



## Low impact filming and photography permit

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 obtain approval to conduct a media, student, ultra-low impact or low impact film or photography shoot on Sydney Harbour Federation Trust (Harbour Trust) land.
- Please read the *low impact filming and photography terms and conditions* (at the end of this form) before completing your application.
- Your application needs to be submitted at least 5 days in advance of the activity taking place.
- Lodge your completed application via email to [licensing@harbourtrust.gov.au](mailto:licensing@harbourtrust.gov.au) with a copy of your Public Liability Insurance noting the Sydney Harbour Federation Trust as an interested party. Evidence of PLI is not required for student productions.
- You will receive an email from the Harbour Trust advising whether you have been successful with your application within 2 working days.
- Bookings are not confirmed until you have made full payment and receive a booking confirmation email from the Harbour Trust.

### Types of permits

- **Media filming and photography**  
The Harbour Trust will waive fees for media filming that fits within the below criteria:
  - Filming is editorial/news about the Harbour Trust or its sites
  - Filming is to be used for promotional purposes and will feature the Harbour Trust or its sites
- **Student filming and photography**  
The Harbour Trust permits students to conduct filming or photography activities without a fee by enrolled students for the sole purpose of completing and education assignment set by an accredited Secondary or Tertiary Education Provider.  
  
Student activities must adhere to ultra-low impact permit restrictions.
- **Ultra-low impact filming and photography**
  - No more than 10 cast and crew
  - No disruption caused to the Harbour Trust's stakeholders, tenants or traffic in the area of the activity
  - Access to publicly accessible areas only
  - No access to power or services
  - No unit base or temporary structures
  - Use of hand held equipment
- **Low impact filming and photography**
  - Up to 20 cast and crew
  - 1 vehicle for Cockatoo Island and 4 on other Harbour Trust sites. This is essential and unit vehicles combined
  - No construction
  - Minimal equipment/lighting set up
  - Access to publicly accessible areas only
  - Small or no unit base required

## 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/ Education Provider					
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	

## Type of activity: *(please tick appropriate box)*

<input type="checkbox"/> Media	<input type="checkbox"/> Student	<input type="checkbox"/> Ultra-low impact	<input type="checkbox"/> Low impact
<input type="checkbox"/> Other <i>(please specify)</i>			

## Location information

### Proposed site: *(please tick relevant site)*

Cockatoo Island	<input type="checkbox"/>	Sub Base Platypus, North Sydney	<input type="checkbox"/>
Headland Park, Mosman	<input type="checkbox"/>	Macquarie Lightstation, Vaucluse	<input type="checkbox"/>
North Head Sanctuary, Manly	<input type="checkbox"/>	Woolwich Dock and Parklands	<input type="checkbox"/>

### Exact location of activity:

Date requested	/ /		
Time of use <i>(24 hour time, including crew arrival and departure)</i>	From:	To:	
Personnel numbers	Crew:	Cast:	Extras:
Will the location be identified in the filming?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of production			

### Please provide a brief description of activity:

--	--	--	--

Please provide a brief description of equipment to be used:

#### Public Liability Insurance (PLI) documentation (not applicable to student permits)

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

/ /

#### 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](http://www.harbourtrust.gov.au).

#### Terms and conditions for low impact filming and photography permit (continued over page)

1. This permit is only valid for publically accessible areas. The permit holder should check with the Harbour Trust prior to arrival to confirm availability of the desired public area.
2. This permit does not warrant exclusive use of any site or space. The restriction of public access to the location through signage, fencing etc. is not permitted.
3. Usage of the approved location is at your own risk.
4. The Harbour Trust permits applicants to access the approved location between 5am-10pm for up to 10 hours inclusive.
5. The Applicant must ensure that the location of the activity will be protected from any damage. Please note:
  - a) Attachment of decorations or signs to buildings or any other fixed structures is not 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.
  - c) The use of confetti, rice, candles, or open flame devices is prohibited.
6. The Harbour Trust does not take responsibility for loss, theft, cost, expense or damage arising directly or indirectly from use of the activity location.
7. The Applicant is at all times responsible for making cast and crew aware of the potential dangers of the site and is responsible for the conduct of those participating the activity.
8. Noise from the activity must not disturb or inconvenience any other activities, visitors or local residents.
9. The use of any temporary structure is not authorised this includes the use of KD's or any type of marquee.
10. The consumption or sale of alcohol is prohibited.
11. The activity location must be left clean and tidy with all rubbish removed and disposed of responsibly.
12. A copy of the Applicant's Public Liability Insurance for \$20 million must accompany the application.
13. The Harbour Trust reserves the right to cancel this permit at any time.
14. The Applicant agrees to pay all fees and charges at time of booking.
15. Cancellations are only accepted, in writing, up to 14 days prior to the booking date and all refunds are subject to a \$250 administration fee.

## Terms and conditions for low impact filming and photography permit (continued)

16. The Applicant and all cast and crew must comply with all relevant laws including the *WH&S Act 2011*, the *Sydney Harbour Federation Trust Act 2001* and *Sydney Harbour Federation Trust Regulations 2001*, which can be found at [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au).
17. Parking at Harbour Trust sites is limited and unreserved.
18. The Harbour Trust reserves the right to take photos of any activity and to use them for internal and marketing purposes.
19. Applicants are financially responsible for any damage sustained to the venue. This can include, and is not limited to, extra cleaning charges, the cost to repair damaged furniture etc.
20. This agreement is for low-risk/low-impact activities only.

## Fees and charges

The Applicant agrees to pay all fees and charges for the booking and use of Harbour Trust sites. Cancellations are only accepted up to 14 days prior to the permit commencement date and all refunds are subject to a \$250 administration fee. For cancellations due to wet weather, please refer to Terms and Conditions.

Permit type	Media	Student	Ultra-low impact	Low impact	Other
Fee (including GST)	No fee	No fee	\$385	\$935	Price on application

## Staff overtime

In any circumstance where the applicant's activities create reasonable belief that attendance by a Harbour Trust staff member is required to mitigate damage to Harbour Trust property, threats to public safety or unreasonable disturbance to neighbouring properties, an additional fee of \$100/per hour/per staff member +GST (outside of 8am-6pm, Monday-Friday) will be charged to the applicant.

## 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.
- I agree to the Terms and conditions for low impact filming and photography listed above.

Applicant name	Applicant signature	Date
		/ /

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date
		/ /

Harbour Trust

