

City Standards & Animal Care Branch

Application for a Permit

Film Production on a Public Place

Local Law No. 12 (Council Property and Other Public Places) 2003

logan.qld.gov.au

Instructions:

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required further information. If you have any specific enquires regarding this application please contact Council's Customer Service Centre on telephone (07) 3412 5318.

Section 1 - Applicant Details*

***Privacy Collection Notice:** Logan City Council is collecting your personal information for the purposes of performing its functions in assessing your application. Your personal information may be accessed by employees, contractors, and/or Councillors of Logan City Council, and other Government agencies. Your personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and may be released to other parties where Logan City Council is required or authorised by law to do so. For more information on Council's Privacy Policy, see <https://www.logan.qld.gov.au/about-council/contact-us/privacy>

Applicant Name: _____

Corporation Name: _____

ABN No. _____

Postal Address: _____

Contact telephone: _____

Email address: _____

Signature: _____

Date: _____

Section 2 - Site details for the film production

Site 1. Road/Public Place: _____

Suburb: _____

Postcode: _____

Site 2. Road/Public Place: _____

Suburb: _____

Postcode: _____

Attach a list if there are more than two locations.

Section 3 - Film production details

Type of production (tick where relevant)

- | | | |
|--|--|--|
| <input type="checkbox"/> Feature film | <input type="checkbox"/> Television series | <input type="checkbox"/> Short film |
| <input type="checkbox"/> Documentary | <input type="checkbox"/> Student film | <input type="checkbox"/> Corporate Video |
| <input type="checkbox"/> Television commercial | <input type="checkbox"/> Video clip | <input type="checkbox"/> Other (specify) _____ |

Number of shooting days: _____

Number of crew: _____

Number of cast: _____

Number and type of commercial film vehicles: _____

Number of private vehicles _____

Synopsis of production

Production schedule – exact locations, dates and times

Section 4 - Road / footpath closures and traffic control

If a road or footpath closure is required you have two options:

1. Submit an "Application for Road Closure" to Council's Traffic Program with the application fee; or
2. Provide details of the Traffic Control Company who will make this application.

Road Closure

Should a road or footpath be required for closure for filming purposes, please submit a separate "Application for Road Closure" permit to Council's Traffic Program (Ph: 3412 5282) with the application fee.

Traffic Control

Forms to be completed by Traffic Control Company and lodged with Council's Customer Service Centre on telephone (07) 3412 5318.

Name of Traffic Control Company:

Contact person and telephone number at Traffic Control Company:

Section 5 - Additional information

Special Requirements (provide information as applicable)

Animal Control:

Noise Management Plan:

Waste Management Plan:

Police /Fire /Rescue:

Building Approvals:

Letter Box Drop:

Other Publicity:

Special effects: (e.g. explosions, smoke, gunfire). A letter of acknowledgement may be required for Council by the Department of Mines and Energy.

Night shoots:

Other:

Section 6 - Public Liability Insurance.

You must provide a Public Liability Insurance certificate of currency with the sum insured to be a minimum of \$10 million and note the interests of Logan City Council.

Note: Applications are unable to be processed until the Public Liability Insurance certificate of currency has been received.

Under the local law, a person must not carry on a business on a public place without a permit. A business includes the exhibition of a sign or advertisement. A public place includes roads, footpaths and premises owned or occupied by Council.

Section 7 - Documents to include with the application

Please ensure that the following documents are attached with your application:

- Site plan of where the filming will occur identifying the closest street numbers, intersection or land mark.
- Evidence of current public liability insurance
- Evidence of registered charity or non-profit organisation status (as applicable)

Completed applications must be submitted at least 10 business days before the proposed activity is to commence to allow sufficient time for the assessment processes.

Section 8 - Application fees

The following application fees apply:

Application fee - Ordinary	Each application	\$540.75
Amended fee - To amend an existing permit	Each application	\$281.00
Application fee - Registered charitable organisations, churches, non-profit organisations	Each application	No fee

Exemption from permit fees.

- *Students at school, TAFE, university or those undertaking an approved course in film production;*
- *Filming a story featuring an interview with an approved Council spokesperson;*
- *Filming a story that promotes Logan City Council products, services or initiatives;*
- *Filming a program that promotes Logan City Council as a destination and credits Logan City Council in the end credits;*
- *Filming being undertaken by Council partners.*

Please note:

- ATO documentation will confirm if a charity has "Endorsement as an income tax exempt charity".
- An ABN search will identify if the organisation is considered a charity or non-profit organisation for ATO purposes: <http://www.abr.business.gov.au/>

To ensure prompt processing, please enclose the correct fee with the application.

Disclaimer: Should approval be given to this application, such approval does not extend to approving any other statutory or Local Government requirements relating to the activity.

PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Logan City Council, PO Box 3226, LOGAN CITY DC QLD 4114



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa. Complete the details on this application form and present this to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8:00am to 4:45pm weekdays (except public holidays), or
105 George Street, Beenleigh, 8:00am to 4:45pm weekdays (except public holidays).