**New Zealand Screen Production Rebate for International Productions**

**Application for Provisional Certificate**

**(incorporating the 5% Uplift Points Test)**

**1 November 2023 Criteria**

This application form should be read in conjunction with the [NZSPR Criteria for International Productions dated 1 November 2023](https://www.nzfilm.co.nz/resources/nzspr-criteria-international-productions) (the **Criteria**) and the [5% Uplift Guidance](https://www.nzfilm.co.nz/resources/5-uplift-guidance-document). Capitalised terms used in this application form have the definitions set out in Appendix 1 of the Criteria.

By submitting this application, the applicant agrees:

* to be bound by the terms of the Criteria;
* to comply with the [NZFC’s Code of Conduct](https://www.nzfilm.co.nz/resources/nzfc-code-conduct); and
* that the terms of the [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.) will apply to all personal information submitted as part of its application.

Applicants that are **not** seeking the 5% Uplift should use the [Provisional application form for the International Rebate](https://www.nzfilm.co.nz/resources/nzspg-provisional-application-form-international-pdv), **not** this application form.

This application form has six sections:

* Section 1 – Applicant Information
* Section 2 – Production Information
* Section 3 – Qualifying New Zealand Production Expenditure (QNZPE)
* Section 4 – 5% Uplift
* Section 5 – Declaration
* Section 6 – List of Supporting Documents

If you have any questions about this form, please contact nzspr@nzfilm.co.nz.

**Submitting your application:**

* Send via email/file sharing link to nzspr@nzfilm.co.nz; or
* Send via USB drive to:

Co-Production and Incentives Team

New Zealand Film Commission

PO Box 11546, Wellington 6142 / Level 3, 119 Ghuznee Street, Wellington 6011

Once the NZFC has received all applicable documentation and has confirmed the application is complete, a dated acknowledgement letter will be sent to confirm the start of the assessment process.

**Confidentiality and Privacy**

Certain information (including Personal Information) supplied by the applicant to the NZFC or independent consultants will be provided to the Rebate Panel, IRD, MBIE, MCH, and the NZFC and independent consultants of those entities where reasonably necessary during, and for the purposes of, the application and approval processes. Once an International Rebate has been approved and paid, the NZFC and/or MBIE may publish or announce the following information:

* the names of successful applicants;
* the amount of the QNZPE incurred by each applicant; and
* the amount of the International Rebate paid to each applicant.

Once an International Rebate has been approved and paid, the amount of the QNZPE and the amount of an International Rebate may be announced or published on the NZFC website and in any other publications selected by the NZFC or by any other part of the New Zealand Government.

NZFC will use reasonable efforts to maintain the confidentiality of the information provided by the applicant. The NZFC, IRD, MBIE and MCH are government entities, which are subject to various disclosure requirements, for example disclosure of information under the *Official Information Act 1982*. None of them will be liable for any disclosure it believes (acting reasonably) it is required to make.

As such, applicants are advised to clearly indicate those parts of its application that the applicant regards as commercially sensitive and confidential. In processing a request under the *Official Information Act 1982*, the NZFC or relevant New Zealand Government agency will consult the relevant applicant prior to a decision on release of information.

In respect of any personal information included in an application, an applicant must obtain prior consent from third parties for the inclusion of their personal information in an application, as required by the [NZFC’s Privacy Policy](https://www.nzfilm.co.nz/privacy-policy).

**Information for research purposes**

Information provided by the applicant may be used by the NZFC and provided to other parts of the New Zealand Government for research purposes, monitoring and evaluation, or to inform policy. Except as otherwise set out in the Criteria, only non-identifying or aggregated information will be made public.

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| Section 1 | Applicant Information |
| Date of application:      Full name of applicant entity (Registered name):      Registration number:      Registered address:      Business/mailing address:      New Zealand GST Number:       |
| Contact person: Role of contact person:  | Business phone: Mobile phone: Email:  |

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| **1.1 Registration** |
| Did the applicant register the production and receive acknowledgement from the NZFC in respect of that registration in accordance with clause 26 of the Criteria?**YES [ ]  NO [ ]** If NO, the production is not eligible for an International Rebate. |

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| **1.2 Special Purpose Vehicle** |
| Is the applicant a special purpose vehicle established principally in relation to making the production?**YES** [ ]  **NO** [ ] If NO, will the applicant set up a special purpose vehicle principally in relation to making the production?**YES** [ ]  **NO** [ ] If NO to either of the above, please indicate which exception under clause 12.2 of the Criteria applies:[ ]  12.2(a) Series[ ]  12.2(b) Repurposing[ ]  12.2(c) Bundling**Note**: * applicants using an SPV exception must contact the NZFC for confirmation that this criteria has been met.
* an applicant must have its own GST and payroll registration numbers and its own bank account. The applicant’s GST and payroll returns must not be grouped with any other entity for tax purposes.
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| **1.3 Residency Status** |
| Complete the following in relation to the **Special Purpose Vehicle** (SPV) |
| **Names of directors or partners** | **Citizenship of directors or partners** | **Country of permanent residence**  | **Address of directors or partners** |
|       |       |       |       |
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| **Names of shareholders or general partners** | **Citizenship of shareholders or country of incorporation (if a company)** | **Country of permanent residence**  | **% beneficial interest in the company or partnership** |
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| You must supply a Company Extract (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)) with your application. |

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| **1.4 Responsible Entity** |
| Will the applicant be the entity responsible for all activities involved in making the production in New Zealand?**YES** [ ]  **NO** [ ] If NO, please provide details:  |

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| **1.5 Previous Entity** |
| Has the applicant taken over responsibility for making the screen production from another production entity? **YES** [ ]  **NO** [ ] If YES, please specify the previous entity (or entities) below. The relevant legal agreement confirming the transfer of responsibility must also be included as an **attachment.**  |
| Registered name:  Registered address:  Registration number:  **Note**: when the Final (and/or Interim) application is submitted, the audited expenditure statement must indicate which amounts relate to expenditure of a previous company (or companies). |

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| **1.6 Other Rebates and New Zealand Incentives** |
| Has the production received or applied for production funding from any New Zealand Government agency? Has the production received or applied for the New Zealand Rebate, Large Budget Screen Production Grant or Screen Production Incentive Fund, or any New Zealand tax incentives?If the answer is YES to either, then the production is not eligible for an International Rebate.  | **[ ]  YES [ ]  NO****[ ]  YES [ ]  NO** |

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| Section 2 | **Production Information**  |
| Title of Production:      *Working Title(s) - if applicable:* |
| SynopsisProvide a brief synopsis of the production:  |

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| **2.1 Category of Production**  |
| Does the production include QNZPE relating to filming with real people or animals?Is expenditure on Visual Effects Production no more than 55% of QNZPE? If the applicant answers YES to both questions, the production is a Live Action Production.If the applicant answers no to one or both questions, the production is a PDV Production. PDV Productions are not eligible for the 5% Uplift. | **[ ]  YES [ ]  NO****[ ]  YES [ ]  NO** |

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| **2.2 Production Overview** |
| **Format****[ ]**  **Feature film (theatrical release)**  *NB: if you are shooting more than one film simultaneously or concurrently, please see clause 8.3 of the Criteria.* **[ ]**  **Television or other non-feature film (please specify below)***NB: if you are shooting more than one film simultaneously or concurrently, please see clause 9.3 of the Criteria.* **[ ]** Scripted series **[ ]** Unscripted series  **[ ]** Scripted single programme (including feature-length content not intended for theatrical release) **[ ]** Unscripted single programme (including feature-length content not intended for theatrical release) On what platform will it be first released?   |
| **Length of Production**What is the estimated total running length of the production (in minutes)? If a series, what is the total number of episodes? |
| **Excluded Formats**Does the production fit into one of the following categories?* an advertising programme or commercial
* a discussion programme, current affairs programme, news, a panel programme or a programme of a like nature
* pornography
* a training programme
* an interactive digital game (other than transmedia content as per clause 17.3(b)(iv) of the Criteria)
* a production of a public event, including a sports event
* for television or other non-feature film productions only, a programme principally made for the New Zealand market

**YES [ ]  NO [ ]** **Note:** If YES, the production is not eligible for the New Zealand Screen Production Rebate. |
| **Production Dates**Date of first day of official pre-production: Date of commencement of Principal Photography in New Zealand: Date of completion of Principal Photography in New Zealand: Date of Completion of production: **Note:** * use estimated dates if the production schedule has not been finalised.
* Final applications must be submitted within **six-months** after the date of Completion. Late Final applications may not be accepted.
* Completion means when a production is **first** in a state where it could reasonably be regarded as ready to be distributed, broadcast or exhibited to the general public in any form or format. Refer to the definitions in Appendix 1 of the Criteria for more details.
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| **2.3 Cast and Crew** |
| When you submit your (and/or Interim) application, a list of cast and crew that worked on the production must be provided that includes the role, permanent residency and citizenship of each person. **Note:*** “Permanent Resident” differs from “Resident” – please ensure this data is captured correctly.
* Excel is the preferred format for this list.
* contact details for cast and crew are not required.
* the collection and provision of any personal information must comply with [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.).

For all personnel travelling to New Zealand to work on the production: a travel schedule showing arrival and departure dates and the nationality of each passenger will also be required.Applicants must comply with all applicable New Zealand immigration laws relating to the employment of non-resident cast and crew working on the production. |

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| **2.4 Credit and Promotional Materials** |
| Please note that the completed production must include an on-screen end credit and NZFC logo. The current NZFC logo can be obtained by contacting nzspr@nzfilm.co.nz. Please note, unless otherwise agreed with the NZFC, the logo should only be used in conjunction with the end credit text:***The filmmakers acknowledge the assistance of the New Zealand Government’s Screen Production Rebate*****Note:** proof of compliance with the credit and logo requirements will be required with the Final application – this can be met by attaching a screenshot that shows the credit and logo, or by supplying a copy of the production.Final applications must also include promotional materials in accordance with the [Promotional Materials Schedule](https://www.nzfilm.co.nz/resources/promotional-materials-schedule) on the NZFC website. The NZFC may wish to use promotional material from the production on the [NZFC website](https://www.nzfilm.co.nz/international/made-new-zealand). Please ensure any restrictions on the use of supplied materials, contact details for permissions, image credits, embargoes and other considerations are included with your application. In exceptional circumstances, the NZFC may waive one, or both, of these requirements. If you wish to apply for a waiver of the credit and/or promotional materials requirements, please include a letter with your application outlining why you are unable to provide a credit and/or promotional materials.  |

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| **Section 3** | **Qualifying New Zealand Production Expenditure (QNZPE)** |
| **GST:** the International Rebate is calculated in relation to amounts that are net of New Zealand Goods and Services Tax (GST). Therefore, all figures in this application should be quoted net of GST. **Non-accrual basis of expenditure:** to be QNZPE, an expenditure item must have actually been incurred and paid by the applicant on the making of the production prior to the date the Final application is submitted. |

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| **3.1 QNZPE Overview** |
| Total Expenditure | NZ$  |
| Total QNZPE | NZ$  |
| Total Above The Line Costs claimed as QNZPE | NZ$  |
| You must also provide an expenditure statement showing your estimated total costs, both non-QNZPE and QNZPE. This should clearly and separately indicate alongside each budget item which costs will be non-QNZPE and which will be QNZPE. [An Expenditure Statement template is available here](https://www.nzfilm.co.nz/resources/nzspr-template-expenditure-statement-international-productions) or contact nzspr@nzfilm.co.nz to request a copy. You should ensure that your production accounting system enables you to track and code all items of expenditure with reference to non-QNZPE and QNZPE.You should also familiarise yourself with the requirements of the [Final application form](https://www.nzfilm.co.nz/resources/nzspr-5-uplift-final-application-form), particularly the IRD requirements and the foreign exchange requirements. This will enable you to put accounting systems in place that will make it easier for you to supply information required for the Final (and/or Interim) application. All expenditure must be identified in New Zealand dollars. |

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| **3.2 General Ledger** |
| When you submit your Final (and/or Interim) application, you will need to provide a copy of the general ledger(s)\* for the production. At a minimum, this must include the following details in relation to each cost:* date
* description
* amount of expenditure
* details of each service provider/vendor
* whether such expenditure is QNZPE or non-QNZPE
* for an Official Co-production, whether such expenditure is an exclusion from TPE
* when the good or service or land was used in the making of the production
* whether the expenditure is payroll, petty cash, accounts payable or a journal
* date when, or period of time over which, the item was used on the production

The general ledger(s) provided with the application must match the one supplied to the production’s auditor.\* Please provide a separate ledger, or ledgers, for expenditure incurred and paid in a foreign currency (for each currency) and/or expenditure incurred by an entity other than the SPV (for each entity). **Note:** * Foreign currency expenditure must be converted into New Zealand dollars on a monthly basis at the [mid-month exchange rate published on the IRD website](https://www.ird.govt.nz/managing-my-tax/overseas-currency-conversion-to-nz-dollars) for the month in which the payment was made.
* Expenditure incurred by an entity other than the SPV must be transacted through the SPV to be included in the QNZPE claim. Reimbursement via inter-company invoice or journal are acceptable.

A final production cost report and a balance sheet (a trial balance is acceptable if a final is not available) must also be included with your Final (and/or Interim) application. These documents must match the GL and audited expenditure statement. |

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| **3.3 Above The Line Costs** |
| To ensure you meet the requirements of clause 17.4(o) of the Criteria, you must provide a breakdown of your calculation of Above The Line (ATL) Costs. This breakdown must include a short description of each of the goods and services included in your calculation of Above The Line Costs.**Note:*** Above The Line Costs are capped at 20% of QNZPE.
* “Above The Line Costs” are defined in Appendix 1 of the Criteria.
* contracts for Above The Line cast and crew are required with all Final (and/or Interim) applications.

Sample calculation of claimable Above The Line Costs:

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| Claimed QNZPE | 50,000,000 |  |
| Claimed ATL Costs | 8,000,000 |  |
|   |  |  |
| Adjusted Amount | 42,000,000 | *claimed QNZPE-claimed ATL Costs* |
| Claimable ATL Costs | 10,500,000 | *adjusted amount/80\*20* |

In the above example, claimed ATL Costs do not exceed the cap. |

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| **3.4 Goods sourced from overseas** |
| Please identify all goods sourced from overseas that you intend to claim as QNZPE **and** explain why the goods meet the requirements of clause 17.2(b) of the Criteria.**Note:** you must attach to this application, evidence supporting your explanation for each good/category of goods. |
| **Name or category of good(s)** | **Explanation** | **Name of New Zealand Supplier(s)** |
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| **3.5 Non-Arm’s Length Expenditure** |
| Non-arm’s length expenditure means all costs paid to entities or persons who provided goods, services or land in making the production and who are associated with the applicant, or any of its associated entities. Please list all related parties below. |
| **Name of related entity or person** | **Nature of goods, services or land to be provided to the production** | **Amount to be paid** |
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| When you submit your Final (and/or Interim) application, you will need to provide supporting documentation, such as contracts, contract variations, timesheets, invoices and/or other agreements for all non-arm’s length expenditure claimed as QNZPE and provide a breakdown of those goods, services or land. [A non-arm's length expenditure template is available here](https://www.nzfilm.co.nz/resources/nzspg-template-non-arms-length-expenditure) or contact nzspr@nzfilm.co.nz to request a copy.**Note**: assessment of non-arm’s length expenditure is usually undertaken only at the Final application stage. If you wish to have the amount of any non-arm’s length expenditure verified before that time, **please specifically request this in writing to the NZFC:**Refer to clause 21 of the criteria for more information about the assessment of non-arm’s length expenditure. |

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| **3.6 Historical Costs** |
| Has the production incurred any costs that were paid more than ten years prior to the start of Principal Photography (historical costs)? If YES, then please specify what costs: **Note**: Historical costs cannot be claimed as QNZPE unless the Rebate Panel approves such costs. Refer to clause 6 of the Criteria for other excluded historical costs. | **[ ]  YES [ ]  NO** |

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| **3.7 Exchange Rate Fluctuation and Pre-Qualification** |
| Only applicants who are concerned that the production may not meet the relevant expenditure threshold for a Rebate *solely* due to fluctuations in exchange rates and wish to ‘pre-qualify’ for the Rebate should complete this section. Please refer to clause 29 of the Criteria. **[ ]** I wish to notify the NZFC that, solely for the purpose of meeting the expenditure threshold, I require any non- New Zealand dollar QNZPE for this production to be converted at the ‘preset exchange rate’ (defined below).In the event that, when I lodge the Final Rebate application, the QNZPE does not meet the relevant expenditure threshold, I nominate the following non-New Zealand dollar currency or currencies to be converted at the preset exchange rate: **[insert relevant non-NZD currency or currencies]****Note:** the application for pre-qualification due to exchange rate fluctuations must be received by the NZFC no **earlier** than three months before the start of Principal Photography. In the event the start date is delayed, the applicant may reapply by resubmitting this form to the NZFC. |

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| Section 4 | 5% Uplift |
| Before completing this section, you should read the [NZSPR Criteria for International Productions dated 1 November 2023](https://www.nzfilm.co.nz/resources/nzspr-criteria-international-productions) and the [5% Uplift Guidance](https://www.nzfilm.co.nz/resources/5-uplift-guidance-document). To qualify for the 5% Uplift, an applicant must obtain at least 40 points out of a potential 85 points.**Note:*** the three points in section A1 are the **only** mandatory points in the test – **all** other points are optional.
* where referenced, a “Qualifying Person” is defined as a New Zealand Citizen or New Zealand Permanent Resident.
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| **5% Uplift Points Test** | **Points Available** | **Points Claimed** |
| **A - Sustainability** |
| A1 - Sustainability Action Plan and Sustainability Report (mandatory) | 3 | 3 |
| A2 - Sustainability officer | 2 |  |
| A3 - Carbon emissions review | 2 |  |
| **Total Section A (minimum of 3 points required in A1)** | **7** |  |
| **B - New Zealand production activity** |
| B1 - New Zealand studio lease | 2 |  |
| B2 - Previous QNZPE | 2 |  |
| B3 - Associated content | 1 |  |
| B4 - Shooting in New Zealand | 2 (0-2) |  |
| B5 - Shooting in Regions | 2 |  |
| B6 - Picture post-production in New Zealand | 3 (0 - 3) |  |
| B7 - Sound post-production in New Zealand | 3 (0 - 3) |  |
| B8 - Digital or visual effects in New Zealand | 3 (0 - 3) |  |
| B9 - Concept design and physical effects in New Zealand | 3 (0 - 3) |  |
| **Total Section B** | **21** |  |
| **C - New Zealand personnel** |
| C1 - Cast | 2 |  |
| C2 - Crew | 1 |  |
| C3 - Māori | 1 |  |
| C4 - Above The Line crew | 9 (0 - 9) |  |
| C5 - Below The Line crew  | 4 (0 - 4) |  |
| C6 - More Below The Line crew | 4 (0 - 4) |  |
| C7 - Lead cast | 3 |  |
| C8 - Supporting cast | 3 (0 - 3) |  |
| C9 - Casting | 2 (0 - 2) |  |
| C10 - Lead cast or Above The Line crew is Māori | 2 (0 - 2) |  |
| **Total Section C** | **31** |  |
| **D - Skills and talent development** |
| D1 - Masterclass | 2 |  |
| D2 - Educational seminars | 1 |  |
| D3 - Attachment positions | 2 |  |
| D4 - Internships | 1 |  |
| **Total Section D** | **6** |  |
| **5% Uplift Points Test (continued)** | **Points Available** | **Points Claimed** |
| **E - Innovation and infrastructure** |
| E1 - Transfer of knowledge of production method or technology | 2 |  |
| E2 - Commercial agreement for creation or development of new production method or technology | 3 (0 - 3) |  |
| E3 - Investment in New Zealand infrastructure | 3 (0 - 3) |  |
| **Total Section E** | **8** |  |
| **F - Marketing, promoting and showcasing New Zealand** |
| F1 - Premiere | 3 (0 - 3) |  |
| F2 - Film marketing partnership | 3 |  |
| F3 - Tourism marketing partnership | 3 |  |
| F4 - Bespoke partnership with Tourism New Zealand | 3 |  |
| **Total Section F** | **12** |  |
| **TOTAL (minimum of 40 points required, including 3 in A1)** | **85** |  |

**Please provide further detail on the points claimed in the 5% Uplift Points Test (You should only complete the sections for which you have claimed points):**

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| **A - Sustainability** |
| **A1 - Sustainability Action Plan and Sustainability Report** Please **attach** a draft Sustainability Action Plan for the production to this application. [A template is available here](https://www.nzfilm.co.nz/resources/nzspr-5-uplift-sustainability-action-plan-template). |
| **A2 - Sustainability officer**Name of sustainability officer:      Summary of experience:      Period of engagement:      Name of sustainability trainee/intern:      Citizenship of trainee/intern:      Permanent Residency of trainee/intern:      Period of engagement:      When (for example, during which phase of production) do you intend to hold the sustainability seminar?      |
| **A3 - Carbon emissions review**If you have chosen to undergo a carbon emissions review or verification, please **attach** a confirmation letter of intent or engagement, or a signed service agreement for the work described.Provide the name and contact details of the pre-approved service provider:       |

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| **B - New Zealand Production Activity**  |
| **B1 - New Zealand studio lease**If available, please **attach** written confirmation from the landlord of the studio facility that you (or your Related Entity) and the landlord have executed a lease for that studio facility for a duration of not less than three years. Alternatively, if a lease has not been executed at the time of your application, provide the details of which studio facility you intend to lease and the status (if any) of engagement with the relevant landlord:       |
| **B2 - Previous QNZPE**Provide the names of previous productions made in New Zealand, corresponding approved QNZPE and the date of Final Certificate for the relevant rebate for each of those previous productions in reverse chronological order (with the oldest first):

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| **Name of production and (if applicable) name of New Zealand Creative Producer** | **Total Approved QNZPE (NZ$)** | **Date of Final Certificate\*** |
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\*This is the date of the Grant Approval Letter/Final Certificate the applicant (or any Related Entity of the applicant) or the New Zealand Creative Producer received from the NZFC in respect of that production. The oldest date must be no later than 5 years prior to the date of this application. |
| **B3 - Associated content**1. Is your production a sequel to, prequel to, or a spin-off from, a previous production? If so, please specify:

     1. Why do you consider it to be a sequel or prequel to, or a spin-off from, a previous production (as applicable)? In answering this question, provide a synopsis of the previous production:

     1. Provide the details of that previous production, such as the title, production dates and production base in New Zealand:
 |
| **B4 - Shooting in New Zealand**Please **attach** the production schedule showing the number of days that Principal Photography is schedule to occur and how many of those days are scheduled to occur in New Zealand.1. What is the total expected number of shooting days?
2. How many days is the shoot scheduled to be carried out in New Zealand (whether in a New Zealand studio or on location)?
 |
| **B5 - Shooting in Regions**Please list region(s) below and the number of Principal Photography days occurring in the region(s):

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| **Region/Location** | **No. of Principal Photography days** |
|       |        |
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| **B6 - Picture post-production in New Zealand**1. What is the total amount of expenditure budgeted for picture post-production?
2. Please list all budget lines used to calculate this total:

               1. Of this expenditure, how much is expected to be QNZPE?
 |
| **B7 - Sound post-production in New Zealand**1. What is the total amount of expenditure budgeted for music (including composing, scoring, performing, recording but excluding source music), voice recording and/or sound post-production?
2. Please list all budget lines used to calculate this total:

               1. Of this expenditure, how much is expected to be QNZPE?
 |
| **B8 - Digital or visual effects production in New Zealand**1. What is the total amount of expenditure budgeted for digital or visual effects production?
2. Please list all budget lines used to calculate this total:

               1. Of this expenditure, how much is expected to be QNZPE?
 |
| **B9 - Concept design and physical effects in New Zealand**Concept design and physical effects includes creature design, special effects, mechanical effects, specialist prosthetics, models, special props and costumes supplied by specialist companies rather than by the crew working on the production - e.g., art department crew. It does not include fees for the production designer or for personnel in art department, wardrobe or hair and make-up.1. What is the total amount of expenditure budgeted for concept design and physical effects?
2. Of this expenditure, how much is expected to be QNZPE?
3. Please list the company/companies supplying concept design and physical effects and the associated budget line(s):

|  |  |  |
| --- | --- | --- |
| **Company** | **Description of Services** | **Budget Line(s)** |
|       |       |        |
|       |       |        |
|       |       |        |
|       |       |        |
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| **C - New Zealand Personnel**Where a position or role has not yet been filled, you should indicate “TBC” plus the expected citizenship and residency of the person who will ultimately fill that position or role. |
| **C1 - Cast**If you have engaged cast at the time of your application, please **attach** a list of names of those cast that are New Zealand citizens or New Zealand permanent residents.1. What is the estimated total number of cast (including lead and supporting cast referred to below)?
2. How many cast are expected to be Qualifying Persons?
 |
| **C2 - Crew**If you have engaged crew at the time of your application, please **attach** a list of those crew that are New Zealand citizens or New Zealand permanent residents.1. What is the estimated total number of crew working on the production worldwide?
2. How many crew are expected to be Qualifying Persons?
 |
| **C3 - Māori**If you have engaged crew at the time of your application, please **attach** a list of the names of those crew members that are Qualifying Persons that have stated they are Māori. Please also provide the information the crew member provided when stating they are Māori.What is the number of crew members that are Qualifying Persons and who have stated that they are Māori?      **Note:** please ensure all crew are informed of the purpose of collecting this data and that their participation is optional. The collection and provision of any personal information must comply with [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.). |
| **C4 - Above The Line crew**Please provide the names of Qualifying Persons contracted for Above The Line roles in the table below. If the Above The Line roles have not been contracted at the date of your application, please specify “TBC” for the roles you intend to fill with Qualifying Persons.Where there are multiple people carrying out the same role, refer to the guidance on who to include.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Citizenship** | **Country of permanent residence**  |
| Director(s) |        |        |        |
| Producer(s) |        |        |        |
| Executive Producer(s) |        |        |        |
| Associate Producer(s) |        |        |        |
| Co-Producer(s) |        |        |        |
| Writer(s) |        |        |        |
| Showrunner(s) |        |        |        |

 |
| **C5 - Below The Line crew**Please provide the names of Qualifying Persons that have been contracted for Below The Line roles in the table below. If the Below The Line roles have not been contracted at the date of your application, please specify “TBC” for the positions you intend to fill with Qualifying Persons.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Citizenship** | **Country of permanent residence**  |
| Director of Photography |        |        |        |
| 1st Assistant Director |        |        |        |
| Editor |        |        |        |
| VFX Supervisor |        |        |        |
| Costume Designer |        |        |        |
| Composer |        |        |        |
| Production Designer |        |        |        |

 |
| **C6 - More Below The Line crew**Please provide the names of Qualifying Persons that have been contracted in the table below. If the roles have not been contracted at the date of your application, please specify “TBC” for the positions you intend to fill with Qualifying Persons.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Citizenship** | **Country of permanent residence**  |
| 2nd Assistant Director |        |        |        |
| Supervising Art Director |        |        |        |
| Financial Controller |        |        |        |
| Production Accountant |        |        |        |
| Sound Designer |        |        |        |
| Sound Editor |        |        |        |
| Sound Mixer |        |        |        |
| Special Effects Supervisor |        |        |        |
| Line Producer or Unit Production Manager |        |        |        |
| Art Director |        |        |        |
| Hair |        |        |        |
| Makeup |        |        |        |
| Stunt Coordinator |        |        |        |
| Choreographer |        |        |        |

 |
| **C7 - Lead cast**Please provide the names of Qualifying Persons contracted for a lead cast role in the table below. If the lead cast role has not been contracted at the date of your application, please specify “TBC” if you intend to fill a Lead Cast role with a Qualifying Person.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role/Character Name** | **Actor’s name** | **Citizenship** | **Country of permanent residence**  |
|  |        |        |        |
|  |        |        |        |
|  |        |        |        |

For each role listed, state why they are considered a lead character:                |
| **C8 - Supporting cast**Please provide the names of Qualifying Persons contracted for a supporting cast role in the table below. If the supporting cast roles have not been contracted at the date of your application, please specify “TBC” for the supporting cast roles you intend to fill with Qualifying Persons.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role/Character Name** | **Actor’s name** | **Citizenship** | **Country of permanent residence**  |
|        |        |        |        |
|        |        |        |        |
|        |        |        |        |

For each role listed, state why they are considered a supporting character:                |
| **C9 - Casting**Please provide the name of the Qualifying Person that has been engaged as a New Zealand casting director or casting associate in the table below. If the casting director or casting associate has not been contracted at the date of your application, please specify if you intend to fill the casting position with a Qualifying Person.**Note:** claimed personnel must receive a credit for their role on the production.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Citizenship** | **Country of permanent residence**  |
| Casting director  |        |        |        |
| Casting associate |        |        |        |

 |
| **C10 - Lead cast or Above The Line crew is Māori**Please set out which lead cast and/or above-the-line role crew member (from C4 or C7) is Māori, and include information that person provided when stating they are Māori:     Alternatively, if that person is not contracted at the date of your application, please specify “TBC” here if you intend to fill the role or position with a Qualifying Person who is Māori and whether that will be for a lead cast role or an above-the-line crew member role:     **Note:*** claimed personnel must receive a credit for their role on the production.
* please ensure cast & crew are informed of the purpose of collecting this data and that their participation is optional. The collection and provision of any personal information must comply with [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.).
 |

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| **D - Skills and talent development** |
| **D1 - Masterclass**If available, please state the duration and a brief description of the content of the masterclass you intend to hold:      Which role(s) are likely to present the masterclass?       When (for example, during which phase of production) do you intend to hold the masterclass?       Which professions or workers in the New Zealand screen sector will the masterclass be tailored to?        |
| **D2 - Educational seminars** How many educational seminars do you intend to deliver?      Which role(s) are likely to deliver the seminar(s)?      When (for example, during which phase of production) do you intend to hold the seminars?      If available, provide an outline of what the seminar(s) will cover:       Which level of education will the seminar(s) be best suited to (check all that apply): **[ ]** Secondary**[ ]** Tertiary **[ ]** Other vocational – please specify:       |
| **D3 - Attachment positions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attachee Name****(if appointed)** | **Citizenship** | **Country of Permanent Residence**  | **Attachment Role** | **Duration of Attachment** |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |

If attachees are not yet confirmed, please indicate the timeline for appointment:      **Note:** all attachees must be Qualifying Persons (New Zealand Citizens or New Zealand Permanent Residents) and receive a credit for their role on the production. |
| **D4 - Internships**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Intern name****(if appointed)** | **Citizenship** | **Country of permanent residence**  | **Role/Department** | **Duration of internship** |
|        |        |        |        |        |
|        |        |        |        |        |
|        |        |        |        |        |
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|        |        |        |        |        |

If interns are not yet confirmed, please indicate the timeline for appointment:      **Note:** all interns must be Qualifying Persons (New Zealand Citizens or New Zealand Permanent Residents). |

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| **E - Innovation and infrastructure** |
| **E1 - Transfer of knowledge of production method or technology** Provide a description of the production method or technology and explain how it differs from what is generally used or experienced by New Zealanders working on (international or domestic) productions in New Zealand:     How will the production method or technology be used in the current production?     Which crew will be trained in the use of production method or technology?     When (for example, during which phase of production) do you intend to hold the workshop?      Provide a brief outline of what the workshop will cover and which role will deliver the workshop (if known):      |
| **E2 - Commercial agreement for creation or development of new technology or production method**If available, please **attach** a proposal or quote from the New Zealand entity that outlines the proposed creation or development of the new production method or technology and indicate the value being attributed to the work. Explain why you consider the work will result in a new production method or technology:       |
| **E3 - Investment in New Zealand infrastructure**Provide a description of applicable infrastructure and/or ancillary facilities in which the investment is planned:      What is the indicative value of your investment?      What is the status (if any) of engagement with a New Zealand vendor?       |

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| **F - Marketing, promoting and showcasing New Zealand** |
| **F1 - Premiere**Please select one:[ ]  World premiere[ ]  New Zealand premierePlease provide an approximate date range for holding the selected premiere:       |
| **F2 - Film marketing partnership** Please **attach** your proposal for a bespoke marketing partnership with the NZFC.Provide a timeframe by which you will need to agree applicable briefs with the NZFC (if required):      NZFC’s Attraction and Marketing Team can assist with developing a proposal for a bespoke marketing partnership. [A general brief is also available online](https://www.nzfilm.co.nz/resources/nzspr-5-uplift-film-marketing-partnership-brief). |
| **F3 - Tourism marketing partnership**Please **attach** your high impact marketing proposal and evidence of Tourism New Zealand’s agreement with that proposal.Which three activities do you agree with TNZ to deliver upon?      Provide a timeline for delivery of your marketing plan (including the agreed activities):      Provide a timeframe by which you will need to agree the applicable briefs with TNZ (if briefs are required for your activities):       |
| **F4 - Bespoke partnership with Tourism New Zealand**Please **attach** your proposal for the bespoke partnership and evidence of Tourism New Zealand’s agreement with that proposal.Provide a timeline for the delivery of the activities under the proposal:      Provide a timeframe by which you will need to agree any applicable briefs with TNZ (if briefs are required):       |

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| Section 5 | Declaration |

**A person authorised by the applicant must complete the following:**

[ ]  I confirm that I am authorised by the applicant to complete this application form.

[ ]  I confirm that the information provided in this application form and in the attached documents is true and correct in all respects.

**Name of authorised person:**

**Signature of authorised person:**

**Date:**

|  |  |
| --- | --- |
| Section 6 | List of Supporting Documents |

**PREPARING YOUR APPLICATION:**

* Attachments should be named and numbered, as per this checklist.
* Please send attachments as separate files (do not combine into one document).
* Use the “N/A” column for items not applicable to the production – contact nzspr@nzfilm.co.nz if unsure.
* Please provide all documents in English.
* Once the NZFC has received **all** applicable documentation, a dated acknowledgement letter will be sent to confirm the start of the assessment process.

If final versions of documents are not available drafts are acceptable (unless otherwise stated).

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Attached** | **N/A** |
| 1 | Completed application form including the declaration. | [ ]  | [ ]  |
| 2 | A Company Extract (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)) dated within a week of the date of this application, or verification of a foreign corporation with a fixed establishment in New Zealand for tax purposes. | [ ]  | [ ]  |
| 3 | Production Services Agreement or other document verifying the level of responsibility of the applicant for making the production in New Zealand (if this document has not been signed, a draft is sufficient). | [ ]  | [ ]  |
| 4 | Any agreement relating to the transfer of the production from a previous production entity or entities. | [ ]  | [ ]  |
| 5 | A schedule/calendar of production dates (including post-production, where applicable). | [ ]  | [ ]  |
| 6 | Full production budget. | [ ]  | [ ]  |
| 7 | Expenditure statement in Excel ([template available here](https://www.nzfilm.co.nz/resources/nzspr-template-expenditure-statement-international-productions) or contact nzspr@nzfilm.co.nz to request a copy). | [ ]  | [ ]  |
| 8 | Breakdown of calculation of Above The Line Costs. | [ ]  | [ ]  |
| 9 | Supporting evidence for inclusion of overseas-sourced goods claimed as QNZPE. | [ ]  | [ ]  |
| **5% UPLIFT** (Refer to the [Guidance Document](https://www.nzfilm.co.nz/resources/5-uplift-guidance-document) for further detail on specific sections.) |
| A1 | Sustainability Action Plan. | [ ]  | [ ]  |
| A3 | Letter of intent/quote from a pre-approved service provider. | [ ]  | [ ]  |
| B1 | Written confirmation of New Zealand studio lease. | [ ]  | [ ]  |
| B4/B5 | Where not provided under item #5 above, a production schedule/calendar showing the number of days Principal Photography is scheduled to occur and how many of those days will occur in New Zealand. | [ ]  | [ ]  |
| C3/C10 | If available, information provided by Māori cast/crew. (The collection and provision of any personal information must comply with [NZFC's Privacy Policy](https://www.nzfilm.co.nz/privacy-policy#:~:text=The%20NZFC%20and%20our%20third,unauthorised%20access%2C%20modification%20and%20disclosure.).) | [ ]  | [ ]  |
| E2 | Proposal/quote outlining the creation/development of the new production method/technology. | [ ]  | [ ]  |
| F2 | Film marketing proposal/brief. | [ ]  | [ ]  |
| F3 | Tourism marketing proposal and evidence of Tourism New Zealand’s agreement with that proposal. | [ ]  | [ ]  |
| F4 | Bespoke tourism marketing proposal and evidence of Tourism New Zealand’s agreement with that proposal*.* | [ ]  | [ ]  |