

Important information – read before completing application form.

Application form must be completed in full and submitted to council no later than **two (2) weeks prior to filming**, and any advertising or promotion. **If you are submitting an application less than two (2) weeks** prior to filming, please phone Customer Contact on 07 5475 7272 to ensure your application is reviewed as a priority

1. Applicant details

The applicant is the organisation, company or individual taking responsibility for management of the film shoot and must be the holder of the public liability insurance.

Applicant name		ABN
Contact name	Date of birth	
Postal address		
Suburb	State	Postcode
Business phone	Alternate phone	Mobile
Email address		
Preferred method of contact for correspondence:	<input type="checkbox"/> Email	<input type="checkbox"/> Post
On-site contact name	Mobile	
Organisation type	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Private/public company
	<input type="checkbox"/> Government body	<input type="checkbox"/> Other:

2. Public liability insurance

The Certificate of Currency must be in the name of the applicant, noting Sunshine Coast Regional Council as an interested party and cover the scope of the activity. The level of cover must be \$20,000,000.

Has a copy of the Certificate of Currency been attached to the application?	<input type="checkbox"/> Yes	Certificate expiry date	
	<input type="checkbox"/> No*	* Date certificate will be provided:	

3. Filming details

Film shoot name	
Location	
Filming date/s	
Start time	Finish time
Setup date and time	Cleanup date and time
Number of crew:	Number of participants:
Details of equipment – cameras, trucks, tracks etc.:	
Reason for filming:	

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

4. Benefit to community		
Will the filming develop a local industry segment?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Will the filming promote tourism to the Sunshine Coast?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Will the filming enable local business to market products or services?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Will the filming market or promote a major or regional event?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:

5. Electricity / Generators		
If there is existing council controlled electrical facilities, do you require access? Note: Electricity access and usage fees apply. See below fees and charges.	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* provide details:
Will generators be used for filming?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	* provide details:

6. Filming requirements		
Will portable toilets be provided for the filming?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Will you be supplying waste bins specifically for the filming?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, please provide types of bins and numbers:
Will temporary structures be used?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, please provide details of the structures: marquees, tents, filming equipment
Will there be any amplified music and /or announcements?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Will temporary road/carpark closures be required?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, complete item below and lodge an application with Queensland Police Service. Provide a copy to council <input type="checkbox"/> Road closure <input type="checkbox"/> Carpark closure
Will there be any water based activities as part of this filming?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, please provide details of all water-based activities, water safety management plan and a detailed site map to the back of this application
Has a security and / or crowd control company been engaged?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Community consultation - will action be taken to notify residents of the filming?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Do you intend to erect any onsite banners or signs? <i>Refer to moveable advertising devices information pack.</i>	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details and number: <input type="checkbox"/> Promotional signage: _____ <input type="checkbox"/> Directional signage: _____ Details:
Will food be provided to cast and crew or the public during filming	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:
Is there a wet weather contingency plan?	<input type="checkbox"/> Yes* <input type="checkbox"/> No	If yes, provide details:

*If a Permits Officer requests further information it will need to be provided prior to council assessing the application

7. Request for vehicle access

Vehicle access will be considered on a case by case basis. If approved a bond may be payable.

Request for vehicle access?		<input type="checkbox"/> Yes – complete Item below in full
		<input type="checkbox"/> No – proceed to Item 8.
Where is access required?	<input type="checkbox"/> Beach*	Provide reason for access:
	<input type="checkbox"/> Parkland	

8. Environmental and site management

What steps will be taken to avoid environmental impacts?

What steps will be taken to avoid site damage?

9. Aerial activities – Skydiving/Flyovers/Unmanned Aerial Vehicle (Drone)

Will a skydiving display, flyover or drone be a part of the filming?	<input type="checkbox"/> Yes Description/Date/Duration of aerial activity:
	<input type="checkbox"/> No – proceed to Item 10.

Documents required with application:

- Confirmation that aerial activity has Civil Aviation Safety Authority (CASA) approval prior to commencement of event.
- Confirmation that aerial activity has Air Traffic Control (ATC) approval prior to event.
- Site map showing course, launch and landing locations, distance in metres of exclusion zones.
- UAV Operator's Certificate Part 101 Unmanned Aerial Vehicles issued in accordance with *Civil Aviation Safety Regulations 1988* (Cwlth) and ensure that all conditions listed therein are adhered to.

10. Fireworks

Will a fireworks display be conducted at event?	<input type="checkbox"/> Yes – complete Item below and lodge an application with Department of Natural Resources and Mines
	<input type="checkbox"/> No – proceed to Item 11.

Licensed operator supplying the fireworks

Address

Telephone Fireworks operator conducting show

Date: Duration of fireworks Time from: Time to:

Bump in time: Bump out time:

Method of firework installation

Documents required with application:

- Fireworks Display Notification Form (submitted to Department of Natural Resources and Mines)
- Fireworks Contractor Insurance Policy
- Fireworks Contractor Licence
- Fireworks Operators Licence of the operator who is conducting the show
- Confirmation that firework display has Civil Aviation Safety Authority (CASA) approval prior to commencement of filming
- Launch site map, showing distance in metres of exclusion zones and areas that will be closed to members of the public

11. Animals

Will animals be required as part of the filming activity?	<input type="checkbox"/> Yes – provide details of animals (including type and numbers)
	<input type="checkbox"/> No – proceed to Item 12.

12. Site plan

Attach a site plan, which clearly indicates the filming site and all of the following applicable to the filming

<input type="checkbox"/> Filming Equipment	<input type="checkbox"/> Catering Equipment	<input type="checkbox"/> Portable toilet facilities
<input type="checkbox"/> Security / crowd control	<input type="checkbox"/> Marquees / tents	<input type="checkbox"/> Litter / refuse facilities

13. Application attachments**Ensure you have completed all sections of application**

The following documents must be attached to the application:

<input type="checkbox"/> Certificate of Currency	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Traffic Management Plan / Parking Strategy and supporting documentation
<input type="checkbox"/> Site map of fireworks/aerial activities launch site/exclusion zone	

14. Declaration and signage by individual or on behalf of organisation / company

I declare that all information supplied in this application is true and correct and I am authorised to sign on behalf of the organisation / company.

I/We, the applicant, understand that Sunshine Coast Regional Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Name	Position
Signature	Date

(Please note: a typed signature is not accepted)

15. Fees - (all fees are GST free unless noted otherwise)

Application fee for commercial filming (commercial applicant only) (CR-CLP9050)	\$284.00
Commercial filming application fee (not for profit organisation) <i>Local, state and federal government agencies are not considered as not for profit businesses.</i>	Nil
Commercial Filming Application Fee (promoting tourism, local business, local industry, or major event)	Nil
Assessment fee for High Impact Commercial Filming (commercial applicant only) (CR-CLP9050)	\$118.00
Electricity access fee (CR-CLP685)	\$19.00
Electricity usage fee (CR-CL11252)	\$28.00
Electricity usage charge (major event or ongoing regular use)	POA
Event bond	POA

Fees relating to activities falling within the Nambour Special Entertainment Precinct may be waived. This relates to both the primary and secondary buffer areas that can be viewed on council's website.

OFFICE USE ONLY

Application no.	Amount paid	Date paid	Receipt no.	Initial	Date stamp

Payment options

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).				
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.				
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	
	Card number		Expiry date	Amount \$	
	Name on card		Signature of cardholder		
	Phone	Is a receipt required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No