



# FILM PRODUCTION AND PHOTOGRAPHY APPLICATION

## ABOUT THIS FORM

You can use this form to apply for approval to undertake filming or still photography activities in the outdoor areas such as footways, roads, passive parks, active sporting facilities and indoor areas such as Council offices, libraries, community halls and other Council owned buildings within Bankstown City Council.

## HOW TO COMPLETE THIS FORM

- Before completing this form, please ensure that you have read through and understand the terms and conditions of Bankstown City Council's filming guidelines.
- Fields on this form marked with an \* are mandatory.
- Once completed this form must be submitted to Bankstown City Council. See the lodgment details for more information.

## APPLICANT DETAILS

Title\*..... Given Name/s\*.....  
Family Name\*.....  
Organisation\*.....  
ABN\*..... Position:.....  
Address\*.....  
Phone\*..... Mobile\*.....  
Email\*.....

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

## PRODUCTION CONTACT DETAILS

Production Manager:  
Name\*.....  
Email\*..... Mobile\*.....

Location Manager:  
Name\*.....  
Email\*..... Mobile\*.....

Unit Manager:  
Name\*.....  
Email\*..... Mobile\*.....

Producer:  
Name\*.....  
Email\*..... Mobile\*.....

Barricading/Parking:  
Name\*.....  
Email\*..... Mobile\*.....

**PRODUCTION DETAILS**

Name of Production:.....

Production Summary:.....

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Nature of Activity (please tick appropriate box)

- |  |  |
|--|--|
| <input type="checkbox"/> Still Shoots/photography                            | <input type="checkbox"/> Television drama and mini series      |
| <input type="checkbox"/> Documentaries, shorts films, children's productions | <input type="checkbox"/> Television commercial                 |
| <input type="checkbox"/> Feature Films <\$10 million budget*                 | <input type="checkbox"/> Feature Films \$10-50 million budget* |
| <input type="checkbox"/> Feature films > \$50 million budget*                |  |

\* For Feature Films please submit documentary evidence of the production budget to confirm the relevant category shown above.

**LOCATION DETAILS**

For multiple, complex activities using more than two locations please complete Location 1 and Location 2. For additional sites, please attach a separate document listing each location's details based on the format below.

Location One

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

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Proposed Location (include street specific details)

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

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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)

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Proposed Road Closures and Traffic Control (include details of user pay police or RTA accredited controllers. If none required write N/A). For major filming activities that require Road Closures, please provide a separate Traffic Management Plan.

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Details of proposed Equipment and Machinery (lighting, generators, cherry pickers, towers. If none required write N/A)

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

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Details of Special Equipment (If none required write N/A)

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

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

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**Parking Details**

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

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Production Unit Vehicle Base (please provide a Location Plan and mark clearly 'base').

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Parking Spaces (specify street location, number of spaces & applicable parking restrictions and provide detail on location plan)

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Barricading of parking spaces (please use 24 hour clock)

From:..... To:.....

Location Two

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

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Proposed Location (include street specific details)

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

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Crew call time (please use 24 hour clock)

From:..... To:.....

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

From:..... To:.....

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

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Proposed Road Closures and Traffic Control (include details of user pay police or RTA accredited controllers. If none required write N/A). For major filming activities that require Road Closures, please provide a separate Traffic Management Plan.

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

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Details of Special Equipment (If none required write N/A)

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

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Barricading of parking spaces (please use 24 hour clock)

From:..... To:.....

**SUPPORTING DOCUMENTATION**




The following documentation must be submitted with your application:

- Public Liability Insurance certificate of currency (Minimum \$20 million)
- Location Plan
- Application for a fee reduction or waiver (optional)
- Documentary evidence of the production budget (feature films only)



**LODGEMENT DETAILS**

You can lodge the completed application by:

-  **In Person** Present the completed form to  
*Customer Service Centre  
Upper Ground Floor of Civic Tower,  
66-72 Rickard Road, Bankstown.*
-  **Mail** *Bankstown City Council  
Facilities and Recreation  
PO Box 8, Bankstown NSW 1885*
-  **Fax** *(02) 9707 9557*

Once your application is received you will receive acknowledgement from us and will be advised of the expected processing time for your application.

**OFFICE USE ONLY**

Receiving officer:..... Date Received:.....

Comments/Notes:

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**PRIVACY STATEMENT**

You will need to provide personal information to Council in respect of this application. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further clarification please contact the Privacy Contact Officer at Council.

**BANKSTOWN CITY COUNCIL** PO Box 8, Bankstown NSW 1885 **DX** 11220 **ABN** 38 380 045 375  
**CUSTOMER SERVICE CENTRE** Upper Ground Floor, Civic Tower, 66- 72 Rickard Rd, Bankstown **PH** 02 9707 9999 **FAX** 02 9707 9495  
 Hours 8.30am - 5.00pm Monday to Friday **EMAIL** council@bankstown.nsw.gov.au

[www.bankstown.nsw.gov.au](http://www.bankstown.nsw.gov.au)