Application for Filming & Photography Permit

Roads Act 1993

About this form	Use this form to apply for filming and still photography on or affecting council owned property, in open spaces and outdoor spaces such as footpaths, roads and parks within the Inner West Council. Applications are assessed under the NSW Local Government Filming Protocol 2025. (nsw-local-government-filming-protocol.pdf) In accordance with the Protocol, it is expected that Council, Local Police, Neighbouring Residents and businesses be notified of all proposed filming, even when only filming on private property. All Filming Applications need to be lodged a minimum of 5 business days before the proposed filming date. See Section 11 for additional fees applicable for late lodgment.
How to complete	1. Ensure that all fields have been filled out correctly. 2. Please print clearly 3. Once completed, please refer to the *How to Lodge* section for further information.

Section 1: Date Time and Filming Location address or facility

Location Number	Date Start	Date Finish	Start Time	Finish Time	Address or Facility Name (MUST include suburbs)
1					
2					
3					
4					

Section 2: Description of Filming activity and Backup/wet weather dates

Location Number	Description of Filming	Backup Date Start	Backup Date Finish
1			
2			
3			
4			

Section 3: Filming Details

Production Title	
Production Summary/ Synopsis/Script	

Section 4: Public Liability – Provide details of public liability insurance cover (See Clause 13.3)

Insurance Company		Public Liability Expiry Date	
Policy Number			

Section 5: Assessment Details	
5.1 Filming Classification	
☐ Low	7-25 total crew & cast, no more than 4 trucks/vans, small or no unit, max 2 locations, minimal equipment
☐ Medium	26-50 crew & cast, no more then10 trucks/van, unit base required, no more than 4 locations, dollies, crane, jibs
☐ High	> 50 crew, > 10 trucks/vans, significant construction, extensive equipment large unit base required
5.2 Traffic Management Assessment	
☐ Not Required	
☐ Low	Stop/Go traffic control on a local or Council managed road – written Police acknowledgement required
☐ Medium	Stop/Go traffic control on a multi-lane or State Road. Police and Transport NSW acknowledgement required. Note: State roads are managed by TfNSW; all other roads are managed by Council.
☐ High	Road Closure - as per Temporary Road Closure fees – a separate application for a Road Closure form is required. Note: Applications for Temporary Road Closure Permit need to be lodged 10 weeks in advance
5.3 Parking Plan or Unit Based Plan	
Has a Parking Plan or Unit Base Plan been submitted for approval?	☐ Yes ☐ No

Section 6: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names
☐ Application form – a signed copy of the application form.
☐ Public Liability Insurance – required for every application (see details above)
The Applicant must provide the following information when applicable or as requested
☐ Scope of work/ Site Plan
☐ A Traffic Management Plan
☐ A Traffic Control Plan (Prepared by SafeWork NSW accredited person) in compliance with SafeWork NSW Traffic Control at Work Sites Manual Guidelines – AS1742.3 and SafeWork NSW regulations
☐ A Parking Plan (showing the number of spaces – 1 space equals 6 m)
☐ A Pedestrian Plan
☐ List of Essential Vehicle Registrations
☐ Authorised Safety Report
☐ A draft Notification letter(s) for distribution by the applicant to residents in the affected area, for approval by Council.
☐ A map of the proposed drone flight path, along with a site plan identifying the take-off and landing location, including a clearly marked 30m radius buffer zone to ensure public safety marked with witches' hats, cones or suitable barrier (e.g. rope/tape)

Section 7: Applicant's Details or Company and Representatives (Required)			
If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.			
Salutation (✓)	☐ Mr ☐ Ms ☐ Miss ☐ Other (please specify)		
First name		Surname	
Company name		ABN	
Postal Address (If different to street address)			
Suburb		Post Code	
Email			
Phone number		Other	
Section 7.1: Site Contact (if different to above) – for site inspections/ meetings, Council officer contact			
Contact Name			
Contact Phone Number			
Contact email address			
Section 7.2: Production Details			
Salutation (✓)	☐ Mr ☐ Ms ☐ Miss ☐ Other (please specify)		
Producer		Mobile	
Email Address			
Production Manager		Mobile	
Email Address			
Location Manager		Mobile	
Email Address			

Section 8: Type of Production							
☐	Feature	☐	TV Drama	☐	Documentary	☐	Stills Shoot/photography
☐	TV Commercial	☐	Corporate Video	☐	Short Film	☐	Reality TV
☐	Music Video	☐	Children's Production	☐	Student Film	☐	Infotainment/Travel Show

☐ Other: (Include Details)

Section 8.1: Production Numbers					
Cast		Crew		Extras	

Section 9: Parking Requirements

There is a high demand for parking in the Inner West Council area. Council can only consider Essential and Unit Base Vehicles in relation to filming activities and parking. A Parking Plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions.

No. Essential Vehicles			No. of Unit Vehicles		
	Registration No	Size		Registration No	Size
Vehicle 1			Vehicle 2		
Vehicle 3			Vehicle 4		
Vehicle 5			Vehicle 6		

Section 9.1: Parking Requirements - Essential Vehicles – Unit Base Parking (Map also required showing number of spaces)

Start Date	End Date	Time In & Out	Unit Base or Essentials	Address (including suburbs) Or Facility Name (such as carpark)	Number of 6m spaces for essentials	Number of 6m spaces for Unit Base	Unrestricted Parking (✓)	Restricted Parking (✓)	Metered Parking (✓)
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐
							☐	☐	☐

Section 10: RMS / State Classified Road	
Are the works to be carried out on or near a Transport for NSW State classified road or Traffic light?	☐ Yes ☐ No
Has consent been obtained from Transport for NSW?	☐ Yes ☐ No

Section 11: Filming and Photography Permit Fees

All fees and charges can be found here: www.innerwest.nsw.gov.au/FeesAndCharges

Student Films and Not-For Profit organisations are generally exempt from fees; however late fees still apply

	Description	Includes Application and Processing fee
11.1 Filming Classification (See Section 5.1 above)		
☐	Low	$293.00
☐	Medium	$507.00
☐	High	$805.00
11.2 Additional Charges – Urgent Applications (Note: These fees are additional to any of the above fees, and it is not implied that Council will meet these timeframes for an approval)		
☐	Application is submitted with less than 5 business days notification (Low, Medium & High impact filming)	$300.00
☐	Application is submitted with only 24-hour notification - Low Impact	$470.00
☐	Application is submitted with only 24-hour notification - Medium Impact	$1006.00
☐	Application is submitted with only 48-hour notification - High Impact	$1749.00
11.3 Traffic Management Assessment (See Section 5.2 above)		
☐	Low	$147.00
☐	Medium	$418.00
☐	High (Price on Application)	P.O.A.
Note: For a list of State and Regional Roads within the Inner West Council please go to the following link; https://www.innerwest.nsw.gov.au/live/information-for-residents/roads-and-footpaths/roads		
11.4 Parking Essential Vehicles/ Unit Base and Road Occupation Charges		
11.4.1 Barricading of parking spaces in an unrestricted area		
☐	Parking essential vehicles, road occupation for filming or unit base plans	$150.00
11.4.2 Barricading within Restricted Parking area (in addition to 11.4.1 fee)		
☐	Six (6) or less Parking Spaces per day – minimum charge OR	$148.00
☐	More than 6 Parking Spaces – rate per space per day*	$26.64
11.4.3 Barricading in a Metered Parking area (in addition to 11.4.1 fee)		
☐	Fee for Suspension of parking meters – rate per parking bay per day	$71.70
*Calculations for rate per car space = $14.80 x 12.6m² (car parking space area) divided by 7 days = daily rate of $26.64		
11.5 Other Fees		
☐	Catering in Councils Park/Parkland - per day	$59.90
☐	Site inspection for High Impact Filming – per application	$211.30

Section 12: Consent of owner/s to film on private Property

As the owner of the above-mentioned property(s), I/We consent to this Proposal.

Name(s)		Date	/ /
Signature(s)			

Section 13: Community notification of filming activity – (Information only)	
Low Impact	Required a minimum of 48 hours prior to filming and associated activities
Medium Impact	Required a minimum of 72 hours prior to filming and associated activities
High Impact	Required a minimum of 10 business days prior to filming and associated activities
Applications that request barricading within permit parking areas or high demand parking locations, may require consultation with properties prior.	

Section 14: Applicant's Declaration (Required)

- I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed/ rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application. I declare that any electronic data is not corrupted and does not contain any viruses
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit.
- I will ensure safety at and around the works site is controlled and is in accordance with SafeWork requirements.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant's signature		Date	_____/_____/_____

Section 14: Permit Conditions

Permit Application:

14.1 The assessing Council Officer will contact the applicant within 10 (ten) working days if they need to discuss or seek clarification in relation to any aspect of the application. In some instances, the Officer may request additional information or amendments to your proposal in order to complete their assessment.

14.2 The Applicant must conform to all the requirements of this agreement together with the conditions issued by Council with an approved Permit.

14.3 The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least $20,000,000 (twenty million dollars). The Inner West Council needs to be noted as an interested party to the insurance policy for activity on Council roads and footpaths.

14.4 Immediate processing of applications is not guaranteed, and Council will not be responsible for the consequences caused by late applications or insufficient information. At Council's discretion, in cases where less than one or five business days' notice is given, respectively, an additional charge will be incurred.

14.5 The Applicant shall indemnify the Council;

- Against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this Permit.
- Against all claims and expenses and costs therefrom made or recovered against the Council by any person and against all loss damages costs and expenses incurred by the Council arising out of the failure of the applicant to comply with the provision of any Act, Regulation, Ordinance or By-law or any order or direction lawfully given thereunder by any person relating in any work done or purported to be done by the applicant under the authority of this Permit.

General Work Times:

14.6 Unless otherwise approved by Council, work shall only be permitted during the following hours:

- 7:00 am to 6.00 pm, Mondays to Fridays, inclusive (with demolition works finishing at 5pm);
- 8:00 am to 1:00 pm on Saturdays with no demolition works occurring during this time; and at no time on Sundays or public holidays.

14.7 If approved by council, works may be undertaken outside these hours where they do not create any nuisance to neighbouring properties in terms of dust, noise, vibration etc. and do not entail the use of power tools, hammers etc. This may include but is not limited to painting.

14.8 In the case that a special permit is obtained from Council for works in association with this development, the works which are the subject of the permit may be carried out outside these hours. This condition does not apply in the event of a direction from police or other relevant authority for safety reasons, to prevent risk to life or environmental harm.

Noise:

14.9 All generators and other equipment must be controlled in accordance with the requirements of the Protection of the Environment Operations Act 1997 and guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual and not create a nuisance to the amenity of the neighbours.

14.10 Any noise generated by the filming and associated activities shall not give rise to an increase of 5dBA or more above the indoor background sound pressure level. No Amplification of any kind is to be used including loud hailers or megaphones.

Fees & Charges:

14.11 An application is only valid when the fees specified for payment at lodgement have been paid to Council.

14.12 A Permit is only valid on the condition that all required fees are paid to Council in accordance with Council's adopted Fees & Charges.

Traffic Management:

14.13 No traffic control shall be undertaken without a traffic management plan being submitted to and accepted by Council.

14.14 The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.1, 1742.2, 1742.3 and 1743 Traffic control devices for works on roads and Transport NSW Traffic Control at Work Sites Manual Guidelines.

14.15 The Council does not approve Traffic Control Plans. The TCP submitted with the application is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Work, Health and Safety.

14.16 If works are less than 50 metres from traffic lights, or on State road, the Applicant must provide Council with a relevant Transport for NSW (TfNSW) Road Occupancy Licence (ROL). Some classified roads may also require an ROL. Classified roads can be found on:

http://www.rms.nsw.gov.au/business-industry/partners-suppliers/lgr/documents/classified-roads-schedule.pdf

14.17 TfNSW has responsibility for the road pavement and kerb and gutter on State Roads. If the main traffic route is a classified State Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Note that Council is responsible for works, activities, occupation and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.

14.18 A minimum 1.5m wide accessible path of travel must be maintained for pedestrians at all times, clear of obstructions between the adjacent property boundary(s) and the approved area/articles- otherwise an appropriate alternative pedestrian thoroughfare is required.

Police Approval:

14.19 For works occurring on the roadway with consequent interruptions to traffic, the applicant is to contact the local Police Traffic Sergeant. An acknowledgment is to be obtained and a copy of that acknowledgement shall be held on site so that it can be produced if requested by any person or other authority.

Resident/ Business Notification:

14.20 The Applicant shall be responsible for notifying affected businesses, residents and other occupants prior to undertaking the works/activity. Any concerns or requirements raised by business proprietors, residents and other occupants must be resolved or accommodated. Please refer to **section 13** for notification times.

Safety and Legislation:

14.21 The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.

14.22 The Applicant must comply with all of the agreements, declarations and conditions of the Local Government Filming Protocol 2009, the Code of Conduct for Location Filming in NSW, Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial1100 before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.

14.23 Where in Council's opinion, inadequate barricading and/or lighting has been provided around the works or activity, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant.

Site Management:

14.24 The site shall be maintained in a safe condition. The applicant shall, in demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway or roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit.

14.25 The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council's Engineering Services Manager. Failure to comply may result in the applicant being required to reimburse Council for any extraordinary cleansing costs.

14.26 Should Council incur costs as above or any of Council's property and/or the physical environment sustain damage during the course of the occupation, or if the works put Council's assets or the environment at risk, Council may carry out any works necessary to repair the damage and/or remove the risk. The cost of these works shall be borne by the applicant and/or if applicable, may be deducted from any security deposit/ bonds held by Council.

Parking:

14.27 Barricading of spaces for parking is not permitted unless approved by the Permit. If barricading for parking is approved, a Road Occupancy fee will be charged. This will allow for parking of essential vehicles only and is not guaranteed by Council.

14.28 All vehicles associated with the production to be legally parked at all times. Under no circumstances shall any vehicle associated with filming access park or reserve grounds without written consent.

14.29 Where approved by Council, parking vehicles greater than 7.5m in length on a Residential street is only allowed for a maximum of 4 hours.

14.30 Unless approved for Road Occupancy as part of the Permit, **vehicles greater than 7.5m in length and/or greater than 4.5t are not permitted to park in a local street for more than 1 hour**.

Drones:

14.31 At the time of application, you need to provide a copy of all certifications provided by CASA (Civil Aviation Safety Authority) and you must meet all flying standard operating conditions specified by CASA.

Extension of Permit:

14.32 If the filming/photography is postponed due to unforeseen circumstances, the Applicant must advise the Council Representative in writing of the proposed revised date, as soon as practicable after the decision is taken to not proceed with the original approved date(s). Updated Police and RMS approvals, where applicable, are required. Providing there are no changes to the original traffic management plan, and the road is available for use, a revised permit may be issued.

General:

14.33 A copy of the Permit must be held on site and be available for inspection whilst the works/activity is being carried out.

14.34 When the filming application relates to the use of council owned or managed facilities, the permit approval will be dependent on the approval and **availability of the facility**.

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

From 27 April 2020, applications can be lodged online on Council's website at: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council