



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 manage the island, reporting to the Minister for Tourism.

As per Rottnest Island Regulation 54. for Photography and Filming 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 includes:
 - **Photography and Commercial Filming** – still or motion footage taken for promotion of a product, service, brand or person regardless of medium or format (e.g., video clips, digital, magnetic tape, celluloid, still, motion). This includes still photography for brand promotion (commercial or otherwise), advertising purposes, Government sponsored filming, tourism, promotion of television/print/digital/social media personalities, monetised vlogging and livestreaming.
 - **Documentary Filming** – television and cinema productions that are creative interpretation of reality or fact often dealing with travel, science or historical subjects;
 - **Educational Filming** – filming for the Department of Education, universities, TAFE or research groups;
 - **Production Filming** – filming for theatre, television and cinema productions 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 RIA thirty (30) days prior to the filming being conducted, including all necessary drone documentation – see Annex A.

Filming of Aboriginal sites

5. Commercial photography or filming of an Aboriginal Site or Aboriginal Heritage Place on Wadjemup requires consent under the authority of the *Aboriginal Heritage Regulations 1974* (AHR). Please contact the Department of Planning, Lands and Heritage for further information.

Operation of an Unmanned Aerial Vehicle (UAV / Drone)

6. Operation of UAV / Drone requires additional documentation and an assessment and management of risks, using the RIA’s Risk Management Plan. As per paragraph 4 above, all documentation relating to UAV operation shall be forwarded to the RIA no less than thirty (30) days prior to the commencement of filming. If the intended filming does not involve the use of a UAV, there is not a requirement to complete the risk assessment process.

Applicant Details

Company/Organisation Name	
Company/Organisation Address	
Application Contact	
Position in Company/Organisation	
Phone Number	
Email Address	

Filming Details

Field Contact (to be present at filming)		
Type of Filming (please select all that apply)		
<input type="checkbox"/> Still photography	<input type="checkbox"/> Motion filming	<input type="checkbox"/> Drone footage
Proposed Dates		
Crew Size		

Detailed Brief
Please indicate the purpose of the filming/photography including specific timings and locations. Include attachment if space is not sufficient.

Time	Location	Content

Content Types & Publishing

Please outline what types of content you are intending to produce and where the content is to be shared, including weblinks and social media handles as relevant, and any reach of exposure for Rottnest Island.

Transportation

Rottnest is a unique location, with limited transportation options. Please outline how you plan to get around the island with your crew and equipment.

Additional Requirements

Please detail and attach any relevant release forms associated with the filming.

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

Filming Fees

	Photography (stills)	Filming (motion)	Applicable Fees <i>(to be completed by RIA officer)</i>
Application Fee		\$215	
Drone application fee (annual)		\$153	
Filming fee – day visit	\$271	\$542	
Filming fee – every additional day	\$181	\$361	
Additional requirements			
<i>RIA Staff</i>	\$102 per hour, business hours \$72 per hour, after hours		
<i>RIA Vehicle</i>	\$102 per vehicle, half day \$153 per vehicle, full day		
TOTAL			

Standard Conditions of Approval

- All Rottnest Island Authority policy, rules and regulations must be adhered to all times.
- All members of the film crew are required to read and abide by the filming guidelines for Rottnest Island. For your own safety and the protection of the reserve, crew and talent must stay clear of limestone cliff edges, caves and overhanging rocks and are not permitted to stand on reefs.
- All filming locations are to be left clean and tidy. Groups or organisations do not have exclusive use of any area or facility, unless otherwise specified.
- No commercial filming of Aboriginal heritage areas is permitted without consent under the authority of the *Aboriginal Heritage Regulations 1974* (AHR).
- A complete filming schedule will be provided seven (7) days before the commencement of filming and the Rottnest Island Authority is to be advised in writing of any changes to the filming schedule.
- Any requests or requirements for RIA staff or vehicle support will be subject to availability and the applicant will be invoiced accordingly.
- All fees are to be paid within thirty (30) days of the last day of filming.
- The Rottnest Island Authority is to be adequately acknowledged and credited in use of footage.
- The Rottnest Island Authority is to be indemnified against liability for all claims that may arise as a result of filming.
- This permit can be revoked at any time at the discretion of the Chief Executive Officer or a delegated representative.

Acceptance of Conditions

The following section is to be signed or co-signed by the director/producer or photographer in attendance on the day.

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.

Please return completed form to: marketing@rotnnestisland.com

Rottnest Island Authority Contact: Marketing – (08) 9432 9317

ANNEX A – For UAV / Drone Filming

Applications including operation of a UAV / Drone on Rottnest Island require additional documentation and an assessment and management of risks, using the RIA’s Risk Management Plan template.

All documentation must be provided prior to operation on Rottnest Island.

Please identify the relevant requirements below and attach to your application (*denotes mandatory item).

Requirement	Check if applicable
Pilot / operator has a current aviation reference number	<input type="checkbox"/>
Pilot / operator has a current UAV controller’s certificate	<input type="checkbox"/>
Pilot / operator has a current aircraft radio operator’s certificate (AROC) <i>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.</i>	<input type="checkbox"/>
Pilot / operator has access to air band transceiver	<input type="checkbox"/>
Pilot / operator is able to ensure a minimum 30 metre clearance from vessels* <i>Risk and controls must be documented in the risk assessment plan.</i>	<input type="checkbox"/>
Pilot / operator in possession of a current casa-issues exemption	<input type="checkbox"/>
Pilot / operator in possession of current public liability insurance cover	<input type="checkbox"/>
Pilot / operator has completed required RIA risk assessment*	<input type="checkbox"/>

Rottnest Island Authority Application Approval

RIA Admin Use Only

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

Name	
Title	
Signature	
Date	

For applications involving use of UAV / Drone equipment

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

The applicant has furnished all required documentation and completed the RIA Risk Assessment as per the permit requirements.	<input type="checkbox"/>
Name	
Title	
Signature	
Date	