



All communication addressed to:
 General Manager
 Shellharbour City Council
 Locked Bag 155, Shellharbour City Centre, NSW 2529

PHONE: 02 4221 6111
 FAX: 02 4221 6016
 DX 26402 Shellharbour City Centre
 EMAIL: records@shellharbour.nsw.gov.au
 WEB: www.shellharbour.nsw.gov.au

APPLICATION TO FILM

1. APPLICANT DETAILS (the 'Producer')			
Applicant's Name			
Production Company			
Address			
Phone Number		Facsimile Number	
Email Address			
On Site Contacts (Name & Mobile Number)			
Production Manager		Unit Manager	

2. NATURE OF ACTIVITY (the 'Production')				
TVC / Corporate Video	Documentary / Short Film	TV Drama	Feature Film – under \$10M	Feature Film – over \$10M
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)				
Title of Production (or product if TVC)				
Distribution / Broadcaster (if known)				

3. LOCATION DETAILS – SUMMARY (pages may be attached where necessary)	
LOCATION (the 'Property') – include map references	DATES (the 'Licence Period')

LOCATION DETAILS (cont'd)

Special Requirements:

'Special Requirements' includes the use of equipment such as cherry pickers, helicopters, low-loaders and watercraft as well as events such as stunts, road closures, constructions, pyrotechnics and other SFX. Please also refer to Regional Film Policy 'Special Requirements'.

4. REQUIRED DOCUMENTATION

Please attach:

- Shooting Schedule (include call times and crew numbers)
- Proof of Public Liability Insurance Cover (refer Regional Film Policy 'Insurance')
- Authorised Safety Report (where production utilises special effects or equipment)
- Proof of consent of owner of land (where production involves the filming of non-Council land)
- Design Layout Plan (where temporary structures are to be erected)
- Traffic Management Plan (on 'Road Closure Form' for: road closures; pedestrian and cycling access and parking where vehicle numbers exceed 20)

Where all requested information is provided, applications can be processed within 10 days. Productions which require road closures, the permission of other authorities, or significant community consultation should allow a minimum of 6 weeks.

5. APPLICANT'S DECLARATION

I declare that, on behalf of the production company specified in this application, this information is to the best of my knowledge accurate and correct. I confirm that I have read and understood the conditions governing filming in the Illawarra as outlined in the Illawarra Regional Film Policy.

Name:

Signature:

Date:

ONCE THE ATTACHED PAGE HAS BEEN SIGNED, THIS FORM WILL CONSTITUTE YOUR FILM PERMIT. PLEASE KEEP THESE THREE PAGES ON LOCATION AT ALL TIMES.

6. CONDITIONS OF APPROVAL

- The permission shall include the right to bring personnel and equipment onto the Property and to remove the same after completion of all work.
- The permission is granted for the licence period. In the event that filming is not completed within this time, the producer shall apply to extend the licence period.
- The producer agrees to indemnify and hold the Council harmless against and from any and all liability and loss, which the Council may suffer by reason of any accidents or other damages to the Property or bodily injury including death, caused by the negligence of any of its employees on or about the Property.
- Council agrees to notify the Producer in writing within 14 days of completion of the Producer's use of the Property of any damage claimed to arise from the Producer's use of the Property and to allow the Producer and its representatives access to the Property to assess and (where appropriate) rectify any such damage.
- The Producer warrants to effect Public Liability Insurance for a sum no less than \$10M
- The Producer shall have the right to represent the Property in the Production and trailers, film clips, stills, advertising and publicity material under any name (whether real or fictional) and in any manner.
- Council shall be acknowledged in the screen credits of the Production where such credits exist.
- Council hereby expressly disclaims any right or interest in the Production including copyright therein and acknowledges that the Producer has the unfettered right (without payment of further fees) to exhibit and license other to exhibit and to otherwise exploit in all media throughout the world all or any part of those scenes of the Production photographed or recorded at the Property.

7. COUNCIL APPROVAL

In consideration of payment by the Producer to Council of the Location Fee, permission is granted to the Producer to use the Property for the purpose of photographing and recording scenes for the Production.

Special Conditions	
--------------------	--

Location Fee		Signed on behalf of Council	
--------------	--	--------------------------------	--

Name & Designation		Date	
--------------------	--	------	--

Your Privacy

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our Privacy Management Plan on our website www.shellharbour.nsw.gov.au or contact our Privacy Officer on (02) 4221 6111. Information leaflets are also available at all offices and libraries.