

This application is for filming and still photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the Maitland City Council area.

Please ensure that you have read the Maitland City Council's filming guidelines as these will include the terms and conditions of your filming approval.

If the information in this application is inaccurate it may lead to the cancellation of an approval at any time.

The information requested is as per the Local Government Filming Protocol. The following document is an application and does not constitute a filming permit or location contract.

PART 1: APPLICANT DETAILS

Title:	Given name/s:	Surname name:
Production company/ organisation name:		
Position:	ABN:	
Business address:		
Business phone number:	Mobile number:	
Email address:		

PART 2: PRODUCTION CONTACT DETAILS

Producer

Full name:	Mobile number:
Email address:	

Production Manager

Full name:	Mobile number:
Email address:	

Location Manager

Full name:	Mobile number:
Email address:	

PART 3: PRODUCTION DETAILS

Name of production:

Production summary/ synopsis/ script:

Type of production:	Feature	TV drama	Documentary
	TV commercial	Corporate video	Short film
	Music video	Student film	Children's production
	Infotainment/ Travel show	Stills shoot/ photography	Reality TV
	Other (please specify)		

PART 4: LOCATION DETAILS *(please provide details for each location)*

Location 1 - Please provide details below and attach a separate document for multiple locations.

Maitland Gaol	The Levee Precinct (The Riverlink, Riverside Walk, Shared Zone)	Morpeth
Morpeth Bridge	Walka Water Works	Other:
Date: <i>Include proposed date and back up/ wet weather date</i>		Dates of additional bump in/ bump out (if required)
Time of use <i>(Inc crew arrival and departure)</i>	From:	To:
Address:		
Description of activities:		



Personnel numbers:	Cast: Crew: Extras:																								
Parking requirements:	Number of essential vehicles: _____ Number of unit vehicles: _____ Number of private vehicles: _____ <ul style="list-style-type: none"> • Please attach a list of production vehicles by type, size and registration details. • Please attach a parking plan (including catering and unit base), specifying street location, number of spaces required and any applicable parking restrictions. 																								
Please tick if your shoot involves any of the following:	<table border="0"> <tr> <td>Temporary traffic control</td> <td>Street dressing</td> </tr> <tr> <td>Road closure</td> <td>Camera track</td> </tr> <tr> <td>Reconstruction of crime/ emergency</td> <td>Cherry pickers/lighting towers</td> </tr> <tr> <td>Cast dressed as police/ emergency services</td> <td>Low loaders</td> </tr> <tr> <td>Camera crane</td> <td>Crowd control/ security</td> </tr> <tr> <td>Car chases/ driving sequences</td> <td>Stunts</td> </tr> <tr> <td>Generator</td> <td>Firearms/ gunfire</td> </tr> <tr> <td>Temporary structures</td> <td>Children</td> </tr> <tr> <td>Smoke effects</td> <td>Scaffolding</td> </tr> <tr> <td>Animals</td> <td>Fire effects</td> </tr> <tr> <td>Playback</td> <td>SFX</td> </tr> <tr> <td>Other</td> <td></td> </tr> </table> <p>PLEASE NOTE: Many of the above activities will also require approval to be sought from other statutory authorities eg. Police, TfNSW, EPA, RSPCA, NSW Office for Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.</p>	Temporary traffic control	Street dressing	Road closure	Camera track	Reconstruction of crime/ emergency	Cherry pickers/lighting towers	Cast dressed as police/ emergency services	Low loaders	Camera crane	Crowd control/ security	Car chases/ driving sequences	Stunts	Generator	Firearms/ gunfire	Temporary structures	Children	Smoke effects	Scaffolding	Animals	Fire effects	Playback	SFX	Other	
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If you have ticked any of the above, please give details:	<div style="background-color: #cccccc; height: 150px;"></div>																								
Additional Location/s:	<div style="background-color: #cccccc; height: 50px;"></div>																								



PART 5: SUPPORTING DOCUMENTATION CHECKLIST

REQUIRED

Public Liability Insurance (minimum \$20m)

Risk Assessment

Workers compensation

IF APPLICABLE

Community notification letter

Drone licence

Traffic management plan

Parking plan

Environmental management plan

PART 6: LODGING THE APPLICATION

You can lodge the completed application form and supporting documents:



Business@maitland.nsw.gov.au



Maitland Administration Centre
263 High Street, Maitland



Maitland City Council
PO Box 220, Maitland NSW 2320

PART 7: PAYMENT OF THE APPLICATION FEE

On submission of this application form the applicant undertakes to pay the relevant application fee outlined by council. Payment methods include credit card, cheque, cash (in person at the Maitland Administration Centre) or EFT.

Once your application has been received, the Film Officer will contact you to acknowledge receipt and advise of the timeframe council will need to process your application.

For further information regarding your application please contact the City and Visitor Economy team on 02 4931 2816 or business@maitland.nsw.gov.au