



Port Macquarie-Hastings Council

FILMING APPLICATION FORM

If you are preparing to film in the Port Macquarie Hastings Council area you are advised to first contact **ScreenLinks**, the NSW regional screen office for the Mid North Coast and Armidale regions

ScreenLinks

Ph: (02) 6648 5483

Mobile: 0412 016 870

Email: christina.hyde@screenlinks.org

FILMING APPLICATION FORM

This application is for filming on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the Port Macquarie Hastings Council area.

You are to comply with Port Macquarie-Hastings Council's Code of Conduct for Location Filming.

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

The following document is an application and does not constitute a filming permit or location contract.

PART 1: APPLICANT DETAILS

Title

Given Name/s

Family Name

Position

Production Company/Organisation Name

ABN

Production Company/Organisation Address

Business Number

Mobile/Cell Number

Email Address

PART 2: PRODUCTION CONTACT DETAILS

Producer:

Name

Mobile/Cell Number

Email Address

Productions Manager:

Name

Mobile/Cell Number

Email Address

Location Manager:

Name

Mobile/Cell Number

Email Address

PART 3: PRODUCTION DETAILS

Name of Production

Production summary/synopsis/script

Type of Production (please tick appropriate box):

- | | | |
|---------------------------------------------------|---------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Feature | <input type="checkbox"/> TV Drama | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Music Video | <input type="checkbox"/> Student Film | <input type="checkbox"/> Children's Production |
| <input type="checkbox"/> Children's Production | <input type="checkbox"/> Infotainment/Travel Show | <input type="checkbox"/> Reality TV |
| <input type="checkbox"/> Stills shoot/photography | <input type="checkbox"/> Other (please specify) | |

PART 4: LOCATION DETAILS

Please provide below details for each location.

LOCATION 1

Date (include proposed date and back up/wet weather date)

Dates of additional bump-in/bump-out (if required)

Time of use (including crew arrival and departure)

From: To:

Location

Description of Activities

Personnel numbers

Cast Crew Extras

Parking requirements

No of essential vehicles

No of unit vehicles

No of private vehicles

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- 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;

- Temporary traffic control Street dressing
- Reconstruction of crime/emergency
- Road closure towers Cherry pickers/lighting services Cast dressed as police/emergency
- Low loaders Camera crane Car chases/driving sequences
- Camera track Crowd control/security
- Stunts Generator Firearms/gunfire
- Temporary structures Children
- Smoke effects Scaffolding Animals
- Fire effects Playback SFX Other

PLEASE NOTE: Many of the above activities will also require approval to be sought from other statutory authorities such as Police, RTA, EPA, RSPCA, NSW Office for Children’s Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

If you have ticked any of the above, please give details:

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ADDITIONAL LOCATIONS

Please complete a separate *Additional Locations Sheet* for extra locations

PART 5: SUPPORTING DOCUMENTATION CHECKLIST

- Public liability insurance certificate of currency
- Traffic management plan (when required)
- Parking plan
- Authorised safety report (when required)
- Community notification letter
- Environmental management plan (when required)

PART 6: LODGING THE APPLICATION

You can lodge the completed application form and supporting documents:

By email: lyn.fitzpatrick@pmhc.nsw.gov.au

In person: Cnr Lord & Burrawan Sts, Port Macquarie

Port Macquarie Hastings Council – Filming Contact Officer

Name: Lyn Fitzpatrick

Phone: 02 6581 8220

Email: lyn.fitzpatrick@pmhc.nsw.gov.au

PART 7: PAYMENT OF THE APPLICATION FEE

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

For further information regarding your application please contact:

Lyn Fitzpatrick
02 6581 8220.