

Film Production and Photography Application

About this form

You can use this form to apply for approval to undertake filming or still photography activities in the outdoor areas such as footways, roads, parks and other open spaces within the City of Sydney.

Application fees as per Council's Fees and Charges are liable from point of submission.

How to complete this form

1. Ensure that you have read the City of Sydney's filming guidelines.
2. Fields on this form marked with an * are mandatory.
3. Please make contact with the City's Film Liaison Officer before completing this form online. Refer to the contact details in section 6 of this form.

Part 1: Applicant Details

Given Names *

Family Name *

Organisation Name *

ABN *

Position

Address *

Business Phone Number *

Mobile phone number

Email Address *

Have your Application details changed since your last application?

Yes

No

Part 2: Production Contact Details

Production Manager:

Name *

Mobile phone number *

Email Address *

Location Manager:

Name

Mobile phone number

Email Address

Unit Manager:

Name

Mobile phone number

Email Address

Part 2: Production Contact Details...continued

Producer

Name Mobile phone number

Email Address

Barricading / Parking

Name Mobile phone number

Email Address

Part 3: Production Details

Name of Production

Production Summary (maximum 100 words)

Nature of Activity (please tick appropriate box)

Still Shoots / Photograph Television drama and mini series Documentaries, short films, children's productions
Television commercial Feature films <\$10 million budget Feature films \$10 - 50 million budget^
Feature films >\$50 million budget^

Note: ^ For feature films please submit documentary evidence of the production budget to confirm the relevant category shown above.

Part 4: Location Details

For multiple, complex activities using more than two locations, attach a separate document listing each location's details based on the format below.

Location one

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

Description of Activities (exact details of what will be undertaken at the proposed location)

Crew call time (please use 24 hour clock)

From:

To:

Time of filming/photography (please use 24 hour clock)

From:

To:

Part 4: Location Detailscontinued

Number of Personnel (include all cast, crew, extras and clients)

Proposed Road Closures, Traffic Control, and Pedestrian Control (include details of user pay police or RMS accredited controllers. If none required, write N/A)

Details of proposed equipment & machinery (lighting, generators, cherry pickers, towers etc.

Details of Temporary Structures (e.g. marquees, sets, scaffolding etc. If none required, write N/A)

Details of Special Equipment (e.g. tracking vehicles, pyrotechnics. If none required, write N/A)

Please specify any other location related information (If none required, write N/A)

Catering (specify location and times in 24 hour format. If none required, write N/A)

Parking Details

Essential Production Vehicles (please specify street locations, vehicle types, registration details) If more space is required attach extra sheets and note below.

Part 4: Location Detailscontinued...

Production Vehicle Unit base (please provide a location plan & mark base on location plan)

Parking Spaces (specify street location, number of spaces & applicable parking restrictions & provide detail on Location Plan)

Barricading of required parking spaces (please use 24 hour clock)

From:

To;

Location two

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

Description of Activities (exact details of what will be undertaken at the proposed location)

Description of Activities (exact details of what will be undertaken at the proposed location)

Crew call time (please use 24 hour clock)

From:

To:

Time of filming/photography (please use 24 hour clock)

From:

To:

Number of Personnel (include all cast, crew, extras and clients)

Proposed Road Closures and Traffic Control (include details of user pay police or RTA accredited controllers, If none required, write N/A)

Details of proposed equipment & machinery (lighting, generators, cherry pickers, towers. If none required, write N/A)

Details of Temporary Structures (e.g. marquees, sets. If none required, write N/A)

Part 4: Location Details ...continued

Details of Special Equipment (If none required, write N/A)

Please specify any other location related information (If none required, write N/A)

Catering (specify location and times in 24 hour format. If none required, write N/A)

Parking Details

Essential Production Vehicles (please specify by type, nature and registration details) If more space is required, attach extra sheets and note below.

Production Vehicle Unit base (please provide a location plan and mark base on location plan)

Parking Spaces (specify street location, number of spaces & applicable parking restrictions provide detail on Location Plan)

Barricading of required parking spaces (please use 24 hour clock)

From:

To:

Part 5: Supporting Documentation Checklist

The following documents must be submitted with your application:

- Public Liability Insurance certificate of currency - refer to www.cityofsydney.nsw.gov.au/business/filming for the specific requirements.
- Location Plan (including traffic management and parking plan for each location)
- Application for a fee reduction or waiver (optional)

Part 6: Lodgement Details

You can lodge the completed application by:

EMAIL: openspacebookings@cityofsydney.nsw.gov.au

Once you've completed your application, please save a copy for your records. If you need to send supporting documentation, please also attach a copy of your application with your email.

Once your application is submitted the associated application fee as stipulated under the Local Government Filming Protocol is liable for payment and is non-refundable for cancellations or refused applications.

Once an application is received and processed, cancellations will only be accepted in writing.

No refund of fees (additional to the application fee) will be issued for cancellations that are received less than 5 working days prior to the first shoot date.

The City of Sydney takes no responsibility for any third party commitments entered into by the applicant if an application is declined.

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing, approval and management of event related activities in Parks, Open Spaces, footways and streets in the Council area (Council land).
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service. State Government Authorities required to collate applicable application and approval details.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan cityofsydney.nsw.gov.au/policies/privacy-management-plan.

Office Use Only

Receiving Officer

Date received

Comments / Notes