



# Filming Permit

Effective from July 2024 to June 2025

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

**Note: Sections 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.

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

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

## Applicant details

<b>Name:</b>	<input type="text"/>		
<b>Company name:</b>	<input type="text"/>		
<b>Position:</b>	<input type="text"/>	<b>ABN/ACN:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

Have your application details changed since your last application?  Yes  No

## Production contact details

<b>Production Manager name:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>
<b>Location Manager name:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

**Production details\***

**Name of Production:**

[Empty text box for Name of Production]

**Production summary:**

[Empty text box for Production summary]

**Nature of activity:** *(please tick appropriate box):*

- Television drama or mini-series
- Documentaries, short films, children’s productions
- Television commercial
- Feature films
- Student films
- Music video
- Other (please specify): [Empty text box]

**Location details\***

*For multiple complex activities using more than one location, attach a separate document listing each location’s details based on the format below.*

**Location/s:**

[Empty text box for Location/s]

**Date:**

[Empty text box for Date]

**Start time:**

[Empty text box for Start time]

**Finish time:**

[Empty text box for Finish time]

**Wet weather alternative:**

[Empty text box for Wet weather alternative]

**Crew call time:**

**Start:**

[Empty text box for Crew call time Start]

**Finish:**

[Empty text box for Crew call time Finish]

**Scene Description:** *(Scenes to be filmed must be described accurately)*

[Empty text box for Scene Description]

**Number of cast and crew:**

[Empty text box for Number of cast and crew]

**Proposed road closures or Stop/Go traffic:** *(include details of TfNSW-accredited controllers. Not all locations are suitable for road closures). If none required, write N/A*

[Empty text box for Proposed road closures or Stop/Go traffic]

**Production equipment and machinery:** *(cameras, lighting, generators, dolly etc). For drones, complete Application for Drone/RPA use on page 4*

[Empty text box for Production equipment and machinery]

**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:**

Registration	Model	Size	Nature

**Unit base location:** (please provide mud map / location plan as an attachment)

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

**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.**

## 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](http://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:**

**Start time:**

**Finish time:**

**Wet weather alternative:**

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 [www.casa.gov.au/drones](http://www.casa.gov.au/drones)

The full Conditions for use of drone/RPA for Commercial Filming associated with this application can be accessed at: [www.woollahra.nsw.gov.au/filming-permit-conditions](http://www.woollahra.nsw.gov.au/filming-permit-conditions)

## Supporting document checklist

**The following documents must be submitted with your application:**

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

**For drone/RPA use only:**

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

## 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

## Conditions of Hire

Full Conditions for Still Photography associated with this application can be accessed at: [www.woollahra.nsw.gov.au/filming-permit-conditions](http://www.woollahra.nsw.gov.au/filming-permit-conditions)

## Schedule of Fees (Fees are valid until 30 June 2025)

Full details of the Schedule of Fees relating to this application can be access at:

[www.woollahra.nsw.gov.au/council/fees\\_and\\_charges](http://www.woollahra.nsw.gov.au/council/fees_and_charges)

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 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 or Unit

Base in a public park: \$133.00 p/hour

Site Inspection Fee: \$153.00

Ultra/Low Late fee (less than 3 days' notice): \$102.00

Med/High Late fee (less than 7 days' notice): \$270.00

## 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 of Hire relating to this application available at [www.woollahra.nsw.gov.au/filming-permit-conditions](http://www.woollahra.nsw.gov.au/filming-permit-conditions)

I have reviewed the Conditions for use of drone/RPA for Commercial Filming available at [www.casa.gov.au/drones](http://www.casa.gov.au/drones).

### Applicant's declaration:

I,  declare that

I 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.

**Applicant's signature**

**Date**

## 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

**CSO name:**

**Application fee (T332):**

**Venue for catering (T335):**

**Bond (T28):**