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

**Application for Provisional Certificate**

**(incorporating the Significant New Zealand Content Test)**

**31 August 2023 Criteria**

This application form should be read in conjunction with the [NZSPR Criteria for New Zealand Productions dated 31 August 2023](https://www.nzfilm.co.nz/resources/nzspr-criteria-new-zealand-productions). 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 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 this application.

Applicants for the **Additional Rebate** should use the [Provisional application form for the Additional Rebate](https://www.nzfilm.co.nz/resources/additional-rebate-provisional-application-form-nzspr-new-zealand-productions), **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 – Significant New Zealand Content
* Section 5 – Declaration
* Section 6 – List of Supporting Documents

If you have any questions about this form, please contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz).

**Submitting your application:**

* Send via email/file sharing link to [nzspr@nzfilm.co.nz](mailto: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 NZFC, Rebate Panel, IRD, MBIE, MCH and independent consultants where reasonably necessary during, and for the purposes of, the application and approval processes. Once the New Zealand Rebate has been approved and paid, the NZFC or MCH can publish or announce the following information:

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

Once the New Zealand Rebate has been approved and paid, the amount of the QNZPE and the amount of a New Zealand 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; for example, as part of a study on the broader economic, industry development and cultural impacts of a production. 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:  GST Number: | | |
| Contact person:  Role of contact person: | | Business phone:  Mobile phone:  Email: |

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| **1.1 Special Purpose Vehicle** |
| Is the applicant a special purpose vehicle (SPV) 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 both of the above, please indicate which exception under clause 10.2 of the criteria applies:  10.2(a) Series  10.2(b) Repurposing  **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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| **1.2 Residency Status** | | | |
| 1. 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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| 1. Complete the following in relation to the **SPV’s parent company** (or companies) | | | |
| **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 Company Extracts (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)) with your application. | | | |
| Does the applicant, or its majority or sole shareholder or sole partner (if applicable), carry on business in New Zealand? | | | **YES**  **NO** |
| Does the applicant, or its majority or sole shareholder or sole partner (if applicable), have their central management and control in New Zealand OR their voting power controlled by shareholders who are residents or citizens of New Zealand?  **Note**: You may be asked to provide further evidence of this. | | | **YES  NO** |
| Has the applicant (or, if the applicant is an SPV, the company/individual that fully or majority owns that SPV) been actively engaged in the business of film or television production in New Zealand to a significant extent, for a period of at least 18 months prior to the date on which Principal Photography is scheduled to start?  **Please provide details:**  **Note**: you may be asked to provide further evidence of this. | | | **YES  NO** |

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| **1.3 Responsible Entity** | |
| Will the applicant be the entity responsible for making the production in its entirety?  If NO, please describe what the applicant will be responsible for: | **YES**  **NO** |

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| **1.4 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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| Section 2 | Production Information |
| **Title of Production:**  *Working Title(s), if applicable:* | |
| **Synopsis**  Please provide a brief synopsis of the production: | |

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| **2.1 Production Overview** |
| **Format**  **Feature film** **(theatrical release)**  **Television or other non-feature film (please specify below)**  Single episode - scripted (including feature-length content not intended for theatrical release)  Single episode - unscripted (including feature-length content not intended for theatrical release)  Series - scripted  Series - unscripted  Short form animation (single episode or series)  On what platform will it be first released? |
| **Language**  Will the production be recorded, subtitled or dubbed in one of New Zealand’s official languages? (Select all that apply.)  Te Reo Māori  English  New Zealand Sign Language |
| **Length of Production**  What is the estimated total running length of the completed production (in minutes)?  If a series: What is the total number of episodes?  What is the duration of each episode (in minutes)? |
| **Excluded Formats**  Does the production fit into one of the following categories?   * an advertising programme or commercial * a discussion programme, current affairs programme, news programme, 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 17.2(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 based on a format (as that term is commonly known in the screen industry) other than formats developed in New Zealand for initial distribution in New Zealand   **YES**  **NO**  **Note: i**f 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:  Date of completion of Principal Photography:  Date of Completion of production:  **Note:**   * use estimated dates if the production schedule has not been finalised. * Principal Photography for different formats is defined in Appendix 1 of the Criteria. * 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. |
| **Production outside New Zealand**  Will any part of the production be undertaken outside New Zealand?  **YES**  **NO**  If YES, please supply details: |
| **Official Co-production**  Is the production an Official Co-production?  **YES**  **NO**  Please list the other co-production country/countries:  If YES, please supply a copy of the provisional co-production application submitted to the NZFC and, if available, a copy of the provisional certificates issued by the NZFC and the competent authority/authorities of the other co-production country/countries. |

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| **2.2 New Zealand Distribution** |
| You must provide with this application:   * an audience engagement plan setting out how the feature film will be seen by audiences in New Zealand; and * a firm offer letter or deal memo from a recognised distributor (as determined by the NZFC in its sole discretion), with strong commitment for a New Zealand release that demonstrates that the audience reach will be commensurate with the expected amount of the New Zealand Rebate.   [A template with guidance can be dowloaded here](https://www.nzfilm.co.nz/resources/nzspr-info-sheet-audience-engagement-plan) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy. |

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| **2.3 Finance and Recoupment** | | | | |
| You must set out below the final finance structure for the production. Please ensure the NZSPR is listed as **equity**, even if the rebate is being cashflowed by another financier.  You will need to provide evidence in accordance with clause 8.5 or 9.5 of the criteria that you have satisfied the non-New Zealand government funding threshold and, for television or other non-feature film productions, evidence that you have satisfied the market attachment threshold per clause 9.6. | | | | |
| **Name of financier** | **Country of residence of financier** | **Type of finance (e.g. loan, equity, advance on royalties)** | **Amount (NZ$)** | **% of total budget** |
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|  |  | Total: | *(this should be equal to the total budget)* | 100% |

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| **Recoupment**  You must supply with your application, the proposed recoupment structure which includes the applicant’s NZSPR equity recoupment position and entitlement to a share of net receipts, as agreed between the applicant, the investors in the production and/or the distributors of the production. |

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| **Market attachments – television and other non-feature film productions only (do not complete for feature films)**  Please specify below which of the above types of finance are market attachments. You must also supply supporting documentation in respect of these market attachments.  ‘Market attachments’ are limited to sales advances, distribution advances and licence fees, for the screening or broadcast of the production itself and where there is no entitlement to share in the net receipts from the production in respect of that sales advance, distribution advance or licence fee. Equity and loans cannot qualify as market attachments. Any market attachments must be from parties operating independently of the applicant and from bona fide screen production sales agents, distributors or broadcasters.  **Note:** you may be asked to provide evidence that market attachment parties are operating independently. At a minimum, this should include: a company structure diagram, details on management and control and/or reporting lines. |
| **Names of market attachment financiers** |
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| **2.4 Other New Zealand Government Funding and Rebates** | |
| Has the production received or applied for a Large Budget Screen Production Grant or Post, Digital and Visual Effects Rebate or an International Rebate?  If YES, the production is not eligible for a New Zealand Rebate. | **YES  NO** |
| Has the production received or applied for funding from a New Zealand Government agency since 1 July 2008?  If YES, then please specify how much funding has been received or applied for and from which Government agency: | **YES**  **NO** |

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| **2.5 Cast and Crew** |
| When you submit your Final (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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| **2.6 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](mailto: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.  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 New Zealand Rebate is calculated in relation to amounts that are net of Goods and Services Tax (GST). Therefore, all figures in this application should be quoted net of GST.Non-accrual basis of expenditure: unless one of the exceptions in clause 21 of the criteria applies, a cost included in QNZPE must have actually been incurred and paid by the applicant on the making of the production before the date the final application is submitted. | |

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| **3.1 Expenditure Threshold** |
| Feature film - $2.5 million or more  Single episode programme (scripted) - $1 million total & no less than $800,000 per hour  Single episode programme (unscripted) - $250,000 total  Series (scripted) - $1 million total & no less than $500,000 per hour / $10 million total per season  Series (unscripted) - no less than $250,000 per hour  Short form animation - $250,000 total & no less than $400,000 per hour |

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| **3.2 Budget and QNZPE/TPE Overview** | |
| Total Budget | NZ$ |
| Total Production Expenditure (TPE)  *(Official Co-productions only)* | NZ$ |
| Total QNZPE | NZ$ |
| Total Above The Line Costs claimed as QNZPE | NZ$ |
| QNZPE per hour (total minutes/60)  *(formats under clause 9.2 only)* | NZ$ |
| TPE per hour (total minutes/60)  *(Official Co-productions under clause 9.2 only)* | NZ$ |
| You must also provide an expenditure statement showing your total estimated (budgeted) QNZPE and non-QNZPE costs (and TPE for Official Co-productions). This should clearly and separately indicate alongside each budget item which expenditure will be TPE (if applicable), which will be QNZPE and which will be non-QNZPE. [An Expenditure Statement template is available here](https://www.nzfilm.co.nz/resources/nzspr-template-expenditure-statement-new-zealand-productions) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy. Note: TPE is different from QNZPE and is the Total Budget less the Specific Exclusions set out in Appendix 2 of the criteria. TPE is only relevant if your production is an Official Co-production. You should ensure that your production accounting systems are set up in such a way to enable you to track and code all items of expenditure with reference to QNZPE and TPE (if applicable).  You should also familiarise yourself with the requirements of the [Final application form](https://www.nzfilm.co.nz/resources/nzspr-nz-final-application-form), particularly the IRD requirements and foreign exchange requirements. This will enable you to put accounting systems in place that will make it easier for you to supply the information required.  All expenditure must be identified in New Zealand dollars. | |

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| **3.3 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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| **3.4 Above The Line Costs** |
| To ensure you meet the requirements of clause 16.4(r) 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 25% of the Production Budget, except in exceptional circumstances as determined by the Rebate Panel, in its sole discretion and on a case-by-case basis. * “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 Interim) applications.   Sample calculation of claimable Above The Line Costs:   |  |  |  | | --- | --- | --- | | Production Budget | 4,500,000 |  | | Claimed ATL Costs | 900,000 |  | |  |  |  | | Claimable ATL Costs | 1,125,000 | *Production Budget\*0.25* |   In the above example, claimed ATL Costs do not exceed the cap.  **Note:**   * If you wish to apply for the Rebate Panel’s discretion in respect of the Above The Line cap, please request this in writing with your application. * If discretion is requested, your Provisional application will be considered by Rebate Panel, **not** the Head of Co-Production and Incentives. |

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| **3.5 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 16.2(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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| **3.6 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](mailto:nzspr@nzfilm.co.nz) to request a copy.  **Note**: the assessment of non-arm’s length expenditure is usually undertaken only at the Final (and/or Interim) 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 20 of the criteria for more information about the assessment of non-arm’s length expenditure. | | |

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| **3.7 Historical Costs** | |
| Has the production incurred any costs prior to 1 July 2008?  If YES, then please specify what costs:  **Note**: costs incurred prior to 1 July 2008 cannot be included in QNZPE. | **YES  NO** |
| Has the production incurred any costs which were paid more than ten years prior to the start of Principal Photography of the production (historical costs)?  If YES, then please specify what costs:  **Note**:   * Historical costs cannot be claimed as QNZPE unless the Rebate Panel approves such costs. * If historical costs are declared, your Provisional application will be considered by the Rebate Panel, **not** the Head of Co-Production and Incentives. | **YES  NO** |

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| **3.8 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 a rebate should complete this section. Please refer to clause 28 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 or TPE (if applicable) for this production to be converted at a ‘preset exchange rate’.  In the event that, when I lodge the Final rebate application, the QNZPE or TPE 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 | Significant New Zealand Content | | |
| **Official Co-productions do not need to complete this test.**  Before completing this section, you should read the Significant New Zealand Content Guidelines in Appendix 3 of the criteria. Some sections include different options for productions that are documentaries/reality/factual, or animation.  **Note:**   * you must provide full details in the application form to support your claim, otherwise points may not be awarded. * where the citizenship or permanent residency status of a person is in question, the NZFC may ask for evidence such as a copy of a passport or proof of permanent residency. | | | |
| **Significant New Zealand Content Test** | | **Points Available** | **Points Claimed** |
| **A – New Zealand Subject Matter** | |  |  |
| A1 – Setting | | 3 (0 - 3) |  |
| A2 – Lead Characters | | 3 (0 - 3) |  |
| A3 – Creative Material | | 3 (0 - 3) |  |
| A4 – Contribution to New Zealand Culture/History | | 2 (0 - 2) |  |
| **Total Section A (minimum of 3 points required)** | | **11** |  |
| **B – New Zealand Production Activity** | |  |  |
| B1 – Shooting – Location/Studio | | 2 (0 - 2) |  |
| B2 – Picture Post-Production, Digital or Visual Effects | | 2 (0 - 2) |  |
| B3 – Music Recording, Voice Recording, Sound Post-Production | | 1 |  |
| B4 – If applicable, Concept Design and Physical Effects (Period/Genre) | | 1 |  |
| **Total Section B** | | **6** |  |
| **C – New Zealand Personnel** | |  |  |
| C1 – Director | | 2 (0 - 2) |  |
| C2 – Producer | | 2 (0 or 2) |  |
| C3 – Scriptwriter | | 2 (0 - 2) |  |
| C4 – Music Composer/Source Music | | 1 |  |
| C5 – Lead Actors | | 2 (0 - 2) |  |
| C6 – Majority of Cast | | 1 |  |
| C7 – Key Production Roles – DOP, Editor, Designer, Visual Effects Supervisor | | 2 (0 - 2) |  |
| C8 – Majority of Crew | | 1 |  |
| **Total Section C (minimum of 3 points from C1-C3 required)** | | **13** |  |
| **D – New Zealand Businesses** | |  |  |
| D1 – Ownership of Intellectual Property | | 1 |  |
| D2 – Business Development Outcomes | | 1 |  |
| **Total Section D** | | **2** |  |
| **TOTAL (minimum of 20 points required)** | | **\_\_ (out of 32)** |  |

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| **A - New Zealand Subject Matter** |
| **A1 – Setting**  How much of the story takes place in New Zealand? Show as a proportion of the total production (in terms of number of minutes of on-screen content). For example: 100% is when the entire story takes place in New Zealand. |
| **A2 – Lead Characters**  Who are the lead characters in the production? State whether the character is a New Zealand character (identifiable in the story as a New Zealand citizen or a New Zealand resident) and why they are a **lead** character.        **Note**:   * For documentary, reality and factual projects: this may include the presenter, narrator and the subject/s or other contributors on screen. * Double Counting: an individual can have points attributed to them for one role only in this section. For example, where an individual is a presenter and is also a subject the applicant can only claim points for one of the individual’s roles. |
| **A3 – Creative Material**   1. What underlying creative material is the production based on? For example, original screenplay or concept, book, play, short story.   Underlying material:  Title:   1. Who wrote or created the underlying creative material?   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:   1. If the production is an adaptation of a work that is **not** by a New Zealand citizen or permanent resident: 2. Describe the involvement by New Zealand citizens or permanent residents in the development of the production: 3. Provide the following details about the writer/s of the adapted screenplay:   Name:  Residential address:  Citizenship:  Country or countries of residence for past two years:   1. Where there is more than one writer or creator, please provide the same details for all writers/creators and state what proportion of the underlying material was written by each writer/creator: |
| **A4 – Subject Matter and Contribution to New Zealand Culture and History**  ***NZFC recommends that you only claim points in this section if the production is close to the minimum points threshold(s).***  *One point can be awarded under* ***each*** *of the following:*   1. **Historical Content:** please provide specific examples of how the production incorporates portrayals of historical events, issues or personalities that are of particular relevance to New Zealand.      1. **Subject Matter:** please provide specific examples of how the production features an investigation or thematic portrayal of issues, information or other subject matter considered to be of particular interest to New Zealand citizens or residents. |

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| **B - New Zealand Production Activity** |
| **B1 – Shooting – Location/Studio**   1. What is the total expected number of shooting days? 2. How many days will the shoot be carried out in New Zealand (whether in a NZ studio or on location)? |
| **B2 – Picture Post-Production, Digital or Visual Effects**   1. What is the total amount of expenditure budgeted for picture post-production and digital/visual effects? 2. Of that expenditure, how much will be QNZPE? |
| **B3 – Music Recording, Voice Recording, Sound Post-Production**  (a) 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?  (b) Of that expenditure, how much will be QNZPE? |
| **B4 – If applicable, Concept Design and Physical Effects (Period/Genre)**  This point can only be claimed for productions where concept design and physical effects are a significant part of the production (e.g., period or genre). This 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** | | | | | |
| Complete the sections below, including all relevant New Zealand and non-New Zealand personnel. | | | | | |
|  |  | **Name** | **Citizenship** | **Country of permanent residence** | **Note** |
| **C1** | Director/s |  |  |  | If more than one director, indicate the % or number of episodes directed by each director after their name. |
| **C2** | Producer/s |  |  |  | Indicate who the lead producers are after their name. |
| **C3** | Scriptwriter/s |  |  |  | If more than one scriptwriter, indicate the % or number of scripts written by each scriptwriter after their name. |
| **C4** | Music Composer/ Source Music |  |  |  |  |
| **C5** | Lead Actor 1  Lead Actor 2  Lead Actor 3  **Documentary, reality or factual projects:**  Recreations Actor 1  Recreations Actor 2  Recreations Actor 3  **Animation projects:**  Lead Voice 1  Lead Voice 2  Lead Voice 3 |  |  |  | **Note:** In this section a maximum of 1 point can be claimed per individual. |

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| **C6** | What is the total number of cast (including lead cast referred to above)?  What is the total number of cast that are New Zealand citizens or New Zealand permanent residents?  **Note:**   * For animation projects: this will include actors voicing characters. * For documentary, reality and factual projects: this will only include the narrator, presenter and actors that perform in any dramatic recreations. * Double Counting: an individual can qualify in only one capacity or role when counting cast for the purposes of this section C6. |

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|  |  | **Name** | **Citizenship** | **Country of permanent residence** |
| **C7** | Director of Photography  Editor  Production Designer  Digital/Visual/Special Effects Supervisor  **Options for documentary, reality or factual:**  Lead Camera person  Lead Researcher  Lead Editor  Sound Recordist  Sound Designer  Sound Mixer  Sound Editor  **Options for animation:**  Animation Director  Lead Layout Supervisor  Lead Character Designer  Lead Sound Designer  Lead Modelling Supervisor |  |  |  |

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| **C8** | What is the total number of crew (including key positions referred to above)?  What is the total number of crew that are New Zealand citizens or New Zealand permanent residents? |

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| **D - New Zealand Businesses** | | | |
| **D1 – Ownership of Intellectual Property**  Who will own the intellectual property in the final production? | | | |
| **Owners of copyright in the production (at date of this application)** | **Citizenship of copyright owners** | **Country of permanent residence** | **% copyright in the production** |
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| **D2 – Business Development Outcomes**  ***NZFC recommends that you only claim this point if the production is close to the minimum points threshold.***  *1 discretionary point may be awarded for business development outcomes:*  To what extent do New Zealand citizens or permanent residents have management and control of the lead production company?    To what extent do New Zealand equity investors, including producers with ‘NZSPR equity’ have a recoupment position equivalent to other equity investors?    Please describe the potential for the New Zealand producer to achieve significant business growth out of the production: | | | |

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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:**

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| 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](mailto:nzspr@nzfilm.co.nz) if unsure.
* All documents must be provided 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).

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|  |  | **Attached** | **N/A** |
| 1 | Completed application form including the declaration. |  |  |
| 2 | Company Extracts (from the [New Zealand Companies Register](https://companies-register.companiesoffice.govt.nz/)), for the SPV, and SPV’s majority owner (where applicable), dated within one week of this application. |  |  |
| 3 | Production Services Agreement (or other document verifying the level of responsibility of the applicant for the making of the production in New Zealand, such as a co-production agreement). *This is only required if the applicant does not own 100% of the production.* |  |  |
| 4 | Any agreement relating to the transfer of the production from a previous production entity or entities. |  |  |
| 5 | Estimated production schedule/calendar including pre-production, principal photography and post-production. |  |  |
| 6 | Audience engagement plan explaining how the production will be seen by audiences in New Zealand ([template and guidance available here](https://www.nzfilm.co.nz/resources/audience-engagement-plan-info-sheet-nzspg-nz-1-july-2017) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy). |  |  |
| 7 | Agreement, firm offer letter or deal memo from a recognised distributor or broadcaster for distribution or broadcast of the production in New Zealand. |  |  |
| 8 | The proposed recoupment structure for the production, showing the applicant’s (or the applicant parent company’s) NZSPR equity recoupment position and entitlement to a share of net receipts. |  |  |
| 9 | Non-NZ Government Funding Threshold:  *For a feature film:*   1. Signed letter of offer, deal memo or funding agreement from one or more non-New Zealand government funding entities which shows a genuine intention to fund (in aggregate) 10% or more of the production budget; OR 2. A written offer of production funding from a New Zealand government entity or entities which makes that funding conditional on 10% or more of the production budget.   *For television or other non-feature film productions:*   1. Signed letter of offer, deal memo or funding agreement from one or more non-New Zealand government funding entities which shows a genuine intention to fund (in aggregate) 25% or more of the production budget; OR 2. A written offer of production funding from a New Zealand government entity or entities which makes that funding conditional on 25% or more of the production budget. |  |  |
| 10 | Evidence of all market attachments on which you are relying to meet the minimum 10% threshold (for television and other non-feature film productions only). |  |  |
| 11 | Production budget (full). |  |  |
| 12 | Expenditure statement in **Excel** showing your total estimated (budgeted) QNZPE and non-QNZPE costs - and TPE, where applicable ([template available here](https://www.nzfilm.co.nz/resources/expenditure-statement-template-nzspg-nz) or contact [nzspr@nzfilm.co.nz](mailto:nzspr@nzfilm.co.nz) to request a copy). |  |  |
| 13 | Breakdown of calculation of Above The Line Costs. |  |  |
| 14 | Supporting evidence for inclusion of overseas-sourced goods claimed as QNZPE. |  |  |
| 15 | List of cast and crew. |  |  |
| 16 | Copy of underlying work (where production is not based on an original script). |  |  |
| 17 | Script (if applicable). |  |  |
| 18 | Documents evidencing copyright ownership of the production. *E.g., Chain of Title documents.* |  |  |