

FILMING AND PHOTOGRAPHY APPLICATION FORM



- This application is for filming and still photography within the City of Canada Bay Council area.
- Please ensure that you have read the City of Canada Bay Council's filming guidelines as these will include the terms and conditions of your filming approval.
- If the information in this application is inaccurate it may lead to the cancellation of an approval at any time.
- The following document is an application and does not constitute a filming permit or location contract.
- For fees and charges, please see pages 9-10.

Office Use	Booking Fee:	\$	Filming Fee:	\$	Bond:	\$
	Fee Paid:	\$	Receipt No.:		Date:	
	RM Number:		Bond Number:			

Direct Debit by arrangement only

Part 1. Applicant details

Production Company/ Organisation name:

Title: Surname: First Name:

Position:

Production Company/ Organisation Address:

Suburb: Postcode:

Phone (business): Phone (mobile):

Email: ABN:

On site contact name: Phone (mobile):

Part 2. Production contact details

Producer

Name: Phone (m):

Email:

Production Manager

Name: Phone (m):

Email:

Location Manager

Name: Phone (m):

Email:

RM – RecFacHire – RecFilmPh

BAGS - BagsSecurit

Owner: TS&O – City Assets – Recreation Bookings

DSID: 2196091

Last Revised: 2/07/2018

Part 3. Production details

Name of Production:

Production summary/ synopsis/ script: (please attach additional page if required)

Type of Production (please tick appropriate box):

- | | | |
|--|--|---|
| <input type="checkbox"/> Feature | <input type="checkbox"/> TV Drama | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Film | <input type="checkbox"/> Children's Production |
| <input type="checkbox"/> Infotainment/ Travel Show | <input type="checkbox"/> Reality Show | <input type="checkbox"/> Still shoot/ Photography |
| <input type="checkbox"/> Other (please specify): | <input type="text"/> | |

Part 4. Location details and filming details

Please provide the details below for each location.

Purpose of Filming:

Type of Filming: (Please tick) Private Property Public Property (Road & Park)

Location One:

Dates of filming: From: To:

Times of filming: (Must include period for set up and pack up) From: To:

Description of activities:

Personnel numbers: Cast: Crew: Extras:

Parking Requirements: No. of essential vehicle: No. of unit vehicles: No. of private vehicles:

Number of spaces required: (each parking space = 6m)

Location one catering

Are you intending to break for meals? Yes No

Location of breaks:

Time of break 1: From: To:

Time of break 2: From: To:

What will the set up include? (i.e. 1x marquee, 10x tables, 30x chairs, buffet)

- Please attach a list of production vehicles by type, size and registration details.
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any application parking restrictions.
- Temporary structure fees may apply.

Location Two:

Dates of Filming: From: To:

Times of Filming: (Must include period for set up and pack up) From: To:

Description of activities:

Personnel numbers: Cast: Crew: Extras:

Parking Requirements: No. of essential vehicle: No. of unit vehicles: No. of private vehicles:

Number of spaces required: (each parking space = 6m)

- Please attach a list of production vehicles by type, size and registration details.
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any application parking restrictions.

Location two: Catering

Are you intending to break for meals? Yes No

Location of breaks:

Time of break 1: From: To:

Time of break 2: From: To:

What will the set up include? (i.e. 1x marquee, 10x tables, 30x chairs, buffet)

- Please attach a list of production vehicles by type, size and registration details.
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any application parking restrictions.

Please tick if your shoot involves any of the following;

<input type="checkbox"/> Temporary traffic control	<input type="checkbox"/> Street dressing	<input type="checkbox"/> Road closures
<input type="checkbox"/> Cherry pickers/ lighting towers	<input type="checkbox"/> Low loaders	<input type="checkbox"/> Camera crane
<input type="checkbox"/> Car chases/ driving sequences	<input type="checkbox"/> Stunts	<input type="checkbox"/> Camera track
<input type="checkbox"/> Crowd control/ security	<input type="checkbox"/> Firearms/ gunfire	<input type="checkbox"/> Generator
<input type="checkbox"/> Smoke effects	<input type="checkbox"/> Temporary structures	<input type="checkbox"/> Children
<input type="checkbox"/> Fire effects	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> SFX
<input type="checkbox"/> Animals	<input type="checkbox"/> Playback	
<input type="checkbox"/> Reconstruction of crime/ emergency services	<input type="checkbox"/> Cast dressed as police/ emergency services	
<input type="checkbox"/> Other (please specify):	<input type="text"/>	

If you have ticked any of the above, please provide details:

Part 5. Authority consent
Refer to filming conditions for additional information

PLEASE NOTE: Many of the above activities will also require approval to be sought from other statutory authorities e.g. Police, RTA, EPA, RSPCA, NSW Office for Children’s Guardians, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

The Following Additional Documentation is Required with Application Before Council will Grant a Film Permit.

Authority Consent – must be attached

Name of Police Officer contacted (Burwood Local Area Command):

Name of RTA contacted:

Other Statutory Authorities contacted:

Part 6. Traffic Management – (where required – plan must be attached)

Will there be any traffic stoppages – maximum of 2 mins at a time (permission needs to be given by Council’s Traffic Committee)? Yes No

Please provide details:

Are there any proposed road closures? Yes No

Please provide details:

Will normal traffic need to be redirected or inhibited? Yes No

Please provide details:

Are you using any specialised equipment i.e. Cherry Picker or tracking equipment. If so, a permit from a Traffic Officer is required. Be specific on size of equipment and its full extensions. Will the equipment block the road? Yes No

Please provide details:

RTA Consent (where required – plan must be attached)

If the filming is to take place on an RTA road, their consent is required before applying to Council. (See list of RTA roads included in conditions attached)

Part 7. Filming Fees and Charges

Tick the categories that apply to your application.

Itemised Fees

- Application Fee- (In accordance with the Local Government Filming Protocol, per application, non refundable)
- Application Fee- -Ultra low impact - Less than 10 crew, 1 camera, sound, 1 light, no vehicles
- Application Fee- non refundable low impact - 11-25 crew, minimal vehicles, minimal equipment/lighting, small unit base
- Application Fee- non refundable medium impact - 26-50 no more than 10 trucks, some equipment, unit base
- Application Fee- non refundable high impact - More than 50 crew, more than 10 trucks, significant construction, extensive equipment, large unit base
- Application Fee - Council approval for parking when filming on private property such as unit base plans or parking plans.

Filming over 3 days

- Standard low impact filming per day (all inclusive per application)
- Standard medium impact per day (all inclusive per application)
- Standard high impact filming per day (all inclusive per application)

Administration of Traffic Management Plan

- Administration of Traffic Management Plan low impact - Stop/go traffic control on a local or council-managed road- police construction
- Administration of Traffic Management Plan medium impact - Stop/go traffic control on a multi-lane or state road, police consultation, RTA consultation
- Administration of Traffic Management Plan high impact - Road closures, Police consultation, RTA consultation
- Road Closures
- Permit Street Parking - Assessment on roads within Council's resident parking permit scheme.

Hire of Parks and Open Space for Exclusive Use

- Filming Drummoyne Oval, Rothwell and Goddard Park (low impact)
- Filming Drummoyne Oval, Rothwell and Goddard Park (medium impact)
- Filming Drummoyne Oval, Rothwell and Goddard Park (high impact)
- Filming Golf Courses (low impact)
- Filming Golf Courses (medium impact)
- Filming Golf Courses (high impact)
- Sports Field (low impact)
- Sports Field (medium impact)
- Sports Field (high impact)
- Passive Park (low impact)
- Passive Park (medium impact)
- Passive Park (high impact)
- Risk Cost - less than 7 days notification to Council
- Risk Cost - less than 3 days notification to Council

Other Fees

- Access fee
- Cleaning Fee
- Location research/site inspections/supervisor
- Security Fee (minimum 4 hours)
- Power Access
- Site Preparation
- Site Remediation - To be determined by location & activities
- Temporary Structure- (installation of marquee, table & Chairs in parks, signage, barriers, cabling, traffic controller)

Waste Management - See Council's Fees and Charges

RM – RecFacHire – RecFilmPh

BAGS - BagsSecurit

Owner: TS&O – City Assets – Recreation Bookings

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Last Revised: 2/07/2018

Part 8. Supporting documentation checklist

- Public Liability Insurance Certificate of currency
- Traffic Management plan (when required)
- Parking plan
- Authorised safety report (when required)
- Community notification letter
- Environmental Management plan (when required)
- List of crew/ cast/ production vehicles
- Copy of Occupational Health and Safety policy
- Documentary Evidence of Production Budget (Feature Film only)

Part 9. Checklist and declaration

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

- I have attached all required additional documentation (as listed above) in accordance with the 'Filming Hire Conditions'.
- I will abide by the film makers code of conduct.
- I will abide by Council's terms and conditions.
- I confirm that the details given are correct.
- In signing this form I acknowledge that I have read and accepted the 'Filming Hire Conditions' attached.

Name:

Signature: Date:

Please keep a copy of your completed application for your own records.

Once your application is received, you will receive an acknowledgement from Council and be advised of the expected processing time for your application.

For further information, please contact Council's Recreation Bookings Coordinator on 9911 6555 or visit our website www.canadabay.nsw.gov.au.

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
Contact: 9911 6555
Website: www.canadabay.nsw.gov.au

FEES FOR FILMING GENERAL 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 7 days' 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

Fees for Commercial use within Canada Bay Council	2018/19 Fee/Charge
Application Fee - (In accordance with the Local Government Filming Protocol, per application, non-refundable)	
Application Fee - Ultra low impact Less than 10 crew, 1 camera, sound, 1 light, no vehicles	Free
Application Fee - low impact 11-25 crew, minimal vehicles, minimal equipment/lighting, small unit base	\$150.00
Application Fee - Medium impact 26-50 no more than 10 trucks, some equipment, unit base	\$300.00
Application Fee - High impact More than 50 crew, more than 10 trucks, significant construction, extensive equipment, large unit base	\$500.00
Application Fee - Council approval for parking when filming on private property such as unit base plans or parking plans.	\$150.00
Filming over 3 days	
Standard low impact filming per day	\$120.00
Standard medium impact per day	\$235.00
Standard high impact filming per day	\$376.00
Traffic Management Plan of Filming	
Administration of Traffic Management Plan low impact Stop/go traffic control on a local or council-managed road- police consultation	Refer to Traffic Management
Administration of Traffic Management Plan medium impact Stop/go traffic control on a multi-lane or state road, police consultation, RTA consultation	Refer to Traffic Management
Administration of Traffic Management Plan high impact Road closures, Police consultation, RTA consultation	Refer to Traffic Management
Road Closures	
Whole Road (per day)	Refer to Traffic Management
Lanes (per day)	Refer to Traffic Management
Advertising for Temporary Road Closures	Refer to Traffic Management

Filming	2017/18 Fee/Charge
Hire of Parks and Open Space for Exclusive Use	per day
Filming Drummoyne Oval, Rothwell and Goddard Park (low impact)	\$1,300
Filming Golf Courses (low impact)	\$1,140
Passive Park (low impact)	\$125
Filming Drummoyne Oval, Rothwell and Goddard Park (medium impact)	\$1,840
Filming Golf Courses (medium impact)	\$1,530
Passive Park (medium impact)	\$240
Filming Drummoyne Oval, Rothwell and Goddard Park (high impact)	\$2,300
Filming Golf Courses (high impact)	\$2,030
Passive Park (high impact)	\$360
Risk Cost - less than 3 days notification to Council	\$465
Risk Cost - less than 7 days notification to Council	\$240
Sports Field (high impact)	\$420
Sports Field (low impact)	\$175
Sports Field (medium impact)	\$300
Other Fees	
Access fee	\$280.00
Cleaning Fee (per hour)	\$86.00
Location research/site inspections/supervisor (per hour)	\$63.00
Security Fee (minimum 4 hours) (per hour)	\$84.00
Power Access (per hour)	\$63.00
Site Preparation (per hour)	\$63.00
Site Remediation - To be determined by location & activities	
Temporary Structure- (installation of marquee, table & Chairs in parks, signage, barriers, cabling, traffic controller)	\$425 per day per structure
Still Photography	
Standard Ultra Low per hour (all-inclusive per application)	Free
Standard low impact per day (all-inclusive per application)	\$115.00
Standard medium impact per day (all-inclusive per application)	\$165.00
Standard high impact filming per day (all-inclusive per application)	\$220.00