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| **FILMING NOTIFICATION** |

[INSERT BRANDING/NAME OF PRODUCTION COMPANY]

Dear Businesses, Tenants & Residents,

Queenstown Lakes District Council have requested we inform you of upcoming activity in your area as part of the film permitting application process.

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]**.

**Parking Permit**

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.

**Traffic Management**

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.

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.

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

This production is employing x number of local crew and contributing $x to the local economy. The New Zealand film industry relies upon the goodwill of the community to allow our work to continue, and I 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.

Thanks and regards,

[Location/Production Manager Name]

[Mobile Number/Contact Details]