

Filming Permit Application

A permit is required to film or make a recording as part of or for commercial gain under the City of Rockingham's Public Places and Local Government Property Local Law 2018. Please allow a **minimum of 21 days** for the application to be assessed once all required paperwork has been received.

1. Applicant Details			
Applicant Name:			
Business Name:			
ABN:			
Postal Address:			
Suburb:		Post Code:	
Contact Number:			
Email:			
Public Liability Insurance – Not Less than \$10,000,000?			Y N
Not for Profit Organisation?			Y N
<i>Please attach copy of the Certificate of Currency and Certificate of Incorporation or proof of not-for-profit status.</i>			

2. Production Contact Details	
Production Manager Details:	
Name:	
Contact Number:	
Email:	
Location Manager Details:	
Name:	
Contact Number:	
Email:	

3. Production Details			
Date/s of Filming:			
Filming Start Time:		Finish Time:	
Set Up Date:		Time/s:	
Pack Up Date		Time/s:	
Proposed Location/s <i>Please attach copy of the site plan/s</i>			

Name of Production:					
Type of Filming:		Feature Films		Television Series	
		Documentary		TV Advertisement	
		Monetised social media		Other	
Brief Synopsis:					
Brief description of what the filming involves: <i>e.g. SPFX, firearms, vehicles, stunts etc.</i>					

Will any temporary infrastructure be installed at the location?	Y	N
<i>For example, marquees, filming sets, stages, lighting towers, fencing, generators, sea containers. If yes, please detail all infrastructure, including quantity and measurements and weights (if applicable) for each.</i>		
<i>Any structure over 3m x 3m will be required to complete a 'Certification of Structures' must be completed on the day of installation and returned to the City within 7 days of filming.</i>		

Will there be use of heavy equipment or machinery at the location?	Y	N
<i>For example, cherry pickers, scaffolding, mobile lifts, camera cranes or vehicles. If yes, please provide details for each.</i>		

Approx. Number of cast and crew on site:	
Approx. Number of equipment vehicles including caterers:	
Approx. Number of cast/crew vehicles:	

Will a road closure / variation to existing traffic arrangements be required?	Y	N
<i>If yes, a traffic management plan and an Application for an Order for a Road Closure and/or Application for Temporary Suspension of the Road Traffic Act/Regulations may be required to be submitted at least 60 days prior to filming.</i>		

Will beach access via a vehicle be required?	Y	N
<i>If yes, please provide the details of registration/make/model/colour for each vehicle requiring a permit.</i>		

Will a drone be used as part of the proposed filming?	Y	N
<i>If yes, complete this section and provide the supporting documents listed below. Permits will not be issued to unlicensed operators even if you are proposing to use a drone which is under 2kg.</i>		
Drone Model/Weight:		
Name of Drone Operator/s:		
Drone operating business/organisation and contact details:		
For proposed commercial drone filming, the following must be submitted for all applications: ☐ Evidence of current drone registration ☐ Each pilot's RPA operator accreditation or remote pilot licence (RePL) Remote pilot licence Civil Aviation Safety Authority (casa.gov.au) ☐ The operating organisation's remotely piloted aircraft operator's certificate (ReOC), where required Remotely piloted aircraft operator's certificate Civil Aviation Safety Authority (casa.gov.au) ☐ Certificate of Currency demonstrating public liability insurance covering the proposed drone operation ☐ A site-specific Risk Assessment for drone operation ☐ CASA Area Approval *if applicable ☐ A detailed flight operations plan showing: ▪ Take-off and landing zones ▪ Proposed flight path ▪ Proposed exclusion zones ▪ Location of spotters Check CASA-verified drone safety app when planning the operation and before each flight.		

Please detail any additional measures not described above which will be undertaken to manage the filming.

For example, notification letters, complaints procedures, security, crowd control, night shoots, safety, site improvements etc:

--

4. Fees

	Application Fee	\$200.00
Operating Fees		
	Each additional filming day	\$100.00

5. Checklist

The following information must be provided with this application, or it will not be processed.

	Sections 1 to 6 completed in full
	A copy of current Public Liability Insurance Certificate
	Site plan showing filming areas, equipment and production vehicle locations
	Filming schedule, including set-up and pack-down
	A Risk assessment relevant to the proposed filming
	Traffic Management plan (if applicable)
	Copy of Notification Letter to Residents/Businesses; <i>where directed by the City</i>

For Drone Use Only:

	Evidence of current drone registration
	Each pilot's RPA operator accreditation or remote pilot licence (RePL) (if applicable)
	The operating organisation's remotely piloted aircraft operator's certificate (ReOC) (if applicable)
	Certificate of Currency covering the proposed drone operation
	Site specific risk assessment

The City of Rockingham is collecting your personal information to process an application for a Filming Permit under the City of Rockingham Public Places and Local Government Property Local Law 2018. It may also be used for secondary purposes, which would be reasonably expected.

We may share this information with other government agencies in order to assess the application. If you choose to not provide your personal information, we may not be able to process the application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

6. Declaration

I _____ (the applicant)
declare that the information provided in this application is accurate and complete. I understand that submitting this application does not authorise filming or associated activities. If approved, the activity must be conducted in accordance with the issued permit and its conditions. I am responsible for obtaining any other permissions required for the proposed activity.

Signature: _____ **Date:** _____

This application does not grant automatic approval. A permit will be issued if approved. The City of Rockingham reserves the right to revoke a permit should the permit holder does not comply with the permit conditions and Local Laws.

Should there be any objections to the decision or any conditions contained within the permit issued; the permit holder/applicant are able to appeal to the City in writing within 28 days of the date of the permit issued or when notification is received.