

Filming Permit Application

Under the *Local Government Act 1993 (Division 4)* and *Crown Lands Act 1989* and *Filming Related Legislation Amendment Act 2008*

Fees are valid until 30 June 2019

About this form

Not all filming activities and/or additional services are suitable for all parks and reserves

Note: Fields on this form marked with an * are mandatory

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

- Commercial Filming
- Students' Film Productions
- Any other filming related activity

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

Lodgement & fees

Please complete all details below and follow the instructions on pages 8 & 9.

Any questions?

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 8) or visit www.woollahra.nsw.gov.au

▼ Applicant Details

Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Family name:

Given name:

Company Name*:

ABN*: Position:

Postal address*:

..... Post Code:

Phone*: (...)..... Fax*: (...)

Mobile*:

E-mail Address*:

Please circle

Have your application details changed since your last application? Y / N

▼ Production Contact Details

Production contact details

Production Manager:

Name*:

Email Address*:

Mobile Number*:

Location Manager:

Name:

Email Address:

Mobile Number:

▼ Production Details

Name of Production* :

Production Summary* :

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Nature of Activity * (please tick the appropriate box)

- Television drama or mini series
- Documentaries, short films, children's productions
- Television Commercial
- Feature Films
- Student Films
- Music Video
- Other:.....

▼ Location Details

Name or location where filming is to occur For multiple complex activities using more than one location, attach a separate document listing each location's details based on the format below.

Location*

Location:

Date: Wet Weather Alternative:

Time: Start: Finish:

Crew Call Time: Start:..... Finish:

Description of Activities / Film Synopsis:

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Number of cast and crew:

Not all locations are suitable for road closures

Proposed Road Closures or Stop / Go Traffic (include details of RMS-accredited controllers. If none required, write N/A):

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.....

Details of proposed equipment and machinery (lighting, generators, dolly etc If none required, write N/A. For drones, complete Application for drone/RPA use on page 3:

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Not all locations are suitable for temporary structures or marquees

Details of proposed Temporary Structures (marquees, sets). If none required, write N/A:
.....
.....

Details of Special Equipment (If none required, write N/A):
.....
.....

Catering (Specify location and times (If none required, write N/A):
.....
.....

Parking Details

Essential Production Vehicles (please specify type, size, nature and registration details):
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.....

Unit Base Location (please provide mud map / location plan:
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.....

Parking Spaces (specify street location, number of spaces and applicable parking restrictions. Provide detail on parking plan):
.....
.....
.....

▼ Application for use of drone/RPA for commercial filming

All commercial drone/remotely operated piloted aircraft (RPA) use, regardless of size or type, requires Woollahra Municipal Council approval to take-off or land on public land. Please register with CASA online www.casa.gov.au

Permits will not be issued to unlicensed operators even if you are proposing to use a drone which is under 2kg.

Drone model/weight:

Name of drone/RPA operator(s):

Location(s):

Date:Wet Weather Alternative:

Time: Start: Finish:

For all commercial RPA use, the following documentation must be submitted for all applications:

- UAV Controller Licenses for all proposed operators
- UAV Operator’s Certificate issued by CASA
- Certificate of Currency of UAV Liability Insurance
- Detailed aircraft operations plan outlining:
 - Take-off and landing zones
 - Proposed flight path
 - Proposed exclusion zones
 - Location of spotters

Please check the Drone Web APP to see where you can and can't operate a drone/RPA
<https://casa.dronecomplier.com/external>

Commercial operators of a drone/RPA are required to follow the standard operating conditions for commercial use of drones/RPA in public spaces:

- You must adhere to Civil Aviation Safety Authority (CASA) Standard Operating Conditions.
 - You must only fly during the day, not at night.
 - You must only fly by visual line of sight (VLOS)—close enough to see, maintain orientation and achieve accurate flight and tracking.
 - This means being able to see the aircraft with your own eyes (rather than through first-person-view (FPV)) at all times.
 - You must fly no higher than **120 metres** (400 feet) above ground level.
 - Referenced to a point on the ground immediately below the RPA at any time during the flight.
 - You must keep your RPA at least 30 metres away from other people i.e. any person who is not charged with duties essential to the safe operation of a remotely piloted aircraft.
 - **To maintain public safety, a 30m “exclusion zone” must be identified and delineated with signage and bollards and tape.**
 - You must not fly in a prohibited area or in a restricted area without the permission of the responsible authority.
 - **You must not fly over populous areas, such as beaches, parks, sporting ovals and shopping precincts.**
 - You must not fly your RPA over any area where, in the event of a loss of control or failure, you create an unreasonable hazard to the safety of people and property on the ground (populous area).
 - You must keep your RPA at least 5.5km away from controlled aerodromes - one with an operating control tower.
 - You must not fly your RPA over or near an area affecting public safety or where emergency operations are underway (without prior approval).
 - This could include situations such as a traffic accident, police operations, a fire and associated firefighting efforts, and search and rescue.
 - You must only fly one RPA at a time.
- You must adhere to Woollahra Council's Conditions for Operating a drone/RPA
 - You must not operate your RPA over Gap Park due to CCTV safety operations.
 - You must be CASA certified to operate a drone/RPA for a commercial purpose in Woollahra Council.

▼ Supporting Documentation Checklist

The following documents must be submitted with your application:

- Public Liability Insurance Certificate of Currency
- Location Plan / Mud Map
- Notification Letter to Residents / Businesses

For drone/RPA use only:

- UAV Controller Licenses for all proposed operators
- UAV Operator's Certificate issued by CASA
- Detailed aircraft operations plan

Conditions of filming

1. General Conditions of Consent

- a) All applicants must have read the Code of Conduct for Location Filming in NSW, located in the 2009 Filming Protocol. This can be viewed on the website.
- b) All cast and crew shall abide by the conditions of hire as set out in the approval permit.
- c) Filmmakers must comply with all Council signs, and all directions from Council officers or other authorities.

Before the Shoot

2. Notification

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009 all applicants shall obtain relevant approvals for the filming activity to be conducted.
- b) Where directed by Council, the Production Company must undertake an information letter box drop and personal communication to all business proprietors, residents and other occupants in the vicinity to be completed by (date as dictated by Council), with any concerns or requirements raised, resolved or accommodated to the satisfaction of the Council.
- c) In accordance with the Code of Conduct for Location Filming in NSW 2009, the information letter drop must advise residents and businesses in the area of what is planned, when and where, including details and conditions of the filming approval. It shall also provide a contact name and number for a representative at the production office and the on-site location.
- d) A copy of the information letter drop must be submitted with the application form.
- e) In accordance with the Code of Conduct for Location Filming in NSW 2009 and SEPP 4, when filming on private land, the applicant must provide Council, Police and the community five (5) days written notice of the filming activity, even if specific approvals for filming are not required.
- f) In accordance with the Code of Conduct for Location Filming in NSW 2009 film makers shall give particular consideration to businesses whose trade could be adversely affected by filming activities.
- g) In accordance with the Code of Conduct for Location Filming in NSW 2009 when filming for an extended period or when undertaking activities with a high impact on community amenity, allow for community feedback on the proposed arrangements.

3. Brief Cast and Crew

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, all film crew shall be thoroughly briefed on the nature and practical application of the approval given and any specific conditions or requirements attached to the filming approval.

4. Parking

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, Film makers shall contact Council, with sufficient notice, to discuss parking plans for essential vehicles and unit bases, and to ascertain if a traffic management plan (TMP) is required.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, the applicant may consult directly with the community over parking issues, where appropriate. This may include arranging alternative parking for residents and/or assistance in access to vehicles and transport arrangements in high density residential locations. Any such assessments must be brought to the attention of Council.

5. Health and Safety / Risk Assessment

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, The Production Company and Filmmakers shall carry out hazard and risk assessments of any locations or premises to be used for filming or film related activities. A location shoot is a workplace and occupational health and safety requirements must be observed.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, the Production Company shall ensure the production has appropriate levels of public liability insurance and all necessary licenses and permits relating to filming activities.
- c) It is the Filmmaker's responsibility to verify immediately before commencement of activities that the location is safe and suitable for the approved use (as Council cannot be responsible for last minute hazards e.g. broken glass)

During the Shoot

6. Parking

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, all crew, cast and extras must park in accordance with normal requirements unless special arrangements have been approved by the Council or Police. All crew and unit vehicles are to be legally parked at all times.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, essential vehicles and unit trucks should not be parked in front of active restaurants.
- c) In accordance with the Code of Conduct for Location Filming in NSW 2009, generators should not be parked in front of residential buildings.
- d) In accordance with the Code of Conduct for Location Filming in NSW 2009, the applicant shall ensure that trucks and other vehicles fit under trees to avoid damage to branches. 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 trees.
- e) Unit or crew vehicles must only be parked in designated parking areas, unless otherwise stated in this permit. Parking on grassed areas is prohibited unless otherwise stated in this permit.
- f) The Production Company must ensure that only the Production Vehicles nominated in the attached Parking Permit are to be parked at the approved locations.
- g) Residential notification of changed parking conditions must be forwarded by an information letter drop to all business proprietors, residents and other occupants in the vicinity, to be completed by (date as dictated by Council).
- h) The applicant must ensure that only the ticket parking spaces approved to be occupied shall be used, with no other kerb space parking, such as Disabled Parking, Loading Zone, Truck Zone, Bus Zone, Bus Lane, No Stopping Zones, Transit Lanes, Clearways, Pedestrian and School Crossings, are to be occupied.
- i) The applicant shall be responsible for the barricading and monitoring of the parking location to ensure the availability of the spaces, with the time of first barricading to be determined by Council.
- j) Vehicles shall not be parked in authorised residential parking zones for longer than the period applying to the non-residents' vehicles, unless specific approval has been granted.
- k) The Production Company must ensure that any traffic control undertaken in conjunction with filming shall be conducted by Police or RMS-accredited traffic controllers and shall comply with all relevant WorkCover and industry safety standards.
- l) The parking of any unit or crew vehicles on a state road requires RMS Approval.
- m) Vehicles proposed to be located in Bus Zones require approval from Sydney Buses.
- n) Road event permit and/or filming permit must be on-site at all times and located in a clearly visible position inside approved vehicles.
- o) Vehicles shall not block public or private driveways.
- p) A vehicle carriageway of 3.5 metres width must be maintained at all times.
- q) The applicant shall reimburse the Council for the cost of repair of any damage caused to either the public way and/or to the ticket parking machines at the approved locations, arising from the occupation of the spaces.
- r) The Production Company shall ensure that at no time during the use of the parking spaces shall any equipment or materials be left on footpaths and pathways, unless otherwise stated.
- s) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are to locate nearby parking spaces for non-essential vehicles if a film shoot is at a location for a number of days.

7. Noise

- a) All generators and other equipment that are to be used must conform to the Department of Environment and Climate Change Guidelines and not create a nuisance to the amenity of the neighbours.
- b) Any noise generated by the filming and associated activities shall not give rise to an increase of 5dBA or more above the indoor background sound pressure level.
- c) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are to keep noise to a minimum, particularly when arriving in a neighbourhood before 7.00am or during night shoots.
- d) In accordance with the Code of Conduct for Location Filming in NSW 2009, truck engines should not be left idling under residents' windows.

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- e) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are to ensure that all cast and crew avoid playing stereos and car radios, etc. loudly, and are mindful; of the noise level of walkie talkies near residences and businesses.
 - f) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are to seek appropriate permissions for music play back.
 - g) No Amplification of any kind is to be used including loud hailers or megaphones.

8. Traffic (Pedestrian and Vehicular)

- a) Production personnel must co-operate with state agencies and local council to maintain efficient traffic flows and the safety of other road users. The Production Company must ensure that the activities are undertaken without unduly disrupting stakeholders, pedestrians and/or motorists in the vicinity of the location, by at all times ensuring the right of unrestricted access and by maintaining a safe and clear footway for public use.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, traffic stopping and traffic diversions must be carried out by an accredited RMS Traffic Controllers and in accordance with a traffic management plan as agreed by Council, and if necessary, the RMS.
- c) In accordance with the Code of Conduct for Location Filming in NSW 2009, pedestrian traffic should not be obstructed or impeded at any time, without prior Council approval.
- d) Filming approvals do not permit the closing of any public road to normal uses or disruption to traffic, including pedestrian movement, unless specifically authorised by Council.
- e) A minimum of 1.8 metres clear width on the footpath must be available for pedestrians.

9. Shops and Businesses

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, cast and crew are not to loiter in front of shops or residences or block the access of the local community.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers shall not block buildings or keep equipment in front of buildings that are not working directly with the shoot. Equipment shall not be placed in front of closed shopfronts when there is an early call - business owners will need to open on time, and receive deliveries.
- c) In accordance with the Code of Conduct for Location Filming in NSW 2009, crews should be encouraged to patronage local businesses during breaks.
- d) The applicant must minimise any potential inconvenience to local residents or adjoining business premises during filming.

10. Evidence of Permits on Site

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, a copy of the filming permit (and other regulatory approval) shall be on-site all times and in the possession of the Location or the Unit Manager, who should be identifiable by all crew members.
- b) In accordance with the Code of Conduct for Location Filming in NSW 2009, applicants are to consult with Council and other approving authority if there are material changes to filming plans, in case an amended approval is required.
- c) Council reserves the right to amend or cancel this approval at any time.

11. Emergency and Essential Services Access

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, access to fire exits or utilities (e.g. electricity, water, telephone lines) and emergency vehicle access must not be impeded.

12. Communication

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are report any damage to the site as soon as possible and be able available to verify that the conditions of approval are met.

13. Removal of Litter

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, the applicant shall ensure that all litter is removed before the end of each day's filming.
- b) The Production Company shall ensure that the area to be used for filming and related filming activities shall be maintained in a clean and tidy condition to the satisfaction of the Council with all waste materials bagged and removed from the site by the Production Company.
- c) Councils may require damage or cleaning bonds as deemed fit. Any costs involved for any extraordinary cleaning subsequently required during or after the shoot, which is to be undertaken by the Council, will be borne by the applicant.

14. Risk Management / Occupational Health and Safety

- a) In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers, cast and crew are to abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms and weapons.
- b) All cables located on footpaths are to be covered by WorkCover approved ramps and/or other safety measures.
- c) Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.
- d) All lighting must be directed away from motorists on nearby carriageways and from residential premises.

AFTER THE SHOOT

15. In accordance with the Code of Conduct for Location Filming in NSW 2009, Filmmakers are to:

- a) Leave the location clean and tidy and in its pre-filming condition.
- b) Only leave fixtures and fittings at the location where this is requested or approved by the local council.
- c) Report any damage

Special Conditions

Council may impose other conditions not listed in this document which are site specific or related to the specific nature of the filming activity.

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.

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 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 filming 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:

▼ Fees

Fees are valid until 30 June 2019.

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

Bond: From \$500.00 to \$5,000.00

(as per Council discretion and depending on location, nature of plant & equipment and the size of the shoot - refundable after inspection)

Application Fee: Ultra Low Impact = \$0

Consideration based on:

- No more than 10 crew
- No disruption is caused to Council's stakeholder, retailers or motorists or other events in the vicinity of the activities
- Activities are contained to footways or public open space areas only
- Public safety is maintained at all times during the conduct of the activities
- Vehicles associated with the conduct of the activities are legally parked at all times and not driven onto footways, parks or plaza areas

Application Fee: Low Impact = \$150.00

(Non refundable)

Consideration based on:

- 11 – 25 crew
- No more than 4 trucks / vans
- No construction
- Minimal equipment / lighting
- Small or no unit base required
- 1 – 2 locations

Application Fee: Medium Impact = \$300.00

(Non refundable)

Consideration based on:

- 26 – 50 crew
- No more than 10 trucks / vans
- Some construction
- Equipment used e.g. dolly, cranes, jibs, drones/RPA's etc.
- Unit base required
- No more than 4 locations

Amendment Fee:

An additional 75% of the application fee will apply if:

1. a major revision arises where significant changes occur in the timing and nature of the filming activity, and
2. where this could seriously disrupt arrangements made by surrounding businesses and residents in anticipation of the filming activity or
3. where the approval requires the consideration of a number of new matters by Council

Application Fee: High Impact = \$500.00 (Non refundable)

Consideration based on:

- > 50 crew
- > 10 trucks / vans
- Significant construction
- Extensive Equipment
- Large unit base required
- > 4 locations

Application Fee: Traffic Control Assessment:

Low = \$100.00

Consideration based on:

- Stop/go traffic control on local or Council-managed road
- Police consultation

Application Fee: Traffic Control Assessment:

Medium = \$300.00

Consideration based on:

- Stop/go traffic control on a multi-lane or state road
- Police and RMS consultation

Application Fee: Traffic Control Assessment:

High = As per Council's adopted Fees and Charges

Consideration based on:

- Road Closure
- Police and RMS consultation

Filming On Private Property

All filming on private land must comply with SEPP 4.

When a production is filming on private land or areas not controlled by Council, and the Council is required to approve parking plans or a unit base = **\$150.00**

Additional Services

Venue for Catering in a public park: \$67.00 per hour

Signage Bond (refundable): \$100.00 per sign

▼ 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 Road
Double Bay NSW 2028

How to 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

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.

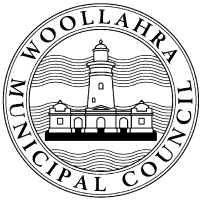
Bus or Rail: Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

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

To be completed by Council's Cashier and Customer Service Officer GST may be applicable (<i>refer receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	Application Fee	332	
	Venue for catering	335	
	Signage 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			--			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 Filming Permit Application

Council Reference eg DA No. etc T332

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	_____	