

Filming Permit Application



If you wish to film on City of Kalamunda property, public spaces or outdoor areas such as footpaths, roads and parks within the City you must first obtain the City's permission.

The City provides helpful advice regarding filming in the area. Prior to submitting this application please ensure that you make contact with the City on 9257 9953 or email filming@kalamunda.wa.gov.au to discuss your proposed production and identify potential issues that may need to be addressed.

PLEASE NOTE: This document is an application form only and does not constitute a filming permit or a location contract. If approved, a permit will be issued to the applicant to film on streets or property within the City of Kalamunda at the times and locations specified. A copy of the permit must be available at all times during filming.

*A Filming Permit Application that does not have any impact on the flow of traffic or significant pedestrian impact must be submitted **at least 7 working days prior** to intended filming date.*

*Applications that do require traffic management planning or significant pedestrian management must be submitted **at least 10 weeks prior** to filming.*

APPLICANT DETAILS

Name:

Organisation Name:

Address:

Phone (day):

Mobile:

Email:

Organisation ABN:

PRODUCTION DETAILS

Production Name:

Production Manager:

Type of Filming Activity:

Production Summary:

Dates of Filming:

LOCATION DETAILS

Proposed Location:

Description of Activity:

Filming Start Time:

Finish Time:

How many cast and crew will be on location?

Details of any equipment/machinery:

Details of catering facilities:

Details of potential disruption to the location vicinity (firearms, explosives, noise or odours):

How will you notify affected organisations, groups and individuals?

TRAFFIC MANAGEMENT

Will traffic be disrupted? NO YES If yes, how?

Will you require a road closure? NO YES If yes, where?

Are special parking provisions required to accommodate vehicles? NO YES

If yes, what type of vehicles and how many?

HALL HIRE, PARKS, RESERVES:

The use of some City facilities may incur a charge depending on location requested. Please contact the City for further details.

ATTACHMENT CHECKLIST:

- Public Liability Insurance Certificate of Currency (required for all applications)
- Filming location site map/image

I/we hereby indemnify the City from and against all actions, claims, costs, losses, expenses and damages arising from loss of, loss of use of, or damage to property of City; or personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by us arising out of our activities.

Signature: _____ Date: _____

PLEASE RETURN THIS COMPLETED APPLICATION TO:

City of Kalamunda

 **2 Railway Rd Kalamunda WA 6076**

 **PO Box 42, Kalamunda WA 6926**

 **9257 9953**  **9293 2715**

 **filming@kalamunda.wa.gov.au**