

How to use the Online Film Location Booking System

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Where to find on the WEB

<http://www.capetown.gov.za/en/ehd/Pages/Filmingpermits.aspx>

Online Film Location Booking System

The Film Permit Office does not unilaterally approve/reject film shoots. It consults service departments and directorates and jointly assesses applications for film application is considered on its own merits in accordance with inter alia, the City objectives, legal and operational requirements.





The Film Permit Office co-ordinates the City's strategic and operational requirements regard to filming and strives to accommodate these as far as possible.

- ▶ [Online Film Location Booking System](#)
- ▶ [How to use the Online Film Location Booking System \(updated, June 2011\)](#)
- ▶ [Film Permit information](#)
- ▶ [Company Registration and Indemnity Form](#)
- ▶ [Film Permit Application Form \(manual\) -To be phased out](#)

← This link will take you to the landing Page

← This link will take you to the Logon Page

Online Film Location Booking System landing page

<div data-bbox="132 172 264 300"></div> <div data-bbox="268 197 521 271"><p>CITY OF CAPE TOWN ISIXEKO SASEKAPA STAD KAAPSTAD</p></div> <div data-bbox="884 311 1299 338"><p>Making progress possible. Together.</p></div> <div data-bbox="132 354 380 378"><p> City Home Site Guide </p></div> <div data-bbox="1122 354 1299 375"><p>Wed, 26 Mar 2014</p></div> <div data-bbox="100 400 710 437"><h3>Online Film Location Booking System</h3></div> <div data-bbox="129 488 221 520"><p>Logon</p></div> <div data-bbox="1151 475 1283 526"></div> <div data-bbox="403 641 1008 750"><p>E-mail  <input type="text"/></p><p>Password  <input type="password"/></p><p><input type="button" value="Login >>"/></p></div> <div data-bbox="528 793 732 818"><p>Register as a User</p></div> <div data-bbox="528 820 725 845"><p>Forgot Password?</p></div> <div data-bbox="586 887 846 911"><p>Film Permits Disclaimer</p></div> <div data-bbox="349 912 1081 940"><p>By clicking on the 'Login >>' button, you agree with the Film Permits disclaimer</p></div> <div data-bbox="488 979 949 1032"><p>This site requires Microsoft Silverlight Click here to download Microsoft Silverlight</p></div> <div data-bbox="129 1074 380 1096"><p>© City of Cape Town, 2014</p></div> <div data-bbox="981 1064 1292 1088"><p> Copyright Privacy Disclaimer </p></div>	<p>← In order to use the online booking system you first need to register as a user.</p> <p>Please do not forget to read the Film Permits Disclaimer</p> <p>Also remember the site requires Microsoft Silverlight.</p>
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Register as a new user

Online Film Location Booking System
[Logon](#) | [Registration](#)

Sign up for your new Account

Register as a Company Administrator ? ☐

Firstname : *

Lastname : *

Identity Type : *

Identity Number : *

Mobile Number : *

Business Tel 1 : *

Business Tel 2 :

Business Fax :

Requested Companies : *

Company Name	Company Number	Add to List >>
<div></div>		

E-mail : *

Password : *

Confirm Password : *

Security Question : *

Security Answer : *

o8b8|z

[Film Permits New User Registration Disclaimer](#)

← Ticking the checkbox will make you a company administrator

The “*” identify compulsory fields

← Your mobile number will be used to deliver status messages.

← You must get a company number from the company that you wish to represent
You need to click the “Add Company” icon to add a company.

← Your e-mail address will be used for delivery of your permit

← This is case sensitive.

Logon

Online Film Location Booking System				
Home	Logout			
Confirm Contact Information		Welcome S:		
E-mail: safwat.abrahams@capetown.gov.za				
Mobile Number: *	<input type="text" value="0123456789"/>	<input type="button" value="Add >>"/>		
Set mobile currently in use:	<input type="text" value="--select--"/>	<input type="button" value="Current >>"/>		
Business Tel 1: *	<input type="text" value="0123456789"/>			
Business Tel 2:	<input type="text" value="0123456789"/>			
Business Fax:	<input type="text" value="0123456789"/>			
<input type="button" value="Submit >>"/>				
<hr/>				
Home	History	Representation	Change Password	How to: Company Registration
	New Firm / Pencil Booking		Update Information	User Guide
	New Microshoot Booking			FAQ
	Incomplete / Draft Bookings			

← Update your mobile number to the one that will be used specifically for this job / permit

Request a new booking

Online Film Location Booking System

Home	Bookings	Representation	Your Profile	Help	Logout
------	----------	----------------	--------------	------	--------

Home

History


New Firm / Pencil Booking

New Microshoot Booking

Incomplete / Draft Bookings

Welcome :

Online Film Location Booking Viewer



Film News

Created Date & Time	Title	
2014/02/27 11:53:22 AM	MARCH-MAY 2014 ; MAJOR EVENTS & PUBLIC HOLIDAYS: FILM-RELATED ACTIVITY AND FILM OFFICE HOURS	More
2012/08/01 10:46:43 AM	FILM PERMIT OFFICE - CONTACT DETAILS	More

← Click “Bookings” menu option then “New Firm / Pencil Booking” or then “New Microshoot Booking”

Step 1 of 5 - Choose your location

Online Film Location Booking System

Home

Bookings

Representation

Your Profile

Help

Logout

Booking

Welcome Safwat Abrahams

1


2

3

4

5

Location



Search for a specific Location >>

Save and Next

To create a booking request requires five steps. The step number is highlighted in green at the top of the page

Read the instructions in the popup message box.

<div> <div>Online Film Location Booking System</div> <div> Home Bookings Representation Your Profile Help Logout </div> </div> <div> <div>Booking</div> <div>Welcome Safwat Abrahams</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>Location</div> <div> <div>Search for a specific Location</div> <div> <div>Frequently Used Areas</div> <div>Suburb</div> <div>Street - Suburb</div> </div> <div> <div>Service Area</div> <div>---select---</div> <div>Frequently Used Area</div> <div>--select--</div> </div> <div> <div>Locate on Map >></div> <div>Cancel</div> </div> </div> <div>Save and Next</div>	<p>This is what you get after you click "Search for specific location" above</p> <p>← "Frequently used Areas" has been selected.</p> <p>← Use the dropdowns to select.</p>
<div> <div>Online Film Location Booking System</div> <div> Home Bookings Representation Your Profile Help Logout </div> </div> <div> <div>Booking</div> <div>Welcome Safwat Abrahams</div> </div> <div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>Location</div> <div> <div>Search for a specific Location</div> <div> <div>Frequently Used Areas</div> <div>Suburb</div> <div>Street - Suburb</div> </div> <div> <div>Suburb</div> <div>ACACIA PARK</div> </div> <div> <div>Locate on Map >></div> <div>Cancel</div> </div> </div> <div>Save and Next</div>	<p>← "Suburb" has been selected.</p> <p>← Use the dropdown to select.</p>

Online Film Location Booking System						
Home	Bookings	Representation	Your Profile	Help	Logout	
Booking		Welcome Safwat Abrahams				
1	2	3	4	5		
Location						
Search for a specific Location						
Frequently Used Areas		Suburb		Street - Suburb		
<div><div>Enter street name <input type="text"/></div><div>Street <input type="text"/></div><div>Suburb <input type="text"/></div><div>Search Street >></div><div>Locate on Map >></div><div>Cancel</div></div>						
<div>Save and Next</div>						

← “Suburb / Street” has been selected.

← Use the dropdowns to select.

← Click the “Locate on Map” button to continue.

Online Film Location Booking System

[Home](#) [Bookings](#) [Representation](#) [Your Profile](#) [Help](#) [Logout](#)

Booking

Welcome Safwat Abrahams

1

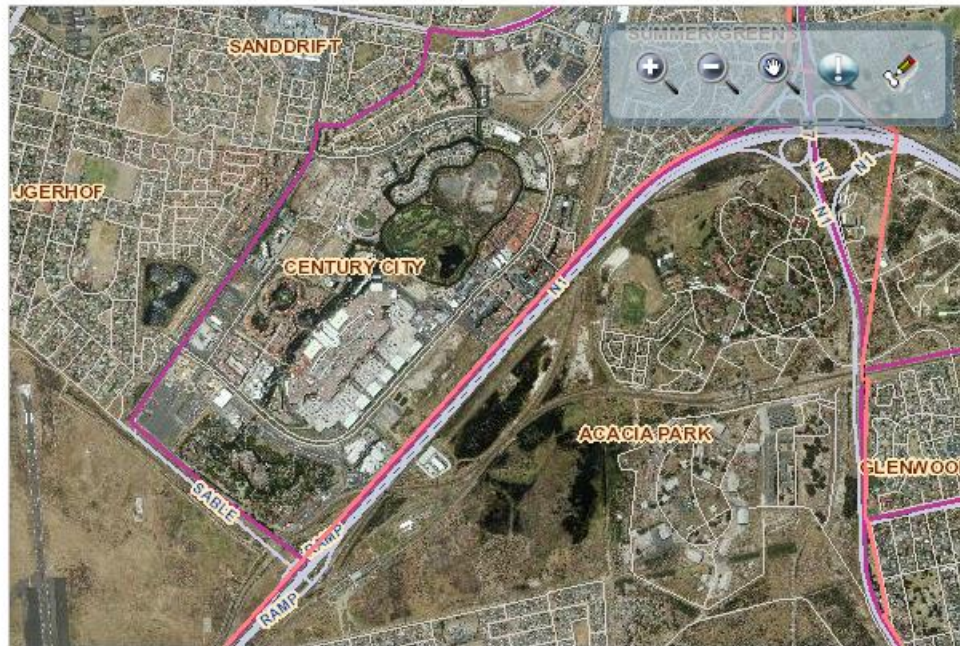
2

3

4

5

Location



Search for a specific Location >>

Save and Next

1. Now use the pencil icon to draw a polygon.
2. Click once on the map to start the drawing process.
3. Move your mouse to the boundaries of your location then click again.
4. Continue step 3 until you get to the last point where you will have to double click to complete the polygon.

See next page for an example.

1	2	3	4	5
---	---	---	---	---

Location



Search for a specific Location

1

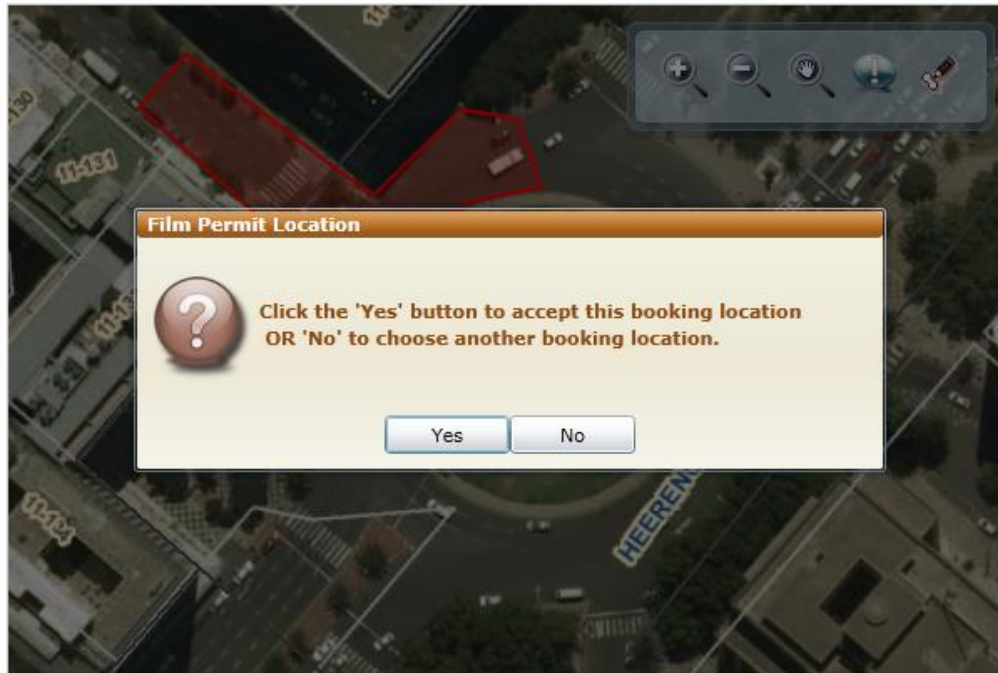
2

3

4

5

Location



After double clicking the final point a message box will ask you to confirm your selection.

1

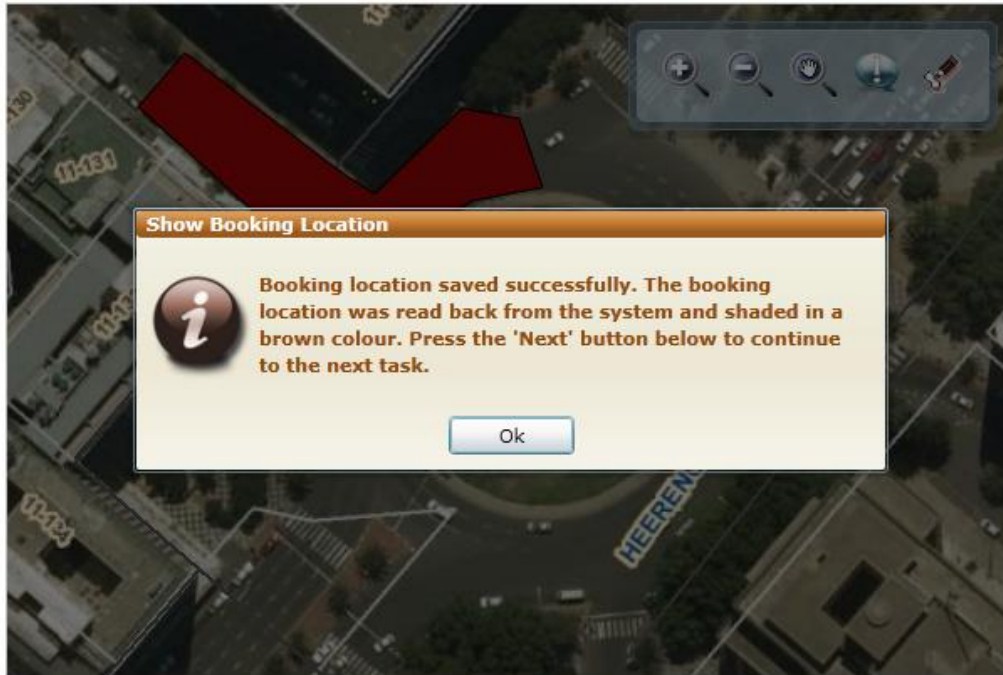
2

3

4

5

Location



Your polygon will now change colour from red to brown. See next page.

Online Film Location Booking System

[Home](#) [Bookings](#) [Representation](#) [Your Profile](#) [Help](#) [Logout](#)

Booking

Welcome Safwat Abrahams

1

2

3

4

5

Location



Search for a specific Location >>

Save and Next

Click 'Save and Next' to continue.

Online Film Location Booking System

[Home](#)[Bookings](#)[Representation](#)[Your Profile](#)[Help](#)[Logout](#)

Booking

Welcome Safwat Abrahams

1

2

3

4

5

Location

Upload an image of your Location:

 Browse...

OR

Go to [[Google Maps](#)], search for your location, click on 'link' and provide the below -:

Paste Google Map Link:

If for any reason the City's **mapping services are offline**, then you will have the option to upload an image of your location or paste a Google map link.

This is a temporary measure that will be deactivated once the City's **mapping services are restored**.

Step 2 of 5 – Details of the location

Online Film Location Booking System

[Home](#) [Bookings](#) [Representation](#) [Your Profile](#) [Help](#) [Logout](#)

Booking Welcome Safwat Abrahams

1

2

3

4

5

Booking

Applicant: Safwat Abrahams

Location Requested
(Short Title of your Location):

Details of Location
Detail ONLY the exact Location requested, e.g. "Darling St between Plein St and Buitenkant – Pavements Only", do not add any Script details.
(Further Comments and Activities to be provided on Step 5):

Base Camp:

Catering Area
(square meter) m2

Catering Location:

Booking Type: ☐ Firm ☐ Pencil

Film Title:

Job Reference:

Company:

Location Category:

Production Type:

Shoot Size:

Complete as required.

You are now able to 'Save' each step of the booking process.

You will be able to retrieve saved or incomplete bookings from the Bookings menu item – select 'Incomplete / Draft Bookings'

Online Film Location Booking Sys

[Home](#) [Bookings](#) [Representation](#) [Your P](#)

Booking

1

History

New Firm / Pencil Booking

New Microshoot Booking

Incomplete / Draft Bookings

BOOKING

Your Incomplete / Draft Bookings

Step 3 of 5 – Date and Time selection

Online Film Location Booking System

[Home](#) [Bookings](#) [Representation](#) [Your Profile](#) [Help](#) [Logout](#)

Booking Welcome Safwat Abrahams

1

2

3

4

5

[Shoot Dates + Shoot Time Slots](#)

Job: 2134

Shoot Dates and Shoot Time Slots

1 Select a Shoot Day

< March 2014 >

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

2 Select a Shoot Time Slot

Choose your Shoot Time Slot(s)

0am 1 2 3 4 5 6 7 8 9 10 11 12pm 1 2 3 4 5 6 7 8 9 10 11 12am

Add to List >>

Your listed Shoot Dates and Shoot Time Slots

Delete	04 April 2014	07:00 - 08:00, 08:00 - 09:00, 09:00 - 10:00
Delete	05 April 2014	12:00 - 13:00, 13:00 - 14:00, 14:00 - 15:00, 15:00 - 16:00, 16:00 - 17:00, 17:00 - 18:00

[Previous](#) [Save](#) [Save and Next](#)

← Step 1 – Select a Shoot Day

← Step 2 – Select a Shoot Time Slot

← You **must** click the “Add to List >>” button to add your day and time slot to the list.

Click ‘Save and Next’ to continue.

Step 4 of 5 – Road closures and Traffic Officers

Online Film Location Booking System

Home Bookings Representation Your Profile Help Logout

Booking Welcome Safwat Abrahams

1 2 3 4 5

Road Closures

JOB: 2134

Do you want to include Road Closures?
(If "No", please continue to the next step) ☐ Yes ☒ No

Previous Save Save and Next

Online Film Location Booking System

Home Bookings Representation Your Profile Help Logout

Booking Welcome Safwat Abrahams

1 2 3 4 5

Road Closures

JOB: 2134

Do you want to include Road Closures?
(If "No", please continue to the next step) ☒ Yes ☐ No

Roads listed within your Location *:

- BOUNDARY
- BRIDGE
- CANALSIDE
- CENTURY
- CENTURY CITY
- CENTURY FALLS
- ESPLANADE
- N1

Requested Dates *:

☐ 04 April 2014 @ 07:00 - 08:00, 08:00 - 09:00, 09:00 - 10:00
☐ 05 April 2014 @ 12:00 - 13:00, 13:00 - 14:00, 14:00 - 15:00, 15:00 - 16:00, 16:00 - 17:00, 17:00 - 18:00

Start Time *: 00:00

End Time *: 00:00

Type of Closure: Full
(Please indicate Diversion Plan if FULL CLOSURE)

No Diversion Plan

Number of Traffic Officers *:

0 * The number of Traffic Officers required will be determined by the City's Traffic Dept.

Parking Bays:

0 Demarcated
0 Non-Demarcated

Add to List >>

Roads selected for Closure

Previous Save Save and Next

Step 4 of 5 will give you the option to include road closures.

If "Yes" is selected then you are allowed to capture closures

← Select the road to close off

← Then the date and time

← Then "Type of Closure"

← If you selected "Full" closure then you need to fill in a "Diversion Plan"

← Click the "Add to List >>" button to add your road to the Road Closure List
Continue these steps for all roads that require closures.
Click Next To continue.

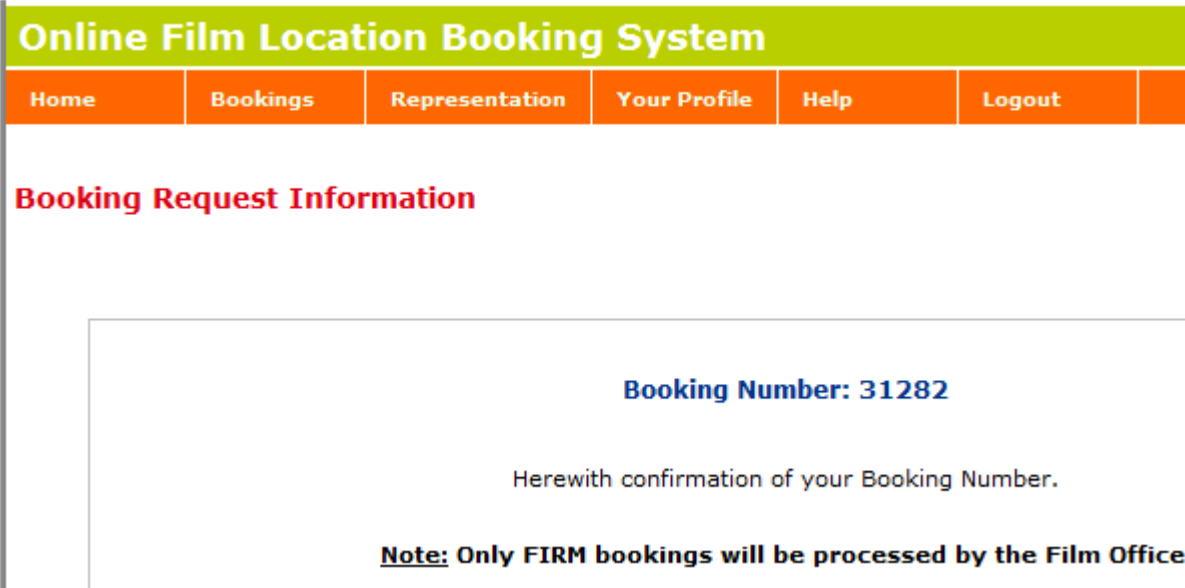
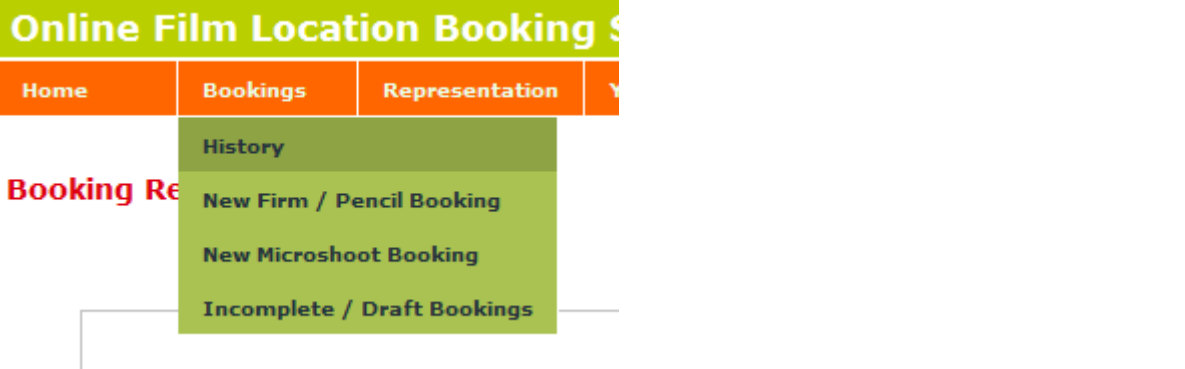
Step 5 of 5 – Shoot details

Online Film Location Booking System					
Home	Bookings	Representation	Your Profile	Help	Logout
Booking		Welcome Safwat Abrahams			
1	2	3	4	5	
					Shoot
Job: 2134					
<div>Number of Municipal Officers: <input type="text" value="0"/></div> <div>Filming Area: <input type="text" value="0"/> (square meter)</div> <div>Extra Municipal Area: <input type="text" value="0"/> (square meter)</div> <div>Number of Trucks: <input type="text" value="0"/></div> <div>Number of Crew: <input type="text" value="0"/></div> <div>Number of Traffic Officers: <input type="text" value="0"/></div> <div>Number of ECOs: <input type="text" value="0"/></div> <div>Number of Cars: <input type="text" value="0"/></div> <div>Number of Vehicles Off Road: <input type="text" value="0"/></div> <div>Number of Other Vehicles: <input type="text" value="0"/></div> <div>Number of Cast: <input type="text" value="0"/></div>					
Please specify: Vehicles and / or Structures Off Road					
<div></div>					
Film Set Type with Activities					
<div>Animals/Birds/Plants</div> <div>Cape Town City Pavements</div> <div>Cape Town City Streets</div> <div>Car Action Sequence</div> <div>Community Facilities</div> <div>Construction Set</div> <div>Dangerous Substances</div> <div>Filming at Beaches/Sand Dunes/Sensitive Coastal Areas</div> <div>Filming at Gardens/Parks/Swimming Pools</div> <div>Filming at Mountain Area/Commercial Plantation/River/Estuaries</div> <div>Filming at Nature Reserve/Park/Dam</div> <div>Filming at Public Open Spaces/Green Belts</div> <div>Filming at Sea/Coastal Island</div> <div>Filming on Roads / Scenic Routes</div> <div>Other</div> <div>Special Effects/Guns/Explosives/Smoke Machines</div>					
Description of Activity					
<div></div>					

Complete as required.

← Enter your vehicle and structures here

Receiving a Booking Number

 <p>The screenshot shows the 'Online Film Location Booking System' interface. At the top is a green header bar with the system name. Below it is an orange navigation bar with links: Home, Bookings, Representation, Your Profile, Help, and Logout. The main content area has a red heading 'Booking Request Information'. Below this is a white box containing the text 'Booking Number: 31282' in blue. Underneath is the text 'Herewith confirmation of your Booking Number.' and a note: 'Note: Only FIRM bookings will be processed by the Film Office.'</p>	<p>You will receive a booking number.</p> <p>You will also receive an Email with your booking number.</p>
 <p>The screenshot shows the 'Online Film Location Booking System' interface. At the top is a green header bar with the system name. Below it is an orange navigation bar with links: Home, Bookings, Representation, and Your Profile. The 'Bookings' link is highlighted, and a green dropdown menu is open, showing options: History, New Firm / Pencil Booking, New Microshoot Booking, and Incomplete / Draft Bookings. The main content area has a red heading 'Booking Request Information'.</p>	<p>Clicking the "Bookings" menu option then "History" will allow you to view all your bookings</p>

Booking history – Print / Download Booking Request Information

Online Film Location Booking System

Home

Bookings

Representation

Your Profile

Help

Logout

Booking History

Welcome Safwat Abrah

Booking Number:

Submit >>

[View All Bookings]

Booking Number	Job Reference	Film Title	Booking Type	Booking Status	
31282	2134	234	Firm	Pending	<div><div>View</div><div>Cancel</div><div>Make Firm</div></div>
This is a test with ie 10 from This is a test with ie 10 from					

Clicking the “View” link will allow you to view and print your Booking Request

←

Online Film Location Booking System

Home

Bookings

Representation

Your Profile


Help

Logout

Booking (Quick View)

Welcome Safwat Abrah

Download Booking Request PDF



Film Permits


Tel: +27 21 417 0599

Fax: +27 86 576 1933

E-mail: film.permit@capetown.gov.za

Office: 14th Floor, Standard Bank Centre, Hertzog Boulevard, Foreshore, Cape Town 8000

Website: www.capetown.gov.za/ehd



CITY OF CAPE TOWN
ISIXEKO SA KAPSTADT

← You also have the option to print or download your Booking request report in PDF format.

Film Viewer

CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Making progress possible. Together.

| [City Home](#) | | [Site Guide](#) |

Wed, 26 Mar 2014

Online Film Location Booking System

Home	Bookings	Representation	Your Profile	Help	Logout
------	----------	----------------	--------------	------	--------

Home

Welcome Safwat Abrahams

Online Film Location Booking Viewer

From the Home Page you will find the “Film Viewer”

You will use this tool to view existing bookings.

← Click on the link to open the “Film Viewer”



The "Film Viewer" will open in its own window.

← Use these tools to Zoom IN/OUT or PAN.

← Click the "SEARCH" Bar to find a location.

← Click the "CALENDAR" Bar to select a data

Suburb/Street

Suburb

If you know the street name, then please enter at least three

Search :

Street and Suburb Name:

SEARCH

FORESHORE

WOODSTOCK

PAARE

TABLE BAY

FORESHORE

77

OLD MARINE

NEWMARKET

SIR LOWRY

FRANCIS

CHAPEL

KEIZER SOFACH

WOODSTOCK

55

ALBERT

STRAND

BROMWELL

FOUNDARY

LONDON

PENTON

POPE

BURNS

DURHAM

SALT RIVER

JAMES

VIEW

SUNTAR

BARTON

WILLIAM

PAGE

GREY

SOUTHGATE

DAVIDSON

BEACH

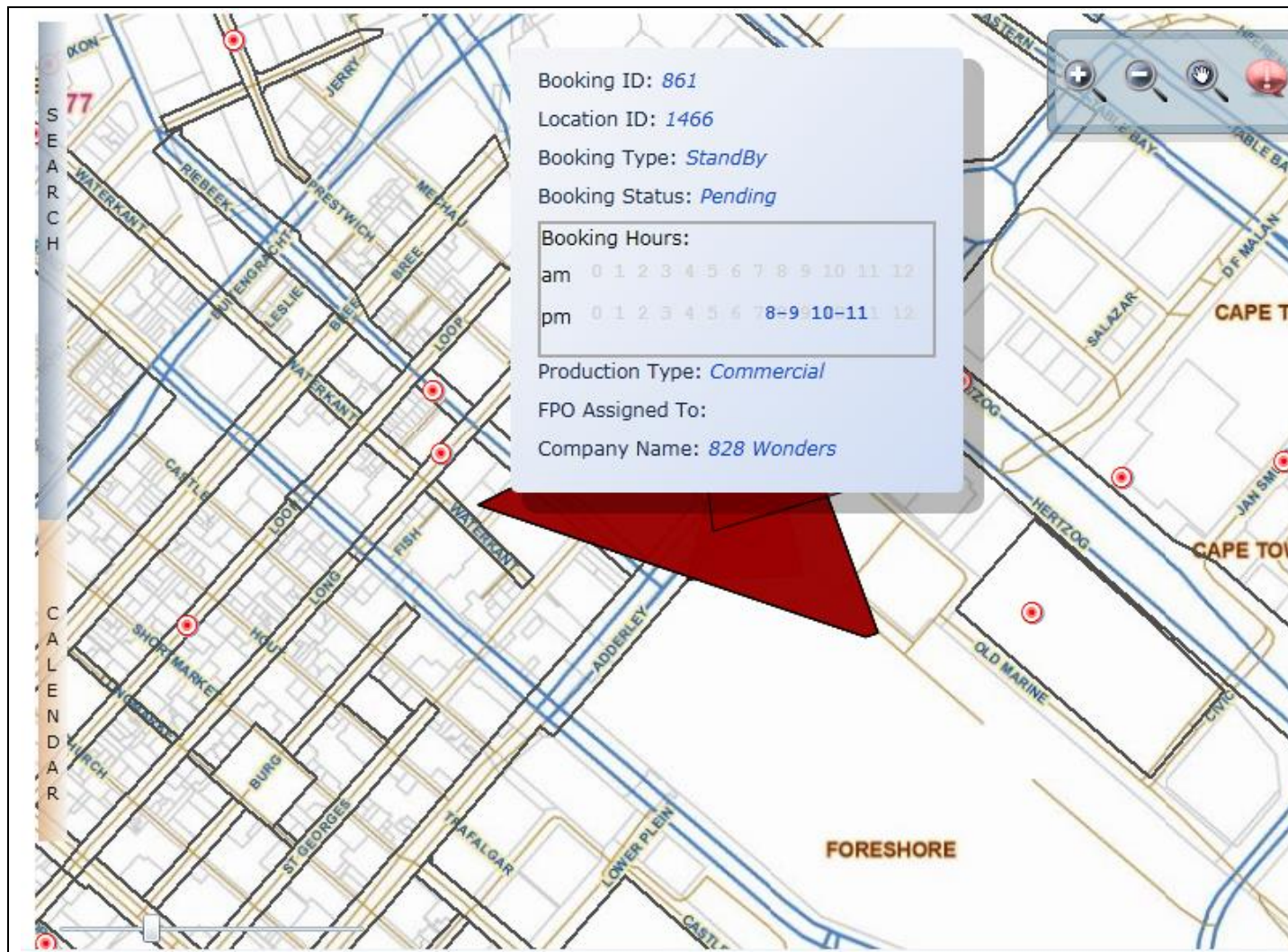
RAILWAY

TIDE

BEACH

Once you Clicked the "SEARCH" Bar it will slide out to the right.

You now have the option via the two tabs to find a location by Street or by Suburb.



You will be able to see the booking details of any polygon by simply moving your mouse over it.

Incomplete / Draft Bookings

Online Film Location Booking Sys			
Home	Bookings	Representation	Your P
Booking	History		
	New Firm / Pencil Booking		
	New Microshoot Booking		
	Incomplete / Draft Bookings		
1	BOOKING		
Your Incomplete / Draft Bookings			

You are now able to 'Save' each step of the booking process.

You will be able to retrieve saved or incomplete bookings from the Bookings menu item – select 'Incomplete / Draft Bookings'

Online Film Location Booki

[Home](#)[Bookings](#)[Representation](#)

Incomplete / Draft Bookings

No draft / incomplete bookings

Delete

Online Film Location Booking System

[Home](#)[Bookings](#)[Representation](#)[Your Profile](#)[Help](#)[Logout](#)

Incomplete / Draft Bookings

Welcome

	Job Reference	Film Title	Location Requested	Modified Date	
<input type="checkbox"/>	The Test Draft Booking	The Test Draft Booking	This is a test booking	2014/03/26 11:23:42 AM	Resume

Delete

If you have no "Saved" or "Draft Bookings" then nothing will be listed under Draft Bookings.

If you have "Saved" or "Draft Bookings" then you see a list under Draft Bookings.

← Click 'Resume' next to the booking that you want to resume.

END of document