Filming or Still Photography Application

Bayside Council

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 Council area.

Please ensure that you have read the Council's Recreational, Open Space and Sports Grounds Conditions of Use as this includes 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.

PART 1: Applicant Details

Title:	Given Name/s:	Family Name:
Production Company/ Organisation Name:		
Production Company/ Organisation Address:		
Production Company/ Organisation ABN:		
Business Phone:	Mobile Phone:	
Fax No:	Email Address:	

PART 2: Production Contact Details

Producer	
Name:	
Mobile Phone:	Email Address:
Production Manager	
Name:	
Mobile Phone:	Email Address:
Location Manager	
Name:	
Mobile Phone:	Email Address:

Office Use Only	Receipt No.	Date	$

Privacy Statement
The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Mascot Customer Service Centre
141 Coward Street
Mascot NSW 2020, Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre
444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299
F 02 9562 1777
E council@bayside.nsw.gov.au
W www.bayside.nsw.gov.au
Postal address: PO Box 21
Rockdale NSW 2216

PART 3: Production Details

Name of Production:
Production Summary/ Synopsis/ Script: *(Please attach documents to this application if more space is required)*

Type of Production (Please Tick Appropriate Box)

Stills Shoot/ Photography	❑	Children's Production	❑
Short Films	❑	Mini Series	❑
TV Drama	❑	Feature Film	❑
Television Commercials	❑	Corporate Video	❑
Music Video	❑	Infotainment/ Travel Show	❑
Documentary	❑	Reality TV	❑
Student Project (If activity is a Student Project, written confirmation from University or School is required)	❑	Other (Please Specify) _____	❑

PART 4: Location Details

Location 1: *(Please include street address if known or nearest cross street where filming will occur)*	
Bump In Date:	Bump Out Time:
Filming Start Date:	Filming Finish Date:
Wet Weather Alternative:	
Start Time: am/pm	Finish Time: am/pm
Description of Activities:	

Personnel Numbers		
Cast :	Crew:	Extras:
Vehicles *(Please list total number of)*		
Essential Vehicles:	Unit Vehicles:	Private Vehicles:
Unit Base Location:		

- 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.

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

Temporary Traffic Control	❑	Generator	❑
Street Dressing	❑	Firearms/ Gunfire	❑
Reconstruction of Crime/ Emergency	❑	Smoke Effects	❑
Road Closure	❑	Temporary Structures	❑
Cherry Pickers/ Light Towers	❑	Children	❑
Cast Dressed as Police/Emergency Services	❑	Fire Effects	❑
Low Loaders	❑	Scaffolding	❑
Camera Crane	❑	Animals	❑
Car Chases/ Driving Sequences	❑	Special effects	❑
Stunts	❑	Playback	❑
Camera Track	❑	Other:	❑
Crowd Control/ Security	❑	_____	

- Should your film shoot involve temporary traffic control, temporary road closure, road / footpath / carpark closure; please also complete an 'Application – Work Activities on Council Sites'. The application form can be found on Council's website www.bayside.nsw.gov.au To find the form, go to the Homepage, click on 'Application Forms', click on 'Engineering Forms'.
- Additional fees or charges may apply for individual 'Application – Work Activities on Council Sites' forms.
- Please note that many of the above activities will also require approval to be sought from other statutory authorities eg: Police, RMS, 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:

Please repeat PART 4 for additional locations.

PART 5: SUPPORTING DOCUMENTATION CHECKLIST

- ❑ Public Liability Insurance Certificate of Currency
- ❑ Site Plan
- ❑ Traffic Management Plan (When required)
- ❑ Parking Plan (Including List of Production Vehicles)
- ❑ Authorised Safety Report (When required)
- ❑ Community Notification Letter
- ❑ Environmental Management Plan

The above documentation should be attached to the Application Form

PART 6: LODGING THIS APPLICATION

Please complete the application and return to:

Customer Service
Bayside Council, PO Box 21, Rockdale NSW 2216
Phone: 1300 581 299 Fax: 02 9562 1777 Email: council@bayside.nsw.gov.au

Declaration

- ❑ (a) I declare that, on behalf of the Production Company specified in this application, this information is, to the best of my knowledge, accurate and correct. We assure that this film will not portray Council in an unfavourable light.
- ❑ (b) I declare that, on behalf of the Production Company specified in this application; Council will be mentioned in the credits of any product created as a result of this filming activity.
- ❑ (c) I have been presented with and have read both the attached Recreation and Community Facilities Management Policy and the Recreation, Open Spaces and Sports Grounds Conditions of Use, and agree to abide by them
- ❑ (d) I, on behalf of the below nominated Production Company/ Organisation,

  DO / DO NOT (please circle), provide consent for Council to:
  i) Record Film Footage/ Photography of the filming activities applied for within this application form

  ii) Utilise such Film Footage/ Photography, and/or make mention of, the filming activities applied for within this application form on Council's website or its media productions

Should you consent to Part (d), please provide a date for which after Council can release information about your filming activity within the Council area: ____/ ____/ ____

Applicant's Signature _____	Date _____ / _____ / _____

Name: _____

Title: _____

Production Company/Organisation: _____

Hirers Applying for a Concession *All previous hirers must submit complete and current documentation each year.*

Please circle:

Y	N	I am applying for concession fee on behalf of a not-for-profit group
Y	N	I have attached the Certificate of Incorporation and Constitution for my group
Y	N	I have attached proof that the group is physically located within the Bayside Local Government Area, or that at least 50% of its members reside in the Bayside Local Government Area
Please state how your organisation is providing a service or benefit to the communities of the Bayside Local Government Area: ……. …….		

Recreational, Open Spaces and Sports Grounds Conditions of Use

Bayside Council

Permit holders are bound by Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its Recreation and Community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all Recreation and Community facilities owned or managed by Council. A copy of the Recreation and Community Facilities Management Policy is attached to this permit.

It is the responsibility of the hirer to inspect the facility to ensure it meets the requirements prior to booking.

Payment

1) The Permit holder shall pay a rental fee and/or administration fee in accordance with Council's Adopted Fees & Charges.

2) Failure to pay the required fees prior to the collection of the Permit by its due date will result in the permit being cancelled.

3) All fees are to be paid prior to the issuing of any permits.

4) A refundable key deposit is payable in advance by all users wishing to have keys for Council facilities and amenities blocks, in accordance with Council's Adopted Fees & Charges.

Risk Management and Work Place Safety

5) All hirers are to undertake pre use, pre-practice and pre-game inspections and make decisions on the grounds fitness for use. Hirers must inspect any structures and in ground sprinklers etc for safety prior to use and ensure that all equipment is firmly secured. Any unsafe facilities or grounds should not be used and should be reported immediately to Council. Further, any difficulties with night training lights should be immediately reported.

6) Should an accident, injury, loss of property or damage occur whilst using the facilities or grounds, the organiser must notify Council's Coordinator WH&S and Risk Management within seven (7) days.

7) The organisers must maintain an emergency access at all times.

8) Proper supervision to be given at all times to ensure other park users are not put at risk.

9) In case of Wet Weather, permit holders must ring the Wet Weather Hotline 9562 1637 before games are played. Information on this hotline must be strictly adhered to.

10) Unless specified otherwise, a Public Risk Insurance Cover, in the sum of $10,000,000 is required. The policy must be endorsed to include Bayside Council as a joint insured and containing a "cross liabilities" clause, being held by the applicant and the Council for the duration of the season. An updated Certificate of Currency to be forwarded to Council prior to the permit being handed over. Failure to produce proof of such cover will cause this permit to be withdrawn without notice.

11) All groups and individuals overseeing activities with children should ensure they have in place valid working with children approvals.

12) All regulations in regards to workplace safety must be met in accordance with the WH&S Act 2011.

Code of Conduct

13) Regular complaints as a result of poor behaviour and or misuse of Council facilities or grounds may result in the immediate cancellation of the permit and will impact on any future usage.

14) It will be the responsibility of the permit holder to control the conduct of any players, supporters, visitors, spectators or any person associated with the activity on site and comply with all reasonable directions to the satisfaction of the Director of City Services or other authorised officer.

15) Permit holders will nominate and provide to Council the names of two representatives who will be Council's point of contact.

16) All users of Council's recreation and community facilities are financially liable for any additional cleaning required or damages sustained to Council property or sports fields whether through their own action, or the actions of their contractors, participants and visitors attending any activity they have organised. Damage of a significant nature will result in all future bookings held by the offending organisation being cancelled.

Food and Alcohol

17) No alcoholic beverages to be taken onto Council premises, Reserves or adjoining areas. Organisations and sporting clubs with a liquor licence require permission from Council to serve alcohol on the premises. Sports clubs and Organisations cannot under the NSW Liquor Act give permission to, allocate the licence to, or allow groups not named on the licence to serve alcohol on Council premises.

18) No food is to be sold without prior permission of Council. Any food sold on the premises must be handled in a manner that complies with the requirement of the Food Act 1989 and the Food Standards Code Standard 3.2.2 – Food Safety Practices. A copy of notice to the Food Authority is required by Council.

Smoking

19) Smoking is prohibited in all Council owned and operated buildings and facilities.

Noise

20) The permit holder may only allow amplified sound equipment to be used provided that it does not cause a noise nuisance or unreasonably interfere with the residents of neighbouring properties or other persons not attending this function. Use the designated areas in such a manner that no nuisance is caused and no offensive noise and in particular will not provide or permit any entertainment or operate loudspeakers or transmit music after 10:00pm nightly.

This permit does not allow the permit holder to cause "Offensive Noise" as defined in the Protection of the Environment Operations Act 1997. As a guide to preventing a nuisance arising, the following suggestions may assist:-

- Announcements and music should only be amplified to a level that is sufficient to reach the perimeter of the event.
- Deep base sounds should be avoided as they tend to travel further than higher frequencies.
- Speakers should be directed downwards and inwards and away from surrounding properties.
- The amenity and comfort of the neighbours should be respected.

An instruction given on the day by an Authorised Officer of the Council, a Police Officer or an Officer of the Environment Protection Authority to cease making noise which, in the opinion of the officer is offensive, must be complied with. Authorised Officers have the power to serve a verbal Noise Abatement Direction which, if not promptly complied with, can result in the issue of a Penalty Infringement Notice or serious contraventions, prosecution in the Local Court.

Equipment, Other Devices and Line Markings

21) The permit holder is to ensure that the manufacture, use and storage of portable soccer goalposts is in accordance with guidelines contained in handbook HB227-2003 issued by Standards Australia. The handbook has been based on guidelines developed by the Department of Fair Trading New South Wales due to concerns about safety aspects of portable soccer goalposts and several deaths occurring through their use or storage. The handbook has been sent to soccer clubs and sports clubs throughout NSW.

22) All unsecured equipment is to be removed upon completion of activities.

23) Where applicable, Council will peg and line mark all fields at the start of the season. If remarking is requested or fields are realigned by clubs during the season, the cost of line marking will be a charge against the club / association, requesting that work.

Subletting of Facilities, Sports Grounds / Open spaces

24) Approved users of Council's recreation and community facilities, sports grounds and open spaces are not under any circumstances permitted to allocate or sublet any, or part of the facility, sports ground, fields that they have been allocated under a permit to other groups and users, whether for financial gain or not, without written consent from Council.

Facility Management, Ground Access and Cleaning

25) No vehicles to be taken onto Reserves / Open Spaces without written permission from Council.

26) Following each use, the Reserve is to be left in a clean and tidy condition. Where access to canteens or change rooms has been provided these must similarly be left in a clean and tidy condition. Failure to do so will result in an invoice being sent for cleaning costs incurred by Council.

27) Where access to canteens, change rooms or other amenities is provided as part of this permit, the key's are to be returned to Council at the end of the permit period so these facilities may be allocated to other users.

28) Where access to canteens, change rooms or other amenities is provided as part of this permit, the permit holder will take all reasonable steps to provide access to Council Officers from time-to-time (if required).

29) Permit holder to report all defects and risks to Council.

30) If the ground or facility is used for cross country/fun runs, group fitness activities or athletics, care must be taken to ensure the general public utilising parks are not inconvenienced. Failure to comply with this condition may cause this permit to be withdrawn.

31) Whilst Council endeavours to provide adequate toilet facilities for its grounds, it is the responsibility of Organisations hosting large event/ activities to provide additional port-a-loos to ensure adequate standards of hygiene are maintained.

32) Organisers must maintain an emergency vehicle access at all times

33) All parking regulations must be maintained

34) Refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

Signage, Storage of Equipment, Locks and Security Systems

35) All users of Council's recreation and community facilities are not permitted to erect signage on the exterior of any buildings or grounds without the approval of Council. No items are permitted to be stored within a facility or on a sports grounds. Items stored within a facility or on a sports ground without the approval of Council will be removed. Moreover, users are not permitted to change locks or security systems (includes pin access codes) without the expressed written approval of Council.

36) When seeking to erect banners across road ways permission should be granted in the case of local roads by council all other roads from the RMS. The banners can only be erected and dismantled outside of peak traffic times.

Cancellation

37) Ground(s) is/are allocated on the understanding that no refund will be made for non use, once allocated. Council may at its discretion, however, cancel any allocation where further use may cause ground deterioration or unsafe conditions. In this instance an alternative ground may be provided or, should no suitable ground be available, a refund given.

38) Council reserves the right to close all facilities and grounds in extreme wet weather conditions, where recommended by the Bureau of Meteorology or relevant emergency service.

General

39) There is a possibility that some facilities (amenities, buildings and car parks) may be disrupted during the period of this permit in order for them to be refurbished or upgraded. Although this is not certain at the time this permit is issued, it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure.

40) Council reserves the right to alter any arrangements made in view of future ground maintenance and redevelopment. If this needs to occur it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure the safety of ground users.

41) The instructions of Council's Inspectors, Officers and the Police are to be strictly adhered to.

42) Any breach or failure to comply with the above conditions will result in the immediate cancellation of this permit.

43) Council reserves the right to include additional conditions to permits were deemed necessary by Council.

44) Where possible and excluding seasonal allocations and those applications requiring approval of traffic management plans; Council will endeavour to process all applications within three working days following receipt of application.

ADDITIONAL CONDITIONS

45) Additional conditions, as specified by Council, will apply to Seasonal Sports, Wedding's, Filming, Picnics, Fitness Activities, Water Sports Activities, Circuses, Fireworks, Festival's and Events.

46) **Seasonal Sports:**

- The Winter Sporting Season will commence in the 1st week of April and ends on the 2nd week of August. Summer sporting season commences in the 1st week of September and ends in the 2nd week of March.
- There is a two week period between seasons, where the grounds are not available for hire or utilised; enabling recovery of grounds as well as preparation for the following season.
- Any use of sporting grounds outside the allocated season dates is subject to mutual agreement.
- Confirmed days and times will be as per permit/ reservation list.
- Due to the nature of seasonal allocations, the permit process will take approximately (2) two weeks from the close of seasonal application dates.

47) **Weddings:**

- No confetti or similar materials to be used. The park to be left clean and tidy, failure to do so will result in invoice being sent out or deposit withheld to cover the cost of cleaning incurred by Council.
- No more than two (2) chairs and (1) one small card sized table to be taken into the park.
- No area of the park to be reserved by placement of furniture or ropes etc.

- Alcohol is allowed for the purpose of toasting at wedding ceremonies held within Rockdale Park.

48) **Picnic:**

- No vehicles to be taken onto reserve without council's prior consent.
- Proper supervision to be provided at all times to ensure that other park users are not put at risk.
- Only one tent, no greater than 4m by 4m, to be taken onto the reserve.
- Council may at its discretion cancel any allocation where further use may cause ground deterioration or unsafe playing conditions.
- A Risk Management Plan and a copy of Public Liability Insurance certificate is to be provided for all operated devices such as Jumping Castles etc.
- Council does not grant exclusive use to its Parks, Picnic Shelters, Reserves and Beaches for picnics.

49) **Fitness Activities:**

- All activities must comply with there developed and council approved a Risk Management/ Business plan. This plan must include site plans and must be lodged with Council at least 14 days prior to commencement of activities on site.
- All fitness providers to have full accreditation.
- All health regulations in regard to workplace safety must be met in accordance with the WH&S Act 2011.
- The sale of food and refreshments is prohibited.
- All noise to be kept to a level that does not affect the amenities of adjoining residence areas and shall not exceed 82 decibels at any time.
- Two (2) temporary information signs, there design and location to be approved by the Manager Community and Customer Services or their designated representative, may be erected each day during the permitted times to promote the activity. These signs are to be removed at the end of the activity.
- Permits are not transferable including to other Franchises holders and providers
- Permit does not give users exclusive access to fitness provision
- Permit holders may from time to time use other open spaces to run fitness classes providing approval is given in writing by Council.
- Permit holders may run boot camp type activities, providing it does not create a nuisance.

50) Circuses:

- A Public Risk Insurance Cover, in the sum of $ Aus 20 million being endorsed to include Council as a joint insured. And containing a "Cross Liabilities" clause, being held by the organisers.
- Circus operator to provide Temporary Toilet Facilities for public use
- The event be conducted in a strict manner and noise emitting from the area be kept to a low degree, as defined in the Protection of Environment Operations (noise control) Regulation 2000.
- Only Vehicles connected with the immediate operation of the event are permitted on the grounds.
- No dismantling or erecting of equipment between the hours of 7.00pm and 8.00am.
- The event closing by 11.00pm on weekdays and 11.30 pm on weekends.
- No amusement devices to be used until an appropriate Permit of operation of Premises and Devices used for Public Amusement has been issued by Council.
- Deposit Bond Refunds are subject to
  - a) Forfeiture due to non compliance with conditions set out in permit.
  - b) Settlement of unpaid debits related to the event
  - c) Where the cost of repair and clean up exceeds any remainder of the deposited bonds; the organisation will remain liable for payment of the excess.

d) A deduction from the bond of $ 300.00 per day or part thereof will be made if all equipment is not removed from the area by the specified time

- Council reserves the right to cancel the use of the site at any time for any reason.
- Animals not tethered to park fences, seats, trees or other fixtures and fitting; are to be located in a suitable position as directed by Council.
- A current permit issued by the Department of Agriculture and Primary industries is required
- A valid veterinary certificate is to be produced to prove wellbeing and care of animals in the circus.
- Except when being trained or performing all animals are to be kept caged, tethered within a fenced off area. This is to be sign posted and attended to for the protection of the public.
- Appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement of the event.

51) Festival / Events and Structured Beach Activities

- Organisers must notify the St George Local Area Command and in cases were the event will impact on the smooth flow of traffic on major roads the RMS of intent to hold the event.
- All fees must be paid in advance prior to any vehicle or equipment being taken onto the grounds
- In cases were the event requires road closures, a Traffic Management Plan will be required. The management of such, should be conducted by certified traffic controllers. In the case of major roads permission from RMS should be provided. Applicants must refer to Council's website www.bayside.nsw.gov.au for an 'Application – Work Activities on Council Sites'. To find the form, go to the Homepage, click on 'Application Forms', click on 'Engineering Forms'.
- Organisers to notify both the local Fire Brigade and Ambulance Services of the event.
- Appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement of the event.
- It is the responsibility of the event organiser to ensure the adequate provision of Toilet facilities for attendees.
- In the case of carnivals the following operational times will be strictly adhered to:
  1. Monday to Friday 5pm – 9pm
  2. Saturday to Sunday 3pm – 9pm

  And will be required to produce a copy of their amusement certificate seven days prior to the event.
- A Public Liability Cover in the sum of Aus$20million is required. The policy MUST be endorsed to include Council as a joint insured and containing a "Cross Liabilities" clause, being held by the applicant and the Council for the duration of the event. In the case of Carnivals, this Public Liability Cover is to be in the sum of Aus $20 million.
- A submission of a Risk Assessment Plan to Council is required four weeks prior to the event.
- All amusement devices/ rides erected are to comply with WorkCover Authority of NSW; safety for Operation of Amusement Devices. (Copies can be obtained through WorkCover)
- All regulations in regards to workplace safety must be in accordance with the WH&S Act 2011.
- All electrics to be placed in accordance with the Australian Standards and a certified electrician MUST install the electrics.
- When installing amusement devices, a full time supervisor MUST be on site from delivery to removal. No set up or dismantling may occur between the hours of 7pm to 8am.
- Council strongly advises applicants to use alternative power sources other than that of neighbouring properties as Council will not accept responsibility in the event of a resultant accident.
- Excluding carnivals, all events are to close by 6pm.
- All vehicles, caravans and portable structures placed on council property will be graffiti free. Any graffiti found on the property will be removed by the permit holder within 24 hours. If removal does not occur council reserves the right to remove this graffiti at the expense of the permit holder.

- Due to the specific nature of each event Council reserves the right to place additional conditions on the event organisers.

52) Fireworks / Filming

- Council will endeavour to process filming applications within (5) five working days were possible.
- Council can assist with on line payment facilities for complete Filming applications received more than 14 working days prior to filming. Otherwise payment must be made in person at time of collecting permit to Council in the form of either in the form of a bank Cheque, Cash, Credit Card or Eftpos. Irrespective of transaction type all payments must be made in full prior to permit being issued.
- Traffic Management Plans are to be provided at time of applications. In cases of major road closure approval from RMS is required at time of application. Applicants must refer to Bayside Council's website www.bayside.nsw.gov.au for an 'Application – Work Activities on Council Sites'. To find the form, go to the Homepage, click on 'Application Forms', click on 'Engineering Forms'.
- Ensure no obstruction or interference with the free-flow of traffic including pedestrian in any public thoroughfare
- Where the event interferes with free-flowing traffic, the organisers to have an approved Traffic Management Plan in place and notify the police
- Refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.
- In the case of fireworks advance written approval should be sought from Work cover NSW, with fire work displays being conducted by a registered pyrotechnic company.
- Fireworks organisers MUST notify the local police, fire brigade, ambulance and civil aviation authority of intent, have in place a site plan, risk assessment and Aus $ 20million Public Risk Insurance. The risk plan should be lodged with Council 28 days prior to the event.
- No fireworks displays can occur after 9.30pm or during a total fire ban
- In the case of Filming, any footage produced as a result of the conduct of the filming in this location, must be used in good faith and cannot be used for malicious purposes that could result either in litigation against Council or bring Council into disrepute.
- In both cases appropriate notification by letter box drop to all residents and businesses in the vicinity is to occur, one week prior to commencement.
- All Filming applicants must refer to the code of conduct outlined in the Local Government Filming Protocols.