



Upper Lachlan Shire Council
PO Box 42
GUNNING NSW 2581
Telephone: (02) 48 301 000
Facsimile: (02) 48 301045

COMMERCIAL FILMING PERMIT

APPLICANTS ARE REQUESTED TO COMPLETE BOTH PART A AND PART B
PROVIDING AS MUCH RELEVANT INFORMATION AS POSSIBLE.

PART A

APPLICANT DETAILS

Production Company:

ABN:

Postal Address:

.....

Production Services Company:
(if applicable)

ABN:

Postal Address:

.....

CONTACT

Name

Role in production:

Postal Address

.....

Phone:

Fax:

Mobile:

Email Address:

TYPE OF PRODUCTION

- Feature Film: Television Series: Short Film: Documentary:
- Student Film: Corporate Video Television Commercial

Other (please specify):

Description of production:

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PRODUCTION DETAILS

Shooting days: Number of Crew: Number of Cast:

Number of Commercial Film Vehicles Trucks: Cars:

INSURANCES

Public Liability: (Attach Certificate of Currency for \$20,000,000)

Other Insurances: (Describe and attach Certificate of Currency and amount)

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The Council will need to be noted as an interested party on the policy (Council will advise on the form of the notation). The sum insured is to be a minimum of \$20,000,000.

Unless the Public Liability Insurance Certificate of Currency for the correct amount has been received, the application will not be approved.

RISK MANAGEMENT ARRANGEMENTS

(Tick if required and describe)

Safety Plan:

Animal Control:

Police / Fire / Rescue:

Building Approval:

Letter Box Drop:

Other Publicity:

Sanitation:

Waste:

Other (describe):

PART B

PRODUCTION SCHEDULE

Exact times for which approval is sought. Shooting dates (dd/mm/yy)

Day 1 ____ / ____ / ____ Time: ____:____ AM to ____:____ PM

Day 2 ____ / ____ / ____ Time: ____:____ AM to ____:____ PM

Day 3 ____ / ____ / ____ Time: ____:____ AM to ____:____ PM

Day 4 ____ / ____ / ____ Time: ____:____ AM to ____:____ PM

Day 5 ____ / ____ / ____ Time: ____:____ AM to ____:____ PM

State additional filming dates and times below.

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Location(s) for which approval is sought. (Attach copy of maps/street directory if necessary)

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SPECIAL REQUIREMENTS

(Tick if required and describe location where relevant)

Public Parks:
If filming in a Council park you will need to inform Council 2 weeks prior to filming.

Fireworks:
For the use of fireworks you must hold the appropriate permits.

Animals:
If you intend to use exotic animals in your film you must contact appropriate authorities.

Road closures:
If you intend to close a road you will need to complete the section below. Please note if the proposed closure is on a State-controlled road, the written permission of the NSW Roads and Traffic Authority must be provided.

Other, please specify:
(lights, noise, night shoots, smoke etc)

TEMPORARY ROAD CLOSURES

The following guidelines are applicable where the temporary road closure will have little inconvenience to residents, business owners, public transport operators etc. Where there may be a high level of inconvenience, the application must be lodged 8 weeks prior to the proposed shoot to allow a full assessment of the application to be made.

Traffic control required (minimum 2 weeks notice for the approval of a traffic management plan must be given)

Yes No N/A

Road Closure required (minimum of 4 weeks notice for the approval of a road closure must be given)

Yes No N/A

Traffic Control and Temporary Road Closures:

To approve, Upper Lachlan Shire Council requires the following documentation:

- A traffic management plan (TMP) prepared by an appropriately accredited person.
- Contact details of the traffic controllers to perform this road closure. Please note that only qualified traffic controllers are able to perform the road closures.

In addition to the above conditions, the event organiser is required to:

- Advertise details of the temporary road closure for two weeks prior the event in the Upper Lachlan Shire's Media. Upper Lachlan Shire Council is to be supplied copies of the advertisement.
- Notify in writing any residents and or business operators directly affected by the temporary road closure 2 weeks prior to the road closure.
- Upper Lachlan Shire Council is to be supplied an address list of those notified. An example/template of a Resident Notification Letter is at the end of this form.

APPLICATION FEE:

WILL BE ASSESSED ON THE MERITS OF THE PROPOSAL

DECLARATION AND SIGNATURES

I/we, the undersigned, agree to the conditions stated below.

1. The Organiser agrees to indemnify Upper Lachlan Shire Council in respect of all actions, suits, claims, demands of any nature or kind whatsoever arising out of or relating to filming in the Shire.

2. The Organiser acknowledges that Council will not be responsible for or indemnify Council against any loss, damage or injury to any person or property arising in any way during filming in the Shire.

Signature of Organiser(s)

Date

___ / ___ / ___

___ / ___ / ___

PART C – OFFICE USE ONLY

Additional information sought and provided

DATE	SOUGHT	PROVIDED
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APPROVAL

Approved: Not Approved: Conditional Approval:

Payment of Application Fee: Date: ___ / ___ / ___

Approved by Risk Management: Date: ___ / ___ / ___

Approved by Traffic: Date: ___ / ___ / ___

Approved by Local Laws: Date: ___ / ___ / ___

PERMIT

Letter Sent Date: ___ / ___ / ___

OFFICE USE ONLY - CUSTOMER SERVICE

NAME ON RECEIPT _____

RECEIPT NO: _____ DATE: ___ / ___ / ___ CSO: _____

APPLICATION FEE \$ _____