

Application to Film On Council Controlled Land

Civic Centre, Elizabeth St. Moss Vale, NSW 2577. PO Box 141, Moss Vale.

(02) 4868 0888

mail@wsc.nsw.gov.au



Part 1: Applicant Details					
Company Name:				Contact Name:	
Address:					
Email Address:					
Phone Number:					
Part 2: Production Details					
Title of Production:					
Nature of Activity:	<input type="checkbox"/> Still Photography <input type="checkbox"/> TVC/Corporate Video <input type="checkbox"/> Documentary/Short Film <input type="checkbox"/> Music Video <input type="checkbox"/> TV Drama <input type="checkbox"/> Feature Film <input type="checkbox"/> Other: _____				
Brief description of project:					
Part 3: Filming Details – Please include maps as attachments showing exact location					
Location(s):					
Date(s):	From		To		Wet Weather Hold Date (if applicable)
Time of Filming:			Number of Cast/Crew:		
Will there be a requirement to temporarily close a road or footpath?				<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please ask about requirements (e.g. Section 138)
Description of activities (exact details at proposed locations):					
Details of production equipment to be used:					
Details of Proposed Equipment & Machinery (lighting, generators, cherry pickers, etc.) If none required write N/A:					
Details of Temporary Structures (marquees, sets, scaffolding, etc.) If none required write N/A:					
Catering and Meal Areas (specific location). If not required, write N/A:					
Production Vehicle Unit Base (if applicable, please provide a location plan and mark base on location plan)					

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Parking Details:
Essential production vehicles (please specify the vehicle type eg. Large van, semi-trailer) and provide registration details. (Please note - Council does not allow barricading car spaces)

Part 4 Conditions of Approval

1. Fees and Charges must be paid prior to approval. Current fees can be found on Council's website.
2. Applications must be lodged at least ten (10) business days prior to filming.
3. The applicant is to produce a current Public Liability Insurance Certificate of Currency with a minimum indemnity of \$20 million.
4. The applicant agrees to indemnify and hold the Council harmless against and from any liability and loss, which the Council may suffer from any accidents or other damages to the property or bodily injury including death, caused by the negligence of any of its employees on or about the property.
5. No trees, shrubs or other vegetation to be removed, lopped or damaged.
6. The applicant accepting full responsibility and meeting the cost of restoring any damage to the land, fencing and other improvements resulting from the operations.
7. All operations to be confined to the period between sunrise and sunset unless special permission is granted.
8. Noise generating activities to be restricted to between 7.00am and 6.00pm.
9. Use of firearms, explosives or the lighting of fires is prohibited.
10. Residents in the vicinity of the filming to be advised by letterbox drop.
11. The Applicant must make every reasonable effort to accommodate the requirements of the public, residents and business proprietors affected by the production. Production must not restrict access to private land. Vehicles to be restricted to defined parking areas and/or access roads.

Part 5: Lodgement and Fees

Note:

- Council may charge an additional administration fee if the details of filming are altered during the application process requiring a further assessment, or if the complete application with all supporting documents has not been submitted prior to 14 days before the proposed filming date(s).
- More details on permit classification can be found in the NSW Local Government Filming Protocol 2009.

Please tick the permit you require:

<p>Low Impact Up to 10 Crew, no road closures and no disruption caused</p>	<p>Refer Fees & Charges Page 1, item 2.1.1</p>	<input type="checkbox"/>
<p>Medium Impact > 10 Crew, possible road closures (please note additional fees and applications are required for road closures)</p>	<p>Refer Fees & Charges Page 1, item 2.1.2</p>	<input type="checkbox"/>



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High Impact > 25 Crew, possible road closures (please note additional fees and applications are required for road closures), extensive equipment, large base unit and multiple locations.	Refer Fees & Charges Page 1, item 2.1.3	<input type="checkbox"/>
You can lodge the completed application and any attachments via email (mail@wsc.nsw.gov.au) Preferred payment method is by credit card. Accounts will only be provided to organisations with preapproval. If you would like us to phone for credit card details, please provide the name and phone number of the cardholder below.		
Contact Name:		Phone Number:
Part 6: Required Documentation		
The following items should accompany this application: <ul style="list-style-type: none"> • Public Liability Insurance Certificate of Currency for minimum of \$20 million • Risk Assessment for each location (Facility Hirers Risk Assessment Form) • Location Map (including where temporary structures may be erected, if applicable) • Completed Section 138 application form and payment for any road closures or works within a road reserve. (Fee 34.1.3 Page 38 Fees & Charges) • Location plan for Vehicle Unit Base (if applicable) • Location plan of parking of those involved in production (if applicable) • Story Board of production applicable to this application • Any other information to support your application. 		
Part 7: Applicant 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. I confirm that I have read and understood the conditions governing filming in the designated Local Government Area.		
Applicant Signature:		Date:
Once this application has been approved, Wingecarribee Shire Council will issue a Filming Permit. Please always keep the Filming Permit on location, as proof of approval.		
Note:		
All fees to be paid and approvals to be granted prior to the commencement of filming.		
Signature Authorised Council Officer:		Date:

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information so that Council can assess your application to film on Council controlled land. **Intended recipients:** The intended recipient of the information is Wingecarribee Shire Council. **Supply:** While the supply of this information is voluntary, the personal information you provide will enable Council to assess your application to film on Council controlled land. **Access/Correction:** You can access your personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Wingecarribee Shire Council is the agency that holds the personal information. Council may be contacted on (02) 4868 0888, or by email to mail@wsc.nsw.gov.au or at 68 Elizabeth Street, Moss Vale NSW 2577. Your contact details may be used to updated Council's Name and Address Register that we may use to contact you regarding any other Council matter.