



**NEW ENGLAND
NORTH WEST**

FILM NEW ENGLAND NORTH WEST

REGIONAL FILMING POLICY FILMING CODE OF CONDUCT

Armidale Dumaresq Council
Glen Innes Severn Council
Gunnedah Shire Council
Guyra Shire Council
Gwydir Shire Council
Inverell Shire Council
Liverpool Plains Shire Council
Moree Shire Council
Narrabri Shire Council
Tenterfield Shire Council
Uralla Shire Council
Walcha Council

FILM NEW ENGLAND NORTH WEST REGIONAL FILMING POLICY

INTRODUCTION

Welcome to the New England North West Region of New South Wales, the gateway to some of the most beautiful and diverse scenery in Australia. Located midway between Sydney and Brisbane, New England North West is made up of 13 film-friendly Local Government Councils committed to supporting film and television production in the region.

The NENW Film Policy has been developed to encourage filmmaking and to facilitate the use of the region as a film location, including a 'no fees policy' for daily filming location fees.

Film New England North West (Film NENW) links organisations in the region and is a contact point for filming, providing support and referrals to assist you with your filming requirements and make your production a smooth and rewarding experience.

OBJECTIVES

The aim of this Policy is:

- to provide film and television production companies with an understanding of the procedures they must follow in order for filming to take place
- to outline conditions under which filming will be permitted in the region
- to provide Councils with a framework for assessing and approving filming
- to ensure the public safety and free movement of residents whilst filming is taking place

FILMING REQUIREMENTS

Locations

Council locations

If you plan to film in NENW it is recommended that you first contact Film NENW who will facilitate your introduction to the appropriate Council authorities.

Production in the NENW region is possible during most times, depending on the size and nature of the production. Local Councils can advise on the timing of specific events and preferred filming times when traffic disruption will be minimised.

Non-Council locations

If you are filming on private property or at a commercial venue, you will need to negotiate directly with the relevant property owner/manager. The consent of the owner of the proposed private filming location needs to be obtained before lodging the application.

Permits

Some Councils and/or locations may require a permit to be obtained before filming can take place.

Permissible Times for Filming

- Residential Areas - filming activities may take place routinely between 8:00am and 7:00pm from Monday to Saturday. Permission can be sought for filming outside these hours including Sundays and Public Holidays. At all times filming must be mindful of noise restrictions.
- Non-Residential Areas - by negotiation with the relevant council

Any variation to filming times approved under the Filming Agreement will require written approval from the relevant Council.

Insurance & Risk Management

You must provide details of Public Liability Insurance cover to a minimum level of \$10 million and a copy of the Certificate of Currency at the time of making your application. The Certificate of Currency must clearly state that the policy covers liability for the death or injury to any person or damage to any property arising out of the activity authorised by the permit.

For major productions, stunts, special effects or pyrotechnics, a higher level of cover may be required. It will be necessary for an applicant to arrange for their insurance company to issue an addendum to the policy to cover other specific activities.

Applicants are also required to indemnify Council in relation to any claims or other matters that may arise as a result of any filming activity. All filming activity must comply with common law.

Risk Management

Council may require the applicant to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential hazards and actions and how it is intended that the production company will mitigate those risks associated with the filming activity.

Parking, Traffic & Road Closures

A traffic management plan may be required by Council for parking, closing of streets and/or roads. Where closure of a major arterial road is proposed, early contact with the appropriate authorities is recommended.

A list should be provided of all production vehicles to be parked in the vicinity of the filming location or on Council-controlled property. This list should specify the type of vehicle, size (e.g. length of trucks) and registration number.

It is recommended that the applicant contacts Film NENW and the relevant Council who will facilitate early contact with the appropriate authorities.

Resident Notification

All residents and businesses within the agreed vicinity must be notified in writing by the applicant at least five (5) to seven (7) business days before filming begins. This notification should be in the form of a letterbox drop and must include the name of a contact person on site to handle complaints, and details of the filming including whether firearms, stunts or explosives are to be used. The start time for set up and hours during which filming takes place will also be specified. Prior to commencement of filming the applicant will need to provide a copy of information distributed and demonstrate to Council's satisfaction that this notification process has been satisfactorily undertaken.

Access During Filming

Normal pedestrian and vehicle access should be maintained at all times other than when filming actually takes place.

Environmental Factors and Noise

- There will be minimal disruption to the normal workings of the community.
- The applicant will ensure that the site complies with the Film Industry "Safety Code" requirements and that all conditions required in the applicant's insurance policy are met.
- It is imperative that noise generated by the production does not unduly disturb the community. Whilst a modest noise increase prior to 10:00pm depending on the location is allowable, after 10:00pm the noise level must be maintained at the normal background sound level and comply with the *Protection of the Environment Operations Act 1997*.
- You must supply a list of all dangerous substances or articles to be taken on to the location.

Stunts/Firearms/Explosives

Applications to carry or use firearms on site will not be considered except when accompanied by written proof of police approval and full information regarding their use including e.g. types of weapons and safety precautions.

Where filming requires the use of stunts or the lighting of fires or the like, full information must be provided with the application and will require the written permission of the relevant Council.

Cleaning & Damages

The production company will be responsible for the control and removal of all litter at its expense. The site will be left in the condition it enjoyed prior to filming taking place, to the satisfaction of Council. Any repair for damage to council property or infrastructure will be arranged by Council and borne by the production company/producer.

Bonds

Council may require a bond provided by the production company to make good any damage caused to a location as a direct result of filming activities. Where no damage occurs, the bond will be refunded in full.

Other Authorities

- Some areas within the NENW region are not directly controlled by Councils and may require separate filming permission. Film NENW can assist production companies by providing contact details for other authorities such as the Roads & Traffic Authority, Police, National Parks & Wildlife Service, Aboriginal Lands Council and the State Rail Authority. It is the onus of the applicant to seek approval from the relevant authority, and more time should be allowed for the processing of such applications.
- Whilst obtaining approval from other authorities is the responsibility of the applicant, assistance may be provided by Film NENW and Council.

Promotional Photography

Film NENW and/or Council may request permission from the production company/producer to photograph the crew during filming. All images will be used solely for promotional purposes to attract filming to the Shire.

Best Practice

It is the responsibility of the producer or the producer's representative to liaise with local Council/s to ensure Best Practice standards are observed and met during the production process.

FEES AND CHARGES

A per production fee of \$550.00 (including GST) will apply to all productions in the NENW region. This fee covers the application process, a one-off locations fee, and site costs of filming on public land or in public buildings or spaces.

NO DAILY LOCATIONS FEES associated with filming on public land or in public buildings or spaces will be charged, except where an existing hire fee is in place.

Fees and charges may apply in the following circumstances:

- if a planning permit or development application is required
- where Council personnel are required to be present during filming
- where additional services and resources are requested from Council
- where temporary road closures are required (costs provided on application to the relevant Council)

Applications for filming should be made at least ten (10) working days before the requested filming date, subject to the scope of the production.

	Commercial Stills Photography	Documentaries Short Films Children's Productions	TV Drama Miniseries	TV Commercials	Films <\$10million budget	Films \$10million + budget
Cash Bond (paid to relevant Council if applicable)	Nil	\$500	\$500	\$750	\$1,000	\$2,000
Public Liability Insurance (minimum required)	\$10million	\$10million	\$10million	\$10million	\$10million	\$10million

Note: Cash Bond fees quoted do not include GST.

Waiving Fees and Charges

Council may agree to reduce or waive fees if the production is, for example:

- A student film production
- A documentary
- An educational, charitable or community project
- A tourism-based production

A request to waive fees and charges associated with commercial filming/photography activity must be received by Council in writing.

FILM NENW REGIONAL FILMING POLICY CODE OF CONDUCT

1. At the direction of Council, written and face to face notification must be provided to each resident or business proprietor who is either directly affected by the activities or is located in the vicinity of the production. This includes actual filming, parking, base camps, and meal areas. The notification should include:
 - Name of the Production Company
 - Name of the Production
 - Nature of the Production (i.e., feature film, television series, TV commercial)
 - Type of activity and duration (i.e., dates, times, number of days, parking requirements, lighting and special equipment, time of first arrival and likely departure)
 - Company contact and telephone number (location manager, unit manager, first assistant director)
 - Name and telephone number of the Council contact pertaining to the production
2. The Code of Conduct should be attached to the filming notification that is distributed to the community.
3. The Production Company and its representatives must make every reasonable effort to accommodate the requirements of residents and business proprietors affected by the production.
4. Every member of the Production Company (including security personnel) must be conversant with the Code of Conduct and abide by it during the production.
5. The Production Company and its representatives must abide by any conditions stipulated in Council approval.
6. Council reserves the right to cancel an approval, in the event of non-compliance with the approval conditions, if substantive complaints are received during the production, or if an emergency situation arises in the area.
7. Council reserves the right to refuse an application by a production company where its previous activities have resulted in a significant number of substantive complaints from the local community.
8. The Production Company and its representatives must maintain normal access for motorists and pedestrians through the filming site at all times other than when filming actually takes place.
9. Production vehicles must not arrive in or near a residential location earlier than the time stipulated in Council's approval and must park in the areas nominated in the approval.
10. The Production Company and its representatives must ensure that all other production and crew vehicles are either legally parked at all times or parking in parking stations.
11. The Production Company and its representatives must maintain at all times clear of any obstruction, four-metre wide emergency vehicle lane through the filming site.
12. The Production Company and its representatives must not remove, move or tow away any private vehicle from the filming site.

13. The Production Company and its representatives must abide by the requirements of Council and the NSW Police Service regarding the location and parking of production vehicles.
14. The Production Company and its representatives must remove all props, rigging or other materials associated with the production, as well as any directional signs erected for filming purposes, upon completion of the production.
15. The Production Company and its representatives must not remove, trim or cut any vegetation or trees on the public way unless approved by Council.
16. The Production Company and its representatives must ensure the location is in a clean and tidy condition at the completion of the production, or the Company will be required to reimburse the Council for the full cost of any extraordinary cleaning services.
17. The Production Company must reimburse the Council for any damage (such as illegal removal of traffic or parking signs, identifiable damage to streets, footways, parks and open spaces) caused to the public way as a result of the production.
18. The Production Company and its representatives must comply with any industry standards regarding professional and personal conduct at all times during the course of the production.