



Commercial Filming Permit Application

1. Rottnest Island is an A-Class Reserve governed by the *Rottnest Island Authority Act 1987* (the Act) which creates the Rottnest Island Authority as a statutory body to control and manage the Island, reporting to the Minister for Tourism.

As per Rottnest Island Regulation 54. Photography for commercial purposes:

“A person shall not, without permission take still or motion pictures within the limits of the Island by photographic or electronic means if the pictures are to be used for advertising or promotional purposes.”

Penalty: a fine of 750.

[Regulation 54 amended in Gazette 9 Nov 1990 p. 5590; Dec 2009 p. 5004.]

2. Types of filming covered by this application include any filming activity undertaken for financial consideration, either on assignment for another party or with a view to selling or hiring the imagery obtained or for public viewings including for educational purposes and include:
 - Commercial filming - still, digital or video images taken for promotion of a product or service regardless of medium or format (eg digital, magnetic tape, celluloid, still, motion). Commercial filming activities envisages the usage of film crews, props, sets, models etc. and/or the utilisation of RIA staff and resources, beyond that made available to normal visitors to the Island;
 - Documentary filming - television and cinema productions that are creative interpretation of reality or fact often dealing with travel, science or historical subjects;
 - Educational films - filming for the Department of Education, universities or TAFE institutions;
 - Production filming - filming for theatre, television and cinema productions that are produced for commercial release.
3. A permit will only be granted on the condition that all compliance terms are met, including any conditions that may be stipulated following the assessment of your application.
4. To avoid delays in processing, please ensure all details are correct, legible and unambiguous. This application should be received by the Rottnest Island Authority thirty (30) days prior to the filming being conducted, and must include all documentation listed at Annex A of this application.

Filming of Aboriginal sites

5. All applications concerning the filming of Aboriginal heritage sites and areas deemed by the Rottnest Island Authority to be of a culturally sensitive nature must be first approved by the Department of Aboriginal Affairs (DAA). No permit will be issued by the RIA until written approval from the DAA is received. However approval from the RIA is not contingent on DAA approval. For information concerning the filming of Aboriginal Sites contact the Department of Aboriginal Affairs Heritage Unit on 08-9235 8000.

Operation of an Unmanned Aerial Vehicle (UAV / Drone)

6. Commercial filming utilizing a UAV (Drone) requires additional assessment and management of risks prior to commencement of filming. The guidelines for safe operation of a UAV are contained in the *Rottnest Island Policy – Unmanned Aerial Vehicles (Drones)* dated 08 October 2015, a copy of which will be provided to the applicant as part of

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the application pack. The pack will also include a copy of the RIA *Risk Management Plan – UAV Drone Operation*, which will be required to be completed prior to approval being granted / not granted. If the intended filming does not involve the use of a UAV, then there is not a requirement to complete the specific risk assessment process for this specified activity. As per paragraph 4 above, all documentation relating to UAV operation in relation to commercial filming shall be forwarded to the RIA no less than thirty (30) days prior to UAV operation commencing.

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APPLICANT DETAILS

Name of Organisation:	Address:
	Web Address:
First Name:	Surname:
Phone (W):	Phone (M)
Email:	
Position in Group or Organisation	

PROPOSED DATES

From		To	
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BRIEF SYNOPSIS

Include potential filming locations, what type of filming (still, digital, motion etc) and for what purpose the activity is taking place.
Include attachment if space is not sufficient.

Additional requirements

All requests for additional support will be considered on a case-by-case basis and may incur a fee.

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STANDARD CONDITIONS OF APPROVAL

- The Rottnest Island Authority is to be indemnified against liability for all claims that may arise as a result of filming.
- All Rottnest Island Authority policy, rules and regulations must be adhered to all times.
- No filming of Aboriginal heritage areas is permitted without the written consent of the Department of Indigenous Affairs and the traditional owners.
- The Rottnest Island Authority is to be adequately acknowledged and credited.
- A complete filming schedule will be provided seven (7) days before the commencement of filming.
- The Rottnest Island Authority is to be advised in writing of any changes to the filming schedule.
- All fees to be paid within thirty (30) days of the last day of filming.
- Should transport around the Island be required, the applicant will be invoiced for vehicle charter and driver and all requests will be subject to availability.
- This permit can be revoked at any time at the discretion of the Chief Executive Officer or his / her delegated representative;
- Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified
- The filming locations are to be left clean and tidy.
- For your own safety, crew and talent must stay clear of limestone cliff edges, caves and overhanging rocks.
- You may be required to post an Environmental Preservation Bond as required. The Bond will be fully refunded on a satisfactory inspection of locations.

FEES APPLICABLE

Standard Fee	
Day 1	\$530.00
Days thereafter	
Management Fee	
First Hour	\$106.00
Thereafter	
Additional requirements	
Charter	\$180.00 per hour
Staff resource	\$100.00 per hour
TOTAL	
Bond (if applicable)	

ACCEPTANCE OF CONDITIONS

I, _____ on behalf of _____
(Full name and signature) (Name of Organisation)

Agree to abide by the Conditions of Approval and (where applicable) the attached Specific Conditions, required by the Rottnest Island Authority.

INDEMNITY

I, _____ on behalf of _____
(Full name and signature) (Name of Organisation)

Agree to indemnify and keep indemnified the Rottnest Island Authority from and against any claim, demand, action, suit or proceeding that may be made or brought against the Authority in respect of personal injury to, or death of, any person, or loss or damage to any property, and also from any costs or expense that may be incurred with any such claim, demand, action, suit or proceeding arising from this visit.

Return completed form to:

Marketing
PO Box 693
Fremantle WA 6959
OR
Email to events@rotnnestisland.com

Rottnest Island Authority Contact:

Marketing
Ph: (08) 9432 9300

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****RIA ADMIN USE ONLY****

MARKETING

Permission is granted / not granted to undertake commercial filming, subject to the organiser's agreement to meet the conditions of approval.

Name: _____

Title: **MARKETING MANAGER**

Signature: _____

Date: _____

****FOR APPLICATIONS INVOLVING THE USE OF UAV / DRONE EQUIPMENT:**

FIRE & EMERGENCY SERVICES MANAGER – REVIEW OF RISK ASSESSMENTS AND CASA QUALIFICATIONS / AUTHORISATIONS / EXEMPTIONS RELATING TO UAV (DRONE) OPERATION

The applicant has furnished all required documentation as per the permit requirements

The applicant has met the requirements for UAV operation as per Annex A

Name: _____

Title: **FIRE & EMERGENCY SERVICES MANAGER**

Signature: _____

Date: _____

APPROVAL - GENERAL MANAGER ENVIRONMENT, HERITAGE, RISK & SAFETY [UNMANNED AERIAL VEHICLE (UAV / DRONE) OPERATION ONLY].

Approval is granted / not granted to operate unmanned aerial vehicles (UAV / drones) for the purposes of commercial filming IAW the requirements laid down in the RIA Unmanned Aerial Vehicle (Drones) Policy dated 08 October 2015.

Name: _____

Title: **GENERAL MANAGER – ENVIRONMENT, HERITAGE, RISK & SAFETY**

Signature: _____

Date: _____

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ROTTNEST ISLAND AUTHORITY COMMERCIAL FILMING PERMIT APPLICATION
OPERATION OF AN UNMANNED AERIAL VEHICLE (UAV) PRE-APPROVAL REQUIREMENTS

(Applicants may electronically click on the relevant check box prior to printing out the application)

<u>REQUIREMENT</u>	<u>CHECK IF APPLICABLE</u>
<ul style="list-style-type: none"> • PILOT / OPERATOR HAS A CURRENT AVIATION REFERENCE NUMBER (ARN) (**COPY MUST BE PROVIDED PRIOR TO OPERATION). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR HAS A CURRENT UAV CONTROLLER’S CERTIFICATE (**COPY MUST BE PROVIDED PRIOR TO OPERATION). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR HAS A CURRENT AIRCRAFT RADIO OPERATOR’S CERTIFICATE (AROC) (**COPY MUST BE PROVIDED PRIOR TO OPERATION). <p>**NB – If a pilot / operator does not hold an AROC, they will not be permitted to operate a UAV in controlled airspace, and will be limited to Visual Line of Sight (VLOS) operations only.</p>	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR HAS ACCESS TO AN AIRBAND TRANSCEIVER. 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR ABLE TO ENSURE A MINIMUM 30 METRE CLEARANCE FROM VESSELS <ul style="list-style-type: none"> • (**RISK AND CONTROLS <u>MUST</u> BE DOCUMENTED IN THE RISK ASSESSMENT). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR IN POSSESSION OF A CURRENT CASA-ISSUED EXEMPTION (**COPY MUST BE PROVIDED PRIOR TO OPERATION). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR IN POSSESSION OF CURRENT PUBLIC LIABILITY INSURANCE COVER (**COPY MUST BE PROVIDED PRIOR TO OPERATION). 	<input type="checkbox"/>
<ul style="list-style-type: none"> • PILOT / OPERATOR HAS COMPLETED REQUIRED RIA RISK ASSESSMENT (**COPY MUST BE PROVIDED FOR REVIEW PRIOR TO OPERATION). 	<input type="checkbox"/>

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