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Filename: 2013-11-05 Communique - Film Industry - 2013-14 Festive Season Alerts & Office Arrangements

TOURISM, EVENTS & MARKETING — Film & Events Office

2013-11-05

CITY OF CAPE TOWN FILM PERMIT OFFICE

ALERT TO FILM INDUSTRY: FESTIVE SEASON 2013/14

The City of Cape Town would like to bring to your attention to the following alerts and arrangements over the upcoming festive season:

- the annual influx of holiday-makers and tourists will impact on the availability of some popular locations and roads;
- various City Service Departments are likely to be operating with skeleton staff over the festive season;
- demands on the City's Uniformed Services will be exacerbated by festive season, tourism-related and other public safety activities and initiatives - accordingly response times and availability of city services and locations will be impacted.

The film industry is requested to submit permit requests through to the Cape Town Film Permit Office (CTFPO) as early as possible. This will ensure adequate time for the CTFPO to obtain the necessary permissions for you.

1. Traffic Services:

- The availability of Traffic /Metro Police Officers may be curtailed due to national festive season road safety initiatives, e.g. Drive Alive Campaign, Safely Home Campaign, etc. – please submit all requests for traffic assistance ASAP.

2. Filming on Coastal Roads

- As in previous years, as directed by Provincial and City Traffic Authorities, no filming is permitted on **all** coastal roads for the period:

15th December 2013 – 15 January 2014

This limitation is due to the extremely high traffic volumes experienced along all coastal roads at this period, as well as increased festive/holiday season and tourism activities.

3. Beaches and Municipal Swimming/Tidal Pools

- As in previous years, film-related activity on beaches will be severely curtailed due to the high volumes of beach-goers and beach-related activities. The same restrictions will apply to tidal pools and all municipal swimming pools.

NB: Please ensure that all applications for permits for shooting over weekends are submitted well in advance. This will ensure the Film Office is in a position to facilitate the booking of locations in advance.

The availability of CBD locations, Traffic and other Enforcement services for filming and other events is likely to be severely constrained by the above. Please plan accordingly and contact the Film Permit Office to ascertain the availability of locations and Traffic Officers prior to submitting quotations/bids or committing to clients.

CITY OF CAPE TOWN FESTIVE SEASON FILM PERMIT AND OFFICE ARRANGEMENTS:

1. High Season Office hours:

Cape Town Film Permit Office:

- Monday to Fridays: 07h30 – 17h00
- Saturdays: 09h00 – 12h00 – (*from 1 November - Reduced staff complement*)

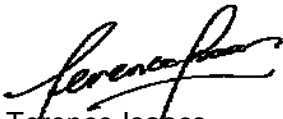
2. Festive Season 2013/14: Office Hours

Date	Time	Comment
December 2013		
Fri, 06th December	07h30 – 12h00	Staff Xmas Party – Early Close
Sat, 14 th December	09h00 – 12h00	Reduced staff complement
Mon, 16 th December	All Offices closed	Public Holiday
Tues, 17 th to Fri, 20 th December	07h30 – 17h00	Normal Office Hours
Sat, 21 st December	09h00 – 12h00	Reduced staff complement
Mon, 23 rd December	07h30 – 17h00	Normal Office Hours
Tues, 24th December	07h30 – 12h00	All Council offices closing early
Wed, 25 th & Thurs, 26 th December	All Offices closed	Public holidays
Fri, 27 th December	07h30 – 17h00	Normal Office Hours
Sat, 28 th December	Office Closed	
Mon, 30 th December	07h30 – 17h00	Normal Office Hours
Tues, 31st December	07h30 – 12h00	All Council offices closing early
January 2014		
Wed, 1 st January 2014	All Offices closed	Public holiday
Thurs 2 nd January 2014 onward	07h30 – 17h00	Normal Office Hours

NB: *Applications are only processed during working hours – **NOT after hours, over weekends or on Public Holidays!***

The above information is subject to change, please contact the Film Permit Office on Tel: 417 0599/4025, or email film.permit@capetown.gov.za should you require any further information/details.

Thank you for your support.



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