

A Guide to Filming and Photography in Goulburn Mulwaree

This information provides details about submitting the necessary applications and gaining approvals for filming and photography in the Goulburn Mulwaree Council Local Government Area.

1.0 Land Ownership

The Goulburn Mulwaree Council local area includes some areas that require a detailed application and subsequent permissions from a number of authorities.

2.0 Filming Production and Photography Applications and Approvals

Before you can film or photograph on Goulburn Mulwaree Council land you must apply for approval.

Productions that operate without approval, or knowingly breach an approval and its conditions, will be banned from operating again on Council land.

It is the responsibility of everyone in the industry to ensure locations and the reputation of the industry are not damaged, and that there are no negative community impacts as a result of filming in Goulburn Mulwaree. All productions must ensure professional conduct.

The responsibility of professional conduct extends from entry level positions to executive producers and all contractors or freelancers working for a production.

2.1 Basic Application Pre-requisites

2.1.1 Lead Times

- **‘Regular’ applications – 7 working days** at least, before the first shoot. Regular applications do not include special requirements or requests, such as road closures, or require significant stakeholder liaison or feedback before an approval can be made.
- **Road closure applications – 15 working days** at least, before the first shoot date involving a road closure. These lead times are from the date of all documents being completed and submitted. Phone conversations before submitting the required documents do not constitute notification in respect of lead times.

2.1.2 Application details

All completed applications **must** be submitted with full and complete details. As a minimum, the applicant’s public liability insurance certificate of currency must also be included.

Immediate processing of applications is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information. At Council’s discretion, in cases where less than one or five business days’ notice is given, respectively, an additional charge will be incurred.

If the information is incomplete, the application may be delayed/rejected or more information may be requested. Delays in processing and approvals may arise out of any inadequacies in the material submitted in support of the application.

Your application must include, but is not limited to:

- **Dates and times** including schedule of each shot or scene.

- **Specific location list.** Street or park names are required – broad areas cannot be approved.
- **Full shot or scene descriptions** (ideally with storyboard) of all different shots or scenes detailing what is being filmed and how, such as the equipment to be used.
- **Specific equipment list**, with details of scene specific equipment such as, cast dressed as police/emergency services, Car chases/driving scenes, animals etc. Stating ‘film equipment’ without further detail will not be accepted. This includes all special equipment such as cranes, cherry pickers, tracking vehicles etc. Set dressing must be complete with what and where is being proposed (including details of removing any existing signs or assets). Pyrotechnics must include full details of what, where and how.
- **Catering or unit locations.** Details of where and what is required, including total infrastructure.
- **Complete parking details** with associated parking plans that state clearly on the plans:
 - How many parking spaces are requested in each specific street (based on a standard parking space being 6m in length)
 - What the parking restrictions are (for example timed zones)
 - Times of proposed parking space barricading, including details of the licensed traffic company, which can only be conducted by a licensed ticket holder.

Stakeholder notification letter to be approved by the Film Contact Officer and then distributed by the production at least 5 days before the shoot date or first date of barricading, whichever is sooner. Note, road closures require 14 days minimum notice.

Every notification letter must include:

- Production name
- Date of distribution
- Production details for the filming with dates, times, filming description (if not parking only), details of traffic control (if applicable)
- Full details of parking (if applicable) with number of parking spaces and their location and times and dates of barricading
- Contact details of the production for people to call with queries or concerns.

If the notification letter is not approved within the timeframes noted above, and distributed within these times, applications may be rejected.

2.1.3 Subsequent documents (where applicable)

- **Traffic control plans.** These plans must be provided for any proposals that include changes to standard traffic conditions. A licensed and ticketed traffic controller must produce these plans which illustrate proposed traffic measures. For example, stop/go, contraflow etc. The Council does not approve Traffic Control Plans (TCP). The TCP submitted with the application is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated as a risk assessment or in relation to Work, Health and Safety.
- **Pedestrian control plans.** These plans must be provided for any proposal that will affect pedestrian access. This includes semi-permanent closure of a footpath or diversion, or temporarily through stop/go (maximum 3 minute holds for quality shot). These don't need to be produced by a licensed traffic control company, but do need to be good

- **Road occupancy licences.** Approved Roads and Maritime Services (RMS) road occupancy licences, must be provided for any shoots that involve traffic control on RMS roadways. We also require approved road occupancy licences for any road closure applications.

- **NSW Police approval.** Approval will be needed for proposals including, but not limited to, use of weapons, pyrotechnics and some activities involving violence in a public space. User pays police may be required for certain shoots.

It's the production's responsibility to identify necessary documents and preproduction arrangements, including additional stakeholder approvals where applicable.

3.0 Technical Surveys

A technical survey of the proposed filming locations should be completed before submitting a filming and photography application. The production is responsible for ensuring these surveys are scheduled with sufficient lead time to allow the location team to submit the necessary applications once survey details are finalised. If technical surveys are scheduled after the application is submitted, which result in changes to the application details this may result in the application being refused.

4.0 Fees & Charges

All activities are governed by the [NSW Local Government Filming Protocol 2009](#) and Legislation for activities on government owned/operated land and assets within NSW. This protocol sets out application fees for filming inside low, medium and high impact categories. Goulburn Mulwaree Council's application fees are in line with these requirements. Outside of the application fees, additional fees can apply for other requirements such as:

- **In-house power** – in house power and 3-phase power is chargeable per day.
- **Traffic control assessments** – fees (as per the filming protocol) apply for review of traffic control plans.
- **Road closures** – Fees apply to each street block of a road closure for minor and major roadways.

Other fees as documented in Goulburn Mulwaree Council's Fees and Charges. The fees and charges are updated each financial year from 1 July.

5.0 Contact and Advice

Contact Goulburn Mulwaree Council's Film Contact Officer at the earliest time prior to applying on 02 4823 4531 or email jacki.weatherstone@goulburn.nsw.gov.au