

**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.

**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 footways 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).

*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:** \_\_\_\_\_

**4. ECONOMIC VALUE**

We are collecting production budget data so we can better understand the economic value of filming in the Douglas Shire and provide improved services to the screen industry. Please provide an indication of your total production budget. If your production has no actual budget, please enter a figure estimating the economic value of the project (this would include related items like the value of your transport costs and food for the cast and crew).

**Production Budget:** \$ \_\_\_\_\_

**OFFICE USE**

<b>Receipt Type: 111</b>	<b>Payment Amount: \$166.00</b> <i>Additional charges (if applicable) will be invoiced.</i>	<b>Receipt No:</b>	<b>Date:</b>	<b>CSO:</b>
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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:**

**Application Contact Name:**

**Mobile:**

**Application Contact Email:**

**On-Set Contact Name:**

**Mobile:**

**On-Set Contact Email:**

## 6. PRODUCTION DETAILS

*Film schedule should be attached if production will be filmed over multiple days.*

**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:**

**Will the production promote tourism in the Douglas Shire?**  Yes  No **Details:**

## 7. LOCATION DETAILS

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

## 8. PRODUCTION REQUIREMENTS

*Some activities may require additional fees/approvals.*

Details

### Crew Equipment:

Chairs and marquees?  No  Yes

Catering?  No  Yes

### Camera Equipment:

Hand-held camera/s?  No  Yes

Camera/s on steadycam?  No  Yes

Camera/s on tripod?  No  Yes

Camera/s on dolly?  No  Yes

Camera/s on pursuit vehicle?  No  Yes

Tracks?  No  Yes

Jib  No  Yes

Microphone/s on boom poles?  No  Yes

Lights?  No  Yes

Portable generators?  No  Yes

### Special Equipment:

Drone/RPA Use?  No  Yes

Vehicle access to restricted areas?  No  Yes

Pyrotechnics/Gun Fire/Explosives?  No  Yes

Weapons?  No  Yes

Smoke?  No  Yes

Set Construction?  No  Yes

Amplified music/announcements?  No  Yes

Animals?  No  Yes

Boats?  No  Yes

Helicopter/aeroplane landing?  No  Yes

Night shoots?  No  Yes

Stunts?  No  Yes

Crane/cherry picker?  No  Yes

### Other Equipment:

## 9. SUPPORTING INFORMATION

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

1. Cause a nuisance or danger to neighbouring residents/businesses? \_\_\_\_\_

Significantly detract from the capacity of the road/location to provide a vehicular and/or pedestrian thoroughfare? \_\_\_\_\_

## 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 – Interfere with normal traffic flow
- Traffic Management Plan as above if deemed necessary by Authorised Officer.
- 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. COMMUNITY NOTIFICATION

If your activity will affect 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). The notification must address all activities that may affect residents and include a contact number. Distribution of the notice must be issued at a time that is appropriate to the impact of the activity. Copy of notifications to be provided to Council.

Proposed Communication Mode/s:  Email  Letter Drop  Signage  Media  Other

Proposed Date of Notification:

Additional Details:

## 12. INSURANCE DETAILS

Do you have Public Liability Insurance?

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

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

### 13. 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.
4. The release and indemnity provided by you under 1-3 is, however, reduced to the extent that the Council and/or any of the Related Parties have caused or contributed to the relevant liability, claim, loss or damage.

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 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 *Local Law No. 1(Administration) 2020* 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.

**Print Name:**

**Signature:**

**Dated:**

**Douglas Shire Council – Privacy Collection Notice:**

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by the *Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## 14. PRESCRIBED FEES (Applicable from 1 July 2023 to 30 June 2024)

*This fee will not be refunded if filming does not proceed.*

*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.*

*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.*

### **Exclusive Use**

*If exclusive use on area is required, area use fees may apply.*

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### **Low Impact**

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Low Impact (application and permit is still required)	No fee
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### **Medium/High Impact**

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New Application/Approval Fee	\$166.00
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Area Use Fees and other applicable fees	See Fees and Charges Schedule
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## 15. CONDITIONS THAT WILL ORDINARILY 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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