

Application – Filming on Council owned land

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your application. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council's Privacy Officer on 4221 6111 for more information.

Under the Government Information (Public Access) Act 2009 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

Where all requested information is provided, applications can be processed within 10 days. Productions which require road closures, the permission of other authorities, or significant community consultation should allow a minimum of 6 weeks for processing.

Section 1: APPLICANT DETAILS (The Producer)			
Title:	Given Name:	Family Name:	
Production Company:			ABN:
Street Address:			
Suburb:			Post Code:
Email Address:			
Phone Number:			
Production Manager:		Unit Manager:	

Section 2: SITE DETAILS	
Street Number:	Street Name:
Suburb:	Postcode:
Lot Number:	DP/SP:

Section 3: NATURE OF THE ACTIVITY (The Production)				
<input type="checkbox"/> TVC / Corporate Video / Content	<input type="checkbox"/> Documentary / Short Film	<input type="checkbox"/> TV Drama	<input type="checkbox"/> Feature Film – under \$10M	<input type="checkbox"/> Feature Film – over \$10M
Other (please specify):				
Title of Production (or product):				
Distribution/Broadcaster (if known):				

Section 4: DATES AND TIMES

Start Date:

End Date:

Start Time:

End Time:

Section 5: IMPACT CATEGORY

- ☐ Ultra low impact – 1-6 crew, <0 trucks, no construction
- ☐ Low impact – 7-25 crew, <4 trucks, no construction
- ☐ Medium Impact – 26-50 crew, <5-10 trucks, some construction
- ☐ High Impact – >50 crew, >11 trucks, significant construction

Section 6: DETAILS – Provide a brief summary of your proposal

Section 7: SPECIAL REQUIREMENTS

'Special Requirements' includes the use of equipment such as cherry pickers, helicopters, low-loaders and watercraft as well as events such as stunts, road closures, constructions, pyrotechnics, Special Event Zone (Airport) and other SFX.

Section 8: REQUIRED DOCUMENTATION

- ☐ Shooting Schedule (include call times and crew numbers)
- ☐ Public Liability Insurance Cover
- ☐ Authorised Safety Report (If production utilises special effects or equipment)
- ☐ Site Plan (including any temporary structures that are to be erected)
- ☐ Traffic Management Plan (For road closures; pedestrian and cycling access and parking where vehicle numbers exceed 20)

Section 9: APPLICANTS DECLARATION

I declare that, on behalf of the production company specified in this application, this information is to the best of my knowledge accurate and correct.

Applicant Name:

Signature:

Date:

Section 10: OFFICE USE ONLY

Application Number:	Fee:	Paid by: <input type="checkbox"/> EFT <input type="checkbox"/> Cash <input type="checkbox"/> Cheque
Date Paid:	Receipt No:	Initials:

Related links

[Fees & Charges](#)

[Public Mapping](#)

[NSW Local Government Filming Protocol](#)

Application lodgement

You can lodge your completed application, and attachments, in person at Council's Administration Building, Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre or by emailing council@shellharbour.nsw.gov.au