



Town of Cottesloe

FILM AND PHOTO SHOOT APPLICATION



Organisers of Film and Photo Shoots held within the Town of Cottesloe must lodge a Film and Photo Shoot Application.

The Town requires an application form to be submitted a minimum of ten business day prior to the shoot. Submission of the application form does not automatically imply approval and any incomplete sections will be taken to mean that the particular facility is not required.

When completing the application please tick or highlight the appropriate response. If there is insufficient space, please attach as an appendix.

Please complete the enclosed and return to council@cottesloe.wa.gov.au. For further information please contact the Town of Cottesloe on 08 9285 5000.

APPLICANT DETAILS

Organisation: _____

ABN: _____

Contact person: _____

Position: _____

Address: _____

Postcode: _____

Postal address: _____

Postcode: _____

Phone: _____

Mobile: _____

Email: _____

Does your organisation hold Public Liability Insurance? Yes No
If yes, please provide a copy. _____

SHOOT DETAILS

1. Type of shoot

Filming

Photo Shoot

2. Summary of the shoot:

3. Classification

Personal

Portrait

For personal use done by a professional photographer – excluding wedding photography.

Charity

Education

Community

Tourism/Commercial

Please refer to Event Classification Policy. Information may be requested to determine shoot type and fees charged accordingly. If the shoot is for charity, please provide a copy of your charity licence or certificate of incorporation and the percentage of profits going to this organisation as an appendix.

4. Details

Run sheet attached: Yes No

Site plan attached: Yes No

Date of shoot:

Start time:

Finish time:

Number of persons attending:

5. Location

Civic Centre

Beach or Other Reserves

Please provide location specifications: _____

Please ensure shoot locations are marked on the site map attached.

6. Equipment

Please list equipment that will be used: _____

7. Drones

Will drones be utilised during your shoot?

Yes No

If yes, any use of drones are to comply with the Civil Aviation Safety Authority regulations and a copy of your license will be required.

ADDITIONAL ITEMS

8. Consultation

Has approval been sought and obtained from impacted local businesses and organisations?

Yes Local business/organisation: _____

No Reason: _____

9. Parking

Will vehicles need access to the Civic Centre Grounds or the beachfront? Yes No

If yes, details: _____

Failure to adhere to Town of Cottesloe's Parking and Parking Facilities Local Law 2009 may result in parking infringements being issued. Parking in the Cottesloe area is at a premium.

Vehicles requiring parking can apply for permission from the Town of Cottesloe. If approved, these bays are charged in accordance with the schedule of fees and charges.

10. Fees and charges

Application Fees

In order for a Film and Photo Shoot Application to be considered a non-refundable application fee will apply.

Hire fees

Hire fees may be charged in accordance with the Event Classification Policy. Town of Cottesloe Management will determine what fees are to be charged.

The fees and charges are for full and half day bookings between the hours of 8:30AM – 4:30PM, bookings outside of these hours will incur an additional hourly fee.

Bond

A bond is required for all Film and Photo Shoot bookings. Damage fees may also be charged separately. When making your bond payments please ensure that the name on the card matches with the payees details on the bond refund request form.

Cancellation

All booking cancellations to be notified in writing at least 30 days prior to day of use, or initial booking fee will apply.

Payment

If your conditional application is successful the Town of Cottesloe will contact you to obtain credit card payment for fees and bond. Failure to pay Film or Photo Shoot fees and bond money less than 7 days prior to the shoot may result in the shoot not receiving approval.

For further information regarding fees, please see the Schedule of Fees and Charges.

FILM AND PHOTO SHOOT CONDITIONS OF USE

- Evidence of appropriate Public Liability Insurance, with cover no less than \$10 million, be provided prior to the shoot.
- If the shoot is going to impact neighbouring properties, they are to be notified of the shoot taking place, and provided with a mechanism to provide feedback about the shoot, if required.
- Compliance with all noise management conditions imposed by the Town of Cottesloe.
- Compliance with the Town's *Beaches and Beach Reserves Local Law 2012*.
- Compliance with relevant sections of the Town's *Beach Policy*.
- Any usage of drones is to comply with Civil Aviation Safety Authority regulations and application to submitted to the Town of Cottesloe.
- The Applicant will (including by directing any parties under their control or supervision) use their best endeavours to minimise waste and litter production.
- Single use plastics including without limit balloons, plastic bottles, plastic bags that have a thickness of 35 microns or less, plastic takeaway containers and lids, plastic lined coffee cups/lids, plastic straws, plastic lolly sticks, plastic cutlery and single plastic wrapped lollies will not be used by the Applicant (and any parties under their control or supervision) in setting up, during or in clearing up after the shoot.
- The site is to be left as it is found; all rubbish is to be removed.
- No materials are to be brought on to the beach.
- The permit does not guarantee exclusive use.
- Shoot locations may be booked for other activities; the Town of Cottesloe reserves the right to permit other activities at the same time.
- Location must not be cordoned off or other users of the shoot location must not be asked to 'move on' without permission.
- Within the Civic Centre, if the set-up of a Marquee is required the limits are as follows:
 - maximum overall width 2.4 metres and length 7.5 metres
 - maximum wheel base length 4.8 metres
 - maximum gross vehicle mass (weight) 7 tonnes
- Within the Civic Centre, use walkways and grassed areas only.

- No catering provisions or equipment can be utilised without Council approval.
- Evidence of the permission of use must be presented to Town of Cottesloe staff upon request.
- Any equipment set up is the responsibility of the hirers. If security is required, they are to be employed at the cost of the hirers.
- No vehicles are permitted on the reserve areas.
- The permit holder is responsible for compliance with the above conditions.

ATTACHMENTS

Please tick relevant attachments submitted with this application and refer to the required date of submission, in business days.

| | |
|---|----------------|
| <input type="checkbox"/> Charity licence or certificate of incorporation, if applicable | On application |
| <input type="checkbox"/> Covering letter (no more than one page), if required | On application |
| <input type="checkbox"/> Run sheet, if required | On application |
| <input type="checkbox"/> Certificate of Currency, Public Liability Insurance | 7 days |
| <input type="checkbox"/> Site map | 2 weeks |

INDEMNIFICATION

Upon acceptance of the hire, I/We (the applicant) _____ undertakes to hold the Town of Cottesloe indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of a location:

- Personal injury (including death or disease) to the applicant or any invitee or third party and then only to the extent that the applicant proves said injury was due to negligence of the Town of Cottesloe;
- Loss of or damage to any property owned by the applicant, the Town of Cottesloe or any third party;
- Breach or non compliance with any statute or regulation or local law of any public, municipal or other authority.

DECLARATION

I/We have read, understood and agree to abide by the relevant Information and Conditions of Hire. All applications are subject to approval. Payment in full and requested documentation must be submitted prior to the start date.

Signature: _____

Name: _____ **Date:** _____ / _____ / _____

RELATED DOCUMENTS

[Event Facility Classification Policy](#)

[Schedule of fees and charges](#)