



National Heritage Council of Namibia

52 Robert Mugabe Avenue • Private Bag 12043, Ausspannplatz • Windhoek, Namibia
(061) 244 375 • Fax: (061) 246 872 • E-mail: alma@nhc-nam.org

FILMING AND PHOTOGRAPHY PERMIT APPLICATION FORM

In terms of the National Heritage Act (Act 27 of 2004)

CONDITIONS & INSTRUCTIONS

1. This application is subject to a heritage application fee in addition to a heritage filming fee;
2. The receipt issued serves as a reference when making enquiries;
3. Allow for processing time of at least 7 days.
4. Accreditation permit from Ministry of Information & Broadcasting should accompany this application form

SECTION A: APPLICANT DETAILS

NAME

TITLE/DESIGNATION

PERSONAL ADDRESS

BUSINESS ADDRESS

TELEPHONE

EMAIL

SECTION B: PRODUCTION CONTACT DETAILS

PRODUCER'S NAME

EMAIL ADDRESS

MOBILE NUMBER

PRODUCTION MANAGER

EMAIL ADDRESS

MOBILE NUMBER

LOCATION MANAGER

EMAIL ADDRESS

MOBILE NUMBER

PARTICULARS OF CREW MEMBERS

NAME

NATIONALITY

PASSPORT NUMBER

DATE OF BIRTH

DATE OF EXPIRY

NAME

NATIONALITY

PASSPORT NUMBER

DATE OF BIRTH

DATE OF EXPIRY

NAME

NATIONALITY

PASSPORT NUMBER

DATE OF BIRTH

DATE OF EXPIRY

SECTION C: PRODUCTION DETAILS

PRODUCTION NAME

PRODUCTION SUMMARY/SYNOPSIS/SCRIPT

TYPE OF PRODUCTION (PLEASE TICK APPROPRIATE BOX)

FEATURE	<input type="checkbox"/>	TV COMMERCIAL	<input type="checkbox"/>	TV DRAMA	<input type="checkbox"/>	DOCUMENTARY	<input type="checkbox"/>
CORPORATE VIDEO	<input type="checkbox"/>	SHORT FILM	<input type="checkbox"/>	MUSIC VIDEO	<input type="checkbox"/>	CHILDREN'S PRODUCTION	<input type="checkbox"/>
TRAVEL SHOW	<input type="checkbox"/>	REALITY TV	<input type="checkbox"/>	PHOTOGRAPHY	<input type="checkbox"/>	STUDENT FLIM	<input type="checkbox"/>
OTHER 'S'	<input type="checkbox"/>						

SECTION D: LOCATION DETAILS

Please provide below details for each location.

LOCATION 1

NAME

DATE*

TIME*

*Date-includes proposed date and back up date. Time of use includes crew arrival and departure from to another location.

DESCRIPTION OF ACTIVITIES

LOCATION 2

NAME

DATE*

TIME*

*Date-includes proposed date and back up date. Time of use includes crew arrival and departure from to another location.

DESCRIPTION OF ACTIVITIES

PARKING REQUIRED (PLEASE TICK APPROPRIATE BOX)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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NUMBER OF VEHICLES (PLEASE INDICATE)

SECTION E: DECLARATION

I agree to comply with the provisions and strictly observe the terms and conditions under which the National Heritage Council may issue in the permit.

APPLICANT SIGNATURE

DATE

SECTION F: PAYMENT METHOD

On submission of this application form; the applicant undertakes to pay relevant application fee and a filming fee outlined by the Council. Payment methods include bank transfer or cash payment (to the accountant at the National Heritage Council of Namibia headquarter ONLY).

NATIONAL HERITAGE COUNCIL

BANK NAME: STANDARD BANK

ACC. NO: 348575696

SAVINGS

BRANCH CODE:082672

WINDHOEK

SECTION G: ADDITIONAL INFORMATION

Applicants are advised to retain the following information for future correspondence.

1. For any correspondence pertaining to a filming permit issued, always quote the permit reference number.
2. Statutory deposit of resulting videos and photographs:

Resulting videos and photographs should be deposited directly with the following institutions as may be specified in the permit:

NATIONAL HERITAGE COUNCIL OF
NAMIBIA 52, ROBERT MUGABE AVENUE
PRIVATE BAG 12043,
AUSSPANNPALTZ WINDHOEK,
NAMIBIA

TEL +264 61 244 375
FAX +264 61 246 872

NATIONAL ARCHIVES OF NAMIBIA
NATIONAL ARCHIVE COLLECTION
PRIVATE BAG 13250, WINDHOEK
WINDHOEK, NAMIBIA
TEL +264 61 293500
FAX +264 61 2935308

