





# Filming and Photography Application Form

**LODGEMENT OF APPLICATION:** You can lodge for your application via:

[customerservice@huntershill.nsw.gov.au](mailto:customerservice@huntershill.nsw.gov.au)

 **Email:** A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined on tax invoice.

 **Council:** Hunters Hill Council, 22 Alexandra Street, Hunters Hill.

8.30am - 4.30pm, Monday – Friday.

**Payment by CASH, CHEQUE OR CARD**

 **Mail:** Hunters Hill Council, PO Box 21 Hunters Hill NSW 2110.

**Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply

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 Hunters Hill Municipality.

Please ensure that you have read the Hunter's Hill Council [Filming Guidelines](#) as these will include the terms and conditions of your filming approval.

See Council's [Fees & Charges](#).

**Please note:** If the information in this application is inaccurate it may lead to the cancellation of an approval at any time. Make sure you fully complete the application form before submitting as the application fee will be re-charged if the form is rejected.

## OFFICE USE ONLY: Customer Service Officer

CSO Name:

CSO Signature:

Date:

Fee Paid:

Receipt No:

Event No:

## Applicant details

Title:

Surname:

First Name:

Position:

Production Company  
Name:

Production Company  
Address:

Suburb:

Postcode:

Contact Number:

Email Address:

On site contact name:

Mobile:

Production Contact Details			
<b>Producer:</b>	Name:		Mobile:
Email Address:			
<b>Production Manager:</b>	Name:		Mobile:
Email Address:			
<b>Location Manager:</b>	Name:		Mobile:
Email Address:			

Production Details		
Name of production:		
Production summary/synopsis/script:		
Type of Production (please tick appropriate box):		
<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"/> Infotainment Travel/Show	<input type="checkbox"/> Reality TV	<input type="checkbox"/> Stills Shoot/Photography
<input type="checkbox"/> Other (Please specify):		

Location Details			
Purpose of Filming:			
Type of Filming (Please tick):	<input type="checkbox"/> Private Property	<input type="checkbox"/> Public Property (Road/Park)	
<b>Location one:</b>			
Dates (inc. proposed and back up wet weather):			
Dates of additional bump-in/out (if required):			
Time of Use (inc. Crew Arrival/Departure):	From:		To:

Location:	
Description of Activities:	

<b>Personnel Numbers</b>					
Cast:		Crew:		Extras:	
<b>Parking Requirements (No. Vehicles/Bikes/Trucks)</b>					
Essential:		Unit:		Private:	
No. of Spaces Required (each parking space is 6m)					
<b>Location One Catering</b>					
Are you intending of breaking for meals?		<input type="checkbox"/> YES		<input type="checkbox"/> NO	
Location of breaks:					
What will the set up include? (ie. 1 x Marquee, 10 x Tables, 30x Chairs, Buffet.):					
<b>Please attach a list of production vehicles by type, size and registration details.</b>					
<b>Please attach a parking plan (inc. catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions.</b>					

**NOTE: If there is a second location please provide the above same details for Location 2 and attach to this form.**

<b>Please tick if your shoot involves any of the following:</b>		
<input type="checkbox"/> Temporary Traffic Control	<input type="checkbox"/> Street Dressing	<input type="checkbox"/> Road Closure
<input type="checkbox"/> Cherry Pickers/Lighting Towers	<input type="checkbox"/> Cast dressed as police/emergency services	<input type="checkbox"/> Car chases/driving sequences
<input type="checkbox"/> Camera Crane	<input type="checkbox"/> Low Loaders	<input type="checkbox"/> Stunts
<input type="checkbox"/> Camera Truck	<input type="checkbox"/> Crowd Control/Security	<input type="checkbox"/> Generator
<input type="checkbox"/> Firearms/Gunfire	<input type="checkbox"/> Temporary Structures	<input type="checkbox"/> Children
<input type="checkbox"/> Smoke effects	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Animals
<input type="checkbox"/> Fire effects	<input type="checkbox"/> Playback	<input type="checkbox"/> SFX

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

<b>Authority Consent</b>	
<b>Refer to filming conditions for additional information</b>	
<b>PLEASE NOTE:</b> Many of the above activities will also require approval to be sought from other statutory authorities eg: Police, RTA, EPA, RSPCA, NSW Office for Children’s Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.	
The Following Additional Documentation is required with Application Before Council will Grant a Film Permit. <b>Authority consent must be attached.</b>	
Name of Police Officer contacted (Gladesville Local Area Command):	
Name of RTA contacted:	
Other Statutory Authorities contacted:	

<b>Traffic Management (where required – plan must be attached)</b>		
Will there be any traffic stoppages – maximum of 2 mins at a time (permission needs to be given by Council’s Traffic Committee)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide details:		
Are there any proposed road closures?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide details:		
Will normal traffic need to be redirected or inhibited?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide details:		
Are you using any specialised equipment i.e. Cherry Picker or tracking equipment. If so, a permit from a Traffic Officer is required. Be specific on size of equipment and its full extensions. Will the equipment block the road?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide details:		

<b>RMS Consent (where required – plan must be attached)</b>
If filming is to take place on RMS road, their consent is required before applying to Council

**Documentation Checklist:**

- Public Liability Insurance – Certificate of Currency (min \$20 million)
- List of crew/cast/production Vehicles
- Parking Plan
- Traffic Management Plan (when required)
- Authorised Safety Report (when required)
- Environmental Management Plan (when required)
- Copy of Work Health and Safety Policy
- Community Notification Letter
- Documentary evidence of Production Budget (Feature Film Only)

**Declaration**

I declare that the above information is true and correct in every detail. I have read, understood and accept all conditions of operation under the Hunter's Hill Filming Conditions. I understand that any permits may be revoked if any of the information declared on this form is incorrect or any Conditions of Issue or Use are breached. I declare that my public insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective.

Applicants Signature:

Date: