

Filming and Photography Permit Application Form



Applications for Filming and Photography on Campbelltown City Council owned or operated land must be submitted to Council at least ten (10) business days prior to the request date.

Major applications may need to be considered through a formal report to Council for approval. This process requires a minimum of thirty (30) days notice and this requirement will be discussed with the Applicant at the time of application.

1. Applicant Details

Production Company / Individuals Name	
Postal Address	
Contact Person	
Position	
Mobile	
Alternative Phone	
Email	
Website	
ABN	

2. Filming / Photography Project Details

Name of Project		
Details of Project (attach any additional information)		
Address of Project Location(s)		
Are any of the locations on private property? If yes provide address details		
Filming / Photography Date(s)	From:	To:
Filming / Photography Times	Start:	Finish:
Number of	Cast:	Vehicles:
	Production Crew:	
Will you be erecting any structures? If yes, please provide details.		

Traffic and Pedestrian Management		
☐ Traffic Management Plan required		☐ Pedestrian Management Plan required
What roads will be affected?		
Times	Close:	Open:
Times	Close:	Open:
Times	Close:	Open:
Times	Close:	Open:
Name of Traffic Management Company (if applicable)		

3. Safety Details (Approvals must be provided with each Application)

Stunts	☐ Stunts will be carried out ☐ No Stunts
Firearms	☐ Firearms will be used ☐ No use of Firearms
UAV Drone	☐ UAV Drones will be used ☐ No use of UAV Drones
Fireworks / Special Effects	☐ Fireworks / Special Effects be used ☐ No use of Fireworks will Special Effects
Other	

4. Other Details

Public Liability Insurance (please attach a copy – minimum of \$20 Million dollars)	
Professional Indemnity (please attach a current copy – minimum \$5 Million Dollars)	
Products / Property Insurance (please attach a copy)	
☐ Yes, copy attached	
☐ No, do not have insurance	
Site Plan	Details
Marquees / Tent	
Vehicles	
Amplified Sound	
Lighting Equipment	
Other	
Vehicle access required (please give details) Any access required to Council Land will require a Temporary Occupation of Council Land Permit to be completed and accompany this application. Please note that a \$200 security bond is payable, and the site must be inspected by Council Staff. Bond Receipt No: _____	
☐ Yes, permit attached	☐ No, access is not required

5. Document Checklist

Must be supplied

- ☐ Copy of Certificate of Currency for Insurances
- ☐ Site Plan
- ☐ Map indicating location of parked vehicles
- ☐ Resident / Business Operator Notification Letter

Where required

- ☐ Traffic Management Plan
- ☐ Pedestrian Management Plan
- ☐ Risk Management Plan
- ☐ Approval from SAPOL
- ☐ Approval from SafeWorkSA
- ☐ CASA License to operate UAV Drone
- ☐ Other approvals

6. The Application Will Not Be Approved Unless

- ☐ The Applicant agrees to the Conditions of the Permit.
- ☐ The Applicant agrees to all Special Conditions which the Council may impose.
- ☐ The Applicant pays the prescribed fee/s (if applicable).
- ☐ The Applicant provides a copy of the appropriate insurances and/or licences' as required by the Conditions or Special Conditions of the Permit.

I/we acknowledge that I/we have read and understand the Terms and Conditions and agree to abide by such Terms and Conditions.

Signed for and on behalf of the Applicant	
Name:	Signature:
Position:	Date:

For further information please contact:

Hall Hire Officer

Campbelltown City Council

Phone: 08 8366 9222

Email: mail@campbelltown.sa.gov.au

Person: 172 Montacute Road, Rostrevor SA 5073

Filming and Photography Permit Terms and Conditions

1. The submission of this Application does not imply the Permit is confirmed; it is a registration of interest only.
2. Filming Approval is only final once the Application has been reviewed by Council and approval has been provided in writing to the Applicant.
3. The Applicant agrees to indemnify and to keep indemnified the Council, its servants and agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought, or made or claimed against them or any of them arising out of or in relation to the issuing of this Permit.
4. The Applicant shall take out and keep current a Public Liability Insurance Policy for the minimum sum of Twenty Million Dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant in relation to the activity. The Applicant must provide a Certificate of Currency to Council on request. Council reserves the right to request additional insurance coverage.
5. The Applicant shall be responsible for citing and maintaining a copy of the appropriate Public Liability Insurance for all other parties involved in the activity and not covered under the Applicant insurance cover.
6. The Applicant shall ensure that they are licensed and / or registered to carry out the activity authorised by the issuing of this Permit.
7. This Permit is not transferable.
8. The Applicant shall comply with and give all notices required by any Act of Parliament, WHS Legislation, Code of Practice, Australian Standard, By-Law or any other legislative requirement as determined by Council.

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9. Access to WHS legislative requirements and associated Codes of Practice and Guidelines can be found on the SafeWork SA website [SafeWork SA | SafeWork SA](#).
 10. The Applicant shall ensure that the compliance plate and serial number is attached to each amusement ride / structure requiring SafeWork SA accreditation and that the serial number stated on the Certificate of Accreditation matches that on the amusement ride / structure. Current Engineering and Safety Certificates must be provided to Council. Where the filming activity includes portable stages, marquees, or other constructions, details including dimensions, structural details etc must be provided to Council where requested.
 11. A fee will apply to commercial vendors and a negotiated fee may apply for 'not for profit' organisations. A hire fee for a hired venue/site will apply where relevant and a bond may also apply. A bond of \$200 will apply where vehicle access is required.
 12. An invoice outlining the fees will be emailed to the applicant and payment of the Council's Fee and refundable bond must be paid prior to the filming date. Return of the bond may take up to four (4) weeks after the scheduled filming completion date.
 13. All electrical cables and connections shall be protected and comply with Australian Standards and be secured in such a manner to prevent risk to health, safety and welfare of all persons. Council reserves the right to request that items be disconnected or removed until the hazard has been rectified or filming will be shut down. The Applicant is responsible for ensuring the health, safety and welfare of its stakeholders and the Community which may be impacted by the issuing of this Permit.
 14. Pyrotechnics (fireworks) and special effects must not be used without prior Council written approval, licences and SafeWork SA applications and permits must be supplied to Council at least twenty-one (21) days prior to the Application commencement date.
 15. Noise levels will be kept at a respectable level as not to interfere with other site users, residents, businesses and the Community. Applicants will comply

with all reasonable directions in respect to the reduction of noise levels. The Applicant must be aware of, and adhere to, the *Local Nuisance and Litter Control (Miscellaneous) Amendment Bill 2025* applicable to noise:
<https://www.epa.sa.gov.au/community/neighbourhood-nuisance>.

16. At the completion of filming, all areas must be cleaned to the satisfaction of Council. Failure to do so will result in cleaning and waste management fees being charged.
17. All litter, resulting from the issuing of this Permit, must be removed from the site before 12 noon the following day of the scheduled filming date.
18. All promotional or directional signage associated with filming must be removed before 12 noon the following day of the scheduled filming date.
19. Repairing and / or replacing any damaged furniture, fixtures or fittings and associated infrastructure and services will be the responsibility of the Applicant. If any necessary repair or replacement is not undertaken within a reasonable time, the Council may repair and / or replace and recover the costs from the Applicant.
20. The Applicant will be responsible for ensuring a competent / qualified Work Zone Traffic Management Officer is appointed and will be required to provide Council with detailed Traffic Management Plans in accordance with current legislative requirements.
21. The use of the site may be granted up to twenty-four (24) hours prior to the time of the Application date (requests must be included in the Application) for setting-up purposes, subject to availability.
22. If inclement weather is expected leading up to the filming date, Council in discussion with the Applicant will make the decision to continue with the staging of the filming or not in the interests of Community safety and best management practices.
23. The Applicant must seek approval from Council for any vehicles wishing to access a Reserve area for the purpose of filming. Details of all vehicles must be supplied in the filming application.

No vehicles are permitted to remain on site unless deemed vital to filming operations. Any request for essential vehicles to remain on site must be made in writing to Council (permits issued at the discretion of Council).

24. This Permit may be revoked by Council if the Applicant fails to comply with a condition of this Permit and may be revoked in any other justifiable circumstance.
25. If no discussion has been had with Council before the day of filming to advise of cancellation, then it is assumed the filming has taken place and no refund will be offered.
26. Council has the right to refuse the Application at its discretion. Such circumstances may include, but are not limited to:
 - Submission of inadequate, incomplete or misleading information or lead time to assess the Application
 - Undesirable impacts on, and likely inconvenience to local residents, business operators and the wider Community
 - Concerns from Council that the Applicant does not have the resources and necessary experience to suitably manage the activity
 - Unpredictable and/or controversial aspects of the proposed filming activity
 - Conflicts with other activities already approved for the area
 - Inability to provide required licenses, permits, certificates etc; or
 - Applications for filming that are not consistent with Council's Vision, Mission and respective Goals.

OFFICE USE ONLY

Council Authorisation

Insurance ☐ Yes ☐ No

Permit ☐ Approved ☐ Denied

Name -----

Position -----

Signed ----- Date: ____/____/____