



CUMBERLAND
CITY COUNCIL

Filming and Photography Application Form

This application needs to be submitted at least 10 days before you intend to film

OFFICE USE ONLY

Booking Number:

CCO:

LODGEMENT OF APPLICATION

Council: Monday-Friday, 8:00am-4:30pm
Auburn Service Centre - 1 Susan Street, Auburn NSW 2144
Merrylands Service Centre - 16 Memorial Avenue, Merrylands NSW 2160
Mail: The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160
Email: council@cumberland.nsw.gov.au

Applicant Details

Organisation Name:

ABN:

Applicant Name:

Position Title:

Contact Number(s):

Contact Email:

Organisation Address:

Unit no:

House no:

Street:

Suburb:

Postcode:

Production Contact Details

Production Manager

Name:

Ph Number:

Email Address:

Location Manager

Name:

Ph Number:

Email Address:

Producer

Name:

Ph Number:

Email Address:

Authorised Onsite Contact (this person should be on location at all times)

Name:

Ph Number:

Email Address:

Production Information

Production Title:			
Production Type:			
☐ Feature Films	☐ Television Drama & Series		
☐ Documentary, Short Films, Children's Production	☐ Television Commercial		
☐ Still Shoots/Photography	☐ Student Film		
If other, please specify:			

Location Details

Proposed Location (include specific details of street names, parks and Council owned buildings)

Bump In Date:		Bump Out Date:	
Filming Start Date:		Filming Finish Date:	
Start Time:		Finish Time:	

Wet Weather Date Alternatives:

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

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 Temporary Structures and Special Equipment (e.g marquees, sets, scaffolding, pyrotechnics, tracking vehicle etc)

Note:

- Should your film shoot involve temporary road closure, please complete an application for 'Temporary Roadside (Short Time) Closure or Works Zone – Guidelines for Traffic Management'.
- If temporary structures and special equipment are required to be used on site, please complete and submit the 'Application for Approval of an Activity – Section 68'.
- The application forms can be found on Council's website www.cumberland.nsw.gov.au. Additional fees or charges may apply.

Location Two Details

Proposed Location (include specific details of street names, parks and Council owned buildings)

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Filming Start Date:		Filming Finish Date:	
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Details of Temporary Structures and Special Equipment (e.g marquees, sets, scaffolding, pyrotechnics, tracking vehicle etc)

Parking Details

No. of essential vehicles:	
No. of unit vehicles:	
No. of private vehicles:	
Will there be catering?	☐ Yes ☐ No If yes, please put location on site/parking plan

Please provide the registrations for the essential production vehicles:

If more space is required, attach an extra sheet

Personnel

No. of personnel in attendance (include all casts, crew, extras and clients):

Application for Use of Drone

All commercial drone or remotely piloted aircraft (RPA) use, regardless of size or type, requires approval from Cumberland City Council to take off or land on public land. Operators must also register their drone with CASA online www.casa.gov.au.

Will a drone be used as part of this application? ☐ Yes ☐ No

If yes, please provide the following information:

Name of drone/RPA operator(s):

Drone model/weight:

Location(s):

Date: Start Time: Finish Time:

For all commercial RPA use, the following documentation must be submitted with the application:

- ☐ UAV Controller Licenses for all proposed operators
- ☐ UAV Operator's Certificate issued by CASA
- ☐ Certificate of Currency of UAV Liability Insurance
- ☐ A detailed aircraft operations plan, including:
 - Take-off and landing zones
 - Proposed exclusion zones
 - Proposed flight path
 - Location of spotters

Certificate of Currency for Public Liability Insurance

Name of Insurer:

Amount of Cover: Expiry Date:

Supporting Documentation Checklist

- ☐ Certificate of Currency of Public Liability (Cover minimum value \$20 million naming Cumberland City Council as an interested party)
- ☐ Detailed Site Plan on Aerial Map
- ☐ Parking Plan (including catering and unit base), specify street locations, number of spaces and any applicable parking restrictions.
- ☐ List of all dangerous substances or articles to be taken on to location
- ☐ Inclement Weather Plan
- ☐ Traffic Management Plan
- ☐ Community Notification Letter
- ☐ Local Police Notification Letter
- ☐ RMS Notification Letter – applicable if on state roads and rail
- ☐ Safety/Risk Report
- ☐ Application for Approval of an Activity - Section 68 - if applicable
- ☐ Temporary Roadside Closure Form – if applicable

For Drone/RPA Use only:

- ☐ UAV Controller Licenses for all proposed operators
- ☐ UAV Operator's Certificate issued by CASA
- ☐ Certificate of Currency of UAV Liability Insurance
- ☐ Detailed aircraft operations plan

Bond Refund

☐ Direct Deposit - Bond refunds will be deposited directly into your bank account within 7 working days upon inspection and/or return of keys/swipe card following a booking.

Name of Bank: Account Name:

BSB No: Account No:

Note: Please ensure the details above match the payee of the bond as the refund will be returned to the original payee

Declaration

☐ I declare that, on behalf of the Production Company specified in this application, this information is to the best of my knowledge, accurate and correct. We assure that this film will not portray Council in an unfavourable light.

☐ I have read the attached '*Terms and Conditions – Filming and Photography*' and agree to abide by them

Applicant Name:

Signature: Date:



CUMBERLAND
CITY COUNCIL

Terms and Conditions - Filming and Photography

Filming Project/Proposal

A person may lodge a filming proposal with Council (e.g., for a film, documentary, advertisement, television program, or specified set of television programs) for a filming project under **Section 115 of the Local Government Act 1993 (as amended)**.

Note: A single filming proposal cannot cover more than one project. If the same company has several proposals, each must be submitted as a separate application.

Requirements

- Proof of current **Public Liability Insurance of at least AUD \$20 million** must be provided to Council.
- All parking, road, and general by-laws in the filming area must be adhered to. Where relevant, approvals from the appropriate authorities (e.g., RMS, Police, Council) must be furnished to Council at the time of lodgement.
- Approval may be granted for use/occupation to permit filming on land classified as *community land*, even if the activity is not in accordance with a plan of management or core objectives, provided the land:
 - does not contain critical habitat,
 - has not been declared an area of cultural significance due to Aboriginal heritage, and
 - is not directly affected by a recovery plan or threat abatement plan, unless supported by documentation demonstrating that the proposed filming will have only a minor impact on the environment and public amenity.

Notification Requirements:

- If filming occurs on one occasion only and for no more than 3 days, no formal public notification is required. However, the filming company must distribute letters to nearby residents and notify the local police station at least 3 days before filming, or as otherwise directed by Council (see example notification letter attached).
- If filming occurs on more than one occasion, with each occurrence no longer than 3 days and not taking place on a Saturday or Sunday, no formal public notification is required. The same requirements for resident letterbox notifications and police notification apply.
- If the filming proposal does not fall within the above categories, **formal public notification** is required for at least 28 days, unless Council determines the impact to be minor, in which case a minimum 7-day notification period will apply.
- Where the applicant is not the landowner, **owner's consent** must be provided to Council.
- **Council's consent** will be required where Council is the landowner.
- Any **Temporary Structures or Temporary Buildings** proposed must comply with the requirements outlined in Schedule 1 of **DCP No. 32 – Exempt and Complying Development**.
- A list of **alternative filming dates** must be supplied in case of inclement weather.
- The applicant must complete and attach the **Filming and Photography Application Form**.
- A **bond** must be paid to Council to cover any potential damage to public lands, including rubbish removal.
- Where a matter is not explicitly covered above, the **Filming Protocol** must be referred to clarify the requirements for both the film industry and Council.

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

T 8757 9000 W cumberland.nsw.gov.au E council@cumberland.nsw.gov.au

Drone Use

Use of drones is subject to Council approval and must comply with all CASA regulations, local bylaws, and privacy legislation. Proof of a valid CASA licence and insurance covering drone operations must be provided to Council for approval. The operator assumes full responsibility for any damage, injury, or breach of privacy resulting from drone operations.

Responsibility for damages

The applicant/filming crew shall be solely responsible for any loss, damage, or injury arising from the filming or photography activity, including to Council property, equipment, or third parties. Council accepts no liability for any such loss, damage, or injury. Evidence of appropriate insurance must be provided to Council prior to commencement.

Small-scale photography

These terms, including responsibilities for insurance, damage, and compliance with Council and legislative requirements, also apply to smaller-scale photography such as weddings or private events on Council land.

Conditions of Consent

Conditions as recommended in the Filming Protocol, and/or as determined by Council, may be attached to a consent for a filming project/proposal.

Fees & Charges

Fees and charges (including bonds) are outlined in **Council's Adopted Fees and Charges**.

Definitions

- **"Filming"** means recording images (whether on film or videotape or electronically or by other means) for exhibition or broadcast (such as by cinema, television, or the Internet or by other means) and includes such acts or things as may be prescribed by the regulations as being filming, but does not include:
 - a. still photography, or
 - b. video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event, or
 - c. recording for the immediate purposes of a television program that provides information by way of current affairs or daily news, or
 - d. any act or thing prescribed by the regulations as not being filming.
- **"Filming Protocol"** means a protocol referred to in section 119D of the Local Government Act 1993 (as amended), as approved by the Director-General from time to time.

END POLICY

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COMMUNITY NOTIFICATION LETTER

(This letter should be prepared on the Applicant's letterhead)

Date

Dear Resident

We wish to advise that **[Company Name]** has received approval from Cumberland City Council to film **[Production Name]**, a **[type of production, e.g. feature film / TV commercial / documentary]**, at **[location address]**.

Filming is scheduled to take place on **[date]**, with the production team working from **[unit arrival time]** until **[wrap/finish time]**.

During this time, we will be filming **[provide a detailed description of the sequences, including any traffic control, use of drones, lighting, or special effects. Please include as much detail as possible so residents are fully informed]**.

Our production unit will consist of approximately **[number of vehicles]**, which will be parked **[advise where parking is intended, e.g. designated parking areas, nearby streets, etc.]**. We will make every effort to minimise disruption and inconvenience to residents.

If you have any questions or concerns, please contact **[Location Representative's Name]** on **[telephone number]** / **[mobile number]**, who will be happy to assist you.

We thank you for your cooperation and understanding during this time.

Yours sincerely,

.....
Name of Applicant's Representative]
[Title/Position]
[Company Name]

Notes for Applicant

- If notice is short, it may be preferable to *door-knock* residents and deliver letters personally rather than leaving them in mailboxes.
- Provide as much detail as possible so residents are fully informed.

Essential elements to include:

- Name of company
- Name of production
- Type of production (e.g. feature film, TV commercial, documentary)
- Details of activity and duration
- Contact details of company representative