

## **Mossel Bay Municipality Film Applications**



Council adopted a policy to guide the Mossel Bay Municipality (MBM) in its approach to all matters pertaining to filming in Mossel Bay. MBM strive to deliver an efficient, streamlined and generally accepted regulatory service facilitating the application process to ensure that an enabling environment is provided for the sector.

Council to assigned the function to Local Economic Development Department to facilitate and manage filming application and approvals which also includes the day-to-day operations of the permitting office. The Department will drive policy and procedure change initiatives, tariff reviews, communications and links with the GRFO. Experience indicates that it is not possible to effectively manage Council's interests in this regard unless there are no additional, unrelated responsibilities allocated to the post. Ideally, familiarity with the film process and internal and external role-players should be an important component of holding the post.

Council's objectives include 24-hour, seven-day week availability; face-to-face contact; reasonable turn-around times for processing permits; and staff who have a good understanding of the issues involved and the most commonly used locations.

Filming can be defined as the recording of images, moving or still, whether on film or video tape, or electronically, or by other means for exhibition or broadcast purposes, such as by cinema, television, the Internet or other means. It does not include the video recording of a wedding ceremony or other private celebration or event for making a record thereof for its participants, or the recording of current affairs or news for immediate release. For the purposes of the issuing of permits, it does include student projects.

Appropriate delegations are in place to achieve time and resource efficient service delivery, at a minimum, officials responsible for public space and traffic management should have delegated authority to make decisions on the use of parks, beaches and roads (including temporary road closures) by filming activities. Delegations are to approve filming applications relating to:

- the use of public places for short periods of time — say one day in length that do not involve exclusion of the public or the erection of structures other than small tents or marquees;
- temporary traffic control on minor roads and setting aside normal parking restrictions; and
- these powers could be extended to more complex applications once training, and policy criteria are in place. However, notification procedures to Departments are critical. The criteria for approval also then become important to ensure transparency and accountability of decision-making.

Only online Applications will be processed and after approval a firm permit will be issues with all the conditions. Film making will be monitored in line with permits. Herewith the link to apply online. <https://westerncapecollab.collaboratoronline.com/SignIn.aspx>

Each company must register first and submit the public indemnity before applications for specific shoots can be captured. Once registered an application can be done and will be processed. Please ensure that the application is submitted before signing out. Attached find a user guide which can be used to assist you to register and complete an application.