

REGISTER AS A USER VIA THIS LINK FIRST contact : 021 4174023/24/25/26/27/28/30

<http://web1.capetown.gov.za/web1/filmpermitsonline/>

NEW COMPANY REGISTRATION

2. Once registered please log in then under the heading Company Admin click on NEW COMPANY REGISTRATION and complete the form. Download the new indemnity document, complete it and then upload it again. Once you have completed all this and clicked on the final button REGISTER NEW COMPANY an automated email will be sent to our finance section to authorize the approval of your company.

PUBLIC LIABILITY MANAGEMENT

3. Next you will have to again click on Company Admin then click on PUBLIC LIABILITY MANAGEMENT here in STEP 1 select the company **STEP 2** click on NEW **STEP 3** fill in the start date and the end date of the insurance period that you are insured for.

Use the browse button to upload your insurance document and click SAVE

This process will also send an automated email to our finance office to approve your documents and once this is done you will have access to the online Film permit booking system.

NEW USER (Request access as a user to a company)

4. Now you will need to click on COMPANY ADMIN then click on REPRESENTATION open square type in the name of the company then click the ADD TO LIST button then click the SUBMIT button.

COMPANY APPROVAL (to approve a user/add a user)

5. Now you will need to click on COMPANY ADMIN then click on USER MANAGEMENT in step 1 select your company step 2 select your name step 3 select edit then tick both VALID and ADMIN boxes once done click on UPDATE

Note: You are not able to go online and do bookings, please note that all applications must be done at least 2 working days prior to your shoot date this excludes weekends and public holidays. Depending on your complexity if any roads are affected you need to submit your applications at least 5 working days prior to your shoot date.

Once your application is submitted it will be assigned to a permit officer, please enquire with this officer what the cost will be for your shoot so that they can advise you how best to proceed.

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