

# IMPORTANT NOTES ABOUT THIS FORM

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## **1. Download this form to your computer BEFORE filling it out.**

Please do not fill out this form in your internet browser.

## **2. This form should ONLY be filled out using Adobe Acrobat.**

If different PDF viewing software is used to fill out and save this form, the form fields may not be visible or print.

To download the **FREE Adobe Acrobat software**, [click here](#).

# Filming & Photography Application Form

## About this form

You can use this form to apply for approval to undertake filming or still photography activities in the outdoor areas such as footways, roads, parks and other open spaces within Centennial Parklands.

## How to complete and lodge this form

1. Ensure that you have read the *Centennial Parklands Filming and Photography Terms and Conditions*. See Part 7. To read them click [here](#).
2. Fields on this form marked with an \* are mandatory.
3. Once completed you can save this form as a separate document and submit via email to [info@centennialparklands.com.au](mailto:info@centennialparklands.com.au) with the necessary attachments (see Part 6 for Risk Assessment and Part 9 for Supporting Documentation Checklist).

*Note: this application is subject to approval by the Centennial Park and Moore Park Trust, and does not constitute a booking.*

## Part 1: Licensee Details

Title \*                      Given Name(s) \*                      Surname\*

Company/Organisation Name \*

Position    ABN

Business Address \*

Business Phone No. \*    Business Mobile No.

Business Email Address\*

Operational Contact (if different to above) \*

Email address \*    Contact No.\*

## Part 2: Proposed Production Details

Filming              Photography              (please check appropriate box\*)

Production Title \*

Production Summary/Synopsis/Script \* (maximum 100 words)

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*Production details continued...*

Type of Production (please check appropriate box)

Student filming – must be low impact	Reality TV	Documentary
Charity filming & photography	TV drama	Short film
Children’s production	TV commercial	Corporate video
Infotainment/Travel Show	Feature film	Music video

Other (please specify)

Please check the box if your planned shoot involves any of the following:

Temporary traffic control	Street dressing	Stunts
Reconstruction of crime/emergency	Scaffolding	Low loaders
Cherry pickers/lighting towers	Camera track	Camera crane
Cast dressed as police/ emergency services	Firearms/gunfire	Generator
Car chases/driving sequences	Fire effects	Smoke effects
Crowd control/security	Special effects	Children
Temporary structures	Playback	Animals
Road closures and traffic control	Drone	

**Please Note:** *drones are prohibited in the Parklands. Commercial Drone filming will require executive approval. Please provide 5 working days notice.*

If you have ticked any of the above, please give detailed description:

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**PLEASE NOTE:** *Many of the above activities will also require approval to be sought from other statutory authorities eg. Police, Roads and Traffic Authority, Department of Arts, Sport and Recreation, RSPCA, NSW Office of Children’s Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.*

*All fields marked with an asterisk (\*) are required*

### Part 3: Proposed Location Details

Proposed Date of Production \*

Back up Wet Weather Date \*

Start Time \*

End Time \*

Proposed Location(s) \* (Please refer to grid, map attached for reference)

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Operation at your location(s) \*

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### Personnel

Number of Cast \*

Number of Crew \*

### Vehicles

	Number of vehicles	Height of vehicle
Truck(s)		
Car(s)		
Van(s)		
Ute(s)		
Other		

**Please note:** Only metered parking at Driver Ave available.

All fields marked with an asterisk (\*) are required

*PLEASE NOTE: Vehicles must remain on roads unless otherwise approved. Traffic signs and regulations must be observed. Due to gate dimensions and the restricted height of the historic tree canopy in Centennial Park the following restrictions apply to large vehicles:*

### **Vehicles prohibited from entering Centennial Park**

- Vehicles over 4.4 metres in height.
- Vehicles over 4 metres in width.
- Vehicles exceeding 19 metres in length.

**Trucks and larger vehicles must enter and exit via Randwick Gates.**

### **Part 4: Risk Assessment**

As a part of your application you **MUST** provide a risk assessment. Click here for more information on the [Risk Assessment](#).

### **Part 5: Terms and Conditions**

All filming and photography activities are subject to agreement with specific Terms and Conditions. Click here to read the [terms and conditions](#).

Applications are also bound by the Centennial Park and Moore Park Trust Regulation 2014. To read these regulations go to <http://legislation.nsw.gov.au/maintop/view/inforce/subordleg+557+2014+cd+0+N>

### **Part 6: Fees and Charges**

To view a comprehensive fees and charges rate card [click here](#).



## Part 7: Supporting Documentation Checklist

Public Liability Insurance (Filming \$20M or Photography \$10M) - copy required with application form\*.

*Please note some items are mandatory as indicated by \*.*

Public Liability Insurance (Filming \$20M or Photography \$10M) - copy required with application \*

Location Plan - copy required with application for large filming and photography shoot.

Production schedule - copy required with application for large filming and photography shoot.

Risk Assessment - copy required with application \*.

Documentary evidence of the production budget - required for low budget applications

Terms and Conditions - applicant required to read and agree \*.

*\* See below.*

## Part 8: Lodgement and Payment Details

### Lodgement

You can lodge the completed application by email to [info@centennialparklands.com.au](mailto:info@centennialparklands.com.au)

Please save your application as a separate file and forward to the email address above as an attachment along with all the other required supporting documentation.

### Next Step?

Once your application is received you will receive acknowledgment from the Trust and will be advised of the expected processing time of your application.

For further information regarding your application please contact us on (02) 9339 6699.

### Payment

Full payment is required prior to production. An invoice will be forwarded to you upon approval of the activity.

Payment can be made by credit card (Visa and MasterCard only accepted) or EFT.

## Part 9: Acknowledgment

Please tick box below to indicate acknowledgment of the following statement:

Applicant's Name

I hereby certify that the above information is correct to the best of my knowledge.  
I undertake to advise Centennial Parklands should there be any alterations or additions to the above mentioned. I certify that I have read and agree to the Filming and Photography Terms and Conditions.

*See next page for map.*

# Your Guide to Centennial Parklands

centennialparklands.com.au

