

Commercial filming application 2024/25



About this form

Use this application for commercial filming on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within Eurobodalla.

Please ensure you read the [Local Government filming protocol](#) (NSW Film Friendly – 2009) which includes the terms and conditions of your filming approval. Fees may apply and are subject to change based on annual review. You can find the protocols online at www.olg.nsw.gov.au

The approval may be cancelled if filming does not align with application details. This application does not constitute a film permit or location contract.

Fees

There is no permit application fee. However, fees may apply for traffic management, booked exclusive use of grounds, development applications and other council support functions based on the level of impact. Council's fees and charges are listed online: www.esc.nsw.gov.au

More information and lodgement

Contact Council's Manager Economic Development:

- Phone: 02 4474 1271

Applications can be submitted:

- Email: council@esc.nsw.gov.au
- In person during business hours: Eurobodalla Shire Council, 89 Vulcan Street, Moruya NSW 2537.

Once your application has been received, you will be contacted to acknowledge receipt and advise of the timeframe council will need to process your application.

1. Applicant details

The applicant is the organisation, company or individual responsible for the management of the film shoot and must be the holder of the public liability insurance.

Business/organisation name:

ABN:

Address:

Suburb:

State:

Postcode:

Phone:

Email:

Producer name:

Phone:

Email:

Production managers name:

Phone:

Email:

Location manager name:

Phone:

Email:

2. Public liability insurance

The Certificate of Currency must be in the name of the applicant, noting Eurobodalla Shire Council and the Minister responsible for administering the *Crown Lands Act* as an interested party and cover the scope of the activity. The level of cover must be \$20M.

Is a copy of the Certificate of Currency attached to the application?

Yes. Certificate of Currency expiry date:

No. Date certificate will be provided:

3. Production details

Name of production:

Type of production: (eg. TV commercial, documentary, film, music video)

Production summary/ synopsis:

Locations: Please list the locations and add a map to this application.

Filming date: Add attachment with additional dates if required including proposed back up/wet weather dates.

Start time:

Finish time:

Number of crew:

Number of participants:

Details of equipment: (please list all external equipment)

Description of activities:

Production vehicle details and parking requirements: (include on site plan if applicable)

4. Production requirements

Will generators be used? Yes. Provide details below No

Details:

Will portable toilets be provided for the filming? Yes. Provide details below No

Toilet type/s and dates:

Will temporary structures be used? Yes. Provide details below No

Details:

Will you supply waste bins specially for the filming? Yes. Provide details below No

Bin type/s and quantity details:

Will there be any amplified music and/ or announcements? Yes. Provide details below No

Details of times:

Will temporary road/ carpark/ footpath closures be required? Yes. See below No

You must provide a traffic management plan and risk management plan with this application. It is your responsibility to notify NSW police. Note extended timeframes are required for closures.

5. Environment and site management

What steps will be taken to avoid environmental impacts?

What steps will be taken to avoid site damage?

5. Use of drones

You need to conform with CASA rules. Information and guidelines can be found online at www.casa.gov.au/drones

Will a drone be used? Yes. See below No

Provide description, drone model and weight details:

What is the take-off and landing site and intended flight path:

6. Site plan

Attach a site plan, which clearly indicates the filming site and all of the applicable to filming:

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Filming equipment | <input type="checkbox"/> Catering equipment | <input type="checkbox"/> Portable toilets | <input type="checkbox"/> Security/crowd control |
| <input type="checkbox"/> Temporary structures | <input type="checkbox"/> Waste bins/refuse | <input type="checkbox"/> Production parking | |

7. Application attachments

Ensure you have completed all sections of application.

If applicable, the following documents must be attached to the application:

- | | | |
|--|--|--|
| <input type="checkbox"/> Certificate of Currency | <input type="checkbox"/> Site plan | <input type="checkbox"/> Risk assessment |
| <input type="checkbox"/> Traffic management plan | <input type="checkbox"/> Drone operator permit | <input type="checkbox"/> Resident/business notification letter |

8. Declaration

I declare that the information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation/ company.

Name:

Position:

Signature:

Date:

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