



IPSWICH CITY COUNCIL

Application for Commercial Film Production Licence

Authorising provisions under Ipswich City Council Local Law No. 3 (Commercial Licensing)

For information about filming in Ipswich, please refer to council's film website at ipswich.qld.gov.au/filmipswich or phone the Destination Development team on (07) 3810 6630.

Note: submitting an application does not guarantee approval. If approved a licence will be issued.

Please note: the following conditions will apply to any permit issued:

- Unless written consent is obtained, parkland visitors or retailers are not to be approached for inclusion in shots
- No photo or film may be taken of adults or children engaged in private acts or fully or partially nude.

APPLICANT DETAILS					
Full name or company name					
Address					
Suburb		State/Territory		Postcode	
Postal address (if different from above)					
Suburb		State/Territory		Postcode	
Home phone		Mobile phone			
Email					
PRODUCTION DETAILS					
Production name					
Shooting dates		□□/□□/□□□□ – □□/□□/□□□□			
Location manager		Mobile number			
Synopsis of production					
Additional comments					
Production type (eg. feature film, documentary etc)					
<input type="checkbox"/> Feature film	<input type="checkbox"/> Television series	<input type="checkbox"/> Short film	<input type="checkbox"/> Documentary		
<input type="checkbox"/> Corporate video	<input type="checkbox"/> Television commercial	<input type="checkbox"/> Still photography	<input type="checkbox"/> Music video clip		
<input type="checkbox"/> Other (please specify)					
No. of shooting days		No. of crew		No. of cast	
No. and type of vehicles					
Ipswich City Council prides itself on offering its full support to the film and TV industry. To assist council to estimate the significant economic impact of film and TV projects in the Ipswich region, and to seek greater assistance and funding for various programs, we request the following information:					
Estimated budget spend for your Ipswich production (please note this information is for internal purposes only and the figure provided is not for external publication)					

PRODUCTION SCHEDULE

Please attach a site map for each location.

Note: council is to be immediately informed in writing of any alterations to the filming schedule.

Location 1

Date required

 / /

Times required

From

To

Additional information (eg. wet weather alternatives, set up arrangements)

Location 1

Date required

 / /

Times required

From

To

Additional information (eg. wet weather alternatives, set up arrangements)

Location 1

Date required

 / /

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To

Additional information (eg. wet weather alternatives, set up arrangements)

ROADS AND FOOTPATH

A Traffic Control Permit is required for the temporary closure of traffic lanes, shoulders, medians, verges or footpaths.
Please indicate the proposed use below.

TYPE OF USE	PERMIT REQUIREMENTS
<input type="checkbox"/> No use of any part of the roadway or footpath is required Use of the footpath allowing full public access	No Traffic Control Permit required
<input type="checkbox"/> Prevent public access to the footpath Closure of traffic lanes, shoulders, medians or verges	Traffic Control Permit required

Traffic Control Permits are only issued to companies registered with the Department of Transport and Main Roads Traffic Management Registration Scheme. Application forms are to be completed by a Traffic Control company.

Further information and the Traffic Control Permit Application Form can be found at ipswich.qld.gov.au/business/laws-and-permits-for-businesses/roads

TRAFFIC CONTROL PERMIT APPLICATION FORM

<input type="checkbox"/> Application has been submitted online	Reference Number	
<input type="checkbox"/> Completed and attached		
<input type="checkbox"/> Yet to be completed and forwarded to council – please complete the details below to assist with prelodgement advice		

LOCATION (Details such as 'various streets' are unacceptable; if more than one street is involved, attach a separate list with full details)

Road/Street		Suburb	
Section of road (from/near)		To	

TRAFFIC CONTROL COMPANY

Company name		Phone number	
Application contact name		Phone number	

REQUEST FOR TIMED AND METERED CAR PARKING SPACES

No. of parking spaces required	
Locations of parking spaces	
Vehicle registration numbers	

If unable to provide vehicle registration details at the time of application, details must be provided to council prior to filming.

ON SITE VEHICLE ACCESS

If you require vehicle access other than on designated roads e.g. parks, provide vehicle details.

VEHICLE TYPE	NO. OF VEHICLES	REGISTRATION DETAILS (provide dimensions and weight if heavy vehicle)
Cars		
Vans		
Trucks		
Other		

SPECIAL REQUIREMENTS (tick if applicable and describe) Night Shoot Lights Smoke Animals Water Noise Explosives/fireworks

Fireworks are only permissible in specific locations. An appropriately licensed fireworks operator must be responsible for the display.

Name of licenced fireworks operator

 Other

Please describe and attach any additional information if required

PROJECT MANAGEMENT ARRANGEMENTS (tick if applicable and describe) Safety Management Plan Animal Control Police/Fire/Rescue Building Approval Letter Box Drop Other Publicity Waste Toilets**FEES**

No fees are required for a Film Production Licence, however depending on location and complexity, a bond may apply. If a bond is required you will be contacted by an officer from council's Application Team.

For further clarification, please contact council's Application Team on (07) 3810 6666.

PUBLIC LIABILITY INSURANCE

The applicant must hold a current Public Liability Insurance (PLI) policy with a minimum cover of \$10 million throughout the permit period.

The insurance company must be licenced to operate in Australia.

A copy of the PLI policy must be submitted with the application.

CHECKLIST

The following documents are to be submitted with your application:

 A copy of the Public Liability Insurance Policy Site Management Plan for each location Traffic Control Permit application (if applicable) Resident/Business Notification Letter (if applicable)

DECLARATION

I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge.

Note: Providing false information may render you liable to legal action.

Signature

Date

/ /

COUNCIL DETAILS

Ipswich City Council
PO Box 191
Ipswich QLD 4305

Phone (07) 3810 6666
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