**Overview**

CORPORATE AND COMMUNITY RELATIONS

**FILMING, PHOTOGRAPHY AND**

FREMANTLE PORTS

DRONE APPLICATION FORM

This information is provided as a guide only to assist individuals and/or organisations wishing to film, photograph or use drones within Fremantle Ports’ boundaries, near the port or have the potential to impact on port operations, port tenants or stakeholders.

All applications must be received in full, containing all relevant information, at least ten (10) working days before activity will take place. Any activity held within the port boundary requires the written approval of Fremantle Ports. The *Port Authorities Act 1999* and Port Authorities Regulations 2001 apply to all activities approved by Fremantle Ports and all applicants must comply with all port regulatory, operational, security and safety policies and guidelines, as well as regulatory approvals through the Department of Transport and other regulatory agencies and government bodies having jurisdiction.

Applications will only be approved if the request does not interfere with port operations, such as shipping, navigation and transportation or other port interests. If your application is approved, please be aware that port operations and associated essential transport movements always takes priority and event dates and times are subject to change at short notice. Fremantle Ports reserves the right to cancel or limit the event for port operational, tenant or stakeholder requirements.

Please note that charges may apply to ensure the event is cost neutral to Fremantle Ports. These charges include, but are not limited to, the use of Fremantle Ports’ staff, infrastructure and equipment.

**General requirements**

All applications must include:

* **Insurance** - All applicants must provide proof of public liability insurance coverage evidencing a minimum of TEN MILLION DOLLARS ($10,000,000).
* **Indemnity form** - signed and witnessed
* **Completed application form** - including all details
* **Map** - map of area proposed

**Filming requests**

* Please consider allowing Fremantle Ports access and free use of any film footage taken.
* Application should include the name of the production (if applicable), site map, full details as per above and the nature of and context in which the filming will be used.

**Still photography requests**

* Please consider allowing Fremantle Ports access and free use of any photographs taken.
* Application should include applicant’s company name, address and contact information, name of production (if applicable), site map and the nature of and context in which the images will be used and full details as per above.

**Droning requests**

All drone applications must be approved by the Fremantle Ports Harbour Master.

Please note that the following information must be provided for all droning requests before ‘in principle’ approval can be given:

* full details, flight plan, dates and times of filming to be provided before application can be processed.

Please be aware of these requirements:

* The drone is to be flown in line with CASA requirements at all times (<https://www.casa.gov.au/aircraft/standard-page/can-i-fly-there-drone-safety-app>
* The drone is to be operated by the nominated licensed personnel only.
* The drone is only to be operated over Fremantle Port and the requested area; the drone is not to be flown over any other privately owned and operated lands without prior permission and approval.
* The drone is not to be flown over public areas.
* Drone operations are not to interfere with any other operation or cause distraction.
* The drone is not to operate in any area where it raises a safety risk to any other operation.

From time to time, Fremantle Ports may require other information, including risk, safety and traffic management plans which must be linked to the Port Safety Plan. If you are required to provide a risk, safety or/and traffic management plan, you must consider your crew, public, traffic and parking management to ensure there is no interference with, or disruption to port operations on land and water. You will be advised in writing should this be the case.

Please submit your application to:

Jane Edwards

Community Relations Specialist

Fremantle Ports

PO Box 95

Fremantle

Western Australia 6959

or via email to corporatecommunityrelations@fremantleports.com.au

**Inquiries**: Fremantle Ports 9430 3555

 **FILMING, PHOTOGRAPHY AND DRONING APPLICATION FORM**

Applications must be completed in full, include all pertinent attachments and received at least 10 working days prior to the requested date of use. A longer period may be required if proposed activities require special site conditions (i.e. road closures) or use of any special effects. Incomplete applications cannot be accepted.

|  |
| --- |
| APPLICANT INFORMATION |
| **Company name** |  |
| **Contact #1** | Mobile:Mobile: | Email:Email: |
| **Contact #2** |
| **Mailing address** |  |
| **Name of production/event** |  |
| **Production/event type** | (e.g. TV series/feature film/commercial/documentary/music video) |
| **Requested site (please attach map and indicate whether land/water based)** |  |
| **Type of application** | (Filming, photography and/or drone) |
| **Onsite preparation required (provide details)** |  |
| **Dates/times**  |  |
| **Number of people involved (include crew, actors and others)** |  |
| **Vehicles used during production/event****(provide details)** |  |
| **Parking arrangements** |  |
| **Brief description of scenery/background and use of property** |  |
| **Proposed special effects****(provide details)** | (e.g. gun fire, explosion, car stunt, smoke, rain, fire, animals, hazardous goods) |
| **Traffic control requirements**  |  |
| **Comments** |  |

|  |
| --- |
| FREMANTLE PORTS OFFICE USE ONLY |
| **COMMENTS:** |
| **REQUESTS FOR FURTHER DOCUMENTATION (PLEASE LIST IF APPLICABLE)** |
| **CORPORATE AND COMMUNITY RELATIONS APPROVAL:****Signed by:** |
| **HARBOUR MASTER APPROVAL (Drone or water-based applications only)****Signed by:** |

**FREMANTLE PORTS**

**1 Cliff Street**

**Fremantle Western Australia 6160**

**T: +61 8 9430 3555**

**F: +61 8 9336 1391**

**E: mail@fremantleports.com.au**

**www.fremantleports.com.au**