

FILMING Application form



Waverley Council Customer Service Centre
55 Spring Street, Bondi Junction (open 8.30am to 5pm, Monday – Friday)
 PO Box 9, Bondi Junction NSW 1355
 PHONE **9369 8000**
 FAX **9387 1820**
 WEB **www.waverley.nsw.gov.au**

ABN 12 502 583 608

Please note: This application is for filming in Council-managed open space such as footpaths, roads and parks. Before submitting this form please read the *Local Government Filming Protocol and Code of Conduct 2009* and Waverley Council’s filming guidelines and standard hire conditions (see [Council website](#)) as these include terms and conditions of any permit issued. Incomplete applications will not be processed. This document is an application and does not constitute a filming permit or location contract.

Privacy: The personal information supplied on this form is required in order to provide the service requested. It will be used by Council staff and stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.

1 Applicant

Title..... Given Name..... Family Name.....
 Position..... Company.....
 Address.....
 Telephone: Business..... Mobile.....
 Fax..... Email.....ABN.....

2 Contacts

	Name	Mobile	Email
Producer			
Production Manager			
Location Manager			

3 Production

Name of production

Production summary/synopsis/script *Attach pages if required*

.....

Type of production (*tick as appropriate*):

- Feature
- TV Drama
- Documentary
- TV Commercial
- Corporate Video
- Short Film
- Music Video
- Student Film
- Children’s Production
- Reality TV
- Infotainment/Travel
- Other (*please specify*)

4 Location / Activities

	Location 1		Location 2	
Location name				
Specific location				
Dates				
Weather holds				
Times	<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>
Activities <i>Attach any relevant material</i>				

	Loc. 1	Loc. 2		Loc. 1	Loc. 2		Loc. 1	Loc. 2
No. of cast			No. of crew			No. of extras		
No. of essential vehicles			Unit vehicles			Private vehicles		
Please attach (1) list of production vehicles by type, size and registration details; (2) parking plan (including catering and unit base), specifying street location, no. of spaces required and any applicable parking restrictions.								

Please **tick** if your shoot involves any of the following.

NOTE: Many of these activities also require approval from other statutory authorities eg. Police, RTA, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Dept of Lands

Temporary traffic control			Street dressing			Road closure		
Cast dressed as police/emergency services			Camera crane			Camera track		
Reconstruction of crime/emergency			Low loaders			Playback		
Car chases/driving sequences			Firearms/gunfire			Generator		
Crowd control/security			Animals			Children		
Cherry pickers/lighting			Fire effects			Scaffolding		
Temporary structures			Smoke effects			SFX		
Other (<i>Specify</i>) :						Stunts		

Details for any ticked item (*Attach pages if required*)

5 Supporting documentation checklist

- Certificate of Currency for Public Liability Insurance
- Traffic management plan (when required)
- Parking plan
- Risk management plan and/or authorised safety report (when required)
- Community notification letter
- Environmental management plan (when required)

6 Lodgement of application

On submission of the application form the applicant must pay the relevant Application Fee in accordance with the Local Government Filming Protocol 2009, regardless of the whether the application is approved or not approved. Please lodge your completed application form and supporting documents with the Film Contact Officer relevant to the area that you are predominately filming as follows:

Location	Officer	Email	Fax	Telephone
Bondi and Beaches ¹		projectofficerbb@waverley.nsw.gov.au	8362 3430	8362 3406
Other Parks	Dov Midalia	dovm@waverley.nsw.gov.au	9389 2612	9386 7999
Bondi Junction Town Centre ²	Linda McDonald	lindam@waverley.nsw.gov.au	9386 0527	8305 8419
Roads and footpaths	Anne Ahrens	annea@waverley.nsw.gov.au	9387 1820	8305 8480

¹ Includes: Bondi Beach; Bondi Park; Bondi Skate Park; Bronte Beach, Pool and Promenade; Tamarama Beach and Promenade; Biddigal Reserve, Ray O'Keefe Reserve; Sam Fiszman Park; Bondi-to-Bronte Coast Walk

² Includes area bounded by Syd Einfeld Dve, York Rd, Birrell St and Council St, including Oxford Street Mall

The relevant officer will acknowledge receipt, assess your application and notify you of the outcome.

7 Payment

The Film Contact Officer will invoice you the appropriate Application Fee and other costs in accordance with the *Local Government Filming Protocol* and Waverley Council's [Pricing Policy](#). Note: If your filming application was declined or the applicant cancelled the filming project, the payment of an application fee is still required and will be invoiced to the applicant. Payment must be received before the shoot commences. Payment can be made as follows:

Contact method	Payment method	Location
By telephone	Credit card	Tel. 9369 8000 (8.30am-5.00pm, Mon-Fri)
By mail	Cheque or money order only	Waverley Council, PO Box 9, Bondi Junction NSW 1355
In person	Cash, credit card, cheque, money order	Customer Service Centre, 55 Spring St, Bondi Junction NSW (open 8.30am-5.00pm, Mon-Fri)

Note: EFT or EFTPOS payments cannot be accepted.

8 Declaration

I declare the above information to be true, and agree to abide by all terms/conditions referred to above.

Signature..... Date/...../.....

Office Use Only

Assessing Officer	Date received	/	/
Approved <input type="checkbox"/> YES <input type="checkbox"/> NO	Date determined	/	/

Category

<input type="checkbox"/> Ultra Low Impact:	0-10 crew members	Crew includes extras, actors, support staff
<input type="checkbox"/> Low Impact:	11-25 crew members	
<input type="checkbox"/> Medium Impact:	26-50 crew member	
<input type="checkbox"/> High Impact:	over 50 crew members	

Direct costs

Item	Details	Cost (\$)
Compensation fee (filming > 3 days and/or significant disruption to residents / public)		
Exclusive use of an area		
Vehicle Mileage		
Utilities access including Electricity and Water		
Site preparation		
Supervision during normal working hours		
Supervision after hours		
Site visit / inspection / research (including before approval and after filming takes place)		
Revenue foregone for parking		
Cleaning		
Waste Management		
Site remediation		
Staff Support		
Public advertising / consultation		
Access		
Water safety		
Traffic control		
Bond / damage deposit (Refundable) - Determined on case by case basis		