

# FILMING AND PHOTOGRAPHY - MINOR APPLICATION FORM



Office Use

RM Number:

Date:

## About this form

You can use this form to apply for approval to undertake minor filming or still photography (non-commercial) within the City of Canada Bay. If your project does not meet the criteria below, please complete the Film Production and Photography Application.

### Minor activities are defined by the following criteria:

- No more than a total of approximately 10 personnel, volunteers or crew will be on-site in total
- No disruption is caused to the City's stakeholders, retailers or motorist or other events in the vicinity of the activities
- Activities are contained to footpaths or public open space areas only
- Public safety is maintained at the locations at all times during the conduct of the activities
- Vehicles associated with the conduct of the activities are legally parked at all times and are not driven onto footways, parks or plaza areas.

## Applicant details

Organisation name:	<input type="text"/>		
Surname:	<input type="text"/>	First Name:	<input type="text"/>
Organisation address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Onsite contact number:	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

## Production Information

Name of Production:	<input type="text"/>
Equipment to be used:	<input type="text"/>

## Location details and Filming details

Please provide the details below for each location.

Purpose of Filming:	<input type="text"/>					
Type of Filming: (Please tick)	<input type="checkbox"/>	Private Property	<input type="checkbox"/>	Public Property (Road & Park)	<input type="checkbox"/>	
Location One:	<input type="text"/>					
Dates of filming:	From:	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	
Times of filming: (Must include period for set up and pack up)	From:	<input type="text"/>	To:	<input type="text"/>	<input type="text"/>	
Description of activities:	<input type="text"/>					
Personnel numbers:	Cast:	<input type="text"/>	Crew:	<input type="text"/>	Extras:	<input type="text"/>

### Checklist and declaration

Please tick. Any required documents not provided will delay the processing of your application.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I have attached any required additional documentation in accordance with the 'Filming Hire Conditions'.     |
| <input type="checkbox"/> | I will abide by the film makers code of conduct.  |
| <input type="checkbox"/> | I will abide by Council's terms and conditions.   |
| <input type="checkbox"/> | I confirm that the details given are true and correct.  |
| <input type="checkbox"/> | In signing this form I acknowledge that I have read and accepted the 'Filming Hire Conditions' attached.    |
| <input type="checkbox"/> | Public Liability Insurance – Please attach a copy of your Public Liability Insurance cover (Min 20,000,000) |

Signature:

Date:

### Lodgement of form options

Postal Address: City of Canada Bay Civic Centre  
1A Marlborough Street, Drummoyne, NSW 2047  
Locked Bag 1470 Drummoyne NSW 1470

Email: [council@canadabay.nsw.gov.au](mailto:council@canadabay.nsw.gov.au)  
Contact: 9911 6555  
Website: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)

# FILMING HIRE CONDITIONS

## Note 1

Exclusive use of venue/open space

- When a venue or open space area is barricaded or sectioned off exclusively.

## Note 2

Waiver of Council Fees

- Fees may be waived or reduced in accordance with the Local Government Filming Protocol 2009- to be determined by Recreation Booking Co-ordinator (Film contact officer) and approval by General Manager.
- All requests for fees to be waived or reduced must be lodged 14 days' notice to Council
- All application must complete the Council waver form.

## Note 3

Changes to original applications

- Major revisions to a filming application will incur a surcharge of 75% of original application fee

## Note 4

Failure to obtain Council approval may incur a fine under the relevant act.

## Note 5

Risk Cost

- Fee to ensure effective management of applications that are lodged with less than 7days notice to Council.

## Definitions for impact of filming/ photography:

- **Ultra Low:** No more than 10 Crew, no disruption is caused to residents, retailers, motorists or other events/activities, Activities are contained to footpaths or open public space areas only, associated vehicles are legally parked at all times and not driven onto footpaths or parks.
- **Low:** 11 - 25 Crew, No more than 4 trucks/ vans, no construction, minimal lighting/equipment, small or no unit base, no more than 2 locations.
- **Medium:** 26-50 Crew, No more than 10 trucks, some construction, some equipment for example: medium trucks, medium sized cranes, unit base required, no more than 4 locations
- **High:** >50 Crew, >10 trucks, significant construction, extensive equipment, large unit base required, > 4 locations