



Vision planning and management of Sydney Harbour sites.

Filming and Photography Permits

Your Information Guide

Before you submit an application to conduct a film or photography shoot at a Sydney Harbour Federation Trust (Harbour Trust) site, please read and carefully consider the following information to avoid any permit approval delays.

1. Application and Payment

- It is recommended that you conduct a **site survey** prior to submitting an application, to ensure suitability for your film or photography shoot requirements.
- All filming and photography permit requests need to be lodged via our **Filming and Photography Application Form**.
- Your application needs to be submitted at least **4 weeks** in advance of the event taking place.
- Location fees and charges will be calculated on application, according to our current rate card.
- Exclusive use of an area or a high-impact shoot may attract a daily hiring fee in addition to the location fee.
- Approval is not confirmed until you make full payment and receive a confirmation email from the Harbour Trust. Payment must be made **before** filming commences.

2. Hours of Filming and Photography

- The hours permitted for filming and photography are subject to negotiation and may be arranged upon application.

3. General Conditions

- The Applicant and participants must comply with any requests made of them by Harbour Trust staff prior to, during, and after the activity.
- The Applicant or a representative is to be on site at all times during the shoot and a mobile number is to be supplied to the Harbour Trust for that contact person.
- The Harbour Trust must be advised of any changes that differ from the submitted application.
- **If any Harbour Trust building or land is depicted in a film, video or photography, the Hirer shall not display any images, words, acts or other materials of a crude, offensive nature that are likely to injure the reputation and standing of the Harbour Trust.**
- Fireworks or firearms are not permitted on Harbour Trust land. The use of replica firearms requires approval and a copy of a valid Armourer's Licence must be provided.
- The use of naked flames in any form is strictly prohibited on all Harbour Trust land.

4. Cancellations

- All cancellations are accepted up to 14 days prior to the permit commencement date and all refunds are subject to a \$250 administration fee.
- In adverse weather, a refund of location fees comparable to the time lost will be determined by the Harbour Trust, minus the non-refundable \$250 administration fee. A future date may be approved and weather hold days may also be applied for.

5. Bond Payment

- A bond will be held where the Harbour Trust considers a filming/photography activity to be high-risk, or where maintenance or restoration works may be required.

6. Damage

- The Applicant will be held responsible for any damage caused to the location during the Hire.
- The Applicant will be required to cover costs associated with repairing any damage.

7. Security

- It is a requirement during film shoots that a dedicated Harbour Trust Ranger or staff member is on duty. Their role is to enforce regulations and, where possible, to assist with any reasonable request made by the production company. The cost of any Harbour Trust staff is the responsibility of the Hirer.
- Depending on the requirements for a shoot, external security may need to be arranged at the expense of the Hirer. All external security will need to present their Master Licences and Public Liability Insurance from the external security provider.

8. Public Liability Insurance

- Public Liability insurance of \$20 million (minimum) is required for all filming and photography. A copy of a Certificate of Currency must be submitted with the application.

9. Vehicles

- Vehicles must remain on sealed roadways unless otherwise authorised.
- Roadways must remain open at all times to through traffic, unless otherwise authorised.
- Free and/or paid parking is limited at each Harbour Trust site. The reservation of areas is possible upon submitting a production vehicle plan in your application.

10. Site Preparation

- The Applicant must ensure that the location of the activity will be protected from damage. Please note:
 - a) No attachment of decorations or signs to buildings or any other fixed structures is permitted.
 - b) Any damage to the activity location including but not limited to buildings, heritage sites, grass, trees, gardens, plantings or walkways will be restored to the Harbour Trust's satisfaction at the cost of the Applicant.
- Fencing off public access areas for exclusive use is not permitted, unless otherwise authorised.
- Special requests for site preparation may incur additional costs.
- Cables crossing pathways or tracks must be protected with appropriate covers to ensure public safety.

11. Temporary Structures

- Full details of any temporary structure needs to be submitted for approval by the Harbour Trust.
- Temporary structures must meet engineering safety requirements. The Harbour Trust must receive an Engineers Certificate that confirms the structure is designed and installed in accordance with relevant standards and codes.

12. Heritage Protection

- Measures must be taken to ensure the protection of all heritage buildings and surfaces.
- Nothing is to be attached or penetrated into buildings and surfaces.
- Suitable rubber pads or ply sheets must be used to protect sandstone and building surfaces. These must be used at any time a building surface may be at risk of damage.

13. Barging on Cockatoo Island

- Barging for Cockatoo Island is arranged and managed by the Harbour Trust. For information and fees please contact the Harbour Trust by emailing licensing@harbourtrust.gov.au or phoning (02) 8969 2100.

14. WiFi

- There is currently no available WiFi on any Harbour Trust sites.

15. Flora and Fauna

- Harbour Trust land is home to many land and marine animals. It is also an increasingly significant refuge for endangered species such as the Long-nosed Bandicoot at North Head Sanctuary. Protection of flora and fauna on Harbour Trust land is important and it is the responsibility of the Applicant to not damage or endanger any animal or plant life.

16. Animals

- Special approval is required for the use of animals in film/photography.

17. Working with Children

- Filmmakers and still photographers must hold an Authority to employ any children younger than 15 years of age for the purposes of entertainment, exhibition and still photography. More information is available from the NSW Government's Office of the Children's Guardian on (02) 8219 3600 or www.kidsguardian.nsw.gov.au

18. Access to power

- Electricity supply is limited on Harbour Trust sites. To enquire about power access for a location please contact the Harbour Trust by emailing licensing@harbourtrust.gov.au or phoning (02) 8969 2100.
- The use of silent mobile generators may be used and must be arranged by production companies at their own expense.

19. Drones

- The use of drones on Harbour Trust sites is not permitted. A special request can be made to allow drone usage for filming and photography and must be made 30 days prior to use. Requests must include a Safety Management Plan, necessary certifications and proof of notification to CASA.

20. Risk Assessment

- A risk assessment and safety plan must be completed prior to any work commencing on site.
- It is the responsibility of the production company to ensure all legislative requirements for WH&S and public safety are met.

21. Other Approvals

- **Notify the police:** Filming activities on public land may need to be approved by NSW Police to discuss traffic control and working around other activities that may be planned in the area at the same time.
- **Notify the neighbours:** For any filming that may impact neighbours, a letterbox drop in surrounding areas may be required before any work commences. The notification must let the neighbours (business and residential) know about your production plans. The Harbour Trust can provide information about specific areas that may need to be notified.

Need to know more ?

If you'd like further clarification on anything in this guide, or have unanswered questions about filming and photography on Harbour Trust sites, just email licensing@harbourtrust.gov.au or call us on (02) 8969 2100.