

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/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 Council's Management Plan.

The Application form can be lodged over the counter, faxed to (02) 9952 8156, emailed to cityofryde@ryde.nsw.gov.au (refer Property Officer) or posted to

Property Officer
City of Ryde
Locked Bag 2069
NORTH RYDE NSW 1670.

Any questions

If you have any questions phone us on (02) 9952 8222, drop into our Customer Service Centre or alternatively speak direct to the Film Contact Officer on (02) 9952 8073.

How to Lodge this Application

<p>ADDRESS THE APPLICATION TO</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>POST</p>	<p>Locked Bag 2069 North Ryde NSW 1670</p>
<p>COURIER OR PERSONAL DELIVERY</p>	<p>Customer Service Centre (Refer Property Officer) 1 Pope Street Ryde NSW 2112</p>
<p>EMAIL</p>	<p>cityofryde@ryde.nsw.gov.au (refer Property Officer)</p>
<p>OFFICE HOURS</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>HOW TO CONTACT US</p>	<p>Phone: (02) 9952 8222 Customer Service (02) 9952 8073 Property Officer</p> <p>Fax: (02) 9952 8156</p>
<p>CITY'S WEBSITE ADDRESS</p>	<p>www.ryde.nsw.gov.au</p>

We recommend that you consult with the City's Customer Service Officers before lodging this Application.

<p>FEES</p>	<p>Application fees to be paid are currently (effective 1 July 2017 - GST inclusive):</p> <p>Commercial Filming</p> <p>Motion Picture/Video Filming:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Ultra Low – No more than 10 crew <i>(As per NSW Filming Protocol)</i></td> <td style="text-align: right;">No Fee</td> </tr> <tr> <td>Low – 11-25 crew (usually 1-2 locations)</td> <td style="text-align: right;">\$165.00</td> </tr> <tr> <td>Medium – 26-50 crew (no more than 4 locations)</td> <td style="text-align: right;">\$330.00</td> </tr> <tr> <td>High – Greater than 50 crew (no more than 4 locations)</td> <td style="text-align: right;">\$550.00</td> </tr> </table> <p>* Note that conditions and late notice surcharges apply for all categories as per Councils Management Plan.</p> <p>Commercial Photography</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Still photography</td> <td style="text-align: right;">\$732 per day or part thereof</td> </tr> </table> <p>Other Costs</p>	Ultra Low – No more than 10 crew <i>(As per NSW Filming Protocol)</i>	No Fee	Low – 11-25 crew (usually 1-2 locations)	\$165.00	Medium – 26-50 crew (no more than 4 locations)	\$330.00	High – Greater than 50 crew (no more than 4 locations)	\$550.00	Still photography	\$732 per day or part thereof
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High – Greater than 50 crew (no more than 4 locations)	\$550.00										
Still photography	\$732 per day or part thereof										

	<p>Stamp Duty Actual cost plus 25% plus GST</p> <p>Establishment and/or restoration costs (if any) incurred by Council Actual cost plus 25% plus GST</p> <p>Refundable damage (including cleaning) deposit/bond:</p> <table border="1" data-bbox="611 371 1461 439"> <tr> <td>Ultra Low or Low categories</td> <td>\$1270.00</td> </tr> <tr> <td>Medium or High categories</td> <td>\$2650.00</td> </tr> </table> <p>Fees are not to be paid when the Application is lodged. Payment of the fees prior to formal approval does not constitute an approval. Fees are payable for whole days and no concessions for part days will be given. Payment must be made prior to filming/photographic activities commencing.</p>	Ultra Low or Low categories	\$1270.00	Medium or High categories	\$2650.00
Ultra Low or Low categories	\$1270.00				
Medium or High categories	\$2650.00				
<p>PAYMENT METHODS</p>	<p>An invoice will be issued when approval is given. By Mail: Cheque or Money Order In Person: Cash, Cheque, Money Order, MasterCard, Visa, AMEX &/or EFTPOS.</p> <p>Restrictions may apply to the use of credit cards. Please contact the City's Customer Service Centre for advice.</p> <p>Make cheques payable to "City of Ryde".</p>				
<p>ACKNOWLEDGEMENT</p>	<p>We will acknowledge that we have received your Application.</p>				

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, and Registration No.)

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

Barricading Vehicle unit Base: (Please provide a plan)

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

Catering location and meal areas:

5. PUBLIC LIABILITY INSURANCE (PLI) DOCUMENTATION

Minimum Policy value required which indemnifies the City of Ryde:

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