

**Prescribed Activity Application:**  
**Application to Conduct Commercial**  
**Filming/Photography on Public Land**

*Local Law No. 1 (Administration) 2020*

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- Complete the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms; and
- Submit the applicable fee.

**1. NAME OF PRODUCTION**

**2. CONFIDENTIALITY**

Douglas Shire Council may wish to promote a filming activity to the public via media release, website and/or social media if it is deemed of interest to the community or benefits tourism and local businesses. Please advise if permission is given to share basic information of the filming or photography activity. (Basic information may include: Name of film/activity, filming general location/s, brief synopsis, actors, products advertised, airing/publication dates).

- Yes, please share anytime
- Yes, please share when filming or photography activity (permit period) has ended.
- No – confidential/commercially sensitive. Date approved for sharing: \_\_\_\_\_

**3. IMPACT LEVEL**

*Description*

**Low Impact Filming Activity**

- No more than 6 cast and crew; and/or
- No significant disruption is caused to stakeholders, retailers or motorists or other events in the vicinity of activities; and/or
- Activities are contained to footpaths or public open space areas only and no road closures or traffic diversions are required; and/or
- Public safety is maintained at the locations at all times; and/or
- Vehicles associated with the activities are legally parked at all times and are not driven onto footpaths or parks.

**Medium/High Impact Activity**

- 7 or more cast and crew; and/or
- Restriction of general public access in vicinity of filming; and/or
- Road or footpath closures or diversions either whole or part either for filming, vehicle parking or equipment placement/storage; and/or
- Construction of sets or erection of infrastructure; and/or
- Equipment / lighting other than hand held equipment; and/or
- Unit base(s) are required; and/or
- Special access is required to any proposed filming location to which public or private vehicle access is usually not permitted (locked gates, special permits, permission or passes required).

**4. PUBLIC AREA USE LEVEL**

*Description*

**Non-exclusive use of public space** No access restrictions to the general public.

**Exclusive Use of public space** Fees may be applicable.

**Have you made a tentative booking for the proposed locations? Booking No:**

**OFFICE USE**

Receipt Type: 111	Payment Amount: \$	Receipt No:	Date:	CSO:
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## 5. APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant (person/s or company):

DOB (if person)

Business Trading Name:

ABN:

Postal Address:

Telephone:

H:

W:

M:

Email:

Contact Person for Application:

Mobile:

On-Set Contact Person:

Mobile:

## 6. PRODUCTION DETAILS

Attach additional information if required.

Name/Title of Project/Activity:

Dates of overall production shoot:

Start Date:

Finish Date:

Times required:

Start Time:

Finish Time:

Production Type:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Corporate video | <input type="checkbox"/> Music video            | <input type="checkbox"/> Student film           | <input type="checkbox"/> Interactive/game             |
| <input type="checkbox"/> Documentary     | <input type="checkbox"/> Short film             | <input type="checkbox"/> Commercial/advertising | <input type="checkbox"/> Commercial still photography |
| <input type="checkbox"/> Feature film    | <input type="checkbox"/> Vox pops (with public) | <input type="checkbox"/> TV programme           | <input type="checkbox"/> Other:                       |

Synopsis:

No. of Vehicles:

No. of People Involved:

Crew:

Talent:

Total:

Will the production promote tourism in the Douglas Shire?

Yes

No

Details:

## 7. COVID-19 COMPLIANCE

I have attached a COVID Safe Event Checklist/Plan

YES  NO

I am following an approved Industry COVID Safe Plan approved by Qld Health.

YES  NO

Name plan:

I have attached a COVID Safe Statement of Compliance

YES  NO

*Note: The event must comply with Public Health Directions that are **current at the time of the event.***

## 8. SUPPORTING INFORMATION

What measures will be taken to ensure that the activity will not:

1. Cause a nuisance or danger to neighbouring residents/businesses? \_\_\_\_\_
2. Significantly detract from the capacity of the road/location to provide a vehicular and/or pedestrian thoroughfare? \_\_\_\_\_

## 9. PRODUCTION REQUIREMENTS

*Some activities may require additional fees/approvals.*

**Details**

Exclusive use of location?  No  Yes

Vehicle access to restricted areas?  No  Yes

Pyrotechnics/Gun Fire/Explosives?  No  Yes

Smoke?  No  Yes

Set Construction?  No  Yes

Drone/RPA Use?  No  Yes

Amplified music/announcements?  No  Yes

Animals?  No  Yes

Boats?  No  Yes

Helicopter/aeroplane landing?  No  Yes

Night shoots?  No  Yes

## 10. TEMPORARY ROAD CLOSURES / TRAFFIC MANAGEMENT / PEDESTRIAN CONTROL

- Activities that require a unit base, essential vehicle and/or crew parking are required to submit a parking plan or mud map.
- Where filming activities require the use of a public road and alterations to traffic flow (such as stop/go traffic control) and/or parking, a Traffic Management Plan prepared by an accredited traffic consultant will be required.
- Where public pedestrian movements are proposed to be altered, a pedestrian management strategy/plan may also be required.

**Will the activity require special traffic, parking or pedestrian control measures?**

No Proceed to next section.

Yes – Road Closure

- Traffic Management Plan for road closure in accordance with the Department of Transport and Main Roads Manual of Uniform Traffic Control Devices. Go to <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Manual-of-uniform-traffic-control-devices.aspx>
- Queensland Police Service Road Closure Permit. Go to <https://www.qld.gov.au/environment/land/state/roads/closure>.

Yes – Footpath Closure • Traffic Management Plan as above if deemed necessary by Authorised Officer.

Yes – Car Park Closure • Site map outlining area required.

**Traffic Control Company Name:**

**DTMR Registered No:**

**Contact Name:**

**P:**

**E:**

**Closure Location** (attach site map):

**Requested Dates**

**Requested Times**

## 11. LOCATION DETAILS

Proposed Location:	Equipment/Props/Activities Specify all equipment, props and activities at each location	Proposed Dates	Proposed Times

## 12. COMMUNITY NOTIFICATION

If your activity will affect local residents and businesses (noise, obstructed access, use of public facilities), list what actions will be taken to notify these parties of your activity? (e.g. advertisements, letters). Copy of notifications to be provided.

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## 13. INSURANCE DETAILS

Do you have Public Liability Insurance?

**NO** Private casual users only (private casual users do not require public liability insurance)

**Commercial businesses, not-for-profit organisations and regular users require public liability**

**YES** Attach copy of your Certificate of Currency for the amount determined by the local government covering the scope and dates of the activity.

Certificate of Currency must be provided prior to the event/activity and:

- Note Douglas Shire Council as an interested party;
- Coverage is for at least \$20 million; and
- Cover the scope and dates of the activity.

Name of Insured:

Name of Insurer:

Policy No:

Policy Expiry Date:

## 14. RELEASE AND INDEMNITY

In consideration of Douglas Shire Council ("Council") issuing me/us with *The Approval* for the purpose described or allowed under *The Approval* ("the activity/activities"), I/we:

1. release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
2. agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

12. CHECKLIST AND SUPPORTING DOCUMENTS	Applicant Supplied	N/A	Officer Checked
Have all sections for the form been completed and is the form signed and dated?	<input type="checkbox"/>		<input type="checkbox"/>
Attach a copy of your CovidSafe Plan	<input type="checkbox"/>		<input type="checkbox"/>
Attach a copy of your Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a copy of the filming schedule including production type, production name, estimated budget, synopsis, locations and proposed sequences, locations activities and equipment used, relevant additional information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a site map for each location – a photo or detailed map with locations and equipment clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach risk assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of the notification letter that will be sent to residents and/or businesses who may be affected and/or advertisement (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Road Temporary Road Closure: Traffic Management Plan from approved company and Queensland Police Service Road Closure Permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Temporary Carpark or Footpath Closure: site map clearly outline proposed areas of use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If interviews are to be conducted in public areas, please provide a list of interview questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach copy of CASA approved Drone/RPA pilot certification (if applicable). See CASA Standard Operating Conditions at <a href="https://www.casa.gov.au/files/ac10110pdf">https://www.casa.gov.au/files/ac10110pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For students: attach a letter from teacher/lecturer confirming proof of enrolment and that filming is part of course assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. DECLARATION	
To the Chief Executive Officer, Douglas Shire Council	
I / We make application under <i>Local Law No. 1(Administration) 2020</i> for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved.	
<b>Print Name:</b>	
<b>Signature:</b>	<b>Dated:</b>
<p><b>Douglas Shire Council – Information Privacy Statement</b>  Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.</p>	

14. PRESCRIBED FEES (Applicable from 1 July 2020 to 30 June 2021)	
<i>This fee will not be refunded if filming does not proceed.</i>	
<i>A late fee charge of 20% may apply if application is lodged less than seven (7) working days (medium impact) or fourteen 14 working days (high impact) prior to proposed date of filming/photography.</i>	
<i>A refundable bond (as determined) is payable in advance. Upon forfeiture of bond, this amount will be treated as GST inclusive. News and current affairs programs are exempt from fees and charges for non-exclusive use.</i>	
<b>Exclusive Use</b> <i>If exclusive use on area is required, area use fees may apply.</i>	
<b>Low Impact</b>	
Low Impact (application and permit is still required)	No fee
<b>Medium/High Impact</b>	
New Application/Approval Fee	\$153.50
Area Use Fees and other applicable fees	See Fees and Charges Schedule

## **15. CONDITIONS THAT WILL ORDINATILY BE IMPOSED**

### **Standard Conditions of Approval**

The approval holder must—

1. ensure safety of pedestrians and vehicles including but not limited to the safe temporary diversion of traffic, erection of warning lights and barricades;
2. maintain public liability insurance for an amount as determined by the local government covering the activity which indemnifies the local government in respect to any liability arising from the activity;
3. indemnify the local government against all claims and liability, including claims for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the works or activity;
4. reinstate the area following the ceasing of the activity;
5. advise residents living adjacent to the location of the time, nature and scale of the activity at least 7 days before the activity commences;
6. vegetation must not to be disturbed or damaged;
7. inform the local government of any alterations to the activity schedule;
8. ensure a sufficient number of sanitary conveniences are available during the activity; and
9. fees are to be paid in accordance with the local government's current fees and charges schedule.

### **Non-Standard Conditions of Approval**

The approval holder must—

10. meet the costs of the works undertaken by Council should it become necessary for remedial or re-instatement works to be performed by Council.
  11. ensure that the minimum amount of public liability insurance cover required under clause 6 is a minimum of TWENTY MILLION DOLLARS (\$20,000,000) with Douglas Shire Council endorsed as an interested party. The insurance must cover any claims that may arise from injury to person or persons or damage to property arising from or attributed to the activity. Any lapse in the currency of the public liability insurance will deem the approval null and void.
  12. ensure the activity is undertaken in accordance with applicable Queensland Health's Public Health Directions at the time of the activity.
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