

## NEED HELP?

[www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au) | [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)  
4677 1100 | 62-64 Menangle St, Picton NSW 2571

## THE PURPOSE OF THIS APPLICATION:

This application is for filming and still photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within Wollondilly Shire.

Please ensure that you have read Wollondilly Shire's filming guidelines as these will include the terms and conditions of your filming approval. If the information in this application is inaccurate it may lead to the cancellation of an approval at any time.

Council's current timeframe for processing Applications for Filming:

1. Applications that include the regulating of traffic and or installation of a structure within the Road reserve -  
*Your application will require a consent Certificate issued under the Roads Act Section 115(f) and an application for Section 115 will have to be submitted with this filming application. The timeframe to process your application is approx. ten (10) working days.*
2. Applications that do not require the regulating of traffic and do not require approval from any other statutory authority -  
*The timeframe to process your application is approx. five (5) working days.*
3. Filming on private land -  
*No specific approvals are required to film on privately owned land however, the Council, police and adjoining owners must be notified of the filming activity, even if filming approval is not required.*
4. Once your application has been received, Council will contact you to advise if your application needs consent from any other statutory authority. Once this consent has been obtained by the applicant Council will proceed with your application.

## PAYMENT OF FEES AND CHARGES:

The following table indicates Council's processing fee for applications for filming. Payment must be made when submitting your application to Council. Your application may be subject to additional fees and charges such as Hire of Council Owned Facility, Sec 138 Certificates etc, any additional charges must be made prior to approval being issued.

<b>Film Shoot - Low Impact</b>	<b>\$210.00</b>
<b>Film Shoot - High Impact</b> (e.g film shoots requiring road closures, traffic management, advertising, liaising with other agencies, etc.)	<b>\$1,310.00</b>
<b>Application for Section 138/ROL Consent Certificate</b>	<b>\$177.00</b>
<b>Hire of Council Owned Facility</b>	<b>Visit Council's website for current Fees and Charges</b>

***Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for filming applications are non refundable.***

**Part 1** | Applicant Details

Title\_\_\_\_\_ Given Name/s \_\_\_\_\_  
Family Name \_\_\_\_\_  
Position \_\_\_\_\_  
Production Company/Organisation Name \_\_\_\_\_  
ABN\_\_\_\_\_ Production Company/Organisation Address \_\_\_\_\_  
\_\_\_\_\_  
Business Number\_\_\_\_\_ Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Part 2** | Production Contact Details

**Producer:**

Title\_\_\_\_\_ Given Name/s \_\_\_\_\_  
Family Name \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Producer:**

Title\_\_\_\_\_ Given Name/s \_\_\_\_\_  
Family Name \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**Producer:**

Title\_\_\_\_\_ Given Name/s \_\_\_\_\_  
Family Name \_\_\_\_\_  
Mobile Number \_\_\_\_\_  
Email Address \_\_\_\_\_

Please provide details of each location.

**Location 1:**

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

Dates if additional bump-in/bump-out (if required) \_\_\_\_\_

Time of use (incl. crew arrival and departure)

From \_\_\_\_\_ To \_\_\_\_\_

Location \_\_\_\_\_

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

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

If you have ticked any of the above, please give details: \_\_\_\_\_

\_\_\_\_\_

**Additional Locations** Please attach a separate list of additional locations

## Part 4 | Supporting Documentation Checklist

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Public Liability Insurance certificate of currency. | <input type="checkbox"/> Authorised safety report <i>(when required)</i> | <input type="checkbox"/> Parking plan   |
| <input type="checkbox"/> Traffic management plan <i>(when required)</i>      | <input type="checkbox"/> Community notification letter                   | <input type="checkbox"/> Environmental management plan <i>(when required)</i> |

## Part 5 | Lodging the Application

You can lodge the completed application form and supporting documents in any of the ways listed below:

**Email** council@wollondilly.nsw.gov.au | **Post** PO Box 21 Picton NSW 2571

**Fax** 02 4677 2339 | **In person** 62 – 64 Menangle Street Picton 2571

## Part 6 | Payment of the Application Fee:

Prior to submission of this application the applicant must undertake the payment of the relevant application fee outlined by council. Payment methods include credit card, cheque, cash (in person at council chambers) or EFT and attach a copy of the receipt to this application.

See Council's website

**[www.wollondilly.nsw.gov.au/council/corporate-planning-and-reporting/fees-and-charges/](http://www.wollondilly.nsw.gov.au/council/corporate-planning-and-reporting/fees-and-charges/)**

Once your application has been received, a Council Officer will contact you to acknowledge receipt and advise of the timeframe council will need to process your application.

For further information regarding your application please contact on **02 46 771 100**

## Code Of Conduct For Location Filming In NSW

At the heart of all successful filming is an effective collaboration - not only among the crew, but just as importantly, between the filmmaker and the community: local residents, local councils, local businesses and other Government agencies.

This Code of Conduct aims to reinforce positive relationships between filmmakers and the general community by detailing a 'best practice' guide to location filming. It was developed in consultation with key industry guilds and associations to reflect the professional standards of Australian screen practitioners.

The filmmaker's responsibilities and obligations are further recognised under The Local Government Filming Protocol, which is essential accompanying reading and can be found at [www.olg.nsw.gov.au/sites/default/files/Local-Government-Filming-Protocol-2009.pdf](http://www.olg.nsw.gov.au/sites/default/files/Local-Government-Filming-Protocol-2009.pdf)

Successful location filming depends on constructive relations with affected members of the community. This imposes obligations on all involved in the production to respect the local community and ensure that despite any inconvenience, their experience is not an unpleasant one.

## Before the shoot

### Notification

Obtain relevant approvals for the activity to be conducted.

At least 48 hours prior to filming advise residents and businesses in the area by letter box drop of what is planned, when and where. Include details and conditions of the filming approval and provide a contact name and number at the production office and the location.

The letters should be delivered in time for people to make further inquiries if they feel the need.

When filming for an extended period or undertaking activities with a high impact on community amenity, allow for community feedback on the proposed arrangements.

Particular consideration needs to be given to businesses whose trade could be adversely affected by filming activities.

### Brief cast and crew on special conditions

The film crew should all be thoroughly briefed on the nature and practical application of the approval given and any conditions or requirements attached to the filming activity whether by agreement with the owners of the location or other property owners or imposed by the local council or other relevant authority.

### Parking

Contact the local council early on to organise parking plans for essential vehicles and unit set up and see if there is a need for a traffic management plan.

Consult directly with the community over parking issues where appropriate. This may include arranging alternative parking for residents and assistance in access to vehicles and transport arrangements in some high density residential locations.

### Health and Safety and risk assessment

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.

Make sure the production has appropriate levels of public liability insurance and all necessary licenses and permits relating to filming activities.

## During The Shoot

### Parking

- All crew, cast and extras must park in accordance with normal requirements unless special arrangements have been approved by the local council or Police.
- Vehicles associated with the production should comply with traffic and parking regulations and not park in disabled parking spots, driveways or restricted zones.
- Find nearby parking spaces for non-essential vehicles if you are going to be at a location for a number of days.
- Vehicles should not be parked in front of active restaurants and must conform to existing traffic zones.
- Generator trucks should not be parked in front of residential buildings.
- Make sure that trucks and other vehicles fit under trees to avoid damage to branches.

### **Noise**

- Keep noise to a minimum, particularly when arriving in a neighbourhood before 7.00am or during night shoots.
- Make sure generators are silenced.
- Truck engines should not be left idling under residents' windows.
- Avoid playing car radios loudly, and be aware of the noise level of walkie talkies near residences and businesses.
- Get appropriate permissions for music play back.

### **Traffic**

- Production personnel must co-operate with state agencies and local council to maintain efficient traffic flows and the safety of other road users.
- Traffic stopping and traffic diversions must be carried out by properly authorised personnel and in accordance with a traffic management plan agreed by local council and if necessary RMS.
- Pedestrian traffic should not be obstructed at any time unless stipulated in the permit and all cables are to be channeled neatly and safely.

### **Shops and businesses**

- Do not loiter in front of shops or residences and block the access of the local community.
- Do not block buildings or keep equipment in front of buildings that are not working directly with the shoot. Do not stack equipment in front of closed shopfronts when there is an early call - the business owners will need to open on time, and receive deliveries.
- Crews should be encouraged to patronise local businesses during breaks.

### **Evidence of permits on site**

- Copies of local council and other approvals should be available on location at all times. They should be held by the location manager or the unit manager, who should be identifiable by all crew members.
- The Production must comply with the provisions of approvals.
- Consult with the local council or other approving authority if there are material changes to filming plans, in case an amended approval is required.

### **Night Time Filming**

- Make sure adequate lighting is provided which complies to the current standard.
- Make sure there is no 'blinding effect' on road traffic.

### **Emergency and essential services access**

- Access to fire exits or utilities (e.g. electricity, water, telephone lines) and emergency vehicle access must not be impeded.

### **Maintain regular communication**

- Maintain regular communication with the council and report any damage to the site as soon as possible.
- Be available to verify that the conditions of approval are met.

## During The Shoot - Continued

### Removal of litter

- Remove all litter before the end of each day's filming.

### Risk management and occupational health and safety

- Abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms and weapons.

## After The Shoot

- Leave the location clean and tidy and in its pre-filming condition.
- Only leave fixtures and fittings at the location where this is requested or approved by the local council.
- Report any damage
- Undertake a site inspection with the council if required.

Thank you for honouring this Code of Conduct. The implications of lack of compliance are significant. This may be in relation to public safety, community support and council cooperation, as well as to future filmmakers who will follow in the location footsteps of other productions. Failure to comply may also result in the revocation of the relevant approvals associated with filming.