

# Form 1. Filming Application Form

## Section No.

<p><b>Applicants Details</b> 1</p>	<p>Title:..... Given Name:..... Family Name:.....</p> <p>Position:.....</p> <p>Production Company/Organisation Name: .....</p> <p>ABN:.....</p> <p>Address: .....</p> <p>..... Post code .....</p> <p>Phone:..... Fax:.....</p> <p>Mobile:..... Email: .....</p>												
<p><b>Production Contact Details</b> 2</p>	<p><b>Production Manager:</b> Name:.....</p> <p>Mobile:..... Email: .....</p> <p><b>Location Manager:</b> Name:.....</p> <p>Mobile:..... Email: .....</p>												
<p><b>Production Details</b> 3</p>	<p>Name of Production: .....</p> <p>Production summary/synopsis/script: .....</p> <p>.....</p> <p>.....</p> <p>Type of Production (please tick appropriate box):</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Feature</td> <td><input type="checkbox"/> TV Drama</td> <td><input type="checkbox"/> Documentary</td> </tr> <tr> <td><input type="checkbox"/> TV Commercial</td> <td><input type="checkbox"/> Corporate Video</td> <td><input type="checkbox"/> Short Film</td> </tr> <tr> <td><input type="checkbox"/> Music Video</td> <td><input type="checkbox"/> Student Film</td> <td><input type="checkbox"/> Reality TV</td> </tr> <tr> <td><input type="checkbox"/> Children's Production</td> <td><input type="checkbox"/> Infotainment/Travel Show</td> <td><input type="checkbox"/> Other.....</td> </tr> </table>	<input type="checkbox"/> Feature	<input type="checkbox"/> TV Drama	<input type="checkbox"/> Documentary	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Corporate Video	<input type="checkbox"/> Short Film	<input type="checkbox"/> Music Video	<input type="checkbox"/> Student Film	<input type="checkbox"/> Reality TV	<input type="checkbox"/> Children's Production	<input type="checkbox"/> Infotainment/Travel Show	<input type="checkbox"/> Other.....
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**Location  
Details  
(please  
complete  
this  
section for  
each  
location)**

4

Location:.....

Date (include proposed date and back up/wet weather date):

.....

Date of additional bump-in/bump-out (if required):

.....

Time of use (incl. crew arrival and departure):

From: ..... To:.....

Description of Activities: .....

.....

.....

.....

Personnel numbers:

Cast:..... Crew:..... Extras:.....

Parking requirements:

No. of essential vehicles: ..... No. of unit vehicles: ..... No. of private vehicles: .....

- Please attach a list of production vehicles by type, size and registration details.
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions.

Please tick if your shoot involves any of the following:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Street dressing                    | <input type="checkbox"/> Reconstruction of crime/ emergency            |
| <input type="checkbox"/> Road Closure              | <input type="checkbox"/> Cherry pickers/<br>lighting towers | <input type="checkbox"/> Cast dressed as police/<br>emergency services |
| <input type="checkbox"/> Low loaders               | <input type="checkbox"/> Camera crane                       | <input type="checkbox"/> Car chases/ driving sequences                 |
| <input type="checkbox"/> Stunts                    | <input type="checkbox"/> Camera track                       | <input type="checkbox"/> Crowd control/ security                       |
| <input type="checkbox"/> Firearms/ gunfire         | <input type="checkbox"/> Generator                          | <input type="checkbox"/> Children                                      |
| <input type="checkbox"/> Smoke effects             | <input type="checkbox"/> Scaffolding                        | <input type="checkbox"/> Animals                                       |
| <input type="checkbox"/> Fire effects              | <input type="checkbox"/> Temporary Structures               |  |
| <input type="checkbox"/> SFX                       | <input type="checkbox"/> Other .....                        |  |

PLEASE NOTE: Many of the above activities will also require approval to be sought from other statutory authorities eg. Police, RTA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

	<p>If you have ticked any of the above, please give details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p><b>Supporting Documents Checklist</b></p>	<p>5</p> <p><input type="checkbox"/> Public Liability Insurance certificate of currency</p> <p><input type="checkbox"/> Traffic management plan (when required)</p> <p><input type="checkbox"/> Parking plan</p> <p><input type="checkbox"/> Authorised safety report (when required)</p> <p><input type="checkbox"/> Community notification letter</p> <p><input type="checkbox"/> Environmental management plan (when required)</p>	
<p><b>Lodging the application</b></p>	<p>6</p> <p>You can lodge the completed application form and supporting documents:</p> <p>By email: <a href="mailto:filming@kmc.nsw.gov.au">filming@kmc.nsw.gov.au</a></p> <p>By fax: 02 9424 0207</p> <p>In person: 818 Pacific Highway, Gordon</p> <p>Post: Locked Bag 1056, Pymble NSW 2073</p>	
<p><b>Payment of the application fee</b></p>	<p>7</p> <p>On submission of this application form the applicant undertakes to pay the relevant application fee outlined by Council. Payment methods include credit card, cheque, cash (in person at Council Chambers) or EFT.</p> <p>Once your application has been received, the Film Officer will contact you to acknowledge receipt and advise of the timeframe Council will need to process your application.</p> <p>For further information regarding your application please contact 9424 0824.</p>	
<p><b>Acceptance of terms and conditions (see below)</b></p>	<p>8</p> <p>I,.....have read, understood and accept the terms and conditions of hire. I accept that all these conditions must be complied with on the day(s) of activity.</p> <p>Signature:..... Date:.....</p>	

# Terms and conditions

## 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 can't be responsible for last minute hazards eg. broken glass]

## During 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 letterdrop 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 kerbspace 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 RTA 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 RTA 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 Conservation 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.
- 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 RTA Traffic Controllers and in accordance with a traffic management plan as agreed by Council, and if necessary, the RTA.
- 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