



Filming & Photography Application Form

About this form

You can use this form to apply for approval to undertake filming or still photography activities in the indoor and outdoor areas such as footways, roads, parks and other open spaces with the Australian Botanic Garden Mount Annan.

How to complete this form

1. Ensure that you have read The Australian Botanic Garden Mount Annan Filming and Photography Terms and Conditions and the Royal Botanic Garden & Domain Trust Regulations (see Trust website).
2. Print and complete by hand making sure to complete the mandatory fields marked with an *.
3. Once completed scan and email to mtannan.events@rbgsyd.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 Royal Botanic Gardens & Domain Trust and does not constitute a booking.

Part 1: Applicants Details

Title * _____ Given Name(s) * _____ Surname _____

Company/Organisation Name * _____

Position _____ ABN _____

Business Address* _____

Business Phone* _____ Business Mobile No* _____

Business Email* _____

Key Client Contact* _____ Email * _____

Part 2: Proposed Production Details

Filming Photography (please check appropriate option)

Production Title* _____

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



Production Details cont....

Type of Production (please check appropriate activities)

Charity filming & photography

Portraiture/Landscape photography

Student filming - must be low impact

Reality TV

Documentary

TV drama

Short film

TV commercial

Corporate Video

Infotainment/travel show

Music video

Feature film

Children's production

Other (please specify)

Please indicate if your planned shoot involves any of the following:

Temporary traffic control

Street dressing

Stunts

Reconstruction of crime/emergency

Scaffolding

Low loaders

Cherry pickers/lighting towers

Camera truck

Camera crane

Cast dressed as police/emergency

Firearms/gunfire

Generator

Car chases/driving sequences

Fire effects

Smoke effects

Crowd control/security

Special effects

Children

Temporary structures

Corporate Video

Infotainment/travel show

Music video

Feature film

Children's production

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.



Part 3: Proposed Location Details

Proposed Date of Production* _____ Back up Wet Weather Date* _____

Start Time* _____ End Time* _____

Proposed Location(s)*

Description of Activities*

Personnel

Number of Cast* _____ Number of Crew* _____

Vehicles

	Number of Vehicles	Height of Trucks
Truck(s)		
Car(s)		
Van(s)		
Ute(s)		

Other (please specify)

PLEASE NOTE: vehicles must remain on roads unless otherwise approved. Traffic signs and regulations must be observed.

Part 4: Risk Assessment

As part of your application you **MUST** provide a risk assessment. For more information see our Filming and Photography Risk Assessment.

Part 5: Terms and Conditions

All filming and photography activities are subject to agreement with specific Terms and Conditions.

Applications are also bound by the Royal Botanic Garden & Domain Trust Regulation 2013. To read these regulations go to www.rbgsyd.nsw.gov.au/welcome/royal_botanic_garden/planning_your_visit/regulations.

Part 6: Fees and Charges

A comprehensive fees and charges rate card can be found on our website www.australianbotanicgarden.com.au



Part 7: Supporting Documentation Checklist

Public Liability Insurance (Filming \$20M or Photography \$10M) - copy required with application *.application form will assist us in the processing your application.

*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.
- 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 *.
- Public Liability Insurance (Filming \$20M or Photography \$10M) - copy required with application *.

* See below.

Part 8: Lodgement and Payment Details

Lodgement

You can lodge the completed application by email to mount.annan@rbgsyd.nsw.gov.au

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) 4634 7903.

Payment

Full payment is required prior to production. Payment can be made by cheque or credit card (Visa and MasterCard only accepted). Please use the payment page included in this form.

Part 9: Acknowledgement

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

- I hereby certify that the above information is correct to the best of my knowledge.
I undertake to advise The Australian Botanic Garden Mount Annan 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 page for map



Filming & Photography Payment

Amount to be charged: \$_____

We will contact you before processing payment if the final amount to be charged varies from the above.

How would you like to pay for your filming/photography booking? (please tick)

Credit or Debit Card

Card type: Visa MasterCard

We are unable to accept American Express and Diners Club Cards.

Card number:

Expiry date: /

CCV:

Name on card: _____

Bank cheque/money order Please make payable to 'Royal Botanic Gardens and Domain Trust' and attach it to this application form. If paying by cheque/money order you should post or deliver in person the application form (details on page 3).

Bond (if applicable)

Please refund the bond to my/our bank account with the following details:

Bank: _____ BSB: _____ Account Number: _____

Account Name: _____

Signed: _____ Name: _____