

Filming Permit Application

When is a permit required?

A filming permit is required when filming in a public place. It is NOT required when filming for personal or non-commercial purposes. Refer to City of Bayswater Activities on *Thoroughfares and Trading in Thoroughfares and Public Places Local Laws 2020* Part 9 Division 3 – Filming for exemptions and further information.

⚠ Applications must be submitted to the Community Safety team at least 14 days before filming.

1 · APPLICANT DETAILS – FULL NAME IN BLOCK LETTERS

Given Name

Surname

Date of Birth (DD/MM/YYYY)

Email Address

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Residential Address

Suburb

Post Code

Postal Address (if different to above)

2 · BUSINESS DETAILS

Business Name

Business Address

3 · FILMING DETAILS

Please describe the nature of the filming

Date/s and times of filming

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Location of filming (Enter specific location/address details. If in close proximity to a business, complete the Business Approval section below)

Will any roads, parking areas, or footpaths need to be closed or have restricted access? ☐ Yes ☐ No

If yes, do you have a Traffic Management Plan? ☐ Yes ☐ No

If yes, please provide a copy with your application. Additional approvals or fees may be required where traffic management, road closures or access restrictions are proposed.

Describe any music, amplified sound systems, lighting, equipment, drones, signage, etc., that will be used

Will drones be used as part of the filming? ☐ Yes ☐ No

If yes, CASA approvals or licences must be provided where required.

Estimated number of cast, crew and participants.

Will any production vehicles, trailers, generators, equipment vehicles or support vehicles be parked on public land, reserves, parks, verges or open space areas? ☐ Yes ☐ No

Please note: Production vehicles must remain on lawful roads and designated parking areas unless written approval is granted by the City of Bayswater. Vehicles are not permitted to be driven or parked on public reserves, parks, ovals, landscaped areas or turf surfaces without prior approval.

4 · BUSINESS APPROVAL

Complete this section only where the filming location is in close proximity to a business.

Trading Name

Street Address

Contact Phone Number

Email

I am the owner or person authorised on behalf of the owner of the business described in this section who currently trades in the City of Bayswater. I have read this application and provide support and consent for the activities described.

Business Owner Signature

Date

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5 · FEES

Fees apply for this application/permit. An exception applies to an applicant currently enrolled as a student at any secondary or tertiary education institution (supporting documentation required).

I agree to pay the application fees as per the City's scheduled fees and charges to the City of Bayswater and understand that this fee is non-refundable.

Fee Type	Amount	Select
Application fee (non-refundable)	\$54.00	—
Day permit	\$12.50	☐
Three-month permit	\$255.00	☐

Upon approval of the application, the applicant will be contacted to arrange payment of applicable fees.

6 · SUPPORTING DOCUMENTATION & DECLARATION

Supporting Documentation Required

☐ I have attached a current Certificate of Currency for public liability insurance, minimum \$20 million.

I understand by signing this agreement that the City of Bayswater does not accept any liability for any injury, damage or loss as a result of the filming.

Name of Applicant	Signature	Date
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★ FOR OFFICE USE ONLY ★ — Do not write below this line

Date Received	CRM / Reference Number	Permit Number
Assigned Officer	Branch / Team	Date Permit Issued
Insurance Verified ☐ Yes ☐ No	Permit Expiry Date	Outcome ☐ Approved ☐ Refused
Fee Waived (Student) ☐ Yes ☐ No	Traffic Mgmt Plan Received ☐ Yes ☐ No	Payment Received ☐ Yes ☐ No
Notes / Comments		

8 · GENERAL CONDITIONS OF FILMING PERMIT

Refer to City of Bayswater *Activities in Thoroughfares and Public Places and Trading Local Law 2020 Part 9 Division 3 – Filming* for further information.

9.11 Filming Permit

1. A permit is required for filming in a public place. 2. Subclause 1 does not apply to filming that is for a personal or non-commercial purpose.

9.12 Duration of Permit

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A permit is valid for a period of three (3) months after the date on which it is issued unless it is specified otherwise in the permit. The expiry date of the Certificate of Currency is taken into consideration when the permit is issued.

9.13 Waived Fee

The local government may waive any fee imposed under section 6.16 of the Local Government Act for a filming permit if the applicant is currently enrolled as a student at any secondary or tertiary institution.

11.5 Cancellation of Permit

The City of Bayswater may cancel a permit if in his or her opinion the volume of sound caused by the permit holder in connection with the filming adversely affects the enjoyment, convenience or comfort of other persons, or if, in her or his opinion, or in the opinion of an authorised person, the filming otherwise constitutes a nuisance or if a permit holder has not complied with the conditions of the permit.

A permit holder shall, in relation to the filming activity:

A permit holder shall, in a public place:

- | | |
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| a | comply with all directions given by an Authorised Officer; |
| b | ensure filming activities do not obstruct pedestrian or vehicle access unless separately approved; |
| c | maintain public liability insurance for the duration of the permit; |
| d | comply with any approved Traffic Management Plan; |
| e | ensure all equipment is removed at the completion of filming; |
| f | production vehicles, trailers, generators and associated equipment must not be driven, parked, stored or operated on any reserve, park, sports ground, landscaped area, irrigation area, turf surface or other public open space unless expressly authorised by the City in writing. |
| g | ensure the filming activity does not create a nuisance to nearby residents or businesses; |

Standard Collection Notice – Filming Permit Application

The City of Bayswater collects personal information, including sensitive information where applicable, for the purpose of assessing, determining, administering and monitoring Filming Permit applications and activities conducted within the City. Personal information is collected under the authority of the *Local Government Act 1995 (WA)*, applicable local laws, and the City's functions as a local government responsible for managing activities conducted on local government property and within public places. The information is used to assess permit applications, coordinate filming activities, ensure public safety, manage impacts on the community and infrastructure, administer permit conditions, and fulfil the City's legislative and operational responsibilities.

The types of information collected may include the applicant's name, business or production company details, contact information, property and location details, filming schedules, traffic management information, public liability insurance details, vehicle information, emergency contact details, and any supporting documentation required to assess the application. Personal information may be disclosed to relevant City officers, contractors, service providers, government agencies, emergency services, utility providers, regulators, landowners, occupiers, or other parties where authorised or required by law, or where necessary to assess and administer the permit and associated activities.

Providing this information is mandatory for the assessment of a Filming Permit application. If the requested information is not provided, the City may be unable to assess the application, issue a permit, coordinate filming activities, or approve the proposed activity.

The City takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification and disclosure.

Information is retained in accordance with the *State Records Act 2000 (WA)*, approved retention and disposal schedules, and the City's information management practices.

The City does not use automated decision-making processes to determine the outcome of Filming Permit applications.

For more information about how the City manages personal information, please refer to the City's Privacy and Information Handling Policy available on the City of Bayswater website..