



## Filming & Photography Application Form

### PART 1: APPLICANTS DETAILS

Name & Organisation that is to appear on the permit

- NOTE:
- This must match the organisation on the Public Liability Insurance certificate.
  - Invoices/Refund Cheques will be in this name and mailed to this address.

Title

First Name/s

Surname

Position

Production Company / Organisation Name

ABN / ACN

Production Company / Organisation Address

Business Number

Fax Number

Mobile Number

Email Address

### PART 2: DATE, TIME & VENUE DETAILS

Location

Date/s & Time/s

Bump in

Shoot

Bump out

Wet weather hold – Date/s & Time/s (if required)

**PART 3: PRODUCTION CONTACT DETAILS**

**PRODUCER / PRODUCTION MANAGER**

**Name**

**Mobile Number**

**Email Address**

**LOCATION MANAGER/ONSITE CONTACT**

**Name**

**Mobile Number**

**Email Address**

**PART 4: PRODUCTION DETAILS**

**Name of Production**

**Storyline summary / synopsis / script / scene**

**Type of Production (please tick appropriate box)**

- |  |  |   |
|--|--|---|
| <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<br>Production         | <input type="checkbox"/> Student Film    | <input type="checkbox"/> Children's     |
| <input type="checkbox"/> Info / Travel Show<br>Photography | <input type="checkbox"/> Reality TV      | <input type="checkbox"/> Stills Shoot / |
| <input type="checkbox"/> Other (please specify)            |  |   |

**PART 5: LOGISTIC DETAILS**

**No. of crew**

**No. of cast**

**List of Equipment and Description of physical activities / action / unit base facilities**

(For larger shoots please attach separate documents. Eg. Site Map, Unit Base Map, TMP etc.)

**Parking requirements**

NOTE: This section relates to production vehicles only. Cast/Crew parking must be arranged off site as parking is limited in public domain locations. Private parking is not permitted at any time.

**Are you applying for a unit base?**

YES

NO

**No. of essential vehicles**

**No. of unit vehicles**

- Please include a list of all production vehicles by type, size and registration.
- Please include a parking plan (including catering and unit base), specifying the proposed location in the public domain.

**Special activities (please tick appropriate box)**

Temporary traffic control

Reconstruction of crime/emergency

Cherry pickers/lighting towers

Cast dressed as police/emergency services

Car chases/driving sequences

Pedestrian / Crowd control/security

Temporary structures

Firearms/gunfire

Road Closure

Street Dressing  Low loaders

Camera crane

Camera track  Generator

Smoke effects

Fire effects  Stunts

Children

Animals  Playback

Scaffolding

SFX  Other

PLEASE NOTE: Many of the above activities will also require approval to be obtained from other statutory Authorities e.g. Police, RMS, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Department of Industry - Lands.

**If you have ticked any of the above, please provided details**

## **PART 6: SUPPORTING DOCUMENTATION CHECKLIST**

- Public Liability Insurance certificate of currency - \$20 million**  
(noting Place Management NSW as an interested party)
- Workers Compensation Insurance**
- Tenant Notification Letter**
- Site Map**
- Authorised Safety Report (when required)**
- Traffic/Pedestrian Management Plan (when required)**
- Parking Plan/Unit Base Map (when required)**
- Environmental Management Plan (when required)**

## **PART 7: LICENCE AGREEMENT**

The Applicant's responsibilities and obligations are recognised under The Local Government Filming Protocol 2009 (Protocol) and Code of Conduct for location filming in NSW (Code of Conduct).

Place Management NSW (PM NSW) supports the Protocol and Code of Conduct and will issue a Licence Agreement (Licence) for associated filming activities once all requirements of the Protocol and Code of Conduct are met.

The Licence may stipulate additional conditions and it is the responsibility of the Licensee to ensure all cast and crew are thoroughly briefed on all conditions and requirements of the Licence and appropriately manage all elements of the shoot to ensure there is no breach of the Licence or undue impact on the amenity of the public domain and surrounding tenants/residents.

## **PART 8: FEES AND CHARGES**

### **Application Fees and Bonds**

	<b>ULTRA LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
	< 10 crew	11 – 25 crew	26 – 50 crew	> 50 crew
	0 trucks/vans	< 4 trucks/vans	4 – 10 trucks/vans	> 10 trucks/vans
	No impact on public or tenants	No construction	Some construction	Significant construction
	Handheld or tripod camera with sound recorder	Minimal equipment (e.g. lighting / playback, etc)	Equipment used (e.g. dolly, jibs, trucks, medium sized cranes, etc)	Extensive equipment
	All vehicles legally parked in existing parking 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
Application Fee	\$0	\$220	\$440	\$660
Bond (GST exempt)	\$0	\$0	\$1,000	\$5,000
Licence issued	No	Yes	Yes	Yes

## Service Charges (inc GST)

Site coordinator	\$71.50 / hour (min 4 hour call) *
Security	\$71.50 / hour (min 4 hour call)
Cleaning	\$71.50 / hour (min 4 hour call)
Other**	

- \* 10% loading for call times commencing after 4am and prior to 6am.
- \* 15% loading for call times commencing after 10pm and prior to 4am.
- \* Public holidays charged at double time and a half.
- \*\* Upon request other services such as site alteration, equipment provision, maintenance, etc will be charged as per approved quotes.

## Cancellation

The Applicant/Licensee may cancel the application or License by notice in writing to PM NSW at any stage prior to the date of commencement. If the cancellation is received at least 1 day prior to the date of commencement, the following provision will apply;

- (a) Notice received by PM NSW at least 1 day (more than 24 hrs) prior to the date of commencement – 100% of the bond and service charges paid to the Foreshore Authority. The Application Fee will be withheld in full.
- (b) Notice received by PM NSW less than 1 day (less than 24 hrs) prior to the date of commencement – 100% of the bond paid to PM NSW. The Application Fee and Service Charges (min 4 hour call) will be withheld in full.

The Applicant/Licensee acknowledges that the location is in the public domain and that PM NSW may be unable to provide the Licensee with use and occupation of the location due to circumstances beyond its reasonable control, including but not limited to, an emergency or unforeseen urgent requirement.

Where PM NSW is unable to provide use and occupation of the location due to unforeseen circumstances the Applicant/Licensee's sole remedy will be a refund of the fees, bonds and service charges paid to PM NSW.

## **PART 9: LODGING THE APPLICATION**

You can lodge your application form and supporting documents;

**Online:** (not currently available)

**By email:** [venuehire@shfa.nsw.gov.au](mailto:venuehire@shfa.nsw.gov.au)

**In person:** Foreshore House  
Level 6, 66 Harrington Street  
The Rocks, NSW 2000

**General enquiries:** (02) 9240 8500 (ask for Venue Sales)

**Disclaimer: Place Management NSW takes no responsibility for any third party commitment entered into by the applicant if the application is declined or by the Licensee if a licence is cancelled.**