

STANDARD FORM // EXAMPLE

# FILMING AND PHOTOGRAPHY APPLICATION FORM

This application is for filming and stills photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the **[insert council name]** area. Please note the following document does not constitute a filming permit or location contract.

Prior to submitting this application please ensure you have made contact with the **[insert council name]** film contact to discuss the production and identify potential issues or protocols that may need to be observed.

A receipt email will be automatically sent to you within **[insert number]** working days as confirmation of **[insert council name]**'s receipt of your online application. It is the applicant's responsibility to contact **[insert council name]** if you do not receive an application receipt.

An application for filming that does not have any impact on the flow of traffic or significant pedestrian impact must be submitted **[insert number]** business days prior to the intended date of filming.

Applications that do require traffic management planning or significant pedestrian management must be submitted with **[insert number]** business days' notice.

**Applicant Full Name & Title**

*Click here to enter text.*

**Applicant's position on the production / Mobile /Email**

*Click here to enter text.*

**Production Company Name**

*Click here to enter text.*

**Production Company Address**

*Click here to enter text.*

**Production Company Phone / Email**

*Click here to enter text.*

**Production Company ABN**

*Click here to enter text.*

**Production Name**

*Click here to enter text.*

**Type of filming activity**

*Choose an item.*

**One line synopsis**

*Click here to enter text.*

Have you spoken to anyone at the [insert council name] re this application {who/when}?

Tick if yes

[Click here to enter text.](#)

Proposed Filming dates and times (include bump in & bump out)

[Click here to enter text.](#)

*If you are flexible with dates, please enter range here...*

Tentative 'back up'/wet weather dates

[Click here to enter text.](#)

Brief description of filming activity – indicate if SPFX, firearms, vehicles, stunts etc. are involved

[Click here to enter text.](#)

Proposed Filming location/s – be as specific as possible. Attach a mud map/image

[Click here to enter text.](#)

Have you identified a Unit base location? Attach a site plan/map/image

[Click here to enter text.](#)

Have you considered your parking requirements to house unit base? Please give details of your proposal

Tick if yes

[Click here to enter text.](#)

Number of crew & cast on site

[Click here to enter text.](#)

Number of crew cars

[Click here to enter text.](#)

Number of equipment trucks including Caterers

[Click here to enter text.](#)

[Choose an item.](#)

[Click here to enter text.](#)

[Choose an item.](#)

Have you considered your parking requirements for the filming area? Please give details of your proposal

[Click here to enter text.](#)

Will a Generator be used?

Tick if yes

If YES, has it been silenced to EPA standards?

Tick if yes

**Is specialist equipment (cherry pickers, towers, cranes) proposed?**

Tick if yes

[Click here to enter text.](#)

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**Is a road closure or any other type of traffic management proposed? If YES, please give a brief description.**

Tick if yes

[Click here to enter text.](#)

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**Will you require beach access? If YES, you will be required to provide details of vehicles when known.**

Tick if yes

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**Has your production received any Government or national Broadcaster support**

Tick if yes

**ATTACHMENT CHECKLIST AT APPLICATION STAGE:**

- Public liability Insurance Certificate

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- Filming location site map/image

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- Unit base location site plan/map/image

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- Parking bays required site map/image

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- Proposed Road closure plan (*this is not the Traffic Management plan*)

**ATTACHMENT CHECKLIST AT APPROVAL STAGE:**

- Proposed production schedule for entire activity

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- Proposed daily running schedule/s

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- Department of Transport permit for filming on roads if applicable

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- Risk Management Plan

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- Traffic Management Plan.  
You will be notified if you are required to submit this directly to the "Operational Services Manager". Please note this must comply with Australian Standard 1742.3 Traffic Control for Works on Roads.

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- Please detail any additional measures which will be undertaken to manage the project (e.g. security, crowd control, night shoots etc.)

# CONDITIONS OF FILMING

## 1. General Conditions of Consent

- + All cast and crew shall abide by the conditions of hire as set out in the approval permit.
- + Filmmakers must comply with all Council signs, and all directions from Council officers or other authorities.

## 2. Notification

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 likely to be adversely affected by the filming. This is to be completed by (date as dictated by Council), with any concerns or requirements raised, resolved, or accommodated to the satisfaction of the Council.

## 3. Litter / Damage

- + The Production Company shall ensure that the area 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 daily.
- + The Applicant must report any damage to the location as soon as possible.
- + Councils may require damage or cleaning bonds as deemed fit. Any costs incurred by the

Council for any extraordinary cleaning/damage will be borne by the applicant.

## 4. Emergency and Essential Service Access

- + Access to fire exits or utilities (e.g. electricity, water, telephone lines) and emergency vehicles must not be impeded at any time.

## 5. Evidence of Permits on Site

- + A copy of the filming permit (and other regulatory approvals) shall be available onsite at all times and in possession of the Location or Unit Manager.
- + Applicants must consult with Council and other approving authorities if there are any material changes to filming plans.

## 6. Noise

- + All noise must comply with the Environmental Protection (Noise) Regulations 1997.
- + Filmmakers are to keep noise to a minimum, particularly when arriving in residential areas before 7.00 am or during night shoots.

## 7. Temporary Structures

- + No temporary structures (such as, marquees, scaffolding, etc.) may be set up without prior approval from Council.

## 8. Traffic (Pedestrian and Vehicular)

- + The Production Company must ensure that activities are undertaken without unduly disrupting stakeholders, pedestrians, and/or motorists in the vicinity of the location.
- + Traffic stopping and diversions must be carried out by accredited traffic controllers and in accordance with a traffic management plan as agreed by Council and if necessary, the Western Australian Police.
- + Pedestrian traffic should not be obstructed or impeded at any time, without prior approval from the Western Australian Police.
- + 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.
- + A minimum of 1.8 metres clear width on the footpath must be available for pedestrians.
- + Any major road closures or diversions require advance warning signs 14 days prior to filming.

## 9. Shops and Businesses

- + Cast and crew are not to loiter in front of shops or residences or block the access of the local community and

must minimise any potential inconvenience to local residents or adjoining business premises during filming.

- + 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.

**10. Risk Management Occupational Health and Safety**

- + Cast and crew are to abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms or weapons.

- + All cables located on footpaths are to be covered by approved ramps and/or other safety measures.
- + Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.
- + All lighting must be directed away from motorists on nearby carriageways and from residential premises.

**11. Insurance**

- + The Applicant is required to provide a copy of a Certificate of Currency for at least \$10 million public liability insurance prior to a permit being issue.

- + Film applications using the services of student performers are required to provide evidence of appropriate specialised risk insurance or work cover. All filming activity must comply with common law

**12. 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, loses, 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.

**SIGNATURE**

Your declaration

*(Council will not process this application without the signed acknowledgement of filming condition.)*

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 \_\_\_\_\_