



If you need help lodging your form, contact us		Office use only																					
Email	reservebookings@northernbeaches.nsw.gov.au	Form ID	4009																				
Phone	1300 434 434	TRIM Ref	C001040																				
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated June 2019																				
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Parks and Recreation																				
		Application No.	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
		Receipt No.																					

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

THIS DOCUMENT IS AN APPLICATION AND DOES NOT CONSTITUTE A FILMING PERMIT OR LOCATION CONTRACT

This application is to be used for filming on Council managed open space such as sports grounds, beaches, parks, footpaths and roads. Before submitting this form please read the Local Government Filming Protocol at www.screen.nsw.gov.au/publications/local-government-filmingprotocol and Screen NSW Code of Conduct at www.screen.nsw.gov.au/page/policies/screen-nsw-code-of-conduct. Please also refer to Northern Beaches Council's filming guidelines and information at www.northernbeaches.nsw.gov.au

Filmmakers must complete this application form and submit to council as per the contact details below. You will be notified when the application has been received and once the filming is approved a contract, conditions of use and an invoice will be sent.

Please note the following conditions apply to submitting an application form.

- Any changes to a firmed (finalised) booking or the receipt of a late application may be subject to an administration fee.
- Ultra-Low and Low impact filming applications must be received at least three working days prior to any activities being approved.
- Medium and High impact filming applications must be received at least seven working days prior to any activities being approved.
- If a Traffic Management Plan is required, then applications must be received at least ten working days prior.

Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name			
Company Name (attach business card if relevant)			
Address			
Post Code			
Phone		Alternate	
Mobile		Fax	
Email			

Part 2: Production Contact Details

PRODUCTION CONTACT DETAILS	
Location Manager Name	
Phone	
Email	

Part 3: Filming Locations and Activities

FILMING LOCATIONS AND ACTIVITIES			
LOCATION 1		LOCATION 2	
Name		Name	
Specific location (Please attach site plan)		Specific location (Please attach site plan)	
Dates		Dates	
Wet weather dates		Wet weather dates	
Time site access required (including crew arrival)	am/pm	Time site access required (including crew arrival)	am/pm
Time site will be vacated (including crew departure)	am/pm	Time site will be vacated (including crew departure)	am/pm
Filming activities		Filming activities	

Part 4: Production Details Continued

Name of Production					
Production summary/synopsis/script: (Maximum 100 words)					
Type of production (tick as appropriate)					
Still Photography	Tv Drama		Documentary	TV Commercial	
Feature	Short Film		Music Video	Student Film	
Corporate Video	Children's Production		Infotainment/Travel	Reality TV	
Other (please specify)					
	Location 1	Location 2		Location 1	Location 2
Number of Cast			Number of essential vehicles		
Number of crew			Unit vehicles		
Number of extras			Private vehicles		

Part 4: Production Details Continued

	Location 1	Location 2		Location 1	Location 2
Does your shoot involves any of the following? (tick as appropriate)					
Temporary traffic control			Street dressing		
Road closure			Cast dressed as police/ emergency services		
Camera crane			Camera track		
Reconstruction of crime/ emergency			Low loaders		
Playback			Car chases/driving sequences		
Please attach					
<ul style="list-style-type: none"> List of production vehicles by type, size and registration details Parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions. 					
Firearms/gunfire			Generator		
Crowd control/security			Animals		
Children			Cherry Pickers/lighting		
Fire effects			Scaffolding		
Temporary structures			Smoke Effects		
SFX			Stunts		
Firearms			Other (Specify)		
Details for any of the selected boxes above (attach pages if required)					
Please Note: many of these activities also require approval from other statutory authorities eg. Police, RTA, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades; NSW Rural Fire Service; NSW Department of Lands					

Part 5: Checklist

SUPPORTING DOCUMENTATION CHECKLIST	
	Certificate of currency for Public Liability Insurance
	Site Plan
	Traffic Management Plan
	Parking Plan
	Risk Management Plan and/or authorised safety report (when required)
	Community notification letter
	Environmental management plan (when required)

Part 6: Declaration

DECLARATION	
I declare all the above information to be true and agree to abide by all terms and conditions referred to above.	
Signature	
Date	

Part 7: Fees & Payment

PAYMENT OF THE APPLICATION FEE		
<p>The Reserve Bookings Officer will invoice the appropriate Application Fee and other costs in accordance with the Local Government Filming Protocol and Northern Beaches Council's fees and charges. Payment must be received before the shoot commences. Payment can be made as follows:</p>		
CONTACT METHOD	PAYMENT METHOD	LOCATION
By Mail	Cheque or money order	Northern Beaches Council, 725 Pittwater Rd, Dee Why, NSW, 2099
In Person	Cash, credit card, cheque, money order	Customer Service Centre, 725 Pittwater Rd, Dee Why.
By Fax	Credit card	Customer Service Centre: 1300 434 434
<p>Please Note: Credit card payments cannot be made over the phone or internet. EFT or EFPOS payments cannot be accepted. Cheques to be made payable to Northern Beaches Council. Please note that there is a 0.7% charge on all credit card payments. For further information regarding your application please contact the Reserve Bookings Office on 1300 434 434</p>		