Filming Licence Application Form

## How it works

* This form is used to submit an application to apply for a temporary licence used to conduct a medium to high impact filming activity on a Sydney Harbour Federation Trust (Harbour Trust) site
* Your application will be assessed by the Harbour Trust based on the information you provide in this form
* If your application is approved, the information you have provided will form the basis of an agreement with the Harbour Trust to hold the approved activity

## How to apply

There are various steps to the application process for a Filming licence agreement.

1. Read [Harbour Trust Venue Use Guidelines](https://harbourtrust.gov.au/media/4094/venue-use-guidelines.pdf) and [Harbour Trust Events & Venues WHS Guidelines](https://www.harbourtrust.gov.au/media/4099/events-and-venues-whs-guidelines.pdf)
2. Complete a copy of the [Filming Licence Application Form](https://harbourtrust.gov.au/media/4091/filming-licence-application-form.docx)
3. Lodge your completed application via email to licensing@harbourtrust.gov.au with all additional documents attached
4. You will receive an email from the Harbour Trust advising whether you have been successful with your application

**PLEASE NOTE:** The Harbour Trust requires **minimum 12 weeks** from approval date to stage any medium impact activation and **minimum 18 weeks** from approval date to stage any high impact/complex activation.

Late applications may not be approved.

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| APPLYING ORGANISATION DETAILS |
| NAME OF PRODUCTION COMPANY/ORGANISATION: | Click to enter text. |
| ABN/ACN: | Click to enter text. |
| REGISTERED OFFICE ADDRESS:(MUST BE A STREET ADDRESS) | Click to enter text. |
| COMPANY PHONE: | Click to enter text. |
| ACCOUNTS RECEIVABLE EMAIL: | Click to enter text. |

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| PRODUCTION CONTACT DETAILS |
| ONSITE CONTACT DETAILS: |
| CONTACT NAME: | Click to enter text. | POSITION: | Click to enter text. |
| MOBILE NUMBER: | Click to enter text. | EMAIL: | Click to enter text. |
| PRODUCTION CONTACT DETAILS: |
| CONTACT NAME: | Click to enter text. | POSITION: | Click to enter text. |
| MOBILE NUMBER: | Click to enter text. | EMAIL: | Click to enter text. |

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| PROPOSED LOCATION, DATE AND TIMES |
| PROPOSDED DATE(S): | Click to enter text. |
| BUMP IN TIME: | Click to enter a time. | BUMP OUT TIME: | Click to enter a time. |
| SHOOT START TIME: | Click to enter a time. | SHOOT END TIME: | Click to enter a time. |
| OFFSITE BY: | Click to enter a time. |
| LOCATION(S) REQUESTED: | Click to enter text. |

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| PRODUCTION DETAILS |
| NAME OF PRODUCTION: | Click to enter text. |
| DESCRIPTION OF SCENE BEING FILMED: | Click to enter text. |
| TYPE OF PRODUCTION: | Choose an item. |
| If other describe event type here: Click to enter text. |
| # OF ONSITE CREW: | Click to enter text. | # OF TALENT | Click to enter text. |

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| PROPOSED WORKS AND ACCESS TO SERVICES |
| PLEASE INDICATE IF YOU REQUIRE ACCESS TO ANY OF THE FOLLOWING SERVICES (select all that apply):: |
| [ ]  Installation of film/television sets[ ]  Painting[ ]  Floor coverings/furniture (fixed/not fixed) | [ ]  Use of signage[ ]  Demolition of  buildings/structures[ ]  Exterior/street dressing | [ ]  Other (please specify):Click to enter text. |
| If you have ticked any of the boxes above, please provide a brief description of services required:Click here to enter text. |
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| PLEASE INDICATE IF YOU REQUIRE ACCESS TO ANY OF THE FOLLOWING SERVICES (select all that apply): |
| [ ]  Electricity[ ]  Potable water[ ]  Waste water (grey water)[ ]  Telecommunications/internet | [ ]  Heating and air conditioning[ ]  Lighting[ ]  Grease trap[ ]  Sewer | [ ]  Gas[ ]  Other (please specify):Click to enter text. |
| If you have ticked any of the boxes above, please provide a brief description of services required:Click here to enter text. |

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| TEMPORARY STRUCTURES |
| PLEASE INDICATE WHICH OF THE FOLLOWING WILL BE REQUIRED FOR FILMING (select all that apply): |
| [ ]  Crane or hoist[ ]  Scaffolding[ ]  Tiered or elevated seating[ ]  Marquee or entertainment stage[ ]  Portable offices/toilets | [ ]  Set builds (freestanding)[ ]  Flooring[ ]  Fencing/barriers[ ]  Food/drink stalls[ ]  Lighting | [ ]  Other (please specify):Click to enter text. |
| If you have ticked any of the boxes above, please provide a brief description of services required:Click here to enter text. |

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| SPECIAL CONSIDERATIONS/REQUIREMENTS |
| PLEASE INDICATE WHICH OF THE FOLLOWING WILL BE REQUIRED FOR FILMING (select all that apply): |
| [ ]  Temporary traffic controls[ ]  Cherry pickers/lighting towers[ ]  Car chases/driving sequences[ ]  Road closures[ ]  Low loaders[ ]  Temporary structures/ scaffolding | [ ]  Camera crane[ ]  Smoke effects[ ]  Children[ ]  Street dressing[ ]  Generator[ ]  Reconstruction of a crime/emergency | [ ]  Pedestrian/crowd control[ ]  Firearms/gunfire[ ]  SFX/fire/explosives[ ]  Camera/dolly tracks[ ]  Stunts[ ]  Cast dressed as police/emergency services |
| [ ]  Playback | [ ]  Other (please specify): Click to enter text. |
| If you have ticked any of the boxes above, please provide a brief description of services required:Click here to enter text. |
| PLEASE NOTE: Any special approvals such as working with children or animals must also be attached to your application. |

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| SECURITY REQUIREMENTS |
| WILL THE PROPOSED ACTIVITY REQUIRE ONSET OR OVERNIGHT SECURITY? | [ ]  YES | [ ]  NO |
| WILL THE PROPOSED ACTIVITY REQUIRE AUDIENCE CHECK-IN OR CROWD CONTROL? | [ ]  YES | [ ]  NO |
| If so, please provide further information:Click to enter text. |
| PLEASE NOTE: Some events are required to notify local police and ambulance of your activity. |

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| PARKING AND TRANSPORT |
| Are you applying for a unit base? | [ ]  YES | [ ]  NO |
| Number of unit vehicles? | Click to enter text. |
| Number of essential vehicles on location? | Click to enter text. |
| Maximum and approximate number of vehicles on site per day? | Click to enter text. |

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| COCKATOO ISLAND BARGING |
| Harbour City Ferries have strict carry-on limited for public safety, so the barging of your equipment will be required. For information regarding barging fees and charges, please contact the Harbour Trust by emailing licensing@harbourtrust.gov.au |
| Will you be barging onto Cockatoo Island? | [ ]  YES | [ ]  NO |
| Are you requesting permission to take vehicles on the site? | [ ]  YES | [ ]  NO |
| Number of vehicles on site at any one time | Click to enter text. |
| Please provide a brief outline of your anticipated barging requirementsClick or tap here to enter text. |  |  |
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| NOISE AND VISUAL IMPACT |
| Does the proposal involve illumination or include any signage, decorations or structures that will be visible from the public domain? | [ ]  YES | [ ]  NO |
| Will the activity involve the use of spot or floodlighting? | [ ]  YES | [ ]  NO |
| Will the activity include a laser or light display? | [ ]  YES | [ ]  NO |
| Will the activity include pyrotechnics? | [ ]  YES | [ ]  NO |
| Will the proposed activity generate an excessive level of noise that will be audible from the public domain? | [ ]  YES | [ ]  NO |
| Will a public address system or microphone or music system be used? | [ ]  YES | [ ]  NO |
| Will the activity involve the use of a studio audience? | [ ]  YES | [ ]  NO |
| If you have ticked “yes” for any of the above, please provide a brief description of the activity:Click to enter text. |

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| FOOD AND BEVERAGE SERVICE |
| Does the proposal involve serving food or beverage to members of the public? | [ ]  YES | [ ]  NO |
| Does the proposed activity involve selling alcohol? | [ ]  YES | [ ]  NO |
| Will you supply crew catering? | [ ]  YES | [ ]  NO |
| Unit Caterer? | [ ]  YES | [ ]  NO |
| If you have ticked “yes” for any of the above, please provide a brief description of the activity:Click to enter text. |
| Please provide an outline of all crew catering requirements (including times and locations):Click to enter text. |
| PLEASE NOTE: The Harbour Trust requires all caterers to be Gold Licence Accredited. For the sale or supply of alcohol caterers must have a NSW On-premise Liquor Licence and also obtain a Liquor Permit from the Harbour Trust. For more information, please visit harbourtrust.gov.au/planning-projects/food-beverage. |

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| WASTE MANAGEMENT AND ENVIRONMENTAL CONSIDERATIONS |
| Please describe how waste associated with the activity will be managed:Click to enter text. |
| PLEASE NOTE: The Applicant is responsible for the proper disposal and removal of all waste material generated by the activity.  |

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| DOCUMENTATION REQUIREMENTS |
| [ ]  Public Liability Insurance (Certificate of Currency – AUD$20 million minimum coverage noting “Harbour Trust” as an interested party)[ ]  Site Induction Form (forwarded as a separate document if application is approved)[ ]  Site Plan[ ]  You may be required to provide a COVID-19 Safety Plan (please visit [www.nsw.gov.au](http://www.nsw.gov.au))  |
| PLEASE NOTE: Further documentation may include, but is not limited to, the following plans:* Production Schedule
* WH&S Report and Risk Assessment
* Security Plan
* Emergency Response Plan
* Traffic & Transport Management Plan
* Waste, Cleaning and Environmental Management Plan
* Noise Management Plan
* Food and Beverage Plan
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| LODGEMENT DETAILS |
| When you have completed your application, you can lodge it by emailing: licencing@harbourtrust.gov.auIf the application is approved, a Harbour Trust licence agreement will be issued. This licence agreement will outline further documentation required prior to site access. Access to Harbour Trust sites will not be permitted until adequate documentation has been received and approved.  |

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| COLLECTION AND USE OF PERSONAL INFORMATION |
| * The information provided in the form will enable your application to be assessed by the Harbour Trust and any relevant Commonwealth Government Agency.
* The Harbour Trust will keep the application in a register that may be viewed by the public. Please contact the Harbour Trust if the information you have provided in your application is incorrect or should be amended.
* By completing this form, you agree to provide the Harbour Trust with personal information about you which means that your identity is apparent or can be reasonably ascertained.
* The Harbour Trust complies with the Australian Privacy principles under the *Privacy Act 1988*. More information on how we manage privacy is available on our website **harbourtrust.gov.au**.
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| DECLARATION |
| I apply for the approval to carry out the proposed action described in this application. I declare that all the information in the application and checklist is to the best of my knowledge, true and correct.NOTE: It is an offence under the *Crimination Code Act 1995* to knowingly make a false or misleading statement in, or in connection with, this application, or any document lodged with this application.* I also understand that if the information is incomplete, the application will not be registered and may be delayed or rejected or more information requested.
* I acknowledge that if the information provided is misleading, any approval granted may be void.
* Any works undertaken without approval may be removed by the Sydney Harbour Federation Trust at the Applicant’s expense.
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| APPLICANT NAME: | Click to enter text. | APPLICANT SIGNATURE: | Shape  Description automatically generated with low confidence | DATE: | Click to enter a date. |