



# Photography permit application (commercial stills)

Under the *Local Government Act 1993* and *Crown Lands Act 1989*

*Fees are valid until 30 June 2010*

## About this form

*Not all photography shoots and additional services are suitable for all parks and reserves*

Use this form to apply to use Council managed land for the following:

- Commercial Stills Photography
- Students' Stills Photography

If approved, a written Permit will be issued to the applicant to photograph on streets or property within the Woollahra Council Local Government Area at the times and locations specified below. This Permit must be in possession of the applicant and on-site at all times.

If an amusement device or temporary structure is to be installed as part of the event, an Activity Approval may also be issued for the structure. **Complete the separate temporary structures eg. marquee, sunshade etc and/or amusement devices eg. jumping castle etc application form and attach to this application.** The permit must be in possession of the applicant and on-site at all times.

## Lodgement & fees Any questions?

Please complete all details below and follow the instructions on page 5.

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 5) or visit [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

## ▼ Applicant details

### Applicant's name, address and contact details

Applicant's name(s): .....

Production Company: .....

Postal address:.....

.....Post Code: .....

Phone (1) (...) ..... Fax (...) .....

Phone (2) (...) ..... E-mail:.....

Location/Unit Manager telephone (Mob):.....

## ▼ Site details

### Location where photography shoot is to occur

*Applicant(s) must attach a map of the location.*

Location: .....

Date: .....

Time: Start ..... Finish .....

Date: .....

Time: Start ..... Finish .....

Wet weather hold: .....

### Production

Title of production: .....

Photographer: .....

Number of cast and crew: .....

Feature photo shoot  Editorial  Other: .....

Catalogue  Promotion

Production equipment: (list): .....

*Scenes to be photographed must be described accurately*

Scene description: .....

List use of any animals or special effects: .....

**Parking of large unit vehicles**

All registered vehicles which weigh over 4.5 tonnes and/or exceed 7.5m in length, are required to have a "Permit to Stand Plant" to park in residential streets, in accordance with Australian Road Rules.

*Failure to obtain this approval may result in severe penalties, in accordance with relevant legislation*

Does your film shoot require the use of vehicles/unit trucks over this weight and size?

YES / NO (please circle)

How many vehicles are proposed: .....

Have you completed Council's "Permit to stand plant" application form:

YES / NO (please circle)

*The number of vehicles permitted may be limited in certain areas or streets*

\*This form can also be found on Council's website

**Parking of crew cars**

Woollahra Municipality is a high-density residential and commercial area with limited parking and high traffic volumes. The placing of barricades and orange safety cones is NOT permitted.

All parking of crew cars must comply with the signage existing in the street. NO exceptions will be made.

**Additional services**

Catering  Storage of equipment on Council land

Crew parking (Unrestricted Council Car Parks ie. Cooper Park and Lyne Park only)

*Not all additional services are suitable for all parks and reserves*

Location: .....

Date: .....

Time: Start ..... Finish .....

*Parking of crew cars in Council car parks are subject to availability*

Vehicle details: .....

(Please list vehicles by type, registration number and size)

**Public liability**

The applicant must supply Council with the Certificate of Currency showing Public Liability Insurance to the value of at least ten million dollars (\$10,000,000.00) for each claim with this application.

**▼ Conditions for still photography**

**Lodgement and fees**

- No photography is allowed without the prior written consent of the Council.
- Council may determine that a bond is required to cover the photography activities and the value will be determined on the basis of the information supplied in the application. Should the shoot location not be in an acceptable condition at the completion of the shoot, Council will deduct the necessary amount of monies from the bond toward the cost of making good any damage to Council property. The applicant shall reimburse Council for the cost of repair of any damage caused to public property during, or as a result of, the photographic activities.
- The Filming Location Fee, Bond and Fees for Additional Services must be paid before the permit is issued.

**Student photography**

- Supporting documentation from the school/college must be attached with the completed application form to qualify for student photography. A letter from the institution is the minimum requirement.

<b>Equipment</b>	<ul style="list-style-type: none"> <li>All cables on ground level must be covered with planks with tapered edging or strung over the footway with a minimum clearance of 2.5 metres.</li> <li>The use of firearms, explosives or lighting of fires is prohibited.</li> <li>No marquee or structure of any kind can be erected without a separate Activity Application and/or Development Application being lodged with Council. Separate fees will be incurred and Activity Approvals prepared for these activities.</li> <li>All lighting must be directed away from motorists on nearby carriageways and from residential premises.</li> <li>Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.</li> <li>All cables located on footpaths to be covered by WorkCover approved ramps and/or other safety measures.</li> </ul>
<b>Permissible photography times</b>	<ul style="list-style-type: none"> <li>No photography is allowed without the prior written consent of the Council.</li> <li>Photography on Council managed land is generally only permitted between sunrise and sunset BUT no earlier than 7am unless otherwise stated in this permit.</li> </ul>
<b>Traffic and pedestrian management</b>	<ul style="list-style-type: none"> <li>The applicant agrees to undertake the photo shoot without disrupting pedestrian and/or vehicular traffic during the photo shoot.</li> <li>Photo shoot approvals do not permit the closing of any public road to normal uses or disruption to traffic including pedestrian movement, unless otherwise stated.</li> <li>The safe and convenient movement of pedestrians and vehicular traffic must not be impeded.</li> <li>Vehicles and equipment associated with the photo shoot activities shall not be left parked in authorised resident parking zones for longer than the period applying to non-residents' vehicles.</li> </ul>
<b>Community notification</b>	<ul style="list-style-type: none"> <li>The applicant must notify occupants of all nearby premises and inform them of the proposed photographic activity by methods directed by Council.</li> </ul>
<b>Other approvals</b>	<ul style="list-style-type: none"> <li>Approval from the NSW Police Force and/or the Roads and Traffic Authority may be required in some circumstances eg, photography in commercial areas, road closures or involving photography of vehicles in streets. The photographer may have to show proof of Police or RTA approval if directed to do so by Council.</li> </ul>
<b>Noise management</b>	<ul style="list-style-type: none"> <li>No amplification of any kind is to be used, including loud hailers or megaphones.</li> <li>All generators and other equipment that are to be used must conform to the Department of Environment and Conservation Guidelines and not create a nuisance to the amenity of the neighbours.</li> <li>Any noise generated by the photo shoot and associated activities shall not give rise to an increase of 5dBA or more above the indoor background sound pressure level.</li> </ul>
<b>Unit vehicle management</b>	<ul style="list-style-type: none"> <li>Unit or crew vehicles must not be parked on Council's parks or reserves or upon grass verges or footpaths.</li> <li>Posted parking regulations and/or vehicles code violations will be vigorously enforced unless noted otherwise herein: Parking to be legal at all times</li> <li>Woollahra Municipal Council is a high-density residential &amp; commercial area with limited parking &amp; high traffic volumes. All forms of barricading &amp; witch-hatting of parking for essential vehicles is not permitted.</li> <li>A minimum of 1.8 metres clear width on the footpath must be available for pedestrians.</li> <li>Do not block private and/or public driveways.</li> <li>All parking of crew cars and unit vehicles must comply with the signage existing in the street. No exceptions will be made.</li> <li>Please refer to the Fees' Section on page 4 for costs associated with the parking of photography crew, catering and equipment storage vehicles.</li> <li>A vehicle carriageway of 3.5 metres width must be maintained at all times.</li> <li>You must abide by all conditions as stated in any approved "Permit to stand plant".</li> </ul>
<b>Council and private property</b>	<ul style="list-style-type: none"> <li>No trees, shrubs or other vegetation are to be moved, lopped or damaged. Care must be taken with parking oversized unit trucks in order to protect street trees.</li> </ul>
<b>Use of animals</b>	<ul style="list-style-type: none"> <li>Animals to be used for photographic activities are to be under effective control at all times.</li> <li>Applicant must abide by the <i>Animals Companion Act 1998</i>.</li> </ul>
<b>Waste management</b>	<ul style="list-style-type: none"> <li>Single-use plastic bags are not to be used with the event (such as for the distribution of food, beverages or any other non-food items).</li> <li>No plastic or any other waste is to be left behind at the conclusion of the shoot.</li> </ul>

## General

- The applicant must minimise any potential inconvenience to local residents or adjoining business premises during the shoot.
- Residents and other occupants of properties within the photography shoot area shall have the right of unrestricted access at all times.
- Any direction set by the Council must be complied with. In this regard, it should be noted that the Council reserves the right to refuse or limit any activity associated with commercial stills if, in its opinion, the activity is likely to cause damage, danger, nuisance or is not in the Municipality's interest.
- The use of the road carriage, parklands, footpath or verge for the storage of equipment or for use by the caterer will be charged in accordance with the fees on page 5.
- The cast and crew are to be limited to thirty people during the shoot.

## Indemnity

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- loss of, loss of use of, or damage to property of Council; or
- personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.



## Activity approval checklist

1. Do you intend having an amusement device eg jumping castle, petting zoo, etc? Yes / No

- If so, have you completed the Amusement devices activity approval application form and attached it to this form? Yes / No

2. Do you intend having a temporary structure eg Marquee? Yes / No

- If so, have you completed the Temporary structure activity approval application form and attached it to this form? Yes / No

*(These forms can also be found on Council's website)*



## Additional information

- A permit will be issued with a copy of the receipt when Council receives payment. This will confirm location, date(s) and time(s) of the access.
- Take the permit with you on the day(s) of the hire to confirm your approved access with any Council Officer, Council's Park Ranger or interested parties.
- The issued permit does not grant exclusive access of the public open space.



## Signature

### Your declaration

I, ..... (the applicant) have read, understood and accept the conditions of hire. I accept that all these conditions must be complied with on the day(s) of the activity.

*Council will not process this application without the signed acknowledgement of photography conditions.*

☒ Signature: ..... Date: .....



## How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods:**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000  
**Fax:** (02) 9391 7044  
**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Recreational Bookings Coordinator

**Payment methods**

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card – American Express, Bankcard, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application.

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

**Fees**

Fees are valid until 30 June 2010 and include 10% GST

All fees must be paid prior to the shoot otherwise no approval will be given.

Lodgement Fee: \$175.00  
To be paid prior to assessment of the application

Location Fees: (per hour) \$175.00

Late Fees:  
Less than 7 working days notice \$175.00  
Less than 3 working days notice \$250.00

Cancellation Fee: \$175.00  
(including any late fees)

**Additional Services**

Bond: \$570.00  
Refundable bond - inspection will occur after film shoot

Filming On Private Property:  
No Filming Location Fees apply.

Use of Verge/Park for catering and / or storage of equipment whilst filming on a private property.  
Up to 4 hrs \$200.00  
Full day \$400.00

Crew Parking: Council Car Parks  
Van 3 – 6 m (per day, per vehicle) \$35.00  
Truck 6 – 14 m (per vehicle, per day) \$66.00

<b>OFFICE USE ONLY</b>		
Fee Type	Receipt Code	Fee \$
Lodgement Fee	331	
Location Fee	331	
Late Fee	331	
Bond	28	
<b>Total:</b>		

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (*refer receipt for details*)  
*Retain your receipt as proof of lodgement of the application.*

Receiving Officer: ..... Date: .....

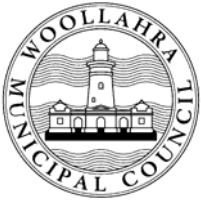
Cashier: ..... Date: .....



## Privacy notification

The personal details requested on this form are being collected, and will only be used for the purpose of processing your application, keeping records and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to this information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

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# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 1%**

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA														
Full Name on Credit Card																		
Credit Card No.				--					--					--				
Card Expiry Date			--			Total Amount Paid	\$											
Cardholder's Signature																		
Date					Contact Phone No.													

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference eg DA No. etc .....

Address (where applicable) .....

.....  
.....

## PRIVACY NOTIFICATION

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OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	