Waipapa Taumata Rau
University of Auckland

Guidelines for External Filming on Campus

1 October 2026

Introduction

There are a variety of reasons people may wish to undertake filming at the University of Auckland. This may include filming activities associated with a University event, student projects completed as part of study requirements, or commercial and creative productions by external organisations.

For all events or activities that involve filming on campus, assessment and approval are required by the appropriate University teams. These guidelines should be followed by anyone who wishes to undertake filming on campus. They have been prepared and are maintained by the Event Compliance Group. If you have any questions relating to these guidelines, please contact ecg@auckland.ac.nz.

When do these Guidelines Apply?

These principles and guidelines apply to **all external filming requests** where the filming is for promotional, entertainment, commercial, or revenue-generating purposes.

For filming on campus that is directly for **news or current affairs**, including academic or educational interviews, requests should be made directly to the University's Media and Communications team via mediateam@auckland.ac.nz.

For **filming by University students** where the filming is required directly as part of their studies or extra-curricular programmes, contact either the Media and Communications team via mediateam@auckland.ac.nz or the Event Compliance Group via ecg@auckland.ac.nz so that clearance can be arranged.

Principles Concerning Filming on Campus

- The University's priorities are teaching, learning and research. Filming on campus will not be permitted if it might impact classes, examinations, or scheduled University activities.
- Filming on campus for commercial use must not occur without prior approval from the University.
- Events, including filming, undertaken on university premises must be both *appropriate* and *compliant*, as defined within the University's Event Management Policy.
- All visitors to the University are expected to comply with the University's policies and procedures, including the Addressing Bullying, Harassment and Discrimination Policy and Procedures
- The University reserves the right to approve only those requests that are consistent with University operational requirements, health and safety requirements, and legislative and regulatory obligations.

Guidelines to External Filming on Campus

All commercial filming requires assessment and approval by the appropriate University stakeholders.

The assessment consists of three key parts:

1. **Timing**: The proposed dates must avoid core University operations, including teaching, examinations, student activities, conferences, and construction.
2. **Nature**: The filming must be appropriate and consistent with the University's Event Management Policy. Where filming is requested by a third party, it will require endorsement from an External Event Sponsor and must comply with the University's core values.
3. **Availability**: If the proposed filming requires access to University facilities or support from University staff, approval will be subject to their availability.

To request approval to film on campus, the following steps must be completed:

1. An External Filming Request Form must be completed and submitted for assessment.
    a. For students and staff of the University, there is a "Filming on Campus" section on the Event Notification Form, which includes similar questions to the external form. Both forms can be accessed via the University's website.
    b. Submission of a filming request does not constitute approval. Filming activities must not commence until all required approvals, agreements, supporting documentation, and site inductions have been completed and accepted by the University.
2. The External Filming Request Form will be received by the University's Event Compliance Group, which will coordinate the assessment and respond with guidance, advice, and next steps.
3. Once your application has been approved in writing, you will need to complete a Location Agreement and share your Risk Assessment and/or Job Safety Analysis (JSA) Form, Public Liability Insurance, Site Map, and Run Sheet and/or Call Sheet.
    a. Your plans must demonstrate that emergency vehicle and emergency services access will be maintained at all times, and that building exits and evacuation routes will remain unobstructed and available for immediate use.
    b. If your project involves higher-risk activities, such as additional sets, stunt work, or drones, we may ask for additional information, such as a Health and Safety Plan, Fire Plan, Traffic Management Plan, and Wet Weather Plan.

If your production team would like to undertake a site recce before submitting a filming request, please email ecg@auckland.ac.nz to arrange a visit. Site recces are subject to staff availability and must be requested at least seven working days in advance.

Please note that where a site recce requires significant staff time or resources, and the production does not proceed, the University reserves the right to recover reasonable administrative costs associated with the visit.

If your project is registered, or intends to register, for the New Zealand Screen Production Rebate (NZSPR), you must provide details of the registration and include relevant application materials as part of your filming request.

Productions seeking to access the NZSPR may be subject to additional requirements, and the University may be required to support or facilitate certain rebate-related obligations.

These may include, but are not limited to, documentation requests, workforce development initiatives, educational engagement opportunities, or other activities necessary to demonstrate compliance with NZSPR criteria.

Frequently Asked Questions (FAQs) Concerning Filming on Campus

Q. Is filming permitted on campus at any time of the year, including evenings and public holidays?

A. Filming is not permitted where it would interfere with core University operations, including teaching, examinations, student activities, construction, or other scheduled activities.

Proposed filming dates should, where possible, fall outside teaching periods, University events, and other peak activity periods. Weekend or study-break filming may be more suitable in some circumstances.

Evening, weekend, or public-holiday filming may incur additional costs where security, facilities, or other University services are required outside normal operating hours.

For more information, you may check the University's Semester Dates to understand the timing of teaching periods and breaks between teaching.

Q. What should I be aware of when planning for possible filming at the University?

A. Applicants should consider the following before submitting an External Filming Request Form:

- Submit the filming request with sufficient time for the University to complete its assessment. Assessment may take up to **3 weeks** before the proposed shoot date.
- Check that the timing does not clash with teaching, examinations, major University events, or construction activities.
- Consider whether the proposed filming is appropriate under the University's Event Management Policy and whether an eligible External Event Sponsor is available to endorse the request.
- Understand the proposed filming location and complete a site visit where required.
- Identify any University resources, services, or facilities that may be required to support the filming.

Q. What is an External Event Sponsor, and how do I contact them?

A. From the University's Event Management Policy, where the Event Owner is external to the University (i.e. not a current student or staff member) the event must have an External Event Sponsor. This applies for filming where the person or organisation requesting the filming is external to the University.

An External Event Sponsor is a senior University of Auckland staff member with delegated authority on behalf of the University for the strategic direction of their division or faculty. This role must meet the criteria stated prior and is limited to members of the Senior Leadership Team (SLT) including University Executive Committee, Directors, Associate Directors, or their delegate.

If the Event Owner has a connection with an eligible External Event Sponsor, they should secure that person's support before submitting their filming request.

If the Event Owner does not know an eligible External Event Sponsor, they should email details of their proposed filming project to ecg@auckland.ac.nz. The University will assess whether the project is appropriate and arrange an External Event Sponsor where required.

For approved projects categorised as Major Impact, the External Event Sponsor must be the Associate Director, Commercial Services and Operations.

If the filming request is approved, a University Location Coordinator and/or Event and Compliance Officer will be assigned to support the project and ensure University compliance requirements are met before and during filming. Additional charges will apply where these resources are required.

Q. What University facilities or resources may be required to support filming?

A. Due to the unique nature of University campuses and facilities, certain services required to support filming activities must be provided by University staff and cannot be sourced externally. These may include Security, Facilities Management services (such as parking, cleaning, grounds and maintenance support), site access, and onsite support.

A University Location Coordinator will be assigned to each approved filming project and will act as the University's primary point of contact. They will ensure the filming activity aligns with University policies, processes, and the approved scope of the filming agreement.

On the day of filming, the Location Coordinator will coordinate any required University services and facilitate access to campus resources. They will also ensure the production team has completed any required inductions and is aware of applicable University policies and procedures.

As part of the filming request process, applicants will be asked to identify any additional facilities, utilities, services, or University support required. All resources are subject to availability and additional charges may apply.

Requests for additional facilities or services after filming has commenced may not be able to be accommodated.

Q. Are there limits on equipment and crew numbers for filming on campus?

A. As campus buildings and spaces are not purpose-built for filming, there may be limitations on what can be brought onto campus and used for filming.

Certain open areas across campus have strict weight limitations, which must be reviewed where heavy equipment is proposed.

The External Filming Request Form requires information about production equipment and resources so the University can assess the request. To support approval, the number of vehicles, crew, equipment, and other production resources should be kept to the minimum reasonably required.

Following approval, the University will allocate designated locations for production vehicles, equipment storage, and related filming infrastructure. These arrangements will be made in accordance with site limitations, health and safety requirements, campus operations, and access considerations. Production teams must operate within the approved locations unless prior approval for alternative arrangements has been obtained.

Q. Can I use a heritage site as a filming location?

A. The University of Auckland has a range of heritage locations across its campuses, including places recognised by Heritage New Zealand Pouhere Taonga. Use of a heritage site for filming is subject to space availability and additional assessment.

The nature of the filming will also be considered, as some heritage locations may not be appropriate for the proposed activity. To support approval, use of heritage locations should be limited to what is necessary and must support preservation of the space.

For information on which locations on campus fall under the New Zealand Historic Places Trust, please refer to Auckland Council's heritage page.

Q. Can I film at any of the University of Auckland campuses?

A. Filming may be considered across University of Auckland campuses, subject to approval, operational requirements, space availability, and suitability of the proposed location.

In relation to Grafton Campus, due to the nature of activities undertaken at this facility, opportunities for external filming are limited and subject to prior approval by the relevant campus stakeholders. Filming requests that cannot be supported through this approval process will not proceed at Grafton Campus.

For any other campus with a focus on research, there may be additional requirements for the use of the space to ensure the safety and security of research projects taking place. These spaces are subject to prior approval before the overall filming request can be submitted.

For information on campus locations, please refer to the University's Campus locations page.

Q. Is it possible to build temporary film sets on campus?

A. Temporary structures or set elements, including facades, decks, platforms, fences, and similar works, may be considered as part of a filming request. These elements will significantly affect the assessment and may result in a higher impact category, depending on the height, duration, location, and scale of construction.

Temporary structures must comply with the *Building Act 2004* and any applicable University structural requirements. Additional consultation and approvals may be required to confirm compliance and safety. The University retains final approval of all temporary set elements before construction can take place.

Q. What happens if the production needs to be cancelled and/or rescheduled?

A. If a production is cancelled fewer than **14 working days** before the agreed start date, charges may apply depending on the nature of the cancellation and the time and resources already committed to the request.

If the production needs to be rescheduled, or if additional dates are required for pick-ups, the University cannot guarantee that the location will remain available due to teaching, operations, or other scheduled activities.

Where rescheduling may be required due to weather or other production risks, alternative dates should be included in the filming request so that any contingency arrangements can be assessed and communicated to relevant University teams.

Q. How can I ensure the film set is sustainable and protects the overall environment?

A. The University of Auckland is committed to promoting sustainable practices in all areas, including filming. If you wish to align your film set with current University sustainability practices, please refer to the University's Sustainability Policy.

Depending on the impact of the production, applicants may be required to provide a Sustainability Action Plan, Sustainability Report, and/or Carbon Emissions Review.

Any area used for filming must be returned to its original condition at the end of filming. This includes removal of all signage, equipment, and waste generated by the activity. A final walk-through may be required to confirm the location has been restored.

Q. Are there any restrictions on the use of drones?

A. The proposed use of drones must be declared in the initial External Filming Request Form. Drone use is subject to a separate approval process, as the University is located within Auckland uncontrolled airspace.

If drone use is approved, applicants may also be required to include planned drone operations in the run sheet and provide evidence of aviation cover within their public liability insurance.

For more information, please refer to the University's page on Drone usage.

Q. Are there restrictions on generators and electrical equipment?

A. Yes. The use of generators, temporary electrical installations, connection to University utilities or services, and fuel-powered equipment must be declared as part of the filming application and may require additional review and approval.

Productions may be required to provide supporting documentation, including site plans, electrical certifications, fuel management arrangements, and risk assessments, depending on the nature of the equipment proposed.

Q. Who can I contact if I have a different question about filming on campus?

A. For further questions about filming on campus, contact ecg@auckland.ac.nz.

Filming Fees and Associated Costs

If your request to film is approved, fees may apply for the use of University facilities or for support and attendance by University staff. The organisation undertaking the filming will be required to complete and sign a Location Agreement, which will document applicable fees and confirm the facilities to be used.

Table 1 provides an overall indication of the University's requirements as they relate to the scale of production. It is based on the Screen Auckland Film Protocol. However, as each filming project is reviewed on a case-by-case basis and depends on the impact on each location, Table 1 should be read as a **guide only**.

Impact is determined by the total effect the proposed filming will have on the location and the University. This may vary depending on the location chosen. Factors considered when determining impact include, but are not limited to:

- the number of people involved
- the location, including (but not exclusive to) whether it is a site of significance to the University, a heritage place, and the ease of access
- duration of the shoot
- the type of equipment and props being used on site
- access requirements, impact on public access to the location and impacts on university
- vehicles associated with filming
- disruption to on campus student and staff activities

Based on the assessed impact level, Table 2 outlines the daily fees that may apply to filming at a University-managed location. Fees may be subject to negotiation depending on the duration of the production, the level of University services required, and the proposed filming location.

Where multiple site recces are completed before production begins, additional administrative costs may apply to recover University time and resources.

Once production begins, a University Location Coordinator is required to be onsite to support compliance with University health and safety requirements and coordinate any approved University support. Additional costs may apply.

These fees are subject to change and do not include costs related to:

- Security
- Cleaning
- Utilities
- Legal fees
- Resource consents
- Building compliance fees
- Parking
- Road closures
- Traffic management plans

Please note that an additional fee applies to any heritage location on campus due to the higher level of risk associated with the use of those locations.

For questions about filming fees or associated charges, contact ecg@auckland.ac.nz.

Table 1. Filming Impacts

	Low Impact	**Medium Impact**	**High Impact**	**Major Impact**
Number of People on Site	Up to 15 crew/talent.	Up to 30 crew and 20 talents.	Up to 50 crew 100 talent.	50+ crew and 100+ talent.
Number of Equipment Vehicles	No trucks; Vans, Utes, cars only.	No more than 6 trucks.	No more than 12 trucks.	12+ trucks.
Unit Base/ Catering & Structural Requirements	No unit base/catering area required. No structures.	Small unit base/catering area required. Minimal structures, e.g. ezi-ups.	Unit base/catering area required. Some structures including ezi-ups and mega decks.	Large unit base/ catering area required. Significant structures and construction.

Equipment Requirements	Handheld camera and sound equipment. 1 camera on tripod. 1 Battery operated light.	Minimal equipment, e.g. camera tracks, slider and lights on stands.	Equipment used, e.g. camera tracks, dolly, lights on stands, camera cranes	Extensive equipment.
Traffic Management (footpaths and roads)	No filming on roads or traffic management Footpaths and public walkways unblocked.	Minimal traffic management required/minor roads.	Traffic management required, including LV road closures.	Significant traffic management required/multiple roads or main roads.
Impact on the Public and Communities of Interest and Consultation Requirements	No disruption is caused to university stakeholders, businesses, students, motorists or other events in the vicinity. Immediate area consultation may be required.	May be some minor disruption to university, stakeholders, businesses, students, motorists or other events in the vicinity. Local area letter drops.	Likely to be some disruption to university, stakeholders, businesses, students, or motorists. Local area letter drops. Some individual consultation.	Likely to be significant disruption to university, stakeholders, businesses, students, or motorists. Significant letters drop area and local consultation.

Table 2. Daily Fees for Filming on Campus

Low Impact	Medium Impact	High Impact	Major Impact
$700/day	$1,100/day	$1,900/day	$3,500/day

(Fees dependent on services required and include daily rate for UoA Location Coordinator; Fees are shown in NZD and Exclusive GST)

Pack In/Wrap

Low Impact	Medium Impact	High Impact	Major Impact
$350/day	$600/day	$1,000/day	$1,600/day

(Fees are shown in NZD and Exclusive GST)