

How to use the Online Film Location Booking System

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The Economic and human development landing Page

<http://www.capetown.gov.za/en/ehd/Pages/Filmingpermits.aspx>

Online Film Location Booking System

service departments and directorates and jointly assess application is considered on its own merits in accordance with the City's strategic objectives, legal and operational requirements.

The Film Permit Office co-ordinates the City's strategic objectives regard to filming and strives to accommodate these as far as possible.

- ▶ [Online Film Location Booking System](#)
- ▶ Film Permit information
- ▶ Company Registration and Indemnity Form
- ▶ Film Permit Application Form (manual) *-To be phased out*


← This link will take you to the EHD landing Page

← This link will take you to the Logon Page

Online Film Location Booking System landing page

Online Film Location Booking System

Logon



E-mail

Password

[Register](#)
[Forgot Password?](#)

[Film Permits Disclaimer](#)

Please note by clicking on the Login button you agree with the Film Permits disclaimer.

This site requires Microsoft Silverlight.

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← In order to use the online booking system you first need to register as a user.

Please do not forget to read the [Film Permits Disclaimer](#)
Also remember the site requires Microsoft Silverlight.

Register as a new user

Sign up for your new Account

Register as a Company Administrator?

Firstname : *

Lastname : *

Identity Type : * Identity Document

Identity Number : *

Mobile Number : *

Business Tel 1 : *

Business Tel 2 :

Business Fax :

Requested Companies : * Company Name Company Number

E-mail : *

Password : *

Confirm Password : *

Security Question : * Your mother's maiden name?

Security Answer : *

[Film Permits New User Registration Disclaimer](#)

← Ticking the checkbox will make you a company administrator

The "*" identify compulsory fields


← Your mobile number will be used to deliver status messages.

← You must get a company number from the company that you wish to represent
You need to click the "Add Company" icon to add a company.

← Your e-mail address will be used for delivery of your permit

← This is case sensitive.

Logon



CITY OF CAPE TOWN | ISIXEKO SASEKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

| [Home](#) | | [Site guide](#) |

Film Permits

[Logout](#)

Confirm Contact Information

E-mail: safwat.abrahams@capetown.gov.za

Mobile Number: * ✓

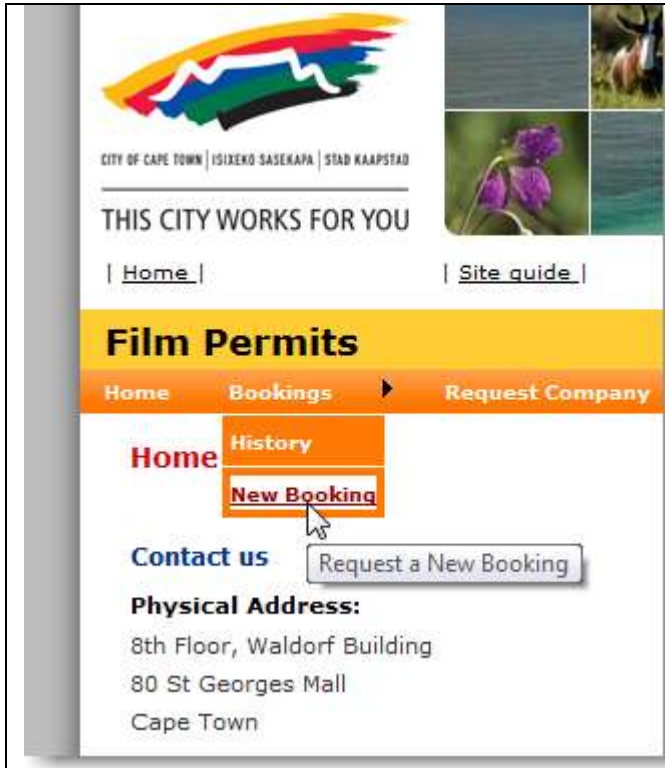
Business Tel 1: *

Business Tel 2:

Business Fax:

← Update your mobile number to the one that will be used specifically for this job / permit

Request a new booking



The screenshot shows the City of Cape Town website header with the logo and navigation links. The 'Bookings' menu is expanded, showing 'New Booking' as the selected option. A tooltip for 'Request a New Booking' is visible over the 'New Booking' link.

CITY OF CAPE TOWN | ISIXENKO SASAKAPA | STAD KAAPSTAD

THIS CITY WORKS FOR YOU

| [Home](#) | | [Site guide](#) |

Film Permits

Home Bookings Request Company

Home History New Booking

Contact us Request a New Booking

Physical Address:
8th Floor, Waldorf Building
80 St Georges Mall
Cape Town

← Click "Bookings" menu option then "New Booking"


Step 1 of 5 - Choose your location

Booking Welcome Safwat Abrahams

1 2 3 4 5

Location

Tasks To Do

 Step 1: Find your booking location by clicking on the 'search for a location' button above or use the toolbar on the map (+, -, hand) to zoom down to your location.
Step 2: Use the 'pencil' button on the toolbar to draw the booking location area.

Ok

Search for a specific Location

Next

To create a booking request requires five steps. The step number is highlighted in green at the top of the page

Read the instructions in the popup message box.

Booking Welcome Safwat Abrahams

1 2 3 4 5

Location

Search for a specific Location

Frequently Used Areas Suburb Street - Suburb

Service Area

Frequently Used Area

This is what you get after you click "Search for specific location" above

← Here we selected "Frequently used Areas"

← Use the dropdowns to select.

Booking Welcome Safwat Abrahams

1 2 3 4 5

Location

Search for a specific Location

Frequently Used Areas **Suburb** Street - Suburb

Suburb

← Here we selected "Suburb"

← Use the dropdown to select.

1	2	3	4	5
---	---	---	---	---

Location

Search for a specific Location

Frequently Used Areas **Suburb** **Street - Suburb**

Enter street name

Street

Suburb

← Here we selected "Suburb / Street"

← Use the dropdowns to select.

← Click the "Locate on Map" button to continue.

1	2	3	4	5
---	---	---	---	---

Location

Search for a specific Location

1. Now use the pencil icon to draw a polygon.
2. Click once on the map to start the drawing process.
3. Move your mouse to the boundaries of your location then click again.
4. Continue step 3 until you get to the last point where you will have to double click.

See next page for an example.

- 1
- 2
- 3
- 4
- 5

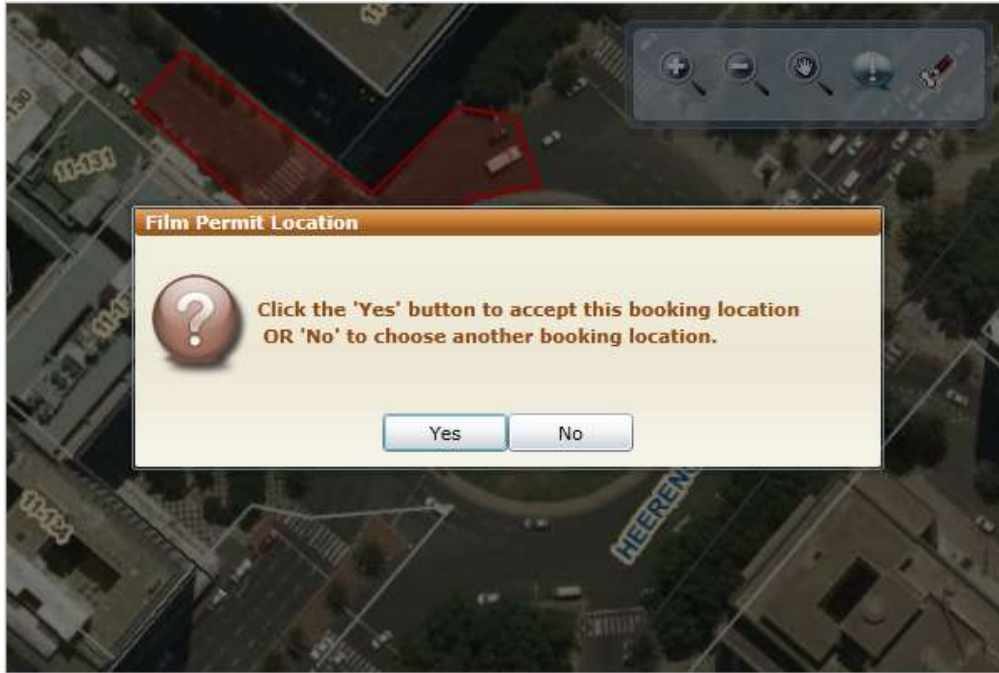
Location



Search for a specific Location

1	2	3	4	5
---	---	---	---	---

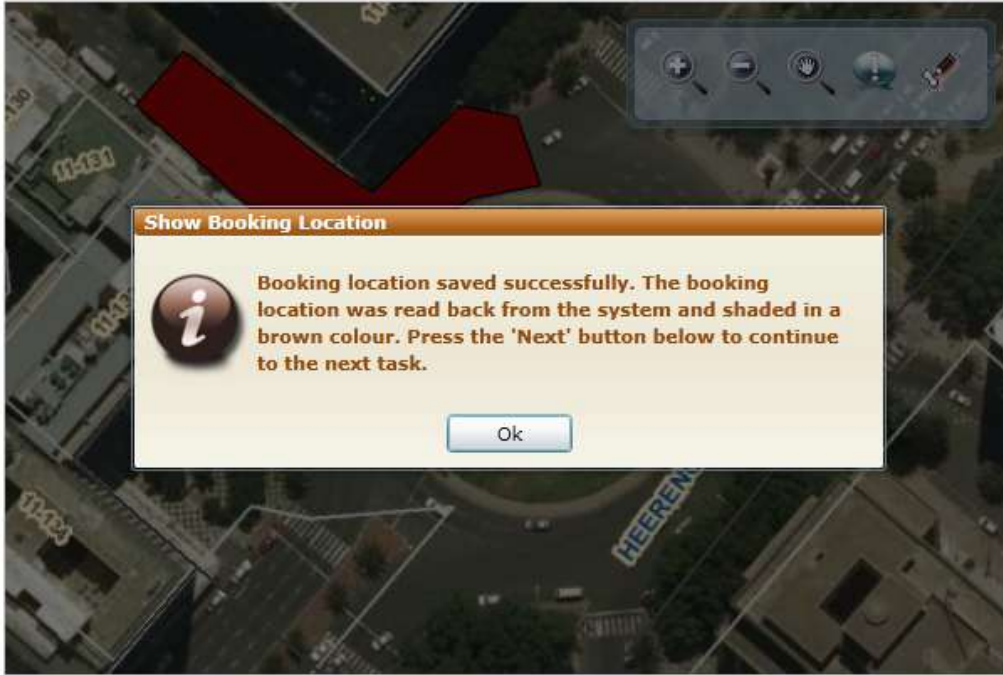
Location



After double clicking the final point a message box will ask you to confirm your selection.

1	2	3	4	5
---	---	---	---	---

Location



Search for a specific Location

Your polygon will now change colour from red to brown. See next page.

- 1
- 2
- 3
- 4
- 5

Location



Search for a specific Location

Next

Click next to continue.

Step 2 of 5 – Details of the location

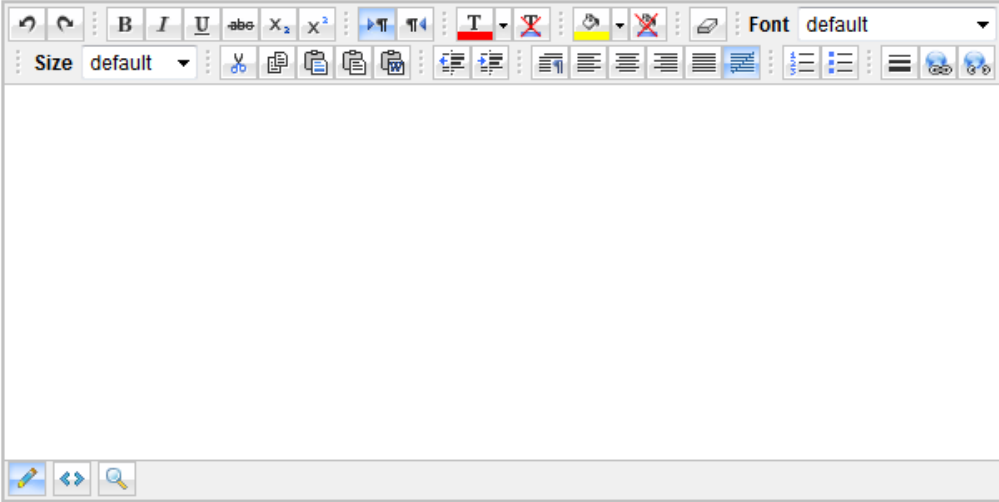
Booking Welcome Safwat Abrahams

1 2 3 4 5

Booking

Applicant: **Safwat Abrahams**

Details of Location:



Base Camp:

Catering Area (square meter): m2

Catering Location:

Booking Type: Firm Pencil

Complete the details of your location

← Select Firm or Pencil booking
Please contact the Film Office on the
Business Rules regarding booking types.

Film Title:

Job Reference:

Company:

Location Category:

Production Type:

Shoot Size:

[Previous](#) [Next](#)

Click next to continue.

Step 3 of 5 – Date and Time selection

Booking

Welcome Sahwat Abrahams



Dates + Times

Job: werwer

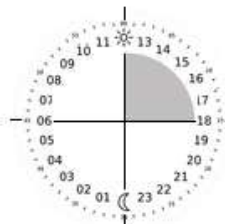
Date and Time selection

1. Select a Shoot Day

June 2011

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

2. Select a Shoot Time Slot



Afternoon

List selected Date and Time

Delete	Date	TimeSlot
Delete	22 June 2011	afternoon

[>>](#)

Add Shoot Date + Time Slot to list

* Booking: 'Firm' booking type is valid.



← You must click the ">>" button to add your day and time slot to the list.

← This message will inform you if your booking location for the specified date and time are valid.

Click Next to continue.

Step 4 of 5 – Road closures and Traffic Officers

Booking Welcome Safwat Abrahams

1 2 3 **4** 5

Road Closures

Job: werwer

*** Note: To void road closures, please click 'Next' to continue to the next step**

Roads listed within your Location *:

HANS STRIJDOM
HEERENGRACHT

Requested Dates *:

22 June 2011, afternoon

Start Time *:

End Time *:

Type of Closure:
(Please indicate Diversion Plan if FULL CLOSURE)

Number of Traffic Officers required *:

Parking Bays required:

Demarcated
 Non-Demarcated

Add Road Closure

List selected Road Closures

Step 4 of 5 will only appear if your selection intersects any roads.

← Select the road to close off

← Then the date and time

← Then "Type of Closure"

← If you selected "Full" closure then you need to fill in a "Diversion Plan"

← Click the ">>" button to add your road to the Road Closure List
Continue these steps for all road that requires closures
Click Next To continue.

Step 5 of 5 – Shoot details

Booking Welcome Safwat Abrahams

1 2 3 4 **5**

Shoot

Job: werwer

Number of Municipal Officers:	<input type="text" value="0"/>	Number of ECOs:	<input type="text" value="0"/>
Filming Area: (square meter)	<input type="text" value="0"/>	Number of Cars:	<input type="text" value="0"/>
Extra Municipal Area: (square meter)	<input type="text" value="0"/>	Number of Vehicles Off Road:	<input type="text" value="0"/>
Number of Trucks:	<input type="text" value="0"/>	Number of Other Vehicles:	<input type="text" value="0"/>
Number of Crew:	<input type="text" value="0"/>	Number of Cast:	<input type="text" value="0"/>

Please specify: Vehicles and / or Structures Off Road

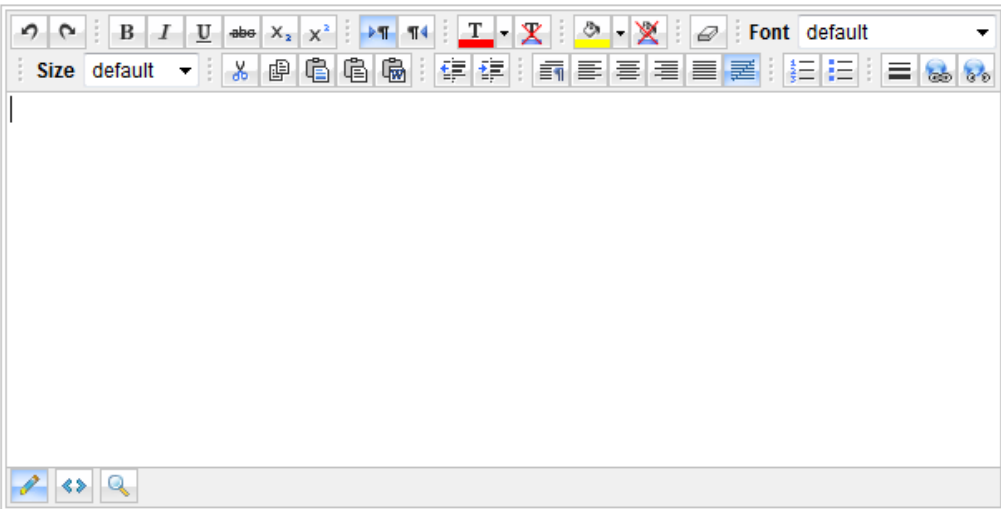
Film Set Type wih Activities

Animals/Birds/Plants	<input type="text"/>
Car Action Sequence	<input type="text"/>
Community Facilities	<input type="text"/>
Construction Set	<input type="text"/>
Construction/Generators Required	<input type="text"/>
Dangerous Substances	<input type="text"/>
Filming at Beaches/Sand Dunes/Sensitive Coastal Areas	<input type="text"/>
Filming at Gardens/Parks/Swimming Pools	<input type="text"/>
Filming at Mountain Area/Commercial Plantation/River/Estuaries	<input type="text"/>
Filming at Nature Reserve/Park/Dam	<input type="text"/>

← Enter your vehicle and structures here and click the "Add" button after each item entered.

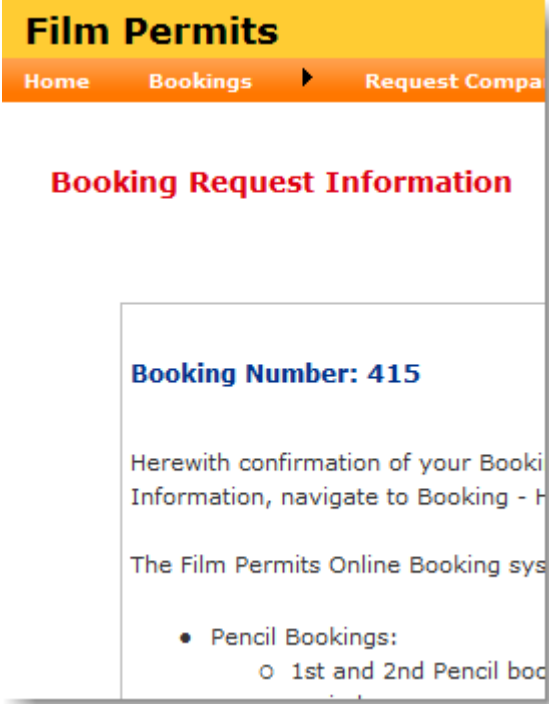
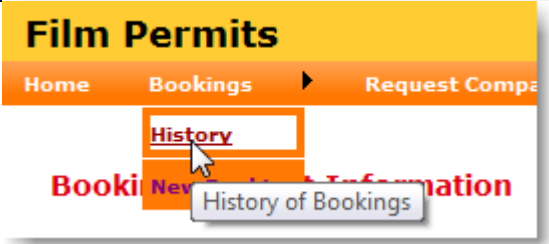
Filming at Public Open Spaces/Green Belts
Filming at Sea/Coastal Island
Filming on Roads / Scenic Routes
Other
Special Effects/Guns/Explosives/Smoke Machines

Description of Activity **Special Effects/Stunts Details** **Set Construction Details** **Any other Special Details** **Comments**



Click the finish button to complete the booking process

Receiving a Booking Number

 <p>Film Permits</p> <p>Home Bookings Request Compa</p> <p>Booking Request Information</p> <p>Booking Number: 415</p> <p>Herewith confirmation of your Booki Information, navigate to Booking - H</p> <p>The Film Permits Online Booking sys</p> <ul style="list-style-type: none">• Pencil Bookings:<ul style="list-style-type: none">○ 1st and 2nd Pencil boc	<p>You will receive a booking number.</p> <p>You will also receive an SMS with your booking number</p>
 <p>Film Permits</p> <p>Home Bookings Request Compa</p> <p>History</p> <p>Booki New... Information</p> <p>History of Bookings</p>	<p>Clicking the "Bookings" menu option then "History" will allow you to view all your bookings</p>

Booking history – Print / Download Booking Request Information

Film Permits

Home Bookings Request Company Profile How to: Company Registration FAQ

Welcome Safwat Abr

Booking History

Booking Number:

[View All Bookings](#)

Booking Number	Job Reference	Film Title	Booking Type	Booking Status	-	-	-
415	TBS212	The Big Shoot	Firm	Pending	View	Cancel	Make Firm

Clicking the “View” link will allow you to view and print your Booking Request

←

Film Permits

Home Bookings Request Company Profile How to: Company R

Booking Request Information

[\[Download or Print Booking Request Information \]](#)

Click to Download

Booking Number: 415

BookingType	Firm
FilmTitle	The Big Shoot
JobReference	TBS212

← Click this link to print or download your Booking request report in PDF format.