T (08) 9781 0444 E city@busselton.wa.gov.au Locked Bag 1, Busselton WA 6280 www.busselton.wa.gov.au



# Filming and Photography Application

# **Applicant Details**

Full Name and Title							
Position on the Production	Positio	n:					
	Ph: Ema		Email:	:			
Production Company Name							
Production Company Address							
, ,	Postcode:						
Production Company Contact	Ph:	h: ABN:					
Details Email:							
Production Name							
Filming and Photography	Details	T					
Type of filming/photography activity							
One line synopsis				<u> </u>			
Have you spoken to anyone at the City of Busselton re this application?		□ Yes			□ No		
		Who?		Whe	When?		
Proposed film dates		Start:		Finis	Finish:		
Proposed film times		Start:		Finis	Finish:		
Bump in		Date:		Time	Time:		
Bump out		Date: Tim		Time	:		
Tentative 'back up'/wet weather dates							
Brief description of filming activity - indicate if SPFX, firearms, stunts etc. are involved							
Proposed filming location/s - please include maps							
Have you identified a unit base location? - please include a map		☐ Yes – provide details:			No		
Have you considered parking requirements for unit base?		☐ Yes – provide details:			No		
Have you considered parking requirements for the filming area?		☐ Yes – provide details:				No	
Number of crew and cast on site		People: Cars:					
Number of equipment trucks, including caterers							
Will a generator be used?		□ Yes □			No		
		Has it been silenced to EPA standards? ☐ Yes ☐ No			No		

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Is specialist equipment proposed (cherry picker, cranes etc.)?	☐ Yes – provide details:	□ No		
Is a road closure or other traffic management proposed?	☐ Yes – provide details:	□ No		
Will you require beach access?	☐ Yes – provide details of vehicles:	□ No		
Has your production received Government or national Broadcaster support?	☐ Yes – provide details:	□ No		
Do you intend to use an aircraft or drone?  Please attach additional information if required (e.g. map of proposed takeoff and landing areas, flight paths etc.)	☐ Yes (provide details below)	□ No		
	Name and model:			
	Weight:			
	Serial number:			
	CASA registration:			
	Licenced Operator Name:			
	Ph: Email:			

# Filming and Photography Application Checklist

Activity	Tick if applicable	Supporting Information Required	
	to your event		
Public Liability Insurance		- Certificate of Currency to \$10 million	
,		Please attach certificate of currency	
		- Damage to property - \$250,000 in respect of any	
		one claim (if not covered under public liability	
		insurance)?	
		Please attach certificate of currency	
		- Work Cover (as required by law)	
		Please attach certificate of currency	
Filming location site map/image		Please mark all areas	
Unit base location site plan/image		Please include all structures	
Parking bays required site map/image			
Proposed road closure plan		This is not the Traffic Management Plan	
Proposed production schedule		This should be for the entire activity	
Risk Management Plan		In accordance with AS/NZ ISO 31000-2018	
Traffic Management Plan		Must comply with AS1742.3	
Details of additional measures		e.g. Security, night shoots, noise compliance	

# **Notes for Applicant:**

This Application is for filming and stills photography on council owned property in open spaces and outdoor areas such as footpaths, roads, parks and reserves within the City of Busselton area. Please note, the application does not constitute a filming permit or location contract.

Prior to submitting this application, please ensure you have made contact with the City of Busselton to discuss the production and identify potential issues or protocols that may need to be observed.

For simple applications for filming which do not have impact on the flow of traffic or significant pedestrian impact please allow 5 business days for processing.

For complex applications which require traffic management planning or significant pedestrian management please allow 10 business days for processing.

Requests for services of City staff may incur a fee. Please contact the City to discuss prior to filming.

# **Conditions of Filming**

#### 1. General Conditions of Consent

All cast and crew shall abide by the conditions of hire as set out in the approval permit. Filmmakers must comply with all Council signs and all directions from Council officers or authorities.

#### 2. Notification

Where directed by Council, the production company must undertake an information letterbox drop and personal communication to all business proprietors, residents and other occupants likely to be adversely affected by filming. This is to be carried out prior to filming commencement with any concerns or requirements raised, resolved or accommodated to the satisfaction of the Council.

# 3. Litter/Damage

The production company shall ensure the area used for filming and related filming activities shall be maintained in a clean and tidy condition to the satisfaction of the Council, with all waste materials bagged and removed from the site daily.

The applicant must report any damage to the location as soon as possible. Council may require damage or cleaning bonds as deemed fit. Any costs incurred by the Council for extraordinary cleaning/damage will be borne by the applicant.

# 4. Emergency and Essential Service Access

Access to fire exits or utilities (e.g. electricity/water/telephone lines) and emergency vehicles must not be impeded at any time.

#### 5. Evidence of Permits on Site

A copy of the filming permit (and other regulatory approvals) shall be available onsite at all times and in possession of the Location or Unit Manager.

Applicants must consult with Council and other approving authorities if there are material changes to filming plans.

#### 6. Noise

All noise must comply with the Environmental Protection (Noise) Regulations 1997. Filmmakers are to keep noise to a minimum, particularly when arriving in residential areas before 7am or during night shoots.

#### 7. Temporary Structures

No temporary structures (i.e. marquees/scaffolding) may be set up without prior approval from Council.

# 8. Traffic (pedestrian and vehicular)

The production company must ensure activities are undertaken without unduly disrupting stakeholders, pedestrians and/or motorists in the vicinity of the location.

Traffic stopping and diversions must be carried out by accredited traffic controllers and in accordance with a traffic management plan as agreed by Council and if necessary, the WA Police.

Pedestrian traffic should not be obstructed or impeded at any time without prior approval from the WA Police. Filming approvals do not permit the closing of any public road to normal uses or disruption to traffic, including pedestrian movement unless specifically authorised by Council.

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A minimum of 1.8m clear width on the footpath must be available for pedestrians. Major road closures or diversions require advance warning signs prior to filming.

# 9. Shops and Businesses

Cast and crew are not to loiter in front of shops or residences or block access of the local community and must minimise potential inconvenience to local residents or adjoining business during filming.

Filmmakers shall not block buildings or keep equipment in front of buildings that are not working directly with the shoot. Equipment shall not be placed in front of closed shopfronts when there is an early call – business owners will need to open on time and receive deliveries.

# 10. Risk Management Occupational Health and Safety

Cast and crew are to abide by film industry safety practise, especially in relation to special effects, stunts and the use of firearms or weapons.

#### 11. Insurance

The applicant is required to provide a copy of a Certificate of Currency for at least \$10 million public liability insurance prior to a permit being issued.

Film applications using the services of student performers are required to provide evidence of appropriate specialised risk insurance or work cover. All filming activity must comply with common law.

### 12. Special Conditions

Council may impose other conditions not listed in this document which are site specific or related to the specific nature of the filming activity.

### **Indemnity**

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of or damage to any
  property; resulting from or by reason of anything done or omitted to be done by you arising out of your
  activities undertaken at or near Council's facility.

Declaration	
I,the conditions of the hire. I accept all condition	(the applicant) have read, understood and accept as must be complied with on the day(s) of the activity.
	 Date