

Docklands Cotton Mills.

Filming, Photography and Location Use

Information for Lot Owners and Renters

Background

Docklands Cotton Mills (DCM) is a popular location site for photographers, video, film and movie makers. This includes everything from amateurs and students wishing to take some simple shots to professional, commercial production houses undertaking complex site shoots.

There are also a significant number of creative businesses onsite, including businesses which rent out studio spaces, locations and other facilities.

The Owners Corporation (OC) wants to encourage and facilitate this type of activity, while at the same time ensuring the amenity and safety of lot owners, tenants and visitors. This means the OC needs to manage the risks and insurance requirements to cover such activity without increasing its own costs.

The OC has prepared a set of **Guidelines for Filming, Photography and Location Use** (the Guidelines). This information covers areas under management by the OC, that is the common use areas, including the carpark, pedestrian paths and driveways.

Arrangements for location and filming within privately owned areas remain with individual property owners.

Summary of the Guidelines

1. All Property owners, renters and lot users are required to use the Guidelines and must provide them to third parties such as hirers of studios and venues if they are using common property areas.
2. There are two categories of activity:
 - 2.1 Category 1** is low impact with 6 or less participants. There are minimal or no fees and approval is given by DCM Building Manager.
Lot owners and ongoing renters are not required to seek approval or pay for Category 1 activities however they are encouraged to inform the Building Manager of their plans as it helps with overall coordination of activity at the Docklands Cotton Mills.
 - 2.2 Category 2** is for medium to high impact activity. There are sliding fees and approval needs to be given by the OC.
Lot owners and renters may be required to pay for Category 2 activities, depending on the Activity and are required to make an application for approval by the OC.
Charges for filming in Category 2 will be based on potential inconveniences. These fees will be used as offsets against OC fees or in some instances to provide monetary compensation for lot owners.

Lot owners and renters who are running businesses onsite must have appropriate Public Liability Insurance for their activities, including filming and photography by clients who are hiring internal spaces and who may also be accessing public spaces.

Activity Type	Lot Owners and Ongoing Renters	Students, community users	External users including short term renters of Studios and Venues
<p>Category 1</p> <p>Low impact Filming (Handheld equipment, max 6 people)</p>	<p>No fee</p> <p>Application not required but Building Manager to be advised.</p>	<p>No fee</p> <p>Written Application, Mark authorized to approve.</p>	<p>\$500 (Up to three Days)</p> <p>Written Application and proof of Public Liability required, Building Manager is authorized to approve.</p>
<p>Category 2</p> <p>Medium to High impact, Professional/commercial crew and set up.</p>	<p>Fee to be set by OC</p> <p>Written Application and proof of Public Liability required for approval and costing by OC.</p>	<p>Fee to be set by OC</p> <p>Written Application and proof of Public Liability required for approval and costing by OC.</p>	<p>Commercial Fees, commencing at \$500</p> <p>Written Application and proof of Public Liability required for approval and costing by OC.</p>

Docklands Cotton Mills Guidelines for Filming, Photography and Location use

Background

Docklands Cotton Mills (DCM) is a popular site for photographers, video, film and movie makers. The DCM Owners Corporation (OC) wants to encourage and facilitate this type of activity while ensuring the amenity and safety of lot owners, tenants and visitors.

These Guidelines cover areas under management by the OC, that is the common property areas, including the carpark, walkways and driveways. **Permission for external filming and photographing is required.** Arrangements for location and filming within privately owned areas remain with individual property owners.

There are two categories of use.

Category 1

Low impact filming/photographic activities involves:

- six people or fewer (includes all production crew and talent)
- no more than one camera, one tripod, and handheld sound recording equipment
- public safety being maintained at all times and pedestrian pathways, carpark and vehicle access must not be blocked.

Applications are to be made in email to dcm.bsc91@gmail.com and should include.

- Date (s) including set up and pack up days
- Exact location (s)
- Name of applicant, including a business name and ABN if applicable
- Public Liability is not required by students, community or non-professional users.
- Hirers of DCM venues and studios who wish to access shared spaces, should provide evidence of Public Liability from either their own organisation or from the DCM venue hiring business.

FEES

No fee is charged for Docklands Cotton Mills ongoing renters and owners, non-professional organisations or student and community use.

For external users, including commercial/for profit organisations and short term hirers of Docklands Cotton Mills venues and studios, the owners corporation will determine a fee, charged in advance, typically starting at \$500. A certificate of currency for Public Liability insurance is required with applications.

If there are any 'out of pocket' costs associated with the activity, these are to be paid for by the Applicant.

If the reasonable directions of the Owners Corporation, through the Building Manager or another authorized representative are not abided by, the agreement may be withdrawn without notice.

Category 2

Approval for Category 2 filming will be made to the Owners Corporation which will assess the impacts of the activity and decide a cost.

For medium to high impact filming, photographing or location use, applicants will provide in writing:

- Name of applicant, including a business name and ABN if applicable
- full details of the location and estimated time of the proposed filming
- full contact details of all involved
- full contact details of the location safety officer and their qualifications
- full details of the production specifics
- running sheet
- details of any pedestrian management and/or traffic management plans
- completed risk assessment
- list of dangerous substances plus safety reports
- site plans, including a map indicating location of parked vehicles
- communication (stakeholder notification) plans
- a copy of Public Liability Insurance for the activity.

Written application and proof of Public Liability insurance is required for all Category 2 activities.

A fee for DCM lot owners and ongoing renters, non-profit groups or student and community users may be charged depending on an assessment of inconvenience and impacts to other Lot Owners and renters.

For commercial/for profit organisations, a fee commencing at \$500 will be payable. This fee will be set by the Owners Corporation based on the impacts of the activity to the DCM site, its owners and tenants.

Fully funded medium-high budget feature films (\$5 mil+ production budget), high end television commercials (not web based content production) and television series (budget of \$1-1.5 mil per episode) will be commercially priced. This fee will be set by the Owners Corporation based on the information provided by the Applicant.

If there are 'out of pocket' costs associated with the activity, such as for barricades and to ensure site safety, these are to be paid for by the Applicant. This includes preparation and documentation of all safety requirements.

If the reasonable directions of the Owners Corporation, through the Building Manager or another representative are not abided by, the agreement to film may be withdrawn without notice.

The Owners Corporation reserves the right to change the terms and conditions of this document at any time.

If you require additional information, please email the Building Manager Mark Kenna dcm.bsc91m@gmail.com or call 0419 543 936