

Film Production and Photography Application

About this form

You can use this form to apply for approval to undertake filming or still photography activities within Sydney Water owned properties.

How to complete this form

1. Ensure that you have read the Sydney Water filming guidelines.
2. Fields on this form marked with an * are mandatory.
3. Please send completed form to leasing@sydneywater.com.au

Part 1: Applicant Details

Title *

Given Names *

Family Name *

Organisation Name *

ABN *

Position

Address *

Business Phone Number *

Mobile phone number

Email Address *

Have your Application details changed since your last application?

Yes

☐

No

☐

Part 2: Production Contact Details

Production Manager:

Name *

Mobile phone number *

Email Address *

Location Manager:

Name

Mobile phone number

Email Address

Unit Manager:

Name

Mobile phone number

Email Address

Part 2: Continued...

Producer

Name

Mobile phone number

Email Address

Barricading / Parking

Name

Mobile phone number

Email Address

Part 3: Production Details

Name of Production

Production Summary (maximum 100 words)

Nature of Activity (please tick appropriate box)

Still Shoots / Photograph ☐ Television drama and mini series ☐ Documentaries, short films, childrens productions ☐

Television commercial ☐ Feature films < \$10 million budget ☐ Feature films \$10 - 50 million budget^ ☐

Feature films > \$50 million budget^ ☐

Note: ^ For feature films please submit documentary evidence of the production budget to confirm the relevant category shown above.

Part 4: Location Details

For multiple, complex activities using more than two locations, attach a separate document listing each location's details based on the format below.

Location one

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

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

Crew call time (please use 24 hour clock)

From:

To:

Time of filming/photography (please use 24 hour clock)

From:

To:

Part 4: Continued...

Number of Personnel (include all cast, crew, extras and clients)

Proposed Road Closures and Traffic Control (include details of user pay police or RTA accredited controllers. If none required, write N/A)

Details of proposed equipment & machinery (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 (If none required, write N/A)

Please specify any other location related information (If none required, write N/A)

Catering (specify location and times in 24 hour format. If none required, write N/A)

Parking Details

Essential Production Vehicles (please specify by type, nature & registration details) If more space is required attach extra sheets and note below.

Part 4: Continued...

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

Parking Spaces (specify street location, number of spaces & applicable parking restrictions & provide detail on Location Plan)

Barricading of required parking spaces (please use 24 hour clock)

From:

To;

Location two

Date (include proposed date, tentative/back up/wet weather dates)

Proposed Location (include street specific details)

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

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

Crew call time (please use 24 hour clock)

From:

To:

Time of filming/photography (please use 24 hour clock)

From:

To:

Number of Personnel (include all cast, crew, extras and clients)

Proposed Road Closures and Traffic Control (include details of user pay police or RTA accredited controllers, If none required, write N/A)

Details of proposed equipment & machinery (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)

Part 4: Continued...

Details of Special Equipment (If none required, write N/A)

Please specify any other location related information (If none required, write N/A)

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Barricading of required parking spaces (please use 24 hour clock)

From:

To:

Part 5: Supporting Documentation Checklist

The following documents must be submitted with your application:

☐ Public Liability Insurance / Certificate of Currency

☐ Location map/plan

☐ Parking Plan

Community notification letter

Traffic Management Plan (when required)

Authorised safety report (when required)

Environmental Management Plan (when required)

Part 6: Lodgement Details

You can lodge the completed application by:

EMAIL: leasing@sydneywater.com.au

Once you've completed your application, please save a copy for your records. If you need to send supporting documentation, please also attach a copy of your application with your email.

WHAT NOW

Once your application is received you will be sent an acknowledgement from us and will be advised of the expected processing time for your application.

For further information regarding your application please contact us.

EMAIL: leasing@sydneywater.com.au or visit our **WEBSITE:** www.sydneywater.com.au

Part 7: Privacy & Personal Information Protection Notice

Purpose of Collection:	For management of parks and open spaces within Sydney Water owned properties.
Intended recipients:	Sydney Water and approved contractors of Sydney Water.
Supply:	Film Production & Photography Application is voluntary however a completed application form is required for filming & photography within Sydney Water properties.
Access / Correction:	Sydney Water staff or Government Information (Public Access) Act requests.
Storage:	Sydney Water record management systems and archives.

Office Use Only

Receiving Officer

Date received

Comments / Notes