



**SCREEN** CANBERRA

PRODUCTION  
**GUIDE**



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# CHOOSE CANBERRA

The Screen Canberra office is focused on keeping the ACT region 'film friendly' and provides a free support service for local and international screen production - film, television, commercials, games and digital content. We assist productions to source locations and facilities in the ACT region.

This production guide explains the general processes and costs involved when filming in the Australian Capital region.

The Screen Canberra Team and our regional location managers are available to answer any questions that you may have.

## A DESIREABLE FILM LOCATION

- > Ease of access and no traffic
- > Fabulous clear light
- > Incredibly under filmed
- > City to rural in 15 Minutes
- > Accessible airport for filming
- > The ACT and surrounding NSW region includes the settlements of Canberra and its rural villages, the City of Queanbeyan, and a number of towns and villages including Yass, Murrumbateman, Bungendore, Sutton, Gunning, Gundaroo, Binalong and Bredbo

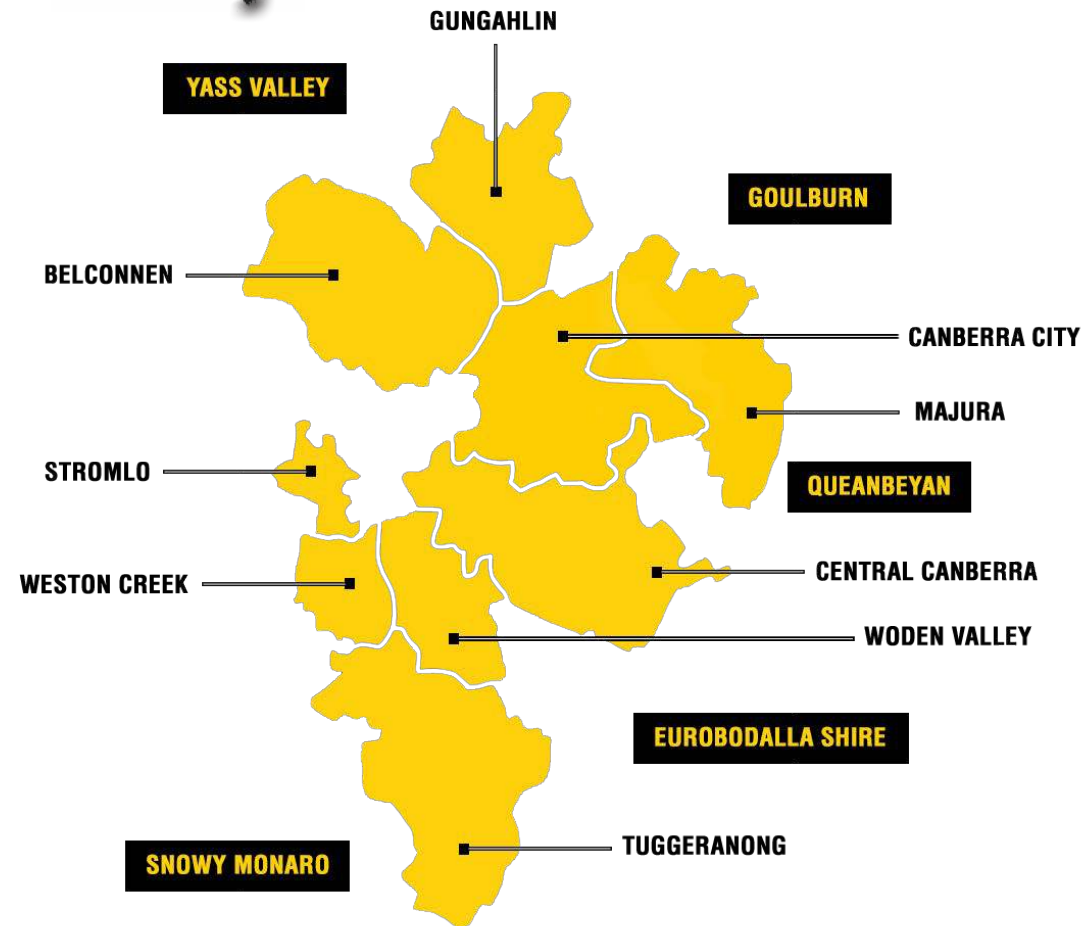
Hands-on, film-passionate organisation to help smooth the way for production in the region.

## PRODUCTION SPACE

- > Canberra Technology Park  
49 Phillip Avenue, Watson ACT 2602
- > Screen Hub - hosting production and post facilities
- > Home to Screen Canberra
- > Great central Location - Free parking and on the main road to Sydney
- > Contact Details  
Jacqueline McKay  
National Facilities Manager  
P: +61 2 6162 5107  
M: 0439 605 859



# OUR REGION





# UNDERSTANDING CBR FILMING PROTOCOLS

There are **three points** of contact for filming permissions in Canberra.

## > ACCESS CANBERRA

Contact Access Canberra for permissions to film on public land.

## > THE NATIONAL CAPITAL AUTHORITY (NCA)

Contact the NCA if you wish to film within the Parliamentary Triangle, or on Designated Land.

## > PRIVATELY OWNED PROPERTIES

Require the owner's permission to film.

All National Capital Authority and Access Canberra approvals are managed on a case by case basis.

For further information on the NCA's required processes, please contact the NCA team. For further information regarding NCA and Designated Land, visit the [NCA Website](#).

For further information on Access Canberra's required processes, please contact their **Events and business Coordination team**



# FILM FRIENDLY CONTACTS

## SCREEN CANBERRA STAFF

### > MONICA PENDERS CEO

monica@screencanberra.com.au  
02 61625172  
0437 045 706

### > VICTOR WILLIS SENIOR MANAGER / FUND MANAGER

victor@screencanberra.com.au  
02 61625173  
0421 552 160

### > ALEXANDRA MIRABITO PROJECT MANAGER

alex@screencanberra.com.au  
02 61625171  
0438 483 899

### > EMMA EICHLER COORDINATOR

emma@screencanberra.com.au  
02 61625170  
0434 295 072

## LOCATION MANAGERS

### > JUSTENE TAYLOR-CANNON

locations@screencanberra.com.au  
0401 910 788

### > ZHENSHI VAN DER KLOOSTER

locations@screencanberra.com.au  
0409 251 319





## ACCOMODATION

### TFE HOTELS

- > Hotel Kurrajong Canberra
- > Vibe Hotel Canberra
- > Adina Serviced Apartments James Court
- > Adina Serviced Apartments Kingston
- > Adina Serviced Apartments Dickson

### CONTACT:

Cathryn Evans  
**P** +61 2 6240 1125  
**M** +61 410 554 289  
**E** [cevens@tfe.com](mailto:cevens@tfe.com)  
**W** [www.tfehotels.com](http://www.tfehotels.com)



### MANTRA GROUP

- > Peppers by Mantra
- > Mantra Northbourne
- > Mantra Macarthur
- > BreakFree Capital Tower

Long stay rates available for stays over 14 nights, please contact Madan to discuss.

### CONTACT:

Madan Nagpal  
**P** +61 2 6243 2507 (work)  
**M** +61 481 909 436 (mobile)  
**E** [madan.nagpal@mantragroup.com.au](mailto:madan.nagpal@mantragroup.com.au)  
**W** [www.mantragroup.com.au](http://www.mantragroup.com.au)







# **ACCESS CANBERRA**

**Filming Guidelines**



## PERMISSION APPLICATION PROCESS

- > Connect with Event and Business Coordination
- > There are a range of approvals that may be required when filming in the ACT. This will vary depending on the requirements of each individual filming project.
- > The Events and Business Coordination team help coordinate the range of approvals required for filming within the ACT. Their goal is to make the approval process as simple as possible, by communicating and coordinating with regulators about the approvals, and offering a single point of contact through a case management function, keeping organisers informed on the progress of approvals. The Events and Business Coordination team should be contacted if organisers require assistance in navigating the required approvals for filming within the ACT.

The Events and Business Coordination team can be contacted on;

**P** (02) 6205 4400  
**E** [eventapprovals@act.gov.au](mailto:eventapprovals@act.gov.au)



TELSTRA TOWER

## PUBLIC LAND USE

- > Filming in Public Locations
- > Filming in Parks

## PUBLIC UNLEASED LAND

If you wish to film on unleased land that involves a large number of people or the placement of objects, structures or marquees you will need to complete an application form.



GAREMA PLACE

Some of the locations that are considered Public Unleased Land include;

- > Garema Place
- > Glebe Park
- > City Walk
- > Civic Square
- > Lennox Gardens
- > Weston Park
- > Black Mountain Peninsula

Locations that have been listed may also be considered NCA Designated Land and further approval may be required. To book Public Unleased Land, you will need to **complete an application online.**



WESTON PARK

## ROADS ACT

- > Filming on Public Roads and Highways including the process for closing roads
- > Filming on Footpaths
- > Parking Permits

For all road related filming, approval may be required from Roads ACT. This may involve a Temporary Traffic Management (TTM) plan or a minor TTM.

## TEMPORARY TRAFFIC MANAGEMENT PLAN

A TTM plan is required when changes are made to a road, path or road related area. TTM plans document the authorisation to install, display, change or remove traffic control devices. All TTM plans must be prepared by a qualified person.

Specifically, these changes could include;

- > Road closures
- > Changes to the road network

- > Changes to road conditions (speed, stop/go, etc.)
- > Once a TTM plan has been drafted, authorisation is required from Roads ACT to implement the plan for the requested dates and times. If a road closure is required, authorisation is required from Roads ACT.

## MINOR TRAFFIC MANAGEMENT PLAN

A Minor TTM is required for small changes to traffic conditions. For example;

- > Implementation of minimal road related signage
- > Use of a car parking space
- > Access to pedestrian only areas



CANBERRA CITY



For authorisation for any of the above, an application needs to be completed and sent through to Roads ACT including the required supporting documentation.

## CONTACT

The Events and Business Coordination team (EBC)

**P** (02) 6205 4400

**E** [eventapprovals@act.gov.au](mailto:eventapprovals@act.gov.au)

Roads ACT

**P** 132281

Transport Canberra and City Services (TCCS)

**P** (02) 6205 8794

**E** [publiclanduse@act.gov.au](mailto:publiclanduse@act.gov.au)

Screen Canberra offer a low-cost Public Liability Insurance option for low-budget, non-commercial productions. Visit **Screen Canberra** for more information

## INSURANCE

### PUBLIC LIABILITY INSURANCE

- > A current certificate of currency may be required. Cover is usually required for \$20 Million. This will be assessed on a case by case basis.

## FIRE

### FIRE PERMITS

If there is going to be fire used in filming, you may require a Fire Permit. Each event will be assessed by ACT Fire and Rescue to determine if a Fire Permit is required. For further information regarding fires in the ACT, visit the [ACT Emergency Services Agency](#).



### MAJOR CONSIDERATIONS

If engaging a fire services provider ensure they are approved under the [Emergency Services Act 2004](#).

### FIREARMS AND VIOLENCE

- > Should the production require the discharging of any fire arms (including the firing of blank ammunition) this should be addressed in your risk management plan, and the Australian Federal Police (AFP) are to be informed of the matter

You must also have an armourer employed on the production.

## INDIGENOUS LAND

- > Screen Australia has developed a filmmaker's guide, Pathways & Protocols, to working with Indigenous people, culture and concepts. It provides advice about the ethical and legal issues involved in transferring Indigenous cultural material to the screen. It covers documentary and drama, including short dramas, feature films and television drama. Using real case studies as practical examples, the guide assists and encourages recognition and respect for the images, knowledge and stories of Indigenous people.



- > The guide also includes contact details for key organisations such as land councils, Indigenous media associations and broadcasters, industry agencies, Indigenous cultural advisors and script consultants, and permit offices.
- > Pathways & Protocols can be downloaded from the [Screen Australia Website](#)



NATIONAL GALLERY OF AUSTRALIA



# NATIONAL CAPITAL AUTHORITY

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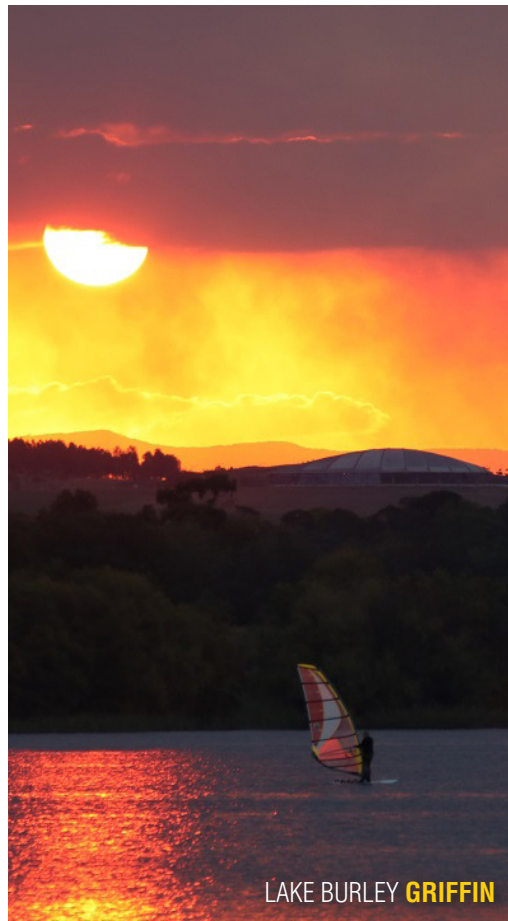
## Filming Guidelines

The National Capital Authority (NCA) manages open space event venues located on National Land, including;

- > Commonwealth Park
- > Rond Terrace
- > Kings Park
- > Anzac Parade
- > Lake Burley Griffin
- > Aspen Island (Carillon)
- > Old Parliament House
- > Rose Gardens
- > Regatta Point
- > Patrick White Lawns

Designated Land is managed by the ACT Government, however, for any structures, an NCA Works Approval is required. These locations include;

- > Weston Park
- > Lennox Gardens
- > Black Mountain Peninsular
- > Civic Square
- > Ainslie Place
- > City Hill



NCA requires the following documentation to be completed to have filming approvals granted.

#### WORKS APPROVAL APPLICATION FORM

- > A Works Approval Form is required to be submitted if you intend to erect structures at your venue i.e. marquees, stages, road closure signage, coffee vans, display vehicles, etc. General furniture items are not considered structures.

It is a requirement of your Works Approval that an irrigation mark out of the event site be conducted prior to your event. Please contact Citywide at least three weeks prior to your event via email at [Canberra@Citywide.com.au](mailto:Canberra@Citywide.com.au) to arrange a suitable time.

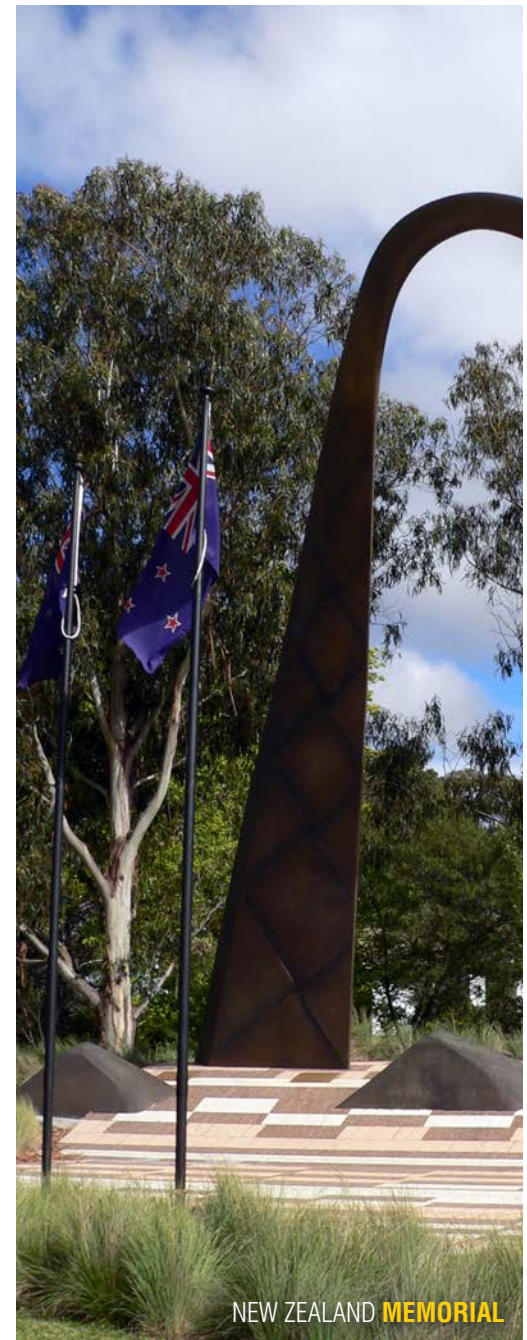
- > Costs associated with this is the responsibility of the event organiser.

[E Canberra@Citywide.com.au](mailto:Canberra@Citywide.com.au)

#### SITE MAP

In conjunction with the attached works approval application a map of the filming area must be included. If you would like to erect any structures that require a works approval, please indicate on the map the location of the relevant works.

Please note that a permanent vehicle and infrastructure exclusion zone of 5 meters is applicable around trees, memorials and artworks within the area. Please take this into consideration when planning the location of each of your structures.





## FILMING OPERATIONS PLAN

Your Filming Operations Plan should provide detailed information of the event.

The following information is recommended for inclusion (but not limited to):

- > Event profile/overview
- > Event and venue management (including run sheets and timelines for bump in/out and event)
- > Details of activities or program
- > Event services such as accessibility, first aid, catering, waste management, cleaning



- > Operational management such as crowd flow, ingress/egress, transport management, traffic management
- > Risk management plan
- > Safety Management Plan
- > Security Plan
- > Emergency Response Plan
- > Current Public Liability Insurance (Minimum of \$20 million cover)
- > Risk Management Plan
- > Stakeholder Consultation Report

It is a requirement that you provide

evidence of stakeholder notification. Please ensure you have notified these relevant stakeholders.

You will need to consult with the appropriate stakeholders and provide NCA Events with a Consultation Report detailing any issues or concerns, and how these issues will be resolved. The Consultation Report will form part of the assessment of your application.

## TEMPORARY TRAFFIC MANAGEMENT PLAN AND APPROVAL

Please contact Roads ACT if you intend to close any roads, shared paths or car parks.

W <http://www.tccs.act.gov.au/home>





An aerial photograph of the Australian Parliament House in Canberra, Australia. The building is a large, white, classical-style structure with a prominent central dome and a flagpole. It is surrounded by green lawns and trees. In the background, the Australian Alps are visible, with mountains covered in dense forest and some snow patches. The sky is hazy with soft clouds. The overall scene is captured in a wide-angle shot, providing a comprehensive view of the Parliament House and its surroundings.

# AUSTRALIAN PARLIAMENT HOUSE

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## Filming Guidelines



Guiding principles for approval of filming requests

- > Have an Australian focus
- > Promote understanding of Parliament House and the work of the building
- > Have a direct and substantial educational value
- > Are in keep with safety and security considerations
- > Are in keeping with dignity of parliament
- > Have parliament relevance

Cost recovery fees

- > All filming at Parliament house is at the productions own risk. Please be advised that additional expenses include
- > Any related energy charges
- > The wage costs (including overhead and overtime) of one or more liaison officers appointed by parliamentary departments to negotiate arrangements and supervise filming.
- > The cost of rostering additional security officers (including overheads)



#### PROCESS OF APPLYING FOR PERMISSION TO FILM

1. Requests to film should be submitted in writing, addressed jointly to the Presiding Officers at Australian Parliament House, Canberra, ACT, 2600.
2. Applicants should apply for permission a minimum of three months and preferably six months before their proposed filming dates, to allow for all approvals, costings and licencing arrangements to be negotiated, unless prior written approval for shorter timeframe has been granted.

3. Applicants should include the following information.

- > The name and genre of proposed production
- > Details of agreements or partnerships with networks or co-production companies
- > Details of where and when the material will be screened, if known
- > The number of duration and episodes (in the case of television production)
- > The number of people who will be on site during filming (including cast and crew)
- > A summary of the plot (or subject matter and themes, in the case of documentary)
- > Proposed filming dates and hours
- > Proposed filming locations within Australian Parliament House and its precincts
- > Examples of previous work, in the form of DVDs or links to digital files.

4. Applicants that do not contain sufficient detail may be returned without decision.

**NOTE:** Some areas of Parliament House are not accessible for filming, regardless of project. Private areas of Parliament eligible for filming are accessible only via a security point and with a Parliament House pass.







# CANBERRA AIRPORT

## Filming Guidelines

CANBERRA AIRPORT

### FILMING PERMISSIONS

Any person or organisation wishing to film or photograph at Canberra Airports or surrounding precincts must receive prior permission from Capital Airport Group (CAG).

Applications are available on request. Completed application forms must be received at least eight (8) working days prior to the proposed activity. Please email or call for an application form.

### CONTACT

P 02 6275 2222

E [info@canberraairport.com.au](mailto:info@canberraairport.com.au)



### PLEASE NOTE

Filming/photography for commercial purposes conducted within the airport terminal or airfield will attract a fee. For security reasons, some locations and buildings cannot be filmed or photographed.





NewActon Nishi 2 Phillip Law Street

## CANBERRA CITY

OVOL NISHI



## CENTRAL CANBERRA

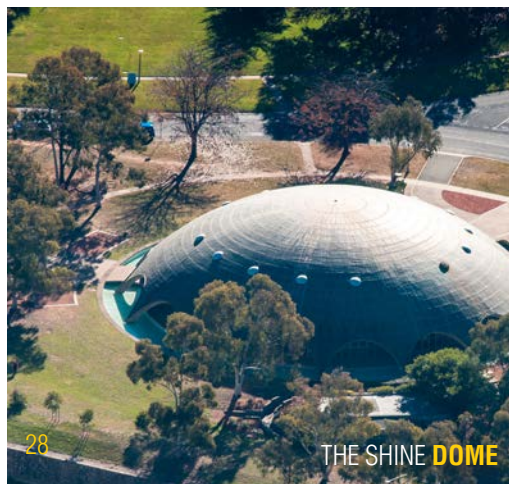
CANBERRA RAILWAY MUSEUM

Canberra City is the busy hub at the centre of Canberra. It is the heart of the city, filled with shopping, dining, entertainment and office buildings. City Walk stretches through the middle of the city and provides a great space for many events hosted in Canberra throughout the year. The city is also the location of numerous office buildings, Glebe Park, a large shopping centre as well as outdoor shopping avenues.



CANBERRA CITY

It is also home to the Canberra Theatre, Legislative Assembly, National Film and Sound Archive and the Australian National University. The city connects to Lake Burley Griffin which provides fantastic lake side destinations as well as marvellous views to numerous buildings, including the National Library, Questacon, The National Portrait Gallery, The Carillon, Reconciliation Place, High Court, National Gallery, National Museum and Parliament House.



THE SHINE DOME

Central Canberra encompasses some of the oldest suburbs within Canberra. It is a mix of old world charms and new modern housing and buildings, where history and present day meet. The wide streets make for lovely settings while providing ample space for filming.



WESTON PARK, YARRALUMLA



CANBERRA GLASSWORKS

The area of Kingston and Manuka provide modern dining and exciting entertainment and night life. The newly built Kingston Foreshore showcases the new and old, with original Canberra buildings, such as the Glassworks and Old Bus Depot adjacent to new modern apartments and restaurants.



KINGSTON FORESHORE 29





## BELCONNEN

LAKE GINNIDERRA WHARF

Belconnen town centre located just north of the city. It is a residential area, containing numerous suburbs and leafy, bushy suburban settings. The town centre itself contains numerous office buildings, a large shopping centre, the University of Canberra and Australian Institute of Sport.



KNEAD PÂTISSERIE



LAKE GINNIDERRA

At the heart of Belconnen is Lake Ginniderra, a place popular for picnics and fitness activities. Belconnen's large roads that connect each suburb show off the beauty of Canberra as the bush capital.



## GUNG AHLIN

SUBURBAN, GUNG AHLIN



LIGHT RAIL, GUNG AHLIN

Gungahlin is one of the most recently built areas with Canberra. It contains numerous suburbs, with a very modern and sleek look to the streets and housing in the area. Many of the suburbs have been built within the last 15 years and have a distinctly modern and often futuristic look.



WINYU HOUSE

The large open plan shopping area and newly built light rail is unique, connecting the indoors and outdoors. Yerrabri Pond provides beautiful, still water views and numerous playgrounds to enjoy.



DAM, GUNG AHLIN 31





## MAJURA

MOLONGLO GORGE NATURE RESERVE

Majura is located to the east of North Canberra and is an area dominated by the Canberra Airport, Brindabella Business Park and farming land.



MOUNT MAJURA VINEYARD

Next to the Airport is the growing shopping area, which contains a large shopping centre, a COSTCO store, an IKEA store and the Pialligo area, filled with gardens, shops and art.



BRINDABELLA CIRCUIT

### PLEASE NOTE

MAJURA AND THE SURROUNDING SUBURBS ARE HOME TO AUSTRALIAN DEFENSE. IT CAN BE DIFFICULT FOR PRODUCTIONS TO OBTAIN FILMING PERMISSIONS IN SPECIFIC AREAS



## STROMLO

MOUNT STROMLO OBSERVATORY



OBSERVATORY REMAINS

Stromlo is located on the western side of Canberra, next to the Molonglo Valley. It is well known for its BMX bike trails and exciting walking trails that wind through bush and capture the extraordinary views of the Molonglo Valley.



VIEW OF MOLONGLO VALLEY

It was the previous home to the Mount Stromlo Observatory, until it was burned out by bushfires in 2003. The remains of the observatory still stand, providing an interesting and at times eerie setting.



OBSERVATORY REMAINS 33





## WESTON CREEK

WESTON CREEK

Weston Creek lies to the west of Canberra and stretches from city to rural areas. Older suburbs in the region provide both modern and old housing and the newly built suburbs (many of which are still under construction) have a distinctly modern and futuristic feel.



COTTER DAM



COTTER RESERVE

Backing onto the Cotter Reserve, the area provides ideal settings that showcase the beauty of Canberra, stunning trees, full of remarkable colours in autumn and the picturesque Cotter River.



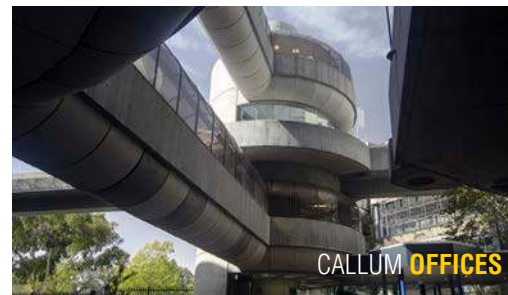
WESTON CREEK SKATEPARK



## WODEN VALLEY

WODEN VALLEY

The Woden Valley is also home to some of Canberra's most exclusive suburbs, containing many diplomatic mansions and elaborate homes. It is also the location of Canberra's largest hospital.



CALLUM OFFICES

The Woden Valley lies south of the Canberra City. It is a busy hub of activity, with the town centre hosting a large shopping mall, numerous office buildings, restaurants, cafes and even an ice-skating rink. The area is littered with architecturally interesting and unique buildings.



NATIONAL ARBORETUM



ACTION BUS SHELTER 35



A wide-angle photograph of a long wooden jetty extending into a calm lake under a clear blue sky. A tall, thin cross stands on the shore in the background.

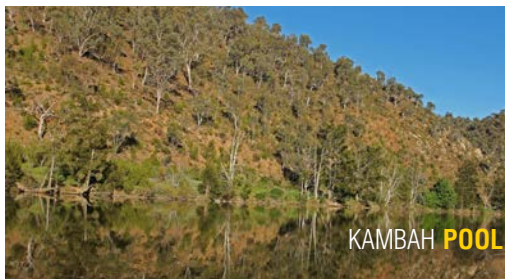
## TUGGERANONG

LAKE TUGGERANONG JETTY

Tuggeranong is located at the south end of Canberra and provides the gateway to the beautiful Brindabella Ranges. Throughout Tuggeranong, gorgeous mountain views dominate the sky line providing a beautiful backdrop to any scene.



Tuggeranong borders on the Molonglo River, with many places dedicated to BBQ's, camping and water activities. The town centre itself boasts a large shopping centre and schools, and is surrounded by residential suburbs.

A large photograph of a modern architectural structure with a curved, stone-clad wall and a bright red wall, overlooking a blue pool.

NATIONAL GALLERY OF AUSTRALIA  
JAMES TURRELL  
SKYSPACE



# FILM FRIENDLY ACCOMMODATION



**ADINA SERVICED APARTMENTS, DICKSON**  
45 Dooring Street, Dickson  
(02) 6279 7000  
canberradickson@adinahotels.com.au

Situated in one of Canberra's premier retail and dining precincts, Dickson, Adina Serviced Apartments offers the modern explorer spacious living with all the comfort of home, including a range of fully equipped apartments, complimentary WiFi and on-site parking. Its central location only 2kms away from Canberra CBD, with Canberra Airport, Mount Ainslie lookout and all major Capital attractions only a short drive from the hotel, ensures that you are well-placed to explore all that Canberra has to offer.



**ADINA SERVICED APARTMENTS, KINGSTON**  
11 Giles Street, Kingston  
(02) 6239 8100  
canberrakingston@adinahotels.com.au

Adina Serviced Apartments Canberra Kingston is situated in fashionable Kingston, a short stroll from the renowned restaurants, cafés and shopping of Kingston and Manuka as well as the chic Old Bus Depot Markets (each Sunday). A five minute drive will take you to iconic Old Parliament House, the Rose Garden and the National Portrait Gallery. Within 10 minutes you will find the Australian War Memorial, the National Museum of Australia, the Mint and National Carillon. This is the perfect base from which to discover Canberra and enjoy the calendar of exciting events the city has to offer.



**ADINA SERVICED APARTMENTS, JAMES COURT**  
74 Northbourne Avenue, Canberra  
(02) 6279 7000  
canberrajamescourt@adinahotels.com.au

Situated in one of Canberra's premier retail and dining precincts, Dickson, Adina Serviced Apartments offers the modern explorer spacious living with all the comfort of home, including a range of fully equipped apartments, complimentary WiFi and on-site parking. Its central location only 2kms away from Canberra CBD, with Canberra Airport, Mount Ainslie lookout and all major Capital attractions only a short drive from the hotel, ensures that you are well-placed to explore all that Canberra has to offer.



**VIBE HOTEL CANBERRA AIRPORT**  
1 Rogan Street, Canberra Airport  
(02) 6201 1500  
canberraairport@vibehotels.com.au

Less than 10 minutes from the heart of Canberra and just 50 metres from the airport, you're as connected to the city as you are to the sky at Vibe Canberra Airport. The hotel features a soaring atrium boasting a large reception area, state-of-the-art conference facilities and Helix Bar & Dining, a modern style bistro offering a delectable menu that is inspired by local Australian produce, partnered with regional wines, a creative cocktail menu, and a dedicated craft beer selection. Drawing inspiration from its airport location, discover the next generation of Vibe Hotels through local art and hubs designed for interaction with fellow travellers.







### **HOTEL KURRAJONG, CANBERRA**

8 National Circuit, Barton

(02) 6234 4444

[reservations@hotelskurrajong.com.au](mailto:reservations@hotelskurrajong.com.au)

Hotel Kurrajong Canberra originally opened in 1926 and its corridors are steeped in the nation's political history. The hotel has been entirely refurbished to its original grandeur, with 21st century creature comforts carefully incorporated. Hotel Kurrajong Canberra boasts 147 beautifully appointed rooms, 26 of which are in the heritage wing. The hotel is located on National Circuit in Barton, only a short walk from Parliament House, and close to major attractions.



# **SCREEN** CANBERRA

**SPECIAL THANKS AND IMAGE CREDITS  
VISITCANBERRA**

**SPECIAL THANKS  
TFE HOTELS**

**SPECIAL THANKS  
THE MANTRA GROUP**