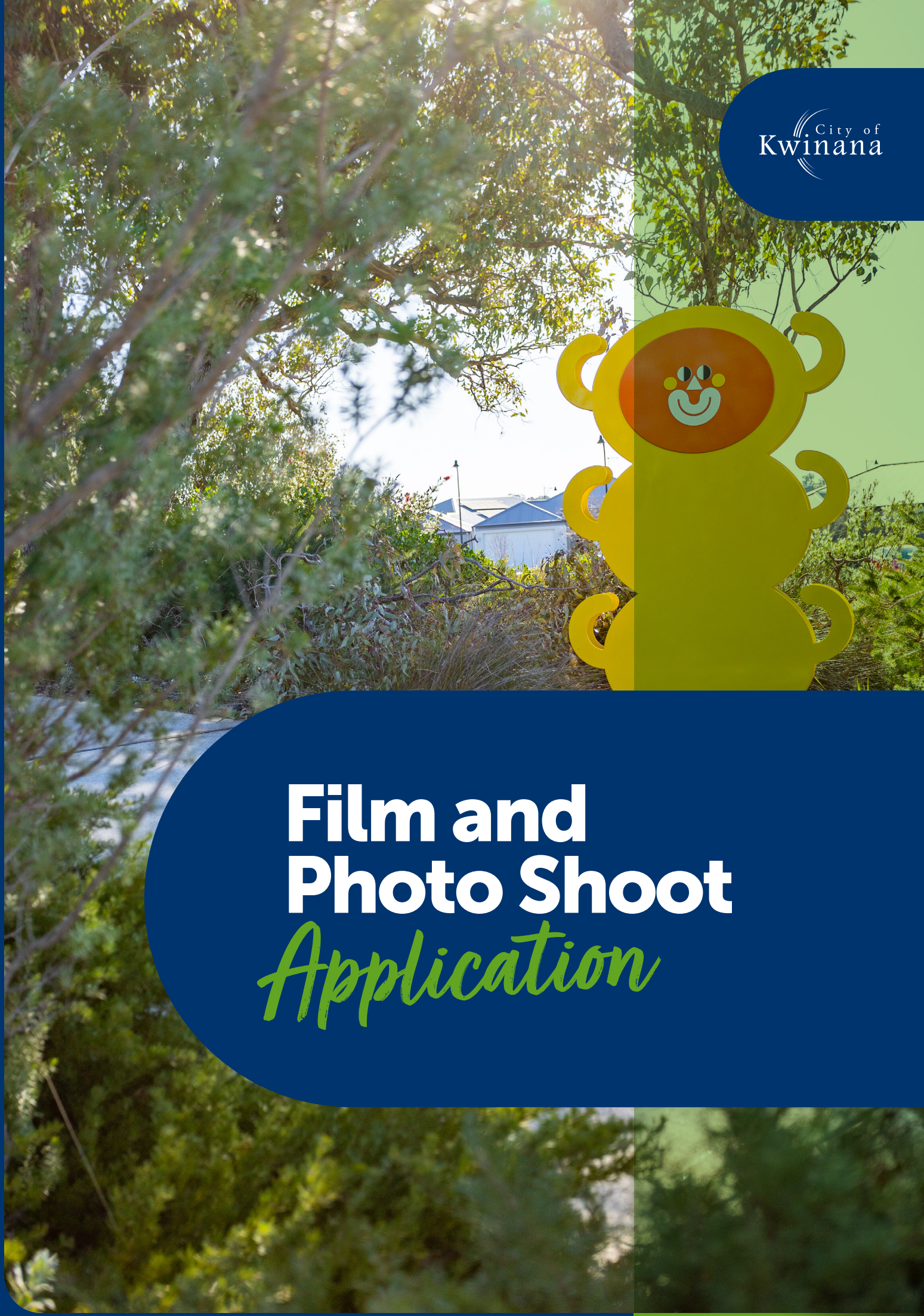


City of Kwinana

Film and Photo Shoot *Application*

Organisers of Film and Photo Shoots held within the City of Kwinana must lodge a Film and Photo Shoot Application with a minimum of five business days to consider the application.

Submission of the application form does not automatically imply approval and any incomplete sections will be taken to mean that the particular facility is not required.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix.

Please complete the enclosed and return to **media@kwinana.wa.gov.au**. For further information please contact the City of Kwinana on **08 9439 0200**. A fee of $97 applies to commercial film/photograph applications only.

Educational, community and charity filming/photoshoots are exempt.

Payment will be invoiced upon approval.

APPLICANT DETAILS

Organisation:

ABN:

Contact person: Position:

Address: Postcode:

Postal address: Postcode:

Phone: Mobile:

Email:

Does your organisation hold Public Liability Insurance? ☐ Yes ☐ No

If yes, please provide a copy.

SHOOT DETAILS

1. Type of shoot ☐ Filming ☐ Photo Shoot

2. Summary of the shoot:

3. Description of activities

4. Classification ☐ Personal ☐ Portrait

For personal use done by a professional photographer – excluding wedding photography.

☐ Charity ☐ Education ☐ Community ☐ Tourism/Commercial

5. Details Run sheet attached: ☐ Yes ☐ No Site plan attached: ☐ Yes ☐ No

Date/s, Start and Finish Time of Shoot:

Number of persons attending:

6. Noise Please provide location specifications:

Please list noises expected to occur (eg. loud bangs, explosions, yelling):

Please ensure shoot locations are marked on the attached site plan.

7. Equipment Please list equipment that will be used (eg. temporary structures, vehicles, fencing, size of 'filming in progress' signage):

8. Waste How will catering/sanitary facilities/litter/garbage control be conducted?

9. Drones Will drones be utilised during your shoot? ☐ Yes ☐ No

If yes, any use of drones are to comply with the Civil Aviation Safety Authority regulations and a copy of your license will be required.

If yes, please provide take off/landing locations and flight paths.

ADDITIONAL ITEMS

8. Consultation Has approval been sought and obtained from impacted local businesses and organisations?

☐ Yes Local business/organisation:

☐ No Reason:

9. Road closures

Will you require any road closures? ☐ Yes ☐ No

If yes, please provide details of road names or intersections:

Start time: Finish time:

FILM AND PHOTO SHOOT CONDITIONS OF USE

- Evidence of appropriate Public Liability Insurance, with cover no less than $10 million, be provided prior to the shoot.
- If the shoot is going to impact neighbouring properties, they are to be notified of the shoot taking place, and provided with a mechanism to provide feedback about the shoot, if required.
- Any usage of drones is to comply with Civil Aviation Safety Authority regulations.
- The Applicant will (including by directing any parties under their control or supervision) use their best endeavours to minimise waste and litter production.
- The permit does not guarantee exclusive use.
- Any equipment set up is the responsibility of the hirers. If security is required, they are to be employed at the cost of the hirers.
- No vehicles are permitted on the reserve areas.
- The permit holder is responsible for compliance with the above conditions.

INDEMNIFICATION

I/We (the applicant) _____ undertakes to hold the City of Kwinana indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the usage of a location, including:

- Personal injury (including death or disease) to the applicant or any invitee or third party;
- Loss of or damage to any property owned by the applicant, the City of Kwinana or any third party;
- Breach or non compliance with any statute or regulation or local law of any public, municipal or other authority.

DECLARATION

I/We have read, understood and agree to abide by the relevant Information and Conditions of Hire. All applications are subject to approval. Requested documentation must be submitted prior to the start date.

Signature: _____

Name: _____ Date: _____