

Filming and Photography on City of Sydney Land



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Application Requirements

This information provides details about submitting the necessary applications and gaining approvals for filming and photography on City of Sydney owned or controlled land.

Land Ownership

The City of Sydney local area includes some areas that require applications and permissions from other authorities.

Our [government landowners map](#) shows these areas in more detail.

Filming Production and Photography Applications and Approvals

Before you can film or photograph on City of Sydney land you must apply for approval from the City.

Our [filming and photography permits webpage](#) lists details of what is required for an application, links to necessary documents and contact details of city stakeholders. Productions that operate without approval, or knowingly breach an approval and its conditions, will be banned from operating again on City land.

It is the responsibility of everyone in the industry to ensure locations and the reputation of the industry are not damaged. All productions must ensure professional conduct. The responsibility of professional conduct extends from entry level positions to executive producers and all contractors or freelancers working for a production.

Basic Application Pre-requisites

Lead Times

- 'Regular' applications – **5 working days at least, before the first shoot date, or the date when barricading of parking spaces is to start, whichever is sooner.** Regular applications do not include special requirements or requests, such as road closures, or require significant stakeholder liaison or feedback before an approval can be made.
- Road closure applications – **15 working days at least, before the first shoot date involving a road closure.**

These lead times are from the date of all documents being completed and submitted. Phone conversations before submitting the required documents do not constitute notifications in respect of lead times.

Application details

All completed applications must be submitted with full and complete details, which are not subject to change. As a minimum, the applicant's public liability insurance certificate of currency must also be included. Applications with missing or incomplete details will be rejected. This includes applications received inside the lead times.

Your application must include, but is not limited to:

- **Dates and times** including schedule of each shot or scene.
- **Specific location list.** Street or park names are required – broad areas cannot be approved.
- **Full shot or scene descriptions** (ideally with storyboard) of all different shots or scenes detailing what is being filmed and how, such as the equipment to be used.
- **Specific equipment list**, with details of scene specific equipment such as dolly and track, Steadicam, 10K light etc. Stating 'film equipment' without further detail will not be accepted. This includes all special equipment such as cranes, cherry pickers, tracking vehicles etc. Set dressing must be complete with what and where is being proposed (including details of removing any existing signs or assets). Pyrotechnics must include full details of what, where and how.

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- **Catering or unit locations.** Details of where and what is required, including total infrastructure.

- **Complete parking details** with associated parking plans that state clearly on the plans:
 - How many parking spaces are requested in each specific street (based on a standard parking space being 6m in length)
 - what the parking restrictions are (for example, 1P resident permit holders excepted, 4P Ticket etc.)
 - Times of proposed parking space barricading, including details of the licensed traffic company, which can only be conducted by a licensed ticket holder.

Applications submitted that are not fully complete with confirmed details and full disclosure of the filming details will be rejected.

As per the standard terms of application submissions as stipulated on the Filming and Photography Application Form, application fees are payable for all submitted applications and not refundable on cancellations or rejected applications.

Figure 1. Example Parking Plan Map



Stakeholder Notification Letter

The stakeholder notification letter is to be approved by the City of Sydney Filming Team and then distributed by the production at least 5 business working days before the shoot date or first date of barricading, whichever is sooner. Note, road closures require 14 days.

Every notification letter must include:

- production name
- date of distribution
- production details for the filming with dates, times, filming description (if not parking only), details of traffic control (if applicable)
- full details of parking (if applicable) with number of parking spaces and their location and times and dates of barricading • contact details of the production for people to call with queries or concerns.

All notification letters must be approved by the City before distributing.

For 'regular' applications all letters must be distributed at least 5 days before the first shoot date or date of barricading, whichever is sooner.

Road closure notifications must be distributed at least 14 days prior to the first closure date or date of barricading, whichever is sooner.

If the notification letter is not approved and distributed within these times, applications will be rejected on all occasions.

Figure 2. Example notification letter

Date of distribution

Dear resident/occupant,

“COS Filming Productions Pty Ltd 06/08/19 Dear Resident/Tenant This letter is to inform you that on 12/08/19, COS Filming Productions Pty Ltd will be filming scenes on Foster Street, Surry Hills between Hunt Street and Campbell Street from 10:00am to 15:00pm. In order to facilitate filming, we will need to hold parking spaces for our production vehicles as per below:

6 x 2P/4P parking spaces on the southern side of Brisbane Street between Hunt Street and Goulburn Street, barricaded from 17:00pm on 11/08/19 for production vehicles; and 2 x 1P parking spaces on the eastern side of Foster Street between Hunt Street and Campbell Street, barricaded from 06:00am 12/08/19 which are to be cleared for filming.

Rest assured that we will do everything possible to minimise the impact of our activities on your neighbourhood. If you have particular concerns (scheduled deliveries, construction, accessibility needs etc.) that must be addressed, please call Location Manager, John Smith on 0477 888 999. We will do everything possible to find a mutually agreeable solution.

Thank you in advance for your understanding and cooperation.

Should you have any queries on the day of filming, please contact our onsite location/production manager, John Smith on 0477 888 999.

COS Filming Productions Pty Ltd

0477 888 999 483

George Street

john@cosfilming.com.au

Subsequent documents (where applicable)

- **Traffic control plans.** These plans must be provided for any proposals that include changes to standard traffic conditions. A licensed and ticketed traffic control management company must produce these plans which illustrate proposed traffic measures. For example, stop/go, contraflow etc.
- **Pedestrian control plans.** These plans must be provided for any proposal that will affect pedestrian access. This includes semi-permanent closure of a footpath or diversion, or temporarily through stop/go (maximum 3-minute holds for shot). These don't need to be produced by a licensed traffic control company but do need to be good quality.
- **Road occupancy licences.** Approved Roads and Maritime Services (RMS) road occupancy licences must be provided for any shoots that involve traffic control on RMS roadways and traffic control within 100m of traffic lights. We also require approved road occupancy licences for any road closure applications. This includes RMS or City of Sydney-owned roads.
- **NSW Police approval.** Approval will be needed for proposals including, but not limited to those that include; use of weapons, pyrotechnics and some activities involving violence in a public space. User pays police may be required for certain shoots.

It's the production's responsibility to identify necessary documents and preproduction arrangements, including additional stakeholder approvals where applicable.

Technical Surveys

A technical survey of the proposed filming locations should be completed before submitting a filming and photography application. The production is responsible for ensuring these surveys are scheduled with sufficient lead time to allow the location team to submit the necessary applications once details are finalised on the survey. If technical surveys are scheduled after the application is submitted, which result in changes to the application details can result in the application refused.

Fees & Charges

All activities are governed by the [NSW Local Government Filming Protocol 2009](#) and Legislation for activities on government owned/operated land and assets within NSW.

This legislation sets out application fees for filming inside low, medium and high impact categories. The City's application fees are in line with the legislation. Outside of the application fees, additional fees can apply for other requirements such as:

- **Parking** – use of parking spaces and associated barricading requires approvals and permits, with the use of ticketed parking spaces being payable per 6m parking space. Weekday and weekend rates apply. Charges begin from barricading to the time all spaces are released.

- **Venue hire** – use of locations which require formal bookings, exclusive use or where we are legislatively bound to charge a fee will include a venue hire amount charged per hour. The City categorises different spaces with associated fees:
 - Civic spaces (such as Martin Place, and other hard stand areas)
 - Iconic parks (such as Hyde Park, Pirrama Park)
 - Neighbourhood parks (such as Giba Park, Harmony Park)
 - Pocket parks (such as Clyne Reserve)
 - Sports fields (such as Jubilee Oval, Erskineville Oval)
 - In-house power – in house power and 3-phase power is chargeable per day.
 - Traffic control assessments – fees (as per the filming protocol) apply for review of traffic control plans.
 - Road closures – Fees apply to each street block of a road closure for minor and major roadways.

The City's fees and charges are updated for each financial year from 1 July.

View a list of the main [regular fees for filming and photography](#).

See the full list of [venue management fees](#).

Contact and Advice

Contact should be made with the Filming and Events Team at the earliest time prior to applying on 02 9265 9333 or openspacebookings@cityofsydney.nsw.gov.au if you are unsure of locations or what is permissible.

FAQ

- **Can we park vehicles in a park?** – The City does not permit vehicle access into public spaces, unless under extenuating circumstances.
- **Can we film or have equipment on a laneway or road without traffic control?** – No, under legislation governing permitted activities on open roadways and reserves nothing can be conducted on a vehicular accessed space without traffic control being in place, implemented by a Licensed Traffic Controller.
- **Can production crew hold traffic for traffic control?** No, under the Roads Act only licensed traffic controllers can place equipment on a roadway and/or manage trafficable lanes and roadways.
- **Can the unit manager or crew barricade parking spaces?** No, as per above, only licensed traffic controllers are permitted to place equipment in roadways (cones etc.) and barricade public parking spaces.
- **Production details are not yet confirmed but I want to apply to meet the minimum lead time, is that OK?** Incomplete or unconfirmed applications will not be accepted as the City is not able to appropriately assess the pre-requisite information and perform the essential due-diligence conflict checks across multiple other departments internally
- **Can I pay the late fee to get a fast-tracked approval?** No, the late application fee is applicable for extenuating circumstances only where the City can accept an application after the minimum lead time deadline or where essential changes were required which were unavoidable. Productions must not assume that paying the late application fee means their application will be considered.
- **Can I use a Drone/UAV in the CBD?** Due to the legislative restrictions of the governing Civil Aviation Safety Authorities (CASA) legislation, there are very few scenarios where a drone can be legally used within the City. The main conflict is being able to reasonably and safely manage the required 60m in diameter exclusion zone for all persons not associated with flying the drone, which must include all footpaths, roadways and building entrances and exits. This is often not feasible within the City.

