

APPLICATION TO FILM ON COUNCIL CONTROLLED LAND

Use this form to apply to obtain permission to film on Council controlled land within the Kiama Council Municipality
(OFFICE USE ONLY: Rec code 98)

About this Form: You can use this form to apply for approval to undertake filming or still photography activities in the outdoor areas such as beaches, parks, open space, footpaths and roads within the Kiama Municipality. You should read the NSW Local Government Filming Protocol 2009 prior to completing this form.

Proposed filming/photographic activities on any public road (which includes footpath areas) requires a separate Road Occupation Permit (issued under Section 138 Roads Act 1993). An application shall be made to council through its form (<http://www.kiama.nsw.gov.au/business/filming-in-our-local-area/filming-in-our-local-area>) which includes a traffic control plan prepared by an accredited person and evidence of Public Liability Insurance for an amount of no less than \$20 million. The processing of a completed application can take up to five (5) business days. Advice on this matter can be directed to Council during business hours.

Council may deem a Risk Assessment mandatory depending on the type of filming and Location.

Filming and photographic activities on private property must be contained wholly within the private property (including cables and wiring).

Formal approval, issued by Council, must be held prior to any filming or photography being undertaken.

PART 1: APPLICANT DETAILS

Company Name:

Applicant Name:

Address:

Work Phone:

Mobile Phone:

Email:

PART 2: PRODUCTION DETAILS AND NATURE OF ACTIVITY

Title of Production (or product if TVC):

Nature of Activity: Stills Photography TVC/Corporate Video Documentary/Short Film Music Video
 TV Drama Feature Film Other (please specify)

Brief Description of Filming/Photography:

PART 3: FILMING DETAILS – INCLUDE MAPS SHOWING EXACT LOCATION

Location/s (please list if more than one):

Date From: / /

to: / /

Wet Weather Hold Date (If applicable): / /

Time of Filming/Photography: From: am/pm **To:**am/pm

Number of Cast/Crew:

Temporary filming on roads or footpath details (If required): Application Number:
for a Road Occupation Permit (Notice of Consent to Occupy a Public Road)

Description of Activities (Exact details of what will be undertaken at the proposed location/s):

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:

Please Specify any other Location Related Information. If none required write N/A:

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)

Production Vehicle Unit Base (if applicable, please provide a location plan and mark base on location plan).

PART 5: CONDITIONS OF APPROVAL

1. Applications must be lodged at least seven (7) business days prior to filming.
2. The applicant is to produce a current Public Liability Insurance Certificate of Currency with a minimum indemnity of \$20 million.
3. 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.
4. Should the applicant not proceed with an application an administration fee of \$50.00 may be applicable.
5. No trees, shrubs or other vegetation to be removed, lopped or damaged.
6. All operations to be confined to the period between sunrise and sunset unless special permission is granted.
7. Noise generating activities to be restricted to between 7.00am and 6.00pm.
8. Use of firearms, explosives or the lighting of fires is prohibited.
9. Residents in the vicinity of the filming to be advised by letterbox drop.
10. No animals or vehicles allowed on beach.
11. Filming at, or access through, Bombo Quarry will require permission from Sydney Water. If you are only interested in the Section owned by Sydney Water (Section B), you will need to just go through Sydney Water, no further requirements are needed from Kiama Council. The email address for Sydney Water is propertyaccessapplications@sydneywater.com.au. If you are interested in the section owned by Kiama Council (Section A), you will still need to provide a written copy of the Permit from Sydney Water to enter their land, which will then need to be submitted to us, along with your Application, Certificate of Currency and Risk Assessment. Please [open the Bombo Quarry map](#) to view the sections owned by Sydney Water and Kiama Council.
12. 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.

13. The Production Company and its representatives must ensure that all other non-essential production and crew vehicles are legally parked at all times. Under no circumstances can these vehicles be parked for extended times in residential areas.
14. The Applicant must ensure all rubbish is removed and the location is left in a clean and tidy condition (to the satisfaction of Kiama Municipal Council) upon the completion of filming, or the Company will be required to reimburse Kiama Municipal Council for the full cost of any extraordinary cleaning.
15. The Applicant must abide by all relevant statues and standards, such as the film industry procedures for safety and hazard management.

PART 6: LODGEMENT AND FEES

Note: - Council may charge an additional administration fee if the details fo 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 7 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:

Ultra Low Impact Less than 10 crew and no disruption caused i.e. Only 1 or 2 Camera Personnel	\$0 per permit	<input type="checkbox"/>
Low Impact 11-25 crew, less than 4 vehicles, no construction, small or no unit base and 1-2 locations	\$165 per permit	<input type="checkbox"/>
Medium Impact 26-50 crew, no more than 10 trucks, some construction, equipment used, unit base required or no more than 4 locations	\$330 per permit	<input type="checkbox"/>
High Impact More than 50 crew, more than 10 trucks, significant construction, extensive equipment, Large unit base or more than 4 locations	\$550 per permit	<input type="checkbox"/>
Stills Photography	\$165 per permit	<input type="checkbox"/>

You can lodge the completed application and any attachments by email (council@kiama.nsw.gov.au).

Preferred payment method is by credit card. 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 7: REQUIRED DOCUMENTATION – PLEASE ATTACH:

- Public Liability Insurance Certificate of Currency for minimum of \$20 million
- Authorised Safety Report / Risk Assessment
- Location Map (Including where temporary structures may be erected, if applicable)
- Approved Section 138 Road (& Footpath) Occupation Permit (if applicable)
- Location Plan for Vehicle Unit Base (if applicable)

PART 8: 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, COUNCIL WILL ISSUE A FILMING PERMIT. PLEASE KEEP THE FILMING PERMIT ON LOCATION AT ALL TIMES AS PROOF OF APPROVAL.

SPECIAL CONDITIONS

- NSW Police to be advised of road closures – contact Lake Illawarra Area Command on 02 4232 5599.
- Road closures to be no longer than three (3) minutes.
- RMS accredited traffic controllers to be used for all road closures.
- Traffic Control Plans to be provided for all areas where road closures may occur.
- Regional road permit to restrict speed to 40 kph required from RMS.
- Road closure details to be adhered to.
- Priority to be given to allowing school buses through locations without delays.
- Noise generating activities to be restricted to between 7.00am and 6.00pm.
- Residents in the vicinity of the filming to be advised by letterbox drop.
- No animals or vehicles allowed on the beach.
- Permission for access into Bombo Quarry should be arranged through Sydney Water on 132 092, or by email propertyaccessapplications@sydneywater.com.au

NOTE

- Payment of the fee indicates acceptance of these conditions.
- All fees to be paid prior to commencement of filming.

Signature of 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 Kiama Municipal 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:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to council@kiama.nsw.gov.au or at 11 Manning Street, Kiama NSW 2533. **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.** Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies