Shire of Derby / West Kimberley

FILMING PERMIT APPLICATION

A permit is required to film or make a recording as part of or for commercial gain on local government property or on public land.

Lodgment
Allow up to 21 business days from receipt of your application to receive a response. If approved, a written permit will be issued to the applicant to film on streets or property within the Shire of Derby/West Kimberley local government area at the times and locations specified below.

Any Questions? Contact the Media Officer on 9191 0955.

Applicant Details

Applicant Name:

Business Name:

Residential Address:

Suburb **Postcode**

Postal Address for Application:

Suburb **Postcode**

Contact Number:

Email Address:

Production Contact Details

Production Manager Details:

Name:

Contact Number:

Email Address:

Location Manager Details:

Name:

Contact Number:

Email Address:

Shire of Derby / West Kimberley

Production Details

Name of Production:

Production Summary (approx. 100 words):

Nature of Activity:

Television Drama and Mini Series | Documentaries, Short Films, Children's Productions | Music Video

Television Commercial | Feature Films | Student Films

Other:

Location Details

For multiple, complex activities, or where there is insufficient space below, please attach a separate document listing each location's details based on the format below.

Date: (include propose date and tentative 'backup' dates)

Proposed location: (include street specific details, all locations utilised and attach site map)

Description of activities: (exact details of what will be undertaken at the proposed location)

Number of personnel: (detail cast, crew, extras and clients)

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Proposed road closures and traffic control: (please provide an authorised traffic management plan with details of user pay police or accredited controllers. If none required write N/A.)

Details of proposed equipment, including machinery and facilities: (cameras, lighting, generators, cherry pickers, towers. If none required write N/A.)

Parking Details

Production vehicle unit base: (please provide a location plan and mark base on location plan)

Parking spaces: (If utilizing public parking in Derby or Fitzroy Crossing towns, please specify street location, number of spaces and applicable parking restrictions and provide detail on location plan)

Hall Hire, Recreation Facilities or Other Hire of Facilities

The use of these areas requires approval by our Bookings Officer, which may also incur a separate charge, depending on location being used. Please detail:

Historical Access

Please note filming within Aboriginal Communities or Cultural Sites may require separate approvals or permits from relevant stakeholders.

Please specify which historical sites will be utilized for filming purposes:

Proposed filming activities at historical sites (please specify):

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Communication Plan

Please provide details of communication plan for notifying affected organisations, groups, bodies and individuals:

Unmanned Aerial Vehicles (UAV) – Remotely Operated Piloted Aircraft (RPA)

If you be using an unmanned aerial vehicles (UAV) / remotely operated piloted aircraft, please provide the information below.

All commercial unmanned aerial vehicles (UAV) / remotely operated piloted aircraft (RPA) use, regardless of size or type, requires Shire of Derby/West Kimberley approval to take-off or land on public land or Local Government property.

Permits **will not** be issued to unlicensed operators even if you are proposing to use a drone which is under 2kg

Drone Model/Weight:

Name of Drone Operator/s:

For all commercial UAV/RPA use the following documentation must be submitted for all applications:

- ☐ UAV Controller Licenses for all purposed operators
- ☐ UAV Operator's Certificate issued by CASA
- ☐ Certificate of Currency of UAV Liability Insurance
- ☐ CASA Area Approval *if applicable

Indemnity

You, the applicant, indemnify the Shire from and against all actions, claims, direct costs, losses, reasonable expenses and damages, (including the costs of defending or settling any action or claim) to the extent resulting from you and your employees' negligent action or omission arising out of your activities undertaken at or near the Shire's facility, in respect of:

- Loss of, loss of use of, or damage to property of the Shire; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property.

Signature

Your declaration:

The Shire will not process this application without the signed acknowledgement of filming conditions

I _____ (the applicant)

Declare that the information contained in this application is true and correct in every particular and have read, understood and accept the condition of hire. I accept that all these conditions must be complied with on the days(s) of the activity.

Signature: _____ **Date:** _____

Conditions of Filming

1. General Conditions of Consent
    a. All cast and crew shall abide by the conditions of hire as set out in the approval permit.
    b. Filmmakers must comply with all Shire signs and directions from Shire officers or other authorities.

2. Notification
    a. The Production Company must undertake an information drop to all business proprietors, residents and other occupants in the affected areas of filming or production notifying of the proposed works.

3. Removal of Litter
    a. The Production Company shall ensure that the area to be used for filming and related filming activities shall be maintained in a clean and tidy condition to the satisfaction of the Shire with all waste materials bagged and removed from the site by the Production Company.
    b. The Shire may require damage or cleaning bonds as deemed fit. Any costs involved for extraordinary cleaning subsequently required during or after the shoot, which is to be undertaken by the Shire, will be the applicant's responsibility.

4. Communication
    a. Filmmakers must report any damage to the site as soon as possible and be available to verify that the conditions of approval are met.

5. Emergency and Essential Service Access
    a. Access to fire exits or utilities (e.g. electricity, water, telephone lines) and emergency vehicle access must not be impeded.

6. Evidence of Permits on Site
    a. A copy of the filming permit (and other regulatory approval) shall be on-site all times and in possession of the Location or Unit Manager, who should be identifiable by all crew members.
    b. Applicants must consult with the Shire and other approving authorities if there are any material changes to filming plans, in case an amended approval is required.

7. Noise
    a. All noise must comply with the Environmental Protection (Noise) Regulations 1997.

8. Temporary Structures
    a. No temporary structures (such as stages, sheds, barns, workshops or other structures) may be set-up without prior approval from the Shire.

10. Shops and Businesses
    a. Filmmakers, including cast and crew shall not block buildings or keep equipment in front of buildings that are not working directly with the shoot and minimize any potential inconvenience to local residents or adjoining businesses.

9. Traffic (Pedestrian and Vehicular)
    a. Production personnel must cooperate with state agencies and the Shire to maintain efficient traffic flows and the safety of other road users. The Production Company must ensure that the activities are undertaken without unduly disrupting stakeholders, pedestrians, and/or motorists in the vicinity of the location.
    b. Traffic stopping and diversions must be carried out by an accredited traffic controller and in accordance with a traffic management plan as agreed by the Shire and if necessary, the Western Australian Police.
    c. Filming approvals do not permit the closing of any public road to normal uses or disruption to traffic, including pedestrian movement, unless specifically authorised by the Shire.
    d. Any major road closures or diversions require 14 days notice to the Shire prior to filming.

11. Risk Management/Occupational Health and Safety
    a. Filmmakers, cast, and crew are to abide by film industry safety practices, especially in relation to special effects, stunts and the use of firearms or weapons.
    b. Appropriate safety measures and hazard markers must be in place to prevent injury or harm to the public and production crew.
    c. All lighting must be directed away from motorists on nearby roads and from residential premises.

13. Insurance
    a. All applications for a filming approval permit are required to provide evidence of appropriate public liability insurance through presentation of a Certificate of Currency prior to a permit being issued.

14. Internal Liaison
    a. Filming activity impacts on many Shire departments. Liaison is often required with the following units: Media, Executive Services, Community Development, Development and Technical Services. Internal liaison between all of these units to support filming activity is essential in the provision of an efficient, effective service.

15. Unmanned Aerial Vehicles (UAV) – Remotely Operated Piloted Aircraft (RPA) use
    a. You must adhere to Civil Aviation Safety Authority (CASA) Standard Operating Conditions.

16. Historical Sites
    a. Filming at historical sites may require additional approval from relevant community groups. Filmmakers must notify the Shire of filming activities at historical or cultural sites and work with the Shire on liaising with relevant groups. Filmmakers must abide by cultural guidelines of filming at historical sites, as directed by relevant community groups.

<u>Special Conditions</u>

The Shire may impose other conditions not listed in this document which are site specific or related to the specific nature of the filming activity (i.e. no filming in cemeteries).

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Shire of Derby/West Kimberley Application Approval

SDWK Admin Use Only

Permission is granted / not granted to undertake commercial filming, subject to the organiser's agreement to meet the conditions of approval.

Name	
Title	
Signature	
Date	

For commercial filming applications involving use of UAV / Drone equipment

Approval is granted / not granted to operate unmanned aerial vehicles (UAV / drones) for the purposes commercial filming, subject to the organiser's agreement to meet the conditions of approval.

The applicant has furnished all required documentation and completed the RIA Risk Assessment as per the permit requirements.

Name	
Title	
Signature	
Date	

Shire of Derby / West Kimberley

Privacy Collection Notice: The Shire of Derby West / Kimberley collects your personal information on this form to process your application, deliver services, and perform our statutory functions under the *Local Government Act 1995* or related legislation. Your data is handled in accordance with the *Privacy and Responsible Information Sharing Act 2024*. Your personal information will only be disclosed to authorized officers or external bodies as permitted by law. You have the right to access and correct your personal information at any time.

If you choose not to provide the requested information, we may be unable to process your request.

To see our full collection notice and privacy statement visit www.sdwk.wa.gov.au. To request access to your personal information please contact the Corporate Services Team via email at sdwk@sdwk.wa.gov.au or phone (08) 9191 0999.