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#### CENTRAL DARLING SHIRE COUNCIL



FILMING PROPOSAL FORM

**About this form**

You can use this form to apply for approval to undertake any filming or still photography activities in *the outdoor areas such as footways, roads, parks & other spaces within the Central Darling Shire Council area.*

**How to complete this form**

1. Ensure you have read the Central Darling Shire Council Policy on Filming
2. Fields marked with an \* are mandatory
3. Once completed you can save this form as a separate document and submit via email or fax with all the necessary documents.

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Part 1: Applicant Details (This person will need to be on set at all times)

Title\* Given Name/s\* Family Name\*

Organisation Name\*

ABN\* Position

Organisation Address\*

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Business Number\* Mobile Number\*

Email Address\*

Have your Applicant Details changed since your last application? Yes No

Signed by applicant or person signing on behalf of the applicant – please state in what capacity

Signature­:

Name:  Capacity: 

Date: 

Part 2: Production Contact Details

**Producer**

Name\*

Email Address\* Mobile Number\*

**Location Manager**

Name\*

Email Address\* Mobile Number\*

**Production Manager**

Name\*

Email Address\* Mobile Number\*

**Unit Manager**

Name\*

Email Address\* Mobile Number\*

**Barricading/Safety Officer**

Does a safety plan for this location exist? Yes No

If so please provide the details.

Part 3: Production Details

Name of Production

Production Summary (maximum 100 words)

Nature of Activity (please tick appropriate box)

Still Shoots/Photography Television drama and series Documentaries, short films, children’s production

Television commercial Feature films DVD Other

For multiple, complex activities using more than two locations, attach a separate document listing each location’s details based on the format below.

Part 4: Location Details

**Location One**

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

Description of Activities (exact details of what will be undertaken at the proposed location)

Crew call time (please use 24 hour clock) Time of filming/photography (please use 24 hour clock)

From: To: From: To:

Personnel numbers (Detail cast, crew, extras and clients)

Proposed Road Closures and Traffic Control

(include details of users pay police or RTA accredited controllers. See Note for more information. If none required write N/A)

Please note - Any road closures must be advertised in the local media giving no less than **7 days** notice as per Local Government Act.

Letter drops also need to be undertaken to advise residents / commercial shop owners within the immediate area of the proposed closures. Details including a map must be provided to Council’s Shire Service, and may need to be forwarded to the Local Traffic Committee for their approval. If so, a minimum of 6 weeks will be required for approval.

Traffic Control must be provided by qualified personnel, please provide copies of their RTA Traffic Control Cards.
This may include TCP design and setup or Traffic Control Officers with Stop/Go signs.

White Cards may be required, for personnel undertaking major construction work / props on Council Property, should the site be classed as a ‘construction site’.

Details of proposed equipment & machinery (lighting, generators, cherry pickers, towers. If none required write N/A)

Part 4: Location Details Continued…

Please note –EWP (elevated work platform – cherry picker) cards may be required if in use on council property.

Details of Temporary Structures (e.g. marquees, sets. If none required write N/A)

Detail listing of any dangerous substances that Council should be aware of (If none write N/A)

Please specify any other location related information (If none required write N/A)

Catering (Specify location and times in 24 hour format. If none required write N/A)

**Parking Details**

Essential Production Vehicles (please specify by type, nature & registration details. If more space is required attach extra sheets and note below)

Production Vehicle Unit Base (please provide a Parking Spaces (specify street location, number of spaces &

Location plan & mark base on location plan) applicable parking restrictions & provide detail on Location Plan)

Barricading of required parking spaces (please use 24 hour clock)

From: To:

Part 4: Location Details Continued…

**Location Two**

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

Description of Activities (exact details of what will be undertaken at the proposed location)

Crew call time (please use 24 hour clock) Time of filming/photography (please use 24 hour clock)

From: To: From: To:

Personnel numbers (How many? cast, crew, extras and clients)

Proposed Road Closures and Traffic Control (include details of users pay Police or RTA accredited controllers. Please provide copies of all RTA Traffic Control cards. If none required write N/A)

Note - Any road closures must be advertised in the local media giving no less than **7 days** notice as per Local Government Act.

Letter drops also need to be undertaken to advise residents / commercial shop owners within the immediate area of the proposed closures. Details including a map must be provided to Council’s Shire Services and may need to be forwarded to the Local Traffic Committee for their approval. If so, a minimum of 6 weeks will be required for approval.

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Part 4: Location Details Continued…

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Please note – EWP (elevated work platform – cherry picker) cards may be required if in use on council property.

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Barricading of required parking spaces (please use 24 hour clock)

From: To:

Part 5: Supporting Documentation Checklist

The following documents must be submitted with your application:

 Public Liability Insurance Certificate of currency

 Location Plan (including traffic management & parking plan for each location)

 Application for a fee reduction or waiver (optional)

Part 6: Lodgment Details

You can lodge the completed application by:

**Email:**

**Central Darling Shire Council – council@centraldarling.nsw.gov.au**

**Fax:**

**Central Darling Shire Council - 08 8091 5944**

Please save your application as a separate file & forward to the email address above as an attachment along with other supporting documentation.

**What now:**

Once your application is received you will receive an acknowledgement from us within 24hrs & will be advised of the expected processing time of your application.

For further information regarding your application please contact us.

**Telephone:**

Central Darling Shire Council, General Manager – 08 8083 8900

**PLEASE NOTE:**

* If the information on this application is inaccurate or insufficient it may lead to the cancellation of an approval at anytime.
* If filming is also required at any of the Central Darling Shire Council Airstrips then a separate application is to be completed for each location.

Part 7: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For management of parks & open spaces in the Council area.

**Intended Recipients:** Council staff & approved contractors of the Central Darling Shire Council.

Film Production & Photography Application is voluntary however a completed application form is required for filming & photography in the Council’s Parks & Open spaces.

**Access/Correction:** Council staff or Freedom of information requests

**Storage:**  Council’s record management systems & archives

Office Use Only

Receiving Officer Date Received

Comments/notes