



**AUBURN CITY COUNCIL**  
Civic Centre, 1 Susan Street, Auburn NSW 2144  
PO Box 118, Auburn NSW 1835 Australia  
Telephone: 9735 1222 Fax: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au  
Web: www.auburn.nsw.gov.au

## 2011/12 Filming and Photography Application Form — Parks, Gardens, Reserves and Public Open Space

### Application Process

Only complete this application form if you wish to apply to use one of Council's parks, gardens or reserves or an area of public open space for filming or photography.

Please complete the application in full. Incomplete applications can not be processed and will be returned to you.

Please read Council's Code of Conduct and Schedule of Fees and Charges in conjunction with this application.

By signing the application you are agreeing to the Council's Code of Conduct and any other specific conditions Council may impose. If you fail to abide by these your booking may be cancelled and you could lose your security deposit.

When the application has been assessed, and if the facility is available, you will receive a letter confirming your booking and an invoice for the fee payable.

The invoice must be paid within the time-frame specified in Council's letter. If you do not, your booking will be cancelled.

If the facility is not available Council's Recreational Bookings Coordinator will contact you to discuss alternate arrangements.

### Applicant Details

Applicant Name:

Position:

Production Company/ Organization Name:

ABN:

Production Company/ Organization Address:

Business Number:

Mobile:

Email:

## Production Contact Details

Producer's Name:

Mobile:

E mail:

Production Manager's Name:

Mobile:

E mail:

Location Manager's Name:

Mobile:

E mail:

## Production Details

Name of Production:

Production Summary/ Synopsis/ Script:

Type of Production:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Feature                   | <input type="checkbox"/> TV Drama        | <input type="checkbox"/> Documentary            |
| <input type="checkbox"/> TV Commercial             | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film             |
| <input type="checkbox"/> Music Video               | <input type="checkbox"/> Student Film    | <input type="checkbox"/> Children's Production  |
| <input type="checkbox"/> Stills/ Shoot Photography | <input type="checkbox"/> Reality TV      | <input type="checkbox"/> Other (please specify) |

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## Location Details

Location 1:

Dates (include proposed date and back up/ wet weather date):

Dates of additional bump in/ bump out (if required):

Time of Use (including crew arrival and departure):

From	To
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Location

Description of Activities

## Personnel Numbers

Cast:

Crew:

Extras:

## Parking Requirements

No. of Essential Vehicles:

No. of Unit Vehicles:

No. of Private Vehicles:

Please attach:

- A list of production vehicles by type, size and registration details
- A parking plan (including catering and unit base) specifying street location, number of spaces required and any applicable parking restrictions.

Please tick if your shoot involves any of the following:

- |                          |                                 |                          |                                    |
|--------------------------|---------------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | Temporary traffic control       | <input type="checkbox"/> | Firearms/ gunfire                  |
| <input type="checkbox"/> | Road closure                    | <input type="checkbox"/> | Smoke effects                      |
| <input type="checkbox"/> | Low loaders                     | <input type="checkbox"/> | Fire effects                       |
| <input type="checkbox"/> | Stunts                          | <input type="checkbox"/> | Reconstruction of crime/ emergency |
| <input type="checkbox"/> | Generators                      | <input type="checkbox"/> | Cast dressed as Police/ emergency  |
| <input type="checkbox"/> | Children                        | <input type="checkbox"/> | Car chases/ driving sequences      |
| <input type="checkbox"/> | Animals                         | <input type="checkbox"/> | Crowd control/ security            |
| <input type="checkbox"/> | Street dressing                 | <input type="checkbox"/> | Temporary structures               |
| <input type="checkbox"/> | Cherry pickers/ lighting towers | <input type="checkbox"/> | Scaffolding                        |
| <input type="checkbox"/> | Camera crane                    | <input type="checkbox"/> | Other                              |
| <input type="checkbox"/> | Camera truck                    |                          |                                    |

Please Note: Many of the above activities will also require approval from other statutory authorities like Police, RTA, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

If you have ticked any of the above please give details:

## Supporting Documentation Checklist

- Public liability insurance certificate of currency
- Traffic management plan
- Parking plan
- Authorised safety report (when required)
- Community notification letter
- Environmental management plan (when required)

## Declaration

I.....in my capacity as ..... certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to inform Auburn City Council immediately should there be any alterations or additions to the information provided.

Signature ..... Date .....

## Privacy Policy

Some of the information that Council collects from you in this form is 'personal information' for the purposes of the *Privacy and Personal Information Protection Act 1998 (PIPA Act)*. The supply of this information by you is voluntary. If you do not provide all the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. You may make a request that Council suppress your personal information from a public register in accordance with the PIPA Act. For more information about your privacy please contact Auburn City Council.

## Fees and Charges for 2011/12

### Filming — Parks and Gardens

Ultra Low Impact	\$0.00
Low Impact	\$150.00
Medium Impact	\$300.00
High Impact	\$500.00

### Professional Still Photography

Per hour Per Section - (Includes entry for up to 20 guests if at Botanic Gardens)	\$130.00
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<b>Security bond (applicable to all bookings)</b>	<b>\$250.00</b>
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## Payment Methods

Payment can be made at Council's Customer Service Centre by the following methods:

- Cash
- EFTPOS
- Cheque or money order (made payable to Auburn City Council)

## How to Lodge this Application

### Address to:

The General Manager, Auburn City Council, PO Box 118 Auburn NSW 1835

### Making a personal visit?

Civic Place, 1 Susan Street, Auburn, NSW 2144

### By e mail

[auburncouncil@auburn.nsw.gov.au](mailto:auburncouncil@auburn.nsw.gov.au)

### By fax

9643 1120

### Office hours

8.30am to 4.00pm Monday to Friday

## Filming and Photography Code of Conduct – Parks, Gardens, Reserves and Public Open Space

### Note:

This Code of Conduct should be read in conjunction with the Filming and Photography Application Form and Council's schedule of fees and charges.

### **CODE OF CONDUCT FOR LOCATION FILMING IN NSW**

At the heart of successful filming is an effective collaboration – not only among the crew, but just importantly, between the filmmaker and the community: local residents, local councils, local businesses and other Government agencies.

This Code of Conduct aims to reinforce positive relationships between filmmakers and the general community by detailing a 'best practice' guide to location filming. It was developed in consultation with key industry guilds and associations to reflect professional standards of Australian screen practitioners.

The filmmaker's responsibility and obligations are further recognised under the Local Government Filming Protocol, which is essential accompanying reading and can be found at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au)

Successful location filming depends on constructive relations with affected members of the community. This imposes obligations on all involved in the production to respect the local community and ensure that despite any inconvenience, their experience is not an unpleasant one.

### **Before the Shoot**

#### **Notification**

- Obtain relevant approvals for the activity to be conducted
- Advise residents and businesses in the area by letter box drop of what is planned, when and where. Include details and conditions of the filming approval and provide a contact name and number at the production office and the location.
- The letters should be delivered in time for people to make further inquiries if they feel the need.
- When filming for an extended period or undertaking activities with a high impact on community amenity, allow for community feedback on the proposed arrangements.
- When filming on private land, the local council, police and community must be notified of the filming activity, even if specific approvals for filming are not required.
- Particular consideration needs to be given to businesses whose trade could be adversely affected by filming activities.

## **Brief cast and crew on special conditions**

- The film crew should all be thoroughly briefed on the nature and practical application of the approval given and any conditions or requirements attached to the filming activity whether by agreement with the owners of the location or other property owners by the local council or other relevant authority.

## **Parking**

- Contact the local council early on to organise parking plans for essential vehicles and unit set up and see if there is a need for a traffic management plan.
- Consult directly with the community over parking issues where appropriate. This may include arranging alternate parking for residents and assistance in access to vehicles and transport arrangements in some high density residential locations.

## **Health and safety and risk assessment**

- Carry out hazard and risk assessments of any locations or premises to be used for filming or film related activities. A location shoot is a workplace and occupational health and safety requirements must be observed.
- Make sure the production has appropriate levels of public liability insurance and all necessary licences and permits relating to filming activities.

## **During the Shoot**

### **Parking**

- All crew, cast and extras must park in accordance with normal requirements, unless special arrangements have been approved by the local council or police.
- Vehicles associated with the production should comply with traffic and parking regulations and not park in disabled parking spots, driveways or restricted zones.
- Find nearby parking spaces for non essential vehicles if you are going to be at a location for a number of days.
- Trucks should not be parked in front of active restaurants
- Generator trucks should not be parked in front of residential buildings.
- Make sure that trucks and other vehicles fit under trees to avoid damage to branches

### **Noise**

- Keep noise to a minimum, particularly when arriving in a neighbourhood before 7.00am or during night shoots.
- Make sure generators are silenced.
- Truck engines should not be left idling under residents' windows.
- Avoid playing car radios loudly, and be aware of the noise level of walkie talkies near residences and businesses.

### **Traffic**

- Production personnel must cooperate with State agencies and the local council to maintain efficient traffic flows and the safety of other road users.
- Traffic stopping and traffic diversions must be carried out by properly authorized personnel and in accordance with a traffic management plan agreed by local council and if necessary by the RTA.

- Pedestrian traffic should not be obstructed at any time unless stipulated in the permit and all cables are to be channelled neatly and safely.

### **Shops and businesses**

- Do not loiter in front of shops or residences and block access of the local community
- Do not block or keep equipment in front of buildings that are not working directly with the shoot. Do not stack equipment in front of closed shopfronts when there is an early call – the business owners will need to open on time, and receive deliveries.

### **Evidence of permits on site**

- Copies of local council and other approvals should be available on location at all times. They should be held by the location manager or the unit manager, who should be identifiable by all crew members
- The Production must comply with provisions of approvals
- Consult with the local council or other approving authorities if there are material changes to filming plans, in case an amended approval is required.

### **Emergency and essential services**

- Access to fire exits or utilities (eg electricity, water, telephone lines) and emergency vehicles access must not be impeded

### **Maintain regular communication**

- Maintain regular communication with the local council or approving authority's Film Contact Officer and report any damage to the site as soon as possible.
- Be available to verify that the conditions of approval are met.

### **Removal of litter**

- Remove all litter before the end of each day's filming.

### **Risk management and occupational health and safety**

- Abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms and weapons.'

### **After the Shoot**

- Leave the location clean and tidy and in its pre filming condition.
- Only leave fixtures and fittings on location where this is requested or approved by Council.
- Report any damage
- Undertake a site inspection with council or approving authority's Film Contact Officer if required.

Thank you for honouring this Code of Conduct. The implications of lack of compliance are significant. This may be in relation to public safety, community and support and council cooperation, as well as to future filmmakers who will follow in the location footsteps of other productions. Failure to comply may also result in the revocation of the relevant approvals associated with filming.