

TEMORA SHIRE COUNCIL



TEMORA

The Friendly Shire

GUIDELINES FOR TELEVISION AND FILM PRODUCTION SHOOTS

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Guidelines for Television and Film Production Shoot
CODE NUMBER: C7
AUTHOR: Temora Shire Council
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REVIEW

Revision Date	Revision Description		Date approved by Council	General Managers Endorsement
30 August 2017	Nil Change	1	N/A	GCL
30 August 2018	Refresh	2	15 November 2018	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
October 2021	Review		General Manager

Background

Temora Shire Council welcomes the use of their areas for television and film production shoots. It is important though that production companies understand Councils have the care, control and management of their areas. This means Council's primary duty is to ensure the maintenance of resident's amenity. It is also necessary to ensure public safety and free movement while film shoots are taking place. Bearing those principles in mind these guidelines have been developed to assist both the film companies and local people when film shoots are to be undertaken.

Guidelines

The aim of these guidelines is to provide Council with a framework for approving conditions under which film production shoots will be permitted in their areas, and to provide film production companies with an understanding of the procedures they must follow for film shoots to take place.

Applications

All proposed film production shoots in Council areas must be subject to a written application for approval to Temora Shire Council, except:-

- Where filming is of a minor nature, eg: news crews - where crew and equipment travel in one vehicle which is no larger than a station wagon;
- Where dedicated film location facilities and sites already exist. In this case, filming would proceed according to procedures already agreed;
- Where filming will take place entirely on private property with no impact on public land.

How Applications Are Made

In writing, on the form provided by Council for this purpose, as far ahead as possible, but at least five working days, before filming is proposed to begin.

Nomination of Contact Person

Council will provide a contact person or nominate a position to answer questions about the application process, act as a liaison when filming is about to begin, and assist with any other approvals needed through the Council system within the necessary time frames.

Conditions of Approval

Applicants will agree to the following conditions designed to ensure safety and minimise disruption at and around the location, as follows:-

- **Notification**

All residents and businesses within the vicinity are to be notified in writing by the applicant at least three days before filming begins. The notification must include the name of a contact person on site to handle complaints, and details of the filming including whether firearms, stunts or explosives are to be used. The start time for set up and hours during which filming takes place, will also be specified. The application will need to prove to Council's satisfaction that this notification process has been satisfactorily undertaken.

- **Compliance With Approval Conditions**

The television and film production organisation will agree to comply with any approval conditions imposed by the Council. Copies of the filming conditions will be provided by the Council at the time approval is granted.

- **Failure To Comply With Approval Conditions**

Failure to comply with approval conditions may result in cancellation of approval and refusal of future applications. Council reserves the right to terminate productions if it deems that the public are at risk.

- **Fees**

To attract the film and television industry to the Town of Temora all fees normally charged for filming in public spaces will be waived until further decision by Council.

- **Filming On Private Property**

When filming on private property, where there will be an impact on public land (such as stringing or laying cables, vehicles parking in the street, and so on), an application will need to be made and agreed procedures followed.

- **Site To Be Left Clean And Tidy**

The site must be left in the condition it enjoyed prior to filming taking place. To that end, vehicles and animals are not to be taken into public reserves without approval, and any damage caused as a result will incur a financial penalty for restoration work.

- **Approvals Required From Other Agencies To Be Obtained By The Applicant**

Where filming will require the approval of other authorities such as the Police, Roads and Traffic Authority, or Environment Protection Authority, the applicant is to obtain that approval and provide details with their application to Council.

- **Emergency Services To Be Notified**

The applicant will advise police, fire brigade, and ambulance services of details of the film location and timetable.

- **Insurance**

At the time of making the application, the applicant must provide details of public liability, insurance cover to a minimum level of \$20,000,000. The name of the company; details of the policy; proof that Council is a beneficiary under the Policy, and its expiry date must also be provided.

- **Safety At The Site**

The applicant will ensure that the site complies with Workplace Health and Safety Legislation requirements and that all conditions required under its Insurance Policy are met.

- **Nuisance Activities**

All activity associated with the film production shoot must be undertaken to comply with the Noise Control Act. Any lights must be directed away from any roads, motorists or residences.

- **Vehicle Parking**

All vehicles must be parked according to a parking plan agreed with the Council at the time of the application being made.

- **Free Movement**

Where a film crew's activities will obstruct vehicle or pedestrian traffic, Council must be notified at the time of application. Details of the safe management of this site must be provided.

- **Construction**

Any building work associated with the film shoot is to be advised in the application and may be subject to Council's normal building approval processes.

- **Rescheduling**

In granting approval, Council acknowledges that it is sometimes necessary to re-schedule film shoots. In the case of unfavourable weather and/or a change in filming dates, advice is to be given to the Council contact officer of the postponement, and the proposed re-scheduling date.

- **Appeals**

Where the film production company disagrees with any part of Council's approval requirements, a mediation process may be arranged between the parties by the NSW Film and Television Office.

- **Council's Obligation**

Council's representative should inform the production company of:-

- any activities that may conflict with filming, eg: road works, repairs;
- any hazards relevant to the location of which Council is aware, eg: asbestos, structural weaknesses.

- **Copyright**

It is the film production company's responsibility to check whether copyright attaches to any objects which might be filmed.

- **Credits**

When filming in the Temora Shire Council Local Government area, Council and local residents (with their approval, when appropriate) are to be acknowledged in the film credits. Temora Shire Council logo is also to be included in all credits.

- **Contact**

General Manager
Gary Lavelle – 02 69801100

- **Further Information**

A copy of the Department of Local Government Publication 'Filming Protocol' is available on request.



Temora Shire Council

INDEMNITY

AGREEMENT FOR FILM AND TELEVISION PRODUCTION SHOOTS

(Please complete and sign this form)

I, UNCONDITIONALLY AND IRREVOCABLY AGREE for myself, my executors, administrators and assigns to indemnify keep indemnified the Council, its members, employees and agents (“Council”) against all actions, claims, demands, losses, proceedings, costs, expenses, damages, awards, judgements and any other liability whatsoever (including but not limited to any personal injury, or loss and/or damage to property) suffered, incurred or sustained by Council wholly or partially arising out of, directly or indirectly in connection with, or as a consequence of the use by me and by my invitees of any Park, Oval, Reserve, Street or Footpath areas during the course of the hire period.

Without limited the generality of the foregoing **I ACKNOWLEDGE** that Council (in the absence of negligence on its part either solely or in contribution thereto) shall be under no responsibility or liability for any personal injury, loss or damage to property occurring during the course of the storage period **AND I** (for myself, my executors, administrators and assigns) **HEREBY RELEASE** the Council from all actions, claims, suits, demands, costs, liabilities, expenses, damages, awards, judgements, sums of money whatsoever arising out of my use and occupation of the said Park, Oval, Reserve, Street or Footpath area.

NAME: _____

SIGNED: _____

POSITION IN COMPANY: _____

DATE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____



Temora Shire Council

INSURANCE DETAILS FOR FILM AND TELEVISION SHOOTS

(Please complete and sign this form)

To whom it may concern, we hereby declare information in respect of the following Insurance:-

CERTIFICATE OF CURRENCY

THE INSURED: (Name) _____ as hirer and the authority for their respective rights and interests

PUBLIC LIABILITY POLICY NO.: _____

COVER: The Insured's legal liability to the public in respect of personal injury and property damage

LOCATION: Anywhere in the authority area

PERIOD OF INSURANCE: From _____ to _____

LIMITS OF INDEMNITY: General Liability - \$ _____

REMARKS: **THIS INSURANCE SHALL NOT BE CANCELLED WITHOUT THE AGREEMENT OF THE AUTHORITY**

THIS INSURANCE INCLUDES THE CROSS LIABILITY CLAUSE

SIGNED: _____

POSITION IN THE COMPANY: _____

DATE: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____



TEMORA SHIRE COUNCIL
COUNCIL CONTACT DETAILS
FOR FILM AND TELEVISION SHOOTS

(Please complete and sign this form)

In accordance with the Application Conditions, I wish to request permission to film in _____ as described below.

Applicant's Name: _____
 Company Name: _____
 (if applicable)
 Address: _____
 Telephone: _____
 Fax: _____
 Email: _____
 Filming Location/s: _____

(Street/Park/etc - where a section of street is required, identify cross streets between which the filming will occur)

Date Required: _____
 Time Required: _____
 For the purpose of: _____

(Stills/Movies/Commercials/Educational/Documentary/etc)

I/We have examined the Application Conditions for Permission to Film in the _____ area.

Signature: _____

Date: _____