

## **TENTERFIELD SHIRE COUNCIL**

### **POLICY STATEMENT**

#### **HEADING:**

#### **MEETING ADOPTED AND RESOLUTION NO.:**

#### **HISTORY OF DOCUMENT PREVIOUSLY ADOPTED:**

#### **Filming Policy**

**22 August 2017  
168/17**

**28 May 2008     292/08  
26 June 2013     201/13**



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#### **Introduction:**

Welcome to Tenterfield Shire the perfect Gateway to Big Sky Country - New England & North West New South Wales. Located a comfortable three hours drive from Brisbane and the Gold Coast, Tenterfield Shire presents four definite seasons against a backdrop of rugged mountain beauty and in contrast to the serenity of rural landscapes, the surrounding bushlands of the area becomes a colourful carpet of wildflowers in spring. Warm summer days are followed by cool evenings then transformed into a blaze of rich colours as tree lined streets change through the autumn hues. Brisk winter nights give way to the welcome warmth of winter sunshine. Tenterfield is truly a town for all seasons.

Tenterfield Shire is a film-friendly Local Government council committed to supporting film and television production in the district.

The Tenterfield Shire Council Filming Policy has been developed to encourage filmmaking and to facilitate the use of the Shire as a film location.

Tenterfield Shire Council links organisations in the Shire and is a contact point for filming, providing support and referrals to assist you with your filming requirements and make your production a smooth and rewarding experience.

This policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the State. We recommend you read the Local Government Filming Protocols before submitting your filming application.

**A copy of the protocols is available at [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).**

#### **Council Requirements:**

- Application form
- Fees/charges
- Insurance Coverage
- Filming – Permissible times
- Risk Management
- Parking, Traffic and Road Closures
- Environmental factors – Noise
  - Stunts, firearms, explosions; and

- Cleaning & Damages.

### **Application Form:**

- Application form (Attachment 1) and Community Notification Letter (Attachment 2) is attached – Both have to be submitted at least 30 days prior to filming.

### **Fees & Charges:**

- Refer to Councils Fee's & Charges

### **Insurance Coverage:**

- Public Liability insurance cover to a minimum level of \$10m and a copy of the certificate of currency at the time of making your application.

### **Filming:**

- Permissible time;
- Residential areas – filming activities may take place routinely between 8 am and 7 pm from Monday to Saturday;
- Permission can be sought for filming outside the hours excluding Sunday and Public Holidays; and
- Non-Residential areas – by negotiation with Council.

### **Risk Management:**

- Council may require the applicant to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential hazards and activities and how it is intended that the production company will mitigate these risks.

### **Parking Traffic and Road Closures:**

- A traffic management plan has to be lodged with the application at least 30 days prior to filming. This will allow Council to notify the Councils Traffic Committee.

### **Environmental Factors and Noise:**

- There will be minimal disruption to the normal working of the community;
- The applicant will ensure that the site complies with the Film Industry "Safety Code" requirements and that all conditions required in the applicants' insurance policy are met.
- You must provide a list of all dangerous substances of articles (Safety Data Sheets) to be taken on the location.

### **Stunts/ Firearms/ Explosives**

- Application to carry or use firearms on site will not be considered except when accompanied by written proof of police approval and full information regarding their use, including e.g. Types of weapons and safety procedures.
- Where filming requires the use of stunts on the lighting of fires or the like, full information must be provided with the application and will require the written permission of Council.

### **Cleaning & Damages**

- The production company will be responsible for the control and removal of all litter at its expense. The site will be left in the condition it engaged prior to filming taking place to the satisfaction of Council. Any repair for damages to Council property or infrastructure will be arranged by Council and borne by the production company/producer.

## ATTACHMENT 1



### APPLICATION FOR FILMING IN TENTERFIELD SHIRE

#### Applicant Information

Applicant's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Production Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

ACN: \_\_\_\_\_ ABN: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

On-site Production company representative contact details:

Production Manager: \_\_\_\_\_ Mobile \_\_\_\_\_

Location Manager: \_\_\_\_\_ Mobile \_\_\_\_\_

#### Production Details

Type of Production (tick one):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> TV Commercial | <input type="checkbox"/> Documentary     | <input type="checkbox"/> TV Drama            |
| <input type="checkbox"/> Feature Film  | <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Short Film          |
| <input type="checkbox"/> Music Video   | <input type="checkbox"/> Student Film    | <input type="checkbox"/> Other (pls specify) |

Title of Production (or name of product if TVC): \_\_\_\_\_  
\_\_\_\_\_

Location (if more than one please attach a list: \_\_\_\_\_  
\_\_\_\_\_

Date/s of Use: \_\_\_\_\_ Time/s of Use: \_\_\_\_\_

Date/s of Use: \_\_\_\_\_ Time/s of Use: \_\_\_\_\_

Date/s of Use: \_\_\_\_\_ Time/s of Use: \_\_\_\_\_

No. of Essential Parking Spaces: \_\_\_\_\_ No. of Cast & Crew \_\_\_\_\_

Construction Details (supply full details of any proposed temporary sets/major dressing etc): \_\_\_\_\_  
\_\_\_\_\_

Special Requirements (e.g. cherrypickers, lifts, wind machines, SFX, etc): \_\_\_\_\_  
\_\_\_\_\_

Dangerous Substances (list all dangerous substances or articles to be taken on to the location): \_\_\_\_\_  
\_\_\_\_\_

#### Office Use Only

Fee \$ \_\_\_\_\_

Approved ☐

#### Land Description

Operational ☐

Community ☐

Crown ☐

Private ☐

Traffic ☐

DA Approval ☐

BA Approval ☐

Police ☐

Fire Brigade ☐

Ambulance ☐

RMS ☐

Waterways ☐

Risk Management ☐

APPROVAL TO FILM

\_\_\_\_\_  
Signature  
Authorised Council  
Representative

## **Parking and Traffic Management**

Please attach a list of production vehicles by type, registration and size that require parking.  
Please attach a parking plan which should also show catering van and meals area.

Please supply details of any proposed traffic management. State whether Police or RMS accredited personnel will control. If RMS accredited persons please provide names and details of accreditation.

### **Applicant's Declaration**

I declare that I am authorised to sign on behalf of the Production Company specified in this application and that this information is accurate and correct.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### **Attachments Required**

- ☐ Proof of Public Liability Insurance Cover to a minimum amount of \$10 million
- ☐ Authorised Safety Report (where production utilises special effects or equipment)
- ☐ Proof of Consent of Owner of Land (where production involves filming on non-Council land)
- ☐ Design Layout Plan (where temporary structures are to be erected)
- ☐ Traffic Management Plan (for road closures, pedestrian and cycling access, and parking where vehicle numbers exceed 20)

### **Conditions of Approval**

1. The permission is granted for the licence period. In the event that filming is not completed within this time, the Producer shall apply to extend the licence period.
2. The Producer agrees to indemnify and hold the Council harmless against and from any and all liability and loss, which the Council may suffer by reason of any accidents or other damage to the Property or bodily injury including death, caused by the negligence of any of its employees on or about the Property.
3. The Council agrees to notify the Producer in writing within fourteen days of completion of the Producer's use of the Property of any damage claimed to arise from the Producer's use of the Property and to allow the Producer and its representatives access to the Property to assess and (where appropriate) rectify any such damage.
4. The Producer warrants to effect Public Liability Insurance for a sum no less than \$10 million.
5. The Producer shall have the right to represent the Property in the Production and trailers, film clips, stills, advertising and publicity material under any name (whether real or fictional) and in any manner.
6. The Council shall be acknowledged in the screen credits of the Production where such credits exist.
7. The Council hereby expressly disclaims any right or interest in the Production including copyright therein and acknowledges that the Producer has the unfettered right (without payment of further fees) to exhibit and license other to exhibit and to otherwise exploit in all media throughout the world all or any part of those scenes of the Production photographed or recorded at the Property.

**PLEASE NOTE: If the information on this application is inaccurate or insufficient it may lead to the cancellation of an approval at any time.**

**ONCE THIS FORM HAS BEEN SIGNED IT WILL CONSTITUTE YOUR FILM PERMIT.  
PLEASE KEEP THESE PAGES ON LOCATION AT ALL TIMES**

## ATTACHMENT 2

### SAMPLE COMMUNITY NOTIFICATION LETTER (This letter should be prepared on the Applicant's letterhead)

(Date)

Dear Resident,

We wish to advise that we have received approval from Council to film **(name of production)** a **(type of production)** at **(location address)**.

We propose to film on **(date/s)** and will be working from **(unit arrival time)** to **(wrap)**.

We will be filming **(give a detailed description of sequences to be filmed including any traffic control, special effects etc. Please include as much information as possible to that residents are fully informed)**.

Our production unit consists of **(number of vehicles)** which will be parked **(advise where you intend to park)**. We will attempt to ensure that any inconvenience to you is kept to a minimum.

Should you have any queries please call **(location representative)** on **(telephone number)** and he/she will please to assist you.

Thank you for your co-operation.

(signed by applicant's representative)  
(type name and title)

NOTE: If notice is short it may be advisable to "doorknock" to deliver these letters rather than leave them in mailboxes. It is suggested that as much information as possible be given to residents so that they are fully informed as to what is happening.