



Application for Filming & Commercial Photography on Trust Lands

Introduction

The Sydney Harbour Federation Trust welcomes filming enquiries. However, as its sites:

- a) are National and/or Commonwealth Heritage listed (both cultural and natural heritage)
- b) are open to the public with regular tours and education programs
- c) generally have a number of existing commercial and residential tenants
- d) are often undergoing maintenance and capital works programs
- e) have unique logistical, environmental and heritage issues

the Trust would like to understand as much as possible about your needs to properly assess your application.

1. Background

- 1.1. Please identify which site is being considered as a filming location and why.
- 1.2. Will the site be identified?

2. General Information about you and your production

- 2.1. Applicant (including ABN)
- 2.2. Applicant's contact details
- 2.3. Production name
- 2.4. Production type (eg advertisement, TV series, film etc)
- 2.5. Production brief (eg plot summary)
- 2.6. Distribution

3. Filming Locations

- 3.1. Will the Production be shot in one location or multiple locations?
- 3.2. Proposed building(s) to be used (please also specify the use of each building)
- 3.3. Proposed outdoor area(s) to be used (please also specify a use for each area)
- 3.4. Is exclusive use of any spaces required i.e. where there will be no public access allowed?
- 3.5. Do you intend on using other locations nearby (ie not managed by the Trust)? If yes, when/where? Have you sought the consent of the relevant stakeholders?

4. Time and Locations

- 4.1. Proposed Bump In Start Date
- 4.2. Proposed Filming Start Date
- 4.3. Proposed Filming End Date
- 4.4. Proposed Bump Out End Date
- 4.5. Proposed Bump in/Out Hours
- 4.6. Proposed Filming Hours
- 4.7. Proposed Site Access Hours

5. Operational Requirements

5.1. Cast and Crew

- 5.1.1. Approximate total number cast and crew
- 5.1.2. Are there any crowd scenes? If yes, please provide details.
- 5.1.3. Will children be used in filming? If yes, please provide details.
- 5.1.4. Will animals be used in filming? If yes, please provide details. Animals are not permitted on some Trust sites.

5.2. Vehicles and Transport

- 5.2.1. Maximum and approximate number of vehicles on site per day
- 5.2.2. How will filming equipment, sets, etc be transported to the site?
- 5.2.3. How many vehicle movements are anticipated per day (ie. to and from the site in the same day)?
- 5.2.4. How many vehicles will remain on the site during filming? Please note size and type of vehicles and indicate whether they will need to be moved during the day or can stay in one location.



5.2.5. Where will these vehicles ideally need to be located? This will help us allocate parking areas.

5.3. Scenery and Equipment

5.3.1. Will any scenery, sets etc. be constructed on site? If yes, please specify.

5.3.2. Please describe the equipment that will be brought to the site.

5.3.3. Will any sets, scenery, equipment, fixtures, fittings, signs etc. need to be attached to any building, structure or natural feature of the site? If yes, please provide details.

5.4. Other

5.4.1. Please describe your service requirements (power, water, amenities, air conditioning etc.) per location and how they will be met. Note the availability of services may be limited on site.

5.4.2. Please describe security arrangements if required.

5.4.3. Is filming weather dependent? If so please describe wet weather plans

5.4.4. Please describe catering arrangements.

5.4.5. Will any airborne craft, special effects or pyrotechnics be used? If yes, please provide details. Restrictions may apply.

5.4.6. Please describe any potential impact of the filming on the environment (noise, vehicle movements, light, water pollution, air pollution etc.) and how these potential impacts will be mitigated.

5.4.7. Please describe the nature and approximate volume of waste that will be created and how this will be removed from the site.

5.4.8. Please describe any potential impact of the filming on public access to the proposed buildings/spaces clearly identifying any areas where exclusive use is required.

5.4.9. Please describe any opportunities for the general public to interact with the filming process.

6. Special Requirements

6.1. Please any other special requirements associated with the filming.

7. Potential Issues for your consideration

If your filming application is approved, you will be responsible for crew inductions and you may be required to manage a number of sensitive issues relating to use of Trust lands. Examples of some of these issues are:

- Safety considerations
 - Preparation of a risk assessment and procurement of appropriate insurances
 - Preparation of fire management and evacuation plans
 - Safety certification of any set-up or build
- Environmental considerations
 - Buildings/structures may contain hazardous materials (eg lead paint, asbestos)
 - Bush fire risk – smoking, open flames and BBQs are not permitted in some areas
 - Risk of injury or damage to flora and fauna – some sites are home to protected species and access may be restricted to prevent disturbance, damage or spread of disease
- Heritage considerations
 - Photographic record of heritage buildings/structures before any bump-in works take place
 - Cleaning procedures for sensitive heritage buildings
 - Checking load bearing capacity of buildings/structures for your proposed use
- Public access considerations
 - Consultation with other users, immediate neighbours and neighbouring stakeholders
 - Maintenance of public access
- Waste management (including liquid waste from catering or portaloos)