

Filming and Photography Application Form

This application is for filming and still photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the [insert council name] area.

Please ensure that you have read the [insert council name]'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.

Part 1: Applicant Details

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Position

Production Company/Organisation Name	ABN
<input type="text"/>	<input type="text"/>

Production Company/Organisation Address

Business Number	Mobile/Cell Number
<input type="text"/>	<input type="text"/>

Email Address

Part 2: Production Contact Details

Producer:	
Name	Mobile
<input type="text"/>	<input type="text"/>

Email Address

Production Manager:

Name

Mobile

Email Address

Location Manager:

Name

Mobile

Email Address

Part 3: Production details

Name of Production

Production summary/synopsis/script

[* Function to upload attachment]

Type of Production (please tick appropriate box):

Feature

TV Drama

Documentary

TV Commercial

Corporate Video

Short Film

Music Video

Student Film

Children's Production

Children's Production

Infotainment/Travel Show

Reality TV

Stills shoot/photography

other (please specify)

Part 4: Location details

Please provide below details for each location.

LOCATION 1:

Date (include proposed date and back up/wet weather date)

Dates of additional bump-in/bump-out (if required)

Time of use (incl. crew arrival and departure)

From:

To:

Location

Description of Activities

Personnel numbers:

Cast

Crew

Extras

Parking requirements:

No. of essential vehicles

No. of unit vehicles

No. of private vehicles

- 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 applicable parking restrictions.

[* Function to upload attachment]

Please tick if your shoot involves any of the following;

[] Temporary traffic control

[] Street dressing

- Reconstruction of crime/emergency
- Road closure Cherry pickers/lighting towers Cast dressed as police/emergency services
- Low loaders Camera crane Car chases/driving sequences
- Stunts Camera track Crowd control/security
- Firearms/gunfire Generator
- Smoke effects Temporary structures Children
- Fire effects Scaffolding Animals
- SFX Playback Other

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

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

ADDITIONAL LOCATION

[If capability include a button to expand information required for each location, as above]

Part 5: 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)

Part 6: Lodging the Application

You can lodge the completed application form and supporting documents:

Online: [If capability, "Submit application" button]

By email: [If capability, "Save" button]
Please submit saved application and supporting documents to
[Insert relevant council email address]

By fax: [Insert council fax number]

In person: [Insert council address]

Part 7: Payment of the Application Fee

On submission of this application form the applicant undertakes to pay the relevant application fee outlined by council. Payment methods include credit card, cheque, cash (in person at council chambers) or EFT.

Once your application has been received, the Film Officer will contact you to acknowledge receipt and advise of the timeframe council will need to process your application.

For further information regarding your application please contact [insert Film Contact Officer's phone number].