



Terms and conditions for a filming/photography permit

The issuing of this approval is subject to the applicant agreeing to the terms and conditions contained within this document. Depending on the nature of the activity, the City of West Torrens may choose to impose 'special conditions'; these will be provided to the applicant and must be agreed too before permits will be issued.

Duty of care

1. The film/photography crew has an obligation and a duty of care towards passing pedestrian and vehicular traffic.
2. Equipment is not to be left unattended or in a position where it may be a hazard to the production crew or the public.
3. The crew must wear appropriate personal protective equipment (PPE) when undertaking work.
4. Should the nature of the production activity be deemed to impact on local residents in the immediate area (eg noise, time of day, road restrictions etc), letters (letterbox drop) must be sent to the residents in the immediate area to inform them of the nature of the production activity.
5. Drones - should the applicant wish to use a drone for any filming purposes, the applicant must contact the Civil Aviation Safety Authority (CASA) on 131 757, or visit their website www.casa.gov.au

Traffic and vehicles

1. If required, a traffic management plan must be presented upon applying for the permit, indicating the exact location of activities occurring. If road closures are required, the applicant will be charged for a road closure advertisement to be published in The Advertiser. Due to legislative requirements, Council will place this advert on behalf of the applicant and on-cost this to the applicant. Note: depending on the type of road that needs to be utilised by the applicant (eg Council road, DPTI road) suitable lead times will be needed to ensure that all agents affected by the road are notified. Any activities that affect a road managed by the State Government (DPTI) will require at least 60 days' notice before the activity. Contact Council's Traffic Management team on (08) 8416 6333 for more information.
2. No vehicles should be parked on public lands (eg reserves, ovals etc) without written authority from Council.

Fees and charges

1. The organiser shall pay such fees for use of the sites, permits or infrastructure as the City of West Torrens determine appropriate. The City of West Torrens reserves the right to vary a fee previously determined or change an additional amount.
2. The applicant must pay the prescribed fees that are applicable and provide copies of all appropriate insurances. Fees are listed in Council's 'Fees and Charges' document.
3. The applicant shall take out, and keep current, a public risk insurance policy in the name of the applicant insuring the applicant for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the applicant in relation to the activity.
4. As required by Council, the applicant must indemnify the City of West Torrens and its staff and agents against any claims for damage to persons or property resulting from the activity, including the setting up and dismantling of all equipment.

Housekeeping

1. The area must be left in a clean and tidy condition to Council's satisfaction. If this is not undertaken the Council may on-charge a clean-up fee to the organiser.
2. Any works or provision of services by the City of West Torrens before, during or after the activity will be borne by the organiser.
3. If approval is granted for the erection of structures that require pegging, the City of West Torrens will only take responsibility for marking out underground services belonging to Council. The locating of other services such as gas, electricity, communications and sewer is the responsibility of the activity organiser. Contact 'Dial before you Dig' on 1100.
4. Any electrical wiring necessary to service an activity must be in accordance with Australian Standard AS 3002-S.A.A Wiring Rules.
5. Noise level of any amplification or public address equipment must be low enough to avoid complaint from, or annoyance to, nearby residences/general public and must be varied upon instruction.
6. The applicant shall comply with and give all notices required by any relevant Act of Parliament, ordinances, regulations or Council's by-laws.
7. Any instruction or request issued by the City of West Torrens or Police Officers must be complied with.

Cancellation

1. Cancellation of bookings must be provided in writing not less than two weeks before the date of filming/ photography or unpaid fees will still apply.