

# APPLICATION – FILM ON COUNCIL LAND

Local Government Act 2008 and Darwin City Council By-Laws 2009 (By-Laws 15, 16 & 17)



<b>Office Use Only</b>	Receipt No:
	Receipt Date:
	Student ID Received:
	PLI Received:
	Traffic MP Received:
	Pedestrian MP Received:
	RAP Received:
	Communication Plan Received:
	Site Plan Received:
	Running Sheet Received:

Organisations Name .....

Contact Person .....

Type of Activity    Commercial     Community     Individual     Student

Postal Address .....

Street Address .....

Phone (bh) ..... (ah) ..... Mobile .....

Fax ..... Email .....

Name of Area/Location/Street .....

Date of Event ..... Start Date (bump in) ..... Finish Date (bump out).....

Start Time ..... Finish Time.....

Type of Production:    Still Photography     TV Commercial     TV Series

Student Film     Feature Film     Documentary     Short Film

Video Clip     Corporate Video     Other please specify  .....

Name of Footage (if applicable) .....

Location of Broadcasting (if applicable) .....

Number of Personnel including production crew and cast ..... Number of Cameras .....

Introducing any Props/Infrastructure eg. staging/red carpet/barricading    No  Yes  (provide details)

.....

Special Requirements eg. vehicle access/closure of a road    No  Yes  (provide details)

.....

The following documentation may be required (see guidelines below) and is attached:

Student ID/Institutions Certificate	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Public Liability Insurance	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Traffic Management Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Pedestrian Management Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Risk Assessment Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Communication Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Site Plan	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Running Sheet	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

**Please read and sign the following conditions**

City of Darwin encourages film production crews to work in Darwin. You will require a permit for filming on Council Property including parks, bushland, coastal reserves and road reserves. Please ensure that approved permits and associated documents are on site and available for inspection by public authorities for the duration of the shoot.

If you are planning to film in Darwin, please contact us early in the process to enable us to assist you in a timely manner.

Filming Permits

You will require a **Filming Permit** for all filming activities on Council Property in Darwin. This ensures that Council is aware of your filming activity, that it meets the Council's safety regulations and that activities impacting residents and traders are managed appropriately.

Please submit with your application:

- Dates, times and locations of filming
- Traffic management plan
- Pedestrian management plan
- Running sheet
- Site plan
- Risk assessment plan
- Communication plan
- Contact details of management and production crew
- Copy of Public Liability Insurance

Filming Permits are issued according to Provisions of the Local Government Act 2008 (Provision 188, 189) and City of Darwin by-laws 2009 (Provision 109).

In addition to a filming permit, you will require a **Road Closure Permit** for any filming activity that requires closure of a road. (Subject to payment of fees)

Road Closure Permits are issued according to Provisions of the Local Government Act 2008 (Provision 187(1)) and City of Darwin by-laws 2009.

*Commercial filming*

A permit is required for all commercial filming in Darwin. Commercial filming is defined as: any filming which is undertaken for a financial consideration, with a view to selling or hiring the imagery obtained, or for promotion of a product or service. This includes:

- Advertising
- Features (cinema, video and TV)
- Educational and Government Sponsored Filming
- Documentaries, Factual Programs and Tourism Promotions
- Lifestyle and Reality Programs

Commercial filming does not include filming of news footage, current affairs, or student films.

*Drone operation*

Commercial drone operators must possess the following qualifications and approvals:

- o Hold a Remote Pilot Licence (RePL)
- o Operate under the authority of a Remotely Piloted Aircraft Operators Certificate (ReOC)
- o Have a Letter of Agreement (LOA) issued by the Australian Defence Force for drone operations within Darwin airspace
- o Be issued an Instrument of Approval by CASA permitting operations within the desired area of operation
- o Hold current Public Liability Insurance with coveratge suitable for UAV/Drone activities

The Drone Operator and those in attendance with the Operator shall also be solely liable for and shall indemnify and keep indemnified the Council against death of, or injury to the hirer or his affiliates, employees or subcontractors, or damage to property which arises to whatever extent out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc brought against the Council (whether at law or under any stature or otherwise to whatever extent) in respect or in connection with or in consequence of such death or injury or damage to property. The Drone Operator and those in attendance with the Operator shall, at all times, when required by the City of Darwin, produce the policy for such insurance and the receipts for the premium paid in respect thereof.

*Fee exemptions*

A fee exemption will be granted if your filming activity meets one or more of these conditions:

- o The production’s primary purpose is to promote Darwin as a tourist destination.
- o The production is for a charitable, educational, non-commercial artistic purpose or for a not-for-profit organisation that provides a service to the community.
- o The production is a student film made as part of an educational course or project with participating students carrying their student ID.
- o The production is a no or low budget production made by NT resident filmmakers.
- o The production meets the criteria for “low impact filming” (see below).

Low impact filming is defined as any activity which meets these criteria:

- o There will be no more than 6 personnel on-site in total including production crew and cast
- o Your filming equipment is hand-held
- o Filming does not disrupt traders, businesses, residents or motorists, or any other events in the vicinity
- o Filming activities are contained to public open space areas only
- o Public safety is upheld at all times
- o Pedestrian access is maintained at all times
- o Vehicles associated with filming activities are legally parked at all times and are not driven onto footpaths or parks

To apply for a fee exemption, please indicate under which category your activity falls and the reasons for your application.

For more information, or to discuss your proposed activity, please contact City of Darwin on (08) 8930 0300.

Fees

Commercial Filming Half Day or Part	\$75.00
Commercial Filming Full Day	\$145.00

Payment

Payment must be made in full prior to filming commencement. Please visit or phone Customer Services at the Civic Centre on (08) 8930 0300 or via email [darwin@darwin.nt.gov.au](mailto:darwin@darwin.nt.gov.au).

I/we have read and understood the guidelines and privacy statement and undertake to abide by and comply with all the conditions above and any special conditions of approval, which the Council may impose as part of the approved permit issued.

Name.....

Signature.....Date.....

**Privacy Statement**

The information requested in this form is being collected by Council for the purpose of arranging access and use of City of Darwin property and facilities. If you do not provide the information Council may not be able to process your application. Council may disclose the information provided by you on this form to a third party, as required or authorised by the City of Darwin By-Laws of the Local Government Act or in accordance with the Information Act or our Privacy Policy which is available on our website [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au) or on request from Council’s office. You may obtain access to your personal information held by Council by submitting a request for information form that is available on our website or from the “Information Officer” (08) 89300300.