



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:	<input type="text"/>
Production Type:	
<input type="checkbox"/> Feature Films	<input type="checkbox"/> Television Drama & Series
<input type="checkbox"/> Documentary, Short Films, Children’s Production	<input type="checkbox"/> Television Commercial
<input type="checkbox"/> Still Shoots/Photography	<input type="checkbox"/> Student Film
If other, please specify:	<input type="text"/>

Location Details	
Proposed Location (include specific details of street names, parks and Council owned buildings)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Bump In Date:	<input type="text"/>
Bump Out Date:	<input type="text"/>
Filming Start Date:	<input type="text"/>
Filming Finish Date:	<input type="text"/>
Start Time:	<input type="text"/>
Finish Time:	<input type="text"/>
Wet Weather Date Alternatives:	<input type="text"/>
Description of Activities (exact details of what will be undertaken at the proposed location)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Proposed Road Closures, Traffic Control, and Pedestrian Control (include details of user pay police or RMS accredited controllers. If none required, write N/A)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Details of Temporary Structures and Special Equipment (e.g marquees, sets, scaffolding, pyrotechnics, tracking vehicle etc)	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

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)	
Bump in Date: <input style="width: 90%;" type="text"/>	Bump Out Date: <input style="width: 90%;" type="text"/>
Filming Start Date: <input style="width: 90%;" type="text"/>	Filming Finish Date: <input style="width: 90%;" type="text"/>
Start Time: <input style="width: 90%;" type="text"/>	Finish Time: <input style="width: 90%;" type="text"/>
Wet Weather Date Alternatives: <input style="width: 90%;" type="text"/>	
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)	

Parking Details			
No. of essential vehicles:	<input style="width: 90%;" type="text"/>		
No. of unit vehicles:	<input style="width: 90%;" type="text"/>		
No. of private vehicles:	<input style="width: 90%;" type="text"/>		
Will there be catering?	<input type="checkbox"/> Yes <input type="checkbox"/> 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):	<input type="text"/>

Drone Use	
Will a drone be used as part of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the following information:	
Pilot Name:	<input type="text"/>
Aviation Reference Number:	<input type="text"/>
Drone Checklist:	
<input type="checkbox"/>	Provide a copy of the Remote Pilot Licence
<input type="checkbox"/>	Notify CASA before flying via the online notification form - https://www.casa.gov.au/drones
<input type="checkbox"/>	Provide a copy of the Public Liability Insurance Certificate of \$20million
<input type="checkbox"/>	Ensure the drone is accredited and registered
<input type="checkbox"/>	Follow CASA's Standard Operating Conditions - https://www.casa.gov.au/drones/rules/drone-safety-rules
<input type="checkbox"/>	Put signs up in the area advising the public that filming is taking place

Certificate of Currency for Public Liability Insurance	
Name of Insurer:	<input type="text"/>
Amount of Cover:	<input type="text"/>
Expiry Date:	<input type="text"/>

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

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:

Check required - A cheque will require a further 5 working days to be issued, please allow additional postage time

Name: Signature: Date:

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 the Council (such as a film, a documentary, an advertisement, a television program or a specified set of television programs) for a filming project under Section 115 of the Local Government Act 1993 (as amended).

NB: A filming proposal cannot be lodged for more than one filming project on the same application. Where the same company has several proposals, these must form separate applications.

Requirements

- A minimum of AUD\$20 million current Public Liability Insurance is required proof to be issued to Council.
- All parking, road and general by-laws must be adhered to in the area in which the filming is taking place, or the appropriate approvals from the relevant authorities (RMS, Police, Council, etc.) must be furnished to Council when lodging an application.
- Approval may be granted for use/occupation to permit filming on land classified as 'community', even though the filming activity is not in accordance with a plan of management or core objectives for the land, provided the land:
 - does not contain critical habitat;
 - has not been declared an area of cultural significance because of the presence on the land of any item that the council considers to be of Aboriginal significance; or
 - is directly affected by a recovery plan or threat abatement plan, unless supported by documentation detailing why a filming project proposed to be carried out will have a minor impact on the environment and public amenity;
- If use/occupation is to occur on one occasion only and is for no more than 3 days, then no public notification is required, however, Council will require the filming company to letter box householders in the area and notify the local police station detailing what is proposed, at least 3 days prior to commencement of filming or as otherwise determined by Council (see example notification letter attached).
- If the use/occupation is to occur on more than one occasion then no public notification is required where each occurrence is for no more than 3 days and does not occur on a Saturday or a Sunday. However, Council will require the filming company to letter box householders in the area and notify the local police station detailing what is proposed, at least 3 days prior to commencement of filming or as otherwise determined by Council (see example notification letter attached).
- If the filming proposal falls outside the above, formal public notification will be required for a period of not less than 28 days, unless council considers the proposal to have a minor impact on the environment and amenity of the area, in which case the period for notification will be for no less than 7 days.
- Where the applicant is not the owner, owner's consent is required to be furnished to Council.
- Council's consent will be required where Council is the land owner.
- Temporary Structures and Temporary Buildings proposed must comply with the requirements for such development as detailed in Schedule 1 of DCP No. 32-Exempt and Complying Development.
- List of alternative dates for filming if inclement weather is experienced.

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

- The applicant is to fill out and attach the 'Filming and Photography Application Form'
- A bond is required to be paid to Council to cover any possible damage to public lands, including rubbish removal.
- Where a matter is not covered explicitly above, the Protocol needs to be referred to in order to clarify what requirements may be necessary for both the film industry and Council.

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 (examples attached).

Fees & Charges

Fees & charges (including bond) have been listed under Council's Adopted Fees and Charges.

Definitions

- "filming" means recording images (whether on film or video tape 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

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

COMMUNITY NOTIFICATION LETTER

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

Date

Dear Resident

We wish to advise that we have received approval from Cumberland City Council to film (*name of production*) a (*type of production*) at (*location address*).

We propose to film on (*date*) and will be working from (*unit arrival time*) to (*wrap*).

We will be filming (*give a detailed description of sequences to be filmed including any traffic control, special effects etc. Please include as much information as possible so that residents are fully informed*).

Our production unit consists of (*number of vehicles*) which will be parked (*advise where it is intended to park*). We will attempt to ensure that any inconvenience to you is kept to a minimum.

Should you have any queries please call (*location representative*) on (*telephone number & mobile phone number*) and he/she will be pleased to assist you.

Thank you for your cooperation.

.....
(Signed by Applicants Representative)
(Type name and title)

Note:

If notice is short it may be advisable to “doorknock” deliver these letters rather than leave them in mailboxes.

It is suggested that as much information as possible be given to residents so that they are fully informed as to what is happening.

Essential elements:

- Name of company
- Name of production
- Kind of production (e.g. feature film, TV commercial)
- Type of activity and duration
- Company contact