

31 Victor Street, Chatswood NSW 2067  
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Fax (02) 9411 8309  
Email: [email@willoughby.nsw.gov.au](mailto:email@willoughby.nsw.gov.au)  
Web: [www.willoughby.nsw.gov.au](http://www.willoughby.nsw.gov.au)



## FILMING & PHOTOGRAPHY APPLICATION 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 Willoughby City Council area. Please ensure that you have read the Willoughby City Council's filming guidelines as these will include the terms and conditions of your filming approval. If the information in this application is inaccurate it may lead to the cancellation of an approval at any time.

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

### LODGING THE APPLICATION

You can lodge the completed application form and supporting documents:

By email: [email@willoughby.nsw.gov.au](mailto:email@willoughby.nsw.gov.au)

By fax: (02) 9411 8309

In person: 31 Victor Street, Chatswood NSW 2067

By mail: PO Box 57, Chatswood NSW 2057

### PAYMENT OF THE APPLICATION FEE

On submission of this application form the applicant undertakes to pay the relevant application fee outlined by Council. Payment methods include credit card, cheque, cash (in person at Council chambers) or EFT.

Once your application has been received, the Film Officer will contact you to acknowledge receipt and advise of the timeframe Council will need to process your application.

For further information regarding your application please contact (02) 9777 1000.

### PART 1: APPLICANT DETAILS

Title Given Name/s Family Name: \_\_\_\_\_

Position: \_\_\_\_\_

Production Company/Organisation Name: \_\_\_\_\_

\_\_\_\_\_

ABN: \_\_\_\_\_

Production Company/Organisation Address: \_\_\_\_\_

\_\_\_\_\_

Business Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 2: PRODUCTION CONTACT DETAILS

### PRODUCER

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### PRODUCTION MANAGER

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### LOCATION MANAGER

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## PART 3: PRODUCTION DETAILS

Name of Production: \_\_\_\_\_

Production summary/synopsis/script: \_\_\_\_\_

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[\* Function to upload attachment]

Type of Production (please tick appropriate box):

- |  |   |                                      |   |
|--|---|--------------------------------------|---|
| <input type="checkbox"/> Feature                       | <input type="checkbox"/> TV Drama                 | <input type="checkbox"/> Documentary | <input type="checkbox"/> TV Commercial            |
| <input type="checkbox"/> Corporate Video               | <input type="checkbox"/> Short Film               | <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Film             |
| <input type="checkbox"/> Children's Production         | <input type="checkbox"/> Infotainment/Travel Show | <input type="checkbox"/> Reality TV  | <input type="checkbox"/> Stills shoot/photography |
| <input type="checkbox"/> other (please specify): _____ |   |                                      |   |

#### PART 4: LOCATION DETAILS (COMPLETE SEPARATE DETAILS FOR EACH LOCATION)

LOCATION 1: \_\_\_\_\_

Date (include proposed date and back up/wet weather date): \_\_\_\_\_

Dates of additional bump-in/bump-out (if required): \_\_\_\_\_

TIME OF USE (INCL. CREW ARRIVAL AND DEPARTURE)

From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSONNEL NUMBERS

Cast: \_\_\_\_\_ Crew: \_\_\_\_\_ Extras: \_\_\_\_\_

PARKING REQUIREMENTS

No. of essential vehicles: \_\_\_\_\_ No. of unit vehicles: \_\_\_\_\_ No. of private vehicles: \_\_\_\_\_

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

[\* Function to upload attachment]

Please tick if your shoot involves any of the following;

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Temporary traffic control | <input type="checkbox"/> Street dressing                | <input type="checkbox"/> Reconstruction of crime/emergency         |  |
| <input type="checkbox"/> Road closure              | <input type="checkbox"/> Cherry pickers/lighting towers | <input type="checkbox"/> Cast dressed as police/emergency services |  |
| <input type="checkbox"/> Low loaders               | <input type="checkbox"/> Camera crane                   | <input type="checkbox"/> Car chases/driving sequences              |  |
| <input type="checkbox"/> Camera track              | <input type="checkbox"/> Crowd control/security         | <input type="checkbox"/> Stunts                                    | <input type="checkbox"/> Generator     |
| <input type="checkbox"/> Firearms/gunfire          | <input type="checkbox"/> Temporary structures           | <input type="checkbox"/> Children                                  | <input type="checkbox"/> Smoke effects |
| <input type="checkbox"/> Scaffolding               | <input type="checkbox"/> Animals                        | <input type="checkbox"/> Fire effects                              | <input type="checkbox"/> Playback      |
| <input type="checkbox"/> SFX                       | <input type="checkbox"/> Other: _____                   |  |  |

**PLEASE NOTE:** Many of the above activities will also require approval to be sought from other statutory authorities eg. Police, RTA, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### PART 5: SUPPORTING DOCUMENTATION CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> Public Liability Insurance certificate of currency | <input type="checkbox"/> Traffic management plan (when required)       |
| <input type="checkbox"/> Parking plan                                       | <input type="checkbox"/> Authorised safety report (when required)      |
| <input type="checkbox"/> Community notification letter                      | <input type="checkbox"/> Environmental management plan (when required) |