



# LLANDUDNO CIVIC ASSOCIATION

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## **CODE OF CONDUCT FOR FILM PRODUCTIONS IN LLANDUDNO**

This code of conduct seeks to achieve a compromise to accommodate reasonable filming activity while minimising the impact on Llandudno residents and visitors.

### **LLANDUDNO ZONING**

Llandudno has its own town planning scheme. According to this scheme, all houses in Llandudno are zoned as single-dwellings with no business rights and therefore business activities are not allowed in homes unless they have obtained permission, known as a land use departure. (Some homeowners have applied for or obtained such departures from the City of Cape Town COCT). Commercial shoots in private homes are therefore generally deemed illegal in Llandudno if no departure has been granted. Productions on beach and public places require permits from the Cape Town Film Production Office.

The LCA proposes these conditions as a requirement for granting land use departures for homes and permits for filming on the beach. If these conditions are accepted, applications will not be opposed by the LCA. The COCT will administer a public participation process before granting land use departures. The LCA will submit this code of conduct as our requirement for the granting of departures and permits respectively. Adherence to these conditions should obviate complaints against reasonable use of the beach and private property as locations for film and photo productions and form a basis for resolving conflict situations.

### **ENFORCEMENT**

If a homeowner rents out a home for filming without having obtained the required departure, the COCT can issue fines or a court summons or refuse to issue a future temporary departure. If a home owner does not adhere to the conditions set out in this document, the LCA and Llandudno residents can request that a departure be revoked or cancelled at any time and object to the granting of further permits and departures to the affected company and home owner. The authorities will be requested to refuse future applications. These conditions are in addition to any conditions imposed by the authorities.

### **STEPS TO BE TAKEN BEFORE START OF FILM PRODUCTION:**

- The homeowner must ensure that the production company has read this code of conduct and abides by it. The necessary permit and/or land use departures must be obtained.
- Neighbours within 250 meters of the production location must be informed by the production company in writing by drop-off letter giving details of the production at least 48 hours before arrival on the location.
- No lights, noise, vehicle movement or other disturbance associated with film production is permitted in Llandudno before 0700 and after 2000 hours.
- No production on weekends and holidays in summer months, December to February.
- Not more than one weekend day per month at the same location in winter months.
- Not more than two shoots of maximum three days each or six days total in the same location in any month.
- No productions at all between 16 December and 15 January.

### **PARKING OF VEHICLES:**

- Parking in public areas for the purpose of filming will require parking permits from the COCT.
- Vehicles must be parked off road on the production location property and limited to the legal spaces in front of the property and not in front of neighbouring properties without their approval.
- Where more parking spaces are required, formal arrangements must be made ahead of time out of Llandudno or with neighbours or the School to park on or in front of their properties.
- Parked vehicles must not obstruct access to neighbouring properties or obstruct facilities like hydrants and substations.
- Parked vehicles must not obstruct the normal flow of traffic in any road.
- Trucks must not park in the streets in front of homes, but in identified parking areas away from homes.
- Vehicles may not be parked in the main access roads (the whole of Llandudno Road to the beach, Fisherman's Bend from the junction with Llandudno Road to the junction with Sandy Bay Road and Sandy Bay/Sunset Road down to Sunset Rocks) on red or yellow lines or in a manner that impacts normal two-way traffic flow.

### **CATERING, ABLUTION AND POWER FACILITIES:**

- Catering, ablution and power facilities must be provided on the location property only (for homes), not in the street, pavements or public areas.
- Arrangements must be made in advance with neighbours, school, sports club, lifesavers etc. for additional space.
- Only modern, compact, low impact generators will be allowed and must be parked on the property.

**MONITORING:**

Every production company is required to keep full records of its shoots in Llandudno. Every home owner must keep records of the shoots in his home and available at short notice. Permits must be readily available.

**FEES AND DONATIONS:**

If your production requires the ability to park vehicles beyond the beach boom, a key can be arranged for your convenience. There is a key fee of R500 per day for the boom key. Please contact Sue Papin Sears to make arrangements. Please note that access could be limited if there is a function booked at the Lifesaver's Club. This key fee is waived if the Club is rented for your shoot.

If your organization would like to make a voluntary donation to the community, our banking details are as follows:

Llandudno Civic Association  
Standard Bank Thibault Sq 0909  
Account No : 07 085 690 7

All donations and fees are used to the continuing betterment of Llandudno. Thank you for your interest in our beautiful neighbourhood for your production.

If you have any questions, please don't hesitate to call.

Regards,

Sue Papin Sears  
Public Relations  
Llandudno Civic Association  
082.334.9447

**Useful Numbers:**

Lifesaving Club – Contact: Sue Gutsche - 021.790.6303  
Llandudno Civic Association Chairwoman – Kiki Bond Smith – 083.309.0468  
Llandudno School – 021.790.2010