

FORM

APPLICATION FOR FILMING MEDIA PRODUCTIONS

Pursuant to Section 222 of Local Government Act and By-Law 4

This application will not be processed unless all details are completed correctly and relevant supporting documentation is provided



To successfully complete your permit application, you will be required to submit the following information and documents as part of this application (Please tick or cross appropriate boxes):

All applicants:

Certificate of Currency of your Public Liability Insurance with a minimum cover of \$20 million, noting City of Port Adelaide Enfield as an interested party.

Site map, plan or sketch detailing the locations you will be filming and setup of any equipment/infrastructure for each location. Please indicate footpath closures and any impacts to parking restrictions, bus stops etc.)

If applicable to your media production:

Traffic Management Plan (only if restricting pedestrian or vehicle traffic)

A copy of your notification letter to impacted stakeholders (as set out in the Filming and Media Production Guidelines)

Supply a run sheet if filming in multiple locations and/or over multiple days.

If the media production includes the operation of a drone the following will be required to be submitted with the application:

Civil Aviation Safety Authority approval

Pilot details

Pilot certificates

Flight maps (including locations of spotters, etc.)

APPLICANT DETAILS

Mr Mrs Ms Other _____

Surname/Family _____ Given Name/s _____

Trading Name (Students provide institution name) _____

Registered Company (Legal Entity – Name on Insurance)

Company ABN _____ Email Address _____

Address _____

Postal Address _____

Phone Number _____

FILMING DETAILS

Name of Film Project _____

Please describe your media production project

Production type

Documentary

Feature film

Photography

Music Video

Short film

TV advertisement

TV program or series

Please select one or more of the following which best describes your media production

Commercial production

Not-for-profit production

Student production

State Government or Crown media production (including contractors of a State Government Minister, Department or Agency)

Has a media production budget less than \$10,000

The media production will explicitly promote our region, businesses and cultural offerings

FILMING LOCATIONS

Road name and suburb _____

Location type (eg footpath, verge, road, reserve) _____

Dates and times of production _____

INFRASTRUCTURE AND EQUIPMENT

Is a footpath, road or lane closure or a detour required? Yes No

If yes, please provide a traffic management plan and a copy of the notification letter to stakeholders impacted by the closures, reduced on street parking or restricted access to their premises.



Is any equipment or temporary structure required? (e.g. tents, catering equipment, drones, generators)

Yes No

If yes, please provide a site plan showing the setup of any equipment/infrastructure for each location. If you are using a drone you will need to obtain approval from the Civil Aviation Safety Authority (CASA) and provide either the CASA approval flight number or correspondence from CASA confirming approval, pilot details, pilot certificate and flight maps including the location of spotters.

Is any Temporary Parking Control required? Yes No

If yes, please provide details of the location the temporary parking controls you require

Number of vehicles and type? (indicate on Site Map/ Plan where vehicles will be parked)

If parking exemptions are required, please attach details of registration numbers (essential vehicles only considered).

Number of cast and crew? _____

FEES & CHARGES FOR MEDIA PRODUCTIONS

Fees apply for media production permits which are reviewed annually and included in Council's Schedule of Fees and Charges.

APPLICANT'S AGREEMENT

I certify that the information on this form, as supplied by me, is true and complete.
I acknowledge that I have read and understand the Media Production Permit Conditions and agree

Signature _____ Date _____

To return this form – send all documents by email to service@cityofpae.sa.gov.au or lodge in person at the Civic Centre, 163 St Vincent Street, Port Adelaide.