

# APPLICATION FOR FILMING & STILL PHOTOGRAPHY

A REFERENCE TO "COUNCIL" IN THIS APPLICATION MEANS PENRITH CITY COUNCIL.

Please complete this form to apply for Council approval to undertake filming or still photography in the Penrith Local Government Area. If this application form is submitted less than 7 working days prior to the shoot, approval is not guaranteed.

## Applicant Details

First Name

Surname

Organisation/Production Company Name (if applicable)

ABN/ACN (if applicable)

### Organisation address

Street Number

Street Name

Suburb

Postcode

Contact Phone Number

Onsite contact number (mobile number)

Email Address

## Production Details

Name of Production

### Film/Photography Type

Feature film

Student film

Travel show

TV movie or special

Documentary

Music video

TV series

Children's production

Stills shoot/photography

Commercial  
(if TV please name product)

Reality TV

Other

Start Date

Start Time

Finish Date

Finish Time

Location

### Personnel numbers

Cast

Crew

Extras

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Description of Activities

Equipment to be used

Construction (set/dressing rooms etc) requirements at the location

Animals/firearms/special fx/smoke or unusual scenes eg fights, robbery etc\*

\* Police are to be notified in writing.

List of dangerous substances or articles to be taken on location

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## Conditions

Public Liability Insurance - 20 Million minimum (please note that your application will not be accepted unless a valid and current PLI certificate is provided)

If you require any road or foot path to be closed or obstructed please also complete the

[Road Reserve Occupancy Application Form](#).

This form is not valid until all applicable fees are paid and it has been returned to the applicant with approval.

Any variation to the approved date and conditions will require further review and approval. If an RMS Road Occupancy Licence is required, it is to be attached to this application. For major works (full road closures, works longer than 7 days or as directed by Council) the following are also required:

### Supporting Document Checklist:

- Public Liability Insurance Certificate (all applications)
- Traffic Management Plan (if required)
- Authorised Safety Report (if required)
- Community Notification Letter (if required)

## Declaration

I, the within-named Applicant's Representative in my capacity as the duly authorised agent of the Applicant, acknowledge having read the Conditions agree that by signing this Application Form I shall render the Applicant legally bound in the event that approval is granted by the Authority to which this Application Form is addressed.

Signature

Date

Print name

## Lodgement Details

For further information please contact:

**Phone:** 1300 736 836

**Email:** [filming@penrith.city](mailto:filming@penrith.city)

Applicants are required to lodge the completed application form and associated documents to Penrith City Council, by one of the following methods;

Email: [ilming@penrith.city](mailto:ilming@penrith.city) Post: **PO Box 60 Penrith NSW 2751**

Or lodge in person at:

Penrith Civic Centre,  
601 High Street Penrith 2750

**ATTN: Economy and Marketing**

### CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

PHONE: 1300 736 836  
EMAIL: [filming@penrith.city](mailto:filming@penrith.city)  
WEB: [penrith.city](http://penrith.city)