



Filming and photography application form

Parramatta Park and Western Sydney Parklands

About this form

You can use this form to apply for approval to undertake filming or still photography activities in the outdoor areas such as footways, roads, parks and other open spaces within the parklands.

How to complete and lodge this form

1. Ensure that you have read the film and photography terms and conditions. See part 5.
2. Fields on this form marked with an * are mandatory.
3. Once completed you can save this form as a separate document and submit via email to: bookings@ppt.nsw.gov.au or bookings@wspt.nsw.gov.au with the necessary attachments (see part 4 for risk assessment and part 7 for supporting documentation checklist).

Note: This application is subject to approval by Greater Sydney Parklands and does not constitute a booking.

Part 1: Applicant's details			
Title* and given name(s)*			Surname*
Organisation name*			ABN
Position			
Description of Organisation <small>(Not for Profit, Community, Corporate etc)</small>			
Business address*	Street		
	Suburb	State	Postcode
Business contact details*	Work	Mobile	
	Email		
Operational contact* <small>(If different to above)</small>	Email	Mobile	
Key client contact*	Full name	Email	
Organisation / person to be invoiced if not as above			

Part 2: Proposed production details

Please check appropriate box*	Filming	Photography
Production title*		
Production summary / synopsis / script* Maximum 100 words		
Type of production* Please check appropriate box		
Student filming – must be low impact Charity filming and photography Children’s production Infotainment / Travel show Reality TV TV drama	TV commercial Feature film Documentary Short film Corporate video Music video	
Other (Please specify)		
Please check the box if your planned shoot involves any of the following:		
Temporary traffic control Reconstruction of crime / emergency Cherry pickers / lighting towers Cast dressed as police / emergency services Car chases / driving sequences Crowd control/security Temporary structures Road closures and traffic control Street dressing Scaffolding Camera track Firearms / gunfire	Fire effects Special effects Playback Drone Stunts Low loaders Camera crane Generator Smoke effects Children Animals	



Please note: Drones are prohibited in the parklands. Commercial drone filming will require CASA approval. Please provide 5 working days' notice. For further information please refer to our drone policy.

If you have ticketed any of the above, please give a detailed description:

Please note: Many of the above activities will also require approval to be sought from other statutory authorities e.g. Police, Roads and Traffic Authority, Department of Arts, Sport and Recreation, RSPCA, NSW Office of Children's Guardian, NSW Fire Brigades, NSW Rural Fire Service, NSW Department of Lands.

Part 3: Proposed location details

Proposed date of production*	Date	Time From:	To:
Back up wet weather date*	Date	Time From:	To:

Proposed location(s)*

Operation at your location(s)*

Personnel	Number of cast*	Number of crew*
Vehicles	Number of vehicles	Height of vehicle
	Truck(s)	
	Car(s)	
	Van(s)	
	Ute(s)	
Other (please specify)		

Please note: Charges may apply for parking. Vehicles must remain on roads unless otherwise approved. Traffic signs and regulations must be observed. Due to gate dimensions and the restricted height of the historic tree canopy the following restrictions apply to large vehicles:

Vehicles prohibited from entering Parramatta Park and Western Sydney Parklands:

- vehicles over 4.4 metres in height
- vehicles over 4 metres in width
- vehicles exceeding 19 meters in length.



Part 4: Risk assessment

As a part of your application you MUST provide a risk assessment. For more information go to:
<https://www.greatersydneyparklands.nsw.gov.au/book-venue/filming-and-photography>

Part 5: Terms and conditions

All filming and photography activities are subject to agreement with specific terms and conditions. Go to:
<https://www.greatersydneyparklands.nsw.gov.au/filming-and-photography-terms-and-conditions>

Applications are also bound by the Regulations.
Please read the regulations for Parramatta Park and Western Sydney Parklands.

Part 6: Fees and charges

Fees on application.

Part 7: Supporting documentation checklist

- Public liability insurance (Filming \$20M or Photography \$10M) - copy required with application*
- Location plan - copy required with application for large filming and photography shoot
- Traffic management plan - for large productions requiring road usage
- Production schedule - copy required with application for large filming and photography shoot
- Risk assessment - copy required with application*
- Documentary evidence of the production budget - required for low budget applications
- Terms and conditions - applicant required to read and agree*

Part 8: Lodgement and payment details

Lodgement

You can lodge the completed application by email to bookings@ppt.nsw.gov.au or bookings@wspt.nsw.gov.au. Please save your application as a separate file and forward to the email address above as an attachment along with all the other required supporting documentation.

Next steps

Once your application is received you will receive acknowledgment from Greater Sydney Parklands and will be advised of the expected processing time of your application.

Payment

Full payment is required prior to production. An invoice will be forwarded to you upon approval of the activity. Payment can be made by direct debit or credit card (Visa and MasterCard only accepted).

Part 9: Acknowledgement

Please fill out the box below to indicate acknowledgment of the following statement:

Applicant's signature	Date
I hereby certify that the above information is correct to the best of my knowledge. I undertake to advise the parklands should there be any alterations or additions to the above mentioned. I certify that I have read and agree to the filming and photography terms and conditions.	



Further information

For further information or enquiries about filming and photography, please contact us by:

Parramatta Park

Phone: (02) 9895 7599

Email: bookings@ppt.nsw.gov.au

Western Sydney Parklands

Phone: (02) 9895 7500

Email: bookings@wspt.nsw.gov.au

See next pages for maps.

Note: This application is subject to approval by Greater Sydney Parklands and does not constitute a booking.

Hours of filming and photography

Monday to Friday only. No filming and photography will be permitted on weekends or public holidays.
Between gate opening and gate closing:

- Parramatta Park: 6:00am - 6:00pm. (6:00am - 8:00pm during daylight saving)
- Western Sydney Parklands: 8:00am - 6:00pm. (8:00am - 8:00pm during daylight saving)
- Night filming can be arranged on application.









