



Hunter locations... so much, so close

Hunter Regional Film Policy and Application

Code of Practice for film production in the councils of:

Cessnock
Dungog
Gloucester
Great Lakes
Lake Macquarie
Maitland
Muswellbrook
Newcastle
Port Stephens
Singleton
Upper Hunter

FILM HUNTER

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1. INTRODUCTION

The Hunter Region of New South Wales Australia welcomes you and your film crew and thanks you for selecting the Hunter for your production.

The Hunter is committed to supporting a professional film and television industry, which produces local content for domestic and overseas markets. The Hunter's proximity to Sydney, climate, unique skylines and architecture provide excellent locations for both Australian and International film productions. Productions that feature the Hunter Region and its icons are of value many times beyond their immediate economic benefit, as they promote our region both in Australia and overseas.

Australian feature film productions such as *Suburban Mayhem*, *Superman Returns*, *Mad Max 3*, *The Lighthorse Men*, and *A Country Life*, have been shot in our Region. The Hunter offers good opportunities for the filming of Australian television drama as well as providing interesting backdrops for a variety of local and international television commercials and still photography.

Due to the Hunter's proximity to Sydney and the Region's growing commitment to the film industry, production companies will find a supportive working environment. Councils require production companies to obtain approval for filming activities.

Film Hunter has been formed to work with Hunter councils to assist producers with location information and photos, approval for filming, traffic control, assistance hiring technical and other film crew, guided reccies (familiarisation tours) and support until the final take. Film producers should use Film Hunter as a first point of contact for all queries. Council officers will become involved in productions at the discretion of Film Hunter.

The information in this Kit forms the basis of a Code of Best Practice that will assist you in understanding the Hunter's film production requirements, and in obtaining an approval to film. It also details the industry's obligations and responsibilities to the community, as part of any approval and during the filming itself. While it has been designed essentially with film production in mind, the broad aims of the Kit also apply to photographic shoots.

Film Hunter's Manager, Gillian Summers can be contacted on (02) 4974 2889, M: 0423 020 191 or via E-mail: info@filmhunter.com.au should you require any further information.

Maitland Gaol

Originally opened in 1848, this classic sandstone walled maximum-security facility was constructed almost continuously during its 150 years as a Correctional Institution, the last building being completed in 1993.



Maitland Gaol

Built on almost 2 hectares of land on the hill overlooking the township of East Maitland, the variety of structures within the facility makes it a unique location.

Whether you need contemporary cells and yards with modern security and visiting facilities, or solid sandstone structures built with convict labour and presenting the austere and eerie feel of a bygone era, Maitland Gaol has it within its foreboding walls.

Exercise yards, guard towers and catwalks, industrial workshops, shower room, kitchen, administration facilities, razor wire, even a dentistry. Some even say there are ghosts! And there has been plenty of filming in Maitland Gaol with the paranormal as a theme.

Maitland Gaol is an historic site of state significance and is culturally important to the Hunter region. The site is open to the public for visitation 7 days per week. Therefore, the approval to use the site for filming will have an impact on this availability. For minimal to low impact filming and/or where a closed set is not required, it is more likely to be available during weekdays, especially Monday – Thursday than on weekends. The site is unlikely to be available Friday – Sunday for medium to high impact filming and/or where a closed set is required. Night filming is generally available most evenings with adequate notice however as the site is in a residential area, noise and artificial lighting from the activity must be restricted after 10:00pm.

If you are interested in filming in or around Maitland Gaol, please fill in the Request for Use of Maitland Gaol, Section I of the filming application on Page 18.

2. FILMING REQUIREMENTS

If you are preparing to film in the Hunter you must first contact Film Hunter.

Hunter Councils require all production companies to advise of their activities by completing an application form and submitting it to Film Hunter. Film producers and crew are required to comply with the Hunter Regional Film Policy **Code of Conduct (page 19)** at all times and carry an appropriate level of public liability insurance (minimum \$10 mil). Prior to site activity commencing, Film Hunter and individual council approval is required, and agreement to pay fees and proof of Public Liability insurance (min. \$10m) lodged with Film Hunter.

In order to assist film producers Film Hunter and councils have classified filming into two categories.

2.1. FILMING IMPACT AND RELATED APPROVALS

Minimal impact to low impact filming

This includes film or still photography which:

- does not involve the closure of a road or;
- is undertaken in a public place which requires site occupation of no more than five hours and;
- will not significantly impact upon pedestrian and vehicle movement within the city.

It also includes small-scale film or still photography undertaken solely on private property where all equipment and vehicles are accommodated on-site or in the street without special parking arrangements being required, and there is minimal loss of amenity to local residents. Examples include:

- still photo shoots in parks, footpaths, foreshore areas;
- filming of commercials and films involving small teams where disturbance to normal life is minimal eg. background shots.

Medium impact to high impact filming

This includes:

- film or still photography involving a road closure and/or;
- an activity in a public place lasting more than five hours and/or;
- filming likely to impact upon a local community in either a public or private location eg. at night.

2.2. LOCATIONS

With the exception of major traffic arteries, production in most parts of the Hunter is possible during most times depending on the size and nature of the production. The Film Hunter project manager can advise on the timing of other events in the Hunter and preferred filming times when disruption of traffic will be at a minimum.

2.3. PARKING, TRAFFIC & ROAD CLOSURES

Arrangements for the closing of streets and the provision of on-street parking will be coordinated by Film Hunter in liaison with council officers. Where closure of a major arterial road is proposed, Film Hunter and council will facilitate early contact with relevant authorities to assist in formulating a traffic management plan for the duration of the closure. If you are considering the need of a road closure, please also make contact with Ian Rowley, the RTA's Film Coordinator on PH: 8396 1517.

Councils are responsible for metered parking, and where on-street parking is required for an extended period, this should be recorded in the film application.

2.4. OTHER AUTHORITIES

The Hunter Port Corporation controls all activities in the Harbour and on associated lands. The State Rail Authority controls access to the railway line and stations and NSW National Parks and Wildlife Services has its own film protocols for many national park areas. Film Hunter can provide a list of contacts relevant to these and other locations.

2.5. INSURANCE

You must provide with your application documentary evidence of public liability insurance (PLI) cover that notes and indemnifies Film Hunter and councils against all claims for damage or injury arising from your activities. The minimum policy value is \$10mil for all film production. For major productions, stunts, special effects or pyrotechnics, a higher level of cover will likely be required.

2.6. BEST PRACTICE

The Code of Conduct applies to film production and still photography in the Hunter. The code aims to ensure that your activities minimise disruption to the region's visitors, residents and business community. ***You are guests in the Hunter and should treat the location to be used, as well as the general public, with courtesy and common sense. A production should not expect to "take over" a location. If you fail to comply with the Code, and Film Hunter receives legitimate complaints regarding the production, further approvals to work in the Hunter cannot be guaranteed.***

2.7. NOTIFICATION

Film Hunter and council officers determine the extent and nature of consultation with the public. You must therefore provide **accurate and detailed information** in your application so that the scale of production can be assessed.

2.8. USE OF LOW LOADERS

It is illegal under the Motor Traffic Act for a person to travel on a trailer. However, the Chief Executive of the Roads and Traffic Authority (RTA) can waive, alter or amend the relevant section of the Act and issue a conditional permit, which also requires the approval of both the Police and the relevant Local Government Authority.

2.9. ACCESS DURING FILMING

You must ensure that normal pedestrian and vehicle access is maintained at all times other than when filming actually takes place. This means not obstructing any driveways or building entrances, and allowing for normal business activities to take place.

If the production involves a road closure you must allow access for motorists and pedestrians who have legitimate needs to enter the closed area. You must also ensure that the filming and/or road closure can be cleared from the location at short notice, should an emergency situation arise. An emergency vehicle lane must be maintained at all times within any road closure. Any barricades used to close roads must be manned at all times by either user-pays Police, or RTA accredited traffic controllers who are in two way communication with production executives.

2.10. NOISE

It is imperative that noise generated by the production does not unduly disturb the community. Most Hunter cities allow for a modest noise increase prior to 10pm depending on the location. After 10pm the noise level must be maintained at the normal background sound level and comply with the EPA Noise Pollution Act.

2.11. CLEANING

You must ensure that the locations to be used are left in a clean and tidy condition, both during and at the conclusion of the production.

3. FEES AND CHARGES

The Hunter Region's Schedule of Fees and Charges for film production or still photography are as follows. Please note these fees comply with Section 5.4 of NSW Department of Local Government Filming Protocol.

3.1. APPLICATION FEES

A regional application processing fee of \$200 plus GST applies. This is a once-only fee for each production whether the production is in one or multiple council areas in the Hunter.

Applications for filming should be made at least five working days before the requested filming date. If the application is received after this time, a late fee of \$400 plus GST will be incurred. Please note payment of the late fee does not guarantee that filming approval will be granted.

3.2. LOCATION FEES

In addition, the following location fees apply when filming on public land:

Impact	Description	Fee
Low	Filming with 5 or less people that doesn't effect community in any way and lasts under two hours.	\$200 plus GST
Medium	Half day up to 5 hours.	\$600 plus GST
High	Full day (over 5 hours).	\$1,000 plus GST
High with extensive notification	Full day where consultation with community is required. May involve road closure, night filming etc.	\$1,400 plus GST

The production may incur additional costs, where there are costs to councils or land owners. For example:

- hire fees of public parks and other public areas. Costs on application
- provision of access to restricted areas. Costs on application
- road closure fees Costs on application

If you are filming on private property or at a commercial venue, you will need to negotiate directly with the relevant manager.

The following **indicative** minimal to low impact location fees apply when filming in Maitland Gaol.

Impact	Description	Fee
Reccie	Initial visit to site and assessment.	No Charge
	Follow-up visits prior to signing agreement	\$35/hour plus GST
Production time	Between 6:00am and 6:00pm Up to four hours	\$400 plus GST
	4 hours – 8 hours	\$650 plus GST
	8 hours – 12 hours	\$900 plus GST
	After 6:00pm and before 6:00am Less than four hours	\$650 plus GST
	4 hours – 8 hours	\$950 plus GST
	8 hours – 12 hours	\$1200 plus GST

Impact indicators include:

- Number of trucks
- Number of cast and crew
- Traffic regulation and parking
- Duration of filming activity
- Time of day
- Number and extent of the community affected
- Particular circumstances of location
- Community use of the location
- Disruption to community in surrounding area

Fees may be reduced or waived at the discretion of Film Hunter in the following instances:

- Where the production is for a charitable, educational, artistic purpose or for a community organisation;
- Where the production's primary purpose is to highlight the Region or its parts as a tourist destination.
- For long running television series.

4. APPLICATION FOR FILM PRODUCTION IN THE HUNTER – NOTIFICATION FORM

A. Applicant Details

Name: _____ Position: _____

Production Company: _____ ABN: _____

Address: _____ Email: _____

Phone (Office): () _____ Facsimile: () _____ Mobile: _____

On-site Production Company representative contact details:-

Production Manager: _____ Mobile: _____

Location Manager: _____ Mobile: _____

Address Details for film fee invoices:

We have read the Film Hunter Protocols and Code of Conduct and Production Company _____ will fully comply with the Code of Conduct during this production.

B. Nature and Activity and Overview of Shoot

Please tick appropriate activity:

Photo Shoot TV Commercials Feature Films Under \$10mil

Documentaries, Short Films, Student Films Feature Films Over \$10mil

TV Drama Serials & Mini Series

Please tick Expected Mass Audience for finished film/TV product:

Hunter-based audience National audience International audience

Targeted audience (please specify): _____

Pre-sales or known outlet for the finished film/TV product e.g. TV networks if possible:

(please specify) _____

Name of production or product (if TVC): _____

Storyline summary and key message of finished film/TV product:

C. Date(s) and Time(s) of Filming and Locations you wish to use

Location	Date(s)	Start/Finish Times	Construct	Film	Strike
_____			()	()	()
_____			()	()	()
_____			()	()	()
_____			()	()	()
_____			()	()	()

If you wish to use MAITLAND GAOL as a location, you will need to fill in this filming application including Section I – Request for Use of Maitland Gaol.

D. Location Information

If you are using one Hunter location only, fill in the following tick box section and then go to Section F. If you are using multi-locations in the Hunter, fill in this tick box section (D) for the first location and then go to section E.

Number of cast and crew on location: _____

Number and type of vehicles on location: _____

We require **special parking arrangements**. If ticked, please supply details.

Number and type of vehicles? _____

Duration of special parking needs? _____

Whether you require special parking arrangements or not, **please attach list of production vehicles** by type, registration, and size of vehicles that require parking. If applicable, please attach parking plan which should also show catering van and meals area.

Filming will take place on **public land**.

Please give physical description/address, and a map.

Filming will take place on **private property**.

Please give physical description/address, a map and the name and contact details of the person from whom you have secured permission.

The closest residents and/or businesses are:

within 100 metres

within 500 metres

more than 100 metres

We intend **to notify** residents businesses regarding the production.

If ticked, please provide details of how, when and who you intend to notify. If you are making written notification, please provide a draft of communication documents with your application and an indication of where and when you intend to make notification.

We intend using **amplified sound**.

If ticked, please fill in this section.

Nature of sound (e.g. PA system, music): _____

Description of amplification system: _____

Time and duration of amplified sound: _____

NB: All amplified sound must conclude by 9pm

We intend putting up **temporary structures e.g. scaffolding, tents, sets etc.**

If ticked, please fill in this section.

How many temporary structures are proposed? Please describe size, location of structures etc? Please attach a site plan indicating the proposed location of any temporary structures.

We need to use **special equipment** for the production:

(e.g. cherrypickers, lifts wind machines etc). If ticked, please specify nature of equipment, when and how it will be transported and used.

We will likely **be affecting traffic on one or more public roads**.

If ticked, please provide information on the following:

Street(s): _____

Suburb(s): _____

Section Affected: _____

Purpose: _____

Dates/Times: _____

NB: A traffic management plan maybe required. Please supply details of any proposed traffic management. Please state whether Police or RTA accredited personnel will control. If using RTA accredited persons, give names and details of accreditation.

We are applying for a **temporary road closure**.

If ticked, please supply all details. **If insufficient space, attach an Annexure.**

Street(s): _____

Suburb(s): _____

Section to be closed: _____

Purpose: _____

Dates: _____ Times: from _____ am/pm to _____ am/pm

We will use:

Animals

Firearms

Special Effects

Stunts

Unusual Scenes

Dangerous Substances etc.

If one or more boxes ticked, please provide description of item and details on management plans for these items.

E. Multi-Locations in the Hunter

If using multi-locations in the Hunter, provide the same details for each additional location as provided in Section D. Use annexures to provide this detail.

F. Public Liability Insurance (PLI) Documentation and Compliance with the Occupational Health and Safety Act.

Minimum policy value required to indemnify the relevant Council or Councils or private land owners such as the Worimi Local Aboriginal Land Council (Worimi LALC) is \$10 million for all filming activities. Documentary evidence of PLI cover that indemnifies or notes the interests of the relevant Council and/or the Worimi LALC against any claims for damage or injury arising from the activities must be advised prior to filming commencing.

For major productions or for stunts, special effects or pyrotechnics, a higher level of cover may be required.

Attached to this application is a Certificate of Currency of Public Liability Insurance held by the applicant with:

Company: _____ Policy No.: _____ Expiry Date: _____

All filming activities must comply with the Occupational Health and Safety Act.

A responsible person with a mobile phone is to be present for the duration of the road closure and will be accountable for the co-ordination and supervision of traffic management on the day.

Traffic Management Coordinator: _____

Mobile Phone No.: _____

Note:

- 1. Authorised vehicles can access the closure at one location only under direction from a responsible person. The nominated access point is to be shown on the Traffic Management Plan.**
- 2. Barriers and signs will NOT be supplied by Council.**

G. Lodgement Fee

Your production company will be faxed an invoice shortly, with instruction on where to send a cheque.

H. Applicant's Declaration

I declare that, on behalf of the production company specified in this application, this information is, to the best of my knowledge, accurate and correct.

Name: _____ Signature: _____ Date: _____

This form (together with Section I following if appropriate) should be forwarded to:

Film Hunter
Attn: Gillian Summers

P.O. Box 489
NEWCASTLE NSW 2300

or
Fax: (02) 4929 5948

or
Email: info@filmhunter.com.au

Section I: Request to Use Maitland Gaol for Filming

The conditions under which Maitland Gaol will be available for filming include:

1. That the film production company (you) accepts all responsibilities for all parties involved in your activities including but not limited to employees, consultants, contractors, volunteers, officials, clients, tourists, students, observers etc.
2. That you exercise proper precautions to prevent any damage whatsoever to the Maitland Gaol heritage site. You shall reimburse Maitland City Council for the cost of repair of any damage caused to public property or Maitland Gaol property during, or as a result of, the filming activities or where agreed, you shall make good any damage at your expense and to Council's satisfaction. Liaison with Maitland Gaol will be necessary to finalise exact dressing requirements and approval for each item requested. Maitland Gaol is a heritage site of State significance and no activity can be approved which will in anyway harm this significance.
3. All aspects of the filming will abide by the "Code of Conduct for Film Production in the Hunter".
4. All filming activities will comply with the requirements of the Occupational Health and Safety Act.
5. Vehicles and equipment associated with the filming activities shall be parked in the Maitland Gaol car parks off John Street or legally on the verge of John Street.
6. Where filming activity of any kind is to be undertaken outside the hours of 8:00am to 4:00pm, notification in the approved form is to be given to all affected local residents and a nominated representative on site is to be available at all times to deal with any issues from members of the public arising from the use of the site at these times.
7. Where any filming or associated activity is **not** restricted to the Maitland Gaol precinct, traffic control measures may be required. Maitland City Council requires that all filming involving public roads utilise the services of licensed traffic controllers. Contact details for licensed traffic controllers are available from Council or Film Hunter
8. Any instruction or direction given by a staff member of Maitland Gaol or any other authorised officer will be observed and immediately complied with.
9. Whenever the site is **not** a completely closed set, all necessary measures are to be taken to keep members of the public safe and secure during your activities. Maitland Gaol will liaise with your representatives on site to ensure minimal disruption to your programme and safety to the public.
10. A Location Credit is requested in the final released version of the production. It is also appreciated if access to approved images/footage from the shoot can be made available with authorisation for use by Maitland Gaol for promotional purposes only.
11. Your approval, once received, is to be kept on shoot location and be presented to Council Ordinance Inspectors / Rangers or other authorised personnel on request.

I (Name) _____ representing _____

agree to abide by the standard conditions for film productions at Maitland Gaol as stipulated in Section I above.

Name: _____ Signature: _____ Date: _____

5. CODE OF CONDUCT FOR FILM PRODUCTION

At the direction of the Film Hunter Manager, written and face-to-face notification must be provided to each resident or business proprietor who is either directly affected by the activities or is located in the vicinity of the production. This includes actual filming, parking, base camps, and meal areas. The notification should include:

- Name of the Production Company;
- Name of the Production;
- Name of the client or brand promoted (if applicable);
- Nature of the production (i.e. Feature Film, Television Series, Commercial);
- Type of activity and duration (i.e. Dates, times, number of days, parking requirements, lighting and special equipment, time of first arrival and likely departure);
- Company contact and telephone number (location manager, unit manager, first assistant director);
- Name and telephone number of the Film Hunter Manager – Gillian Summers Ph: 4974 2889 or M: 0423 020 191;
- The Code of Conduct should be attached to the filming notification that is distributed to the community.

The Production Company and its representatives must make every reasonable effort to accommodate the requirements of residents and business proprietors affected by the production.

Every member of the Production Company (including security personnel) must be conversant with the Code of Conduct and abide by it during the production.

The Production Company and its representatives must abide by any conditions stipulated in Film Hunter and/or Council approval.

Film Hunter and councils reserve the right to cancel an approval, in the event of non-compliance with the approval conditions, if substantive complaints are received during the production, or if an emergency situation arises in the area.

Film Hunter and/or Council reserves the right to refuse an application by a production company where its previous activities have resulted in a significant number of substantive complaints from the local community.

The Production Company and its representatives must maintain normal access for motorists and pedestrians through the filming site at all times other than when filming actually takes place.

Production vehicles must not arrive in or near a residential location earlier than the time stipulated in Council's approval and must park in the areas nominated in the approval.

The Production Company and its representatives must ensure that all other production and crew vehicles are either legally parked at all times or parked in parking stations.

The Production Company and its representatives must maintain at all times clear of any obstruction, four-metre wide emergency vehicle lane through the filming site.

The Production Company and its representatives must not remove, move or tow away any private vehicle from the filming site.

The Production Company and its representatives must abide by the requirements of Film Hunter, Council and the NSW Police Service regarding the location and parking of production vehicles.

The Production Company and its representatives must remove all props, rigging or other materials associated with the production, as well as any directional signs erected for filming purposes, upon completion of the production.

The Production Company and its representatives must not remove, trim or cut any vegetation or trees on the public way unless approved by Council.

The Production Company and its representatives must ensure the location is in a clean and tidy condition at the completion of the production, or the Company will be required to reimburse the Council for the full cost of any extraordinary cleaning services.

The Production Company must reimburse the Council for any damage (such as illegal removal of traffic or parking signs, identifiable damage to streets, footways, parks and open spaces) caused to the public way as a result of the production.

The Production Company and its representatives must comply with any industry standards regarding professional and personal conduct at all times during the course of the production.

6. APPENDIX

6.1. PRO FORMA LETTER FOR DISTRIBUTION TO AFFECTED STAKEHOLDERS

Date:

To: The Resident/Stakeholder

Re: Film/Still Photography Production Proposed To Take Place in
..... (Street location)

The Hunter council proposes to approve an application from.....
..... (Production Company) for the conduct of
filming/still photography on (date), at the following locations:-
.....
.....

The Production will involve the following:- (applicant to complete where appropriate)

- Unit Base for essential production vehicles to use (No.) parking spaces in (street location);
- Stop/go traffic control, either by user pays Police or accredited traffic controllers;
- Full closure of(street location);am/pm, filming photography fromam./pm toam/pm which has been recommended by the (City) Traffic Committee;
- The first on site activity will beam/pm, and will involve (description), with crew call and set up fromam/pm, filming/photography fromam/pm, and the production will be completed and the area returned to normal byam/pm.

You will find attached a letter from the Production Company, together with a copy of the Film Hunter Code of Conduct for film production. Should you have any concerns regarding this Production, please contact the Film Hunter Manager on (02) 4974 2889 Should you require any further information on the Production, please contact (Location Manager's name) on (Telephone number).

Film Hunter appreciates your ongoing patience and assistance in accommodating this Production in your area.

Yours faithfully,

6.2. INDICATIVE CONDITIONS OF APPROVAL FOR MEDIUM TO HIGH IMPACT FILMING PROJECTS

In granting consent for an application of a medium to high impact filming project some or all of the following conditions may apply.

1. The approval of the Police Department being obtained to the proposed arrangements.
2. The applicant agreeing to undertake the film sequence without unduly disrupting pedestrian and/or vehicular traffic during the production of the film sequence.
3. That the cast and crew be limited to 45 people during filming.
4. The applicant agreeing to make every endeavour to reduce any inconvenience that may be caused to local residents and/or adjoining business premises.
5. The applicant indemnifying the Council against all claims for damage or injury that may result from this activity or occupation of part of the public way during the production of the film sequence. In this regard it will be necessary for the applicant to produce evidence of public risk insurance cover (under which the Council is jointly indemnified) to the extent of at least ten million dollars (\$10,000,000) for each claim.
6. Any cable to be either covered with planks with tapered edging or strung over the footway with a minimum clearance of 2.5 metres.
7. Any generator to be used must not create a nuisance to the amenity of the neighbourhood.
8. Any noise generated by the filming and associated activities shall not give rise to an increase of 5dBA or more above the indoor background sound pressure level prior to 10pm, or to any increase whatsoever above the indoor background sound pressure level thereafter until 8am the following day.
9. Residents and other occupants of properties within the area affected by the filming activities shall have the right of unrestricted access at all times.
10. Vehicles and equipment associated with the filming activities shall not be left parked in authorised resident parking zones for longer than the period applying to non-resident's vehicles.
11. Any lighting to be directed away from motorists on nearby carriageways, and from nearby residences.
12. The applicant shall reimburse Council for the cost of repair to any damage caused to the public property during, or as a result of, the filming activities.
13. Filming activities shall not be undertaken near any residentially occupied premises between 10pm and 8am on any day.
14. The applicant will ensure that a minimum of 1.8 metres clear width along the footpath be made available for pedestrians and that no obstruction be placed on any footpath less than 1.8 metres clear width.
15. An access for emergency vehicles 4 metres wide shall be available at all times.
16. The applicant shall notify and gain concurrence of occupants of all nearby premises to inform them of the proposed film activity and the conditions fixed by Council.
17. The applicant agreeing to make every endeavour to reduce any inconvenience that may be caused to local residents and/or adjoining business premises.
18. The payment of \$ for filming fees.
19. That approval letter be kept on shoot location and be presented to Council Ordinance Inspectors on request.
20. That any temporary closure or restriction of traffic be limited to 5 minutes in any 15 minute period.

6.3. SAMPLE LOCATION AGREEMENT

PLEASE NOTE: Upon approval, for medium/high impact productions a LOCATION AGREEMENT will be forwarded for the above applicant's signature.

Applicants Name:

Production Title:

Production Company:

Tel/Fax No.:

Address:

CAN:

ABN No:

In consideration of the payment by ("the Producer")

to ("the Owner") of the Location Fee set out below permission is granted to the Producer to use the premises/property/location at:

.....

consisting of:-("the Property") for the purpose of photography and recording scenes (interior and/or exterior) for the

..... (Property Type) currently entitled

..... ("the Film"). The permission shall include the right to bring personnel and equipment (including props and temporary sets) onto the Property (and to remove the same after completion of all work) and such other rights as set out below.

The permission is granted for not less than days, commencing on

and continuing until completion of all scenes and work required by the Producer. The shooting dates are subject to variation by the Producer because of changes in the production schedule.

In the event that the Producer is unable to use the Property for whatever reason the Location Fee shall not be payable. In the event that the Producer's use of the Property is less than days then the Producer shall only be obliged to pay the Owner for the period for which the Property was used, calculated on a pro rata basis.

The Producer agrees to indemnify and hold the Owner harmless against and from any and all liability and loss, which the Owner may suffer by reason of any accidents or other damage to the Property or bodily injury including death, caused by the negligence of any of its employees on or about the Property (ordinary wear and tear of the Property in connection with the use specified in this Agreement excepted). The Owner agrees to notify the Producer in writing within seven (7) days of completion of the Producer's use of the Property of any damage claimed to arise from the Producer's use of the Property and to allow the Producer and its representatives access to the Property to assess and (where appropriate) rectify any such damage. Failure by the Owner to notify the Producer in accordance with this paragraph shall relieve the Producer of all responsibility in respect of damage arising from its use of the Property.

The Producer warrants to effect Public Liability insurance for a sum no less than \$10,000,000).

The Producer shall have the right to represent the Property in the film and trailers, film clips, stills, advertising and publicity material under any name (whether real or fictional) and in any

manner. The Owner hereby expressly disclaims any right, title or interest in the Film including all copyright therein and acknowledges that the Producer has the unfettered right (without payment of further fee) to exhibit and license others to exhibit and to otherwise exploit in all media throughout the world all or any part of those scenes of the Film photographed or recorded at the Property.

Except as specified above the Owner shall have no right of action against the Producer (including the licensees or assignees) arising out of any use of the Property (including any pictorial representation) whether or not such use is claimed to be defamatory.

The Owner warrants that the permission of no other person, firm or corporation is or will be necessary in order to enable the Producer to exercise and enjoy fully the rights and benefits granted in this Agreement and that the Owner agrees to indemnify and hold harmless the Producer against and from any and all loss and damage (including expenses not limited to legal fees) arising out of, or in connection with a breach of this warranty.

Subject to the Producer remaining liable for its obligations under this Agreement, the Producer may assign the benefits of this Agreement in whole or in part.

For and on behalf of

PRODUCTION COMPANY

Signed:

Title:

Date:

Location Fee:

For and on behalf of

OWNER(S) OF THE PREMISES

Signed:

Title:

Date:

6.4. FILM HUNTER & COUNCIL APPROVAL PROCESS - WHAT YOU NEED TO DO

- Your initial point of contact will be the Film Hunter manager, who will discuss your proposal and forward an application form for completion. Film Hunter and Hunter councils require all producers to abide by the Filming Code of Conduct.
- The Application will be assessed by Film Hunter and relevant council officers and the Applicant advised by Film Hunter if additional information is required. If the proposal involves filming of low impact then written approval will be issued subject to receipt of evidence of insurance, with each Council suitably indemnified by the policy.
- Medium to high impact filming activities may involve direct consultation with a council officer, who will arrange contacts and meetings with various landowners and government agencies so as to ensure a streamlined approval.
- If the filming is to take place on private property or is to feature a private building as part of the production, you must provide with your application a copy of the location agreement with the building owner, or equivalent documentation indicating the approval of the building owner.
- The Film Hunter or council Officer will advise you of any site meetings you must attend, or community consultative works you must complete prior to approval being granted.
- Where approval for a major production involves a number of filming dates, details of these will need to be discussed with Film Hunter.
- If the production requires a temporary road closure or traffic control on a major street, allow six weeks in your planning for your application to be referred to the relevant council's traffic committee. A Traffic Management Plan (TMP) may be required. Film Hunter can provide you with relevant TMP examples for the nature and scale of your production and provide names of experienced local consultants.
- If traffic control (whether stop/go or for a full or partial road closure) is required and user pays Police will not be engaged, details of accredited traffic controllers will be requested.
- Ensure that all production personnel and associated contractors receive a copy of Council's approval and the Code of Conduct and are made aware of their obligations and responsibilities.
- Advise Film Hunter manager of any changes to the production that are not detailed in Council's approval, preferably prior to the date of filming but by no later than the morning of the production.
- Completing these steps will give you the best chance of receiving a prompt approval. However Film Hunter and councils cannot guarantee approval, as each application is considered on its merits and in conjunction with other local government area activities or events.