Filming Application

Local Government Filming Protocol 2009

Lodge Applications at Ballina Shire Council • 40 Cherry Street • Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au
t 1300 864 444 • **w** ballina.nsw.gov.au

Payment is required upon lodgement of application for processing.

Applicant Details

Production Company | ABN

Postal Address

Telephone | Fax | Mobile

Email

Send invoice by ☐ Post ☐ Fax ☐ Email

On Site Representative Contact Details

Name

Role in Production

Telephone | Mobile

Email

Production Details

Production Title

Production Dates

Type of Production

☐ Feature Film (under $10 million) ☐ Still Photography ☐ Student Film ☐ Short Film

☐ Feature Film (over $10 million) ☐ Television Series ☐ Television Movie ☐ Documentary

☐ Television Commercial ☐ Video Clip ☐ Corporate Video ☐ Other

Specify Other

Production Synopsis

Location Summary

Number of Shooting Days | Number of Cast | Number of Crew | Number of Private Vehicles

Number of commercial vehicles (where applicable):

Trucks | Cars | Vans | Buses | Other

Location Details

	Day One	Day Two	Day Three	Day Four	Day Five
Date					
Construct	☐	☐	☐	☐	☐
Film	☐	☐	☐	☐	☐
Strike	☐	☐	☐	☐	☐
Unit call time					
Unit wrap time					
Crew call time					
Crew wrap time					
Filming call time					
Filming wrap time					
Describe the exact location					

Site Construction Details

☐ A detailed site plan must accompany this application

			Size		Quantity	
Marquees	☐ Yes	☐ No	Size		Quantity	
Stages	☐ Yes	☐ No	Size		Quantity	
Amenities	☐ Yes	☐ No	Size		Quantity	
Portable Toilets	☐ Yes	☐ No	Size		Quantity	
Amusements/Rides	☐ Yes	☐ No	Size		Quantity	
Other Structures	☐ Yes	☐ No	Size		Quantity	

Details

Miscellaneous   Has security been arranged?   ☐ Yes   ☐ No   Will you require rubbish bins?   ☐ Yes   ☐ No

Special Requirements *(tick and describe if applicable)*

☐ Night Shoot

☐ Noise

☐ Smoke

☐ Lights

☐ Explosives

☐ Animals

☐ Road/Path Closures/Traffic Control

☐ Vehicle access to and on beach

☐ Signage

☐ Food Vendors

☐ Aircraft (eg drone, helicopter etc)

☐ Other

Risk Management Arrangements to be implemented *(tick if applicable)*

☐ Safety Management Plan   ☐ Traffic Control Plan   ☐ Police/Fire/Rescue

☐ Waste   ☐ Sanitation   ☐ Animal Control

☐ Other

Insurance

Correct insurance documents must be forwarded to Council before we can assess your application.

Documentary evidence of Public Liability Cover that indemnifies Council against any claims for damages arising from the activities must be attached with your application. For major productions or for stunt, special effects, or pyrotechnics, a higher level of cover may be required.

Tick the appropriate boxes to specify the type of insurance.

Public Liability Insurance

☐ Attach 'Certificate of Currency' for a minimum of $20 million. *Council must be noted as an 'Interested Party' on the policy*

Policy Number _____   Expiry date of policy _____

Other Insurances _____

☐ Describe and attach 'Certificate of Currency' (eg workers compensation, property damages)

Policy Number _____   Expiry date of policy _____

Applicants Declaration

I am authorised by the production company to make this application for filming and submit the above details as true and correct.

☐ I have read and agree to all of the conditions outlined in the Filming Policy.

Name _____

Position _____

Signature _____   Date _____

Privacy Protection Notice

The completed Filming application form contains personal information which is being collected for the purpose of processing this application for a filming permit. The information will be processed by the Open Spaces Section of Ballina Shire Council and will be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.