

# Guidelines for Filming on Campus

Current as of October 2024

## Introduction

There may be many reasons and opportunities to do filming at the University of Auckland. Event owners may want to film activities they have organised, students may need to do filming to support their studies or external groups may want to film content for broader use beyond the University.

For all events or activities that involve filming on campus, an assessment and approval is required by the appropriate teams within the University. These guidelines should be followed by anyone who wishes to undertake filming on campus. The guidelines have been prepared and are maintained by the Event Coordination Group. Should you have any questions relating to these guidelines, please contact [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz).

## When do these guidelines apply?

For filming on campus that is directly for **news or media**, requests should be made directly to the University's Media and Communications team, via [mediateam@auckland.ac.nz](mailto:mediateam@auckland.ac.nz)

For **filming by University students** where the filming is required directly as part of their studies or extra-curricular programmes, contact either the Media and Communications team, via [mediateam@auckland.ac.nz](mailto:mediateam@auckland.ac.nz) , or the Event Coordination Group via [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz) to arrange clearance.

For **all other filming requests**, where the filming is for commercial use or if the filming will be screened beyond the University, the principles and guidelines that follow will apply.

## Principles concerning filming on campus

- Events, including filming, undertaken on University premises must be both *appropriate* and *compliant*, as defined within the University's [Event Management Policy](#).
- Filming on campus must not occur without prior approval from the University.
- The University's absolute priorities are teaching, learning and research. Filming on campus will not be permitted at any time if it might impact classes, examinations or pre-booked University activities.

## Guidelines to filming on campus

For all commercial filming, or where the filmed content will be screened beyond the University, an assessment and approval is required by the appropriate teams within the University.

The assessment consists of three key parts:

1. The proposed timing of the filming. The proposed dates must be clear of any core University operations (teaching, exams, student activities and construction).
2. The nature of the proposed filming. This must be appropriate, in line with the University's [Event Management Policy](#). Where the filming is requested by a third party, the filming will require endorsement from an External Event Sponsor.
3. The availability of key University resources. If the extent of the proposed filming requires access to University facilities or support from University staff, approval will be subject to their availability.

To request approval to film on campus, an [External Filming Request Form](#) must be completed and submitted for assessment. For students and staff of the University, there is a Filming on Campus portion on the [Event Notification Form](#) which includes similar questions to the external form. Both may be accessed via the [University's website](#).

Once completed and submitted, the External Filming Request Form is received by the University's Event Coordination Group, who will coordinate the assessment and respond with guidance, advice and next steps.

If your production team would like to schedule an inspection for a specific location before officially completing the request form, please send your request via email to [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz) to schedule, however this is subject to the team's availability.

Once your application has been approved, you will need to complete a Location and Use of Facilities Agreement and share your Public Liability Insurance, Health and Safety Plan, and a Run Sheet and/or Call Sheet.

If there are any higher risk activities associated with your project, such as additional sets or drones, we may ask for additional information.

## Frequently Asked Questions (FAQs) concerning filming on campus

**Q. Is filming permitted on campus at any time of the year?**

**A.** The proposed dates and times for filming must be clear of any core University operations (teaching, exams, student activities and construction). Therefore, it is highly recommended that your proposed filming date falls outside of the times set for teaching/University related events, or your filming should fall on a weekend/study break.

For more information, you may check the University's [Semester Dates](#) to understand the timing of teaching periods and breaks between teaching.

## Q. What should I be aware of when planning for possible filming at the University?

A. Anyone planning to film at the University should consider the following key things before submitting their application via the External Filming Request Form:

- Ensure that the filming request is submitted with sufficient time for the University to assess it fully (at least **3-6 weeks prior** to proposed filming dates).
- Check that the timing does not clash with teaching, examinations, major University events or construction activities.
- Consider if the nature of the filming will be considered appropriate in line with the University's Event Management Policy, and that there will be an External Event Sponsor who is willing to endorse the filming.
- Consider how to minimise the reliance on University resources that may be needed to support the filming.

## Q. What is an External Event Sponsor, and how do I contact them?

A. From the University's [Event Management Policy](#), where the Event Owner is external to the University (i.e. not a current student or staff member) the event must have an External Event Sponsor. This applies for filming where the person or organisation requesting the filming is external to the University.

An External Event Sponsor must be a manager at Level 3 (or higher) of the University's Organisational Structure (UOS) or a member of the Auckland UniServices Ltd executive team. The External Event Sponsor is responsible to determine and approve the *appropriateness* of an event (including filming) where the Event Owner is external to the University.

If the Event Owner has a connection with an eligible External Event Sponsor at the University, they may contact them in advance of submitting their filming request. If the Event Owner does not know any eligible External Event Sponsors at the University, they should email details of their intended filming project to [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz). From there, the Associate Director of Operations and Commercial Services will act as temporary sponsor to determine and approve the appropriateness of the filming. If the project is approved, a sponsor from Event Services will be assigned to your project.

## Q. What facilities or resources might be available on campus, to support my filming?

A. When completing the film request, you will be asked whether your filming may require the use of various University facilities or resources. These will typically be access to utilities, or the involvement of University staff from Security, Event Services or campus operations. Use of facilities and resources will be subject to their availability and fees may apply.

## Q. Are there limits to the amount of equipment and resources (e.g. number of actors, crew, vehicles) I can bring onto campus for my filming project?

A. As the campus buildings and spaces are not purposely designed for filming, there are certainly limitations on what may be possible to bring on to campus and to use for filming.

The External Filming Request Form will ask you to supply information about your own equipment or resources so that the University can assess your request. To support the approval of your filming request, it is recommended that the number of vehicles, people and equipment is kept to a minimal number.

## Q. How can I ensure my film set is sustainable?

A. The University of Auckland is committed to promoting sustainable practices in all areas, including events. If you are wishing to align your film set with the current University sustainability practices, please refer to the [University's Sustainability Policy](#).

## Q. Can I use a heritage site as a filming location?

A. The University of Auckland offers a variety of historic heritage locations across the campus that fall under the New Zealand Historic Places Trust. Similar to our other locations, the use of a heritage site for your filming project is subject to the availability of the space.

The nature of the filming will also be considered as certain locations may not be appropriate for the proposed project. To support the approval of your filming request, it is recommended that the use of a heritage site is kept to a minimum to ensure the preservation of the space.

For information on which locations on campus fall under the New Zealand Historic Places Trust, please refer to [Auckland Council's heritage page](#).

## Q. Are there any restrictions on the use of drones?

A. If you are planning to use a drone as part of your filming equipment, you will need to mention this in the initial External Filming Request Form as there is a separate approval process for drone usage since the University is within the Auckland uncontrolled airspace.

If your request is approved, you may also be required to provide the planned drone operations in your run sheet as well as the aviation cover in your Public Liability insurance.

For more information, please refer to the [University's page on Drone usage](#).

## Q. How do I arrange filming for an approved internal event?

A. If you are wishing to include a filming component to your approved event, please ensure to complete the "Filming on Campus" portion on the [Event Notification Form](#). This information will be taken into consideration when assessing the Risk Banding of your event.

If you are working directly with an Event Services planner, you will need to provide the filming details to your assigned planner in order for them to be made aware and assist with any communication. This will ensure there is no need for additional communication with ECG or the Media and Communications team.

### Q. Is there a separate process for a University student project?

A. If you are part of a University of Auckland course that involves filming, the approval process for your proposed project will operate similarly to a commercial request, however the level of detail required may be reduced as the filming is a requirement of the University. We may also ask that the syllabus for the University course is shared to verify the request is valid.

### Q. Who can I contact if I have a different question about filming on campus?

A. Please send your question via email to [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz)

## Filming fees and associated costs

If your request to film is approved, fees may apply for the use of University facilities or support/attendance by University staff. The organisation undertaking the filming will be required to complete and sign a Location and Use of Facilities Agreement, which will document applicable fees and confirm the extent of facilities in use.

Table 1 provides an overall indication of the University's requirements as they relate to the scale of production. However, as each film project is reviewed on a case-by-case basis and depends on what each location may view as impactful, Table 1 should be read as a **guide only**.

Determination of impact is based on the total impact that the proposed filming will have on a location and the University, which can differ based on the location chosen. The factors considered when determining impact include, but are not limited to:

- the number of people involved
- the location, including (but not exclusive to) whether it is a site of significance to the University, a heritage place, and the ease of access
- duration of the shoot
- the type of equipment and props being used on site
- access requirements, impact on public access to the location and impacts on University
- vehicles associated with filming

Considering all the potential impacts, Table 2 outlines the daily fees applied for filming at a location managed by the University of Auckland. The charges can be subject to negotiation depending on the duration of the film production, level of services needed, and location of filming.

These fees include:

- Project management
- Security
- Cleaning
- Utilities
- Administrative support

These fees are subject to change as they do not include costs related to resource consents and building compliance fees, parking permits, road closures, and traffic management plans.

Please note that there is an additional fee associated with any heritage location on campus as there is a higher level of risk associated with the use of those locations.

Should you have any questions relating to these charges, please contact [ecg@auckland.ac.nz](mailto:ecg@auckland.ac.nz).

**Table 1. Filming impacts**

|  | <b>Minor impact</b>   | <b>Moderate impact</b>   | <b>Major impact</b>  | <b>Severe impact</b>   |
|--|---|--|--|--|
| <b>Number of people on site</b>                          | Up to nine crew/talent.<br><br>Online, photography, News crew and documentary.                | Up to 30 crew and 20 talent.   | Up to 50 crew 100 talent.  | 50+ crew and 100+ talent.  |
| <b>Number of equipment vehicles</b>                      | No trucks.<br>Vans, utes, cars only.  | No more than six trucks.   | No more than 12 trucks.  | 12+ trucks.  |
| <b>Unit base/ watering &amp; structural requirements</b> | No unit base/catering area required.<br><br>No structures.                                    | Small unit base/catering area required.<br><br>Minimal structures, e.g. ezi-ups. | Unit base/catering area required.<br><br>Some structures including ezi-ups and mega decks. | Large unit base/ catering area required.<br><br>Significant structures and construction. |
| <b>Equipment requirements</b>                            | Handheld camera and sound equipment.<br><br>One camera on tripod. One battery operated light. | Minimal equipment, e.g. camera tracks, slider and lights on stands.              | Equipment used, e.g. camera tracks, dolly, lights on stands, camera cranes                 | Extensive equipment.   |

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Traffic management (footpaths and roads)</b>                                       | No filming on roads or traffic management<br><br>Footpaths and public walkways unblocked.   | Minimal traffic management required/minor roads.  | Traffic management required, including LV road closures.  | Significant traffic management required/multiple roads or main roads.   |
| <b>Impact on the public and communities of interest and consultation requirements</b> | No disruption is caused to University stakeholders, businesses, students, motorists or other events in the vicinity.<br><br>Immediate area consultation may be required.  | May be some minor disruption to University, stakeholders, businesses, students, motorists or other events in the vicinity.<br><br>Local area letter drop. | Likely to be some disruption to University, stakeholders, businesses, students or motorists.<br><br>Local area letter drop. Some individual consultation. | Likely to be significant disruption to University, stakeholders, businesses, students or motorists.<br><br>Significant letter drop area and local consultation. |
| <b>Environmental</b>  | Assessment of the potential positive and negative impacts of filming on the environment will be determined depending on the location and a range of factors including, but not limited to, time of year, nature and scale of the proposed filming activity, time on site, and the overall impact to the University's priorities of teaching, learning and research. |   |   |   |

**Table 2. Daily fees for filming on campus**

| <b>Low impact</b> | <b>Medium impact</b> | <b>High impact</b> | <b>Major impact</b> |
|-------------------|----------------------|--------------------|---------------------|
| \$50 - \$300      | \$301 - \$750        | \$751 - \$1,500    | \$1,501 - \$2,000   |

***(Range of fees dependent on services required;  
Fees are shown in NZD and exclusive GST)***