

# South Bank Corporation Policy

## Corporate Affairs

**SUBJECT: Non-commercial photo / film shoot applications**

**DATE CREATED: June 2009**

**REVIEW DATE: June 2010**

The Coordinator, Corporate Affairs (CCA) manages all non-commercial photographic and film shoot enquiries to assess the nature and impact of the shoot on tenants, visitors and the Parklands, assisted by the Corporate Receptionist (CR).

### Special Note

Photographic or film shoots requiring a unit base and/or infrastructure and/or road closures and/or Corporation staff are processed by the Events Team who will coordinate the event and charge as a venue hire arrangement.

Corporate Affairs may choose to charge a hire fee for shoots of a non-commercial nature, in particular if the shoot will have a major impact on the Parklands and its visitors and tenants.

All external parties are required to provide South Bank Corporation with a completed application form. In some instances the applicants will be asked to provide a Certificate of Currency of Insurance. All application forms are kept in a folder on CCA's desk for ease of access.

### Procedure

- CCA or CR is contacted by the external party and obtains details about the shoot including time, venue, crew and equipment requirements, nature of shoot etc.
- CCA or CR directs the applicant to the corporate website where the form also is available, or alternatively sends the applicant the form.
- On receipt of a completed application form, CCA or CR will assess the nature and impact of the shoot and advise the external party if their application has been successful.
- A decision will also be taken to determine whether the Events Department should manage the process or Corporate Affairs. Please note that Events Department requires 14 days notice from the day the application form is received.
- Generally, the application is successful if:
  - The shoot complies with the guidelines set out in the Film/Photo Shoot Guidelines
  - The shoot has minimal impact on visitors, tenants and parkland operations. If the shoot has major impact, a charge should be considered.
  - The external party has current public liability insurance of \$10million (if required);

- The shoot is promoting the precinct, and not of a commercial nature; and
- If the application is successful, the CCA or CR will advise Security, Lifesaving, Cleaners, Coordinator Operations, Manager Corporate Affairs and General Manager Marketing and other relevant parties (Events, SBVC, Parkland Services) as necessary.

**Exception**

If a film crew/photographer arrives without permission to shoot, Security is instructed to approach them and/or direct them to the CCA at South Bank House or alert the CCA to their presence.

Outside work hours, the CCA is contactable via mobile phone for verbal approval.