

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 Canterbury-Bankstown Council.

HOW TO COMPLETE THIS FORM

- Before completing this form, please ensure that you have read through and understand the terms and conditions of the Canterbury-Bankstown Council Guidelines For Filming.
- Fields on this form marked with an * are mandatory.
- Once completed, this form must be submitted to Canterbury-Bankstown Council as per the lodgment details.

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:* _____ Mobile:* _____

Location Manager:

Name:* _____ Mobile:* _____

Unit Manager:

Name:* _____ Mobile:* _____

Producer:

Name:* _____ Mobile:* _____

Barricading/Parking:

Name:* _____ Mobile:* _____

PRODUCTION DETAILS

Name of Production: _____

Production Summary: _____

Nature of Activity (please tick appropriate box)

Still Shoots/photography

Television drama and mini series

Documentaries, shorts films, children's productions

Television commercial

Feature Films <\$10 million budget*

Feature Films \$10-50 million budget*

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): _____

Proposed Location (include street specific details): _____

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

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): _____

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.

Details of proposed equipment and machinery (lighting, generators, cherry pickers. If none required write N/A)

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

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

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

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

Parking Details

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

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

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

Barricading of parking spaces (please use 24 hour clock): From: _____ To: _____

Location Two

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

Proposed Location (include street specific details): _____

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

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): _____

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.

Details of proposed equipment and machinery (lighting, generators, cherry pickers. If none required write N/A)

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

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

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

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

Parking Details

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

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

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

Barricading of parking spaces (please use 24 hour clock): From: _____ To: _____

AGREEMENT

- I confirm that the information provided in this Application is true and correct.
- I have read, understood and agree to abide by the "**Canterbury-Bankstown Council Guidelines For Filming**", including payment of all associated fees and charges.

Name: _____ Position: _____

Signature: _____ Date: _____

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

*Customer Service Centre
Upper Ground Floor of Civic Tower,
66-72 Rickard Road, Bankstown*



Mail

*Canterbury-Bankstown City Council

PO Box 8, Bankstown NSW 1885

recreation@bankstown.nsw.gov.au*



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: _____

PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA.

Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.

BANKSTOWN CUSTOMER SERVICE CENTRE
Upper Ground Floor, Civic Tower, 66-72 Rickard Road,
Bankstown NSW 2200, PO Box 8, Bankstown NSW 1885

CAMPSIE CUSTOMER SERVICE CENTRE
137 Beamish Street, Campsie NSW 2194
PO Box 77, Campsie NSW 2194

CANTERBURY-BANKSTOWN COUNCIL
ABN 45 985 891 846 P. 9707 9000 F. 9707 9700
W. cbcity.nsw.gov.au