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Filming and Photography Application Form

This application is for filming and stills photography on council owned property, in open spaces and outdoor areas such as footpaths, roads and parks within the City of Mandurah area. Please note the following document does not constitute a filming permit or location contract.

Prior to submitting this application, please ensure you have made contact with the City of Mandurah Film Liaison Officer to discuss the production and identify potential issues or protocols that may need to be observed.

Your application will be acknowledged within one week as confirmation of the City of Mandurah's receipt of application. It is the applicant's responsibility to contact the City of Mandurah if your application is not acknowledged.

Please note the following timeframes:

- Applications for filming that do not have any impact on traffic flow or significant pedestrian impact must be submitted as soon as possible to ensure availability, however, no less than two weeks prior to the proposed filming date.
- Applications that do require traffic management planning or significant pedestrian management must be submitted no less than eight weeks prior to the proposed filming date.

Applicant Details

Applicant name

Applicant position

Contact phone number

Email address

Production company name

Production company ABN

Production company address

Production Details

Production name

**Type of filming activity, ie:
short film, advertisement,
feature film etc.**

Brief synopsis

Proposed filming start date and times (include bump in)

Proposed filming end date and times (include bump out)

Are there any reasons that production dates may be delayed? Yes No

Tentative 'back up'/ wet weather dates (if applicable)

Brief description of what the activity involves, ie: SPFX, firearms, vehicles, stunts etc.

Approximate number of crew and cast on site

Number of crew cars

Number of equipment trucks including caterers

Has your production received any Government or National Broadcaster support? Yes No

Location Details

Proposed filming location

Proposed unit base location

A site map indicating the proposed parking plan for the base is required. Have you attached a plan for approval to the City? Yes No

Is any temporary infrastructure to be installed at the location? Yes No



Please tick the relevant infrastructure that will be applicable

- 3m x 3m marquees
- Structures over 55m²
- Mechanical or inflatable infrastructure (ie: amusements)
- Temporary fencing
- Generator
- Audio visual equipment
- Other (please specify in the field below)

Is specialist equipment (ie: cherry picker, scaffolding, towers etc.) required?

- Yes No

If yes, please provide further detail on the equipment required

Are road closures or any other type of traffic management required?

- Yes No

If yes, please provide further detail on traffic management requirements.

Will you require beach access?

- Yes No

Terms and Conditions

I _____ confirm that I have read and understood the terms and conditions associated with this application:

[Filming in Mandurah Terms and Conditions](#)

- Yes No

[Reserve Hire Terms and Conditions](#)

- Yes No

Attachments

Prior to submitting your application, please ensure you have attached the following documents (if applicable) to assist the City of Mandurah with ensuring the appropriate approvals are arranged.



- Site map of proposed filming location
- Site map of unit base location
- Map of required parking bays
- Public Liability Insurance Certificate
- Map of proposed road closure plan (this is not the Traffic Management Plan)

Attachments (following Approval)

Following the acknowledgement confirming pre-approval of your application from the City, please note that the following additional attachments will be required prior to the commencement of filming:

- Proposed production schedule for entire activity (including proposed daily running schedules)
- Risk Management Plan
 - This must include additional measures which will be undertaken to manage the project, ie: security, crowd control, night shoots etc.
- Department of Transport permit for filming on roads (if applicable)
- Traffic Management Plan (if applicable)

