

# 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 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

### 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 (must be undertaken by a licenced traffic control management company)

Traffic Management Company Name  Contact Name

Email Address  Mobile phone number

## 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^

## 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 1

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 Details ....continued

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 (all general filming equipment, lighting, generators, cherry pickers, towers etc.

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

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

Bump in date

Bump in time

Bump out date

Bump out time

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 Details ....continued...

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 2**

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:

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 (all general filming equipment, lighting, generators, cherry pickers, towers etc.)

Details of Special Equipment (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

Bump in date

Bump in time

Bump out date

Bump out time

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:

**Location 3**

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:

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

Part 4: Location Details ...continued

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 (all general filming equipment, lighting, generators, cherry pickers, towers etc.

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

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

Bump in date

Bump in time

Bump out date

Bump out time

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 [cityofsydney.nsw.gov.au/business-permits-approvals-tenders/apply-for-filming-or-photography-permit](http://cityofsydney.nsw.gov.au/business-permits-approvals-tenders/apply-for-filming-or-photography-permit) for the specific requirements.
- Location Plan (including traffic management and parking plan for each location)
- Application for a fee reduction or waiver (optional) - this is a separate application form

## Part 6: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [openspacebookings@cityofsydney.nsw.gov.au](mailto: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](http://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](mailto: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](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Office Use Only

Receiving Officer

Date received

Comments / Notes