

# APPLICATION FOR FILM PRODUCTION OR STILL PHOTOGRAPHY

## About this form

Use this form when applying for approval for film production or still photography on Council controlled roadway/land OR private property in the City of Ryde.

A minimum of **15 business days** notice is required for processing the Application if it involves a road closure or traffic control arrangements, as the Traffic Committee may need to consider the matter.

For all other Applications a minimum of **10 business days** notice is required. Lodging the Application does not constitute an approval.

Incomplete Applications will not be processed.

Filming and photographic activities on private property must be contained wholly within the private property (including cables and wiring). If this is not the case, full fees, as set out below, are payable.

Formal written approval will be issued by Council and this must be held prior to any filming or photography being undertaken.

## Lodgement and Fees

Application fees to be paid are recorded in Council's Management Plan. The Application form can be lodged via:

Email     cityofryde@ryde.nsw.gov.au (refer Property Officer)  
Fax        (02) 9952 8156  
Mail        Property Officer  
            City of Ryde Locked Bag 2069  
            North Ryde NSW 1670

In person Customer Service Centre, 1 Pope Street, Ryde

## More information

If you have any questions phone us on (02) 9952 8222, drop into our Customer Service Centre or alternatively speak direct to the Property Officer on (02) 9952 8136.

We recommend that you consult with the Customer Service Team before lodging this Application.

## Fees

Application fees to be paid are currently (effective 1 July 2021):

### Commercial Filming

Motion Picture/Video Filming:

Ultra Low – No more than 10 crew (As per NSW Filming Protocol)	No Fee
Low – 11-25 crew (usually 1-2 locations)	\$150.00
Medium – 26-50 crew (no more than 4 locations)	\$300.00
High – Greater than 50 crew (greater than 4 locations)	\$500.00

\* Note that conditions and late notice surcharges apply for all categories as per Councils Management Plan.

### Commercial Photography

Still photography     \$775 per day or part thereof

### Other Costs

Stamp Duty	Actual cost plus 25%
Establishment and/or restoration costs (if any) incurred by Council	Actual cost plus 25%
Refundable damage (including cleaning) deposit/bond:	
Ultra Low or Low categories	\$1430.00
Medium or High categories	\$2980.00

Fees are not to be paid when the Application is lodged. Payment of the fees prior to formal approval does not constitute an approval. Fees are payable for whole days and no concessions for part days will be given. Payment must be made prior to filming/photographic activities commencing.

## PART 1 : APPLICANT DETAILS

The Applicant is the person lodging the form and the only person the City will communicate with

### Production Company

If applicable

### Position

If applicable

Title                      Mr        Mrs        Ms        Miss        Other

Given Name

Family Name

Address

Suburb

Postcode

### Postal Address

If different from above

Suburb

Postcode

Preferred contact    Mobile        Phone        Email

Mobile

Phone

Email

## PART 2 : PRODUCTION COMPANY DETAILS

On Site Production Company Representative Contact Details: (Crew List to also be attached with Application)

Production  
Manager

Mobile

Unit Manager

Mobile

Producer

Mobile

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY Receipt number

Amount paid \$

Date received

### **PART 3 : NATURE OF ACTIVITY**

**3. a) What type of activity is proposed?**

Still Shots      Documentaries, Short Films, Student Productions, Children’s Productions  
TV Dramas, TV Commercial, & Mini Series      Feature Films <\$10 million budget  
Feature Films >\$10 million budget

**3. b) Please provide details of the production**

Name of Production

Details of Production

- If a feature Film Production is proposed, documentary evidence of the productions budget must be supplied to confirm the relevant category shown above.
- If the Production requires Road Closure or Traffic Control in the City of Ryde, a minimum of three weeks prior notice is required, as the City of Ryde Traffic Committee may need to consider the matter.
- If the Production proposed is to be shot either partly or wholly on private property, you must still supply City of Ryde with details of any cars that may be parked on the streets and/ or traffic control issues.
- If a waiver of the fee is to be sought for a non-commercial undertaking, supporting information must be supplied.

### **PART 4 : PRODUCTION DETAILS**

Please advise the proposed date hire

Location (Please provide a plan of locations and copies of any relevant Location agreements)

Unit call time      pm      Crew call time      pm

Time of filming/photography      pm to      pm

Unit wrap time      pm

Personnel numbers: (cast, crew, extras, clients)

Road Closure Closure/ Traffic Control Proposed:

Lighting/ Generals/ Cherry pickers/ Towers:

Special Equipment: (Please specify):

## PART 5 : PRODUCTION VEHICLE PARKING DETAILS & PLAN

Essential Production Vehicles: (Please Specify by Type, Nature, and Registration No.)

Production Vehicle Unit Base: (Please provide a location plan)

Barricading Vehicle unit Base: (Please provide a plan)

Barricading of required parking spaces: (please specify time and date)

Catering location and meal areas

## PART 6 : PUBLIC LIABILITY INSURANCE (PLI) DOCUMENTATION

Minimum Policy value required which indemnifies the City of Ryde

Still Shots	\$20 million
Documentaries, Short Films, Student Productions, Children's Productions	\$20 million
TV Dramas, TV Commercial, & Mini Series	\$20 million
Feature Films <\$10 million budget	\$20 million
Feature Films >\$10 million budget	\$20 million

Documentary evidence of PLI cover that indemnifies the City of Ryde against any claims for damage or injury arising from the activities must be attached with your Application. The required level of coverage should be as detailed above.

For major productions or for stunts, special effects or pyrotechnics, a higher level of coverage may be required. The City of Ryde will determine this once a consultation with all parties involved has been held.

## PART 7 : APPLICANTS DECLARATION

I declare that, on behalf of the Production Company specified in this Application, this information is, to the best of my knowledge, is accurate and correct.

Name

Signature

Date

## PART 8 : FILM INDUSTRY RESPONSIBILITIES & OBLIGATIONS

- The Production Company and its representatives must make every reasonable effort to accommodate the requirements of residents and business proprietors affected by the production.
- Every member of the Production Company (including security personnel) must be conversant with these requirements and abide by them during the Production.
- The Production Company and its representatives must maintain normal access for motorists and pedestrians through the filming site at all times other than when filming actually takes place. Any authorised traffic control must be carried out by accredited personnel
- The Production Company and its representatives must abide by the requirements of the City of Ryde and the NSW Police Service with regards the location and parking of Production vehicles, and ensure that these vehicles do not arrive in or near a residential location earlier than the time stipulated in the City's approval and park in the areas nominated in the approval.
- The Production Company and its representatives must ensure that all other non-essential Production and crew vehicles are legally parked at all times. Under no circumstances can these vehicles be parked for extended times in residential areas.
- The Production Company and its representatives must not remove, move or tow away any private vehicle from the filming site.
- The Production Company and its representatives must ensure that any lighting or other special effect associated with the Production is not directed at motorists or nearby residential properties.
- The Production Company and its representatives must ensure the Productions compliance with the city's criteria for generated noise levels.
- The Production Company and its representatives must not remove, trim or cut any vegetation or trees on the public way unless approved by the City of Ryde.
- The Production Company and its representatives must ensure the location is left in a clean and tidy condition (to the satisfaction of the City of Ryde) upon completion of filming, or the Company will be required to reimburse the City of Ryde for the full cost of any extraordinary cleaning.
- The Production Company and its representatives must remove all props, rigging or other materials associated with the production as well as any directions signs erected for filming purposes, upon completion of the production.
- The Production Company and its representatives must reimburse the City of Ryde for any damage (such as illegal removal of traffic or parking signs, identifiable damage to streets, footways, parks and open spaces) caused to the public ways a result of the Production.
- The Production Company and its representatives must comply with any industry standards regarding professional and personal conduct at all times during the course of the Production.
- The Production Company and its representatives must abide by all relevant statutes and standard, such as the film industry procedures for safety and hazard management.
- The Production Company warrants that all the information provided in the Application is true and correct in every particular and no material or relevant information has been omitted from the Application.
- Productions: Please note that failure to abide by any of these may result in further action taken against the Production Company and/or a penalty rate also taken against the Production Company and its representatives.

## PART 9 : APPLICATION CHECK LIST

Applicant Details

Nature of Activity (Detail Descriptions)

Production Details

Production Vehicle Parking Details and Plan

Public Liability Insurance Documentation

Applicants Declaration