

Commercial Filming & Photography Application Form



Justice

Requests to film require this application form to be submitted a minimum of 21 business days prior to the requested date. Applications received within this timeframe are not considered viable for the Department of Justice. Please complete this form and email to filmingenquiries@justice.nsw.gov.au.

Filming and/or recording sound on Court premises in NSW is governed by the *Court Security Act 2005* and the *Court Security Regulation 2016*. Under section 9 of the Act, it is an offence for a person to use a recording device to record sound or images (or both) in court premises without appropriate permission. Severe penalties apply for a breach of the section, including a maximum penalty of 12 months imprisonment. Court premises include (but are not limited to):

- A place where a court is held or that is used in relation to the operations of a court (eg a courtroom, court registry office, waiting areas etc);
- A forecourt, court steps, courtyard, yard, parking area, toilet facility, hall, corridor or other area used in conjunction with the premises or a place used as an entrance to or exit from the premises or place where the court is held or that is used in relation to the operations of the court.

Permission to film and/or sound record may be given by the following delegations only:

- Judicial officer; or
- Registrar of the relevant court

Permission will not generally be given to film the following:

- The layout of court premises
- Security devices
- Court sittings without permission of the Judicial Officer;
- People attending court; or
- Images that include court files etc.

Department of Justice reserves the right to refuse or cancel requests on the basis of operational/security requirements and any approvals are subject to the Department of Justice meeting its core business priorities.

Fees and charges will be provided when a determination is made based on the information provided in the application form. A formal agreement will also be required to be entered, outlining the terms and conditions of use.

Pre-inspection/viewing of the court is only permissible during court operating hours/days. No building alternations will be permitted.

Requests to film will generally only be considered viable for the following court locations:

- Camden Local Court
- Deniliquin Local Court
- Gilgandra Local Court
- Junee Local Court
- Manila Local Court
- Richmond Local Court
- Ryde Local Court

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ORGANISATION DETAILS	
Name of organisation (include ABN if applicable):	
Contact person and position held:	
Telephone number:	
Address:	
Email address:	
Brief description of organisation:	
COURT HIRE DETAILS	
Requested court location:	
Alternative court location: (if requested location unavailable):	
Date(s):	
Starting/access time: (include preparation time)	Early access prior to the filming date for preparation will not be permitted.
Finishing/exit time: (include packing up)	
Expected duration:	
Special requirements (if any):	

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PRODUCTION DETAILS

Type of filming: (tick all applicable)

- Moving images Still photography Still photography and moving images

Purpose for filming (tick all applicable)

- News/current affairs documentary Advertising
 Education (TAFE, university, student productions) Television drama/film
 Research Other (please specify):

Nature of content (tick all applicable):

- Fictional/backdrop Docudrama - based on real events depicting real persons Filming actual proceeding

Distribution (tick all applicable):

- Television Cinema Internet Print
 Other (please specify):

Production title:

Production budget:

Locations

Please specify areas required to be filmed, eg frontage, court room, meeting room, public waiting area, hallway etc

Facilities required for use

For example, bathrooms, desk/chairs etc. Use of court facilities or equipment, including toilets and power supply, is subject to permission and charges. No permission will be given to alter locations or remove fixtures.

Number of cast (please specify exact number)

Cast: _____ Crew: _____ Extras: _____ Total: _____

Summary of scene(s) to be filmed

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Insurance details	
Name of company	
Amount:	
Policy Number:	
Expiry date:	
Agent:	
<input type="checkbox"/> I have attached a copy of Certificate of Currency Public Liability Insurance for a minimum of \$20 million dollars with 'NSW Department of Justice' nominated on the policy as an interested party.	
Signature	Date:

I have attached Annexure B outlining the Production Plan which clearly identifies any inappropriate, unsafe or reputational risk material.

I have attached additional material to support this application.

Office use only		
Low impact shooting <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Signature: _____ <div style="text-align: center;">[insert delegation]</div>	Date:
Medium impact shooting <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Signature: _____ <div style="text-align: center;">[insert delegation]</div>	Date:
High impact shooting <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	Signature: _____ <div style="text-align: center;">[insert JIA delegation]</div>	Date:

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CaTs delegated approver: Name: Position:	Signature: _____ <div style="text-align: center;">[insert court delegation]</div>	Date:
Sheriff delegated approver (Security Coordinator): Name: Position:	Signature: _____ <div style="text-align: center;">[insert court delegation]</div>	Date:
Justice Infrastructure and Assets: Name: Position:	Signature: _____ <div style="text-align: center;">[insert court delegation]</div>	Date:
Notes (eg restrictions on use etc)		

Annexure B

Production Plan

(Attach additional pages if required)

- A. Filming days within Period
- B. Time during each day during which access is requested:
- C. Names of Production Company Personnel who will enter the Location and their roles and contact details: [Production Company to insert]
- D. Nature of the activities to be filmed: [Production Company to insert]
- E. Special activities : *Any activities to be filmed which involve running, jumping, action, fighting or activities for which a safety officer would be required: Any use of props which are replicas of weapons or security apparatus or which resemble Agency uniforms, any large vehicles or equipment:* [Production Company to insert]
- F. List of equipment to be brought on Location:
[Production company to insert]
[Production company must have own power supply and toilet facilities and all other equipment, catering and facilities unless otherwise agreed. Charges may apply]
- G. Any equipment or facilities to be provided by Agency: [N/A or indicate and list any charges applicable].
- H. Anticipated date of publication : [Production Company to insert]