

# APPLICATION FORM



## Permit for Filming and Still Photography

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 North Sydney Council area. Please ensure that you read the Local Government Filming Protocol and North Sydney Council's filming guidelines prior to lodging your application.

### Support of the Film Industry:

North Sydney Council is committed to supporting a professional film and television industry.

### Code of Conduct:

This Code of Conduct aims to reinforce positive relationships between filmmakers and the general community by detailing a "best practice" guide to location filming. The filmmaker's responsibilities and obligations are further recognised under The Local Government Filming Protocol.

There are four (4) Film Categories:

Ultra Low	Low	Medium	High
No more than 10 people at the location	11-25 people at the location	26-50 people at the location	> 50 people at the location
<b>Drone Not Permitted</b> (under this category)	Drone Permitted	Drone Permitted	Drone Permitted
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 vehicles	No more than 10 vehicles	> 10 vehicles
Activities are contained to footways or public open space areas only	No construction	Some construction	Significant construction
Public safety is maintained at the location at all times during the conduct of the activities	Minimal equipment and 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
Excludes: <b>Wendy Whiteley Garden (hire fees apply – contact council),</b> Internal filming (non-council land) requiring parking permits.	1-2 locations	No more than 4 locations	Greater than 4 locations
\$0.00	\$150.00	\$300.00	\$500.00

This document does not constitute a filming permit or location contract. By submitting this application, you are acknowledging your acceptance of North Sydney Council's filming guidelines. If the information in your application is inaccurate, it may lead to the withdrawal of your approval and/or cancellation of your permit.

The application fee must be paid on the lodgement of your application. Payment methods include credit card, cheque or cash. Council's Film Contact Officer will acknowledge receipt and advise if additional fees are payable.

<b>Applications can be forwarded by:</b> Email: <a href="mailto:Bookings@northsydney.nsw.gov.au">Bookings@northsydney.nsw.gov.au</a> Mail: PO Box 12, North Sydney NSW 2059 In person: 200 Miller Street, North Sydney NSW	For more information, contact: Bookings Officer Council's Film Contact Officer Telephone: (02) 9936 8200 / 9936 8427 Office Hours: 9:00am to 5:00pm
---	--

Permit for Filming and Still Photography

CATEGORY ULTRA LOW, LOW, MEDIUM AND HIGH APPLICATIONS

**Part 1: Applicant Details**

Company:		ABN (if applicable):
Lodged by:		Position:
Address:	Suburb:	Postcode:
Telephone:		Mobile:
Email:		
On Site Contact Name:		Mobile:

**Part 2: Production Details**

Name of Production:

Description:

Purpose: (e.g TV Commercial)

**Part 3: Location Details**

Location 1:		No. of people at location:
Date:		Back-up/wet weather date:
Arrival time:		Departure time:
Description:		
No. of essential vehicles:	Private vehicles:	No. of parking spaces:

Location 2:		No. of people at location:
Date:		Back-up/wet weather date:
Arrival time:		Departure time:
Description:		
No. of essential vehicles:	Private vehicles:	No. of parking spaces:

**Part 4: Parking**

Total number of spaces required:	No. of essential vehicles:	Private vehicles:
Location of parking required:		
Barricading: Yes/No	Arrival of barricading:	Departure of barricading:
Type of parking required: Unrestricted/Timed/Metered:		
No of parking permits required:		

## Permit for Filming and Still Photography

### Part 5: Supporting Documentation

#### Certificate of Currency:

Policies must be in \$AUD, and public liability must be for no less than \$20 Million.

#### Police:

Police approval will be required if your application includes any of the following:

- When the application includes a traffic management plan
- When it includes a group of 100 people or more
- When it involves a 'high risk' activity, e.g. simulated robbery/assault, use of firearms, police in uniform, police vehicles.

Contact: Harbourside Area Command

- Email: [nspactraf@police.nsw.gov.au](mailto:nspactraf@police.nsw.gov.au) Telephone: (02) 9956 3199

Please include [bookings@northsydney.nsw.gov.au](mailto:bookings@northsydney.nsw.gov.au) when you send your email notification to them as we require evidence this requirement has been completed.

#### Roads and Maritime Services:

If filming is within close proximity to the Sydney Harbour Bridge (including use of drone) and requires approval from the police, written approval will also be required from Roads and Maritime Services (RMS).

Contact:

- Roads Email: [TMC\\_filming@rta.nsw.gov.au](mailto:TMC_filming@rta.nsw.gov.au)
- Maritime Email: [property.managment@rms.nsw.gov.au](mailto:property.managment@rms.nsw.gov.au)

If filming does not require written approval from the police, you are required to contact Sydney Harbour Bridge Security control room just prior to your arrival.

Telephone: 1300 742 732.

#### Map of the Area:

If there is uncertainty, you will be asked to provide a map of the area marked with an 'X' showing where cast and crew will be situated.

#### Resident Notification Letter:

The notification letter must include:

- Your company name, address and telephone number
- The date, time and location
- Purpose
- A brief description of what will be occurring on site
- An onsite contact and their mobile number
- The number of parking spaces required (from when/to)
- If barricading will be required (from when/to)
- An undertaking all noise will be kept to a minimum
- Signature, position

## Permit for Filming and Still Photography

N.B. Residents require at least 2 full working days' notice.

In some instances, you may be required to canvass the area prior to lodging your application (to seek community feedback). A copy of the feed must be included with your application. Once approved, an additional 'letter drop' will be required.

### North Sydney Olympic Pool Boardwalk:-

When filming on the boardwalk (i.e. the paved area leading towards Luna Park) you are required to seek feedback from the following:

1. Luna Park (02) 9922 6644

An email acknowledgement advising you have contacted the above businesses will be required.

### Road Occupancy Licence:

A road occupancy licence (ROL) is required when filming is likely to affect vehicular traffic within 100m of a set of traffic lights or if it's on any of the following roads:

- |   |   |
|---|---|
| 1. Arthur St – Berry St to Pacific Hwy        | 17. High St – Clark Rd to Warringah Expressway                      |
| 2. Alfred St North – Kurraba Rd to High St    | 18. Kurraba Rd – Clark Rd to Wycombe Rd                             |
| 3. Alfred St South – Lavender St to Dind St   | 19. Macpherson St – Military Rd to Fernhurst Av<br>(west side only) |
| 4. Bannerman St – Murdoch St to Shellcove Rd  | 20. Military Rd – Falcon Street to Macpherson Street                |
| 5. Belgrave St – Ben Boyd Rd to Waters Rd     | 21. Miller St – Blue St to The Boulevarde                           |
| 6. Ben Boyd Rd – Yeo St to Oaks Ave           | 22. Murdoch St – Military Rd to Bannerman St                        |
| 7. Berry St – Pacific Hwy to Arthur St        | 23. Pacific Hwy – Christie St to Warringah Expressway               |
| 8. Blue St – Walker St to Miller St           | 24. Rangers Rd – Spofforth St to Murdoch St                         |
| 9. Brook St – Chandos St to Palmer St         | 25. River Rd – Shirley Rd to Russell St                             |
| 10. Chandos St – Christie St to Brook St      | 26. Shellcove Rd – Bannerman St to Harriette St                     |
| 11. Christie St – Chandos St to Pacific Hwy   | 27. Shirley Road – Pacific Hwy to River Rd                          |
| 12. Clark Rd – Kurraba Rd to MacDougall St    | 28. Spofforth St – Military Rd to Rangers Rd (west<br>side only)    |
| 13. Ernest St – Alexander St to Ben Boyd Rd   | 29. Wycombe Rd – Harriette St to Kurraba Rd                         |
| 14. Falcon St – Pacific Hwy to Watson St      |   |
| 15. Gerard St – Waters Rd to Macpherson St    |   |
| 16. Harriette St – Shellcove Rd to Wycombe Rd |   |

Applications can take up to 10 working days to approve.

A parking permit (AKA 'scratchie') is required for vehicles that need to remain at the location longer than the signage/parking restrictions permit.\*

Council approval must be obtained before permits can be issued. Once approved, the permit is then placed on the dashboard of the vehicle(s) associated with the film shoot (the vehicle registration details are not recorded on the 'scratchie', only the film reference number and company name).

\* *Parking must be in accordance with Australian Road Rules.*

## Permit for Filming and Still Photography

### **Drone/UAV use for filming and photography**

The whole North Sydney Council area falls within CASA restricted airspace. Written CASA approval is required for all potential drone usage prior to submitting to council.

### **You must be CASA certified to operate a drone/UAV for a commercial purpose**

Any use of an aerial vehicle such as a UAV for filming and/or photography for a commercial purpose must receive formal approval from the Council with the operator being fully licensed by CASA with all required documentation provided at time of application.

**Drone/UAV application** – For all commercial UAV use the following documentation must be submitted for all:

- filming production and photography application form;
- Written CASA approval for specific flight
- CASA issued UAV operators certificate (UOC);
- CASA issued remote pilot certificate (RPC) for each proposed operator;
- aviation specific public liability insurance certificate;
- flight risk assessment;
- pedestrian management plan with the proposed pedestrian exclusion zone illustrated (30m etc. depending on the operator's licence);
- flight plan if operations are to deviate out of the 30m ground exclusion zone once airborne (maximum altitude must not exceed 400ft or 123m.

No take-off/landing sites on public land are permitted that cannot satisfy the basic conditions of a standard operators certificate.

All standard UAV operator certificates require an exclusion zone of 30m be enforced for all take-off/landing sites, with no operations permitted within 30m of any member of public at any time. As such, the take-off/landing site proposed must be able to satisfy this minimum requirement with scaled exclusion zones illustrated upon a pedestrian management plan to be included with all applications.

**Additional restrictions of use** - Further documentation must be submitted for all additional operations as listed below:

- within 3 nautical miles or 5.5kms of an airport requires specific CASA approval.
- at night requires specific CASA approval.
- within restricted airspace requires specific approval from the controlling authority.
- within military airspace requires military approval (LOA) and CASA approval.
- out of visual line of sight require specific CASA area approval.
- within less than 30m of a member of the general public requires a specific CASA issued operators exclusion.

All UAV operators must ensure that flights remain in line with the requirements of privacy legislation.

You can [download an area map that illustrates the 3 nautical mile exclusion zone](#) for all drone/UAV flights surrounding towered airports in Sydney

**Unauthorised commercial use** - All operators found to be operating in breach of a council issued approval, in breach of CASA conditions of their operators certificate of operating without an approval will be stopped, possible infringement notices issued and all details provided to CASA for further action.

Further information and licensing procedure queries can be directed to the Australian Civil Aviation Safety Authority or phone 131 757.

Permit for Filming and Still Photography

Part 6: Parking Details:

Location					Duration		Barricading
Description (e.g. wardrobe)	No. of parking spaces the vehicle will occupy?	Name of Street	Nearest Cross Street	Meter No.	Arrival Date/Time	Departure Date/Time	Will barricading be required? <i>NOTE: If 'Yes' a TCP will be essential</i>

N.B. The length and width of the vehicles may also be required in some instances.

Traffic control plans (TCP's) are to be prepared by an appropriately qualified person holding an RMS 'Design and Inspect Traffic Control Plans' (Orange) ticket. TCSOs must be supervised and authorised by an appropriately qualified person, holding an RMS 'Select/Modify Traffic Control Plans' (Red) ticket.

**Mud Map:**

A mud map must be included with your parking plan.

**Parking/ Barricading:**

Parking including barricading will incur additional costs. Please refer council's Fees and Charges for details.

## Permit for Filming and Still Photography

### Part 7: Declaration

#### INDEMNITY

This indemnity section must be signed before a permit can be issued.

#### Name of Applicant:

---

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

#### PRIVACY & PERSONAL INFORMATION

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

#### TERMS AND CONDITIONS

I have read the Terms and Conditions/Code of Conduct and agree to comply with the conditions stated.

I understand that this permit is non-transferrable and that a copy of the permit is to be presented to North Sydney Council Rangers and Officers upon request. Failure to comply will result in an order to cease the activity immediately and to leave the area.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---



# Credit Card Deduction Authority

**APPLICANT AUTHORISATION:**

I/We, \_\_\_\_\_

Company Name: \_\_\_\_\_ ABN (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Telephone: \_\_\_\_\_

- authorise North Sydney Council to arrange for funds to be debited from my/our account at the financial institution identified. This authorisation is to remain in force until further notice is received in writing.
  - understand and acknowledge that:
    - it is the responsibility of the customer to ensure that **CLEAR** funds are available in the account on any due date.
    - any debit which is dishonoured will be reversed from the account and a dishonour fee will be charged to the account.**
- N.B. The bond refund will be returned to the cardholder unless advised (in writing) to do otherwise.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Privacy Statement**

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

I have read and understand the Privacy Statement

Signed: ..... Date: .....

**Credit Card Service Fee**

Council charges a 0.75% service fee, inclusive of GST on transactions using Visa & MasterCard (credit, debit and prepaid)

**BALANCE:** MASTERCARD  VISACARD

Card Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Expiry Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

Please specify the amount to be deducted. This form is destroyed as soon as the payment is processed. A new form will need to be forwarded if subsequent payments are made by credit card.

**BOND REFUNDS (if applicable):** Refunds can only be refunded into a bank account (i.e. not directly back onto your credit card)

I would like my bond refund by cheque (to the address above)  I would like my bond refund by EFT

ACCOUNT NAME: . \_\_\_\_\_ BSB No. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

**COUNCIL USE:**

RESOURCE HIRED:			DATE:		
Code:	Item: Deposit	\$	Code: 55	Item: Advertising Leaflet	\$
Code:	Item: Balance	\$	Code: 260	Item: Key(s)	\$
Code:	Item: Hourly Fee	\$	Code: 168	Item: Traffic/Parking Permits	\$
Code: 253	Item: Insurance	\$	Code: 274	Item: Lodgement/Assessment	\$
Code: 249	Item: Litter Bin(s)	\$	Other:	Item:	\$
Code: 102	Item: Advertising Leaflet Bond	\$	Other:	Item:	\$
Code: 103	Item: Community Centre Bond	\$			
					<b>Total:</b> \$
Date:	Receipt No.		Amount Paid: \$		
Correspondence No.	Booking No.		Film No.		



Permit for Filming and Still Photography

COUNCIL USE ONLY	EPS36	FEES AND CHARGES 2022-2023	
<b>Staff Time in the Field Setting /Putting Out Barricades/Directing Traffic/Supervising:</b>			
Operational staff		\$50.00 ph x	\$ _____
Technical staff		\$65.00 ph x	\$ _____
Professional staff		\$105.00 ph x	\$ _____
<b>Liase With External Bodies Regarding Traffic Management Plan:</b>			
Technical staff		\$65.00 ph x	\$ _____
Professional staff		\$105.00 ph x	\$ _____
<b>Review of Excess Weight Permits / Over-Dimension Permits for Heavy Vehicles:</b>			
Technical staff		\$65.00 ph x	\$ _____
Professional staff		\$105.00 ph x	\$ _____
<b>Road Closures:</b>			
Full temporary road closure (for stunts etc.) Re-referral to Traffic Committee for change of date		\$90.00 ph x	\$ _____
<b>Reinstatement of Pavement on Public Road or Road Related Area:</b>			
Cost recovery basis		P.O.A	\$ _____
<b>Parking:</b>			
Partial temporary road closure for parking - referral to Traffic Committee (per zone)		\$55.00 x	\$ _____
Permit parking in a restricted zone - per vehicle		\$15.00 x	\$ _____
Permit parking in an unrestricted parking zone - per vehicle (vehicles with a GVM of 4.5 tonnes or more and/or greater than 7.5 meters long)		\$20.00 x	\$ _____
<b>Provision of Alternative Parking for Residents or Businesses:</b>			
Cost recovery basis		P.O.A	\$ _____
<b>Admin. of Traffic Management Plans:</b>			
No barricading required <input type="checkbox"/>		\$150.00	\$ _____
Low \$165 <input type="checkbox"/> Medium \$330 <input type="checkbox"/> High (Refer Road Closure Fee) <input type="checkbox"/>			\$ _____
<b>Bond:</b>		\$500.00	\$ _____
<b>Lodgement Fee:</b>			
Ultra Low N/C <input type="checkbox"/> Low \$150 <input type="checkbox"/> Medium \$300 <input type="checkbox"/> High \$500 <input type="checkbox"/>			\$ _____
Amendment (75%) <input type="checkbox"/>			\$ _____

Permit for Filming and Still Photography

<b>Parks Inspection - Administration Fee Prior/Post use of Open Public Space:</b>			\$95.00	ph	x	\$ _____
<b>Foregone Parking Meter Revenue (Per Space):</b>						
High demand area			\$40.00		x	\$ _____
Medium demand area			\$35.00		x	\$ _____
Low demand area			\$25.00		x	\$ _____
<b>Ranger Supervision Fee:</b>			P.O.A			\$ _____
<b>Correspondence No.</b>	<b>Booking No.</b>	<b>Film No.</b>	<b>TOTAL:</b>			<b>\$</b>
Lodgement Code: 274	\$	Receipt No.	Date:			
Other:	\$	Receipt No.	Date:			
Other:	\$	Receipt No.	Date:			
Traffic Code: 168	\$	Receipt No.	Date:			
Park Bond: 82500.9103.950	\$	Receipt No.	Date:			
Park Inspection: 70730.3160.083	\$	Receipt No.	Date:			