



# Stills Photography Permit

Effective from July 2023 to June 2024

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

**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 stills photography which relates to the following:

- Advertising / Product launches / Promotions
- Commercial / Fashion shoots
- Student projects (maximum 30 students on location)
- Tourism / Current Affairs / Documentaries
- Community Service / Non-profit (fees waived)

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 photography, an Activity Approval may also be issued for the structure. **Complete the separate Temporary Structures e.g. Marquee, sunshade etc and/or Amusement Devices e.g. 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.

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant details

Name:

Production  
company:

Address:

Phone:

Email:

Location / Unit  
Manager mobile:

## Site details *(Location where photography shoot is to occur. Applicant must attach a map of the location)*

Location:

Date:

Start time:

Finish time:

Wet weather hold:

## Production

**Title of production:**

**Number of cast and crew:**

☐ Feature photo shoot

☐ Product Launch / Promotion

☐ Advertising

☐ Other (please specify)

**Production equipment (list):**

**Scene description:** *(scenes to be photographed must be described accurately)*

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

**Parking of large unit vehicles:** *Failure to obtain this approval may result in severe penalties, in accordance with relevant legislation. The number of vehicles permitted may be limited in certain areas or streets.*

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.

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

☐ Yes

☐ No

How many vehicles are proposed?

Have you completed Council's [Permit to Stand Plant](#) application form

☐ Yes

☐ No

NOTE: 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

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

☐ Catering

☐ Storage of equipment on Council land

☐ Crew parking

(this is only available in unrestricted Council Car Parks i.e. Cooper Park and Lyne Park only and is subject to availability)

Location:

Date:

Start time:

Finish time:

Location:

Vehicle details:

Registration	Model	Size

## Public liability

The applicant must supply Council with the Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000.00) for each claim with this application.

## Activity approval checklist

- |                                                                                                                                     |                              |                             |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Do you intend having an amusement device e.g. jumping castle, petting zoo etc?                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, have you completed the <a href="#">Amusement Devices Activity Approval</a> application form and attached it to this form?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Do you intend having a temporary structure e.g. Marquee?                                                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If so, have you completed the <a href="#">Temporary Structures Activity Approval</a> application form and attached it to this form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(These forms are also available 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

## Conditions for Still Photography

Full Conditions for Still Photography associated with this application can be accessed at:

[www.woollahra.nsw.gov.au/photography-permit-commercial-conditions](http://www.woollahra.nsw.gov.au/photography-permit-commercial-conditions)

## Indemnity statement and applicant's declaration

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 on Council's land / 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.

I have reviewed the Conditions for Still Photography relating to this application available at

[www.woollahra.nsw.gov.au/photography-permit-commercial-conditions](http://www.woollahra.nsw.gov.au/photography-permit-commercial-conditions)

### Applicant's declaration:

I,  declare that

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

**Applicant's signature**

**Date**

## Fees *(Fees are valid until 30 June 2024)*

Type of fee	Fee	Receipt code
<b>Lodgement fee</b>		
To be paid prior to assessment of the application, Students – Fee waived	\$198.00	T331
<b>Location fees</b>		
Location fee LOW (1-3ppl) p/h	n/a	
Location fee MEDIUM (4-10ppl) p/h	\$192.00	T331
Location fee HIGH (11+ppl) p/h	\$241.00	T331
<b>Late fees</b>		
Less than 7 working days' notice	\$192.00	T331
Less than 3 working days' notice	\$282.00	T331
<b>Cancellation fee</b> (including any late fees)	\$180.00	T338
<b>Additional Services:</b>		
<b>Bond</b> - Refundable bond – inspection will occur after shoot	\$570.00	T28

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

## OFFICE USE ONLY

<b>CSO name:</b>	<input type="text"/>
<b>Bond (T28):</b>	<input type="text"/>
<b>Cancellation fee (T333):</b>	<input type="text"/>

<b>Lodgement fee (T331):</b>	<input type="text"/>
<b>Location fee / Late fee (T331):</b>	<input type="text"/>