



# Application for Filming Permit

Please use this form to apply for a permit to undertake filming activities in Fiji.

All information contained in this form will be treated as confidential.

Date:

## PRODUCTION INFORMATION

Production Title:

Type of Production:

- TVC                       Feature                       TV Programme                       Documentary                       Music Video  
 Short Film                       Student                       Internet                       Reality TV                       Other

If other please describe:

## COMPANY INFORMATION

Primary Production Company: full, registered company name

Permanent Address 1:

Permanent Address 2:

Office Phone:

Fax:

Email:

Producer:

Fax:

Email:

Principal Contact person (in Fiji):

Mobile phone:

## CREW INFORMATION – OVERSEAS & LOCAL

### Number of people

	Number of People	Total Work Days	Amount Spent
Foreign crew:			
Local crew:			
Foreign cast:			
Local cast:			
Extras:			

## SHOOT DATES & TIMES

	Start date	End date
Production		

<b>Location (s) used</b>	<b>Dates</b>
<b>Filming start time:</b>	<b>Filming finish time:</b>
<b>Place of stay in Fiji:</b>	<b>Duration of stay (number of days):</b>

### **EQUIPMENT**

Attach list of equipment (with serial numbers)

### **FINANCIAL INFORMATION (PLEASE USE FJ\$ CURRENCY)**

<b>Attach Budget</b>	
<b>Accommodation/number of room nights</b>	
<b>Total airfares and seats</b>	
<b>Vehicle rental</b>	
<b>Equipment rental</b>	
<b>Props</b>	
<b>Building Rental (production office, studio, locations)</b>	
<b>Location Fees</b>	
<b>Permit Fees</b>	
<b>Catering/Food</b>	
<b>Other Expenses</b>	
<b>TOTAL SPEND IN FIJI</b>	

## General

Where did you hear of Film Fiji? (Please tick one box)

Online search    Individual    Film Production Company    Other

If Other please explain:

## Declaration

1) I declare that to the best of my knowledge, the information provided in this application and accompanying this application is true, correct and complete and I will notify Film Fiji of any changes.

2) I will supply Film Fiji a copy of the finished film once released for its archives.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Supporting Documentation Checklist

The following documents must be submitted with your application: Please return completed application and supporting documents to your film facilitator by email to [info@film-fiji.com](mailto:info@film-fiji.com). Should you have any further queries please contact Jone Robertson on [robertson@film-fiji.com](mailto:robertson@film-fiji.com)/9927351.

- A film permit application form filled and signed
- Details of crew (names of crew members and scanned biodata pages of passport)
- Equipment List
- Brief Summary of Project
- Flight Itinerary details (flight number, arrival and departure dates)
- Budget

## Official Use Only

Permit Number: \_\_\_\_\_

Checked by: \_\_\_\_\_

Permit Approval: \_\_\_\_\_

Date: \_\_\_\_\_

## STANDARD CONDITIONS FOR FILMING IN FIJI

### GENERAL

#### 1. Schedule Changes:

The production shall advise Film Fiji and other organizations immediately of any changes that may occur to the schedule and nature of the filming activity.

#### 2. Licences/Approvals:

The production shall obtain all appropriate licenses and approvals (e.g. Location permits, drone licenses, city/town permits and native land permission) prior to the activity.

#### 3. Equipment:

The production shall provide details to Film Fiji and Customs of all equipment associated with the activity.

#### 4. Health and Safety:

Film crew shall comply with the National Occupational Health & Safety Services and the Health Safety at Work Act 1996. Additionally, they shall comply with the requirements of the Workmen's Compensation Act (Cap. 98).

#### 5. Contacts:

The production shall ensure that they provide Film Fiji and other relevant authorities, details of the person in charge on the day of filming activity prior to the activity.

#### 6. Compliance with Relevant Laws and Legislation:

The film permit issued by Film Fiji does not provide permission or approval to occupy public and native land or facilities to carry out filming activities.

The Production is responsible in ensuring that they first consult with the relevant local authorities and comply with the various rules, policies and regulations of the authorities listed below (where applicable):

- The Municipal Council;
- Fiji Revenue Customs Services;
- Department of Immigration;
- Police;
- Biosecurity Authority of Fiji (BAF);
- Ministry of iTaukei Affairs and iTaukei Land Trust Board (TLTB);
- Department of Lands;
- Ministry of Employment, Productivity and Industrial Relations; and
- Any other relevant Government Regulatory Bodies.

#### 7. Compliance with Directions:

The Production shall ensure that all film crew complies with any instructions or directions issued by Officials from the Town/City Council, Police, Labour Department, Immigration Department, iTaukei Land Trust Board, Biosecurity Authority of Fiji and other relevant authorities while performing their duties.

#### 8. Documentation:

The production shall ensure that a copy of the film permit is available at all times prior the commencement and after completion of the shoot.

#### 9. Insurances – Local Liability cover and compensation

#### 10. Validity of 6 months from the date of issuance of Certificate

#### 11. The Film Permit is non-transferrable

#### 12. Film Fiji holds the right to make the necessary production visit at any given time