

FILMING AND PHOTOGRAPHY

Application Form

The Filming and Photography applications form must be submitted when motion picture and still photography is carried out on Fairfield City Council owned property, open spaces and outdoor areas such as footpaths, roads and parks.

Standard filming applications must be submitted **15 days** before the filming takes place. Filming applications that require road closure approval must be submitted **3 months** before the filming takes place.

SECTION 1 – APPLICATION DETAILS / PRODUCTION COMPANY DETAILS

First Name:		Surname/Last Name:	
Company Name:		ABN:	
Proof required for the following:	<input type="checkbox"/> Non-profit Organisation – require confirmation on official letterhead <input type="checkbox"/> Student – copy of university/institution public liability. <i>(Email from lecturer confirming student/s are filming for an assignment will be accepted)</i>		Position:
Address:			
Mobile:		Phone:	
Email:		Fax:	
Name of Producer:		Mobile:	

SECTION 2 – PRODUCTION DETAILS

Name of Production:		Type of production:	
Filming description: A clear synopsis of the material to be filmed and an explanation of how it will be filmed should be provided. Where there are stunts, special effects, aerial or water sequences etc., these may be better described by storyboard. <i>Please provide this as an attachment.</i>			

SECTION 3 – LOCATION DETAILS

Location Manager: <i>(person on location at all times)</i>		Mobile:		
	Date	Time in	Time out	Location
1				
2				
3				
4				

No. of Personnel: This is the total of all persons who will visit the location each day including, but not limited to, cast, crew, extras and visitors.	Cast:	Crew:	Extras:	Visitors:

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Parking Plan:

Parking Plan attached

Provide a list of all production vehicles to be parked in the vicinity of the filming location or on council controlled property. The list should specify type of vehicle, size (length of trucks) and registration number. It may be necessary to provide a parking plan, keeping in mind that it must comply with all parking regulations. Please attach parking plan which should also show catering van and meals area.

Please note: The management of parking will involve consultation with Police, council and the local community.

Details: Please tick if your shoot involves any of the following.

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

Note: Many of the above activities will also require approval from other statutory authorities e.g. Police, RTA, EPA, NSW Office of Children's Guardian, RSPCA, NSW Fire Brigades, NSW Fire Service and NSW Department of Lands.

If you have ticked any of the above, please provide details below:

For more information refer to: [Local Government Filming Protocol](#)
[RTA Filming Projects – Guidelines for parking and road closures](#)

SECTION 4 – INSURANCE DETAILS

Certificate of Currency of Public Liability Insurance must be a minimum of \$A10,000,000. Policy must be in Australian. Please supply name of Insurance Company, Policy number and expiry date and attach a certificate of currency to the proposal. It will be necessary for an applicant to arrange for their insurance company to issue an addendum to the policy to cover specific filming sites on community land or other council managed land.

Please note: In certain cases local councils and other landowners may require that their rights and interests be noted on the policy by way of separate indemnities.

Insurance Company Name:			
Policy Number:		Expiry Date:	
Certificate of Currency checklist:			
<input type="checkbox"/> Minimum of \$10,000,000	<input type="checkbox"/> Policy in Australian dollars	<input type="checkbox"/> Fairfield City Council noted as interested party	

SECTION 4 – TRAFFIC MANAGEMENT

- Traffic Management Plan attached

Any disruption of traffic or use of roads for filming needs to have approval from the local police and appropriate roads authority. It may also be necessary to obtain approval or advise the State Transport Authority, private bus companies, tour operators and providers of essential services. Details of roads affected together with times of proposed traffic regulation should be supplied. It may also be necessary to submit a traffic management plan.

If it is intended to use production company personnel to control traffic a list of their names and evidence of RTA accreditation will need to be supplied. Please note: A proposal requiring a traffic management plan may take longer to process and lead time will depend on the complexity of the shoot.

SECTION 5 – SUPPORTING DOCUMENT CHECKLIST

<input type="checkbox"/> Public Liability Insurance – Certificate of Currency <input type="checkbox"/> Authority approvals <input type="checkbox"/> Non-Profit Organisation – <i>proof if applicable</i> <input type="checkbox"/> Filming synopsis	<input type="checkbox"/> Community Notification Letter <input type="checkbox"/> Parking Plan <input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Site/location map
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APPLICATION LODGEMENT AND PAYMENT FEE

On approval of this application the specified council fees and charges are required to be paid prior to release of the filming proposal approval.

	Standard Fee	Standard Fee	Community Group/Charity/Student	Community Group/Charity/Student
	< 2 days of filming	>2 days of filming	<2 days of filming	>2 days of filming
Lodgement Fee	\$ 100.00	\$ 200.00	\$ 50.00	\$100.00

Approval Fee	Ultra-Low	Low	Medium	High
Standard Fee	\$0	\$150.00	\$300.00	\$500.00
Community Group/Charity/Student	\$0	\$50.00	\$100.00	\$250.00

Urgent Applications received less than 14 days	Standard Fee	100% loading on applicable Filming/Photography Proposal Lodgement Fee applies
	Students/community groups/charities/educational	30% loading on applicable approval fee applies.

Note: Additional fees and charges may be applicable and will be determined on assessment of the application.

Reduction or waiving of fees

If the Applicant wishes to request a reduction or waiver of fees, please state reasons, and supply any relevant documentation to support this (for example, in the case of a student filmmaker, community based group, etc.). It is at council's discretion and subject to any policy it may have, whether it will reduce or waive fees.

Consent of Owner to Filming Proposal

The consent of the owner of the land described in the proposal needs to be obtained before lodging the application.

CONTACT US

Submit the application via email: mail@fairfieldcity.nsw.gov.au

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OFFICE USE ONLY

Receiving Officer:		Date Received:	
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Referrals:			
<input type="checkbox"/> Traffic Division	Referred to:	Date:	
<input type="checkbox"/> Other	Referred to:	Date:	

1. Ultra-low	2. Low	3. Medium	4. High
No more than 10 crew	11-25 crew	26-50 crew	> 50 crew
No disruption is caused to the Council' stakeholders, retailers or motorists or other events in the vicinity of the activities	No more than 4 trucks/vans	No more than 10 trucks	> 10 trucks
Activities are contained to footways or public open space areas only	No construction	Some construction	Significant construction
Public safety is maintained at the locations at all times during the conduct of the activities	Minimal equipment/lighting	Equipment used for example, dolly, trucks, medium-sized cranes, jibs	Extensive equipment
Vehicles associated with the conduct of the activities are legally parked at all times and are not driven onto footways, parks or plaza areas	Small or no unit base required	Unit base required	Large unit base required
	Usually 1-2 locations	No more than 4 locations	> 4 locations

Fees and Charges:		\$
<input type="checkbox"/> Lodgement Fee		
<input type="checkbox"/> Application Fee	<input type="checkbox"/> 1. Ultra low <input type="checkbox"/> 2. Low <input type="checkbox"/> 3. Medium <input type="checkbox"/> 4. High	
<input type="checkbox"/> Urgent Application Fee (<i>received less than 14 days prior to filming</i>)		
<input type="checkbox"/> Urgent applications	Standard Application: 100% loading on application fee received < 14 days prior to filming commencement date Student/Community: 30% loading on application fee received < 14 days	
<input type="checkbox"/> Other - specify:		
Total due:		\$

Finalise application			
<input type="checkbox"/> Approved	Customer advised by:	Officer:	
	<input type="checkbox"/> Email <input type="checkbox"/> Other _____	Date:	
Comments:			

PAYMENT			
AG900.12608	Fee Paid: \$	Date:	