



RTA info pack for film shoots on major NSW roads

Policy statement

The Roads and Traffic Authority (RTA) is the New South Wales State Government agency responsible for management of traffic and safety on the state's road network.

The RTA is supportive of special uses of the road network (such as by the film industry or for other special community events), provided that impacts on traffic flow can be appropriately managed and public safety is not compromised.

Scope of RTA Interest

In New South Wales there is a hierarchy of roads ranging from major interstate and regional transport routes, to roads carrying only local traffic. The RTA is responsible for managing State Roads, and local government (Councils) are responsible for managing Regional and Local Roads.

Advice on the classification of roads can be obtained from the contact provided below or from local councils. As a rule of thumb, State Roads are the more heavily trafficked urban roads, and rural freeways and highways ie the primary network of roads for the transportation of people and goods.

Approval for lane or total closures of State Roads is a matter for the RTA. However, separate council and Police approval for any major film industry activity or special event is mandatory, as councils and Police have broader responsibilities to the community to consider environment, crowd and safety, business and other community impacts. The RTA would involve councils and the Police Service in consideration of any significant road closures.

Companies seeking to use the ANZAC Bridge should ensure that they comply with the requirements of the NSW Premier's Department.

Approval for lane or total closures of Regional and Local Roads is a matter for Councils and Police, however where there is significant potential disruption to traffic the RTA is also routinely involved.

The RTA manages the traffic signal network on all types of roads and the RTA must be involved in considering and implementing proposals that require modifications to traffic signal operation.

The RTA is also responsible for issuing special vehicle permits for over-dimension loads, which are often required by the film industry.

Accordingly the RTA may allow filming/videoing and photography shoots in or on its assets or roads in accordance with the *RTA Guidelines for film shoots on major NSW roads*.



RTA Guidelines for film shoots on major NSW roads.

Guidelines

Applications to film

The RTA offers the film and photographic industry a one stop shop for approvals to film on major NSW roads. Applications for approval to shoot in or on RTA controlled roads and other assets must be made to the RTA Film and Location Co-ordinator, Mr Ian Rowley Ph 02 8396 1517

Formal applications must be received from a minimum of two weeks prior to the proposed shoot for relatively minor filming activities and up to 4 months for major filming activities. To assist in providing the necessary information an *RTA Film Shoot Application* form has been developed

Approval will be assessed on the basis of ;

1. disruption to other road users or customer service,
2. risk to the safety of other road users

A part of the RTA service includes offering advice. The *RTA Film and Location* Co-ordinator will offer advice in the planning phase of a shoot as to the optimum times for film industry representatives to use RTA controlled roads and other assets.

Liability

Organisations wishing to shoot in or on RTA controlled roads and other assets are required to take out Public Liability Insurance. For a major film shoot Public Liability Insurance should be at least \$ 20 million. In all other circumstances the Public Liability Insurance should be at least \$ 10 million. This should be discussed with the Film Coordinator. The insurance company must have offices in Australia. Evidence of the policy must be received no later than three working days prior to the shoot.

Availability of major roads for shoots

On major roads or roads which are heavily trafficked, a balance between the competing needs of road users and that of the film and television industry is required.

It is necessary to balance the competing needs of both road users and the film and television industry, therefore as a guide the most readily accessible periods for film and photographic shoots is between 8 PM and 6 AM Monday to Saturday and midnight Saturday to 6 AM Monday.

Other periods which may be accessible are during the off peak periods ie 1000 - 1500 Monday to Friday, 1900 - 0000 Monday to Friday and 0600 - 1200 Saturday. Some shoots may be permitted during these hours on the Sydney Harbour Bridge and other bridges/viaducts with an Annual Average Daily Travel (AADT) volumes in excess of 50,000 vehicles, however traffic flow must not be unnecessarily disrupted.

During peak traffic flow period (from 6 AM to 10 AM and 3 PM to 7 PM Monday to Friday and 6AM to 12 Noon Saturday) opportunities for film and photographic shoots are limited.

Shoots at all times must not unreasonably impact traffic flow, decrease safety or place road users at risk and impact or conflict with special events or other previously approved road occupancies. Endeavours will however be made to enter into negotiations to decrease the impact on road user safety and traffic services

In extraordinary circumstances the RTA reserves the right to withdraw approval to shoot at any time.

Details of all set up and clear up activities which constrict traffic flow, pedestrian access and represents a risk or a potential risk to road users safety must be included in the *RTA Film shoot application*.

Companies seeking to use the ANZAC Bridge should ensure that they comply with the requirements of the NSW Premier's Department.

Behaviour and conditions

All shoots must be undertaken in accordance with the Film and Television Industries Safe Working Practices code .

All shoots must be undertaken in accordance with NSW law.

All litter, refuse and equipment must be removed from the RTA's property as soon as practicable after each shoot.

Stunts/Firearms/Explosives

Applications to carry or use firearms on site will not be considered unless a registered armourer is employed by the production company.

Where filming requires the use of stunts or the lighting of fires etc full information must be provided with the application and will require the written permission of the appropriate Authority.

Permits for over dimensional vehicles, unregistered vehicles etc.

Permits will be issued through the RTA's one stop shop. If you require more information see the *Operators Guide to Oversize and Overmass Vehicle Movements* for further detail concerning these permits. Currently the RTA is exploring the option of granting where possible a medium to long term permit which will be issued for vehicles which are regularly used by the industry. Further details of the status of this option can be provided by the *RTA Film and Location Co-ordinator*.

Traffic Control Plan (TCP) / Traffic Management Plan (TMP)

In the case of some film shoots (generally where a lane is closed) a traffic control plan and or a traffic management plan will be required. The requirement for a TCP or a TMP can be discussed in detail with the RTA Film coordinator. As well more detail is provided in the detailed definitions attached to the *RTA Film Shoot Application* form.

Essentially a Traffic Control Plan details the arrangements for the management of the safety of workers at a worksite or film shoot.

A Traffic Management Plan details the arrangements for the management of other road users on the road network. Eg Bus companies, access to schools etc.

The plan will be required a minimum of 2 weeks prior to the shoot

This plan should also detail the parking arrangements of vehicles associated with the shoot.

Noise

Filming and associated activities shall be conducted with a minimum of noise, and for this purpose the applicant shall ensure:

- All sound producing plant machinery, equipment and other effects shall be operated and controlled so as not to cause an “offensive noise” as defined in the Noise Act, 1975.
- Any breach of the noise regulations as contained in the approval may result in the a penalty under the Act.

Lights

The applicant shall ensure that no nuisance is caused to the users of any thoroughfare by glaring floodlights, or special lighting.

Penalty Fees

Breeches of the conditions detailed in the RTA’s approval will be treated seriously particularly where the breach results in inconvenience to other road users. Where companies breach the conditions the RTA , in consultation with the FTO may refuse any person, association or company future approval.

- The person, association or company shall be given a written warning requiring future compliance and in serious circumstances a non-compliance penalty (to be determined) will apply.
- Failure to pay penalty fees within four weeks will result in legal action being taken against the applicant by the Authority.

Other Authorities Permission/Advice

Permission may need to obtained from the NSW Police Service and the local Council or Shire. Such permission is to be sought and obtained before the Authority will authorise filming to proceed.

Construction

Should the filming require the erection of structures of any kind, or should it be considered that there might be a significant degree of interference with the public amenity, written approval of the appropriate film company’s Safety Officer is required.

Notification

All residents within the vicinity who are likely to be impacted by the film shoot are to be notified in writing by the applicant at least three days before filming is to commence. The letter should provide details of the approval, the name of a contact person on site for complaints, and give an undertaking that disruption will be minimised.

As well in the following circumstances additional advertising is required :

In the event of a road or major lane closure the following processes are required in the Greater Metropolitan areas of Sydney Newcastle and Wollongong

- a letterbox drop of businesses in the immediate vicinity is to be undertaken
- if filming is scheduled during the hours of 7 PM to 7 AM residents must be notified via a letterbox drop
- an advertisement must be taken out in the local suburban paper for the week proceeding the closure the advertisement and should be no less than 20 centimetres x 4 columns
- where filming involves diversions an advertisement should be placed for three days before the event in the major metropolitan papers (ie Sydney Morning Herald and the Telegraph) the advertisement size should be no less than 10 cms x 3 columns
- where filming requires diversions advance signposting must be placed 2 weeks prior to the scheduled shoot
- where filming requires no diversions previous day advertising is sufficient in both major metropolitan dailies. The size should be 10 cms x 3 columns

Outside these areas the following is required

- a letterbox drop of businesses in the immediate vicinity is to be undertaken if access/ egress is restricted
- if preparations for the shoot or the shoot is conducted between the hours of 7 PM to 7 AM residents must be notified via a letterbox drop
- an advertisement must be taken out in the local suburban paper for the week proceeding the closure the advertisement should be no less than 20 centimetres x 4 columns

All advertisements must be reviewed by the RTA prior to placement

Fees

To be determined

Cheques details should be as follows:

Cheque made out to : ROADS & TRAFFIC AUTHORITY

Forwarding details : RTA Film and Location Co-ordinator

Dispute resolution

In cases where the Film applicant disputes the RTA's response to the Film Shoot Application the issue should be taken up in the first instance with the Film and Location Co-ordinator.

Following this the complaint or request for review should be addressed through the Transport Management Centre Senior Management.

Should resolution not be possible at this level the Director Traffic and Transport will arbitrate.