



Unit base permit 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.

As an Australian Government statutory authority, the Harbour Trust does not align with Screen NSW's Film Friendly initiatives, however, will facilitate filming requests where appropriate. This includes the use of Harbour Trust land for film unit parking to service off-site locations.

How it works

- This application refers to the use of Harbour Trust land as film unit parking only. Please read the *unit base permit application terms and conditions* before completing your application.
- Lodge your complete application to **licensing@harbourtrust.gov.au** with a copy of your Public Liability Insurance noting the Sydney Harbour Federation Trust as an interested party.
- 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 a full payment is made.

Terms and conditions of use

It is the applicant's responsibility to ensure that all crew, cast and contractors comply with the following conditions:

1. All regulations under the *Sydney Harbour Federation Trust Act 2001* (as amended) must be observed.
2. A public liability insurance policy for \$20 million noting the Sydney Harbour Federation Trust as an interested party must be provided to the Venue Account Coordinator prior to the hire date.
3. The applicant must ensure that the location of the activity will be protected from any damage. Any damage to the location (including but not limited to, buildings, heritage sites, grass, trees, plantings or walkways will be restored to the Harbour Trust's satisfaction at the cost of the applicant.
4. In any circumstance where the applicant's activities create reasonable belief that attendance by Harbour Trust staff member is required to mitigate damage to Harbour Trust property, threats to public safety or unreasonable disturbance to neighbouring properties, will incur an additional fee of \$100/per hour/per staff member + GST (outside of 8am–6pm, Monday–Friday).
5. The applicant shall be responsible for the security of any equipment under their control. The Harbour Trust will not accept responsibility for loss, theft, cost or damage arising directly or indirectly from the use of the location.
6. Any site which requires barricading or parking savers to reserve space prior to unit arrival will be at the applicant's cost and must fall within the agreed hire period. The applicant is not permitted to barricade or park vehicles in any area signposted as a disabled parking area (unless disabled permit is displayed).
7. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians. Provision is to be made for service vehicles, resident's vehicles etc. to gain access to properties at all times.
8. Noise from the activity must not disturb or inconvenience surrounding residents or tenants. Please ensure that a community notification letter is distributed to residents and businesses in the vicinity one week prior to the activity.
9. At no time are vehicles permitted to drive or park on the grass.
10. Pedestrian access to all gates and footpaths must be unobstructed at all times with all electrical leads in thoroughfares to be placed in cable trays.

11. Harbour Trust approval must be granted prior to the erection of any structure. All authorized temporary structures must be weighted (not pegged). Please note that the penetration of any ground or building surface is strictly prohibited at all times.
12. The applicant must not alter, add or affix any item, sign or poster within Trust land without prior consultation with the Harbour Trust.
13. The applicant is responsible for returning the site to the Harbour Trust in the same or better condition. The site must be left clean and tidy, with all rubbish removed and disposed of responsibly. The Harbour Trust reserves the right to request further cleaning of the site at a cost to the applicant.
14. No hot water, oil, fat, ice or sullage is to be tipped on the grass or disposed of on any Harbour Trust site.

Information about the applicant			
Applicant's name		Position	
Company name			
ABN			
Postal address			
Suburb		Postcode	
Phone		Mobile	
Email address			
Location manager		Contact number	
Email address			
Unit manager		Contact number	
Production title			
Type of production			
Please select	<input type="checkbox"/> One day shoot <input type="checkbox"/> Multiple day shoot		

Location information			
Proposed site: <i>(please tick relevant site)</i>			
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"/>

Dates <i>(24 hour time)</i>			
Time of use	From:	To:	
Personnel numbers	Crew:	Cast:	Extras:
Number of unit vehicles			
Number of parking spaces required			

Please attach a vehicle log to your submission. All vehicles must hold comprehensive car insurance

Will you be using a generator on site?

☐ Yes ☐ No

Type and location of generator(s)

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

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

☐ Electricity

☐ Potable water

☐ Sewer

☐ Other (please specify)

☐ Lighting

☐ Amenities

☐ Grease trap

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

Notification of all service requirements must be given at the time of the application.

Will you be providing catering on site?

☐ Yes ☐ No

If yes, please ensure that the authorized catering service complies with all statutory health requirements. The caterer must have its own sullage and rubbish facilities as no grey water can be disposed of onsite.

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

Please list all structures and equipment required for on site catering:
(Please include size of tents and number of tables and chairs)

Trust approval must be granted prior to the erection of any structure. All authorized temporary structures must be weighted (not pegged). Please note that the penetration of any ground or building surface is strictly prohibited at all times.

Will you require on site security?

☐ Yes ☐ No

Security company

Any request for additional Harbour Trust will be provided at the venue user's expense.

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.

Unit base	Fee (including GST)
12 hour hire	\$1650
Additional parking	\$15 day hire per bay

Payment

- In order to lodge your application, please fill out the following payment details.
- A 3% surcharge applies to American Express cards.
- Diners Club cards are not accepted.

Credit card details

Name on card		Expiry date	/	/
Credit card type	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express			
Credit card number		Total amount	\$	

I authorise my credit card to be charged the full Venue Hire Fee.

I am aware that the supplied credit card may be used to reimburse the Harbour Trust for any damages, including cleaning or rubbish removal from this period of Hire. The Harbour Trust will advise before charging the card.

Card holder's signature		Date	/	/
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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.
- I agree to the Terms and conditions for unit base permit listed above.

Applicant name	Applicant signature	Date
		/ /

On behalf of the Sydney Harbour Federation Trust:

Name	Signature	Date
		/ /

Harbour Trust



Australian Government
Sydney Harbour Federation Trust

