



TAUPŌ WATERS FILMING & PHOTOGRAPHY

application form



Please Note: You must be registered with the Tūwharetoa Māori Trust Board, to apply for this grant. Please contact the Trust Board on **+64 7 386 8832** for further details.

PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION FORM

INSTRUCTIONS FOR APPLICANT

The applicant must complete all relevant sections of this application form. An answer of 'N/A' should be included in sections that are not relevant to the application. **DO NOT** leave any section blank or incomplete.

For more information about the application process and operation of the concession framework please refer to the 'Policy and

Guideline for Filming and Photography on Taupō Waters'. All completed forms and applications should be emailed to **permissions@tuwharetoa.co.nz**

Please submit your application at least 20 working days prior to your planned shoot date.

PLEASE COMPLETE ALL FIELDS

SECTION A APPLICANT DETAILS

Organisation or Company Name		
Name of Contact Person		
Phone Number		
Postal Address		
Email		Receive notifications by email: Y N
Website Address		

SECTION B CONTACT DETAILS DURING ACTIVITY

Contact Name		
Organisation or Company Name		
Cell Phone Number		



SECTION C BACKGROUND DISCLOSURE OF APPLICANT

Has the applicant or any of the company directors, trustees, partners, or anyone involved with the application been convicted of any offence against the Resource Management Act 1991, the Conservation Act 1987, the National Parks Act 1980, the Reserves Act 1977, Health and Safety in Employment Act 1992, Civil Aviation Act 1990 or the Wildlife Act 1953? If yes, please supply details:

Y N

SECTION D FILMING /PHOTOGRAPHY INFORMATION

Please note the purpose of the filming activity (advertisement, movie, documentary etc), and describe in detail the proposed filming activity:

List all filming location/s

Activity Start Date & Time

Activity Finish Date & Time

Assembly Date & Time

Disassembly Date & Time

Details of Assembly & Disassembly Arrangement

Is there any planned use of any Ngāti Tūwharetoa spiritual, cultural, historical or traditional resource (“intellectual property”) in the production or subject matter? If so, please describe:

Y N

PLEASE CONTINUE ON NEXT PAGE



<i>Are there any other special effects that may be used? If so, please describe in detail how these will be used, including how they will be created and managed:</i>		Y	N
<i>Are animals involved with the filming? If so, please provide details:</i>		Y	N
<i>Are vehicles involved with the filming? If so, please provide details:</i>		Y	N
Number of Activity Staff		Estimated Number of Participants	
Will additional moorings, marker buoys be required?		Y	N
Will additional toilet facilities be required?		Y	N
Does the activity require a re-fuelling area for vehicles or vessels?		Y	N
Will any part of the activity make use of amplified sound equipment?		Y	N
Will any part of the activity use hazardous substances or materials?		Y	N



SECTION E AIRCRAFT/BOATS

If aircraft/boats are proposed to be used, please provide details of the purpose and a description of the size/type:

BIOSECURITY

List all aircraft/boats that come from outside the Taupō catchment. Please refer to Biosecurity NZ - www.mpi.govt.nz/biosecurity
*Boats that come from an area within a Controlled Area Notice (CAN) will not be authorised.

SECTION F OTHER REGULATORY COMPLIANCE

In addition to the Tūwharetoa Māori Trust Board granting a Concession:

Does the activity require approval of the Harbourmaster?	Y	N
Copy of approval from Harbourmaster attached?	Y	N
Does any part of the activity require resource consent?	Y	N
Copy of resource consent from District or Regional Council attached:	Y	N
Does any part of the activity require building consent?	Y	N
Does any part of the activity require any other type of statutory approval, concession or regulatory licence?	Y	N
Copy of any other type of statutory approval, concession or regulatory licence attached.	Y	N

SECTION G HEALTH AND SAFETY PLAN

Does the activity have a Health and Safety Plan compliant with the Health and Safety Act 1992?	Y	N
Copy of the activity Health and Safety Plan attached?	Y	N

Please note: The Tūwharetoa Māori Trust Board is not responsible for assessing your safety management plan or your compliance with the Health and Safety at Work Act 2015, including rescue plans, first aid, participant experience, training, or safety equipment. The Licensee must at all times operate its business in accordance with all applicable laws as introduced, updated and/or replaced from time to time (including the Health and Safety at Work Act 2015), and in a safe and reasonable manner having particular regard to the safety and welfare of all users of the Taupō Waters.

SECTION H PUBLIC LIABILITY INSURANCE

Copy of activity public liability insurance attached?	Y	N
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PLEASE CONTINUE ON NEXT PAGE



SECTION I ENVIRONMENTAL + RECREATIONAL IMPACT ASSESSMENT

In column 1 please list all the locations of your proposal. In column 2 list any special features of the environment or the recreation values of that area. Then in column 3 list any effects (positive or adverse) that your activity may have on the values or features in column 2. In column 4 list the ways you intend to mitigate, remedy or avoid any adverse effects.

1. Location on Taupō Waters	2. Special feature or value	3. Potential effects of your activity on the feature or value (positive or adverse)	4. Methods to remedy, Mitigate or avoid any adverse effects identified

DECLARATION

The applicant declares the information contained within this application is complete and accurate.

The applicant understands if any information contained within this application is incomplete or inaccurate, the processing of the application may be delayed, or could be rejected. If the application is delayed, further information may be requested at the expense of the applicant. The applicant accepts delays in processing may arise out of any inadequacies in the information provided in support of the application.

The applicant acknowledges the Tūwharetoa Māori Trust Board has the discretion to withdraw approval for any activity if the information provided in this application is found to be deliberately misleading.

The applicant understands an application fee is payable and a usage fee may also apply (see schedule of fees). The fees will be determined after the application is assessed and an invoice issued to the applicant.

Full Name			
Signature		Date	

CHECKLIST PLEASE ENSURE YOU HAVE:

Completed section A through L
 Attached a copy of any approval from the Harbourmaster *(if required)*
 Attached a copy of any resource consent *(if required)*
 Attached a copy of any building consent *(if required)*

Attached a copy of any relevant licence/concession *(if required)*
 Attached a copy of the Health and safety plan for the activity
 Attached a copy of public liability Insurance for the activity
 Signed section J
 Biosecurity Plan



Definition of Terms

Commercial Activity

A Commercial activity is any which is undertaken by any entity or individual, on Taupō Waters, which produces or supports the production of, any product, or any service, for which charges or fees are imposed, on any private individual or body, or any public body, for the gain or reward of that entity or individual.

Charitable Organisation

A charitable organisation is any establishment, institution or association that was formed and is operated to advance or promote a charitable purpose. An organisation's purposes can be found in its governing document/s and from its activities, history and control.

Taupō Waters

The Taupō Waters Trust was established by the Tūwharetoa Māori Trust Board, and holds title to:

- Taupō-Nui-a-Tia Block; (Lake Taupō)
- Te Awa o Waikato ki te Toka o Tia Block; (Waikato River)
- Te Hokinga mai o te papa o ngā awa ki te Poari hei Kaitiaki o ngā Hapū o Ngāti Tūwharetoa Block (Tributaries)

These titles are collectively known as “Taupō Waters” and have been vested in the Taupō Waters Trust by the Māori Land Court as Māori Freehold land. Taupō Waters includes the bed of Lake Taupō, the space occupied by the water of the lake, the tributaries flowing into the lake and the Waikato River from the outlet of Lake Taupō to the Rock of Tia (inclusive of the Huka Falls).

Taupō Waters Trust

The primary responsibility of the Taupō Waters Trust is to administer the assets listed above with specific regard to best practice asset management and to license: (i) commercial activities and events; (ii) new private and Crown owned structures; and the extension of existing private and Crown owned structures. The Tūwharetoa Māori Trust Board is the trustee of the Taupō Waters Trust, as authorised by s24C of the Māori Trust Boards Act 1955.

The Taupō Waters are private property and, subject to the provisions of the 2007 Deed between the Crown and the Tūwharetoa Māori Trust Board. The Board as owners of the Taupō Waters enjoy all associated rights and privileges.

Tūwharetoa Māori Trust Board

The Tūwharetoa Māori Trust Board is a Māori Trust Board established under section 10 of the Māori Trust Boards Act 1955 representing its beneficiaries, Ngāti Tūwharetoa tangata whenua o te papa o Taupō Nui-a-Tia.

Vessel

A vessel has the same definition as the Lake Taupō Navigation Safety Bylaw 2010 and means:

- Every description of boat or craft used to carry goods or persons over or under water, whether or not it has any means of propulsion; and
- Includes personal watercraft; but
- Excludes inflatable toys, body boards, and other items that would be considered to be children's toys.



Policy & Guidelines for Filming and Photography on Taupō Waters

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Guiding Principles

Please read and understand our *Cultural and Environmental Protocol's* prior to submitting your application. This is to ensure that these guiding principles are adhered to.

Matters for Consideration

- Use of indigenous Ngāti Tūwharetoa knowledge without consultation with the owners of that knowledge. The inappropriate use of images of specific places can cause negative impacts for the iwi (tribe). Depicting activities that are not permitted or encouraged in certain places can, for example, create an erroneous impression in the minds of the public that such activities are acceptable. Serious offence to the iwi can also be caused by inappropriate use of images of places or things of significant cultural value.
- Misuse or misappropriation of iwi history/stories/legends i.e. Shooting a script that contains reference to Ngāti Tūwharetoa without consulting with the Tūwharetoa Māori Trust Board as to whether the script is factual.
- Perceived inappropriate use of culturally significant images e.g. Taupō Moana (Lake Taupō), Te Awa o Waikato (Waikato River) and Huka Falls.



- Significant adverse effects on the environment, including indigenous species, caused by the event. The Tūwharetoa Māori Trust Board want to be made aware of measures taken to reduce the impact on the environment.
- Resourcing for Iwi liaison when the activity requires spending a considerable time close to sites of special importance to Ngāti Tūwharetoa. This is particularly the case if the event requires ground disturbance or is located very close to ancient urupa or wahi tapu (cemetery/sacred ground) or local settlements.
- Film crews should be very mindful of the potential to cause offense to iwi through the inappropriate use of images of culturally significant places and things. The use of indigenous Ngāti Tūwharetoa knowledge without consultation can have negative impacts, including creating erroneous public impressions and causing serious offense. To avoid these issues, crews should always seek the advice and permission of the Ngāti Tūwharetoa liaison officer, Trust secretary, or Trust Film and Television consultant before using any iwi spiritual, cultural, historical, or traditional intellectual property.
- Use of indigenous knowledge without consultation with the owners of that knowledge. For example, a production depicting the story of the arrival of Ngatoroirangi and Tia.
- Misuse or misappropriation of iwi history/stories/Ancestors/legends i.e. Shooting a script that contains reference to Ngāti Tūwharetoa without consulting with the Tūwharetoa Māori Trust Board as to whether the script is factual.
- Perceived inappropriate use of culturally significant images e.g. Taupō Moana (Lake Taupō), Te Awa o Waikato (Waikato River) and Huka Falls, for example where these images are represented to a fictitious setting or place but are clearly recognisable as Lake Taupō or Ngāti Tūwharetoa Landmarks.
- The subject of the filming may be of concern if it is for toilet paper, tobacco, alcohol or other relevant culturally inappropriate material.

Location

These are dictated by the size of the production, length of time on location, possible cultural effects and possible environmental effects. Conditions can consist of the following:

- Keeping well clear of waahi tapu and sites of cultural significance that must be treated with respect at all times.
- Abiding by all relevant legislation such as those navigational safety issues administered by the Harbourmaster.
- Alcohol and illicit drugs are to be prohibited at all times on any of the above locations.
- Ensuring that the environmental effects are kept to a minimum by taking active steps to reduce these effects (i.e. Ground protection).
- Avoiding any ground disturbance e.g. digging into the ground to build a camera track or driving a stake into the ground without consultation prior to the shoot day.

Biosecurity

As Kaitiaki (stewards) of Lake Taupō, Ngāti Tūwharetoa are deeply concerned with the preservation of our pristine waterways. Didymo and other biosecurity threats pose a serious threat to our waterways.



Vehicle Management

Generally vehicles should only be operated on formed roads within the Tūwharetoa Tribal lands. Parking areas and turning areas should be clearly defined and taped off. Where permission is granted to drive or place vehicles off-road, all efforts should be taken to minimise the effects of that activity, and, to prevent encouraging other vehicle owners trying to access the same places, all trace of the activity should be removed.

Production companies should include in their applications for filming permits whether the production intends to use Helicopters or Boats on Tūwharetoa lands and waterways.

Crew Management

There are a number of simple ways in which the physical impact of people on the locations can be minimised. Production Companies can be proactive about minimising damage by ensuring on-site mechanisms are put in place voluntarily. Examples include:

- Identifying 'soft' surface areas where damage is likely and keeping traffic off those surfaces using techniques such as boardwalks, taping-off, and carpets.
- Providing rubbish receptacles at the location, especially for cigarette butts.
- Clearly defining (with tape if necessary) the perimeter of the location and ensuring crew do not venture outside that perimeter.
- Thinking about the introduction of weed sources to the location, and how to prevent this (eg cleaning vehicles).

Other Visitors

The presence of film crews may involve interaction with other users of the locations. If location security is important to your crew, then this should be included in the permit application. In some circumstances it is appropriate to restrict public access due to safety requirements. Please inform the trust board representative if this will be necessary.

Temporary Structures

The introduction of temporary structures such as shelters, port-a-loos, sets and props is normally acceptable at most locations. Crews should remember that many of the locations are subject to extremes of weather, and props and other temporary structures should be built and secured so that they don't end up blowing away or disintegrating. Rock and foam structures must be made off site. Obviously all trace of the structures must be removed at the end of shooting.

Care should be taken to locate shelters and other heavily used structures in areas where foot traffic will not result in damage to the area.

Animals

Proposals to use animals such as dogs, horses etc on location should be raised with Tūwharetoa Māori Trust Board as early as possible in the location planning process. In some cases, for example national parks, no animals may be introduced.



Monitoring/Tūwharetoa Liaison

On most shoots the Tūwharetoa Trust Board will require some level of monitoring of the activities and effects of the film crew. The role of the Tūwharetoa liaison is an important one, not only so the values of the location can be protected, but also to assist with any cultural advice that is required with regards to the location.

Film crews should make all efforts to assist the Tūwharetoa liaison person in their job, and to follow any directions given.

Other Conditions

The Tūwharetoa Māori Trust Board reserves the right to impose specific conditions as they see fit.

Consultation and Application

If you think that the subject matter or location may be of concern to Ngāti Tūwharetoa and the Tūwharetoa Māori Trust Board, then this process should start as soon as possible.

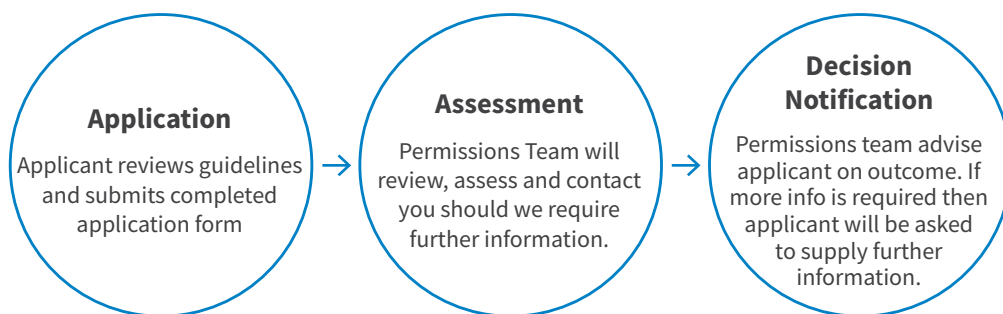
This application can be found on the Tūwharetoa Māori Trust Board website and should be completed and scanned/emailed through to permissions@tuwharetoa.co.nz

Please allow at least four working weeks for proposals to be addressed by the Tūwharetoa Māori Trust Board.

Fees

Please refer to tuwharetoa.co.nz/fee-schedule/taupo-waters-commercial-operator/

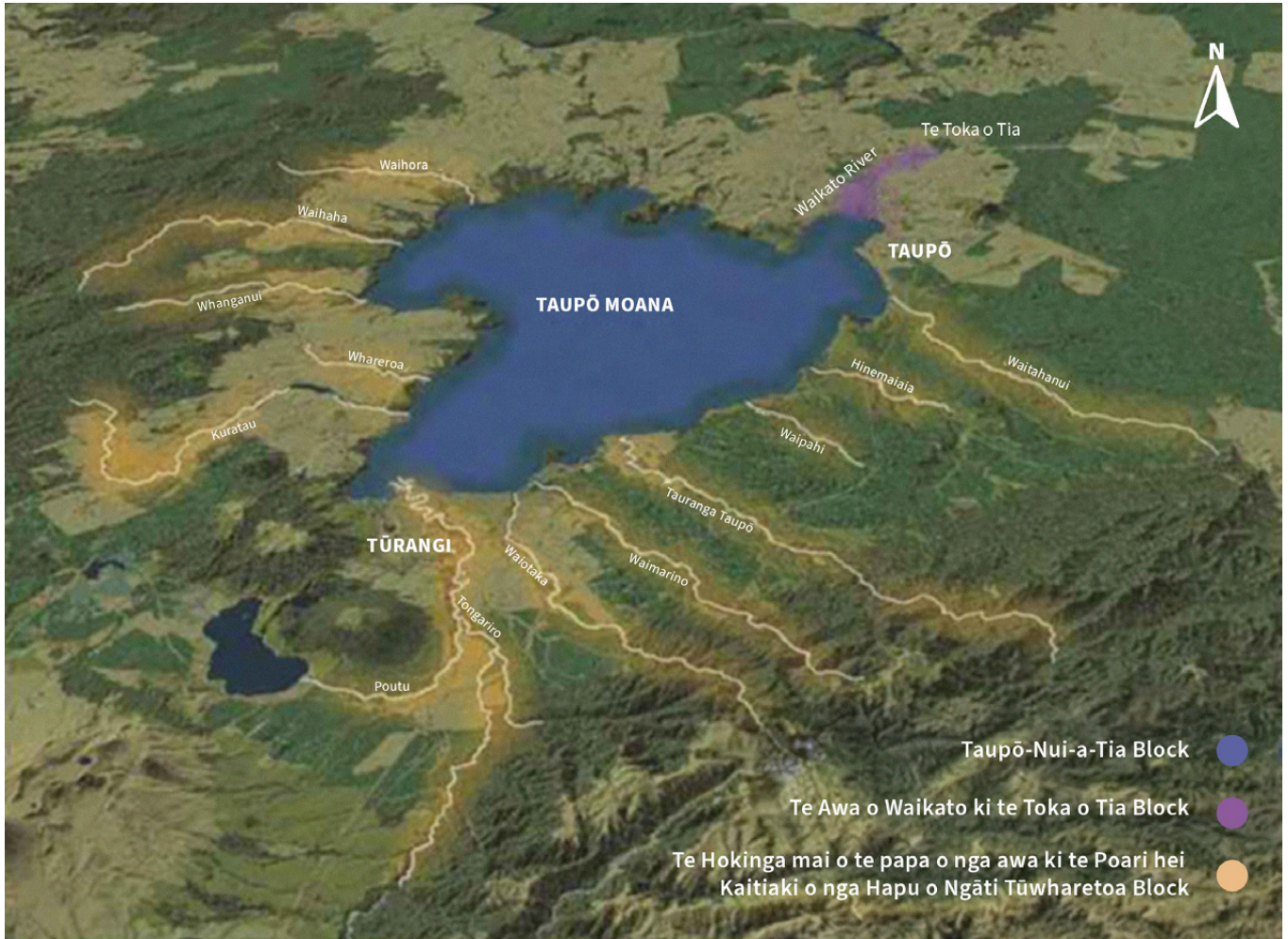
Application Process



Please ensure you include all required information to avoid processing delays.



Taupō Waters Location



TŪWHARETOA MĀORI TRUST BOARD AND TŪWHARETOA SETTLEMENT TRUST
ARE NOT RESPONSIBLE FOR APPLICATIONS LOST IN THE POST.

Postal Address: Tūwharetoa Māori Trust Board. P.O. Box 87, Tūrangi 3353

Phone: +64 7 386 8832 | Email: education@tuwharetoa.co.nz | Website: www.tuwharetoa.co.nz