



# City of Ryde

## Application for Film Production or Still Photography

### ***About this form***

Use this form when applying for approval for film production or still photography on Council controlled roadway or land or private property in the City of Ryde.

A minimum of **three (3) weeks** notice is required for processing the application if it involves a road closure or traffic control arrangements, as the Traffic Committee may need to consider the matter.

For all other applications a minimum of **two (2) weeks** notice is required. Lodging the application does not constitute an approval.

Incomplete applications will not be processed.

Filming and photographic activities on private property must be contained wholly within the private property (including cables and wiring). If this is not the case, full fees, as set out below, are payable.

Formal written approval will be issued by Council and this must be held prior to any filming or photography being undertaken.

### ***Lodgement and Fees***

Application fees to be paid are recorded in the Management Plan – see page B-78 (2008).

The application form can be lodged over the counter, by facsimile to 9952 8156, by email to [cityofryde@nsw.gov.au](mailto:cityofryde@nsw.gov.au) (refer Property Officer) or by mail to

Property Officer

City of Ryde

Locked Bag 2069

NORTH RYDE NSW 1670.

### ***Any questions***

If you have any questions phone us on 9952 8222, drop into our Customer Service Centre or alternatively speak direct to the Property Officer on 9952 8073.

## How to Lodge this application

<p><b>ADDRESS THE APPLICATION TO</b></p> <p><i>You can send it to us by any of the following methods:</i></p>	<p>General Manager City of Ryde (Refer Property Officer)</p>
<p><b>POST</b></p>	<p>Locked Bag No 2069 North Ryde 1670</p>
<p><b>DOCUMENT EXCHANGE</b></p>	<p>DX 8403, Ryde</p>
<p><b>COURIER OR PERSONAL DELIVERY</b></p>	<p>Customer Service Centre (Refer Property Officer) 1 Devlin Street Ryde NSW 2112</p>
<p><b>EMAIL</b></p>	<p><a href="mailto:cityofryde@nsw.gov.au">cityofryde@nsw.gov.au</a> (refer Property Officer)</p>
<p><b>OFFICE HOURS</b></p>	<p>8:30 am to 4:30 pm Monday to Friday to visit Customer Service Centre 8:30 am to 4:45 pm Monday to Friday for telephone enquiries</p>
<p><b>HOW TO CONTACT US</b></p>	<p>Phone: (02) 9952 8222 Customer Service (02) 9952 8073 Property Officer Fax: (02) 9952 8156</p>
<p><b>CITY'S WEBSITE ADDRESS</b></p>	<p><a href="http://www.ryde.nsw.gov.au">www.ryde.nsw.gov.au</a></p>
<p><b>We recommend that you consult with the City's Customer Service Officers before lodging this application.</b></p>	
<p><b>PAYMENT METHODS</b></p>	<p>An invoice will be issued when approval is given. <b>By Mail:</b> Cheque or Money Order <b>In Person:</b> Cash, Cheque, Money Order, Mastercard, Visa, AMEX &amp;/or EFTPOS.</p> <p><b>Restrictions may apply to the use of credit cards. Please contact the City's Customer Service Centre for advice.</b></p> <p>Make cheques payable to "City of Ryde".</p>
<p><b>ACKNOWLEDGEMENT</b></p>	<p>We will acknowledge that we have received your application.</p>

<b>FEES</b>	
<b>Motion picture / video filming application fee:</b>	
<b>i) Ultra Low</b> - No more than 10 crew No disruption is caused to the Council's stakeholders, retailers or motorists or other events in the vicinity of the activities, Activities are contained to footways or public open space areas only, Public safety is maintained at the locations at all times during the conduct of the activities, Vehicles associated with the conduct of the activities are legally parked at all times and are not driven onto footways, parks or plaza areas.	Nil
Late notice surcharge - less than 7 days notice to Council	Nil
Late notice surcharge - less than 3 days notice to Council	Nil
<b>ii) Low</b> - 11-25 crew (Usually 1-2 locations) No more than 4 trucks/vans, No construction, Minimal equipment/lighting, Small or no unit base required.	165.00
Late notice surcharge - less than 7 days notice to Council	250.00
Late notice surcharge - less than 3 days notice to Council	500.00
<b>iii) Medium</b> - 26-50 crew (No more than 4 locations) No more than 10 trucks, Some construction, Equipment used for example, dolly, trucks, medium-sized cranes, jibs, Unit base required.	330.00
Late notice surcharge - less than 7 days notice to Council	500.00
Late notice surcharge - less than 3 days notice to Council	1,000.00
<b>iv) High</b> - Greater than 50 crew (> 4 locations) Greater than 10 trucks, Significant construction, Extensive equipment, Large unit base required.	550.00
Late notice surcharge - less than 7 days notice to Council	1,250.00
Late notice surcharge - less than 3 days notice to Council	2,500.00
Refundable Damage (including cleaning) Bond	
i) Ultra Low or Low categories	1,000.00
ii) Medium or High categories	2,100.00
Approval for parking plan or unit base plan: When filming on private property or areas not controlled by Council	165.00
<b>Assessment of Traffic Management Plans:</b>	
i) Low Stop/go traffic control on a local or council-managed road - Police consultation required	110.00
ii) Medium Stop/go traffic control on a multi-laned or state road - Police consultation and RTA consultation required	330.00
iii) High Full road closure per street block - Road closures are subject to Ryde Traffic Committee approval	1,100.00

Cleaning Currently \$135 per officer per hour plus GST	At cost
Security Currently \$28 per hour plus GST	At cost
Major Distruption Fee - Exclusive use of Park, Reserve, Open Areas, or Road Reserve: Rate charged per hour of use to recover cost for additional site preparation, cleaning, waste management, access, power, water safety and other maintenance cost.	135.00
<b>Still Photography:</b> Still photography <i>per day or part thereof</i>	577.00
Stamp duty Actual cost plus 25% plus GST	
Establishment and/or restoration costs (if any) incurred by Council Actual cost plus 25% plus GST	

## 1. APPLICANT DETAILS

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Production Company:  
(If Applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Facsimile: \_\_\_\_\_

On Site Production Company Representative Contact Details:  
(Crew List to also be attached with application)

Production Manager: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Unit Manager: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Location Manager: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Producer: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**2. NATURE OF ACTIVITY** (Please tick box)

- Still Shots
- Documentaries, Short Films, Student Productions, Children's Productions
- TV Dramas, TV Commercial, & Mini Series
- Feature Films <\$10 mil budget
- Feature Films >\$10 mil budget

Name of Production \_\_\_\_\_  
Details of Production \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:**

- If a feature Film Production is proposed, documentary evidence of the productions budget must be supplied to confirm the relevant category shown above.
- If the Production requires Road Closure or Traffic Control in the City of Ryde, a minimum of three weeks prior notice is required, as the City of Ryde Traffic Committee may need to consider the matter.
- If the Production proposed is to be shot either partly or wholly on private property, you must still supply City of Ryde with details of any cars that may be parked on the streets and/ or traffic control issues.
- If a waiver of the fee is to be sought for a non commercial undertaking, supporting information must be supplied.

**3. PRODUCTION DETAILS**

Date(s): \_\_\_\_\_

Location (Please provide a plan of locations and copies of any relevant Location agreements)

\_\_\_\_\_  
\_\_\_\_\_

Unit Call time \_\_\_\_\_ pm Crew call time: \_\_\_\_\_ pm

Time of filming/photography: \_\_\_\_\_ pm to \_\_\_\_\_ pm

Unit wrap time: \_\_\_\_\_ pm

Personnel numbers: (cast, crew, extras, clients) \_\_\_\_\_

Road Closure Closure/ Traffic Control Proposed: \_\_\_\_\_

Lighting/ Generals/ Cherry pickers/ Towers: \_\_\_\_\_

Special Equipment: (Please specify): \_\_\_\_\_

**4. PRODUCTION VEHICLE PARKING DETAILS & PLAN**

Essential Production Vehicles: (Please Specify by Type, Nature, Registration No.)

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Production Vehicle Unit Base: (Please provide a location plan)

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Barricading Vehicle unit Base: (Please provide a plan)

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Barricading of required parking spaces: (please specify time and date)

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Catering location and meal areas:

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## 5. PUBLIC LIABILITY INSURANCE (PLI) DOCUMENTATION

Minimum Policy value required which indemnifies the City of Ryde:

Still Shots	\$20 million
Documentaries, Short Films, Student Productions, Children's Productions	\$20 million
TV Dramas, TV Commercial, & Mini Series	\$20 million
Feature Films <\$10 mil budget	\$20 million
Feature Films >\$10 mil budget	\$20 million

Documentary evidence of PLI cover that indemnifies the City of Ryde against any claims for damage or injury arising from the activities must be attached with your application. The required level of coverage should be as detailed above.

For major productions or for stunts, special effects or pyrotechnics, a higher level of coverage may be required. The City of Ryde will determine this once a consultation with all parties involved has been held.

## 6. APPLICANTS DECLARATION

I declare that, on behalf of the Production Company specified in this application, this information is, to the best of my knowledge, is accurate and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please attach any supporting documents)

## FILM INDUSTRY RESPONSIBILITIES & OBLIGATIONS

- The Production Company and its representatives must make every reasonable effort to accommodate the requirements of residents and business proprietors affected by the production.
- Every member of the Production Company (including security personnel) must be conversant with these requirements and abide by them during the Production.
- The Production Company and its representatives must maintain normal access for motorist and pedestrians through the filming site at all times other than when filming actually takes place. Any authorised traffic control must be carried out by accredited personnel
- The Production Company and its representatives must abide by the requirements of the City of Ryde and the NSW Police Service with regards the location and parking of Production vehicles, and ensure that these vehicles do not arrive in or near a residential location earlier than the time stipulated in the City's approval and park in the areas nominated in the approval.
- The Production Company and its representatives must ensure that all other non-essential Production and crew vehicles are legally parked at all times. Under no circumstances can these vehicles be parked for extended times in residential areas.
- The Production Company and its representatives must not remove, move or tow away any private vehicle from the filming site.
- The Production Company and its representatives must ensure that any lighting or other special effect associated with the Production is not directed at motorists or nearby residential properties.
- The Production Company and its representatives must ensure the Productions compliance with the city's criteria for generated noise levels.
- The Production Company and its representatives must not remove, trim or cut any vegetation or trees on the public way unless approved by the City of Ryde.
- The Production Company and its representatives must ensure the location is left in a clean and tidy condition ( to the satisfaction of the City of Ryde) upon completion of filming, or the Company will be required to reimburse the City of Ryde for the full cost of any extraordinary cleaning.
- The Production Company and its representatives must remove all props, rigging or other materials associated with the production as well as any directions signs erected for filming purposes, upon completion of the production.
- The Production Company and its representatives must reimburse the City of Ryde for any damage (such as illegal removal of traffic or parking signs, identifiable damage to streets, footways, parks and open spaces) caused to the public way s a result of the Production.

- The Production Company and its representatives must comply with any industry standards regarding professional and personal conduct at all times during the course of the Production.
- The Production Company and its representatives must abide by all relevant statutes and standard, such as the film industry procedures for safety and hazard management.
- The Production Company warrants that all the information provided in the application is true and correct in every particular and no material or relevant information has been omitted from the application.

Productions: Please note that failure to abide by any of these may result in further action taken against the Production Company and/or a penalty rate also taken against the Production Company and its representatives.

## **Application Check List**

- Applicant Details
- Nature of Activity (Detail Descriptions)
- Production Details
- Production Vehicle Parking Details and Plan
- Public Liability Insurance Documentation
- Applicants Declaration