

FILMING PERMIT APPLICATION

A permit is required to film or make a recording as part of or for commercial gain on Local Government Property or on Public Land. The permit is issued under the City of Rockingham's Public Places and Local Government Property Local Law 2018. A copy of this Local Law can be found on the City of Rockingham website at <http://rockingham.wa.gov.au/Our-city/Local-laws>.

Lodgement and Fees

Allow up to 21 business days from receipt of your application to receive a response. If approved, a written Permit will be issued to the applicant to film on streets or property within the City of Rockingham Local Government Area at the times and locations specified below.

A fee is applicable for commercial productions (exemptions may apply), charged at \$200 for the first day and \$100 for each subsequent day.

Any Questions? Contact the Permits Officer on 9527 0730

Applicant Details	
Applicant Name:	_____
Business Name:	_____
Not For Profit Organisation:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide evidence of Not for Profit status.
ABN:	_____
Residential Address :	_____
	Suburb _____ Postcode _____
Postal Address for Application:	_____
	Suburb _____ Postcode _____
Contact Number:	_____
Email Address:	_____

Production Contact Details	
Production Manager Details:	
Name:	_____
Contact Number:	_____
Email Address:	_____
Location Manager Details:	
Name:	_____
Contact Number:	_____
Email Address:	_____

Production Details

Name of Production:

Production Summary (approx. 100 words)

Nature of Activity:

- | | | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Television Drama and Mini Series | <input type="checkbox"/> Documentaries, Short Films, Children's Productions | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> Television commercial | <input type="checkbox"/> Feature Films | <input type="checkbox"/> Student Films |
| <input type="checkbox"/> Other: _____ | | |

Location Details

For multiple, complex activities, or where there is insufficient space, please attach a separate document listing each location's details based on the format below.

Date: (include propose date and tentative 'backup' dates)

Proposed Location (include street specific details, all locations utilised and attach site map)

Description of activities (exact details of what will be undertaken at the proposed location)

Crew call time (please use 24 hour clock)

Time of Filming (please use 24 hour clock)

From: _____ **To:** _____ **From:** _____ **To:** _____

Personnel numbers (Detail cast, crew, extras and clients)

Proposed Road Closures and Traffic Control (please provide an authorised traffic management plan with details of user pay police or accredited controllers. If none required, advise why.)

Details of proposed equipment & machinery (cameras, lighting, generators, cherry pickers, towers. If none required, write N/A)

Details of Temporary Structures (e.g. marquees, sets – if none required, write N/A)

Details of Special Equipment including on-site facilities such as toilets/showers (if none required, write N/A)

Please specify any other location related information (for example, any disruption of amenity to the filming location or surrounding area-e.g. discharge of firearms or explosives, noise, vibrations, traffic, smells, fumes, vapour, steam, soot ash, waste water, grit, oil, etc. – if none, write N/A.)

Describe how catering, sanitary facilities, litter and garbage control will be conducted.

Parking Details

Essential Production Vehicles (please specify by type, nature and registration details)

Production Vehicle Unit base (please provide a location plan and mark base on location plan)

Parking Spaces (specify street location, number of spaces and applicable parking restrictions and provide detail on location plan)

Type of barricading to be used (if none is required, write N/A)

If barricading of required parking spaces please specify times (please use 24 hour clock)

Crew call time (please use 24 hour clock)

Time of Filming (please use 24 hour clock)

From: _____ **To:** _____ **From:** _____ **To:** _____

Hall Hire, Parks, Reserves and the City of Rockingham Administration Building

The use of these areas requires approval by our Bookings Officer, which may also incur a separate charge, depending on location being used. Please detail:

Beach Vehicle Permits (each vehicle proposed to be driven on beaches in Rockingham requires a permit)

Number of registered vehicles: _____ Number of other vehicles: _____

Details of registration/make/model/colour for each vehicle requiring a permit (if none write N/A)

Unmanned Aerial Vehicles (UAV) – Remotely Operated Piloted Aircraft (RPA)

Will you be using an unmanned aerial vehicles (UAV) / remotely operated piloted aircraft (RPA)?

If yes, please provide the information below.

All commercial unmanned aerial vehicles (UAV) / remotely operated piloted aircraft (RPA) use, regardless of size or type, requires City of Rockingham approval to take-off or land on public land or Local Government property.

Permits **will not** be issued to unlicensed operators even if you are proposing to use a drone which is under 2kg

Drone Model/Weight: _____

Name of Drone Operator/s: _____

For all commercial UAV/RPA use the following documentation must be submitted for all applications:

- UAV Controller Licenses for all purposed operators
- UAV Operator's Certificate issued by CASA
- Certificate of Currency of UAV Liability Insurance
- Risk Assessment for operation of UAV/RPA
- CASA Area Approval *if applicable
- Detailed aircraft operations plan outlining:
 - Take-off and landing zones
 - Proposed flight path
 - Proposed exclusion zones
 - Location of spotters

Please check the Drone Web APP to see where you can and cannot operate a UAV/RPA

<http://casa.dronecomplier.com/external>

Additional Measures

Please detail any additional measures not described above which will be undertaken to manage the project (e.g. security, crowd control, night shoots, safety, site amelioration, etc.):

Communication Plan

Please provide details of communication plan for notifying affected organisations, groups, bodies and individuals:

Checklist for Submission

- Public Liability Insurance Certificate of Currency
- Location Plan / Mud Map
- Traffic Management plan (if required)
- Notification Letter to Residents

For UAV/RPA Use Only:

- UAV Controller Licenses for all purposed operators
- UAV Operator's Certificate issued by CASA
- Certificate of Currency of UAV Liability Insurance
- Risk Assessment for operation of UAV/RPA
- Detailed aircraft operations plan
- CASA Area Approval *if applicable

Indemnity

You, the applicant, indemnify the City from and against all actions, claims, direct costs, losses, reasonable expenses and damages, (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of the City; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

to the extent resulting from you and your employees negligent action or omission arising out of your activities undertaken at or near the City's facility.

Signature

Your declaration

The City will not process this application without the signed acknowledgement of filming conditions

I _____ (the applicant)

Declare that the information contained in this application is true and correct in every particular and have read, understood and accept the condition of hire. I accept that all these conditions must be complied with on the days(s) of the activity.

Signature: _____ **Date:** _____

Conditions of Filming

1. General Conditions of Consent
 - a. All cast and crew shall abide by the conditions of hire as set out in the approval permit.
 - b. Filmmakers must comply with all City signs, and all directions from City officers or other authorities.
2. Notification
 - a. Where directed by the City, the Production Company must undertake an information letter box drop and personal communication to all business proprietors, residents and other occupants in the visiting to be completed by (date as dictated by the City), with any concerns or requirements raised, resolved, or accommodated to the satisfaction of the City. (A copy of the information letter drop must be submitted with the application form.)
 - b. Filmmakers must give particular consideration to businesses whose trade could be adversely affected by filming activities.
3. Removal of Litter
 - a. The applicant shall ensure that all litter is removed before the end of each day's filming.
 - b. The Production Company shall ensure that the area to be used for filming and related filming activities shall be maintained in a clean and tidy condition to the satisfaction of the City with all waste materials bagged and removed from the site by the Production Company.
 - c. The City may require damage or cleaning bonds as deemed fit. A costs involved for any extraordinary cleaning subsequently required during or after the shoot, which is to be undertaken by the City, will be the applicant's responsibility.
4. Communication
 - a. Filmmakers must report any damage to the site as soon as possible and be available to verify that the conditions of approval are met.
5. Emergency and Essential Service Access
 - a. Access to fire exits or utilities (e.g. electricity, water, telephone lines) and emergency vehicle access must not be impeded.
6. Evidence of Permits on Site
 - a. A copy of the filming permit (and other regulatory approval) shall be on-site all times and in possession of the Location or Unit Manager, who should be identifiable by all crew members.
 - b. Applicants must consult with the City and other approving authorities if there are any material changes to filming plans, in case an amended approval is required.
7. Noise
 - a. All noise must comply with the Environmental Protection (Noise) Regulations 1997.
 - b. Any noise generated by the filming and associated activities shall not give rise to an increase of 5dBA or more above the indoor background and sound pressure level.
 - c. Filmmakers are to keep noise to a minimum, particularly when arriving in a neighbourhood before 7am or during night shoots.
8. Temporary Structures

- a. No temporary structures (such as, marquees, scaffolding, etc.) may be set-up without prior approval from the City.

9. Traffic (Pedestrian and Vehicular)

- a. Production personnel must cooperate with state agencies and the City to maintain efficient traffic flows and the safety of other road users. The Production Company must ensure that the activities are undertaken without unduly disrupting stakeholders, pedestrians, and/or motorists in the vicinity of the location.
- b. Traffic stopping and diversions must be carried out by an accredited traffic controller and in accordance with a traffic management plan as agreed by the City and if necessary, the Western Australian Police.
- c. Pedestrian traffic should not be obstructed or impeded at any time, without prior approval from the Western Australian Police.
- d. Filming approvals do not permit the closing of any public road to normal uses or disruption to traffic, including pedestrian movement, unless specifically authorised by the City.
- e. A minimum of 1.8 metres clear width on the footpath must be available for pedestrians.
- f. Any major road closures or diversions require advance warning signs 14 days prior to filming.

10. Shops and Businesses

- a. Cast and crew are not to loiter in front of shops or residences or block the access of the local community.
- b. Filmmakers shall not block buildings or keep equipment in front of buildings that are not working directly with the shoot. Equipment shall not be placed in front of closed shopfronts when there is an early call – business owners will need to open on time and receive deliveries.
- c. Crews should be encouraged to patronage local businesses during breaks.
- d. The applicant must minimise any potential inconvenience to local residents or adjoining business premises during filming.

11. Risk Management/Occupational Health and Safety

- a. Filmmakers, cast, and crew are to abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms or weapons.
- b. All cables located on footpaths are to be covered by approved ramps and/or other safety measures.
- c. Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.
- d. All lighting must be directed away from motorists on nearby carriageways and from residential premises.

12. Pricing

- a. A standard fee is applied for filming in the municipality limited to those areas under the City's jurisdiction.
- b. There is an initial charge for the first day of filming for any one project. A daily rate applies for any subsequent days. The phrase 'any one project' relates to one feature film, one television commercial, or one season of a television serial.
- c. The fees for film and film-related activity: \$200 for the first day and \$100 each subsequent day.
- d. This fee schedule is subject to an annual review and may alter accordingly.

13. Sponsorships

- a. Emerging filmmakers, students and projects of demonstrable community benefit are eligible for a fee waiver. The City treats this support as a sponsorship. The filmmaker is required to acknowledge the City in the end credits. Sponsorship must be requested in writing and the Manager Health Services is delegated with the authority to approve sponsorship. The location acknowledgement will read 'Filmed in the City of Rockingham' or 'Thanks to the City of Rockingham'.

14. Criteria for Fee Waiver

- a. Fee waivers may apply to:
 - i. Projects of demonstrable community benefit
 - ii. Projects related to charitable activities
 - iii. Documentaries which are specific to the cultural heritage of the City of Rockingham, and
 - iv. Emerging producers and/or directors who have made no more than two films.
- b. Fee waivers will generally only be available once. Fees will not be waived retrospectively. Permit fees are not charged for news and current affairs purposes.

15. Insurance

- a. All applications for a filming approval permit are required to provide evidence of appropriate public liability insurance (a minimum of \$10,000,000 is to be taken out by the applicant) through presentation of a Certificate of Currency prior to a permit being issued.
- b. Film applications using the services of student performers are required to provide evidence of appropriate specialised risk insurance or work cover. All filming activity must comply with common law.

16. Internal Liaison

- a. Filming activity impacts on many City departments. Liaison is often required with the following units: Marketing, Public Relations, Local Laws, Investment Attraction, Tourism Rockingham, Community Development, Statutory Planning, Finance and Administration, and Engineering and Parks. Collaboration and effective communication are essential factors in providing a good service to the film industry. Internal liaison between all of these business units to support filming activity is essential in the provision of an efficient, effective service which develops and maintains excellent relationships between the film industry, the City and its residents, businesses and visitors.

17. Unmanned Aerial Vehicles (UAV) – Remotely Operated Piloted Aircraft (RPA) use

- a. You must adhere to Civil Aviation Safety Authority (CASA) Standard Operating Conditions.
 - i. You must only fly during the day, not at night.
 - ii. You must only fly by visual line of sight (VLOS)—close enough to see, maintain orientation and achieve accurate flight and tracking.

This means being able to see the aircraft with your own eyes (rather than through first-person-view (FPV)) at all times.

- iii. You must fly no higher than **120 metres** (400 feet) above ground level.

Referenced to a point on the ground immediately below the RPA at any time during the flight.

- iv. You must keep your RPA/UAV at least 30 metres away from other people i.e. any person who is not charged with duties essential to the safe operation of a remotely piloted aircraft.
- v. **To maintain public safety, a 30m “exclusion zone” must be identified and delineated with signage and bollards and tape.**
- vi. You must not fly in a prohibited area or in a restricted area without the permission of the responsible authority.
- vii. **You must not fly over populous areas, such as beaches, parks, sporting ovals and shopping precincts.**
- viii. You must not fly your RPA/UAV over any area where, in the event of a loss of control or failure, you create an unreasonable hazard to the safety of people and property on the ground (populous area).
- ix. You must keep your RPA/UAV at least 5.5km away from [controlled aerodromes](#) - one with an operating control tower.
- x. You must not fly your RPA/UAV over or near an area affecting public safety or where emergency operations are underway (without prior approval).

This could include situations such as a traffic accident, police operations, a fire and associated firefighting efforts, and search and rescue.

- xi. You must only fly one RPA/UAV at a time.
- b. You must adhere to City of Rockingham’s Conditions for Operating a UVA/RPA
 - i. You must be CASA certified to operate a UAV/RPA for a commercial purpose in the City of Rockingham.

Special Conditions

The City may impose other conditions not listed in this document which are site specific or related to the specific nature of the filming activity (i.e. no filming in cemeteries).