

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:

Surname:

First Name:

Organisation address:

Suburb:

Postcode:

Onsite contact number:

Phone (w):

Phone (m):

Fax:

Email:

Production Information

Name of Production:

Equipment to be used:

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:

Public Liability Insurance - Please attached a copy of you public liability insurance cover

Checklist and declaration

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

- I have attached any required additional documentation 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 true and correct.
- In signing this form I acknowledge that I have read and accepted the 'Filming Hire Conditions' attached.

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
Contact: 9911 6555
Website: 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