

MANAGEMENT DOCUMENT



Cowra  
Council

Cowra Film Policy

Commencement Date	25 May 2021
Council Department	General Manager's
Contact Officer	Communications Officer
Revision Required	Every 4 years

### Policy Review

This policy shall be reviewed at four (4) yearly intervals at least, to ensure it meets all statutory requirements and the needs of council. It may also be reviewed at other times as determined by council.

### Revision History

Version	Council Meeting	Responsible Officer
1	25 October 2004 - Resolution No. 146/2004	General Manager
2	27 June 2005 – Resolution No. 51/2005	General Manager
Version	Manex Meeting Date	Responsible Officer
3	25 May 2021	General Manager

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## **1. Purpose**

The Cowra Shire is an ideal location for shooting films, documentaries, commercials, and television series. Our range of scenic rural landscapes, heritage buildings, small villages and country atmosphere make the Cowra Shire an attractive location for filmmakers.

Cowra is one of the regional Local Government Councils making up Screen Central NSW. Screen Central NSW links organisations in the Central West region and is a contact point for filming, providing support and referrals to assist you with your filming requirements and make your production a smooth and rewarding experience. For more information, visit: [www.screencentral.com.au](http://www.screencentral.com.au).

## **2. Objective**

The Cowra Film Policy has been developed to encourage filmmaking and to facilitate the use of the Cowra region as a film location.

This Policy complies with the Local Government Filming Protocols which outline the rights and obligations of filmmakers and councils throughout the state. We recommend you read the Local Government Filming Protocols before submitting your filming application. A copy of the protocols is available at [www.screencentral.com.au](http://www.screencentral.com.au).

## **3. Introduction**

The aim of this Policy is:

- to provide film and television production companies with an understanding of the procedures they must follow in order for filming to take place;
- to outline conditions under which filming will be permitted in the region;
- to ensure the public safety and free movement of residents while filming is taking place.

## **4. Policy**

### **4.1 Filming Requirements - Locations**

The *State Environmental Planning Policy (Exempt and Complying Development Codes)* controls filming across the state. In most cases filming will fall under *Part 3 - Temporary Uses and Structures Exempt Development Code*, as long as the development standards identified in *Subdivision 4 Filming* are complied with in their entirety. Any deviation to these standards will require a development application to be lodged with Council. Please contact Council's Communications Officer for assistance in determining if this is required.

#### 4.1.1 Council locations

Filming in the Cowra Shire is possible during most times, depending on the size and nature of the production. Cowra Council can advise on the timing of specific events and preferred filming times when traffic disruption will be minimised.

Prior to commencing any filming on council owned property, filmmakers must consult Council's Communications Officer, who will assist with obtaining the necessary support. Contact details are telephone: (02) 6340 2000 or email: [communications@cowra.nsw.gov.au](mailto:communications@cowra.nsw.gov.au).

#### 4.1.2 Non-Council locations

If you are filming on private property or at a commercial venue, you will need to negotiate directly with the relevant property owner/manager. The consent of the owner of the proposed private filming location needs to be obtained before lodging the application.

For areas within Central NSW that are not directly controlled by Councils, Screen Central NSW can assist production companies by providing key contacts to apply for filming permission from authorities such as the Roads and Maritime Services, Police, National Parks & Wildlife Service, Aboriginal Lands Council and the State Rail Authority. It is the responsibility of the applicant to seek approval from the relevant authority, and more time should be allowed for the processing of such applications.

#### **4.2 Parking, Traffic and Road Closures**

A list should be provided of all production vehicles to be parked in the vicinity of the filming location or on Council controlled property. This list should specify the type of vehicle, size (e.g. length of trucks) and registration number. It may be necessary to provide a parking plan, keeping in mind that you must comply with all parking regulations.

Arrangements for the closing of streets and the provision of on-street parking will be coordinated by Council. Applications will be considered for approval by Cowra Council's Traffic Committee. Where closure of a major arterial road is proposed, Council will facilitate early contact with the relevant authorities to assist in formulating a traffic management plan for the duration of the closure.

Arrangements need to be made with Council where on-street parking is required for an extended period. Please note: The management of parking will involve consultation with Police, Council and the local community.

#### **4.3 Insurance & Risk Management**

You must provide details of Public Liability Insurance cover to a minimum level of \$20 million and a copy of the Certificate of Currency at the time of making your application. The Certificate of Currency must clearly state that the policy covers liability for the death or injury to any person or damage to any property arising out of the activity authorised by the permit.

For major productions, stunts, special effects or pyrotechnics, a higher level of cover may be required. It will be necessary for an applicant to arrange for their insurance company to issue an addendum to the policy to cover other specific activities. Please note: In certain cases, local Councils and other landowners may require that their rights and interests be noted on the policy by way of separate indemnities.

Applicants are also required to indemnify Council in relation to any claims or other matters that may arise as a result of any filming activity. All filming activity must comply with common law.

Council may require the applicant to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential hazards and actions and how it is intended that the production company will mitigate those risks associated with the filming activity.

#### **4.4 Resident Notification**

Council officers will determine the extent and nature of consultation with the public. You must therefore provide accurate and detailed information in your application so that the scale of production can be assessed.

#### **4.5 Access During Filming**

Normal pedestrian and vehicle access should be maintained at all times, other than when filming actually takes place. This means not obstructing driveways or building entrances and allowing for normal business activities to take place.

If the production involves a road closure, you must allow for motorists and pedestrians who have legitimate needs to enter the closed area. You must also ensure that the filming and/or road closure can be cleared from the location at short notice should an emergency situation arise. An emergency vehicle lane must be maintained at all times within any road closure.

Any barricades used to close roads must be manned at all times by either the Police, or RMS accredited traffic controllers who are in two-way communication with production executives.

#### **4.6 Environmental Factors and Noise**

The applicant must ensure that the site complies with the Film Industry “Safety Code” requirements and that all conditions required in the applicant’s insurance policy are met.

It is imperative that noise generated by the production does not unduly disturb the community. While a modest noise increase prior to 10pm depending on the location is allowable, after 10:00pm the noise level must be maintained at the normal background sound level and comply with the *Protection of the Environment Operations Act 1997*.

You must supply a list of all dangerous substances or articles to be taken on to the location.

#### **4.7 Stunts/Firearms/Explosives**

Applications to carry or use firearms on site will not be considered except when accompanied by written proof of police approval and full information regarding their use including e.g. types of weapons and safety precautions.

Where filming requires the use of stunts or the lighting of fires or the like, full information must be provided with the application and will require the written permission of the relevant Council.

#### **4.8 Cleaning and Damages**

The production company will be responsible for the control and removal of all rubbish at its expense. The site will be left in the condition it enjoyed prior to filming taking place, to the satisfaction of Council. Any repair for damage to council property or infrastructure will be arranged by Council and borne by the production company/producer.

#### **4.9 Fees and Charges**

There are no film and television filming fees charged by Cowra Shire Council in the Cowra Local Government Area.