



## FILMING & PHOTOGRAPHY APPLICATION FORM

### About this form

- This application is for filming in Council managed open space such as footpaths, roads and parks.
- Before submitting this form please read the [Local Government Filming Protocol and Code of Conduct 2009](#) and Warringah Council's [Filming guidelines](#) and standard conditions.
- This document is an application and does not constitute a filming permit or location contract

### 1. Applicant Details

Name: \_\_\_\_\_

Company/Organisation: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Production Contact Details

	Name	Mobile	Email
Location Manager			

### 3. Location Activities

	Location 1	Location 2
Location Name		
Specific Location		
Dates		
Wet weather dates		
Time of use (including crew arrival and departure)		
	From: _____ To: _____	From: _____ To: _____
Activities		



## 4. Production Details

Name of production

Production summary/synopsis/script: *(Maximum 100 words)*

Type of production *(Tick as appropriate)*

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Still photography             | <input type="checkbox"/> TV Drama              | <input type="checkbox"/> Documentary         | <input type="checkbox"/> TV Commercial |
| <input type="checkbox"/> Feature                       | <input type="checkbox"/> Short Film            | <input type="checkbox"/> Music Video         | <input type="checkbox"/> Student Film  |
| <input type="checkbox"/> Corporate video               | <input type="checkbox"/> Children's production | <input type="checkbox"/> Infotainment/Travel | <input type="checkbox"/> Reality TV    |
| <input type="checkbox"/> Other <i>(Please specify)</i> |  |  |  |

	Loc. 1	Loc. 2		Loc. 1	Loc. 2		Loc. 1	Loc. 2
No. of Cast			No of crew			No. of extras		
No. of essential vehicles			Unit vehicles			Private vehicles		
<p><b>Please attach</b> (1) list of production vehicles by type, size and registration details; (2) parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions.</p> <p><b>Please tick</b> if your shoot involves any of the following:  <i>Note: many of these activities also require approval from other statutory authorities eg. Police, RTA, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades; NSW Rural Fire Service; NSW Department of Lands</i></p>								
Temporary traffic control	<input type="checkbox"/>	<input type="checkbox"/>	Street dressing	<input type="checkbox"/>	<input type="checkbox"/>	Road closure	<input type="checkbox"/>	<input type="checkbox"/>
Cast dressed as police/emergency services	<input type="checkbox"/>	<input type="checkbox"/>	Camera crane	<input type="checkbox"/>	<input type="checkbox"/>	Camera track	<input type="checkbox"/>	<input type="checkbox"/>
Reconstruction of crime/emergency	<input type="checkbox"/>	<input type="checkbox"/>	Low loaders	<input type="checkbox"/>	<input type="checkbox"/>	Playback	<input type="checkbox"/>	<input type="checkbox"/>
Car chases/driving sequences	<input type="checkbox"/>	<input type="checkbox"/>	Firearms/gunfire	<input type="checkbox"/>	<input type="checkbox"/>	Generator	<input type="checkbox"/>	<input type="checkbox"/>
Crowd control/security	<input type="checkbox"/>	<input type="checkbox"/>	Animals	<input type="checkbox"/>	<input type="checkbox"/>	Children	<input type="checkbox"/>	<input type="checkbox"/>
Cherry pickers/lighting	<input type="checkbox"/>	<input type="checkbox"/>	Fire effects	<input type="checkbox"/>	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	<input type="checkbox"/>
Temporary structures	<input type="checkbox"/>	<input type="checkbox"/>	Smoke effects	<input type="checkbox"/>	<input type="checkbox"/>	SFX	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(Specify)</i>			Firearms	<input type="checkbox"/>	<input type="checkbox"/>	Stunts	<input type="checkbox"/>	<input type="checkbox"/>

Details for any ticked items *(Attach pages if required)*



## 5. Supporting Documentation Checklist

- Certificate of currency for Public Liability Insurance
- Traffic Management Plan
- Parking Plan
- Risk Management Plan and/or authorised safety report (when required)
- Community notification letter
- Environmental management plan (when required)

## 6. Lodgement of Application

On submission of the application form, the applicant must pay the relevant application fee in accordance with the [Local Government Filming Protocol and Code of Conduct 2009](#). Please lodge your completed application and supporting documents with the Reserves Booking Office:

**Email:** [reservebookings@warringah.nsw.gov.au](mailto:reservebookings@warringah.nsw.gov.au)

**FAX:** (02) 9942 2646

**POST:** Reserves Booking Office, 55 Middleton Rd, CROMER, NSW, 2099

**In Person:** Warringah Council Civic Centre, 725 Pittwater Rd, Dee Why.

## 7. Payment of the Application Fee

The Reserves Booking officer will invoice you the appropriate Application Fee and other costs in accordance with the Local Government Filming Protocol and Warringah Council's [Fees and Charges](#). Payment must be received before the shoot commences. Payment can be made as follows:

Contact method	Payment method	Location
By mail	Cheque or money order	Warringah Council, 725 Pittwater Rd, Dee Why, NSW, 2099
In Person	Cash, credit card, cheque, money order	Customer Service Centre, 725 Pittwater Rd, Dee Why. Open: 8:30am – 5:00pm, Mon-Fri
By Fax	Credit card	Fax: 9942 2606

**Note:** Credit card payments cannot be made over the phone or internet. EFT or EFPOS payments cannot be accepted. Cheques to be made payable to Warringah Council

For further information regarding your application please contact the reserves Booking Office on 9942 2545

## 8. Declaration

I declare the above information to be true and agree to abide by all terms and conditions referred to above.

Signature: ..... Date: ..... / ..... / .....



## Office Use Only

Assessing Officer	Date received	/	/
Approved <input type="checkbox"/> YES <input type="checkbox"/> NO	Date determined	/	/

## Category

<input type="checkbox"/> Ultra Low Impact	0-10 crew members	Crew includes extras, actors, support staff
<input type="checkbox"/> Low Impact	11-25 crew members	
<input type="checkbox"/> Medium Impact	26-50 crew members	
<input type="checkbox"/> High Impact	Over 50 crew members	

## Direct Costs

Item	Details	Cost (\$)
Administration		
Access / Key (Bond)		
Amendments/revisions (First 2 are free of charge)		
Bond / damage deposit (refundable)		
Cleaning		
Compensation fee (filming for > 3 days and/or significant disruption to residents/public)		
Exclusive use of an area/park/reserve booking fee		
Public advertising / consultation		
Road closure		
Revenue foregone for parking		
Site preparation		
Site remediation		
Site visit/ inspection/ research (including before approval and after filming takes place)		
Staff support		
Supervision during normal working hours		
Supervision after hours		
Traffic control/Traffic Mgt Plan (Low/Med/High)		
Utilities access including electricity and water		
Waste management		
Water safety		
Other		