

Application for film production licence

Authorising Provisions

Local Law No. 16 (Licensing) 2008

Subordinate Local Law No. 16.4 (Film Production) 2008

If you have any specific enquires regarding this application please contact Council's Licensing & Approvals Group on (07) 5581 6668 or Fax: (07) 5581 6898.

Please complete this application in BLOCK LETTERS, tick boxes where applicable and attach required further information.

Council's website for information about filming on the Gold Coast can be located at www.goldcoastcity.com.au

Or visit Film Gold Coast for further information about filming on the Gold Coast at www.filmgoldcoast.com.au

Film Gold Coast is an initiative of Gold Coast City Council and provides useful information regarding:

- ◆ Local filming policies
- ◆ Local filming policies with locations
- ◆ Directory of film industry contacts

Please note: completed applications are to be submitted seven (7) days before filming to allow sufficient time for the approval processes.

Collection Notice: Council requires the personal information requested on this form for the purpose of assessing your application and administering licenses and approvals in the city. The information will not be disclosed to any other party unless required by law.

Applicant must be individual or company	Applicant Details Full Name: _____ or Company Name: _____ Postal Address: _____ _____ Registered business Address: _____ _____ Contact Person: _____ Phone No.: _____ Mobile No.: _____ Fax No.: _____ Email Address: _____
Film Production Details	Type of production <input type="checkbox"/> Feature film <input type="checkbox"/> Television series <input type="checkbox"/> Short film <input type="checkbox"/> Documentary <input type="checkbox"/> Student film <input type="checkbox"/> Corporate video <input type="checkbox"/> Television commercial <input type="checkbox"/> Still photography <input type="checkbox"/> Video clip <input type="checkbox"/> other please specify: _____

<p>Film Production Details</p>	<p>Production details</p> <table border="1" data-bbox="403 143 1441 383"> <tr> <td>Number of shooting days:</td> </tr> <tr> <td>Number of crew:</td> </tr> <tr> <td>Number of cast:</td> </tr> <tr> <td>Number and type of commercial film vehicles:</td> </tr> <tr> <td>Number of private vehicles:</td> </tr> </table> <p>Gold Coast City Council prides itself on offering its full support to the film and TV industry. To assist Council to estimate the significant economic impact of film and TV projects on the Gold Coast, and so seek greater assistance and funding for various programs, we request the following information:</p> <p>Estimated budget spend for your Gold Coast production _____</p> <p>(please note this information is for internal purposes only and the figure provided is not for external publication)</p>	Number of shooting days:	Number of crew:	Number of cast:	Number and type of commercial film vehicles:	Number of private vehicles:
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Number of crew:						
Number of cast:						
Number and type of commercial film vehicles:						
Number of private vehicles:						
<p>Please attach any additional information if required</p>	<p>Synopsis of production</p>					
<p>Please attach any additional information if required</p>	<p>Production schedule – exact locations, dates and times</p>					

<p>If a road or footpath closure is required you have two options:</p> <p>1. Complete "Attachment A" and return with this application</p> <p>OR</p> <p>2. Provide details of the Traffic Control company who will lodge this form.</p> <p>If metered car parking spaces are required complete "Attachment B"</p>	<p style="text-align: center;">Road/Footpath closures (if required)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Required</td> <td>Forms completed and attached to this application.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Required</td> <td>Forms to be completed by Traffic Control Company and lodged with Council's Licensing & Approvals Group. Fax (07) 5581 6898.</td> </tr> <tr> <td></td> <td>Traffic control company if applicable</td> <td></td> </tr> <tr> <td></td> <td>Traffic control contact details</td> <td></td> </tr> </table> <p style="text-align: center;">Metered car parking spaces required for filming (tick if required)</p> <p>Please note: Depending on locations, fees may be applicable for non metered spaces.</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Not required</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Required</td> <td>Form completed and attached to this application.</td> </tr> </table>	<input type="checkbox"/>	Required	Forms completed and attached to this application.	<input type="checkbox"/>	Required	Forms to be completed by Traffic Control Company and lodged with Council's Licensing & Approvals Group. Fax (07) 5581 6898.		Traffic control company if applicable			Traffic control contact details		<input type="checkbox"/>	Not required		<input type="checkbox"/>	Required	Form completed and attached to this application.												
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<p>Please attach any additional information if required</p>	<p style="text-align: center;">Special Requirements (tick if required and describe)</p> <table border="1"> <tr> <td><input type="checkbox"/></td> <td>Safety Management Plan</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Animal Control</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Police/Fire/Rescue</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Building Approval</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Letter Box Drop</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other Publicity</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Special Effects - (e.g. explosions, smoke, gunfire scenes)</td> <td></td> </tr> <tr> <td colspan="3">Please Note: a letter of acknowledgement may be required from Council by the Department of Mines and Energy.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Night Shoots</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Other (please specify)</td> <td></td> </tr> </table>	<input type="checkbox"/>	Safety Management Plan		<input type="checkbox"/>	Animal Control		<input type="checkbox"/>	Police/Fire/Rescue		<input type="checkbox"/>	Building Approval		<input type="checkbox"/>	Letter Box Drop		<input type="checkbox"/>	Other Publicity		<input type="checkbox"/>	Special Effects - (e.g. explosions, smoke, gunfire scenes)		Please Note: a letter of acknowledgement may be required from Council by the Department of Mines and Energy.			<input type="checkbox"/>	Night Shoots		<input type="checkbox"/>	Other (please specify)	
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<p>Public Liability Insurance</p>	<p>Public Liability Insurance</p> <p>Please enclose a copy of your Broadform Public Liability Insurance Certificate of Currency. The sum insured is to be a minimum of \$10 million and must note the interests of Gold Coast City Council.</p> <p>Please note: Applications are unable to be processed until the Public Liability Insurance Certificate of Currency has been received.</p>																														
<p>Application must be signed</p>	<p>Signature of Applicant</p> <p>I/We certify that the above information and the information on any attachments, to the best of my knowledge, is true and correct.</p> <p>Signature: _____</p> <p>Date: _____</p>																														

Information required to be submitted with this application	<p>Attachments</p> <ol style="list-style-type: none"> Should a road or footpath be required for closure for filming purposes, completion of "Attachment A" Road/Footpath Closure Filming Activities is required. If metered car parking spaces are required for filming purposes or associated activities, completion of "Attachment B" is required. Public Liability Insurance Certificate of Currency. 																				
FEES	<p>Fees</p> <p>No fees are required unless the applicant's business operations are based outside the City of the Gold Coast.</p> <p>For further clarification please contact Council's Licensing & Approvals Group on (07) 5581 6668 or visit Council's website at goldcoastcity.com.au</p> <p>The following fees apply for applicants outside the City of the Gold Coast:</p> <table border="1" data-bbox="363 678 1489 801"> <tr> <td>Application fee for Film Production Licence for 1 to 7 days \$408.00</td> </tr> <tr> <td>Application fee for Film Production Licence for more than 7 days – application fee for one to seven days plus \$141 per week or part thereof after initial seven days of filming.</td> </tr> </table> <p style="text-align: center;">To ensure prompt processing, please enclose the correct fee or bond if required with the application.</p> <p>Credit Card Payment: Please call Licensing & Approvals on (07) 5581 6668 to enquire about credit card payment facility.</p>	Application fee for Film Production Licence for 1 to 7 days \$408.00	Application fee for Film Production Licence for more than 7 days – application fee for one to seven days plus \$141 per week or part thereof after initial seven days of filming.																		
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	<p>Disclaimer: Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to the property.</p>																				



**"ATTACHMENT A"
ROAD/FOOTPATH CLOSURE
"FILMING ACTIVITIES"**

Office Use Only:	
ID Number:	_____
File No:	_____

Applicant Name	_____
Address	_____

Contact Name	_____		
Contact numbers	Phone No	Mobile No	Fax No
	_____	_____	_____

Location of closure			
Street No	Street Name	Suburb	
Between	and		
Period required			
Commencement date		Completion date	
Start/Finish time	to	Operation: daily/overnight/continuously	
Other information:			
Road Closure type			
<input type="checkbox"/> Half Road	<input type="checkbox"/> Full Road	<input type="checkbox"/> Footpath	<input type="checkbox"/> Hold & Release Only (GCCC nominate hold time)
Number of lanes	Number of Parking Bays		

Other information: (please note side streets requiring H & R must be nominated)

Site Plan:
Please attach a detailed plan highlighting the locations of the filming, unit base, essential vehicle and crew parking. Indicate any parking meters, parking bays, bus stops and taxi zones affected by the closure.

Applicant:
Print Name: _____ Signature: _____ Date: _____

Please attach this form to your filming application and forward to Gold Coast City Council – Fax (07) 5581 6898 **OR** advise your *Traffic Controller* to lodge the application with Council's Licensing & Approvals Group – Fax (07) 5581 6898.

TRAFFIC BRANCH ASSESSMENT	
Office Use Only APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes: Fax "Conditions for Road Closure" to Licensing & Approvals Group Fax: (07) 5581 6898 Comments: _____ Date: _____ Signature: _____
	<input type="checkbox"/> No: Advise Licensing & Approvals Group Ph: (07) 5581 6668 Fax: (07) 5581 6898 Comments: _____ Date: _____ Signature: _____

Road/Footpath Closure Information Sheet

- 1 A “Road Closure” is the full or partial closure of a gazetted roadway for the purposes of undertaking works or activities on the roadway or footpath.
- 2 All Road Closure requests must be submitted on the form Road/Footpath Closure Application “**Filming Activities**” seven (7) days prior to proposed closure.
- 3 Should the application be successful, Council will issue a “Notice of No Objection” with Conditions.
- 4 Should the application not be successful, the applicant will be contacted by telephone or facsimile.
- 5 No filming activities shall commence until the applicant meets all conditions in the “Notice of No Objection”.
- 6 **General Conditions include:**
 - Road closures must only be undertaken by a registered Traffic Control company
 - Road/lane/footpath closures are to be conducted in accordance with Part 3 of the Queensland Manual of Uniform Traffic Control Devices. This section of the manual is available as the Roadwork Signage Guide from Queensland Transport.
 - A Police Permit shall be obtained from Queensland Police Service upon receipt of Council’s “Notice of No Objection”.
 - Police/Traffic Control supervision shall be provided, to the satisfaction of the Superintendent of Police.
 - Local residents, businesses, bus and taxi companies directly affected shall be notified prior to the event and an agreed alternative arranged.
- 7 **Additional Conditions that may be applied for full road closures include:**
 - Details of the road closure shall be advertised in the public notices of a major Gold Coast newspaper prior to the event.
 - Emergency Services, Police, Fire, and Ambulance are to be advised prior to the event.
 - Approval shall be obtained from the Queensland Department of Main Roads, where necessary.
 - Signage shall be installed ten days prior to event, advising the public of proposed road closures, including date, time and inquiry phone number. Size of signs to be no smaller than 900 mm x 900mm

Further Information:

Should you require further information please telephone Gold Coast City Council’s **TRAFFIC BRANCH** on **(07) 5667 3619**.



**"ATTACHMENT B"
METERED CAR PARKING SPACE
"FILMING ACTIVITIES"**

Fees: \$40.00 (GST inclusive) daily rate to reserve a metered car space. **Please note:** Depending on locations fees may be applicable for non metered spaces

Number of parking metered spaces & dates required	Number spaces required Dates required
Serial number of: meter/s Pay & display machine/s (Machine No. bottom left hand corner of display case)	
Location of parking spaces e.g. street address metered spaces are adjacent to	

PLEASE NOTE: THE RECEIPT MUST BE PLACED ON THE DASHBOARD OF THE VEHICLE/S

Applicant:

Print name: _____ Signature: _____ Date: _____

Please attach this form to your filming application and forward to GOLD COAST CITY COUNCIL, LICENSING & APPROVALS GROUP – Fax (07) 5581 6898.

CITY PARKING

Office use only Approved <input type="checkbox"/> Yes <input type="checkbox"/> No Date: Signature:	<input type="checkbox"/> Yes: Fax application to Licensing & Approvals Group Fax: (07) 5581 6898 Comments: Fee amount required: <input type="checkbox"/> No: Advise Licensing & Approvals Group Ph: (07) 5581 6668 Fax: (07) 5581 6898 Comments:		
Office use only	Receipt no.: _____		<u>ACCOUNT NUMBER:</u> Parking space fees RE 87272
	Date: _____		
	Amount paid: _____	\$ _____	