good time to residents and shop owners within a 250-meter radius on the shoot location.
- ✓ Instruct all cast and crew members to ensure safety to all and to display courtesy to the public.
- ✓ Ensure a responsible person be put in charge of public management.
- ✓ Undertake not to interfere with the normal activities of the neighborhood.

### **3 Cast and Crew**

- ✓ Instruct cast and crew to remain within the designated area as set out in the Location Agreement during scheduled breaks.
- ✓ ALL crew to undertake not to enter an unattended location without consulting the managing authority or producer.
- ✓ Are familiar with and agree to abide by all regulations regarding the use of children in Films or Commercials.

### **4 Waste / Pollution / Noise**

- ✓ Ensure that all materials, strike and rubbish are removed from the site daily.
- ✓ Keep noise levels to a minimum at all times, unless by prior arrangements with managing authority, and minimize disturbance to surrounding area and communities.
- ✓ Prevent and take recognized 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.
- ✓ Dispose of wastewater and solids appropriately, re-use and recycle where practically possible.
- ✓ Ensure adequate ablution facilities are available and locate and manage to prevent environmental impact.
- ✓ Undertake to remove any sets/signs constructed or erected for filming purposes at the end of filming, unless by prior arrangement.

## **5 Flora / Fauna / Environmentally Sensitive Area's**

- ✓ Undertake not to remove, trim and/or cut vegetation/trees or to introduce non-indigenous species unless by prior arrangement with the managing authority.
- ✓ 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.
- ✓ 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.
- ✓ Ensure compliance with and adherence to the recommendations of the Environmental Guidelines or Filming prior to removal/interference with all natural features.
- ✓ Minimize risk of damage to walls/structures (joinery/glass/furniture/flooring) of historical cultural and religious importance.

## **6 Animals**

- ✓ Consult the managing authority or landowner prior to bringing animals onto location.
- ✓ Inform the Animal Anti Cruelty League in writing of the details of animal usage.

## **7 Stunts / Armory / Risk / Safety**

- ✓ 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.
- ✓ Position electrical appliances and cables in an appropriate manner and comply with safety codes.
- ✓ Report all accidents and emergencies to managing authorities.
- ✓ 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.
- ✓ 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.

## **8 Traffic / Parking / Lock offs**

- ✓ Ensure that all relevant Traffic/Parking and the managing authorities' conditions are adhered to.
- ✓ Undertake not to block emergency access or create any nuisance or hazard to pedestrian or vehicle movement.
- ✓ 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.
- ✓ 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.
- ✓ Ensure that 'Filming in Progress' signage has been erected and demarcate site with barrier tapes where necessary.

I the undersigned have read the Durban Film Office Locations Code of Conduct and agree to abide by all its conditions. I further acknowledge that any departure from the above conditions without written consent from the relevant authority may result in the cancellation of any permissions granted.

Name:

Company:

Designation:

Signed: