



MUNICIPALITY OF SWAKOPMUND

Filming Liaison Office

Office of the Chief Executive Officer

Corner of Rakotoka & Daniel Kamho Street

P O Box 53, Swakopmund, Namibia

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Application No.:

SWAKOPMUND FILMING PERMIT APPLICATION FORM

The Swakopmund filming guidelines included the procedure, standards, forms, and permits required when filming in Swakopmund, Namibia. These guidelines have been developed for the Council to be aware of filming activities and to create a safe, productive, and enjoyable work environment for the film industry, officials, businesses, and the general public to ensure consistent high-quality services to the film industry and to offer a platform of accountability to the residents of Swakopmund. A complete application is required 15 business/working days prior to any filming activity.

APPLICANT			
Production Title:	<input type="text"/>		
Director/Producer Name:	<input type="text"/>		
Company Name:	<input type="text"/>		
Mailing Address:	<input type="text"/>		
Main Phone/Office:	<input type="text"/>	Office E-mail:	<input type="text"/>
Contact Name & Title:	<input type="text"/>		
Phone/Cell:	<input type="text"/>	E-mail:	<input type="text"/>
Insurance Company:	<input type="text"/>	Expiry Date:	<input type="text"/>
Type of Production: (Check all that apply)			
<input type="checkbox"/> Commercial	<input type="checkbox"/> Documentary	<input type="checkbox"/> Feature Film	<input type="checkbox"/> Independent
<input type="checkbox"/> Pilot	<input type="checkbox"/> Series	<input type="checkbox"/> Short Film	<input type="checkbox"/> Corporate Video
<input type="checkbox"/> Local Film	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Music Video	<input type="checkbox"/> Student
Estimated Production Value:	N\$	<input type="text"/>	
Number of Crew:	<input type="text"/>		
Number of Cast:	<input type="text"/>		
VENUES/FILMING SITE/S:			
Location #1	<input type="text"/>		
Venue Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone/Cell:	<input type="text"/>	E-mail:	<input type="text"/>
Location #2	<input type="text"/>		
Venue Name:	<input type="text"/>		
Address:	<input type="text"/>		
Phone/Cell:	<input type="text"/>	E-mail:	<input type="text"/>
<p><i>Should filming take place at various sites/venues kindly attached list with the required detail to the application!</i></p> <p><i>Location #3, #4.....</i></p>			

FILMING			
Arrival Date & Time:		Departure Date & Time:	
Number of Days on Site:		Interior/Exterior:	
Filming Commence date:		Filming End Date:	
Require parking:		Number of Vehicles:	
Number of Trucks:		Number of Cars:	
Number of People on site:			
Describe the potential impact on the neighborhood:			
Indicate the use of any weapons or imitations thereof			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the scene and prop being used:			
Are there any scenes that may cause alarm to the public or where a criminal act is being simulated?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please describe the scene/s:			
Will UAV (Unnamed Aircraft System) or Drone be used?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, refer to Aviation Authority and apply for permission. <i>Also be referred to Municipality of Swakopmund's Film Permit Guide.</i>		Attach permission obtained	
SERVICES REQUIRED FROM LOCAL AUTHORITY			
Check all that apply. Specify location for service on map.			
<input type="checkbox"/>	Film in/on Local Authority property and/or Local Authority operated facility. (i.e., Amphitheater, public parks, streets, sport fields, playgrounds, cemeteries, heritage sites, buildings)		
Describe/mention site/property:			
<input type="checkbox"/>	Utilize of Local Authority property/sites or facility for film purposes (i.e., use of parking spaces, use ablution facilities or other property to build sets)		
Describe/mention site/property/street area:			
<input type="checkbox"/>	Request services from the Municipality of Swakopmund for filming purposes (i.e., street closures, detour traffic, reserve street parking, delay, any work, or maintenance of the Local Authority, renting of property/sites/buildings/fields, refuse removal, traffic assistance, fire brigade, etc.)		
Describe:			

ATTACHMENTS

- Permit/Approval from the Namibia Film Commission
- Liability Insurance Certificate
- Drone or UAV (Unmanned Aircraft System) as required by the Namibian Aviation Authority
- Synopsis/Summary of the film
- Map** indicating where you would like to film in Swakopmund, park and any other details to be included. Go to google maps and specify exactly where you wish to film.

TERMS & CONDITIONS

The following terms and conditions apply to the use of Local Authority property, facility, and services for filming purposes, in addition to the **Swakopmund Municipality's Filming Permit Guide**, and other applicable federal, national, or municipal law, bylaws, or policy. The applicant agrees as follows:

1. To identify, save harmless and defend the Swakopmund Local Authority and its employees and agents from and against any and all claims, actions, damages, injuries, cost, expenses losses, lawsuits, or judgements of any kind, which may be brought against or suffered by the Swakopmund Local Authority. As a result of or in connection with the applicant's activities.
2. To release the Swakopmund Local Authority and its employees and agents, from any responsibility or liability, in conjunction with the death, or personal injury of any person, and for any damage to or loss of property of the applicant, the Swakopmund Local Authority or any third party caused by the activity of the applicant and or any third party that is present at the venue at the applicant's request or acquiescence.
3. That the film permit granted is for the exclusive benefit of the applicant and may not be transferred, assigned, or sublicensed to any other party.
4. That the Swakopmund Local Authority acknowledges that the applicant shall be the sole owner of all rights, title, and interests in the production and images created under the approved permit.
5. Should the film permit be terminated for circumstances beyond the Swakopmund Local Authority's control, the applicant will have no claim against the Swakopmund Local Authority or Right to damages or entitlement to reimbursement on account of any loss, damage, or expense.
6. Letter of permission/Filming Permit must be available for inspection by authorities at any time.
7. The applicant will be held responsible for the removal of rubbish, waste or any material left by spectators of participants at all the filming sites.
8. All Local Authority instructions issued and or laws must be strictly obeyed.

CHECK LIST

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. Have you read the Swakopmund Municipal Film Permit Guide? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Have you provided 15 business/working days of notice to the Local Authority for the permit request? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. If you are filming within any area of the Swakopmund Local Authority boundaries, suburbs, industrial, CBD or any other area with significant business presence, have you engaged with those businesses or people, prior to filming, to advise them that your filming may affect operations? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Have you included a map clearly indication the location of filming and the traffic control implications/affect? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Have your provided proof of insurance? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. Have you obtained permission from the Namibian Film Commission? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. Have you obtained permission from the Namibian Aviation Authority (if needed)? | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

APPLICANT SIGNATURE

APPLICANT NAME (Print)

APPLICANT SIGNATURE

DATE

TO SUBMIT

Email or deliver your completed and signed application with attachments to: swkmun@swkmun.com.na
For more information, or follow-up on the status of your application, contact: swkmun@swkmun.com.na