



**FILM FRIENDLY
WESTERN AUSTRALIA**

**FILMMAKER
CHECKLIST**

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Considering the activities listed below as early as possible can help with a smooth shoot.

This is not intended to be an exhaustive list of activities. You should also consider the specific needs of your production.

PERMITS	☐ Have all permit applications been submitted prior to production dates and with sufficient lead time?
PARKING	☐ Have your parking plans been discussed with the local council? You should do this at the earliest time.
INSURANCES	☐ Does the production have all necessary insurances in place?
SAFETY REPORT	☐ Has a safety report been completed for the production? A Safety Report helps ensure the safety of cast and crew by outlining the risks and hazards associated with the production and the controls to mitigate them. It also helps a production comply with work health and safety laws.
CAST AND CREW	☐ Are all cast and crew qualified to perform their duties and aware of their responsibilities under law?
WORKING WITH ANIMALS	☐ Does the production comply with all mandatory requirements for animal welfare?
WORKING WITH CHILDREN	☐ Do all staff and volunteers engaged in child-related work (as defined in section 6 of the Working with Children (Screening) Act 2004 (WA) have a valid Working with Children Check assessment? If you are unsure who requires a Working with Children Check, please contact the Working With Children Check Unit checkquery@communities.wa.gov.au ☐ Does the employment of school-aged children and young people satisfy the requirements in the Children and Community Services Act 2004 (WA) and School Education Act 1999 (WA) relating to hours of work and employment during school hours? ☐ Have steps been taken to prevent children and young people being exposed to harmful content?
NOTIFICATION OF FILMING ACTIVITIES	☐ Have the residents and businesses surrounding the filming locations received written notice of the proposed filming activities? ☐ Have the concerns of residents / businesses been addressed?
FILMING ON PRIVATE PROPERTY	☐ Do you have permission from the owner of the land or building you want to film on and permission from the current occupier? ☐ Has the local council, police, residents and business surrounding the property been notified (if required) that filming will take place?