



Filming or Still Photography Application

OFFICE USE ONLY

Reference No.

About this form

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 Council area. Please ensure that you have read the Council's Recreational, Open Space and Sports Grounds Conditions of Use as this includes the terms and conditions of your filming approval.

Council requires **(5) five** working days, from the date of lodgement to process completed filming applications,

If the information in this application is inaccurate, it may lead to the cancellation of an approval (booking confirmation) at any time.

The following document is an application and does not constitute a filming booking confirmation or location contract.

Review the Local Government Filming Protocol.

Part 1 :Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: Family Name:

Production Company/organisation name

Production Company/organisation ABN/ACN

Production Company/organisation Address:

Suburb: State: Post Code:

Email Address:

Daytime Telephone No. (Business): Mobile No:

Part 2:Production Contact Details

Producer - Name

Email Address:

Daytime Telephone No. (Business): Mobile No:

Production Manager

Email Address:

Daytime Telephone No. (Business): Mobile No:

Location Manager

Email Address:

Postal address

444-446 Princes Highway,
Rockdale NSW 2216

ABN 80 690 785 443

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W www.bayside.nsw.gov.au

T 1300 581 299

Daytime Telephone No. (Business):

Mobile No:

Part 3: Production Details

Name of Production:

Production Summary/Synopsis/Script: (Please attach documents to this application if more space is required.)

Type of Production (please tick appropriate box)

- | | | |
|---|--|--|
| ☐ Stills Shoot/ Photography | ☐ Music Video | ☐ Children's Production |
| ☐ Short Films | ☐ Corporate Video | ☐ Mini Series |
| ☐ TV Drama | ☐ Documentary | ☐ Feature Film |
| ☐ Television Commercials | ☐ Infotainment/ Travel Show | ☐ Reality TV |
| ☐ Student Project (if activity is a student project, written confirmation from university or school is required) | | |
| ☐ Other (please specify): | | |

Part 4: Location Details

(Please include street address if known or nearest cross street where filming will occur)

Unit No:

Street No:

Street Name:

Suburb:

Post Code:

Other location details:

Bump In Date:

Bump Out Time:

Filming Start Date:

Filming Finish Date:

Start Time:

am/pm

Finish Time:

am/pm

Wet Weather Alternative:

Description of Activities:

Personnel Numbers

Cast: Crew: Extras:

Total number of Vehicles

Cast: Crew: Extras:

Unit base location:

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

Please tick if your film shoot involves any of the following

☐ Temporary Traffic Control	☐ Generators
☐ Street Dressing	☐ Firearms/ Gunfire
☐ Reconstruction of Crime/ Emergency	☐ Smoke Effects
☐ Road Closure	☐ Temporary Structures
☐ Cherry Pickers/Light Towers	☐ Children
☐ Cast dressed as Police/Emergency Services	☐ Fire Effects
☐ Camera Crane	☐ Scaffolding
☐ Car Chase/Driving Sequences	☐ Animals
☐ Stunts	☐ Special Effects
☐ Camera Track	☐ Playback
☐ Crowd Control/Security	☐ Camera Crane
☐ Other	

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

- Should your film shoot involve temporary traffic control, temporary road closure, or road / footpath / carpark closure; please also complete a [Road/footpath Closure application](#) . Details regarding this application, the form and fees and be found on the [Council's website](#).
- Additional fees or charges may apply after review and assessment.
- Please note that many of the above activities will also require approval to be sought from other statutory authorities e.g. Police, RMS, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

Supporting documentation checklist

	Applicant Use		Office Use	
	Yes	No	Yes	No
1. Public Liability Insurance – Certificate of Currency	☐	☐	☐	☐
2. Site Plan	☐	☐	☐	☐
3. Traffic Management Plan (When required)	☐	☐	☐	☐
4. Parking Plan (Including List of Production Vehicles)	☐	☐	☐	☐
5. Authorised Safety Report (When required)	☐	☐	☐	☐
6. Community Notification Letter	☐	☐	☐	☐
7. Environmental Management Plan (When required)	☐	☐	☐	☐

Declaration

- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.

☐ (a) I declare that, on behalf of the Production Company specified in this application, this information is, to the best of my knowledge, accurate and correct. We assure that this film will not portray Council in an unfavourable light.

☐ (b) I declare that, on behalf of the Production Company specified in this application; Council will be mentioned in the credits of any product created as a result of this filming activity.

☐ (c) I have been presented with and have read both the attached Recreation and Community Facilities Management Policy and the Recreation, Open Spaces and Sports Grounds Conditions of Use, and agree to abide by them

☐ d) I, on behalf of the below nominated Production Company/ Organisation, DO / DO NOT (please circle), provide consent for Council to:

- Record Film Footage/ Photography of the filming activities applied for within this application form
- Utilise such Film Footage/ Photography, and/or make mention of, the filming activities applied for within this application form on Council's website or its media productions

Should you consent to Part (d) you will need to provide a date for which Council can release information about your filming activity within the council area.

Date for which after Council can release Date / /

Applicant's Signature Date / /

How to lodge this application

You can lodge your completed application form and any required supporting documents:

E-mail

Applications need to be lodged by emailing the completed application form and attachments to council@bayside.nsw.gov.au

You will be contacted with your booking details and online venue booking portal number.

Bookings are not confirmed until all fees and charges are paid via the Council's booking portal interface with BPOINT.

Council will advise you of login details once your application has been assessed and approved.

[Please have a copy of your booking confirmation email on site- permits are no longer issued.](#)

Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.

Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

Recreational, Open Spaces and Sports Grounds

Conditions of use.

Booking holders are bound by these conditions of use. Council will retain ownership and control of all its Recreation and Community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. These conditions apply to all Recreation and Community facilities owned or managed by Council.

Please ensure that you have read and understand the conditions prior to signing this booking agreement.

If you have any questions or concerns, please do not hesitate to contact Council's Recreation Booking Officer on 1300 581 299.

It is the responsibility of the hirer to inspect the facility to ensure it meets the requirements prior to booking.

Please have a copy of your booking confirmation email as on-site permits are no longer issued.

Payment

1. The booking holder shall pay a rental fee and/or administration fee in accordance with Council's Adopted Fees & Charges.
2. Failure to pay the required fees prior to the confirmation of your booking will result in the booking being cancelled.
3. All fees are to be paid before booking are confirmed.
4. A refundable key deposit is payable in advance by all users wishing to have keys for Council facilities and amenities blocks, in accordance with Council's Adopted Fees & Charges.

Risk Management and Work Place Safety

5. All hirers are to undertake pre use, pre-practice and pre-game inspections and make decisions on the ground's fitness for use. Hirers must inspect any structures and in ground sprinklers etc for safety prior to use and ensure that all equipment is firmly secured. Any unsafe facilities or grounds should not be used and should be reported immediately to Council. Further, any difficulties with night training lights should be immediately reported.
6. Should an accident, injury, loss of property or damage occur whilst using the facilities or grounds, the organiser must notify Council's Coordinator WH&S and Risk Management within seven (7) days.
7. The organisers must maintain an emergency access at all times.
8. Proper supervision to be given at all times to ensure other park users are not put at risk.
9. In case of Wet Weather, booking holders must ring the Wet Weather Hotline 1300 581 299 before games are played. Information on this hotline must be strictly adhered to.
10. Unless specified otherwise, a Public Risk Insurance Cover, in the sum of \$20,000,000 is required. The policy must be endorsed to include Bayside Council as a joint insured and containing a "cross liabilities" clause, being held by the applicant and the Council for the duration of the season. An updated Certificate of Currency to be forwarded to Council prior to the booking being confirmed. Failure to produce proof of such cover will cause the booking to be withdrawn without notice.
11. All groups and individuals overseeing activities with children should ensure they have in place valid working with children approvals.
12. All regulations in regard to workplace safety must be met in accordance with the WH&S Act 2011.

Code of Conduct

13. Regular complaints as a result of poor behaviour and or misuse of Council facilities or grounds may result in the immediate cancellation of the booking and will impact on any future usage.
14. It will be the responsibility of the booking holder to control the conduct of any players, supporters, visitors, spectators or any person associated with the activity on site and comply with all reasonable directions to the satisfaction of the Director of City Services or other authorised officer.
15. The booking holders will nominate and provide to Council the names of two representatives who will be Council's point of contact.
16. All users of Council's recreation and community facilities are financially liable for any additional cleaning required or damages sustained to Council property or sports fields whether through their own action, or the

actions of their contractors, participants and visitors attending any activity they have organised. Damage of a significant nature will result in all future bookings held by the offending organisation being cancelled.

Food and Alcohol

17. No alcoholic beverages to be taken onto Council premises, Reserves or adjoining areas. Organisations and sporting clubs with a liquor licence require permission from Council to serve alcohol on the premises. Sports clubs and Organisations cannot under the NSW Liquor Act give permission to allocate the licence to, or allow groups not named on the licence to serve alcohol on Council premises.
18. No food is to be sold without prior permission of Council. Any food sold on the premises must be handled in a manner that complies with the requirement of the Food Act 1989 and the Food Standards Code Standard 3.2.2 – Food Safety Practices. A copy of notice to the Food Authority is required by Council.

Smoking

19. Smoking is prohibited in all Council owned and operated buildings and facilities.

Noise

20. The booking holder may only allow amplified sound equipment to be used provided that it does not cause a noise nuisance or unreasonably interfere with the residents of neighbouring properties or other persons not attending this function. Use the designated areas in such a manner that no nuisance is caused and no offensive noise and in particular will not provide or permit any entertainment or operate loudspeakers or transmit music after 10:00pm nightly.

This booking does not allow the booking holder to cause "Offensive Noise" as defined in the Protection of the Environment Operations Act 1997. As a guide to preventing a nuisance arising, the following suggestions may assist:-

Announcements and music should only be amplified to a level that is sufficient to reach the perimeter of the event:

- Deep base sounds should be avoided as they tend to travel further than higher frequencies.
- Speakers should be directed downwards and inwards and away from surrounding properties.
- The amenity and comfort of the neighbours should be respected.

An instruction given on the day by an Authorised Officer of the Council, a Police Officer or an Officer of the Environment Protection Authority to cease making noise which, in the opinion of the officer is offensive, must be complied with. Authorised Officers have the power to serve a verbal Noise Abatement Direction which, if not promptly complied with, can result in the issue of a Penalty Infringement Notice or serious contraventions, prosecution in the Local Court.

Facility Management, Ground Access and Cleaning

21. No vehicles to be taken onto Reserves / Open Spaces without written permission from Council.
22. Following each use, the Reserve is to be left in a clean and tidy condition. Where access to canteens or change rooms has been provided these must similarly be left in a clean and tidy condition. Failure to do so will result in an invoice being sent for cleaning costs incurred by Council.
23. Where access to canteens, change rooms or other amenities is provided as part of this booking, the keys are to be returned to Council at the end of the booking period so these facilities may be allocated to other users.
24. Where access to canteens, change rooms or other amenities is provided as part of this booking, the booking holder will take all reasonable steps to provide access to Council Officers from time-to-time (if required).
25. The booking holder is to report all defects and risks to Council.
26. If the ground or facility is used for cross country/fun runs, group fitness activities or athletics, care must be taken to ensure the general public utilising parks are not inconvenienced. Failure to comply with this condition may cause this booking to be withdrawn.
27. Whilst Council endeavours to provide adequate toilet facilities for its grounds, it is the responsibility of Organisations hosting large event/ activities to provide additional port-a-loos to ensure adequate standards of hygiene are maintained.
28. Organisers must maintain an emergency vehicle access at all times
29. All parking regulations must be maintained
30. Refrain from parking on public reserves, grass verges and footpaths of any thoroughfare.

Cancellation

31. Ground(s) is/are allocated on the understanding that no refund will be made for non-use, once allocated which includes closure due to wet weather. Council may at its discretion, however, cancel any allocation where further use may cause ground deterioration or unsafe conditions. In this instance an alternative ground may be provided or, should no suitable ground be available, a refund given.
32. Council reserves the right to close all facilities and grounds in extreme wet weather conditions, where recommended by the Bureau of Meteorology or relevant emergency service.

General

33. There is a possibility that some facilities (amenities, buildings and car parks) may be disrupted during the period of this booking in order for them to be refurbished or upgraded. Although this is not certain at the time this booking is confirmed, it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure.
34. Council reserves the right to alter any arrangements made in view of future ground maintenance and redevelopment. If this needs to occur it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure the safety of ground users.
35. The instructions of Council's Inspectors, Officers and the Police are to be strictly adhered to.
36. Any breach or failure to comply with the above conditions will result in the immediate cancellation of this booking.
37. Council reserves the right to include additional conditions to any booking where this is deemed necessary by Council.
38. Where possible and excluding seasonal allocations and those applications requiring approval of traffic management plans; Council will endeavour to process all applications within three working days following receipt of application.

Fireworks / Filming

- Council will endeavour to process filming applications **within (5) five working days** were possible.
- Council can assist with on line payment facilities for complete Filming applications received more than 14 working days prior to filming. Otherwise payment must be made in the online system using , Credit Card. All payments must be made in full prior to booking confirmation
- Traffic Management Plans are to be provided at time of applications. In cases of major road closure approval from RMS is required at time of application. Applicants must refer to Bayside Council's [website Road, footpath and road related area closure application](#) Ensure no obstruction or interference with the free flow of traffic including pedestrian in any public thoroughfare
- Where the event interferes with free-flowing traffic, the organisers to have an approved Traffic Management Plan in place and notify the police
- Refrain from parking on public reserves, grass verges and footpaths of any thoroughfare.
- In the case of fireworks advance written approval should be sought from Work cover NSW, with fire work displays being conducted by a registered pyrotechnic company.
- Fireworks organisers **MUST** notify the local police, fire brigade, ambulance and civil aviation authority of intent, have in place a site plan, risk assessment and AUD \$20million Public Risk Insurance. The risk plan should be lodged with Council 28 days prior to the event.
- No fireworks display can occur after 9.30pm or during a total fire ban
- In the case of Filming, any footage produced as a result of the conduct of the filming in this location, must be used in good faith and cannot be used for malicious purposes that could result either in litigation against Council or bring Council into disrepute.
- In both cases appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement.
- All Filming applicants must refer to the code of conduct outlined in the [Local Government Filming Protocol](#).