

# Film & Photography Application

In Place Management  
NSW Precincts



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## In Place Management NSW Precincts

Place Management NSW (PM NSW) is responsible for managing Sydney's most historically and culturally significant waterfront locations, including Sydney's heritage and cultural precincts at The Rocks and Darling Harbour. The Rocks and Darling Harbour are home to numerous popular attractions, boutique shopping, fine dining, art and culture.

### HOW TO APPLY

1. This form is required to book or notify Filming and Photography activity within any Place Management NSW open space as per New South Wales Film Friendly 2009 protocol.
2. Please submit this application with at least **5 business days lead time**. Late fees of +50% of the applicable application fee apply to any application processed outside of this minimum lead time. Late applications, or large productions that require more lead time, may not be accepted.
3. Application fee is due and payable on submission of application and is non-refundable.
4. Your activity will be assessed based on the information you provide in this form.
5. Please read all parts of this form prior to completing.
6. Your booking or notification is not confirmed until your payment is processed (if applicable) and you have received a written confirmation from Place Management NSW.
7. This application does not include the use of drones and other unmanned aerial vehicles (UAV); these permits are made via the via the Precinct Facilities Management office (CBRE) 1300 275 223 or email [eventspmnsw@cbre.com.au](mailto:eventspmnsw@cbre.com.au)
8. Please complete this form and lodge your completed application via email to [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au)

### PROPOSED LOCATION AND DATES/TIMES

Proposed Date(s):	<input type="text"/>		
Bump In Time:	<input type="text"/>	Bump Out Time:	<input type="text"/>
Shoot Start:	<input type="text"/>	Shoot end:	<input type="text"/>
		Offsite by:	<input type="text"/>
Location(s) requested:	<input type="text"/>		

### APPLYING ORGANISATION DETAILS

Name of production company/organisation:	<input type="text"/>	ABN/ACN:	<input type="text"/>
Organisation Address: <i>(must be street address)</i>	<input type="text"/>		
Company Phone:	<input type="text"/>	Accounts receivable email:	<input type="text"/>

### PRODUCTION CONTACT DETAILS

<b>Onsite Contact:</b>			
Name:	<input type="text"/>	Position:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>
<b>Production Contact:</b>			
Name:	<input type="text"/>	Position:	<input type="text"/>
Mobile:	<input type="text"/>	Email:	<input type="text"/>



## PRODUCTION DETAILS

Name of Production:

Description of scene being filmed:

Type of Production:

If Other:

## LOGISTICS DETAILS

No. of onsite crew:

No. of talent:

Full details of equipment and description of activities/action/unit base facilities (for larger shoots please attach separate documents e.g. site map, unit base map, TMP etc.):

### Parking requirements

**Note:** This section relates to production vehicles only. Cast/Crew parking must be arranged off site as parking is limited in public domain locations. Private parking is not permitted at any time.

#### If you are applying for a unit base:

No. of essential vehicles requiring access on the site:

No. of unit vehicles:

- Please include a list of all production vehicles by type, size and registration
- Please include a parking plan (including catering and unit base), specifying the proposed location in the public domain.

#### Please tick any of the following that are required for this activity:

temporary traffic control

cherry pickers/lighting towers

car chases/driving sequences

temporary structures/scaffolding

road closures

camera crane

smoke effects

children

street dressing

reconstruction of crime/emergency

cast dressed as police/emergency services

pedestrian/crowd control

firearms/gunfire

camera/dolly tracks

SFX/fire/explosives

low loaders

generator

stunts

playback

Other

*(Please note any special approvals such as working with children or animals must also be attached to your application)*

## LOGISTICS DETAILS

### Essential documents:

Public Liability Insurance (Certificate of Currency - AUD\$20 million minimum coverage noting 'Place Management NSW' as interested party)

Site map

### Please supply where relevant:

Authorised Safety Report

Working with Animals Certificate

Traffic/Pedestrian Management Plan

Parking plan/unit base map

Environmental Management Plan

Working with Children Check (WWCC)

Tenant Notification Letter

Worker's Compensation Insurance

## LICENCE AGREEMENT

The Applicant's responsibilities and obligations are recognised under The Local Government Filming Protocol 2009 (Protocol) and Code of Conduct for location filming in NSW (Code of Conduct).

Place Management NSW (PM NSW) supports the Protocol and Code of Conduct and will issue a Licence Agreement (Licence) for associated filming activities once all requirements of the Protocol and Code of Conduct are met.

The Licence may stipulate additional conditions and it is the responsibility of the Licensee to ensure all cast and crew are thoroughly briefed on all conditions and requirements of the Licence and appropriately manage all elements of the shoot to ensure there is no breach of the Licence or undue impact on the amenity of the public domain and surrounding tenants/residents

## FEES AND CHARGES

	ULTRA LOW	LOW	MEDIUM	HIGH
	< 10 crew	11 – 25 crew	26 – 50 crew	> 50 crew
	0 trucks/vans	< 4 trucks/vans	4 – 10 trucks/vans	> 10 trucks/vans
	No impact on public or tenants	No construction	Some construction	Significant construction
	Handheld or tripod camera with sound recorder	Minimal equipment (e.g. lighting / playback, etc.)	Equipment used (e.g. dolly, jibs, trucks, medium sized cranes, etc.)	Extensive equipment
	All vehicles legally parked in existing parking areas	Small or no unit base required	Unit base required	Large unit base required
		Usually 1-2 locations	No more than 4 locations	> 4 locations
<b>Application Fee:</b>	<b>\$0</b>	<b>\$220</b>	<b>\$440</b>	<b>\$660</b>
<b>Bond (GST exempt):</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$5,000</b>
<b>Licence issued:</b>	<b>No</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>



## FEES AND CHARGES (cont.)

### Service Charges (inc GST)

Site coordinator: \$72 / hour (min 4 hour call) \*

Security: \$72 / hour (min 4 hour call)

Cleaning: \$72 / hour (min 4 hour call)

\* 10% loading for call times commencing after 4am and prior to 6am; 15% loading for call times commencing after 10pm and prior to 4am; Public holidays charged at double time and a half.

Upon request, other services such as site alteration, equipment provision, maintenance, etc. will be charged as per approved quotes.

## CANCELLATION

The Applicant/Licensee may cancel the application or License by notice in writing to PM NSW at any stage prior to the date of commencement. If the cancellation is received more than 24 hours prior to the date of commencement, the following provision will apply:

- Notice received by PM NSW at least **3 business days** (more than **72 hrs**) prior to the date of commencement –100% of the bond and service charges paid to PM NSW **will be refunded in full**. The Application Fee will be withheld in full.
- Notice received by PM NSW less than **3 business days** (less than **72 hrs**) prior to the date of commencement –100% of the bond paid to PM NSW **will be refunded in full**. The Application Fee and Service Charges will be withheld in full.

The Applicant/Licensee acknowledges that the location is in the public domain and that PM NSW may be unable to provide the Licensee with use and occupation of the location due to circumstances beyond its reasonable control, including but not limited to, an emergency or unforeseen urgent requirement.

Where PM NSW is unable to provide use and occupation of the location due to unforeseen circumstances the Applicant/Licensee's sole remedy will be a refund of the fees, bonds and service charges paid to PM NSW.

**Disclaimer:** Place Management NSW takes no responsibility for any third-party commitment entered into by the applicant

## LODGING THE APPLICATION

Please lodge your application form and supporting documents;

**By email:** [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au)

**Venue enquiries:** (02) 9240 8872

I have read and understood the conditions within this application form and agree to abide by these conditions.

.....  
(Signature of Applicant)

Name of Applicant:

**ON BEHALF OF**

.....  
(Name of Organisation)

Date of Application:



## Further information

**PO Box N408,**

**Grosvenor Place,**

**NSW 1220**

Email: [venuehire@property.nsw.gov.au](mailto:venuehire@property.nsw.gov.au)

Phone: 02 9240 8872

**[www.property.nsw.gov.au](http://www.property.nsw.gov.au)**

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