

Filming and Photography Application

Applicant Details

Full Name and Title			
Position on the Production	Position:		
	Ph:	Email:	
Production Company Name			
Production Company Address			Postcode:
Production Company Contact Details	Ph:	ABN:	
	Email:		
Production Name			

Filming and Photography Details

Type of filming/photography activity			
One line synopsis			
Have you spoken to anyone at the City of Busselton re this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Who?	When?	
Proposed film dates	Start:	Finish:	
Proposed film times	Start:	Finish:	
Bump in	Date:	Time:	
Bump out	Date:	Time:	
Tentative 'back up'/wet weather dates			
Brief description of filming activity - indicate if SPFX, firearms, stunts etc. are involved			
Proposed filming location/s - please include maps			
Have you identified a unit base location? - please include a map	<input type="checkbox"/> Yes – provide details:		<input type="checkbox"/> No
Have you considered parking requirements for unit base?	<input type="checkbox"/> Yes – provide details:		<input type="checkbox"/> No
Have you considered parking requirements for the filming area?	<input type="checkbox"/> Yes – provide details:		<input type="checkbox"/> No
Number of crew and cast on site	People:	Cars:	
Number of equipment trucks, including caterers			
Will a generator be used?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	Has it been silenced to EPA standards?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Is specialist equipment proposed (cherry picker, cranes etc.)?	<input type="checkbox"/> Yes – provide details:	<input type="checkbox"/> No
Is a road closure or other traffic management proposed?	<input type="checkbox"/> Yes – provide details:	<input type="checkbox"/> No
Will you require beach access?	<input type="checkbox"/> Yes – provide details of vehicles:	<input type="checkbox"/> No
Has your production received Government or national Broadcaster support?	<input type="checkbox"/> Yes – provide details:	<input type="checkbox"/> No
Do you intend to use an aircraft or drone? Please attach additional information if required (e.g. map of proposed take-off and landing areas, flight paths etc.)	<input type="checkbox"/> Yes (provide details below)	<input type="checkbox"/> No
	Name and model:	
	Weight:	
	Serial number:	
	CASA registration:	
	Licenced Operator Name:	
	Ph: _____ Email: _____	

Filming and Photography Application Checklist

Activity	Tick if applicable to your event	Supporting Information Required
Public Liability Insurance	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	- Certificate of Currency to \$10 million Please attach certificate of currency - Damage to property - \$250,000 in respect of any one claim (if not covered under public liability insurance)? Please attach certificate of currency - Work Cover (as required by law) Please attach certificate of currency
Filming location site map/image	<input type="checkbox"/>	Please mark all areas
Unit base location site plan/image	<input type="checkbox"/>	Please include all structures
Parking bays required site map/image	<input type="checkbox"/>	
Proposed road closure plan	<input type="checkbox"/>	This is not the Traffic Management Plan
Proposed production schedule	<input type="checkbox"/>	This should be for the entire activity
Risk Management Plan	<input type="checkbox"/>	In accordance with AS/NZ ISO 31000-2018
Traffic Management Plan	<input type="checkbox"/>	Must comply with AS1742.3
Details of additional measures	<input type="checkbox"/>	e.g. Security, night shoots, noise compliance

Notes for Applicant:

This Application is for filming and stills photography on council owned property in open spaces and outdoor areas such as footpaths, roads, parks and reserves within the City of Busselton area. Please note, the application does not constitute a filming permit or location contract.

Prior to submitting this application, please ensure you have made contact with the City of Busselton to discuss the production and identify potential issues or protocols that may need to be observed.

For simple applications for filming which do not have impact on the flow of traffic or significant pedestrian impact please allow 5 business days for processing.

For complex applications which require traffic management planning or significant pedestrian management please allow 10 business days for processing.

Requests for services of City staff may incur a fee. Please contact the City to discuss prior to filming.

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 authorities.

2. Notification

Where directed by Council, the production company must undertake an information letterbox drop and personal communication to all business proprietors, residents and other occupants likely to be adversely affected by filming. This is to be carried out prior to filming commencement with any concerns or requirements raised, resolved or accommodated to the satisfaction of the Council.

3. Litter/Damage

The production company shall ensure 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. Council may require damage or cleaning bonds as deemed fit. Any costs incurred by the Council for 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 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 7am or during night shoots.

7. Temporary Structures

No temporary structures (i.e. marquees/scaffolding) may be set up without prior approval from Council.

8. Traffic (pedestrian and vehicular)

The production company must ensure 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 WA Police.

Pedestrian traffic should not be obstructed or impeded at any time without prior approval from the WA 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 1.8m clear width on the footpath must be available for pedestrians. Major road closures or diversions require advance warning signs prior to filming.

9. **Shops and Businesses**

Cast and crew are not to loiter in front of shops or residences or block access of the local community and must minimise potential inconvenience to local residents or adjoining business 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 practise, especially in relation to special effects, stunts and the use of firearms or weapons.

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 issued.

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, 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 near Council’s facility.

Declaration

I, _____ (the applicant) have read, understood and accept the conditions of the hire. I accept all conditions must be complied with on the day(s) of the activity.

Signature

Date