

Photography permit application (commercial stills)

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

Fees are valid until 30 June 2019

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 commercial stills photography which relates to the following:

- Advertising
- Product launches/promotions
- Fashion shoots

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 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.

Please complete all details below including signature on page 5, and follow the instructions on page 6.

Lodgement & fees

Any questions?

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 5) or visit 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

Location:

.....

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

Date:

Time: Start Finish

Date:

Time: Start Finish

Wet weather hold:

▼ Conditions for still photography

Lodgement and fees	<ul style="list-style-type: none">Commercial stills photography that relates to advertising, product launches/promotions and fashion shoots is not permitted on Council managed land without the prior written consent of the Council. Other types of stills photography eg. Landscapes and student, are exempt and do not require Council approval.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.
Equipment	<ul style="list-style-type: none">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.The use of firearms, explosives or lighting of fires is prohibited.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.All lighting must be directed away from motorists on nearby carriageways and from residential premises.Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.All cables located on footpaths to be covered by WorkCover approved ramps and/or other safety measures.
Permissible photography times	<ul style="list-style-type: none">Photography on Council managed land is generally only permitted between sunrise and sunset BUT no earlier than 7am unless otherwise stated in this permit.
Traffic and pedestrian management	<ul style="list-style-type: none">The applicant agrees to undertake the photo shoot without disrupting pedestrian and/or vehicular traffic during the photo shoot.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.The safe and convenient movement of pedestrians and vehicular traffic must not be impeded.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.
Community notification	<ul style="list-style-type: none">The applicant must notify occupants of all nearby premises and inform them of the proposed photographic activity by methods directed by Council.
Other approvals	<ul style="list-style-type: none">Approval from the NSW Police Force and/or the Roads and Traffic Authority may be required in some circumstances e.g. 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.
Noise management	<ul style="list-style-type: none">No amplification of any kind is to be used, including loud hailers or megaphones.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.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.
Unit vehicle management	<ul style="list-style-type: none">Unit or crew vehicles must not be parked on Council's parks or reserves or upon grass verges or footpaths.Posted parking regulations and/or vehicles code violations will be vigorously enforced unless noted otherwise herein: Parking to be legal at all times

- Woollahra Municipal Council is a high-density residential & commercial area with limited parking & high traffic volumes. All forms of barricading & witch-hatting of parking for essential vehicles is not permitted.
- A minimum of 1.8 metres clear width on the footpath must be available for pedestrians.
- Do not block private and/or public driveways.
- All parking of crew cars and unit vehicles must comply with the signage existing in the street. No exceptions will be made.
- Please refer to the Fees' Section on page 4 for costs associated with the parking of photography crew, catering and equipment storage vehicles.
- A vehicle carriageway of 3.5 metres width must be maintained at all times.
- You must abide by all conditions as stated in any approved "Permit to stand plant".

Council and private property

- 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.

Use of animals

- Animals to be used for photographic activities are to be under effective control at all times.
- Applicant must abide by the *Animals Companion Act 1998*.

Waste management

- 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).
- No plastic or any other waste is to be left behind at the conclusion of the shoot.

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 e.g. jumping castle, petting zoo, etc?
If so, have you completed the Amusement Devices Activity Approval application form and attached it to this form? | Yes / No

Yes / No |
| 2. Do you intend having a temporary structure e.g. Marquee?
If so, have you completed the Temporary Structure Activity Approval application form and attached it to this form? | Yes / No

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

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

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.

☒ 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

Web: www.woollahra.nsw.gov.au

Who to contact: The Recreational Bookings Coordinator

Fees

Fees are valid until 30 June 2019.

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

Lodgement Fee: \$167.00
To be paid prior to assessment of the application
Students Fee waived

Location Fees: (per hour) \$167.00

Late Fees:
Less than 7 working days' notice \$167.00
Less than 3 working days' notice \$245.00

Cancellation Fee: \$167.00
(including any late fees)

Additional Services

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

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, 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: Take the train to Edgecliff, then 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.

OFFICE USE ONLY

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.

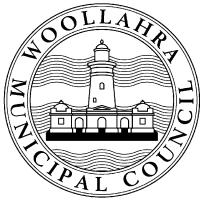
☒ Receiving Officer: Date:

☒ Cashier: Date:

Fee Type	Receipt Code	Fee \$
Lodgment Fee	331	
Location Fee / Late Fee	331	
Cancellation Fee	333	
Bond	28	
Total:		

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.



Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

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			--												
Cardholder's Signature															
Date								Total Amount Paid	\$						
								Contact Phone No.							

Reason for payment

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

Payment For	Stills Photography
Council Reference eg DA No etc	T331
Address (where applicable)	----- ----- ----- ----- -----

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. 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.

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