

# Hawkesbury City Council



366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR

Phone: (02) 4560 4444 Facsimile: (02) 4587 7740 Email: council@hawkesbury.nsw.gov.au

## filming and photography application form

This application is for filming and still photography on Council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the Hawkesbury City Council area.

Please ensure that you have read Council's filming guidelines as these will include the terms and conditions of your filming approval.

If the information in this application is inaccurate it may lead to the cancellation of an approval at any time. The following document is an application and does not constitute a filming permit or location contract.

### Part 1 - Applicant Details

Name

Position

Company/Organisation Name

ABN

Company/Organisation Address

Business Ph

Mobile Ph

Fax Number

Email Address

### Part 2 - Production Contact Details

	Name	Mobile	Email Address
Producer			
Production Manager			
Location Manager			

### Part 3 - Production Details

Name of Production

Production Summary/Synopsis/Script (*or attach separately*)

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Type of Production (Please tick appropriate box)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Feature       | <input type="checkbox"/> TV Drama        | <input type="checkbox"/> Reality TV               |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Children's Production    |
| <input type="checkbox"/> Music Video   | <input type="checkbox"/> Short Film      | <input type="checkbox"/> Stills/Shoot Photography |
| <input type="checkbox"/> Student Film  | <input type="checkbox"/> Documentary     | <input type="checkbox"/> Infotainment/Travel Show |
| <input type="checkbox"/> Other         | <input type="text"/>                     |   |

## Part 4 - Location Details

### Location 1

Proposed Date

Backup Wet Weather Date

Dates of additional Bump-in/Bump-out (if required)

Time of Use

Location

Personnel Numbers    Cast     Crew     Extras

Parking Requirements (Please specify numbers)

Essential Vehicles     Unit Vehicles     Private Vehicles

- Please attach a list of production vehicles by type, size and registration details
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions

Please tick if your shoot involves any of the following

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Temporary Traffic Control                 | <input type="checkbox"/> Road Closure | <input type="checkbox"/> Street Dressing |
| <input type="checkbox"/> Cherry pickers/lighting towers            | <input type="checkbox"/> Low Loaders  | <input type="checkbox"/> Fire effects    |
| <input type="checkbox"/> Firearms/gunfire                          | <input type="checkbox"/> Stunts       | <input type="checkbox"/> Scaffolding     |
| <input type="checkbox"/> Car chase/driving sequences               | <input type="checkbox"/> Animals      | <input type="checkbox"/> Playback        |
| <input type="checkbox"/> Crowd control/security                    | <input type="checkbox"/> Generator    | <input type="checkbox"/> Camera Crane    |
| <input type="checkbox"/> Temporary Structures                      | <input type="checkbox"/> Children     | <input type="checkbox"/> Camera Tracks   |
| <input type="checkbox"/> Cast dressed as police/emergency services | <input type="checkbox"/> SFX          | <input type="checkbox"/> Smoke effects   |

Other

If you have ticked any off the above please give details:

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Please Note: Many of the above activities will also require approval to be sought from other statutory authorities eg Police, RTA, DECC, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.



## Additional Location

Proposed Date

Backup Wet Weather Date

Dates of additional Bump-in/Bump-out (if required)

Time of Use

Location

Personnel Numbers Cast  Crew  Extras

## Parking Requirements (Please specify numbers)

Essential Vehicles  Unit Vehicles  Private Vehicles

- Please attach a list of production vehicles by type, size and registration details
- Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions

Please tick if your shoot involves any of the following

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Temporary Traffic Control                 | <input type="checkbox"/> Road Closure | <input type="checkbox"/> Street Dressing |
| <input type="checkbox"/> Cherry pickers/lighting towers            | <input type="checkbox"/> Low Loaders  | <input type="checkbox"/> Fire effects    |
| <input type="checkbox"/> Firearms/gunfire                          | <input type="checkbox"/> Stunts       | <input type="checkbox"/> Scaffolding     |
| <input type="checkbox"/> Car chase/driving sequences               | <input type="checkbox"/> Animals      | <input type="checkbox"/> Playback        |
| <input type="checkbox"/> Crowd control/security                    | <input type="checkbox"/> Generator    | <input type="checkbox"/> Camera Crane    |
| <input type="checkbox"/> Temporary Structures                      | <input type="checkbox"/> Children     | <input type="checkbox"/> Camera Tracks   |
| <input type="checkbox"/> Cast dressed as police/emergency services | <input type="checkbox"/> SFX          | <input type="checkbox"/> Smoke effects   |
| <input type="checkbox"/> Other <input type="text"/>                |                                       |  |

If you have ticked any off the above please give details:

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Please Note: Many of the above activities will also require approval to be sought from other statutory authorities eg Police, RTA, DECC, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

## Part 5 - Supporting Documentation Checklist

- Public Liability Insurance certificate of currency
- Traffic management plan (when required)
- Authorised safety report (when required)
- Environmental management plan (when required)
- Community notification letter
- Parking Plan



## **Part 6 - Lodging the Application**

### **You can lodge the completed application form and supporting documents**

- By Email                    [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)
- By Fax                      (02) 4587 7740
- In Person                 366 George Street, Windsor
- By Mail                    PO Box 146, WINDSOR NSW 2756

## **Part 7 - Payment of the Application Fee**

On submission of this application form the applicant undertakes to pay the relevant application fee outlined by Council. Payment methods include credit card, cheque, cash (in person at Council Chambers) or EFT.

Once your application has been received, the Film Officer will contact you to acknowledge receipt and advise of the timeframe Council will need to process your application.

For further information regarding your application please contact Sean Perry on (02) 4560 4444.

### **Privacy Notice**

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.