



GENERAL COUNCIL POLICY FOR DEALING WITH FILMING PROPOSALS

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\$10 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 (RTA, Police, Council, DLWC 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, owners 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.
- The applicant is to fill out and attach the 'Filming Proposal Form' including the 'Location Application' (attached).
- A bond is required to be paid to Council to cover any possible damage to public lands, including rubbish removal. This bond is to be:
 - \$1,000 for less than 1 day filming/use of public lands;
 - \$2,000 for 1-3 days of filming/use of public lands; and
 - \$5,000 for a period of filming/use spanning more than 3 days.
 The bond will be refunded in full where Council has confirmed there has been no damage to public property.
- 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

Fees adopted by Council.

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

ATTACHMENT A

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 Holroyd 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 (eg. feature film, TV commercial)
- Type of activity and duration
- Company contact

FILMING PROPOSAL FORM

Applicant

Company Name.....
ABN
Production representative
Address
Phone: Fax..... Email.....

Production Details

Production Title:
Type of Production (eg. feature, tv, tvseries, doco):

Summary of location application/s attached

Location Date/s.....
Location Date/s.....
Location Date/s.....

Public Liability Insurance

Attached is a Certificate of Currency of Public Liability Insurance (not less than \$A10,000,000) held by the Applicant with:
Company:
Policy No: Expiry Date

Lodgment Fee

Attached is Lodgment Fee in the sum of \$

Waiver or reduction of fees (state reasons and attach supporting documentation
.....

Consent of Owner/s to Filming Proposal

As the owner of the above property/ies, I/we consent to this application
Signature/s
Name/s
Date

Signed by Applicant or person signing on behalf of applicant - please state in what capacity

Signature
Name
Capacity
Date

FILMING PROPOSAL FORM (GUIDE TO COMPLETION)

(only one copy of this form should be completed and it should be accompanied by details for each location)

Applicant/Production Company

Complete the requested details for the firm, company or individual responsible for the production to be filmed.

Production details

State the name or working title of the production and what type of product is being made eg: feature film, television commercial, tv series, short film, documentary, student film, etc.

Summary of location(s) to be used

State the locations and dates when you will be using each location.

Public Liability Insurance

Minimum cover of the Applicant's Public Liability Insurance should be \$A10,000,000. Please supply name of Insurance Company, Policy No and expiry date and attach a certificate of currency to the proposal.

It will be necessary for an applicant to arrange for their insurance company to issue an addendum to the policy to cover specific filming sites on community land or other council managed land.

Please note: In certain cases local councils and other landowners may require that their rights and interests be noted on the policy by way of separate indemnities.

Lodgment fee

Attach the prescribed fee to the proposal

Reduction or waiving of fees

If the Applicant wishes to request a reduction or waiver of fees, please state reasons, and supply any relevant documentation to support this (for example, in the case of a student filmmaker, community based group, etc). It is at council's discretion and subject to any policy it may have, whether it will reduce or waive fees.

Consent of Owner to Filming Proposal

The consent of the owner of the land described in the proposal needs to be obtained before lodging the application.

LOCATION APPLICATION

(a separate Application form should be completed for each location and submitted with one Filming Proposal form)

Applicant's name

Production title

Authorised Location Contact details:

(this person should be on location at all times)

Name Position Telephone No:

Detailed description of filming (note in particular any animals, firearms, specialfx, stunts, unusual scenes etc. - please attach further details if insufficient room)

Location

Date/s	Call & Wrap Times	Construct	Film	Strike
.....	()	()	()
.....	()	()	()
.....	()	()	()

Number of Personnel.....

Construction details - supply full details of any proposed temporary sets /major dressing etc:

Special equipment (e.g.cherrypickers, lifts, wind machines etc.)

List all dangerous substances or articles to be taken on to the location.....

Parking

Please attach list of production vehicles by type registration and size that require parking. Please attach parking plan which should also show catering van and meals area.

Traffic Management- supply details of any proposed traffic management

Please state whether Police or RTA accredited personnel will control. If RTA accredited persons give names and details of accreditation

PLEASE NOTE: If the Information on this application is inaccurate or insufficient it may lead to the cancellation of an approval at any time.

LOCATION APPLICATION (GUIDE TO COMPLETION)

(Please complete one application for each location and attach to Filming Proposal Form)

Applicant's name, Production title and Location Contact details

These should be the same as those on the Filming Proposal Form

Description of filming

A clear synopsis of the material to be filmed and an explanation of how it will be filmed should be provided. Where there are stunts, special effects, aerial or water sequences etc., these may be better described by storyboard.

Location

Please use a separate form for each location. The location/s should be clearly described and acceptable map references or a plan of the area attached, with the location required clearly marked.

Please note: It is the applicant's responsibility to negotiate permission to film on or in any associated property that is not under the control of council, and consent must be included in the application.

Dates

For each location provide the following information:

Dates, call and wrap times for construction/dressing (reduced crew) where applicable Dates, first call time and wrap time for filming (full cast and crew)

Dates, call and wrap times for strike (reduced crew) where applicable

Number of Personnel

This is the total of all persons who will visit the location each day including, but not limited to, cast, crew, extras and visitors

Construction Details

Details of temporary structures to be erected, or major dressing to be undertaken, together with a schedule of construction and removal should be supplied.

Special Equipment

Supply a list of special equipment being used such as, but not limited to cherrypickers, lifts, portable lighting rigs etc.

List all Dangerous Substances etc.

Supply a list of all dangerous substances or articles to be taken on to the location.

Parking

Provide a list of all production vehicles to be parked in the vicinity of the filming location or on council controlled property. The list should specify type of vehicle, size (ie. length of trucks) and registration number.

It may be necessary to provide a parking plan, keeping in mind that it must comply with all parking regulations.

Please note: The management of parking will involve consultation with Police, council and the local community.

Traffic Management

Any disruption of traffic or use of roads for filming needs to have approval from the local police and appropriate roads authority.

It may also be necessary to obtain approval or advise the State Transport Authority, private bus companies, tour operators and providers of essential services.

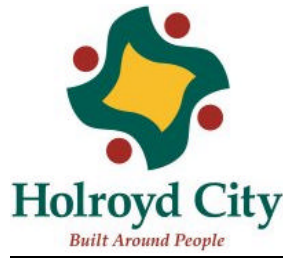
Details of roads affected together with times of proposed traffic regulation should be supplied. It may also be necessary to submit a traffic management plan.

If it is intended to use production company personnel to control traffic a list of their names and evidence of RTA accreditation will need to be supplied.

Please note: A proposal requiring a traffic management plan may take longer to process and lead time will depend on the complexity of the shoot.

EXAMPLE FILMING CONDITIONS

1. The Applicant will provide Council with a Certificate of Currency for a Public Liability Policy with a minimum cover of \$10 million or an amount as determined by Council from time to time held with an acceptable Insurance Company with an endorsement stating that the policy will be held jointly with the Applicant and Council during the time of filming activity.
2. Filming activities to be carried out will be only as stipulated in the approval by Council and with consideration for members of the local community at all times.
3. The written consent of all relevant authorities to be obtained before filming commences and presented for inspection if requested by Council's authorised officer.
4. All vehicles associated with the production to be legally parked at all times and/or, where applicable, parked in accordance with an approved parking plan.
5. Equipment used and all activities associated with filming shall comply with the Protection of the Environment Operations Act 1997 and the Occupational Health and Safety Act 1983.
6. The Applicant will ensure that every endeavour is made to reduce any inconvenience to residents and/or occupiers of business premises directly affected by filming activities.
7. Residents within the vicinity of the filming are to be notified in writing prior to commencement of filming as directed by Council. Such notification must provide dates, times, all events associated with filming and the conditions fixed by Council.
8. Payment of fees and any bond determined by Council shall be made before filming commences
9. A copy of Council's approval shall be kept on location at all times and made available for inspection upon request.
10. At the cessation of filming the Applicant will repair all damage, remove all rubbish and restore the location to its original condition prior to filming and to the satisfaction of Council.



FILM POLICY SCHEDULE OF FEES

Approval Fees Per Day (50% per half day)

- Occasional/infrequent low impact filming activities where no external approvals or notification is required: \$220;
- Occasional/infrequent medium impact or regular low impact filming activities where other approvals and formal public notification is required: \$660;
- Occasional high impact or regular medium impact filming activities: \$1100; and
- Filming activities which, in the opinion of Council, would have considerable impact for extended periods and require extensive notification and consultation with the community: \$1540.

The above fees are Goods and Services Tax inclusive.

- These fees relate to council approvals only and do not include fees required by other approving agencies or under other legislation.
- Council may waive such fees as it chooses where, for example, a not-for-profit organisation or similar organisation is filming where the output is considered to be beneficial for the community (ie community awareness films and the like).

Additional fees and charges:

- Late or urgent applications may attract a premium. An application is considered to be late or urgent where it is required to be considered in a time-frame that is less than the council's standard time frame for determination.
- Premiums for late or urgent applications are 100% of lodgement fee plus 30% loading on approval fee.
- Where a filming application proposes the use of Council's facilities (eg. parks, halls, reserves, etc) for filming activities, an additional fee determined by the relevant Council Department may be imposed for this occupation which takes into consideration any existing fees and the type and scale of the filming activity.
- Where the filming activity is likely to generate a demand for services (eg. traffic diversion, waste collection, extra community consultation) over and above Council's standard servicing arrangement, additional fees determined by Council may be imposed.