



FILMING APPLICATION FORM

This form is an application to apply for approval to undertake filming activities in the outdoor areas such as footpaths, roads, parks and other open spaces within the City of Albany for purposes of a commercial nature.

Additional approvals maybe required from other governing agencies (e.g. Department of Biodiversity, Conservation and Attractions, Civil Aviation Safety Authority, Parks and Wildlife etc.)

ADVICE TO APPLICANTS AND CONFIRMATION OF GUIDELINES

- All bookings are subject to the applicant being responsible for compliance with legislative requirements including City policies, local laws and regulations
- A minimum of 5 working days is required for small scale filming production applications. Large scale productions may be subject to a longer timeframe to accommodate additional approvals, should third party permits be required.
- Applicants must read the Film Friendly City Guidelines
- Any faults or damage to City property, reserves and public spaces should be reported to the Film Friendly Officer on 6820 3035 (Mon- Fri between 8am to 5pm) within 12 hours.
- Productions must adhere to the Western Australian Screen Industry Code of Practice.
- Contact the Film Friendly Officer prior to completing the Filming Application Form to discuss the proposed production.

Part 1: Applicant Details

Name of organisation / education institution:	
Contact name:	
Address:	
ABN:	
Mobile number:	
Emai:	

Part 2: Production Contact Details

Production Manager:	
Mobile number:	
Emai:	

Part 3: Production Details

Name of Activity:	Television drama and mini series Documentaries, short films, children's productions Television commercial Feature film
Detailed description of film content:	
Bump in:	
Bump out:	
Actual filming dates:	
Expected number of crew and cast on site:	

Part 4: Requested Locations and Site Plan / Recce

For multiple, complex activities using more than two locations, please attach a separate document listing locations details and activities expected to be undertaken.

Some locations may allow for vehicle access into restricted areas (i.e. City reserves). The City will arrange access. Depending on location, a reserves officer may request to meet on site.

For location details please visit: <http://albany.wa.gov.au/facilities/recreation/parks-reserves.aspx>

Locations (please list all locations or attach detailed site recce):	
Parking locations (essential vehicles, production vehicle unit base, specialist filming vehicles etc.):	
Locations site plan (marquees, liquor license area, parking/ unit base, infrastructure removal etc.):	Attached Please include a site plan clearly marking the proposed location of any activities on City Parks and/ or Reserves.
City Parks and Reserves may be subject to subsurface utilities. Reticulation and power may require marking out prior to bump in of infrastructure. Reticulation is marked out in blue and power in black.	
Details of temporary structures (marquees, sets, scaffolding etc.):	
Details of Special equipment and machinery (lighting, generators, cherry pickers, pyrotechnics):	

Part 5: Traffic Management

Proposed road closures, traffic control and pedestrian control details are required. Traffic Management Plan must be submitted no later than 10 working days prior to activation for City approval, in addition to WA Police approval requirements.

Traffic Management Plan:	Yes	No
Permit to Hold a Public Meeting and/ or conduct a procession:	Yes	No

Part 6: Public Liability Insurance and Risk Management

Film producers are to provide evidence of Public Liability Insurance to the value of \$20 million to cover activations associated with Filming. Please attached with application:

- Certificate of Currency for review
- Risk Management Plan (if applicable)

LODGEMENT DETAILS

I can confirm that I have read the Film Friendly Policy and;

- Attached Certificate of Currency for Public Liability Insurance
- Attached grounds booking forms (if applicable)
- Attached a site map / site recce

You can lodge the completed application and supporting documents by:

Email: eventsapprovals@albany.wa.gov.au

Once your application has been received, the Film Friendly Officer shall log on your application and confirm via email. Cancellations will only be accepted in writing.

Any associated fees and charges shall be invoiced once approval has been granted.

Name (please print): _____

Signature: _____

Date: _____

For further information regarding your application please contact us:

Phone: (08) 6820 3000

Website: albany.wa.gov.au