

Applying for permission to film in Namibia

To apply for permission to shoot in Namibia, a letter or facsimile, addressed to the Permanent Secretary of the Ministry of Information and Broadcasting, must be sent to Private Bag 13344 or facsimile 222343, Windhoek, Namibia.

The applicant should state the sort of film or video to be shot, feature, documentary, television series, etc. The letter should provide the name of the producer, director and the company involved.

The applicant is also required to give the approximate total budget and the portion earmarked for spending in Namibia, an undertaking of the percentage of the crew recruited locally and the approximate dates involved from pre-production to post-production. A copy of the shooting script and a detailed synopsis should be attached to the application.

Rejection is almost certain for scripts that involve pornography, undue violence, racism or the portrayal of

Africa in a bad light.

Visas are obtained from the Ministry of Home Affairs, Private Bag 13200 or facsimile 223817, Windhoek, Namibia. Note that no visas will be considered by the Ministry of Home Affairs unless the Ministry of Information and Broadcasting has approved the application to film.

Filming in national parks is restricted and approval must be obtained from the Ministry of Wildlife, Conservation and Tourism, Private Bag 13346 or facsimile 229936, Windhoek, Namibia.



REPUBLIC OF NAMIBIA

MINISTRY OF ENVIRONMENT AND TOURISM

CONDITIONS FOR THE CREATION OF VISUAL, AUDIO OR AUDIO VISUAL RECORDINGS IN AREAS UNDER THE CONTROL OF THE MINISTRY

1. These conditions do not apply to bona fide tourists, but to any recording with a profit, educational, research or information purposes.
2. Foreign companies or individuals who are not Namibian citizens, must apply at least **ONE month** ahead of time.
3. **Only documentary recordings may be made in game parks**, non-documentary recordings may be made in tourist recreational areas, provided the activities of tourists are not disturbed. Applications must therefore supply the Ministry with **full details** of the intended recording.
4. The purpose of any recording and full details of where it will be screened, exhibited, published or played back, must be furnished to the Ministry.
5. **The script of a proposed recording must be submitted to the Ministry beforehand, upon application.**
6. Successful applicants will be liable to pay the following fees:
 - 6.1 **Commercial filming:- Non-Namibian companies** a daily fee of N\$ 5,000-00 as well as official entrance fees;
 - 6.2 **Commercial filming:- Namibian based companies** a daily fee of N\$ 2,000-00 as well as entrance fees;
 - 6.3 **Documentary and non-commercial recordings:-**
Non-Namibian companies a daily fee of N\$ 1,000-00 as well as entrance fees;
Namibian based companies a daily fee of N\$ 500-00 as well as entrance fees.
 - 6.4 Travel and subsistence expenses of accompanying officials (supervision) at N\$ 100-00 per day.
 - 6.5 Transport costs where applicable.
7. If the recordings will be to the advantage of the Ministry or to the country, applicants may, at the discretion of the Ministry, be exempted from some, or all of the above mentioned fees.

8. All applicants will be responsible for arranging their own accommodation through the Ministry's central booking office.

Applicants will also be responsible for their own food and transport.

9. The creation or recordings in a dangerous or an unnatural manner and any activities conflicting with the principles of conservation or the development of tourism, are prohibited.
10. Recordings may not be made during peak visiting times, unless their aim is to include the presence of a large number of visitors.
11. Normally only one recording unit at a specific time may be working in a game park or tourist recreation area.
12. Units must work under the supervision of officials of the Ministry should the Ministry deem it necessary. All orders given by an inspecting or controlling officer of the Ministry must be promptly adhered to.
13. One complete copy of each individual recording must be donated to the Ministry. It will be used for educational and information purposes. The author will be acknowledged under all circumstances, but no remuneration may be claimed from the Ministry.
14. After the Ministry has approved an application, it will be deemed as legal contract between the applicant and the Ministry and both parties are bound by the Ordinance on Nature Conservation (No. 4 of 1975 as amended) and the conditions of this document or any condition which may be applicable to an area under the jurisdiction of the Ministry.
15. This Ministry accepts no liability for any loss, damage or injury suffered during any recording.
16. Approval from this Ministry does not exempt foreign applicants from the obligation to obtain the necessary entry visas and work permits from the Ministry of Home Affairs.

Applicants should submit any recording scripts to the Ministry of Information and Broadcasting for copyright approval.

MINISTRY OF ENVIRONMENT AND TOURISM

Minister: Hon G Hanekom

Deputy Minister: Hon N Ithete

Permanent Secretary: Ms U Hiveluah

Swabou Building, Independence Avenue

Private Bag 13346, Windhoek

Tel 284-2111

Fax 229936