

# Filming and Still Photography Application

Effective 01 July 2024 to 30 June 2025

## BPOINT RECEIPT NUMBER:

This number must be included before application is submitted if payment is required.

AMOUNT PAID

RECEIPT NO.

## ABOUT THIS FORM

Use this form to carry out any of the following activities:

- Ultra-low and Low Impact Filming
- Med and High Impact Filming
- Low, Med and High Impact Photography

NOTE: Approval for Low impact filming and Still Photography requires a minimum of 4 business days' notice. Medium and High impact filming requires a minimum of 10 business days' notice.

## APPLICANT DETAILS

Date of Application: .....

Title:  Mr  Mrs  Ms  Other:

Applicant's Name: .....

Company Name : .....

ABN: .....

Contact Person: .....

Postal Address: .....

Suburb: .....

Post Code: .....

Email: .....

DX: .....

Phone No(s): .....

Mobile: .....

## PRODUCTION CONTACT DETAILS

Producer's Name: .....

Email: .....

Mobile: .....

Production Manager's Name: .....

Email: .....

Mobile: .....

Location Manager's Name: .....

Email: .....

Mobile: .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone: 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## PRODUCTION DETAILS

(Please tick appropriate boxes)

Name of Production: .....

Please provide a detailed description of the activity: .....

Type of Production:

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

## LOCATION OF ACTIVITY DETAILS

Location 1: .....

Location 2: .....

Location 3: .....

Set up Details: Date: ..... Arrival Time: .....

Last Day on Site: Date: ..... Finish Time: .....

Date and time of actual filming: Date: ..... Start Time: ..... Finish Time: .....

Weatherhold Date: Date: ..... Arrival Time: ..... Finish Time: .....

## PUBLIC LIABILITY AND INSURANCE

Copy of Public Risk Liability Certificate of Currency (COC) attached?  Yes  No

If "Yes" the COC must be valid for the relevant period.

A Public Liability Insurance policy, having a minimum liability of \$20 million, must be in place to cover the full duration and scope of the activity.

Insurance Company's Name: ..... Expiry Date of Policy: .....

Postal address: ..... Postcode: .....

Phone No(s): .....

NOTE: COC also to be attached for all amusement devices.

## PERSONNEL DETAILS

No of Cast: ..... No of Crew: ..... No of Extras: .....

## PARKING, VEHICLE AND TRAFFIC DETAILS

(Please tick appropriate boxes)

No of Trucks: ..... No of Cars/Vans: ..... No of Private Vehicles: .....

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

Do you require:  Temporary Traffic Control  Barricading for parking  Road Closure

**SPECIAL REQUIREMENTS***(Please tick appropriate boxes)*

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Reconstruction of crime/emergency | <input type="checkbox"/> Street Dressing | <input type="checkbox"/> Cast dressed as police/emergency services | <input type="checkbox"/> Stunts       |
| <input type="checkbox"/> Cherry pickers/lighting towers    | <input type="checkbox"/> Low Loaders     | <input type="checkbox"/> Camera Crane                              | <input type="checkbox"/> Camera Truck |
| <input type="checkbox"/> Temporary Structures              | <input type="checkbox"/> Generator       | <input type="checkbox"/> Children                                  | <input type="checkbox"/> Animals      |
| <input type="checkbox"/> Firearms/gunfire                  | <input type="checkbox"/> Smoke Effects   | <input type="checkbox"/> Fire Effects                              | <input type="checkbox"/> Other        |

**WATER SAFETY DETAILS***(Please tick appropriate boxes)*

Is anybody entering the water?  Yes  No  If yes, Water Safety Plan Required

**STILL PHOTOGRAPHY FEE**

Application Fee:	\$213.00
Urgent Assessment Fee ( within 3 business days):	\$344.00

**FILMING IMPACT CATEGORY**

Ultra-Low	Low	Medium	High
No more than 10 crew	11-25 crew	26-50 crew	Greater than 50
No disruption is caused to the Council's stakeholders, retailers or motorists or other events in the vicinity of the activities.	No more than 4 trucks/vans	No more than 10 trucks/vans	Greater than 10
Activities are contained to footways or public open space areas only	No construction	Some construction	Significant Construction
Public safety is maintained at the locations at all times during the conduct of the activities	Minimal Equipment/lighting	Equipment used E.g. dolly, trucks, medium-sized cranes, jibs	Extensive equipment
Vehicles associated with the conduct of the activities are legally parked at all times and are not driven onto footways, parks or plaza areas	Small or no unit base required	Unit base required	Large unit base required
	Usually 1-2 locations	No more than 4 locations	Greater than 4 locations

**FILMING IMPACT FEES****(NOT STILL PHOTOGRAPHY – SEE ABOVE)**

Ultra-Low Impact Fee	Low Impact Fee	Medium Impact Fee	High Impact Fee
\$NIL	\$150.00	\$300.00	\$500.00
<b>Urgent Assessment Fee:</b> <b>(within 3 business days) for Ultra-low, Low, Medium and High impact Filming:</b>			<b>\$100.00</b>
Private Property Filming Fee: if a production company is filming on private property or areas NOT controlled by Council and the Council is required to approve parking plans or unit base parking plans the low impact filming application fee applies		\$150.00	

## TRAFFIC MANAGEMENT PLAN ASSESMENT

Low	Medium	High
Stop/go traffic control on a local or council- managed road	Stop/go traffic control on a multi-lane or state road	Road closures
Police consultation	Police consultation	Police consultation
	RMS consultation	RMS consultation

## TRAFFIC MANAGEMENT PLAN ASSESMENT FEE

Low	Medium	High
\$100.00	\$300.00	As per Council's adopted road closure fees that apply to other applicants

## DRONE

(Please tick appropriate boxes)

Do you wish to launch a drone?  yes  no

If you wish to launch a drone the following paperwork must be received by Council with your application form and the Drone Assesment Fee of \$113.00 must be paid upon application. See **how to lodge and pay below**.

Public Liability  Flight path  Take off & landing zone  Operator's licence

## SUPPORTING DOCUMENTATION CHECKLIST

(Please tick appropriate boxes)

	Applicant Use		Office Use	
	Yes	No	Yes	No
Public Liability Certificate of Currency (required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Notification Letter (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Plan (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Plan (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authorised Safety Plan (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drone Pedestrian Management Plan (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## HOW TO LODGE THIS APPLICATION

**BY BPOINT** payment: Please put receipt number on Page 1 of this form. **All fees are GST exempt.** Email application to: [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)

To make a BPOINT payment with your credit card visit [www.bpoint.com.au](http://www.bpoint.com.au) and quote **Billor Code: 1419415**

**BY MAIL** with a cheque attached  
Address the Application to: Randwick City Council 30 Frances Street, Randwick NSW 2031

**OVER THE COUNTER** at our Customer Service Centre: 30 Frances Street Randwick  
Open 8:30am – 5:00pm, Monday - Friday

## ACKNOWLEDGEMENT

We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid.

## INDEMNITY

I, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

## DECLARATION

I accept that all the approval conditions must be complied with on the day(s) of the activity. I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and
- More information may be requested after the date of lodgement, and
- An application fee must be paid before approval will be given

Signature: .....

Name: ..... Date: .....

## PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

## OFFICE USE ONLY

RC877      Fee: \$ .....      Receipt No: .....