



MUNICIPALITY OF SWAKOPMUND



Filming Liaison Office

Office of the Chief Executive Officer

Corner of Rakotoka & Daniel Kamho Street

P O Box 53, Swakopmund, Namibia

Tel: +264 64 410 4100

Web: www.swkmun.com.na

Email: swkmun@swkmun.com.na

FLOWCHART FOR MANAGING FILMING APPLICATIONS

1

Initial Contact / Preliminary Enquiry

- Obtain filing guidelines / regulations
- Request filming application form

2

Filmmakers scout locations and confirm suitability

- Filmmakers liaise with Local Authority regarding proposed filming
- Filming Liaison Office advises filmmakers of foreseeable concerns/sensitivities with location and any known event clashes
- Informal site inspections with Local Authority may be required

3

Formal Application

- Filmmakers apply using formal application and supply all additional information (as advised on the application form e.g., parking plan, traffic management plan)
- Filming Liaison Office acknowledges receipt of application within two business days.
- Filming Office advises if any scheduled meetings need to take place prior to decision – either with filmmakers or within Local Authority (e.g., Traffic, Properties)

4

Local Authority Consideration

- Filming Office liaises with relevant departments/section within the Local Authority that may be affected by the proposed filming (e.g., Waste removal, Traffic, Engineering, Properties, Events/Venue Management)
- Additional Services - With Council should Filmmaker requires additional services (E.g., Cleaning, Banner placement equipment, street closure or effect of normal business operations)
- Filming Office liaises with Filmmakers if it is envisaged that conditions need to be imposed on approval or amendments made to filming proposal

5

Application Approve / Issue Invoice

- Filming Office advises Filmmaker of approval in writing
- Permit contains terms and conditions of approval including approved filming dates and activities, approved parking arrangements and traffic management plans.
- Amounts invoiced must be applied in terms of Council's Annual approved tariffs

5

Application Declined

- PLEASE NOTE: An approval should be granted unless exceptional circumstances apply.
- Filming Office to advise Filmmaker of decline as soon as possible.
- Written reasons for decline to be given to the Filmmaker.

6

After Shoot

- Film Office and Local Authority staff may undertake a site inspection with the Filmmaker, if required.
- Filmmaker reports any damage of the site to the Local Authority – Filming Office
- The Filmmaker, in consultation with Council/Local Authority performs site remediation