

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

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required information. You **do not** need to complete a permit application if you are:

- 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.

There is **no** application fee for registered charitable organisations, churches and non-profit organisations subject to verification, including:

- confirmation that a charity has endorsement as an income tax exempt charity with the Australian Taxation Office (ATO), and
- identifying if the organisation is considered a charity or non-profit organisation for ATO purposes by an Australian Business Number search (<http://www.abr.business.gov.au/>)

Film Production in Council Parks

If you are wishing to film in a Council park, you must also get approval from our Parks Branch. You can complete an approval application online. Visit: logan.qld.gov.au/holding-event-park. Please read the information on this page before completing the 'Notify us of your event form'.

If you need more information about this application please contact us on 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/information-and-privacy/privacy>.

Applicant Name:			
Corporation Name:		Australian Business Number:	
Postal Address:			Postcode:
Telephone number:		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	

Please 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 (please detail below)	
Other			
Number of shooting days:		Number of crew:	
Number of cast:		Number of private vehicles	
Number and type of commercial film vehicles	Number	Type	

Please attach a list if there are more commercial film 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 can:

1. Road closure

If a road or footpath needs to be closed for filming purposes, please submit an "Application for Road Closure" to our Roads, Infrastructure and Planning team with the application fee, or

2. Traffic control

If a traffic control company is submitting a road closure application on your behalf, please provide details of the traffic control company who will make this application.

Name of Traffic Control Company:	
Contact person and telephone number:	

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). You may need to supply us a letter of acknowledgement from the Department of Mines and Energy.	
Night shoots:	
Other:	

Section 6 - Public Liability Insurance

You must provide a Public Liability Insurance certificate of currency. The sum insured must be a minimum of \$20 million and note the interests of Logan City Council.

Note: Your applications will not be processed until we receive the Public Liability Insurance certificate of currency.

Under the local law, a person must not carry out a business on a public place without a permit. A business includes the displaying 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 make sure 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. **NOTE: Hand drawn site plans will not be accepted. Please cut and paste a map from Google Maps (or similar). You can also attach photos of the exact location where filming will occur.**
- Evidence of current public liability insurance
- Evidence of registered charity or non-profit organisation status (as applicable)

IMPORTANT: You will not be able to start this activity until you have received an approval.

Section 8 - Application fees

The following application fees apply:

Application fee - Ordinary	Each application	\$525.00
Amended fee - To amend an existing permit	Each application	\$281.00
Application fee - Registered charitable organisations, churches, non-profit organisations	Each application	No fee

PAYMENT OPTIONS



Paying by mail:

Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Logan City Council, PO Box 3226, LOGAN CITY DC QLD 4114



Paying by phone:

Call us on 07 3412 5318. You can pay with Mastercard or Visa. Please return your completed and signed application form to Logan City Council, PO Box 3226, LOGAN CITY DC QLD 4114.



Paying in person:

You can pay with cash, cheque, EFTPOS, Mastercard or Visa. You can submit your application form and pay at one of our Customer Services Centres:

Logan City Council Administration Centre
150 Wembley Road, Logan Central
Mon to Fri, 8am to 5pm

Beenleigh
105 George Street, Beenleigh
Mon to Fri, 8am to 4.45pm

Jimboomba
18-22 Honora Street, Jimboomba
Mon to Fri, 8am to 4.45pm