

Application to conduct commercial filming and photography in a public space



City of HOBART

When to use this form

Use this form if you want to apply to conduct a photography or filming activity in a public space within the Hobart municipal area.

Applications are required at least one month prior to commencement of any filming activity. For your application to be considered please provide the supporting documents listed below:

- Certificate of Currency for public liability insurance in the name of the individual making this application.

Some public areas of the City fall under the jurisdiction of other authorities. City of Hobart approvals do not cover use of land included as part of the TasPorts waterfront (i.e. Sullivan's Cove, Constitution Dock, Princes Wharf, Hunter Street) or kunanyi / Mt Wellington. Any proposed photography or filming activity in these areas will require approval from the relevant authority:

- [Wellington Park Management Trust](#) can be contacted on 03 6238 2176
- [TasPorts](#) can be contacted on 1300 366 742

If your activity involves use of drones, be sure that you are familiar with the guidelines outlined by the [Civil Aviation Safety Authority](#) (CASA), and the different regulations that apply to [commercial](#) and [recreational](#) activities.

For further information please visit the City's [website](#), or contact us on 03 6238 2890 or at cityactivation@hobartcity.com.au.

Issued under Part 2 Division 1 Clause 6 of the *Public Spaces By-law 2018*.

Applicant details

It is a condition of your permit that the individual nominated as the applicant must be on site at all times during the proposed activity.

First name Required

Last name Required

Organisation/company name Required

Position Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Applicant details > Is this your postal address?*

Postal address Required

Answer this question if you selected 'no' in *Applicant details > Is this your postal address?*

Postcode Required

Are you the production contact person? (Select 1 option) Required

- yes
- no

Who is paying the fees? (Select 1 option) Required

- applicant
- production contact
- other

Answer this question if you selected 'yes' in *Applicant details > Are you the production contact person?*

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Complete this section if you selected 'other' in *Applicant details > Who is paying the fees?*

Fee payment

Contact name of person paying fees Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Fee payment > Is this your postal address?*

Postal address Required

Answer this question if you selected 'no' in *Fee payment > Is this your postal address?*

Postcode Required

Complete this section if you selected 'no' in *Applicant details > Are you the production contact person?*

Production contact details

First name Required

Last name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
 no

Answer this question if you selected 'no' in *Production contact details > Is this your postal address?*

Postal address Required

Answer this question if you selected 'no' in *Production contact details > Is this your postal address?*

Postcode Required

Preferred contact method (Select 1 option) Required

- email
 telephone
 Australia Post

Type of activity

Is your activity: (Select 1 option) Required

- commercial
 community/arts/tourism related

Length of activity (Select 1 option) Required

- full day (more than 4 hours)
- half day (up to 4 hours)
- low impact

This information applies if you selected 'commercial' in *Type of activity > Is your activity:*

Commercial activities are subject to City of Hobart [fees and charges](#).

This information applies if you selected 'low impact' in *Type of activity > Length of activity*

To be eligible for the low impact rate, your project must meet the following criteria:

- the filming activity production crew is no more than 6 people (including cast/talent)
- the equipment used must be not more than one camera, one tripod and one handheld sound recording equipment
- the project will cause no interruption to pedestrians or vehicular traffic
- no pedestrian or traffic management is required
- no vehicle access to a location is required
- no more than one park location is requested

Answer this question if you selected 'community/arts/tourism related' in *Type of activity > Is your activity:*

Are you a successful City of Hobart grant applicant? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Type of activity > Are you a successful City of Hobart grant applicant?*

Name of grant Required

Answer this question if you selected 'yes' in *Type of activity > Are you a successful City of Hobart grant applicant?*

Name of project Required

Is your project targeted at promoting tourism to Hobart and/or Tasmania? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Type of activity* > *Is your project targeted at promoting tourism to Hobart and/or Tasmania?*

How does your project aim to achieve this? Required

Is your project being undertaken on behalf of a not-for-profit organisation? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Type of activity* > *Is your project being undertaken on behalf of a not-for-profit organisation?*

What is the name of the organisation? Required

Does your project engage the local creative arts community? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Type of activity* > *Does your project engage the local creative arts community?*

How is the local arts community involved in your project? Required

If appropriate, would you be interested in discussions with the City of Hobart for inclusion in our arts program, through platforms such as The Loop? (Select 1 option) Required

- yes
- no

[The Loop](#) is a large-scale outdoor public screen located in the courtyard at 157 Elizabeth Street, in front of the University of Tasmania student accommodation in the Midtown precinct of Hobart. The Loop screens a daily cultural program throughout the year, with programming managed by the City of Hobart's Public Art team and is suitable for creative, community and arts related film projects.

Activity details

What is the name of the production? **Required**

Describe the production **Required**

Start date **Required** (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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End date **Required** (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Time(s) required **Required**

Nature of activity (Select 1 or more options) **Required**

- photography/stills
- travel show/tourism
- social media/digital promotion
- advertising/marketing
- documentary or short film
- training
- feature film
- school or university project
- other television production (comedy, mini-series, drama, children's production etc.)
- other activity

Answer this question if you made a selection that includes 'other activity' in *Activity details > Nature of activity*

Please provide details **Required**

Number of personnel on site (including talent, crew, extras, clients, production) Required

What type of filming or photography will you be conducting (e.g. international documentary, short film, school project, commercial etc.) Required

How many cameras will be used?

Handheld Required

Mounted Required

Other details

Will you be using a drone/s? (Select 1 option) Required

- yes
 no

This information applies if you selected 'yes' in *Activity details > Will you be using a drone/s?*

The operation of drones (remotely piloted aircraft) must be undertaken in accordance with the rules and guidelines established by the Australian Government's Civil Aviation Safety Authority (CASA). For further information about the commercial and recreational use of drones within Australia, please refer to the [CASA website](#).

Note that if your proposed activity involves airspace near the waterfront, harbour or River Derwent, you will need to liaise with TasPorts on any other necessary requirements or permits. TasPorts can be contacted on 1300 366 742, and information about filming permits can be found on the [TasPorts website](#).

Answer this question if you selected 'yes' in *Activity details > Will you be using a drone/s?*

What location/s do you plan to launch and recover from? Required

Answer this question if you selected 'yes' in *Activity details > Will you be using a drone/s?*

Will the drone activity be: (Select 1 option) Required

- commercial
- non-commercial

Answer this question if you selected 'commercial' in *Activity details > Will the drone activity be:*

Are you registered with CASA? (Select 1 option) Required

- yes
- no

This information applies if you selected 'no' in *Activity details > Are you registered with CASA?*

Refer to the [CASA guidelines](#) for further information about requirements for undertaking commercial drone activity.

Answer this question if you selected 'non-commercial' in *Activity details > Will the drone activity be:*

Are you familiar with the CASA regulations for recreational use of drones? (Select 1 option) Required

- yes
- no

This information applies if you selected 'no' in *Activity details > Are you familiar with the CASA regulations for recreational use of drones?*

If you are not familiar, please refer to the [CASA guidelines](#) for further information about the requirements for recreational use of drones, to make sure you are aware of your obligations and any safety and privacy considerations.

Does your activity require any temporary structures (e.g. sets, tents etc)? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Activity details* > *Does your activity require any temporary structures (e.g. sets, tents etc)?*

Please give a description of these Required

Does your activity require any traffic management (disruption to roads or foot traffic, detours etc)? (Select 1 option)

Required

- yes
- no

Answer this question if you selected 'yes' in *Activity details* > *Does your activity require any traffic management (disruption to roads or foot traffic, detours etc)?*

Please provide details Required

Location details

To your knowledge, does your proposed activity involve use of: (Select 1 or more options) Required

- a City of Hobart park or recreational facility?
- a City of Hobart bushland reserve area?

What is the proposed number of days for filming activity? (Select 1 option) Required

- 1
- 2
- 3
- 4
- 5
- more than 5

Answer this question if you selected 'more than 5' in *Location details > What is the proposed number of days for filming activity?*

If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards Required



Please attach all files to the end of this form before submitting it.

This information applies if you:

- selected '1' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Day 1

Answer this question if you:

- selected '1' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Date Required (include proposed date and any contingencies or back up dates)

Answer this question if you:

- selected '1' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Time Required

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '1' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Location/s Required

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '1' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Details Required

This information applies if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Day 2

Answer this question if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Date Required (include proposed date and any contingencies or back up dates)

Answer this question if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Time Required

Answer this question if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Location/s Required

Answer this question if you:

- selected '2' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Details Required

This information applies if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Day 3

Answer this question if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Date Required (include proposed date and any contingencies or back up dates)

Answer this question if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Time Required

Answer this question if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Location/s Required

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '3' in *Location details > What is the proposed number of days for filming activity?*

Details Required

This information applies if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Day 4

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Date Required (include proposed date and any contingencies or back up dates)

Answer this question if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Time Required

Answer this question if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Location/s Required

Answer this question if you:

- selected '4' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Details Required

This information applies if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Day 5

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Date Required (include proposed date and any contingencies or back up dates)

Answer this question if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Or if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Time Required

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Location/s Required

Answer this question if you:

- selected '5' in *Location details > What is the proposed number of days for filming activity?*

Or if you:

- answered *Location details > If more than five days of filming is proposed, please attach an outline of the time, locations and activity details from day 6 onwards*

Details Required

Supporting documentation

As part of your application please make sure you have attached your supporting documentation as required below.

Copy of Public liability insurance Required



Please attach all files to the end of this form before submitting it.

Answer this question if you selected 'yes' in *Activity details* > *Are you registered with CASA?*

CASA accreditation



Please attach all files to the end of this form before submitting it.

Answer this question if you selected 'yes' in *Type of activity* > *Is your project being undertaken on behalf of a not-for-profit organisation?*

Evidence of not-for-profit status



Please attach all files to the end of this form before submitting it.

Terms and conditions

The following conditions and restrictions apply to this permit:

1. The wishes of members of the public are respected. This permit does not provide exclusive use of the nominated location/s, and permit holders must not restrict members of the public from accessing the location or facilities in any way.
 2. The Council is indemnified against any injury or damage to person or property as a direct result of the proposed activity.
 3. No added risk or unnecessary disturbance to passers-by or businesses is caused by the proposed activity, and every effort is made to minimise disruption.
 4. If required, a traffic management plan must be sought and approved before the scheduled activity. A traffic management plan is required for any planned road closures or disruption to traffic flow.
 5. Film locations must be left tidy and all rubbish removed.
 6. The applicant is required to notify nearby residents and businesses of filming operations and make every effort to minimise disruption of regular activities.
 7. Filming and associated activities must not damage City of Hobart property or infrastructure.
 8. Any direction issued by a City of Hobart officer must be followed.
 9. This permit is subject to the General Manager's discretion, and can be cancelled or amended at any time by the General Manager or authorised delegate.
 10. This permit does not include any parking concessions. If the activity is to take place in areas with controlled parking restrictions (e.g. meters, voucher machine time limits), these restrictions are to be adhered to at all times unless separate approval has been granted.
 11. If filming at a private property, permission must be sought from property owners.
 12. The applicant shall have and maintain for the period of the permit, a policy of insurance against risk to the public, and such a policy to be of a minimum amount of \$20 million in respect of any one claim. The amount insured may vary depending on the size, nature and risk associated with the filming project. A Certificate of Currency outlining the nature and level of insurance cover must accompany the application. The applicant must immediately notify the relevant insurers and Council in writing of any occurrence or accident likely to give rise to a claim under the insurance policy and give all information and assistance as may be reasonably practicable in all circumstances.
 13. The applicant is responsible for any damage to property in the area of the issued permit, or damage as a result of the event, and undertakes to promptly compensate the Council upon request.
 14. This permit only applies to the public area within the Hobart City Council municipal area during the stated period, excluding any land owned or managed by other authorities, including waterfront areas managed by TasPorts or other parties.
 15. If any changes impact on the approved time, dates or proposed activity, a permit amendment will be required. Amendments are to be requested in writing with detail of the proposed changes.
 16. The applicant is responsible for ensuring the proposed filming activity is compliant with all applicable state and local laws, rules and regulations.
 17. The applicant will provide an appropriate a COVID Safe Plan on request, and agrees to adhere to any current Federal, State and Local Government health and safety guidelines relating to physical distancing, gathering restrictions and any other relevant safety and hygiene measures for the duration of the permit.
 18. Where applicable, the applicant will provide any relevant accreditations for drone use from the Civil Aviation Safety Authority (CASA) on request, and agrees to the standard operating conditions and rules that apply for drone use within Australia.
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Indemnity and declaration

Indemnity statement

a. If a permit is issued by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

- (i) any breach or failure to comply with the conditions of the permit by the applicant and/or the applicant's employees, agents, contractors or invitees;
- (ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;
- (iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the permit or otherwise.

b. By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a permit is granted.

c. This agreement to indemnify does not merge on the expiry or cancellation of the permit, and the applicant will remain bound by the indemnity after the permit has expired or has been cancelled.

Declaration

I have attached the following document as part of my application: (Select 1 or more options)

- copy of public liability insurance Required
- copy of COVID Safe Plan
- copy of CASA Accreditation (if applicable)
- copy of evidence of not-for-profit status (if applicable)

In making this application: (Select 1 or more options) Required

- I declare that the information and attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I have read and agree to abide by the Terms and Conditions listed above and any other conditions that may be associated with my permit. Required
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required

D	D	M	M	Y	Y	Y	Y
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For information on how the City of Hobart manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form