

APPLICATION FOR Filming &/or use of Cemetery Grounds

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 our grounds or of images, scenes, views that contain our grounds and monuments including trees, infrastructure, etc. Before submitting this form please read the [Local Government Filming Protocol and Code of Conduct 2009](#). Incomplete applications or where information is missing can 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 Cemetery staff and stored 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 Corporate Video
 Short Film Infotainment/Travel
 Other (*please specify*).....

4 Location / Activities

Location	
Location name	
Specific location	
Dates	
Weather holds	
Times	From _____ To _____
Activities <i>Attach all relevant material</i>	

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

Cast dressed as police/emergency services/uniform			Reconstruction of crime/emergency			Smoke effects / SFX		
Camera crane Camera track			Playback Generator Scaffolding			Children		
Other (<i>Specify</i>) :								
Details for any ticked item (<i>Attach pages if required</i>)								

5 Supporting documentation checklist

- Certificate of Currency for Public Liability Insurance
- Parking plan
- Risk management plan and/or authorised safety report (when required)
- 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 Cemetery Office with at least 10 working days notice. You will be contacted ASAP.

7 Payment

Full payment must be made at the time of application and lodged with the application at the cemetery office. All filming in the grounds is a extraordinary activity and not a usual operation for the cemetery. As such any filming application attracts the highest impact fees in accordance with the *Local Government Filming Protocol* and [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 not necessarily be refunded. Full payment must be received before approval will be given or any shooting can commence. Payment can be made by cash, cheque, money order, credit card, EFT and EFTPOS.

8 Declaration

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

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