

Application for a Permit

Film Production on a Public Place

Local Law No. 12 (Council Property and Other Public Places) 2003

2024/25 Financial Year

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required information. You **do not** need to complete a permit application if you are:

- *students at school, TAFE, university, or those undertaking an approved course in film production*
- *filming a story featuring an interview with an approved Council spokesperson*
- *filming a story that promotes Logan City Council products, services or initiatives*
- *Filming a program that promotes Logan City Council as a destination and credits Logan City Council in the end credits*
- *Filming, being undertaken by Council partners.*

There is **no** application fee for registered charitable organisations, churches and non-profit organisations subject to verification, including:

- confirmation that a charity has endorsement as an income tax exempt charity with the Australian Taxation Office (ATO), and
- identifying if the organisation is considered a charity or non-profit organisation for ATO purposes by an Australian Business Number search (<http://www.abr.business.gov.au/>)

Film Production in Council Parks

If you are wishing to film in a Council park, you must get approval from our Parks Branch. You can complete an approval application online.

Visit <https://logan.qld.gov.au/holding-event-park>. Please read the information on this page before completing the 'Notify us of your event form'.

If your filming requires approval for both public place and within a park you may need a permit from both the City Safety and Liveability and Parks Branch within Council.

If you need more information about this application, please contact us on 07 3412 3412.

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information in accordance with Local Laws. It may be used to update records, contact you about Council business and can only be accessed by Councillors, Employees and Authorised Contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>

Section 1 - Applicant details

Applicant Name

Corporation Name

ABN / CAN number

Postal Address Postcode

Telephone number

Email

Signature

Date

Section 2 - Site details for the film production

Site1 Road / Public Place

Suburb Postcode

Site 2 Road / Public Place

Suburb Postcode

Section 3 - Film production details

<input type="checkbox"/> Feature film	<input type="checkbox"/> Television commercial
<input type="checkbox"/> Documentary	<input type="checkbox"/> Television Series
<input type="checkbox"/> Student file	<input type="checkbox"/> Video clip
<input type="checkbox"/> Short film	<input type="checkbox"/> Corporate video
<input type="checkbox"/> Other <input type="text"/>	

Number of shooting days

Number of crew Number of cast

Number of private vehicles

Number and type of commercial film vehicles

Number	Type

Please attach a list if there are more commercial film vehicles.

Synopsis of production

Production schedule – exact locations, dates and times

Section 4 - Road / footpath closures and traffic control

Road closure

If a road or footpath needs to be closed for filming purposes, please submit an "Application for Road Closure" to our Roads, Infrastructure and Planning team with the application fee, or

Traffic control

If a traffic control company is submitting a road closure application on your behalf, please provide details of the traffic control company who will make this application.

Name of Traffic Control Company

Contact person and telephone number

Section 5 - Additional information

Special Requirements (provide information as applicable)

Animal Control

Noise management plan

Waste management plan

Police/Fire/Rescue

Building approvals

Letter box drop

Other publicity

Night shots

Special effects (explosives, smoke, gunfire). You may need to supply us a letter of acknowledge from the Department of Mines and Energy

Other

Section 6 - Public Liability Insurance

You must provide a Public Liability Insurance certificate of currency. The sum insured must be a minimum of \$20 million and note the interests of Logan City Council.

Note: Your applications will not be processed until we receive the Public Liability Insurance certificate of currency.

Under the local law, a person must not carry out a business on a public place without a permit. A business includes the displaying of a sign or advertisement. A public place includes roads, footpaths and premises owned or occupied by Council.

Section 7 - Documents to include with the application

Please make sure that the following documents are attached with your application:




- Site plan of where the filming will occur identifying the closest street numbers, intersection or landmark. **NOTE: Hand drawn site plans will not be accepted. Please cut and paste a map from Google Maps (or similar). You can also attach photos of the exact location filming will occur.**
- Evidence of current public liability insurance
- Evidence of registered charity or non-profit organisation status (as applicable)

IMPORTANT: You will not be able to start this activity until you have received an approval.

Section 8 - Application fees

Applications		Fees
New Permit Application - Film Production	Each application	\$665.00
Express application processing fee (in addition to new film production permit application)	Each application	\$315.00
Application to amend an existing Film Production Permit	Each application	\$315.00
Film Production Permit refund (if application declined/applicant cancels application)	Each application	\$315.00

Payment options

	Paying by Mail	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	Paying by Phone	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council
	Paying in Person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba Monday to Fridays 8.00am to 4.45pm

Email: Council@logan.qld.gov.au
Phone: 07 3412 3412