

**APPLICATION FOR APPROVAL TO UNDERTAKE ACTIVITIES ON
LOCAL GOVERNMENT CONTROLLED AREAS AND ROADS
Film and Television**

This application form is required for commercial film and television activities carried out on Local Government Controlled Areas and Roads that do not require a development approval under Council’s Planning Scheme. The fee is determined on a case-by-case basis.

APPLICANT DETAILS		
Business Trading Name		
ABN		
Applicant Name		
Postal Address		
Contact Phone Number/s		
Email Address		
CONTACT PERSON		
Name		
Position		
Contact Phone Number/s		
Email Address		
PRODUCTION DETAILS		
Type of Production	<input type="radio"/> TV Series <input type="radio"/> TV Commercial <input type="radio"/> Documentary <input type="radio"/> Student/Community <input type="radio"/> Corporate Video <input type="radio"/> Video Clips <input type="radio"/> Still Photography <input type="radio"/> Wedding Photography <input type="radio"/> Feature Film <input type="radio"/> Other: _____	
Number of People involved in the proposed activity		Number of Crew involved in the proposed activity
Production Name		
Synopsis		
Date Shooting Starts		Time Shooting Starts
Date Shooting Ends		Time Shooting Ends
Shooting Details (indicate daily shooting times including bump in and bump out)		
Estimated Budget		

LOCATION DETAILS			
Region			
Location Details			
Is Council Park required?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, a park hire application form is required. Please refer to Council website for approved form.
Special Requirements:			
1. Road/Footpath closures	<input type="radio"/> Yes	<input type="radio"/> No	6. Aeroplane Landing <input type="radio"/> Yes <input type="radio"/> No
2. Animals	<input type="radio"/> Yes	<input type="radio"/> No	7. Helicopter Landing <input type="radio"/> Yes <input type="radio"/> No
3. Lighting	<input type="radio"/> Yes	<input type="radio"/> No	8. Boats <input type="radio"/> Yes <input type="radio"/> No
4. Explosives	<input type="radio"/> Yes	<input type="radio"/> No	9. Tracks <input type="radio"/> Yes <input type="radio"/> No
5. Smoke	<input type="radio"/> Yes	<input type="radio"/> No	10. Other (Specify)
FURTHER INFORMATION REQUIRED			
Copy of Insurance attached	<input type="radio"/> Yes	<input type="radio"/> No	Public Liability Insurance of \$20,000,000 and must cover filming dates. Public liability insurance less than \$20 million would involve an assessment of risk prior to permit approval. It is a requirement that Mareeba Shire Council is named as an interested party in your public liability / insurance certificate.
Residential / Business notification letter	<input type="radio"/> Yes	<input type="radio"/> No	Exclusive use filming requires written notification to residences and stakeholders in the vicinity of the location by way of letterbox drop, at least 7 days prior to the start of filming. The notification should include information such as contact details, description of photography shoot, proposed location, commencement and completion dates and times, number of persons, etc.
Location details / site maps	<input type="radio"/> Yes	<input type="radio"/> No	For each Exclusive Use location, attach a photo or detailed map with locations and equipment clearly marked. If road or footpath closures are required, indicate affected areas and any parking meters, parking bays, bus stops, taxi zones or significant traffic infrastructure.
Traffic / Pedestrian / Parking Management	<input type="radio"/> Yes	<input type="radio"/> No	Film shoots that require a unit base, essential vehicle and/or crew parking are required to submit for approval a parking plan or mud map with the application. Where filming activities require the use of a public road and alterations to traffic flow (such as stop/go traffic control) and/or parking, a Traffic Guidance Scheme/Management Plan prepare by an accredited traffic consultant will be required to be submitted in support of an application. Where public pedestrian movements are proposed to be altered, a pedestrian management strategy/plan may also be required to be submitted in support of an application.
Letter of Support	<input type="radio"/> Yes	<input type="radio"/> No	Tourism Queensland or Tourism Tropical North Queensland letter of support.
APPLICANT DECLARATION			
<ul style="list-style-type: none"> I declare that the information provided by me in this application is true and correct. I understand that any approval that may be issued as a consequence of this application will be issued to the applicant. I consent to the making of enquiries and exchange of information with the authorities of any State, Territory, Commonwealth or foreign country in regard to any matters relevant to this application. 			
Name			
Signature		Date	

Privacy Notice: Mareeba Shire Council is collecting applicant details in accordance with Council's Local Law in order to assess your application for approval. This information will only be accessed by Council employees and other persons authorised under the *Local Government Act 2009*. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.