


POLICY NAME	Filming Policy	
Date Adopted	27 August 2025	
Resolution Number	121/25	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Governance Officer	
Review Date	(3 years from resolution date)	
Relevant Legislation	<i>Local Government Act 1993</i> Chapter 7, Part 1 Division 4 & Section 119D <i>Filming Approval Act 2004</i> <i>Crown Land Management Act 2016</i> Part 5, Division 5.12 General, Section 5.62 <i>Road Rules 2014</i> Section 200(2A-2) <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>	
Related Documents	NSW Local Government Filming Protocol – June 2025	

POLICY OBJECTIVES

Tenterfield Shire Council has a key role to play in managing filmmaking due to its ownership or management of public land, regulatory responsibilities and the facilities and services it can provide. Councils' roles include the management of parking, traffic regulation and the use of Council-managed land.

Tenterfield Shire Council will respond to enquiries from the film industry in relation to the use of public spaces for which the Council has regulatory responsibility. Tenterfield Shire Council will provide any information on permits, applications, licences, or leases that may need to be included when submitting a filming proposal.

Within the context of a presumption of approval, Council also has a role in maintaining a balance between community interests and economic development, as well as environmental, cultural and heritage protection.

Tenterfield Shire Council and filmmakers are required to adhere to the Local Government Filming Protocol issued under section 119D of the *Local Government Act 1993* (LG Act). It provides information and guidelines for making and determining applications for approval to conduct filming for the purposes of and as required under Chapter 7, Division 4 of the LG Act.

A copy of the Local Government Filming Protocol is available on the Office of Local Government website at:

[Filming Protocol 2025](#)

POLICY SCOPE

Key element of the Filming Protocol 2025 are:

1. Under the provisions for filming approvals in the LG Act, Council must grant an application for filming unless there are compelling reasons not to do so. Councils are also required to give filmmakers a timely written response.
2. There is a presumption that filming activities are allowed on public land. However, filming on public land is always subject to conditions and exclusions in the applicable plan of management, which govern the use and management for community land as prescribed under LG Act and may have plans of management under the *National Parks and Wildlife Act 1974* and *Crown Land Management Act 2016*.
3. Council fees and charges associated with location filming must be reasonable and cost-reflective and should be included in Council's annual Operational Plan and Revenue Policy. Fees and charges listed in the Protocol are the maximum that can be charged and increase with Consumer Price Index (CPI) each year.
4. The Protocol recognises that location filming requires a balance between the interests of the local community – both residents and businesses – and the screen industry's requirements. The Protocol refers filmmakers, Council and the general public to codes of conduct for filmmakers, including matters such as safety.

POLICY DEFINITIONS

Definition	Meaning
Filming	<p>Means recording images (whether on film or video tape or electronically or by other means) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) and includes such acts or things as may be prescribed by the regulations as being filming, but does not include:</p> <ul style="list-style-type: none">• Still photography, or• Video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event, or• Recording for the immediate purposes of a television program that provides information by way of current affairs or daily news, or• Any act or thing prescribed by the regulations as not being filming.

POLICY STATEMENT

This policy is to be read in conjunction with the [Filming Protocol 2025](#) which informs Council's and Filmmakers of their responsibilities, filming impact categories and the application process by impact categories.

Tenterfield Shire Council can help filmmakers obtain the required approvals, support, and access to Council services. In the first instance please contact our Customer Service team on 02 6736 6000.

Filming Proposals and application form

The act of filming does not of itself require an approval by Tenterfield Shire Council, nor is it subject to fees. What may require approval, and attract fees, are activities associated with filming where approval is required under legislated or regulatory authority or services are provided to the filmmaker.

The LG Act requires a filming proposal to be made in the approved form. See Appendix B: Application Form. Fees will be assessed as per [Filming Protocol 2025](#)

Acknowledgement of application and notification of fees

Section 117 of the LG Act states that:

1. Council must within two (2) days after the day on which a filming proposal is lodged with it:
 - a. give written acknowledgement of its receipt to the person who lodged the proposal, unless Council rejects the application under subsection (2), and
 - b. if a fee payable for any application made in the proposal has not been determined or paid, advise the person what that fee is.
2. Council may reject an application made in a filming proposal if the application is not clear as to the approval sought or if it is not legible.

Timely and effective government responsiveness to filming activity acknowledges the significant economic and social value of the screen industry to NSW. In addition to the requirement of the LG Act that Council acknowledge receipt of filming applications within two (2) business days, the table below sets out the recommended timeframe from the date of submission of an application for Council to advise an applicant of approval of an application, and of fees that may apply to the approval.

Application and impacts	No impact	Low impact	Medium impact	High impact
Council best-practice approval timeframes	Not applicable	5 business days	7 business days	15 business days <ul style="list-style-type: none">• Notification to include activity that involves

				<p>actual filming or associated activity that may impact road users, requiring approval.</p> <ul style="list-style-type: none"> • Prior consultation with Council is mandatory and additional fees may apply for traffic guidance schemes (TGS) or traffic management plans (TMP).
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Appendix A – Application minimum requirements

Appendix B – Application Form

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V1.0	28/05/08	292/08	Manager Economic Development	Adoption of Original Policy
V2.0	26/06/13	201/12	Manager Economic Development	Review/Amended
V3.0	22/08/17	168/17	Manager Economic Development	Review/Amended
V4.0	23/09/20	196/20	Manager Economic Development	Review/Amended
V5.0	21/12/22	248/22	-	Re-adoption
V6.0	27/08/25	121/25	Governance Officer	Significant changes aligned with Filming Protocol 2025



Filming Policy

Appendix A – Application minimum requirements

Applicant details

- Production Company/Organisation Name, address, contact number and email
- Producer name, contact number and email
- Production Manager name, contact number and email

Production details

- Name of production
- Production summary/synopsis/script (attachment)
- Type of production (e.g., TV commercial, documentary, reality tv).

Location details

- Location (list additional locations if more than one)
- Date of use, from – to (include proposed date and back up/wet weather date)
- Time of use (include crew arrival and departure)
- Description of activities and development proposed
- Personnel numbers
- Vehicle details and parking requirements (including a parking plan if applicable)

Supporting documentation (as required)

- Public Liability Insurance certificate of currency
- Traffic management plan (when required)
- Parking plan
- Authorised safety report (when required)

- Community notification letter
- Environmental management plan (when required)
- Any required approvals (e.g., Police, NSW Fire, Transport for NSW)

Payment of the Application Fee

- Include fees and applicable payment details – see [Filming Protocol 2025](#)
- Fees will be assessed by Council on application.



Filming Policy

Appendix B – Application Form

Please save a copy of your completed application for your records. Supporting documentation to be attached, with a copy of your application, to an email council@tenterfield.nsw.gov.au

With submission of an application the associated application fee as stipulated under the Local Government Filming Protocol is liable for payment and is non-refundable.

Once an application is received and processed, the relevant filming application approval fee is payable, and cancellations will only be accepted in writing.

No refund of fees (additional to the application fee) will be issued for cancellations that are received less than 5 business days for low impact filming, 7 business days for medium and 15 days for high impact filming prior to the first shoot or associated activity date.

Tenterfield Shire Council takes no responsibility for any third-party commitments entered into by the applicant if an application is refused.

For further information regarding your application please contact us.

Email: council@tenterfield.nsw.gov.au **Telephone:** 02 6736 6000

Privacy & Personal Information Protection Notice

Purpose of Collection: For management of parks and open spaces in the Council area and data analysis by Screen NSW.

Intended recipients: Council staff and approved contractors of the Council and Screen NSW.

Supply: Film Production & Photography Application is voluntary however a completed application form is required for filming & photography in the councils' owned and/or managed land and buildings.

Access/Correction: Contact the Council Customer Service Team to access or correct this information.

APPLICANT DETAILS				
Applicant/Organisation				
ABN				
Address				
KEY PERSONNEL	First Name	Last Name	Phone	Email
Producer				
Production Manager				
Location Manager				
Unit Manager				
Traffic Controller				
PRODUCTION DETAILS				
Production Name				
Production Type – (TVC, Doco, Feature Film etc.):				
Production Summary				
Production Company				
Onsite Contact				
Dates & Times				
Location				
Shot Sequence Description (* Must be completed in full details and complete sentences)				
Production personnel No. (approx.)				
Traffic/Pedestrian Control				

Onsite Equipment Component (*Must include all external equipment including dollies, jibs etc. – ‘Film equipment’ as a description will not be accepted)		
Production vehicle parking (inc. Unit bases, locations and how many meters required)		
Number of ticket parking spots		
Barricading of required spaces (Time & Date)		
Catering Location		
ESSENTIAL PRODUCTION VEHICLES (No general crew vehicles permitted for permits under any circumstances)		
Description	Registration No.	Vehicle Length