


## Filming/Photography Request

1. Most of our facilities operate 24 hours a day seven days a week. Our priority is the welfare of our patients and their families.
2. Nepean Blue Mountains Local Health District will use the information you provide in this form to consider your request to film or photograph on our property
3. Completing this request form does not provide you with permission to enter our property or film/take photographs on our property
4. You will be notified of the outcome of your request within 10 working days of lodgement.
5. If your request is successful we will then discuss with you in detail the conditions and costs relating to your shoot and provide you a location agreement to complete and sign
6. We reserve the right to withdraw consent at any time due to operational requirements or if you (or your crew) breach the conditions we set out in the location agreement.
7. We reserve the right to recover costs associated with preparing a location agreement (permit) and supervision of the crew while on site
8. A full table of our cost recovery fees is available on request

Name of production										
Production company Registered name, address, phone/email contacts, ABN										
Contact name										
Production synopsis or description Maximum 100 words										
What are you planning?		Stills/photography shoot		Film/video shoot		Other				
Why do you wish to film at our facility? Interview specific person, unique building, convenient location, facility is part of the story										
Will you be identifying or naming our facilities or hospitals in the production?							Yes		No	
When do you wish to film? Allow for bump in/bump out time					Date		Time		Duration	

Where do you wish to film?					
✓		Details (eg Ward, Clinic or Service name if known)			
	Nepean Hospital				
	Blue Mountains Hospital				
	Katoomba site				
	Springwood site				
	Lithgow Hospital				
	Mental Health Facility				
	Community Health Centres				
Who do you wish to film?		Staff	Patients	Visitors	
Have you already contacted any of our staff?		Yes	No	Names	
Will you be filming in public areas of our facilities?				Yes	No
What do you wish to film or photograph?					
✓					
	Interview (staff)				
	Interview (patient)				
	Interview (visitor)				
	Clinical procedure				
	Facility/service activity				
	Exteriors				
	Aerials (including using a drone)				
	Other (please provide details)				
How many people are in your crew?					
Are you bringing actors, extras or other people who will be filmed or photographed?				Yes	No
				How many?	
Are you bringing any props? Firearms, flammable liquids & explosives (including fireworks) are not permitted on our property				Yes	No
Describe the props					
Are you bringing animals onto our property?				Yes	No
If yes please provide details					
Will you require electricity or access to other essential services?				Yes	No
Will you be using lights or a camera flash?				Yes	No
Will you be using smoke effects?				Yes	No
Are you using vehicles on our property? eg drones, cherry pickers, cranes				Yes	No
Do you require parking on site? [car parking is limited and parking fees may apply]				Yes	No
				How many?	

Public liability insurance Certificate of Currency attached? Proof of current insurance is required to enter our properties		Yes	No
How will the footage or photographs be used?			
✓			
	Free to air television		
	Subscription television		
	Feature film		
	Television commercial		
	Music video		
	Print (Magazine, newspaper)		
	Printed advertising		
	Online news		
	Social media		
	Blog site		
	Educational production		
	Student production		
	Other (please provide details)		
Expected transmission/publication/distribution/go live date			
<i>A copy of the final program, production or publication must be supplied to the Office of Media &amp; Communications</i>			
Signed on behalf of the production company			
			
Date			

**Please remember to attach a copy of your Certificate of Currency for your Public Liability Insurance**

**Please submit this form to: [NBMLHD-media@health.nsw.gov.au](mailto:NBMLHD-media@health.nsw.gov.au)**

For more information please call the NBMLHD Office of Media & Communications 02 4734 1542

Submitting this form does not automatically give you permission to enter our property for location scouting or filming/photography.