

Application for Commercial Film Licence

For information about filming in the Gladstone Region please refer to council's film website at www.gladstone.qld.gov.au/Business/Economy/Commercial-Filming or phone the Economic Development team on (07) 4970 0700.

Note: submitting an application does not guarantee approval. If approved a licence will be issued.

Please note: the following conditions will apply to any permit issued:

Unless written consent is obtained, residents, visitors or retailers are not to be approached for inclusion in shots

No photo or film may be taken of adults or children engaged in private acts or fully or partially nude.

APPLICANT DETAILS					
Full name or company name					
Address					
Suburb		State/Territory		Postcode	
Postal address (if different from above)					
Suburb		State/Territory		Postcode	
Home phone		Mobile phone			
Email					
PRODUCTION DETAILS					
Production name					
Shooting dates					
Location manager				Mobile number	
Synopsis of production					
Additional comments					
Production type (eg. feature film, documentary etc)					
☐ Feature film		☐ Television series		☐ Short film	
☐ Corporate video		☐ Television commercial		☐ Still photography	
☐ Other (please specify)					
No. of shooting days		No. of crew		No. of cast	
No. and type of vehicles					
To assist council to estimate the impacts of commercial film and TV projects in the Gladstone region, and to provide the best service possible, we request the following information:					
Estimated budget spend in the Gladstone Region for your production (please note this information is for internal purposes only and the figure provided is not for external publication)					

PRODUCTION SCHEDULE

Note: council is to be immediately informed in writing of any alterations to the filming schedule.

Location 1

Date required

/ /

Times required

From

To

Additional information (eg. wet weather alternatives, set up arrangements)

Location 2

Date required

/ /

Times required

From

To

Additional information (eg. wet weather alternatives, set up arrangements)

Location 3

Date required

/ /

Times required

From

To

Additional information (eg. wet weather alternatives, set up arrangements)

ROADS AND FOOTPATH

A Traffic Control Permit is required for the temporary closure of traffic lanes, shoulders, medians, verges or footpaths.
Please indicate the proposed use below.

TYPE OF USE	PERMIT REQUIREMENTS
☐ No use of any part of the roadway or footpath is required Use of the footpath allowing full public access	No Traffic Control Permit required
☐ Prevent public access to the footpath Closure of traffic lanes, shoulders, medians or verges	Traffic Control Permit required

For closure of a council-controlled road you will need to complete an Application to Carry Out Works on a Council Road or It's Operation Form.

Further information and the Application to Carry Out Works on a Council Road or It's Operation Form can be found at www.gladstone.qld.gov.au/Council/Reports-and-Publications/Forms/Roads-Forms.

Application to Carry Out Works on a Council Road or It's Operation Form

☐ Application has been submitted	Reference Number	
☐ Completed and attached		
☐ Yet to be completed and forwarded to council – please complete the details below to assist with prelodgement advice		

LOCATION (Details such as 'various streets' are unacceptable; if more than one street is involved, attach a separate list with full details)

Road/Street		Suburb	
Section of road (from/near)		To	

TRAFFIC CONTROL COMPANY

Company name		Phone number	
Application contact name		Phone number	

REQUEST FOR CAR PARKING SPACES

No. of parking spaces required	
Locations of parking spaces	
Vehicle registration numbers	

If unable to provide vehicle registration details at the time of application, details must be provided to council prior to filming.

ON SITE VEHICLE ACCESS

If you require vehicle access other than on designated roads e.g. parks, provide vehicle details.

VEHICLE TYPE	NO. OF VEHICLES	REGISTRATION DETAILS (provide dimensions and weight if heavy vehicle)
Cars		
Vans		
Trucks		
Other		

SPECIAL REQUIREMENTS (tick if applicable and describe)	
☐ Night Shoot	
☐ Lights	
☐ Smoke	
☐ Animals	
☐ Water	
☐ Noise	
☐ Explosives/fireworks	
Fireworks, pyrotechnics and special effects are approved by the Resources Safety and Health Queensland with notifications to the Queensland Police and Queensland Fire and Emergency Services.	
Name of licenced fireworks operator	
☐ Other Please describe and attach any additional information if required	
PROJECT MANAGEMENT ARRANGEMENTS (tick if applicable and describe)	
☐ Safety Management Plan	
☐ Animal Control	
☐ Police/Fire/Rescue	
☐ Building Approval	
☐ Letter Box Drop	
☐ Other Publicity	
☐ Waste	
☐ Toilets	
FEES	
No fees are required for a Film Production Licence, however depending on location and complexity, a bond may apply. If a bond is required you will be contacted by an officer from council's Economic Development Team.	
PUBLIC LIABILITY INSURANCE	
The applicant must hold a current Public Liability Insurance (PLI) policy with a minimum cover of \$10 million throughout the permit period. The insurance company must be licenced to operate in Australia. A copy of the PLI policy must be submitted with the application.	
CHECKLIST	
The following documents are to be submitted with your application:	
☐ A copy of the Public Liability Insurance Policy	
☐ Site Management Plan for each location	
☐ Traffic Control Permit application (if applicable)	
☐ Resident/Business Notification Letter (if applicable)	

DECLARATION

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.

Note: Providing false information may render you liable to legal action.

Signature

Date

/ /

Privacy Collection Notice: Gladstone Regional Council is collecting your Personal Information to process this application. Council will manage your Personal Information in accordance with the requirements of the *Information Privacy Act 2009 (Qld)* and Council's Privacy Policy. More information on how Council manages Personal Information is available at www.gladstone.qld.gov.au/Privacy.