



Filming and photography licence application form

The Sydney Harbour Federation Trust is a self-funding agency created by the Australian Government to protect and improve public access to former defence and Commonwealth sites around Sydney Harbour. The Harbour Trust aims to bring life to Australia's natural and cultural heritage and provide a lasting legacy through conservation, remediation and the adaptive re-use of places in their care.

As an Australian Government statutory authority, the Harbour Trust does not align with Screen NSW's Film Friendly initiatives. While the Harbour Trust will endeavor to facilitate on-site filming requests where appropriate, it operates outside of the *Local Government Filming Protocol 2009* and the Premier's Memorandum *Making NSW Film Friendly 2008-10*.

How it works

- This form is used to submit an application to apply for a temporary licence used to conduct an activity on a Harbour Trust site.
- Your application will be assessed by the Harbour Trust based on the information you provide in this form.
- If your application is approved, the information you have provided will form the basis of an agreement with the Harbour Trust to hold the approved activity.

How to apply

There are various steps to the application process for a filming and photography licence agreement.

1. Read the *event safety guidelines*.
2. Complete a copy of the *filming and photography application form*.
3. Lodge your completed application via email to **licensing@harbourtrust.gov.au** with a copy of your Public Liability Insurance noting the Sydney Harbour Federation Trust as an interested party.
4. You will receive an email from the Harbour Trust advising whether you have been successful with your application. Please note it can take 4 weeks to facilitate a filming request. The Harbour Trust reserves the right to refuse an application that is lodged without sufficient notice.

Please note: Your application will be assessed by the Harbour Trust based on the information you provide in this form. Please ensure that all sections have been completed and are correct. Any incomplete applications will not be considered.

This application is not a permit to film. Permission is granted when your application is approved and both parties have signed a licence agreement. The Harbour Trust will not approve activities that it considers pose unacceptable safety, amenity or environmental concerns. You should not enter into agreements with third parties in relation to the activity until your application is approved.

It is strongly recommended that you conduct a site survey prior to submitting an application to ensure the site's suitability for your requirements. To arrange a meeting, please send an enquiry to **licencing@harbourtrust.gov.au** briefly outlining your filming plans and objectives. Any unsolicited recces are subject to rejection upon arrival.

Information about the applicant

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other _____
First name			Surname	
Company name				
ABN			Position	
Postal address				
Suburb			Postcode	
Phone			Mobile	
Email address				
Have you read the <i>event safety guidelines</i> ?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Have you undertaken a preliminary site visit?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If no, please request a date and time				

Production details

Producer		Contact number	
Email address			
Production manager		Contact number	
Email address			
Location manager		Contact number	
Email address			

Name of production:

Production summary (150 words max)

Type of production: (please tick appropriate box)

<input type="checkbox"/> Stills shoot/photography	<input type="checkbox"/> TV drama/miniseries	<input type="checkbox"/> Reality/live audience
<input type="checkbox"/> TV commercial	<input type="checkbox"/> Short film/documentary	<input type="checkbox"/> Children's production
<input type="checkbox"/> Feature film <\$10 million budget	<input type="checkbox"/> Feature film \$10-\$50 million budget	<input type="checkbox"/> Feature film >\$50 million budget
<input type="checkbox"/> Other (please specify)		

Genre (e.g. Period, Vox pops)

Location information

For productions requiring more than one location, please attach a document which outlines the location details following the format below.

Site, building, room number

Dates

Time of use

(24 hour time – including crew arrival and departure)

Bump in

From:

To:

Shoot dates

From:

To:

Bump out (if required)

From:

To:

Wet weather back up dates

From:

To:

Personnel numbers

Crew:

Cast:

Extras:

Will the location be identified in the filming?

☐

Yes

☐

No

Are you requiring exclusive use of the location?

☐

Yes

☐

No

Do you require a quiet set for filming?

(Request to stop work)

☐

Yes

☐

No

Do you intend on using other locations nearby?

(i.e. Tenants of the Harbour Trust)

☐

Yes

☐

No

If yes, where?

Have you sought consent from the relevant stakeholders?

☐

Yes

☐

No

Proposed works and access to services (select all that apply)

Please indicate if your application requires any of the following:

☐ Installation of film/television sets

☐ Use of signage

☐ Painting

☐ Demolition of building/structures

☐ Floor coverings/furniture (not fixed/fixed)

☐ Exterior/street dressing

☐ Other (please specify)

If you have ticked any of the boxes above, please provide further information:

Please note, you may be required to supply an *art department brief* as outlined in the licence agreement. All requests must be approved in writing by a Harbour Trust Heritage Officer prior to the commencement of works.

Please indicate if you require access to any of the following services:

☐ Electricity

☐ Lighting

☐ Potable water

☐ Grease trap

☐ Waste water (grey water)

☐ Sewer

<input type="checkbox"/> Telecommunications/internet	<input type="checkbox"/> Gas
<input type="checkbox"/> Heating and air conditioning	<input type="checkbox"/> Other (please specify)

If you have ticked off any of the boxes above, please provide a brief description of services required:

Temporary structures	
Please tick all of the following that will be required for filming:	
<input type="checkbox"/> Crane or hoist	<input type="checkbox"/> Set builds (freestanding)
<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Flooring
<input type="checkbox"/> Tiered or elevated seating	<input type="checkbox"/> Fencing/barriers
<input type="checkbox"/> Marquee or entertainment stage	<input type="checkbox"/> Food/drink stalls
<input type="checkbox"/> Portable offices/toilets	<input type="checkbox"/> Lighting
<input type="checkbox"/> Other (please specify)	
If you have ticked any of the boxes above, please provide further information:	
<p>If your activity is approved, you may be required to supply the following documents relevant to the activity prior to site access:</p> <ul style="list-style-type: none"> • Manufacturers specifications • Detailed technical drawings • Engineering certificate • BCA report 	

Please note: All temporary structures will need to be weighted — we do not permit pegging on our sites.

Special considerations/requirements	
Please tick all of the following that will be required for the activity:	
<input type="checkbox"/> Temporary traffic control	<input type="checkbox"/> Camera on jib/crane
<input type="checkbox"/> Road closures	<input type="checkbox"/> Camera track
<input type="checkbox"/> Action vehicles/driving sequences	<input type="checkbox"/> Light(s) on tower(s)
<input type="checkbox"/> Low loader/tracking vehicle	<input type="checkbox"/> Animals
<input type="checkbox"/> Wet down/rain machine	<input type="checkbox"/> Use of minors
<input type="checkbox"/> Drones	<input type="checkbox"/> Use of a naked flame
<input type="checkbox"/> Rigging	<input type="checkbox"/> Stunts
<input type="checkbox"/> Night shoot (additional supervision fee will apply)	<input type="checkbox"/> Other (please specify)

If you have ticked any of the boxes above, please give a brief outline of the proposed activity:

Please indicate if any of the following will feature in a scene:

- | | |
|--|--|
| <input type="checkbox"/> Use of the public | <input type="checkbox"/> Firearms/gunfire |
| <input type="checkbox"/> Scene of a crime | <input type="checkbox"/> Actors in Police uniform |
| <input type="checkbox"/> Scene of an offensive nature | <input type="checkbox"/> Actors in other Emergency Service uniform |
| <input type="checkbox"/> Violence | <input type="checkbox"/> Smoke effects/fire effects/pyro |
| <input type="checkbox"/> ANY other equipment or special effects (<i>please specify</i>) | |

If you have ticked any of the boxes above, please give a brief description of the proposed activity:

Please note: you may be required to submit further documentation or obtain approval from other statutory authorities, e.g. Police, EPA, RSPCA, NSW Fire Brigades, NSW Rural Fire Service, and NSW Department of Lands. The Harbour Trust may require evidence of this approval.

Security requirements

- | | | |
|--|------------------------------|-----------------------------|
| Will the proposed activity require on-set or overnight security? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the proposed activity require audience check in or crowd control? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Please provide a brief outline of your anticipated security requirements:

You may be required to submit a *crowd control plan* or *security plan* prior to site access.
Requests for additional security personnel provided by the Harbour Trust will be at the production's cost.

Parking, transport and generator

- | | | |
|--|------------------------------|-----------------------------|
| Are you applying for a unit base? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Number of unit vehicles | | |
| Number of essential vehicles on location | | |
| Maximum and approximate number of vehicles on site per day | | |

You will be required to submit a detailed *transport management plan* to the Harbour Trust prior to site access.
All vehicles must hold comprehensive insurance.

Cockatoo Island barging

Harbour City Ferries have strict carry-on limits for public safety, so the barging of your equipment may be required. For information regarding barging fees and charges, please contact the Harbour Trust by emailing barging@harbourtrust.gov.au.

Will you be barging onto Cockatoo Island? ☐ Yes ☐ No

Please provide a brief outline of your anticipated barging requirements:

Please be advised that any activity requiring 3 or more barge days will need to engage a Barging Coordinator.

Generator requirements

Will you be using a generator on site? ☐ Yes ☐ No

Type and location of generator(s)

You may be required to submit a *power plan* to the Harbour Trust prior to site access.

Noise and visual impact

Does the proposal involve illumination or include any signage, decorations or structures that will be visible from the public domain? ☐ Yes ☐ No

Will the activity involve the use of spot or floodlighting? ☐ Yes ☐ No

Will the activity include a laser or light display? ☐ Yes ☐ No

Will the activity include a pyrotechnic display? ☐ Yes ☐ No

Will the proposed activity generate an excessive level of noise that will be audible from the public domain? ☐ Yes ☐ No

Will a public address system or microphone or music system be used? ☐ Yes ☐ No

Will the activity involve the use of a studio audience? ☐ Yes ☐ No

If you ticked "Yes" for any of the above, please provide a brief description of the activity:

You may be required to submit a *noise management plan*, *light management plan* and/or a *community consultation plan* prior to site access.

Food and beverage service

Does the proposal involve serving food or beverages to members of the public? ☐ Yes ☐ No

Does the proposed activity involve selling alcohol? ☐ Yes ☐ No

Will you supply crew catering? ☐ Yes ☐ No

Unit caterer ☐ Yes ☐ No

Please provide an outline of all crew catering requirements (*including times and locations*)

Waste management and environmental considerations

You are responsible for the proper disposal and removal of all waste material generated by filming activities.

Will the proposal generate air or water pollution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the proposal involve the use of contaminants or hazardous materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the proposal affect flora or fauna?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the proposal involve removal of any soil or vegetation or will any soil or vegetation be brought on site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the proposal cause other adverse environmental impacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require the use of Harbour Trust public amenities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you ticked “yes” to any of the above, please provide further information:

You may be required to submit an *environmental management plan* outlining all waste management systems and cleaning plans prior to the site access.

Please note: Depending on the scale of your activity you may be required to pay for additional cleaning of public amenities and provide additional facilities to service our activity.

Public Liability Insurance (PLI) documentation

Documentary evidence of Confirmation of Cover that indemnifies the Sydney Harbour Federation Trust against any claims for damage or injury arising from the activities must be attached with your application. A PLI policy having a minimum liability of \$20 million must be in place for the full duration of the Activity.

Policy number

Policy expiry date

/ /

Lodgement details

When you have completed your application you can lodge it by emailing it to licencing@harbourtrust.gov.au.

If the application is approved, a standard Harbour Trust licence agreement will be issued. The licence agreement will outline further documentation required prior to site access. Access to Harbour Trust sites will not be permitted until adequate documentation has been received.

Further information may include the following plans

1. Site plan
2. Schedule
3. Art department brief
4. Risk assessment and safety plan
5. Emergency response plan
6. Security plan
7. Transport management plan
8. Environmental management plan

Collection and use of personal information

The information provided in this form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.

Your application may be exhibited and publicly advertised at the discretion of the Harbour Trust.

The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.

By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.

The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information how we manage privacy is available on our website www.harbourtrust.gov.au.

Declaration

I apply for approval to carry out the proposed action described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.

NOTE: It is an offence under the Criminal Code Act 1995 to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application.

- I also understand that if the information is incomplete, the application will not be registered and may be delayed or rejected or more information may be requested.
- I acknowledge that if the information provided is misleading, any approval granted may be void.
- Any works undertaken without approval may be removed by the Sydney Harbour Federation Trust at the applicant's expense.

Signature

Date

/ /

Harbour Trust



Australian Government
Sydney Harbour Federation Trust

