



GUIDELINES FOR FILMING

These guidelines have been developed because The City of Canterbury Bankstown recognises the need for a coordinated approach to address the increased demand from local, interstate and international filming and production industry, and is committed to promoting and facilitating greater access to its locations.

Council aim to increase their profile as an attractive filming location, to facilitate filming, and to generate greater economic benefits for the whole community.

PERMITS

In order for filming or associated activity to take place on Council-managed open space, streets and facilities, a completed "Filming / Still Shoot Application" must be submitted and be approved.

Filming without permission is liable to payment of the relevant location fee, plus a penalty each day of unauthorised filming. This also applies to "still" photography.

ADMINISTRATION WORKING WITH COUNCIL - INTERNAL LIASON

Filming activity can impact on several Council departments and business units. Effective and timely communication is an essential factor in the provision of these services to the film and television industry. Internal liaison between all departments to support filming activity is imperative to provide an effective service, which develops and maintains positive relationships between the film industry, Council and its residents, business operators and public authorities.

Council's Recreation Team is the first point of contact for filmmakers and their crew. They will liaise with other departments and external authorities to assess and ensure that traffic management requirements are met and that public and commercial spaces and council facilities are utilised appropriately.

NOTIFICATION TO COUNCIL

Council understands that a production's schedule may change frequently and at the last minute. Where possible Council will endeavour to accommodate flexible timeframes for notification to Council of proposed filming activity.

Major filming activity will require more specific consultation with representatives from Council before and during the production process to ensure that any risks, which may be associated with the filming activity, are minimised and all appropriate communications are taking place.

Film crews should contact Council's Recreation Team directly regarding the intention to film, no later than five (5) days prior to filming. A filming permit application must be submitted to Council at least three (3) business days prior to the commencement date of filming activity. It is recommended that applications that involve high impact activities, including traffic and pedestrian management planning, should be submitted at least ten (10) business days prior, to allow time for these extra measures to be considered by Council. A late application processing fee may apply.

STAKEHOLDER COMMUNICATION

Council aims to keep the local community and public authorities informed of events and activities that may impact on them, so that they are supportive of production companies and their presence.

Projects that are expected to have an impact on residents, business operators, visitors and infrastructure, require the implementation of appropriate communication and strategies to inform and minimise any inconvenience to stakeholders and community.

For major filming activity, applicants are required to notify, in writing, residents and businesses will be directly affected by their presence. Applicants should be advised that other public authorities and property owners may need to be consulted prior to filming. Filming on land under the control of National Parks and Wildlife (DECC), NSW Maritime and the RTA will necessitate the applicant to contact them directly and obtain approvals as required.

Film makers will be required to notify in writing residents, organisations or businesses that will be affected by their filming activities as follows:

Residents: A minimum of 48 hours notice
Businesses: A minimum of three (3) business days prior to filming commencing.

A copy of written notification must be provided to Council, which should include:

- Name of a contact person on site (to handle enquiries and complaints);
- Dates and times for start and finish of set-up and filming; and
- Details of the use of firearms, stunts, explosives or other items of potential concern.

In addition, you should provide Council with details of which residences and businesses have been advised of your intention to film.

FEES

Fees apply for filming in accordance with Council's fee schedule, as adopted and amended annually. Fee waivers may apply to student films which are an assessment requirement and projects promoting Bankstown directly. Fees cannot be waived retrospectively.

In the majority of applications, the permit fee charged covers the full service provided by Council. Additional fees may apply if additional Council services are required.

PUBLIC LIABILITY INSURANCE

For filming and stills photography, Council requires evidence (Certificate of Currency) of Public Liability Insurance, with a minimum coverage of \$20,000,000, to be provided by the applicant prior to issuing a permit. Canterbury-Bankstown Council must be noted as an Interested Party and details of all exclusions under the guidelines must be provided.

Applicants employing the services of stunt performers are required to provide evidence of appropriate specialised risk insurance or WorkCover, which must accompany a copy of the required safety plans and reports.

Applicants are also required to indemnify the Council in relation to any claims or other matters that may arise as a result of any filming activity.

TIMES

Approved filming and all support activities are usually permitted between the hours of **7:00am** and **8:00pm**. Should a film maker need to film beyond these hours, permission may be granted in some instances. A written request must be made to Council's Recreation Team at least two (2) weeks before the intended date of filming, and this will need to include reasons why the curfew should be lifted, and a description of measures that would be taken to minimise disturbance. The Council Officer will assess the impact of proposed activities, and provide instructions for the notification process and evidence of written approval/objections from residents and traders.

TRAFFIC AND PEDESTRIAN MANAGEMENT

If the proposed filming activity will impact on any road or footpath, applicants must develop traffic and/or pedestrian management plans outlining the objectives and strategies for managing proposed vehicular and/or pedestrian traffic. Traffic and pedestrian management plans must be accompanied by a risk management plan (in accordance with the Australian/New Zealand Standard AS/NZS 4360:2004) and must include a detailed diagram of the proposed location that clearly shows:

- Location of any safety lights;
- Location of diversion and closure signs;
- Location of road closures and barricades;
- Location of safety personnel and police (if required);
- Location of Variable Message Signs (VMS).

POLICE NOTIFICATION

The relevant local Police must be informed of any filming activity that may be of concern or interest to them. This will include all filming planned for public open space, any filming on roadways or use of a low loader and tracking shots on roads in general, and in particular, filming that requires the use of firearms, imitation firearms or special effects.

COMPLIANCE WITH THE LAW

All activities must comply with Council's Local Laws, and the laws or regulations of any other authority having jurisdiction over the area where filming is to take place.

DANGEROUS ARTICLES

The applicant will ensure all dangerous articles to be brought onto location will be listed as such in the application. Before permission may be given, the applicant may be required to provide a safety report in regard to the proposed filming activities in accordance with the relevant film and television codes and key NSW Occupational, Health and Safety Acts. A copy of the safety report may be required to accompany the application.

RISK MANAGEMENT

Some aspects of filming activity (e.g. stunts) may present potential risks that should be identified in advance, with appropriate management measures put in place prior to the commencement of filming. Council may ask the applicant to provide a risk management plan.

RUBBISH

The applicant will remove all its personal property and rubbish from the location and restore the location to the condition it was in prior to filming.

TENTS / MARQUEES

The applicant must request permission from Council to install any tents or marquees in Council parks or open spaces, and must consult carefully with Council to avoid damage being caused to council infrastructure and assets e.g. underground sprinkler systems, plumbing, etc.

COUNCIL REPRESENTATIVE

Council is entitled to have a representative present at all times. Any authorised Council Officer may ask the production company's representative to produce a copy of the "Film Permit". The applicant is responsible for ensuring that all crew, cast and other persons in its employ follow reasonable directions given by Council or its delegate.

IDEMNITY

The applicant acknowledges that it conducts filming entirely at its own risk and hereby releases to the fullest extent permitted by the law, the council and its servants, agents and contractors, in the absence of any willful default on their part, from all claims of every kind resulting from any accident, death or injury occurring at the location to any person or property.

EQUIPMENT

Council accepts no responsibility for damage to, or loss of any equipment utilised for film and television production. Reasonable care must be taken at all times when setting up and dismantling equipment, to minimise impact and to ensure the safety of the community.

NON-COMPLIANCE

If Council finds that the permit holder is in breach of the terms and conditions of the "Film Permit", this may result in immediate cancellation of the permit, removal of the production crew, cessation of their filming activity in Council's Local Government Area and/or penalties applicable under Council local laws. Council reserves the right to cancel any permit in the event of activities not being conducted in accordance with the "Film Permit" and guidelines detailed in these "Guidelines for Filming".

DAMAGE

The applicant will not allow any wilful damage or permanent alterations to the locations or contents of the location without express prior permission in writing from Council. The applicant will bear all costs associated with repairing damage to Council infrastructure or property and/or clearing away of waste generated by their filming activities.

EXTERNAL EVENTS

Council will not be held responsible for any interference to the filming activities arising from any external events or third parties not caused or controlled by the Council.

CONTENT OF FILMING - FILM SCRIPTS

Any issue/s in relation to the content of what is being filmed or how it is going to be used, which could be considered sensitive or offensive is to be detailed in an attachment with the permit application. Sensitive or offensive issues might include nudity, violence, content with political or racial implications, etc. The production company / producer will not portray Council as endorsing or supporting any product, service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed, without prior written consent from Council.

CREDITS

Where appropriate, Council assistance in the production can be acknowledged in the end credits, or as mutually agreed. The acknowledgment will generally read "Thanks to The City of Canterbury Bankstown" or "[*the Production Company*] acknowledges the support of The City of Canterbury Bankstown".

INFORMATION PROVISION

The applicant warrants that all information provided in or attached to the application is true and correct in every particular, and that no material or relevant information has been omitted. The "Film Permit" and these "Guidelines for Filming" are the entire agreement between the applicant and the council, and no external document or oral statement will be admitted in evidence to amend, alter or vary them.

CANCELLATION COSTS

Where Council and/or its employees have incurred costs and the production company / producer withdraws an application or incurs cancellation of the film permit due to non-compliance with the terms of the permit, then these costs will be passed to the production company/producer and will be paid within seven (7) days of the receipt of notification of the costs.

RESCHEDULING / WET WEATHER

In the event of inclement weather and/or change of filming dates, notice must be given with a minimum 24 hours notice prior to the intended recommencement. The final decision on the new times / dates for filming is at Council's discretion.

Council must be informed of any production delays necessitating extension or rescheduling of the shooting date.