

Filming in Unley Permit Guidelines & Conditions



The City of Unley welcomes and actively encourages film companies, commercial photographers, educational institutions, film studios, television stations and the public to utilise Unley's city streets and recreational areas for media production.

A filming permit application is required to minimise inconvenience to residents and to ensure that filming activity complies with Council's requirements regarding issues such as public liability, safety, and public notification.

You WILL need to lodge a permit application if you are:

- part of a commercial business or media production company
- a not-for-profit organisation or
- a student.

You WILL need a permit if you want to:

- use the city streets, footpaths, parks and precincts
- close or have exclusive use of public areas such as parks, roadways and footpaths
- use freestanding equipment such as lighting, generators, dolly tracks and tripods that could be a danger to the public or restrict public use of an area.
- have cables on the ground in a public area.

You WILL NOT need a permit if you want to film on private property within the City of Unley. However, when filming on private property:

- no car parking spaces are to be barricaded/blocked for filming
- no other car parking or traffic movements are to be interfered with
- provide advance notice to surrounding neighbours as a matter of courtesy.

Processing of Permit Applications

Council must receive the completed application at least two weeks before the filming date. Council will make every effort to assess applications as quickly as possible.

Fees

There is no charge for processing a filming application; however Council will charge for the use of its facilities and assets in accordance with its [Schedule of Fees and Charges](#).

Conditions of the filming permit

The Permit Holder must read and understand the conditions of the Filming Permit:

Filming on arterial roads

- Filming on Department for Infrastructure and Transport (DIT) roads require approvals from DIT. Contact DIT via their website dit.sa.gov.au
- Request to film in or around parking bays on arterial roads is processed by Council.
- Arterial Roads within the City of Unley are Glen Osmond Road, Fullarton Road, Greenhill Road, Goodwood Road, Unley Road, South Road, Cross Road and the Anzac Highway.

Filming on residential/business roads

- Any filming undertaken on residential or business roads requires the applicant to submit a **traffic management plan** produced by an accredited work zone traffic manager to Council for approval.
- The placement of any hoarding, equipment or goods on a Council road or reserve requires submission of a [Hoarding Application Form](#) (listed on Council's website under Traffic Management Forms).

Filming in public spaces and facilities

- Persons being filmed must be either paid actors or have given their permission to be filmed.
- The Permit Holder must seek the approval of other facility users or members of the public prior to including them in any filming. All parties must sign a personal release form, as documentation of their approval.
- The Permit Holder will need to book use of a Council facility (hall, reserve or oval) in accordance with the standard booking process. Film production companies will not have priority over other bookings. A booking request can be submitted by completing an [Event Permit Application Form](#).
- Fees will be in accordance with Council's [Schedule of Fees and Charges](#).
- The Permit Holder is not permitted to erect any structures or prevent the public from using the area when filming unless approved prior to filming. The placement of any hoarding, equipment or goods on a Council road or reserve requires submission of a [Hoarding Application Form](#) (listed on Council's website under Traffic Management Forms).
- The Permit Holder shall ensure that the site is left in a clean and tidy condition at the conclusion of filming. Failure to do so may result in a cleaning fee.
- The Permit Holder will be required to reimburse Council for the cost of repair of any damage caused to Council property as a result of the filming or photographic activities.
- Council cannot guarantee that there will not be any roadworks and or maintenance works set up at the time of filming. Essential services contractors do not have to notify councils of works they are doing on roads and footpaths.

Filming times

- Council's preferred hours for filming is between 6.30am and 8pm, Monday to Friday, excluding Public Holidays.
- Should filming be proposed outside these hours the approval of nearby affected residents must be obtained, documented and presented to Council, otherwise approval will not be given. In considering approval for filming outside standard hours, Council will take into account the likely level of noise generated by the filming activities.

Resident and business notification

- All business and residential properties affected by filming, road closure or detours must be given prior notice.
- Council requires the Permit Holder to undertake a letterbox drop and/or door knock to nearby properties at least two weeks before filming to inform about any potential disruptions. This includes residents and businesses at least within two streets, in any direction, around the filming site. The letter must name a responsible officer who will be onsite during filming, including contact details and the project title.
- A sample of the letter and a description/map of its delivery area must be provided to Council before approval for filming can be given.
- Council will not approve applications that restrict an occupant's or business operator's right of access to their property - unless the production company can demonstrate to Council that they have obtained the written permission of the occupant or business operator.

Noise

- The Permit Holder is responsible for the control of noise. All reasonable measures must be taken to ensure minimal disturbance of residents and the Applicant/Event Organiser must be aware of and adhere to the Environment Protection Act guidelines applicable to noise (i.e. maximum decibel limit permitted from amplification).

Indemnity and liability

- The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or concerning the issuing of the Permit.
- The Permit Holder shall take out and keep current a Public Liability Insurance Policy in the name of the Permit Holder that insures the Permit Holder for a minimum of \$20,000,000 (twenty million dollars) against all actions, costs, claims, damages, charges and expenses which may be brought, made, or claimed against the Permit Holder concerning the activity.
- Regarding students filming, the Public Liability Insurance Policy can be provided under their educational facility.

Support vehicles

- Any trucks and vans (ie powering vehicles, catering vans, change vans, etc) associated with the filming are to be dispersed in the area to minimise impact on the amenity. Wherever possible, all trucks, vans and crew cars should be located away from residential areas to minimise any inconvenience such as the noise associated with van-mounted air conditioning units, or loss of kerbside parking for residents.
- When it is proposed to park large trucks on a street in association with filming, the trucks must not park within 20 metres of an intersection with traffic lights and must be parked at least 15 metres from any other type of intersection in order not to restrict the sight distance of motorists.
- Vehicle access to public spaces will only be given for bump in/out unless discussed and approved by Council prior to filming.
- Support or promotional vehicles are not to be driven on or left on any public area or reserve unless a permit has been issued by Council. Details of all vehicles must be provided in the filming application. Enforcement applies to non-compliance.

Drones

- Approval for the use of drones for filming and photography must be applied for through the **Civil Aviation Safety Authority**. Documentation of approval must be provided to Council.

Tracking vehicles

- If filming requires the use of a tracking vehicle, you must apply for a letter of exemption from Australian Road Rules from the South Australian Police (SAPOL). A copy of this letter must be supplied to Council.

Changes to speed limits

- Requests to temporarily lower speed limits to accommodate filming need to be submitted to SAPOL. Documentation of approval must be provided to Council.

Safety

- Electrical equipment used during filming in the City of Unley must be tagged and tested for the safety of spectators and participants. If the equipment is not tagged, not in approved cable covers, or is found to be faulty by a Council representative, Council reserves the right to request that the item be disconnected or removed until the hazard has been rectified or filming will be shut down.
- The Permit Holder, where appropriate, shall ensure that they are licensed or registered to carry out the activity.
- It is the Permit Holder's responsibility to be aware of and comply with work health and safety requirements. The Permit Holder is required to undertake full responsibility for the hazard identification and risk controls necessary for all staff, contractors, visitors, residents and any others associated before, during and after the filming activity to ensure safety of persons and property.