



Roads and Traffic Authority(NSW) Filming & Video Policy Statement for Major NSW Roads

RTA Filming & Video Policy Statement

The Roads and Traffic Authority (RTA) is the New South Wales State Government agency responsible for management of traffic and safety on the state's road network.

The RTA is supportive of special uses of the road network (such as by the film industry or for other special community events), provided that impacts on traffic flow can be appropriately managed and public safety is not compromised.

Scope of RTA Interest

In New South Wales there is a hierarchy of roads ranging from major interstate and regional transport routes, to roads carrying only local traffic. The RTA is responsible for managing State Roads, and local government (Councils) are responsible for managing Regional and Local Roads.

Advice on the classification of roads can be obtained from the contact provided below or from local councils. As a rule of thumb, State Roads are the more heavily trafficked urban roads, and rural freeways and highways ie the primary network of roads for the transportation of people and goods.

Approval for lane or total closures of State Roads is a matter for the RTA. However, separate council and Police approval for any major film industry activity or special event is mandatory, as councils and Police have broader responsibilities to the community to consider environment, crowd and safety, business and other community impacts. The RTA would involve councils and the Police Service in consideration of any significant road closures.

Companies seeking to use the ANZAC Bridge should ensure that they comply with the requirements of the NSW Premier's Department.

Approval for lane or total closures of Regional and Local Roads is a matter for Councils and Police, however where there is significant potential disruption to traffic the RTA is also routinely involved.

The RTA manages the traffic signal network on all types of roads and the RTA must be involved in considering and implementing proposals that require modifications to traffic signal operation.

The RTA is also responsible for issuing special vehicle permits for over-dimension loads, which are often required by the film industry.

Accordingly the RTA may allow filming/videoing and photography shoots in or on its assets or roads in accordance with the [RTA Filming & Video Guidelines for major NSW roads](#).



Roads and Traffic Authority(NSW) Filming & Video Guidelines for Major NSW Roads

Applications to film

The RTA offers the film and photographic industry a one stop shop for approvals to film on major NSW roads. Applications for approval to shoot in or on RTA controlled roads and other assets must be made to the RTA Film and Location Co-ordinator, Mr Ian Rowley Ph 02 8396 1517

Formal applications must be received from a minimum of two weeks prior to the proposed shoot for relatively minor filming activities and up to 4 months for major filming activities. To assist in providing the necessary information an *RTA Film Shoot Application* form has been developed

Approval will be assessed on the basis of ;

1. disruption to other road users or customer service,
2. risk to the safety of other road users

A part of the RTA service includes offering advice. The *RTA Film and Location* Co-ordinator will offer advice in the planning phase of a shoot as to the optimum times for film industry representatives to use RTA controlled roads and other assets.

Liability

Organisations wishing to shoot in or on RTA controlled roads and other assets are required to take out Public Liability Insurance. For a major film shoot Public Liability Insurance should be at least \$ 20 million. In all other circumstances the Public Liability Insurance should be at least \$ 10 million. This should be discussed with the Film Coordinator. The insurance company must have offices in Australia. Evidence of the policy must be received no later than three working days prior to the shoot.

Availability of major roads for shoots

On major roads or roads which are heavily trafficked, a balance between the competing needs of road users and that of the film and television industry is required.

It is necessary to balance the competing needs of both road users and the film and television industry, therefore as a guide the most readily accessible periods for film and photographic shoots is between 8 PM and 6 AM Monday to Saturday and midnight Saturday to 6 AM Monday.

Other periods which may be accessible are during the off peak periods ie 1000 - 1500 Monday to Friday, 1900 - 0000 Monday to Friday and 0600 - 1200 Saturday. Some shoots may be permitted during these hours on the Sydney Harbour Bridge and other bridges/viaducts with an Annual Average Daily Travel (AADT) volumes in excess of 50,000 vehicles, however traffic flow must not be unnecessarily disrupted.

During peak traffic flow period (from 6 AM to 10 AM and 3 PM to 7 PM Monday to Friday and 6AM to 12 Noon Saturday) opportunities for film and photographic shoots are limited.

Shoots at all times must not unreasonably impact traffic flow, decrease safety or place road users at risk and impact or conflict with special events or other previously approved road occupancies. Endeavours will however be made to enter into negotiations to decrease the impact on road user safety and traffic services

In extraordinary circumstances the RTA reserves the right to withdraw approval to shoot at any time.

Details of all set up and clear up activities which constrict traffic flow, pedestrian access and represents a risk or a potential risk to road users safety must be included in the *RTA Film shoot application*.

Companies seeking to use the ANZAC Bridge should ensure that they comply with the requirements of the NSW Premier's Department.

Behaviour and conditions

All shoots must be undertaken in accordance with the Film and Television Industries Safe Working Practices code .

All shoots must be undertaken in accordance with NSW law.

All litter, refuse and equipment must be removed from the RTA's property as soon as practicable after each shoot.

Stunts/Firearms/Explosives

Applications to carry or use firearms on site will not be considered unless a registered armourer is employed by the production company.

Where filming requires the use of stunts or the lighting of fires etc full information must be provided with the application and will require the written permission of the appropriate Authority.

Permits for over dimensional vehicles, unregistered vehicles etc.

Permits will be issued through the RTA's one stop shop. If you require more information see the *Operators Guide to Oversize and Overmass Vehicle Movements* for further detail concerning these permits. Currently the RTA is exploring the option of granting where possible a medium to long term permit which will be issued for vehicles which are regularly used by the industry. Further details of the status of this option can be provided by the *RTA Film and Location Co-ordinator*.

Traffic Control Plan (TCP) / Traffic Management Plan (TMP)

In the case of some film shoots (generally where a lane is closed) a traffic control plan and or a traffic management plan will be required. The requirement for a TCP or a TMP can be discussed in detail with the RTA Film coordinator. As well more detail is provided in the detailed definitions attached to the *RTA Film Shoot Application* form.

Essentially a Traffic Control Plan details the arrangements for the management of the safety of workers at a worksite or film shoot.

A Traffic Management Plan details the arrangements for the management of other road users on the road network. Eg Bus companies, access to schools etc.

The plan will be required a minimum of 2 weeks prior to the shoot

This plan should also detail the parking arrangements of vehicles associated with the shoot.

Noise

Filming and associated activities shall be conducted with a minimum of noise, and for this purpose the applicant shall ensure:

- All sound producing plant machinery, equipment and other effects shall be operated and controlled so as not to cause an “offensive noise” as defined in the Noise Act, 1975.
- Any breach of the noise regulations as contained in the approval may result in the a penalty under the Act.

Lights

The applicant shall ensure that no nuisance is caused to the users of any thoroughfare by glaring floodlights, or special lighting.

Penalty Fees

Breeches of the conditions detailed in the RTA’s approval will be treated seriously particularly where the breach results in inconvenience to other road users. Where companies breach the conditions the RTA , in consultation with the FTO may refuse any person, association or company future approval.

- The person, association or company shall be given a written warning requiring future compliance and in serious circumstances a non-compliance penalty (to be determined) will apply.
- Failure to pay penalty fees within four weeks will result in legal action being taken against the applicant by the Authority.

Other Authorities Permission/Advice

Permission may need to be obtained from the NSW Police Service and the local Council or Shire. Such permission is to be sought and obtained before the Authority will authorise filming to proceed.

Construction

Should the filming require the erection of structures of any kind, or should it be considered that there might be a significant degree of interference with the public amenity, written approval of the appropriate film company’s Safety Officer is required.

Notification

All residents within the vicinity who are likely to be impacted by the film shoot are to be notified in writing by the applicant at least three days before filming is to commence. The letter should provide details of the approval, the name of a contact person on site for complaints, and give an undertaking that disruption will be minimised.

As well in the following circumstances additional advertising is required :

In the event of a road or major lane closure the following processes are required in the Greater Metropolitan areas of Sydney Newcastle and Wollongong

- a letterbox drop of businesses in the immediate vicinity is to be undertaken
- if filming is scheduled during the hours of 7 PM to 7 AM residents must be notified via a letterbox drop
- an advertisement must be taken out in the local suburban paper for the week proceeding the closure the advertisement and should be no less than 20 centimetres x 4 columns
- where filming involves diversions an advertisement should be placed for three days before the event in the major metropolitan papers (ie Sydney Morning Herald and the Telegraph) the advertisement size should be no less than 10 cms x 3 columns
- where filming requires diversions advance signposting must be placed 2 weeks prior to the scheduled shoot
- where filming requires no diversions previous day advertising is sufficient in both major metropolitan dailies. The size should be 10 cms x 3 columns

Outside these areas the following is required

- a letterbox drop of businesses in the immediate vicinity is to be undertaken if access/ egress is restricted
- if preparations for the shoot or the shoot is conducted between the hours of 7 PM to 7 AM residents must be notified via a letterbox drop
- an advertisement must be taken out in the local suburban paper for the week proceeding the closure the advertisement should be no less than 20 centimetres x 4 columns

All advertisements must be reviewed by the RTA prior to placement

Fees

To be determined

Cheques details should be as follows:

Cheque made out to :

ROADS & TRAFFIC AUTHORITY

Forwarding details :

RTA Film and Location Co-ordinator

Dispute resolution

In cases where the Film applicant disputes the RTA's response to the Film Shoot Application the issue should be taken up in the first instance with the Film and Location Co-ordinator.

Following this the complaint or request for review should be addressed through the Transport Management Centre Senior Management.

Should resolution not be possible at this level the Director Traffic and Transport will arbitrate.



FILM SHOOT APPLICATION

EXPLANATORY NOTES

FORM
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NOTE

Note	If you previously applied and were issued a permit, but did not use the permit because of weather or other unforeseen circumstances, you may reapply for new time slots without going through the full application procedure.
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LOCATION OF FILM SHOOT

Location (Road, Street, Bridge, Landmark etc)	The name of the road, street, bridge or any other RTA asset affected by the filming activity. For example: Pacific Highway Turramurra, or ANZAC Bridge, or George Street and Market Street for an intersection.
UBD Map Reference	If the location is covered by the Sydney UBD, enter the map and reference number, eg. 356 L5. If the location is not covered by the Sydney UBD, enter the name and map reference of the relevant publication.
Subject Road	The road most immediately affected by the activities proposed to take place. If more than one road is affected, use the more major road affected as the subject road.-
Suburb	If the occupancy is in more than one suburb, please enter both.
From (Cross Street)	Where the proposed activities affect a stretch of road, enter the start point (nearest cross street or other identifiable reference point) at the beginning of the stretch of road.
To (Cross Street)	The point (nearest cross street or other identifiable reference point) at the end of the stretch of road. Where the proposed activities are to occur at an intersection, write the word "Intersection".
On-Site Contact	The nominated contact person on-site. This person must be contactable by phone at all times during the activities.
On-site Phone and Fax	The mobile number of the on-site contact person and a fax if applicable.

DETAILS

Proponent organisation	The name of the organization applying for the filming permit.
Proponent contact	This person is the contact point for any enquiries about the application (during approval process)
Contact No	Enter the contact person's FAX, office or mobile phone numbers in this box
Requested commencement date	This is the start date of the proposed filming or photographic shoot
Requested completion date	This is the completion date of the proposed filming or photographic shoot
Dates no included	Enter any dates within the proposed Requested commencement date and the Requested completion date where no filming will be undertaken. <u>Otherwise leave this box blank</u>
On-Site Company	Enter the on-site company name in this box. If the on-site company is the proponent, enter As Above
On-Site contact name	Enter the on-site contact person's name in this box. This is the person contacted during the actual filming itself. If same person on-site is the contact person, enter As Above
On-Site contact number	Enter the on-site contact person's phone number/s in this box

Requested times	This is the start time and end time of the proposed filming or photographic shoot. It is the time lanes close to the time lanes reopen. <u>It is not the time the filming itself begins & ends.</u>
Occupancy type or Closure type	This is the number of lanes you intend to use and the total number of lanes available
Story Boards	A brief description of the story helps us gauge the assets you require and whether other agencies need to be involved. For example: the storey involves the closing of a city block. This signals the RTA that other agencies such as the City Council and the Police need to be involved (as a minimum)
Film Type	Tick the category that applies
Do you require?	Tick any category you believe may be necessary
Activity Includes	Tick all categories that apply Tick the "Other" box if category is not listed (such as Police control at film site, use of footpath, etc.) and write a brief description.

INDEMNITIES AND GUARANTEES

1. Traffic Control at Worksites

If the RTA advises you that a Traffic Control Plan is necessary, the person who accepts legal responsibility for the Traffic Control Plan/s must sign this section.

Traffic Control Plans are required under National and State Occupational Health and Safety Acts to protect the safety of workers (film crews, actors and support staff) at a work (film) site. By carrying out these plans, you ensure that workers at the site are safely separated from traffic.

Generally, this means filming at a site that requires diversions and lane closures also requires one or more Traffic Control Plans. Filming without lane closures and traffic diversions does not require a Traffic Control Plan.

WorkCover inspectors enforce the Traffic Control Plans.

2. Film Industry Recommended Safety Code.

This guarantee ensures that by abiding by the code, your organisation's activities do not pose a danger to RTA Staff, members of the public, road users, etc.

3. Indemnifying the RTA

This guarantee indemnifies the RTA against claims arising from your organisation's activities. The liability is reduced proportionally to the extent that an act or omission of RTA employees or its agents may have contributed to the injury, damage or loss.

4. Appropriate insurances

This guarantee ensures that your organisation carries insurance appropriate to the size and nature of the activity. The RTA Film and Location Coordinator advises you on what insurances are necessary however, some level of Public Liability Insurance is always required.

The person who accepts legal responsibility for ensuring public safety must sign this section.

THE RTA'S SERVICE GUARANTEE

To improve the level of service to the film industry, the RTA has taken the following initiatives

- instituted a film industry one-stop-shop that arranges all RTA requirements such as vehicle permits and road usage approvals
- created a full time Film and Location Coordinator position within the RTA
- integrated the new position into the Transport Management Centre (TMC) to provide:
 - backup personnel to provide continuous service in the coordinator's absence
 - 24 hour 7 day service where an enquiry can be registered and passed on to the Film and Location Coordinator on the next working day (particularly suited for overseas applicants)
 - integration of filming applications into the existing processes for other types of road use applications
- streamlined the permits process for special purpose filming vehicles
- implemented a user-pays facility where TMC incident planners assist applicants to create a Traffic Management Plan
- implemented a guaranteed response time for all contacts with the RTA:
 - return calls within 120 minutes (or next working day for after hours enquiries), and
 - for applications processed entirely by the RTA (i.e. not a special event) supply the road usage approval and vehicle permits within 10 working days of receiving the application (or less than 10 days where negotiated with the applicant).

Future actions include

- reviewing the fee schedule to ensure that RTA charges are appropriate to the scale of the film shoot
- instituting a discount system for applications presented to the RTA within the published time frames providing film-specific information on the RTA Internet (particularly suited to overseas applicants).

DEFINITIONS

Filming	Includes video and still photography.
Proponent	Any public authority, company, individual or RTA Directorate proposing to change the operational status quo of the State Road Network.
Special Event	<p>A Special Event is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, requires special Traffic Management arrangements, and usually involves large numbers of participants and/or spectators. Examples are marathons, fun runs, cycling events, parades, marches and the like.</p> <p>Filming that requires multiple agency support is processed as special event.</p> <p><i>For example, the filming requires the closure of a city block. This requires Police to enforce crowd control and ensure public safety, the City Council to gain the cooperation of local businesses and residents, the Department of Transport to make alternative arrangements for Public Transport, etc. Other agencies such as the Sydney Opera House Trust, Darling Harbour Trust may also be involved.</i></p>
Road Occupancy	<p>A road occupancy is any activity that:</p> <ul style="list-style-type: none"> • involves the closure of traffic lanes or the movement of slow or over-dimensional vehicles, and • can be processed entirely by the RTA. <p>Examples are utility maintenance, concrete pumps, cranes and building construction activities, and some types of filming.</p> <p>A filming request that can be processed entirely by the RTA is processed as a road occupancy. This is the case even where road closures are required.</p>
Traffic/Transport Management Plan	<p>A Traffic Management Plan (TMP) is a plan for integrating a major filming activity into the operation of the road network. The plan assesses the activity's impact on traffic flow, businesses, road user safety, emergency vehicles, residents, etc. When the RTA processes the filming application as a road occupancy, TMPs are required. However, the TMP is scaled to complexity of the shoot.</p> <p>When the application requires multiple agency support, a more detailed Transport Management Plan is required and is approved by the NSW Police Service, the Local Council and the RTA.</p>
Traffic Control Plan	<p>A Traffic Control Plan describes how the safety of workers at a work site is assured.</p> <p>Traffic Control Plans are always necessary where traffic needs to be separated from the workers (film crew, actors, support staff) at the work (film) site.</p> <p>WorkCover inspectors under the authority of National and State Occupational Health and Safety Acts enforce Traffic Control Plans.</p>



FILM SHOOT APPLICATION

FORM
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NOTE

Has the Roads & Traffic Authority previously evaluated this proposal? Yes No
If yes, please supply the original application number and enter only the details that have changed.
ORIGINAL APPLICATION NUMBER: **TMC**

LOCATION

* Location (Road, Street, Bridge, Landmark etc)	* UBD REF
* Subject Road	* Suburb
* From (Cross Street)	* To (Cross Street)

DETAILS

* Proponent Organisation	* Requested Commencement Date
* Proponent Contact Name	* Requested Completion Date
Contact No Phone: Fax:	* Dates not included in above
* On site Company Name	* Requested Times
* On site Contact Name	* On site Contact Number
Occupancy or Closure type	I propose occupying lane/s of lanes, or I propose closing lane/s
Story Boards	As an attachment, please provide a brief description of the story.
Film Type	<input type="checkbox"/> Feature Film <input type="checkbox"/> Television Serials <input type="checkbox"/> Documentary – Student <input type="checkbox"/> Other <input type="checkbox"/> Television & Mini Series <input type="checkbox"/> Commercial <input type="checkbox"/> Documentary – Commercial
Do you require	<input type="checkbox"/> Police Assistance <input type="checkbox"/> Crowd Control <input type="checkbox"/> A Green Light Corridor <input type="checkbox"/> Still Photography <input type="checkbox"/> Filming from adjacent vehicle <input type="checkbox"/> Filming from vehicle in front <input type="checkbox"/> Travel with traffic <input type="checkbox"/> Construction on the roadway <input type="checkbox"/> Assistance to create a Transport Management Plan <input type="checkbox"/> Resources and permits beyond those the RTA can Supply <input type="checkbox"/> Use of an RTA Asset such as a Bridge, Viaduct, Motor Registry etc.. or the Sydney Harbour Bridge or ANZAC Bridge. <input type="checkbox"/> Slow moving vehicle likely to attract onlookers <input type="checkbox"/> Stunts or Firearms <input type="checkbox"/> Noise and Lights <input type="checkbox"/> Other
	<input type="checkbox"/> A Special purpose filming vehicle <input type="checkbox"/> An over-dimensional vehicle <input type="checkbox"/> Vehicle fitted with a Mo-Kit <input type="checkbox"/> A Trailer <input type="checkbox"/> Filming conducted from the trailer <input type="checkbox"/> Seatbelts fitted <input type="checkbox"/> Seatbelts not fitted <input type="checkbox"/> Registered vehicle <input type="checkbox"/> Over dimensional vehicle <input type="checkbox"/> Film crew carried in the trailer <input type="checkbox"/> Seatbelts fitted <input type="checkbox"/> Seatbelts not fitted <input type="checkbox"/> Registered vehicle <input type="checkbox"/> Over dimensional vehicle <input type="checkbox"/> Actors in vehicle in the trailer <input type="checkbox"/> Complete closure of one or more lanes with traffic diversions required <input type="checkbox"/> Closure of all lanes in both directions

NOTE: PLEASE ENSURE PART TWO OF THIS FORM – INDEMNITIES & GUARANTEES IS COMPLETED
(THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE INDEMNITIES & GUARANTEES IS COMPLETED)

I certify that:

1. Where the Roads and Traffic Authority (RTA) advises me that a Traffic Control Plan is required, I will ensure the plan complies with the requirements of the OH & S Act 2000 and that I will ensure safety at the site is controlled as described in the plan.
2. My organisation's activities will be conducted in accordance with the Film Industry Recommended Safety Code.
3. My Organisation indemnifies the RTA from and against all actions, claims, costs, expenses and damages (including the costs of defending or settling any action or claim) in respect of loss or damage or property (including RTA's property) or personal injury (including death) to any person arising out of or by reason of anything done or omitted intentionally or negligently by my organisation
4. My organisation will carry out appropriate insurances (as advised by the RTA Film and Location coordinator) and will produce evidence of such insurances.

Applicants Signature:

Date

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Applicants Name:

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Print Organisation Name:

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This Application cannot be processed without this signed declaration being completed

This completed application should be sent to:

**RTA Film and Location Coordinator
25 Garden Street
EVELEIGH
NSW 1430**

FAX: + 61 2 8396 1530

Email: tmc_filming@rta.nsw.gov.au