



# Filming and Photography application

Filming Related Legislation  
Amendment Act 2008

**Applications will take a minimum of 7-10 working days to process. When an application requires an environmental or traffic assessment, the application may take longer to process. See [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au) for further details.**

Please provide all the details required. Incomplete or illegible information may lead to delays, rejection or refusal of your proposal.

### Fees:

Lodgement fees may apply depending on the category of the application. Council may also charge fees for recovery of costs associated with inspections and/or traffic assessment. The Film Contact Officer will provide a quotation if required.

The Hold Harmless agreement form at the back of this form must be completed and signed by the Applicant/Responsible Party

## applicant details

Production Company/Organisation Name

ABN

Contact Name

Position

Mobile Number

Production Company/Organisation Address

Telephone

Email Address

## production contact details

### producer

Name

Email Address

Mobile

### production manager

Name

Email Address

Mobile

### location manager

Name

Email Address

Mobile

## further information

Blue Mountains City Council  
KATOOMBA: 2-6 Civic Place  
SPRINGWOOD: 104 Macquarie Rd  
TELEPHONE: (02) 4780 5000  
FACSIMILE: (02) 4780 5555  
ADDRESS: Locked Bag 1005 Katoomba 2780  
WEB ADDRESS: [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au)

### OFFICE USE ONLY

Fee paid \_\_\_\_\_ Receipt No \_\_\_\_\_

PP/B \_\_\_\_\_

Date received \_\_\_\_\_ Received by \_\_\_\_\_

Ledger: AP

### Office use only

Application number

Date received

Licence number

FILMING-MISC002-01

## production details

Name of production

Production summary / synopsis / script

---

---

---

---

---

### type of production

*Please select the 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"/> Reality TV              |
| <input type="checkbox"/> Children's production  | <input type="checkbox"/> Infotainment/travel show | <input type="checkbox"/> Still shoot/photography |
| <input type="checkbox"/> Other (please specify) |   |  |

## location details

*Please provide details for each proposed 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** (including crew arrival and departure)

From:

To:

### Description of activities

*Include details on the nature of the activity in relation to the environment, roads, built assets etc*

---

---

---

---

---

---

---

Please attach further details should more space be required

Complete details for each proposed location must be provided. For more locations, additional attachments may be used\*

## location details (continued)

### 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.

### Use of road / road reserve

Do you require the sole use of part of the Road Reserve?

No

Yes. You will need to provide a Traffic Management Plan with the application. Additional fees apply.

### Drones

Does your production involve the use of drones?  Yes  No

If yes, what is the size of the drone/s  kg.

*Note: A copy of the Remote Piloted Aircraft (RPA) operator's certificate or Remote Pilot licence (RePL) must be submitted with this application, where drones are 2kg or greater. Operators of drones must comply with CASA regulations.*

### Other

*Please tick if your shoot involves any of the following:*

Temporary traffic control

Street dressing

Road closure

Cherry pickers /lighting towers

Low loaders

Camera crane

Camera track

Generator

Temporary structures

Scaffolding

Crowd control / security

Reconstruction of crime/emergency

Cast dressed as police/emergency services

Car chases /driving sequences

Stunts

Firearms/gunfire

Smoke effects

Fire effects

Special effects

Playback

Children

Animals

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 provide details:

## supporting documentation checklist

*The following documentation must be included with your application, if applicable. Incomplete applications may lead to delays, rejection or refusal of your proposal.*

- Public Liability Insurance Certificate of Currency
- Traffic Management Plan (when required)
- Parking Plan
- Authorised Safety Report (when required)
- Community notification letter
- Environmental Management Plan (when required)
- The Remote Piloted Aircraft (RPA) operator's certificate or Remote Pilot licence (RePL) (where drones are 2kg or greater, when required)

***Applications lodged without allowing sufficient time to process may be rejected. Refer to [www.bmcc.nsw.gov.au](http://www.bmcc.nsw.gov.au) for details on lodgement requirements and minimum assessment times.***

## hold harmless agreement

### Agreement

In consideration for the use of the facility/s detailed in this application, which are owned or controlled by Blue Mountains City Council, I/we agree to hold Blue Mountains City Council harmless for any damages, acts or incidents that occur as a result of the above filming activity carried out by me/us. Further, I/we assume all liability for specific losses arising from the activity listed within this application and release Blue Mountains City Council from all liability and costs arising from or incident to the activity.

Signature

Date

Name of Responsible Party

Address of Responsible Party

Contact Telephone

## lodging the application

*You may lodge the completed application form and supporting documentation by:*

**Email** Send to [council@bmcc.nsw.gov.au](mailto:council@bmcc.nsw.gov.au)

**Facsimile** Fax to (02) 4780 5555

**Post** Blue Mountains City Council  
Locked Bag 1005, Katoomba NSW 2780

**In person** Council's Business & Information Centres  
KATOOMBA: 2-6 Civic Place  
SPRINGWOOD: 104 Macquarie Rd

## 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's Business Information Centres) or EFT. (If paying by EFT, please contact the Film Contact Officer on 4780 5000.

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

A copy of the public liability certificate of currency and indemnity form is to be submitted to Council with your application. Council must be noted on the policy as an *Interested Party*.

Must be completed and signed by the Applicant/Responsible Party