



Event Management **FILMING APPLICATION FORM**

This application **MUST** be completed and submitted a minimum of **4 weeks prior** to the proposed event/activity

SECTION 1 – APPLICANT DETAILS

Organisation Name			
<input type="checkbox"/>	a commercial business or media production company		
<input type="checkbox"/>	a not-for-profit organisation		
<input type="checkbox"/>	a student		
Contact Person		Position	
Postal Address			
Contact Number			
Email Address			
ABN			

SECTION 2 – PROJECT DETAILS

Production / Project Title			
Location Manager			
Position		Phone Number	
Details of Project			

SECTION 3 – LIST OF LOCATION/S

LOCATION 1

Address / Location			
Start Date		End Date	
Start Time		End Time	
Number of Cast & Crew		Number of Vehicles	

LOCATION 2

Address / Location			
Start Date		End Date	
Start Time		End Time	
Number of Cast & Crew		Number of Vehicles	

Influencing today...shaping tomorrow



LOCATION 3			
Address / Location			
Start Date		End Date	
Start Time		End Time	
Number of Cast & Crew		Number of Vehicles	
LOCATION 4			
Address / Location			
Start Date		End Date	
Start Time		End Time	
Number of Cast & Crew		Number of Vehicles	
LOCATION 5			
Address / Location			
Start Date		End Date	
Start Time		End Time	
Number of Cast & Crew		Number of Vehicles	

SECTION 4 – LOCATION REQUIREMENTS & RISK MANAGEMENT	
Will you be erecting a structure? If yes describe details of size and location	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be using lighting? If yes describe number of lighting crew and lighting dimensions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you be using props? If yes describe number of prop crew and prop items and dimensions	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is power access required? If yes provide details of power access required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you use explosions and/or fire? If yes provide explosions/fire details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you use stunt work? If yes provide stunt work details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you use firearms? If yes provide firearms details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is vehicle access required? If yes provide details of why vehicle access is required <i>Vehicle access will only be given for bump in/out unless discussed and approved by Council prior to filming.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will existing traffic or parking be affected? If yes provide details of why	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will existing pedestrian movement be affected? If yes provide details of why	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you engaged a Traffic Management company to provide your services? If yes, complete the below questions Name the person/s (and business if applicable) erecting the signage Attach a copy of the Workzone Traffic Management card/s	Yes <input type="checkbox"/> No <input type="checkbox"/>



Contact mobile number/s	
Contact email address	
Do you require traffic control signage from Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you plan to use a drone to capture footage? If yes, provide details	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have Emergency Services been notified of filming?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 5 – CHECKLIST

The issuing of this permit is subject to the applicant submitting and answering all the questions in this application. The following checklist is to ensure you have provided all the necessary documentation. If you require further assistance with the application, please contact the Community Development Officer on 8584 8000.

<input type="checkbox"/>	Copy of your Public Liability Insurance Certificate of Currency for a minimum of \$20 million
<input type="checkbox"/>	Third party Public Liability Insurance Certificate of Currency/Licences
<input type="checkbox"/>	Location site plan of all location/s
<input type="checkbox"/>	A schedule of filming
<input type="checkbox"/>	Traffic Management Plan (<i>if applicable</i>)
<input type="checkbox"/>	A copy of Workzone Traffic Management training Licence/s (<i>if applicable</i>)
<input type="checkbox"/>	If using a drone, a copy of Civil Aviation Safety Authority Licence or permit (<i>if applicable</i>)
<input type="checkbox"/>	Payment of any prescribed fees (<i>if applicable</i>)

SECTION 6 – DECLARATION AND ACKNOWLEDGEMENT

I acknowledge that I have read and understood the permit conditions and agree to abide by the conditions and any special conditions that Council may determine.

Name		Date	
Organisation and Position			
Signature			

LODGEMENT DETAILS

District Council of Loxton Waikerie
PO Box 409
35 Bookpurnong Terrace, Loxton SA 5333

For enquiries, please contact:
Sue Schultz
Community Development Officer



Email: council@lwdc.sa.gov.au

Phone: 08 8584 8000 / Email: council@lwdc.sa.gov.au

Your application will be assessed and if elements of your information is incomplete a Council representative will be in contact with you.

TERMS AND CONDITIONS

1. Complete and sign the application form and return to Council for consideration.
2. The Applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and 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 the Permit.
3. The Applicant shall take out and keep current a Public Liability Insurance Policy in the name of the Permit Holder insuring the Permit Holder for a minimum of \$20,000,000 (twenty million dollars) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder in relation to the activity.
4. This Permit will not be approved until proof of the Public Liability Insurance has been provided to Council for each event.
5. Electrical equipment used during filming in the District Council of Loxton Waikerie must be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or is found to be faulty by a Council representative; Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified or filming will be shut down.
6. The Applicant, where appropriate, shall ensure that they are licensed or registered to carry out the activity.
7. It is the Applicant's responsibility to be aware of and comply with the SafeWork SA Guidelines for Events Safety. Access to this and other relevant documentation can be sourced at SafeWork SA's website.
8. The Permit Holder shall ensure that the site is left in a clean and tidy condition at the conclusion of filming. Failure to do so may result in a cleaning fee.
9. The Permit Holder will be responsible for any damage caused to Council property which is attributable to the users during filming.
10. Support or promotional vehicles are not to be driven on or left on any public area, reserve or foreshores unless a permit has been issued by Council. Details of all vehicles have to be supplied in the filming application. Enforcement applies to non-compliance.
11. The Permit Holder is not permitted to erect any structures or prevent the public from using the area when filming unless discussed and approved by the Community Development Officer prior to filming approval.
12. The Permit Holder is responsible for the control of noise. All reasonable measures must be taken to ensure minimal disturbance of residents and the Applicant/Event Organiser must be aware of and adhere to the Environment Protection Act guidelines applicable to noise (i.e. maximum decibel limit permitted from amplification).
13. This Permit will be revoked by Council if the applicant fails to comply with a condition of this Permit.
14. An application fee of \$70 maybe payable to the District Council of Loxton Waikerie prior to your application. being assessed. This fee excludes applications forming part of educational pursuits by schools and universities.
15. A contractor or third-party participating organisation in addition to the permit holder must take reasonable care for their own health and safety. They must ensure their acts do not negatively affect the health and safety of others.
16. This Permit is not transferable.



COUNCIL USE ONLY SECTION 7 – ASSESSMENT OF APPLICATION

Name of Event		Permit Number	
Name of Event Organiser			
Location of Event			
Date of Event		CM Record No.	
Booked in Councils Calendar		Works Request	
Documentation Received and Reviewed			Yes
Public Liability Insurance - Certificate of Currency Insurance for a minimum of \$20m			N/A
Third party Public Liability Insurance Certificate of Currency/Licences			
Covid Safe Plan (<i>if applicable</i>)			
Location site plan of all locations			
A schedule of filming			
Traffic Management Plan/Map (<i>if applicable</i>)			
A copy of Workzone Traffic Management training licence/s (<i>if applicable</i>)			
If using a drone, a copy of Civil Aviation Safety Authority Licence or permit (<i>if applicable</i>)			
Invoice of any prescribed fees (<i>if applicable</i>)			
Additional Notes/Requirements			
Signed on behalf of the District Council of Loxton Waikerie			
Signed		Date	
Name		Position	