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| **FILMING NOTIFICATION** |

[INSERT BRANDING/NAME OF PRODUCTION COMPANY]

Dear Businesses, Tenants & Residents,

Dunedin Council have requested we inform you of upcoming activity in your area.

I would like to inform you that on [Date], [Production Company] will be filming a [select from: TV Commercial, Feature Film, Online Video, Short Film, scenes] in your area. If wet weather or other issues occur that prevent filming on this date, the activity may be rescheduled to [Date],

We will be filming [brief description of scenes/activity] from approximately [start time] to [end time] at [address/street name]

***INCLUDE FROM THE FOLLOWING AS APPLICABLE:***

To assist filming, we will require parking for our essential vehicles and unit base and have applied for parking permits to reserve [number] spaces on [street name/name of reserve]. Please see the map included for reference. We will ensure that vehicles do not obstruct property driveways or bus stops, and that access to/from your property is not unduly affected.

In order to complete the filming safely, [Name of Road Services Co.] have been engaged to manage the traffic through the area, and this will include [details of TC / road closures]

We will have dedicated onsite personnel to guide people safely through the area.

Permission from Dunedin Council is pending. – USE IF A FILMING PERMIT HAS BEEN APPLIED FOR

We are aware that inconvenience may be caused by our activity and apologise in advance. We consider it a privilege to work in areas such as this and will do everything possible to minimise the impact of our activities on your neighbourhood.

Rest assured we have done everything possible to minimise the impact of our activity and will be available during the shoot if anything does come up. If you have any specific concerns (such as scheduled deliveries, construction work, accessibility needs etc.) please feel free to call the number below and we will do everything possible to find a mutually agreeable solution

The New Zealand film industry, especially during these times, relies upon the goodwill of residents and tenants such as yourself to allow our work to continue, and I would like to take the time to thank you in advance for your cooperation.

Should you have any queries on the day of filming, please contact our onsite location manager, Name and Mobile number. Alternatively, you may like to contact the Dunedin City Council on 03 477 4000 and ask to be connected with the Dunedin Film Office.

Thanks and regards,

[Location/Production Manager Name]

[Mobile Number/Contact Details]