



APPLICATION FOR FILMING ACTIVITIES

Form 1 Version 1.00 of 2023 City of Newcastle

www.newcastle.nsw.gov.au



City of
Newcastle

Application for Filming Activities

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PART A: FORM INFORMATION	
1. This Form	<p>This form is a <i>Statement of Environmental Effects (SEE)</i> for the application for licence to film/photograph.</p> <p>It is used to make application for Filming in Open Spaces, Pursuant to Division 4, Part 1, Chapter 7 of the Local Government Act 1993 (amended) and Section 223 of the Roads Act 1993.</p> <p>Under the NSW Filming Protocol 2009, Filming activities are permitted without development consent.</p> <p>The applicant shall complete all sections of this application in clear print and/or type directly into this form, please tick <input type="checkbox"/> YES or <input type="checkbox"/> NO where required. If you are using this form electronically, double click the check boxes and select "checked" and insert an insert an Auto Signature. Please Note: An incomplete application will be rejected.</p>
2. Issue of Licence	<p><input type="checkbox"/> I understand that the proposed filming activity does not have City of Newcastle approval until I have met all requirements and have been issued with an Event Authorisation (Consent).</p>
3. Public Liability Insurance	<p><input type="checkbox"/> I have attached as Appendix 1 to this application the Certificate of Currency (Public Liability Insurance) for \$20million in the name of the applicant and/or organisation on this application and have noted City of Newcastle as an Interested Party on the certificate.</p> <p>Note: Filming activities may require \$20million to \$100million Public Liability Insurance based on the assessed impact and risk.</p>
4. Fees and Charges	<p><input type="checkbox"/> I understand an application fee applies to all bookings, other fees and charges may relate to my booking including; venue usage, electricity, waste, shelter or rotunda hires, road closures, parking etc. I will be invoiced for all fees and charges when calculated and understand that payment is due prior to the first filming date.</p> <p>If an invoice has already been issued for an event that is subsequently cancelled by the organiser, Council will retain the application fee if it has already been paid, or request payment if it is yet to be made.</p> <p>Further information on the fees & charges can be viewed on Council's website at, link: http://www.newcastle.nsw.gov.au/Council/Our-Responsibilities/Integrated-Planning-and-Reporting/Fees-and-Charges</p>
5. Applications are Due	<p>Lead Times</p> <p>'Regular*' Applications – Five (5) working day lead time at least prior to the first shoot date or date in which barricading of parking spaces is to commence, whichever is sooner:</p> <p>'Regular*' applications relate to applications which do not include special requirements or requests, include road closures or require significant stakeholder liaison or feedback prior to an approval being possible.</p> <p>Road Closure Applications – 4 weeks (20 working days) lead time at least prior to the first shoot date involving a road closure.</p> <p>These lead times are from the date of all documents being submitted and complete. Phone conversations prior to submissions do not constitute notifications in respect of lead times.</p>
6. Public Notification	<p>Stakeholder notification letter to be approved and then distributed by the Production at least 5 days prior to the shoot date or first date of barricading, whichever is sooner (road closures require 14 days):</p> <p>Every notification letter must include:</p> <ul style="list-style-type: none"> - Production name - Date of distribution - Production details for the filming with: Date(s), times, filming description (if not parking only), details of traffic control (if applicable) - Full details of parking (if applicable) with number of parking spaces and their location and times/dates of barricading - Contact details of the production for people to call for queries/concerns

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	<p>All notification letters MUST be approved by CN prior to distributing. All letters MUST be distributed at least 5 days prior to the first shoot date or date of barricading, whichever is sooner (Road closures require 14 days).</p> <p>If the letter is not approved and distributed within these notification times applications will be rejected in all occasions.</p>
7. NSW Police	<p>To discuss your filming activities with the NSW Police please contact;</p> <p>Newcastle Police Events and Operations Unit Local Area Command, Waratah Police Station PH: (02) 4926 6599 E-mail: nccevents@police.nsw.gov.au</p>
8. Lodgement of Application	<p>Applications can be lodged;</p> <p>In person at the Customer Enquiry Centre, located on the ground floor of 12 Stewart Avenue, Newcastle. Operating times from 8.30am to 5.00pm, Mondays to Fridays.</p> <p>Mail - Postal address 'The CEO, City of Newcastle, PO Box 489 Newcastle West 2300'.</p> <p>E-mail: events@ncc.nsw.gov.au</p>
9. Privacy	<p>Protecting your privacy;</p> <p>City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and City of Newcastle Privacy Management Plan.</p> <p>Purpose of collection: To enable City of Newcastle as the consent authority to assess your proposal.</p> <p>Intended recipients: City of Newcastle staff and other government agencies that may be required to assess the proposal.</p> <p>Supply: The information is a statutory requirement related to the assessment of the application.</p> <p>Consequence of non-provision: Your application may not be accepted or processed due to a lack of information.</p> <p>Storage and Security: City of Newcastle, 12 Stewart Avenue Newcastle 2300 will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.</p> <p>Access: Your information can be checked for accuracy by calling (02) 4974 2000.</p>
10. Contact Us	<p>You can contact City Events regarding the lodgement of your application by;</p> <p>Phone: (02) 4974 2000</p> <p>E-mail: events@ncc.nsw.gov.au</p> <p>Web: www.newcastle.nsw.gov.au</p>

PART B: APPLICANT AND EVENT DETAILS

Application Details	Applicant's Name	
	Organisation	
	ABN	
	Position	
	Postal Address	
	Phone No Business	
	Phone No Home/Mobile	
	Email Address	
Production Manager	Name	

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	Mobile Email	
Location Manager	Name Mobile Email	
Unit Manager	Name Mobile Email	
Producer	Name Mobile Email	
Barricader/Traffic Control	Name Mobile Email	
Name of Production		
Type	TVC, Doco, Feature Film etc	
	Production Summary	
LOCATION ONE:		
Dates & Times		
Shot Description (*must be completed in full details and complete sentences):		
Production Personnel No.	Approximately	
Traffic/Pedestrian Control		
Onsite Equipment (*Must include all external equipment including dolly's, jibs etc. – 'film equipment' as a description will not be accepted):		
Production Vehicle Parking (inc. Unit bases, locations and how many meters required):		
Number of Ticket Parking Spaces		
Barricading of required spaces (Date & Time)		
Catering Location		
LOCATION TWO:		
Dates & Times		

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Shot Description (*must be completed in full details and complete sentences):		
Production Personnel No.	Approximately	
Traffic/Pedestrian Control		
Onsite Equipment (*Must include all external equipment including dolly's, jibs etc. – 'film equipment' as a description will not be accepted):		
Production Vehicle Parking (inc. Unit bases, locations and how many meters required):		
Number of Ticket Parking Spaces		
Barricading of required spaces (Date & Time)		
Catering Location		
LOCATION THREE:		
Dates & Times		
Shot Description (*must be completed in full details and complete sentences):		
Production Personnel No.	Approximately	
Traffic/Pedestrian Control		
Onsite Equipment (*Must include all external equipment including dolly's, jibs etc. – 'film equipment' as a description will not be accepted):		
Production Vehicle Parking (inc. Unit bases, locations and how many meters required):		
Number of Ticket Parking Spaces		
Barricading of required spaces (Date & Time)		
Catering Location		
DRONE USE		
Are you proposing to use Remotely Piloted Aircraft/Drone?	<input type="checkbox"/> YES , Please complete details below <input type="checkbox"/> NO , please proceed to PART P.	

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<p>The use of Remotely Piloted Aircraft/Drone will be assessed on case by case basis.</p> <p>Documentation required as appendices to this application.</p> <ul style="list-style-type: none"> Civil Aviation Safety Authority (CASA) Approvals, link: https://www.casa.gov.au/ Site Plan detailing the Landing and Departure Directions Site Assessment detailing the suitability of the site to operate the RPA/Drone Risk Assessment outlining all risk, risk levels and mitigation. The Operators Public Liability Insurance (PLI) of \$20million with the City of Newcastle noted as an Interested Party. The operators Pilot Licence and/or CASA Certifications 	<p>What type and how many days water supply will you use?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Type</th> <th style="width: 30%;">Number of Aircraft</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Drone</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Model Aircraft</td> <td></td> </tr> </tbody> </table> <p>Documentation (tick where/if applicable)</p> <p><input type="checkbox"/> I have attached the CASA approvals as Appendix 13 to this application</p> <p><input type="checkbox"/> I have attached the Site Plan and Landing and Departure Plan as Appendix 13 to this application</p> <p><input type="checkbox"/> I have attached the Site Assessment and Risk Assessment as Appendix 13 to this application</p> <p><input type="checkbox"/> I have attached the Operators PLI certificates of \$20million as Appendix 13 to this application</p> <p><input type="checkbox"/> I have attached the Operators Pilots Licence and/or CASA Certification as Appendix 13 to this application</p>	Type	Number of Aircraft	<input type="checkbox"/> Drone		<input type="checkbox"/> Model Aircraft															
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<p>Have you attached the required documentation as to this application?</p>	<p><input type="checkbox"/> YES, Please complete details below</p> <p><input type="checkbox"/> NO, you have not completed this form</p> <p>Please indicate each document attached to this application</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Appendices</th> <th style="width: 30%;">Prefix</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Public Liability Insurance (CN listed as an interested party)</td> <td style="text-align: center;">1</td> </tr> <tr> <td><input type="checkbox"/> Charity Status, Not for Profit Certificate(s) (if applicable)</td> <td style="text-align: center;">2</td> </tr> <tr> <td><input type="checkbox"/> Location Plan</td> <td style="text-align: center;">3</td> </tr> <tr> <td><input type="checkbox"/> Parking Plan</td> <td style="text-align: center;">4</td> </tr> <tr> <td><input type="checkbox"/> Vehicles List</td> <td style="text-align: center;">5</td> </tr> <tr> <td><input type="checkbox"/> Notification Letter</td> <td style="text-align: center;">6</td> </tr> <tr> <td><input type="checkbox"/> Drone PLI, Site Plan, Operators Licence, CASA notification</td> <td style="text-align: center;">7</td> </tr> <tr> <td><input type="checkbox"/> Police Notification</td> <td style="text-align: center;">8</td> </tr> <tr> <td><input type="checkbox"/> Other (please specify)</td> <td style="text-align: center;">9</td> </tr> </tbody> </table>	Appendices	Prefix	<input type="checkbox"/> Public Liability Insurance (CN listed as an interested party)	1	<input type="checkbox"/> Charity Status, Not for Profit Certificate(s) (if applicable)	2	<input type="checkbox"/> Location Plan	3	<input type="checkbox"/> Parking Plan	4	<input type="checkbox"/> Vehicles List	5	<input type="checkbox"/> Notification Letter	6	<input type="checkbox"/> Drone PLI, Site Plan, Operators Licence, CASA notification	7	<input type="checkbox"/> Police Notification	8	<input type="checkbox"/> Other (please specify)	9
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