

Application to Conduct Commercial Filming/Photography on Public Land

Local Law No. 1 (Administration) 2020

Please ensure you have completed all sections of this form. Incomplete forms or forms without all necessary information and documentation may result in your application being delayed.

1. Name of Production

2. Applicant Details

Note: the applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions.

Applicant (person/s or company):

Business Trading Name:

Postal Address:

Telephone:

Email:

On Set Contact name:

On Set Contact Telephone:

On Set Contact Email:

3. Production Details

Please attach film schedule if production is to be filmed over multiple days

Name/Title of Project/Activity

Date of overall production shoot

Start Date:

Finish Date:

Times required

Start Time:

Finish Time:

Production Type:

Corporate Video

Feature Film

Commercial/Advertisement

Documentary

Student Film

Television Programme

Other (details)

Vox Pops (interview questions to be asked to member of the public to be submitted)



Will the production promote tourism in Townsville?

Details:

4. Confidentiality

Council may wish to promote a filming activity to the public via media release, website and/or social media if it is deemed of interest to the community or benefits tourism and local businesses. Please advise if permission is given to share basic information of the filming or photography activity. (Basic information may include: Name of film/activity, filming general location/s, brief synopsis, actors, products advertised, airing/publication dates).

Yes, please share anytime

Yes, please share when filming or photography activity (permit period) has ended.

No – Confidential/commercially sensitive. Date approved for sharing:

5. Impact level

Description

Low Impact Filming Activity

- No more than 6 cast and crew; and/or
- No significant disruption to retailers, motorists, or other events in the vicinity
- Activities are contained to footways or public open space; no road closures are required.
- Vehicles associated with the activities are not driven onto parklands or footpaths

Medium/High Impact Filming Activity

- More than 6 cast or crew
- Restriction of public access in vicinity of filming
- Road closures or diversions required.
- Construction of sets or infrastructure
- Special access is required for any proposed filming location (gated area, security pass required or special permit)

6. Public Area Use Level

Description

Non-exclusive use of public space

No access restrictions to the general public

Exclusive use of public space

Fees may be applicable

Have you made a booking for the proposed location?

Booking No:



7. COVID-19 Compliance		
I have attached a COVID Safe Event Checklist/Plan and signed Statement of Compliance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The event must comply with all <u>current</u> Public Health Directions at all times.		

8. Camera Equipment		
Type of camera/s to be used /s (details e.g., handheld, tripod, dolly -		
	Yes	No
Tracks	<input type="checkbox"/>	<input type="checkbox"/>
Jib	<input type="checkbox"/>	<input type="checkbox"/>
Microphone/s on boom poles	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>
Portable generators	<input type="checkbox"/>	<input type="checkbox"/>
Special Equipment:		
Drone/RPA	<input type="checkbox"/>	<input type="checkbox"/>
Amplification	<input type="checkbox"/>	<input type="checkbox"/>
Animals	<input type="checkbox"/>	<input type="checkbox"/>
Stunts	<input type="checkbox"/>	<input type="checkbox"/>
Crane/Cherry Picker	<input type="checkbox"/>	<input type="checkbox"/>
Pyrotechnics	<input type="checkbox"/>	<input type="checkbox"/>
Weapons	<input type="checkbox"/>	<input type="checkbox"/>
Smoke	<input type="checkbox"/>	<input type="checkbox"/>
Other Equipment: (details)		

9. Temporary Road Closures/Traffic Management	
Where filming activities require the use of a public road and alterations to traffic flow and/or parking a Traffic Management plan prepared by an accredited traffic consultant will be required.	
Will the activity require special traffic, parking control measures?	
<input type="checkbox"/> No	Proceed to next section
<input type="checkbox"/> Yes – Road Closure	
<input type="checkbox"/> Yes – Car Park Closure	

10. Community Notification
If your activity will affect residents and businesses (noise, obstructed access, use of public facilities you must notify these parties of your activities. Please supply a copy of the notification including delivery details.



Terms and Conditions - Conditions of Approval

The approval holder must -

1. Ensure safety of pedestrians and vehicles including but not limited to the safe temporary diversion of traffic, erection of warning lights and barricades.
2. Maintain public liability insurance for an amount as determined by the local government covering the activity which indemnifies the local government in respect to any liability arising from the activity.
3. Indemnify the local government against all claims and liability, including claims for personal injury (including death) and damage to property arising by, through or in connection with the activity.
4. Reinstate the area following the ceasing of the activity, including vegetation.
5. Advise residents living adjacent to the location of the time and nature of the activity at least 7 days prior to commencement.
6. Inform the local government of any alterations to the activity schedule.
7. Ensure the activity is undertaken in accordance with applicable Queensland Health Public Health directives.
8. Meet the costs of the works undertaken by Council should it become necessary for remedial or re-instatement works to be performed by Council.

Submit the form

Email: commercialpermits@townsville.qld.gov.au

Mail: Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810

In Person: Customer Service Centres are located at:

- » 103 Walker Street, Townsville City
- » CityLibraries Thuringowa, 86 Thuringowa Drive, Thuringowa Central.

Name:

Company:

 Signature: Date:

Information Privacy Act: You are providing personal information which will be used for the purpose of delivering services and carrying out council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or the disclosure is required by law.