

# IMPORTANT NOTES ABOUT THIS FORM

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## 1. Download this form to your computer BEFORE filling it out.

Please do not fill out this form in your internet browser.

## 2. This form should ONLY be filled out using Adobe Acrobat.

If different PDF viewing software is used to fill out and save this form, the form fields may not be visible or print.

To download the FREE Adobe Acrobat software, [click here](#).

## 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.

# Commercial Film & Photography Application Form

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## 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 *Parramatta Park & Western Sydney Parklands Film and Photography Terms and Conditions*. See Part 7. To read them click [here](#).
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: [info@wspt.nsw.gov.au](mailto:info@wspt.nsw.gov.au) or [info@ppt.nsw.gov.au](mailto:info@ppt.nsw.gov.au) with the necessary attachments (see Part 6 for Risk Assessment and Part 9 for Supporting Documentation Checklist).

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

## Part 1: Licensee Details

Title \* Given Name(s) \* ..... Surname\* .....

Company/Organisation Name \* .....

Position ..... ABN .....

Business Address \* .....

Business Phone No. \* ..... Business Mobile No. ....

Business Email Address\* .....

Operational Contact (if different to above) \* .....

Email address \* ..... Contact No.\* .....

## Part 2: Proposed Production Details

Filming      Photography (please check appropriate box\*)

Production Title \* .....

Production Summary/Synopsis/Script \* (maximum 100 words)

*Production details continued...*

Type of Production (please check appropriate box)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Student filming – must be low impact | <input type="checkbox"/> Reality TV    | <input type="checkbox"/> Documentary     |
| <input type="checkbox"/> Charity filming & photography        | <input type="checkbox"/> TV drama      | <input type="checkbox"/> Short film      |
| <input type="checkbox"/> Children’s production                | <input type="checkbox"/> TV commercial | <input type="checkbox"/> Corporate video |
| <input type="checkbox"/> Infotainment/Travel Show             | <input type="checkbox"/> Feature film  | <input type="checkbox"/> Music video     |

Other (please specify)

Please check the box if your planned shoot involves any of the following:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Temporary traffic control                     | <input type="checkbox"/> Street dressing  | <input type="checkbox"/> Stunts        |
| <input type="checkbox"/> Reconstruction of crime/emergency             | <input type="checkbox"/> Scaffolding      | <input type="checkbox"/> Low loaders   |
| <input type="checkbox"/> Cherry pickers/lighting towers                | <input type="checkbox"/> Camera track     | <input type="checkbox"/> Camera crane  |
| <input type="checkbox"/> Cast dressed as police/<br>emergency services | <input type="checkbox"/> Firearms/gunfire | <input type="checkbox"/> Generator     |
| <input type="checkbox"/> Car chases/driving sequences                  | <input type="checkbox"/> Fire effects     | <input type="checkbox"/> Smoke effects |
| <input type="checkbox"/> Crowd control/security                        | <input type="checkbox"/> Special effects  | <input type="checkbox"/> Children      |
| <input type="checkbox"/> Temporary structures                          | <input type="checkbox"/> Playback         | <input type="checkbox"/> Animals       |
| <input type="checkbox"/> Road closures and traffic control             | <input type="checkbox"/> Drone            |  |

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 ticked any of the above, please give detailed description:

*PLEASE NOTE: Many of the above activities will also require approval to be sought from other statutory authorities eg. 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.*

*All fields marked with an asterisk (\*) are required*

### Part 3: Proposed Location Details

Proposed Date of Production \*

Back up Wet Weather Date \*

Start Time \*      End Time \*

Proposed Location(s) \* (Please refer to maps attached for reference)

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 note: Charges may apply for parking.

*All fields marked with an asterisk (\*) are required*

*PLEASE NOTE: 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 Western Sydney Parklands & Parramatta Park

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

## Part 4: Risk Assessment

As a part of your application you MUST provide a risk assessment. Click [here](#) for more information on the [Risk Assessment](#).

## Part 5: Terms and Conditions

All filming and photography activities are subject to agreement with specific Terms and Conditions. Click [here](#) to read the [terms and conditions](#).

Applications are also bound by the Parklands Trust Regulations. Please click the link to read these 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 form\*.

*Please note some items are mandatory as indicated by \*.*

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 \*.

*\*See below.*

## Part 8: Lodgement and Payment Details

### Lodgement

You can lodge the completed application by email to [info@wspt.nsw.gov.au](mailto:info@wspt.nsw.gov.au) or [info@ppt.nsw.gov.au](mailto:info@ppt.nsw.gov.au) (please send to relevant park)

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 Step?

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

For further information regarding your application please contact us on (02) 9895 7500.

### 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 credit card (Visa and MasterCard only accepted) or EFT.

## Part 9: Acknowledgment

Please tick box below to indicate acknowledgment of the following statement:

Applicant's Name \_\_\_\_\_

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](#).

*See next pages for maps.*

# Map of The Dairy Western Sydney Parklands



# Map of Lizard Log Western Sydney Parklands





# Map of Parramatta Park

