



8th Floor, Waldorf Arcade
80 St George's Mall
Cape Town 8001
P O Box 16548, Vlaeberg, 8012
Ask for: **T Isaacs**
Tel: 021 483 9066
Fax: 021 483-9273
Ref:
Filename:

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P O Box 16548, Vlaeberg, 8012
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ECONOMIC & HUMAN DEVELOPMENT
FILM & EVENTS PERMIT OFFICE

Registration as a Production Company in the City of Cape Town

The City of Cape Town has introduced a single entry point when applying for permissions to shoot on municipal property anywhere in the City of Cape Town.

This is applicable to all entities wishing to apply for permits for film-related activity in the city, including students.

ALL permit applications will be required to be made through City of Cape Town Film Permitting Office (CTFPO).

In order to make use of this system, all Production Companies must register with the City of Cape Town Film Permitting Office, and furnish the following information.

Production Company Registration Form
Indemnity Form*
Copy of Public Liability Insurance
Company Letterhead

N.B.

- 1. * We need the original document of the Indemnity Form to be submitted to our office.*
- 2. Production Companies are to submit the name and details of a Company Verification Contact Person. The Verification Contact Person is to be assigned as the primary contact to verify/confirm user registration, permit applications, location reservations, etc. once the Online Locations Reservation System is implemented.*

A Locations Code of Conduct for Filming on City Property is available for all your production staff.

Should you need any further information, please contact the CTFPO on Tel: 483 9060 / email film.permit@capetown.gov.za

Thank you.

Terence Isaacs
Head: Film and Events Permit Office



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PRODUCTION COMPANY REGISTRATION

Company Name:			
CK No:			
VAT Reg. No:			
CoCT Contract Account No			
FPO Company Registration No			
Type(s) of Productions <i>Please tick</i>	Film		Stills
	Commercials		Other
<i>Specify Other: e.g. Student</i>			
Industry Membership	CPA		SAASP
	IPO		Other:
<i>Specify Other:</i>			
Company Director(s):			
Financial Director:			
Company Tel No:			
Company Fax No:			
Postal Address			
Physical Address			
Email:			
Website:			
Years of Operation			
<i>Please supply the following contact details</i>			
Accounts Contact Person:	Name:		Tel No.
	Email		
Verification Contact Person	Name:		Tel No.
	Email:		

I confirm that I have read and accept the conditions contained in the following documents.

Code of Conduct - Locations

I have attached the following documentation, duly completed:

- Copy of Public Liability Insurance
- Indemnity Form (indemnifying City of Cape Town)
- Proof of Public Liability Insurance;
- Company Letterhead

Signed:.....

Date:.....



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

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INDEMNITY FORM

I, (full name)
(Print)

ID No.

In my capacity as.....
of
(full name of company/ institution)

being duly authorised hereto on behalf of the above company/ institution with regard to:
.....
(state purpose)

With full knowledge of such declaration, declare as follows:

I hereby indemnify the City of Cape Town against and hold it harmless from or any loss or damage, or all actions, proceedings or claims arising from the permission granted for the undertaking of filming and film-related activity and/or arising from the negligence or gross negligence or any other cause whatsoever in connection therewith.

Signed on this day of 20.....,

At

.....
SIGNATURE

.....
DATE

WITNESSES:

.....
SIGNATURE

.....
DATE

.....
SIGNATURE

.....
DATE

This original form must be submitted to the Cape Town Film/Events Permit Office.