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Ask for: Terence Isaacs

Tel: 021 417 4022
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Ref:
Filename:

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TOURISM, EVENTS & MARKETING - 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. ALL permit applications are to be made through City of Cape Town Film Permitting Office (CTFPO).

For more information click [here](#).

All Production Companies, individuals or any other entities wishing to undertake filming or film-related activity on municipal property, public roads or any public open space within the jurisdictional area of the City of Cape Town must register with the City of Cape Town Film Permitting Office, and furnish the following information/documentation.

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

Please Note:

The City of Cape Town Film Permit Office currently has 2 registration processes, viz.

- a) **Registration as a Production Company or entity wishing to engage in film-related activity.** This allows production companies, individuals or any other entities undertake film-related activity and be registered as a business partner with the City. This must be renewed annually.

The relevant documentation is ATTACHED.

- b) **Registration as a user on the CTFPO Online Film Permit System.** This allows production companies, location professionals and other industry users to access to the Online Film Film Permit System. This also allows production companies to manage and track applications for film permits submitted on their behalf.

Click [here](#) to register as an OFPS user.

For any further information please contact the CTFPO on film.permit@capetown.gov.za or 021 417 4025/27/29

Thank You

Terence Isaacs
Head: Film and Events Permit Office
City of Cape Town



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TOURISM, EVENTS & MARKETING – FILM & EVENTS PERMIT OFFICE

PRODUCTION COMPANY REGISTRATION

Company Name:			
CK No:			
VAT Reg. No:			
CoCT Contract Account No.			
FPO Company Registration No.			
Type(s) of Production/s <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 attached the following documentation, duly completed:

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

Signed:.....

Date:.....



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TOURISM, EVENTS & MARKETING – FILM & EVENTS PERMIT OFFICE

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.