

# Filming / Photography Notification

Whether you're planning a commercial photo shoot, officially photographing an event or filming for the big screen or television, this form notifies us of your intentions.

Use this form to make contact with the District Council of Yankalilla in the EARLY STAGES of planning your filming or

photography project to ensure that we can provide general guidance and help you navigate any permitting requirements.

Once we've received your Filming / Photography Notification we'll review the information you have provided and get in touch with you to discuss how we can help.

## PROJECT DETAILS:

Proposed venue / location:

Venue / location address:

No. of cast:

No. of crew:

Filming / photo shoot date(s):

Filming / photo shoot times(s):

Project description and aims:

## ORGANISING BODY INFORMATION

Name:

Postal address:

Physical address:

Phone:

Website:

Mobile:

Email:

### PRIMARY CONTACT

Name:

Phone:

Mobile:

Role:

### SECONDARY CONTACT

Name:

Phone:

Mobile:

Role:

### Project location

Community operated venue

Public place or space

Site to remain open to the public

Council operated venue

Private property

Exclusive use of the site required

### Type of activity

Community based

Commercially based

Private project

### OFFICE USE ONLY

Scale of project:  SMALL  MEDIUM  LARGE

Filming / photography permit required:  YES  NO

Coordinating Officer:

Central record #

 1 Charles Street, Yankalilla SA 5203  08 8558 0200

 Open Monday to Friday 9:00am - 5:00pm

 council@yankalilla.sa.gov.au  yankalilla.sa.gov.au



District Council of

**YANKALILLA**

# Filming / Photography Checklist

There are a number of things that the District Council of Yankalilla considers when determining the approval needs of a filming or photography shoot proposal.

Completing this checklist and returning it to Council in the EARLY STAGES of planning your project is critical in allowing enough time to work through your requirements.

Also, consider attaching any supporting information that helps us get a good overall picture of what you are proposing, such as site plans or promotional material.

Remember, any information is good information at this stage.

## PROJECT FORMAT

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Multiple venues/locations | <input type="checkbox"/> Recreation        | <input type="checkbox"/> Conference / workshop | <input type="checkbox"/> Promotions / marketing |
| <input type="checkbox"/> Multiple 'media'          | <input type="checkbox"/> Competitive event | <input type="checkbox"/> Exhibition / showcase | <input type="checkbox"/> Film / television      |

Format not listed? Please provide some further details:

## PLANNED ACTIVITIES

- |                                      |  |   |   |
|--------------------------------------|--|---|---|
| <input type="checkbox"/> Photography | <input type="checkbox"/> Fire; Fireworks; Flares | <input type="checkbox"/> Amplified sound      | <input type="checkbox"/> Food / beverages on site |
| <input type="checkbox"/> Filming     | <input type="checkbox"/> Animals onsite          | <input type="checkbox"/> Significant lighting | <input type="checkbox"/> Liquor onsite            |

Are there any other elements of your activity we should know about? For example, will you be using a drone?

## TEMPORARY STRUCTURES & EQUIPMENT

Do you intend to erect any temporary structures or use things like tables, chairs, fold-up marquees, staging, signage, sports and recreation equipment, amusements and inflatable devices etc.

## POWER & ELECTRICAL APPLIANCES

Do you require power, if so what are your power requirements? What electrical appliances and equipment do you intend to use? For example cooking appliances, lighting, temporary electrical boards, powered machinery, computers / electronics, etc.

## DANGEROUS SUBSTANCES

List below any dangerous substances that you intend to use. For example LPG cylinders, flammable liquids, explosives

## LOGISTICS & UTILITIES

Will there be moving vehicles on site, road closures, traffic management, pedestrian movement, etc.?  
Do you need access to water, specific site access, reserved car parking or extra car parking?

# Filming / Photography Checklist

My filming / photography operation has the following registrations / licences (please list):	Reference No(s).	Documentation
		<input type="checkbox"/> The paperwork is attached <input type="checkbox"/> The paperwork will be forwarded to Council <input type="checkbox"/> Not applicable

FILMING & PHOTOGRAPHING TALENT & THE GENERAL PUBLIC: Provide details about the subject(s) you will be filming / photographing:	Documentation
	<input type="checkbox"/> Copies of relevant Talent Release Forms are attached <input type="checkbox"/> Copies of relevant Talent Release Forms will be forwarded to Council <input type="checkbox"/> Not applicable

RISK MANAGEMENT The following assessments have been (or will be) completed:	Public Liability Insurance
<input type="checkbox"/> Risk Assessment <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Contractor Induction <input type="checkbox"/> Traffic Management Plan <input type="checkbox"/> Emergency Plan	<input type="checkbox"/> Certificate of Currency is attached <input type="checkbox"/> Certificate of Currency will be forwarded to Council <input type="checkbox"/> Not applicable

CORONAVIRUS (COVID-19) The following measures have been (or will be) put in place:			
<input type="checkbox"/> COVID Management Plan	<input type="checkbox"/> COVID-Safe Plan	<input type="checkbox"/> COVID Marshals onsite	<input type="checkbox"/> Not applicable

RESOURCES you need to know about	What to do	Done?
<p><b>CORONAVIRUS (COVID-19)</b></p> <p>Government direction and public health advice in response to COVID-19 is ever changing. It is your responsibility to stay up to date with the latest advice before embarking on your project.</p> <p>Downloading the Australian Government’s Coronavirus app is a good idea. This provides the most up-to-date COVID-19 advice and information.</p>	<p>Access the latest SA Government directions for here: <a href="http://www.covid-19.sa.gov.au">www.covid-19.sa.gov.au</a></p>	<input type="checkbox"/> Yes, i understand my obligations <input type="checkbox"/> Not yet
<p><b>SAFETY &amp; RISK MANAGMENT PLANNING</b></p> <p>Safe projects are well planned projects – nothing should be left to chance.</p> <p>As the project organiser it’s your responsibility to manage work health and safety risks. Good planning and organisation is essential to keep you, your staff and the public safe. The level of detail in your planning depends on the size and complexity of your project.</p>	<p>To find out more visit SafeWork SA online at: <a href="http://www.safework.sa.gov.au">www.safework.sa.gov.au</a></p>	<input type="checkbox"/> Yes, i understand my obligations <input type="checkbox"/> Not yet