



New South Wales Government



# Filming projects

Guidelines for parking and road closures

[Inside front cover  
– provided for double sided printing purposes only]

---

# **Filming Projects**

## **Guidelines for Parking and Road Closures**





**Roads and Traffic Authority**

[www.nsw.rta.gov.au](http://www.nsw.rta.gov.au)

**VERSION:** 1.0  
**ISSUED:** April 2009

**APPROVED BY:**

**SIGNED**

Phil Margison  
General Manager  
Traffic Management

**AUTHORISED FOR USE BY:**

**SIGNED**

Peter Collins  
Acting Director  
Network Management

© 2009 Roads and Traffic Authority NSW

Extracts from these guidelines may be reproduced providing the subject is kept in context and the source is acknowledged.

Every effort has been made to supply complete and accurate information. However RTA, NSW assumes no responsibility for its use.

All trade name references herein are either trademarks or registered trademarks of their respective companies.

***For policy and technical enquiries regarding these guidelines please contact:***

Traffic Management Branch  
Email: [technical\\_directions\\_publication@rta.nsw.gov.au](mailto:technical_directions_publication@rta.nsw.gov.au)  
Phone: (02) 8588 5621  
Fax: (02) 8588 4164

***To access electronic copies of these and other guidelines go to:***

[www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/technicalmanuals\\_dll.html](http://www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/technicalmanuals_dll.html)

***For the latest amendments (if any) to these guidelines go to:***

[www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/filmparking\\_i.pdf](http://www.rta.nsw.gov.au/doingbusinesswithus/downloads/technicalmanuals/filmparking_i.pdf)

ISBN 978-1-921598-44-9 (Electronic only)  
RTA/Pub. 09.126



# Contents

<b>1.0</b>	<b>Introduction.....</b>	<b>1</b>
<b>2.0</b>	<b>Definitions &amp; abbreviations .....</b>	<b>2</b>
<b>3.0</b>	<b>Filming &amp; video policy .....</b>	<b>5</b>
<b>4.0</b>	<b>Parking policy .....</b>	<b>6</b>
<b>5.0</b>	<b>Legislation.....</b>	<b>6</b>
<b>6.0</b>	<b>Responsible authorities .....</b>	<b>10</b>
6.1	RTA.....	10
6.2	Council .....	11
6.3	Government departments & statutory corporations .....	12
6.4	NSW Police Force.....	12
6.5	Ministry of Transport.....	12
<b>7.0</b>	<b>Temporary road closures (Full or Partial).....</b>	<b>13</b>
<b>8.0</b>	<b>Traffic and parking management.....</b>	<b>16</b>
<b>9.0</b>	<b>Parking at film locations .....</b>	<b>16</b>
9.1	Road hierarchy.....	17
9.2	Parking control hierarchy.....	18
<b>10.0</b>	<b>Guide to developing a Parking Plan in association with a Traffic Management Plan. ....</b>	<b>19</b>
<b>11.0</b>	<b>Installation, display and removal of temporary parking signs and authorisation to park.....</b>	<b>20</b>
<b>12.0</b>	<b>Parking meters and ticket parking machines.....</b>	<b>21</b>
<b>13.0</b>	<b>Traffic and parking management for a special event .....</b>	<b>21</b>
13.1	The Special Events Process .....	22
<b>14.0</b>	<b>Parking signs.....</b>	<b>23</b>
<b>15.0</b>	<b>Funding .....</b>	<b>24</b>



This page intentionally left blank

## 1.0 Introduction

The NSW Government announced a package of measures to transform the NSW film industry by slashing red tape and giving movie-makers easier access to prime locations in NSW for filming projects.

Included in the package of measures are the following legislative changes:

- Prescribing a filming project and any activity that is ancillary to carrying out of a filming project as a road event; and
- Exempting heavy and long vehicles stopping on a length of road in a built-up area for longer than 1 hour if the vehicle is stopped for a purpose connected with the carrying out of an authorised filming project.

The Road Transport legislation has been amended to incorporate the above changes.

The guidelines (this document) for implementing road closures for filming project/s and the provision of parking for filming related vehicles are developed as part of the specific measures announced by the government. They aim to give local councils and the filming industry a clear and consistent framework for managing film-related road closures and parking of vehicles on road and road related areas associated with lawful filming activity.

These guidelines are specific and supplementary to the RTA '*Filming & Video Guidelines for Major NSW Roads*' and the *Local Government Filming Protocol 2009*. They also set out the actions that councils need to take to be able to declare themselves, 'film friendly'. By implementing such actions, councils will demonstrate that they have set in place the policies and procedures to ensure that the regulatory approvals required by location-filming activities are provided in an efficient and timely manner.

The guidelines are also intended to help people and organisations involved in location filming understand the regulatory process in relation to road closures and parking of vehicles associated with filming that councils have to follow.

The RTA is the NSW State Government agency responsible for the control of and management of traffic and safety on the State's road network. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory traffic and parking control signs or traffic control facilities such as traffic signals, traffic calming devices, medians etc.,

In NSW 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 which includes Highways and Freeways whereas Local Governments (Councils) are responsible for managing Regional and Local Roads within their area of operations.

The approval of any filming project on State Roads or on Regional and Local Roads under Council's responsibility are at the discretion of the RTA and the Councils respectively. However, there is a requirement that any filming project proposal must be supportive of and in accordance with the current NSW Government's filming policy, the RTA's filming and video guidelines for major NSW roads, the Local Government Filming Protocol, regional transport objectives and strategies and these guidelines.

**The requirements and procedures in this manual are:**

- (i) **mandatory where indicated by the word 'shall' or 'must' and**
- (ii) **recommendations of good practice where indicated by the word 'should' or 'may'.**

## 2.0 Definitions & abbreviations

**authorised officer** – a police officer or a person employed by a parking authority as an enforcement officer. See *Schedule 1 to Road Transport (General) Regulation 2005*.

**Authority** – Roads and Traffic Authority of NSW.

**built-up area**, in relation to a length of road, means an area in which either of the following is present for a distance of at least 500 metres or, if the length of road is shorter than 500 metres, for the whole road:

- (a) buildings, not over 100 metres apart, on land next to the road,
- (b) street lights not over 100 metres apart.

**classified road** – means any of the following: a main road, a State highway, a freeway, a controlled access road, a secondary road, a tourist road, a tollway, a State work. See *Roads Act, 1993, Part 5* for further details.

**council** – means a council within the meaning of the *Local Government Act 1993*.

**declared organisation** – an organisation specified in Column 1 of Schedule 3 in the Road Transport (Safety and Traffic Management) Regulation, 1999. (STMR).

**footpath**, means an area open to the public that is designated for, or has as one of its main uses, use by pedestrians.

**filming** - means recording images (whether on film or video tape or electronically or by other means) for exhibition or broadcast (such as by cinema, television or the Internet or by other means) and includes such acts or things as may be prescribed by the regulations as being filming, but does not include:

- (a) still photography, or
- (b) video recording of a wedding ceremony or other private celebration or event principally for the purpose of making a record for the participants in the ceremony, celebration or event, or



- (c) recording for the immediate purposes of a television program that provides information by way of current affairs or daily news, or
- (d) any act or thing prescribed by the regulations as not being filming.

**filming project** - means a project (such as a film, a documentary, an advertisement, a television program or a specified set of television programs) involving filming.

**filming proposal** - means a proposal under *Section 115* of the *Local Government Act 1993*.

**filming protocol** - means a protocol referred to in *Section 119D* of the *Local Government Act 1993* as approved by the Director-General from time to time.

**heavy vehicle** - means a vehicle with a GVM of 4.5 tonnes or more.

**long vehicle** - means a vehicle that, together with any load or projection, is 7.5 metres long, or longer.

**LTC** – Council’s Local Traffic Committee.

**MoT** – Ministry of Transport

**park, parking or parked** – means stand or wait in relation to a vehicle. The driver stops a vehicle and allows the vehicle to stay (whether or not the driver leaves the vehicle).

**parking authority** – a council or a declared organisation as defined in the dictionary, part I of *STMR*

**parking control** - means control of off-street parking or on-street parking by way of parking control zones such as Loading Zones, Clearways, ‘No-Stopping’, ‘No-Parking’, period parking and paid parking restrictions.

**parking duration** - means maximum time a vehicle can occupy a space during the parking period shown on the signs.

**parking period** - means hours and days of the week (as shown on the signs) during which time permissive parking or a parking restriction applies.

**“P”** - means parking is permitted for the parking period shown, in hours (1P, 2P etc) or minutes (P15min, P5min etc).

**permissive parking sign** – a traffic sign of the kind referred to in *RR 204*.

**permissive parking** - means on-street and/or off-street parking is permitted for any vehicle for the duration (maximum time a vehicle can occupy a space during the parking period (hours and days of the week) shown on the signs. subject to any other conditions as indicated on the sign. Permissive parking signs are always green symbol and legend on a white background. e.g. Permissive parking areas include Period Parking areas and Pay Parking areas.

**public authority** - means a public or local authority constituted by or under an Act or a statutory body representing the Crown and includes a Minister and any body or class of bodies prescribed by the regulations for

the purposes of *Roads Act 1993* and the regulations or of any specified provision of *Roads Act 1993* or the regulations.

**public road** - means:

- (a) any road that is opened or dedicated as a public road, whether under the *Roads Act 1993* or any other Act or law, and
- (b) any road that is declared to be a public road for the purposes of the *Roads Act 1993*.

**prescribed traffic control device** - a sign, signal, marking, structure or other device to direct or warn traffic on a road or road related area (or part of a road or road related area) that is prescribed by the *STMR* for the purposes of this definition.

**regulate traffic** - means restrict or prohibit the passage along a road of persons, vehicles or animals.

**restrictive parking** - means on-street and/or off-street parking is restricted for any vehicle or certain classes of vehicles either full time (24/7) or part time and subject to any other conditions as indicated on the sign. Restrictive parking signs are always red symbol and legend on a white background or white legend on a red background. e.g. No-Stopping, No-Parking, Clearway, Restricted Parking Areas, Bus Zone, Taxi Zone, Mail Zone, Truck Zone, Works Zone.

**restricted parking area (RPA)** - a group of roads (or part of roads) defined by signs of the kind referred to in *Schedule 3* of the *Road Rules 2008* (having the words “Restricted Parking Area” and ‘Park in Bays only’) on them erected or displayed at the entrances and exits to and from the area.

**road** - has the same meaning as it has in *RR 12* and does not include a road related area, but includes any shoulder of the road.

**road and road related area** – has the same meaning as it has in *RR 12* and *13*. Each reference to a road includes reference to a road related area unless otherwise expressly stated.

**road event** – means an activity as may be prescribed by the regulations for the purposes of this definition; such as filming.

**road event permit** - a permit in force under *Section 144* of the *Roads Act 1993*.

**RR** - *Road Rules 2008 (NSW)*

**RTA** - means the Roads and Traffic Authority constituted under the *Transport Administration Act 1988*.

**RTGR** – Road Transport (General) Regulation 2005

**stop** – includes park, but does not include stop to reverse the driver’s vehicle into a parking bay or other parking space.

**STMR** – Road Transport (Safety and Traffic Management) Regulation 1999.

**STMA** – Road Transport (Safety and Traffic Management) Act 1999.

**traffic** - includes vehicular, pedestrian and all other kinds of traffic.

**traffic control facility** - has the same meaning as it has in *Part 6* of the *Transport Administration Act 1988*, and *carry out traffic control work* includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility.

### 3.0 Filming & video policy

The RTA is the NSW State Government agency responsible for reliable and efficient movement of people and goods and the management of traffic and safety on the State’s road network.

The RTA is supportive of special uses of the road network provided that impacts on traffic can be efficiently managed and public safety is not compromised. The RTA recognises filming projects as a road event as filming enriches our society and reinforces the values that Australians hold dear.

Filming projects also indirectly advertise NSW as a great tourist destination and a great place in which to live and to do business. For these reasons, the NSW Government wants to give practical and commonsense assistance to one of the most high-profile industries and do whatever is reasonable to make NSW a "Film Friendly" State and 'make it happen'.

A revised *Local Government Filming Protocol* developed in conjunction with RTA, Councils and the film industry and approved by the Director General, Department of Local Government is applicable to all filming projects on State, Regional and Local Roads in NSW. The new protocol will also streamline the processes by creating a presumption that filming activities will be allowed on community land, Crown Reserves and National Parks provided that heritage and environmental values are preserved and also require local councils to approve filming-related applications on Regional and Local Roads unless exceptional circumstances exist. The protocol will also require Councils or RTA to give written reasons for refusing a film application and ensure fees associated with filming activities are limited to a transparent cost-recovery basis.

The RTA guidelines for the film industry *RTA Filming & Video Guidelines for major NSW roads* can be found on the RTA web site [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

The *Local Government Filming Protocol 2009* can be found on the Local Government web site [www.dlg.nsw.gov.au](http://www.dlg.nsw.gov.au).

## 4.0 Parking policy

The RTA is the NSW State Government's agency responsible for the management of traffic and safety on the state's road network. Parking policy is viewed as a subset of government transport policy. It is determined as an integral part of a local authority's parking policy.

Parking policy generally seeks to meet diverse objectives and conflicts always exist between them. These conflicting objectives need to be balanced in the allocation of parking spaces for road users for varying purposes. Appropriate measures are currently being used to balance the use of on-street spaces between the needs moving traffic and vehicles needing to stop/park at the kerbside.

A filming project is prescribed as a special road event (in traffic management terms) in the Road Transport legislation and is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement, and requires special traffic management arrangements including parking of vehicles related to permitted filming activity on a length of road.

The Road Transport legislation exempts heavy and long vehicles stopping on a length of road in a built-up area for longer than 1 hour if the vehicle is stopped for a purpose connected with the carrying out of a filming project.

The new code of conduct drawn up by the State Government, the Local Government and Shires Association and the film industry will ensure film-makers keep local residents and businesses informed of the filming project/s and obtain their concurrence particularly in relation to traffic disruptions due to temporary road closures and/or parking re-allocations.

## 5.0 Legislation

### **Road Transport (Safety and Traffic Management) Act 1999**

*Schedule 1* lists the regulation-making powers in respect of safety and traffic management.

*Section 50* provides for the installation, display and removal of traffic control devices which includes all parking control signs and markings on roads and road related areas. Contravention of the Act by any person is an offence and it carries fines.

*Section 51* prescribes the appropriate authority for the installation of prescribed traffic control devices.

### **NSW Road Rules 2008.**

*Road Rules 2008 (RR)* prescribes the NSW Road Rules and provides for the meaning and description of all traffic and parking control signs and facilities.

*Road Rule 268* prescribes how persons must travel in or on a motor vehicle.

*Road Rule 268 -1* gives exemption from Rule 268. The Authority may:

- (a) authorise a person, by order in writing, not to comply with rule 268 for the purpose of allowing sporting or similar events to be filmed or facilitating any other special event, and
- (b) impose conditions on any such authorisation.

*Note 1.* Authority is defined in the Act.

*Note 2.* This rule is an additional NSW road rule. There is no corresponding rule in the Australian Road Rules.

*Road Rule 200* Stopping on roads—heavy and long vehicles

(1) The driver of a heavy vehicle, or long vehicle, must not stop on a length of road that is not in a built-up area, except on the shoulder of the road.

(2) The driver of a heavy vehicle, or long vehicle, must not stop on a length of road in a built-up area for longer than 1 hour, unless the driver is permitted to stop on the length of road for longer than 1 hour by information on or with a traffic control device, or under subrule (2A) or (2A-1).

(2A) The driver of a heavy vehicle, or long vehicle, other than a bus, is permitted to stop on a length of road in a built up area for longer than 1 hour if, throughout the period when the vehicle is stopped on the length of road, the driver is engaged in dropping off, or picking up, goods.

(2A-1) The driver of a heavy vehicle, or a long vehicle, is permitted to stop on a length of road in a built-up area for longer than 1 hour if:

- (a) the driver is carrying out functions under the road transport legislation, or
- (b) the driver is complying with a direction given by a police officer or other person carrying out functions under the road transport legislation, or
- (c) the heavy vehicle or long vehicle is a bus.

(2A-2) - The driver of a heavy vehicle, or a long vehicle, is permitted to stop on a length of road in a built-up area for longer than 1 hour if the vehicle is stopped for a purpose that is ancillary to or connected with the lawful carrying out of a filming project (within the meaning of the Local Government Act 1993) that is approved under that Act.

(3) In this rule:

heavy vehicle means a vehicle with a GVM of 4.5 tonnes or more.

long vehicle means a vehicle that, together with any load or projection, is 7.5 metres long, or longer.

road - has the same meaning as it has in RR 12 and does not include a road related area, but includes any shoulder of the road.

## **Road Transport (Safety and Traffic Management) Regulation 1999.**

*Clause 131* provides devices that are prescribed for the purposes of Section 50 of the Act.

*Clause 132* creates an offence to place or cause to be placed any prescribed traffic control device by a person.

*Clauses 97 - 124* deal with pay parking, parking permits, ticket operated loading zones and special event parking schemes.

## **Road Transport (General) Regulation 2005.**

*Schedule 2* provides a list of Authorised Officers and prescribes expressions for an offence created by a provision under the Road Transport (Safety and Traffic Management) Regulation 1999 (STMR).

Penalty Notice Offences in Road Transport (General) Regulation 2005 describes various types of traffic and parking offences under the Road Rules 2008 and Road Transport (Safety and Traffic Management) Regulation 1999 and the level of penalty for each offence. Refer to Part 6, *Clause 39* Penalty notice offences for definitions, penalty offences and penalty levels.

## **Roads Act 1993.**

*Section 87* provides for the installation, maintenance and any other road works associated with parking control signs on public roads by appropriate roads authorities.

Section 115 deals with Roads Authority's (Councils & RTA) power to regulate traffic in connection with road work by temporary road closures, (partial or full) using traffic controllers or barrier boards, or similar measures.

(1) A roads authority may regulate traffic on a public road by means of barriers or by means of notices conspicuously displayed on or adjacent to the public road.

(2) The power conferred by this section may be exercised by the RTA for any purpose but may not be exercised by any other roads authority otherwise than:

(a) for the purpose of enabling the roads authority to exercise its functions under this Act with respect to the carrying out of road work or other work on a public road, or

(b) for the purpose of protecting a public road from serious damage by vehicles or animals as a result of wet weather, or

(c) for the purpose of protecting earth roads from damage caused by heavy vehicles or by animals, or

(d) for the purpose of protecting members of the public from any hazards on the public road, or

- (e) for the purpose of protecting vehicles and other property on the public road from damage, or
- (f) for the purpose of enabling a public road to be used for an activity in respect of which a permit is in force under Division 4 of Part 9, or
- (g) for a purpose for which the roads authority is authorised or required, by or under this or any other Act or law, to regulate traffic.

*Section 144* Permits for road events

- (1) A roads authority may grant a permit to any person to conduct a road event on a public road.
- (2) A permit may not be granted with respect to a classified road except with the consent of the RTA.
- (3) A permit may not be granted with respect to an activity for which an approval is required under section 40 of the *Road Transport (Safety and Traffic Management) Act 1999* unless such an approval is in force.

*Section 138* Works and structures

- (1) A person must not:
  - (a) erect a structure or carry out a work in, on or over a public road, or
  - (b) dig up or disturb the surface of a public road, or
  - (c) remove or interfere with a structure, work or tree on a public road, or
  - (d) pump water into a public road from any land adjoining the road, or
  - (e) connect a road (whether public or private) to a classified road, otherwise than with the consent of the appropriate roads authority.

**Roads Regulation 2008.**

*Section 5* Temporary closing of road

- (1) A roads authority must give at least 7 days notice of its intention to close a public road in the exercise of its functions under Part 8 of the Act:
  - (a) by means of a notice published in a local newspaper, and
  - (b) by means of conspicuous notices erected along the road.
- (2) No such notice is necessary in the case of an emergency.

*Section 6* Traffic controllers

- (1) For the purpose of enabling it to exercise its functions under Part 8 of the Act, a roads authority may appoint traffic controllers, or authorise its agents and contractors to appoint traffic controllers, to direct traffic on a road.
- (2) A traffic controller must wear a badge or other distinguishing mark clearly indicating the traffic controller's authority from the roads authority.
- (3) A person must not disregard the reasonable directions of a traffic controller with respect to the regulation of traffic.

### *Section 21A* Filming projects

For the purposes of the definition of road event in the Dictionary to the Act, a filming project (within the meaning of the Local Government Act 1993), and any activity that is ancillary to or connected with such a filming project, is prescribed as a road event.

#### **Local Government Act 1993.**

*Sections 114 - 119F* deal with Council approvals for filming projects.

## **6.0 Responsible authorities**

### **6.1 RTA**

RTA's responsibilities include:

- administering the *Road Rules 2008* and *STMR* which cover all parking schemes on roads and road related areas.
- giving approval to erect traffic and parking control signs and establish and implement parking schemes on State Roads.
- assessing any parking arrangements on classified roads in the light of the need for implementation or extension of traffic management measures such as clearways, transit lanes and bus lanes.
- managing the traffic signal network on all types of roads. The RTA must be consulted when considering and implementing proposals that require modifications to traffic signal operation.
- issuing special vehicle permits for un-registered vehicles and over-dimensioned vehicles, which are often required by the film industry.
- issuing any necessary exemption permits in conjunction with the film industry, Police Force and Local Councils, developing and maintaining guidelines that may allow filming/videoing and photography shoots in or on its assets or roads. These guidelines are available for the film industry on the RTA web site: [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) under the heading '*RTA Filming & Video Guidelines for major NSW roads*'.
- giving advice on matters relating to traffic management, traffic efficiency, parking and safety on roads and road related areas within the area of operation of parking authorities, including filming proposals involving temporary road closures and parking of film related vehicles either directly or through the council's Local Traffic Committee (LTC).
- authorising suitably qualified traffic controllers for each filming project on State Roads, when it is proposed to use traffic controllers to regulate traffic.
- providing concurrence to the issuing of a road event permit for filming on State Roads (or issuing a permit for freeways) in accordance with the *Roads Act 1993*.

## 6.2 Council

Council is a parking authority and their responsibilities include:

- establishing and implementing parking proposals on roads and road related areas within their area of operations and control.
- fixing parking fees for meter, ticket and coupon parking schemes by resolution of the council.
- recovering revenue from the parking meters, ticket parking machines and coupons.
- approving regulatory signposting and pavement markings related to parking schemes on road and road related areas (other than State Roads) in accordance with the RTA document *A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees)*.
- ensuring the appropriateness and effectiveness of all parking schemes.
- monitoring and reporting on parking schemes as required.
- bearing all costs associated with the implementation of parking schemes within their area of operations. This includes administration and the provision and maintenance of parking signs and pavement markings and advertising.
- conducting parking studies, undertaking planning, community consultation and appropriate advertising for parking schemes.
- seeking LTC advice on all traffic related matters including parking schemes on road and road related areas.
- enforcing parking schemes on Council's area of operations. Councils' parking enforcement officers are required to have knowledge of all aspects of parking infringement, penalty levels, penalties and issue of penalty notices for non-compliance with the parking regulations.

The *Local Government Filming Protocol* developed in conjunction with RTA, Councils and the film industry and approved by the Director General, Department of Local Government will be applicable to all filming projects on Regional and Local Roads in NSW.

Should the film industry require film shoot locations within the area of operations of the Council, they should liaise directly and discuss their proposals with the Council prior to making an application.

In accordance with the *Roads Act 1993*, the relevant Council must issue a road event permit for filming on all roads (except freeways). A condition of the permit must be compliance with these guidelines.

In addition, councils are required to appoint suitably qualified traffic controllers for each filming project on Regional and Local Roads, when it is proposed to use traffic controllers to regulate traffic.

Councils must ensure that any fees charged to the filming industry, including cost of road closures, installation of temporary signs, re-instatement of old signs, parking fees and lost revenue from parking fees associated with filming activities are transparent and based only on cost recovery.

The film industry should bear the cost of any publicity and public relations exercise relating to filming activity at filming locations.

### **6.3 Government departments & statutory corporations**

Government departments and statutory corporations established by or under an Act of Parliament are not parking authorities. However, under the current Road Transport regulation these organisations may only establish and operate Restricted Parking Area scheme/s on roads and road related areas within their area of operations which have vast grassed and paved areas and unrestricted access for the public. Refer to the RTA manual *Restricted Parking Areas*.

Responsibilities include:

- providing parking enforcement officers (authorised officers) with training in all aspects of parking infringements, penalty notices and issuing of penalty notices.
- ensuring RPA schemes are in accordance with the guidelines.
- obtaining Council or RTA approval for regulatory signposting related to RPA schemes.

Should the film industry require film shoot locations within the area of operations of the Government departments or Statutory corporations, they should liaise directly and discuss their proposals with them.

### **6.4 NSW Police Force**

The NSW Police Force is responsible for ensuring consistency in traffic and parking controls and uniform application of traffic and parking enforcement across the state.

When assessing film project applications from the film industry, Councils must liaise with the NSW Police Force. This may be done through Council's Local Traffic Committee (LTC).

### **6.5 Ministry of Transport**

The Ministry of Transport (*MoT*) is responsible for all public transport policies and the operation of public vehicles throughout the State. Accordingly, when a matter which relates to proposals to control on-street parking/providing on-street parking facilities for public transport vehicles, (buses, taxis and hire cars), the temporary re-location of bus stops or the diversion of bus routes to assist filming activity, parking authorities

(Councils) must liaise with the *MoT*. A representative from the *MoT* may attend and provide advice to the LTC when issues concerning public transport are being discussed.

## 7.0 Temporary road closures (Full or Partial)

In NSW 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 councils are responsible for managing Regional and Local Roads.

State Roads are generally more heavily trafficked urban roads, highways and rural freeways. The primary purpose of the network of roads is for the efficient transportation of people and goods.

Section 115 of the *Roads Act 1993* deals with Roads Authority's (Council & RTA) power to regulate traffic in connection with road work by temporary road closures, partial or full using traffic controllers or barrier boards or similar measures.

In the case of traffic controllers, the *Roads Regulation 2008* requires the RTA and councils to appoint the traffic controllers to direct traffic on State Roads and Regional and Local Roads respectively. This must be done for each filming project. A condition of the appointment should be that the traffic controllers are suitably qualified and follow the relevant guidelines (i.e. *RTA Traffic Control at Work Sites* or Australian Standard AS 1742.3) for controlling traffic in this manner.

Approval for temporary lane or road closures (Full or Partial) on 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, pedestrian, safety, business and other community impacts.

The RTA would involve Councils and the Police in consideration of any significant road closures.

When considering parking requirements for filming related vehicles the following issues also need to be taken into consideration.

- Generally road closures are either partial or full road closures depending on the film industry's requirements.
- When a road is closed by barrier boards or similar means (full closure) the parking signs on the road no longer apply and are not required to be covered or removed.
- When a road is closed by traffic controllers (partial closure) the existing parking signs must be addressed as they still apply.

The applicant should refer to these parking guidelines and the filming guidelines on the RTA website and also the current *Local Government Filming Protocol* in an endeavour to consider which parking solution best fits the film shoot and community needs.

The provision of a supplementary Traffic Control Plan (TCP) / Traffic Management Plan (TMP) and parking plan to the main film shoot requirements will need to be provided.

The Traffic Control Plan, Traffic Management Plan and the Parking Plan should indicate film shoot needs after considering all legislative requirements, especially the NSW *Road Rules 2008* and *Work Cover*. Essentially the Traffic Control Plan should detail the arrangements for the management of the safety of workers and visitors (public) at a worksite or film shoot location. A Traffic Management Plan details arrangements for the management of other road users on the road network (e.g. pedestrians, bus companies, emergency vehicles and children's access to schools).

Within the Traffic Management Plan, all effected public users such as residents, businesses and emergency vehicles are to be provided with an alternative arrangement acceptable to the LTC.

The decision to apply for special consideration from the Road Authority for permission to park vehicles on a road, or to formally close part or all of a road to public use will be determined by the applicant when assessing the needs of the film shoot.

Where support vehicle activities could trigger OH & S issues with *Work Cover*, a partial or full local road closure should be considered.

The lengths of roads that can be utilised should generally be those that are currently available as "unrestricted" or period parking and in special circumstances "No Parking".

Film companies seeking to use the ANZAC Bridge or the Sydney Harbour Bridge must ensure that they comply with the requirements of the NSW Premier's Department, RTA and the Police.

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

Application for any Regional or Local Road closure will be in accordance with Section 115, *Roads Act 1993*.

It is important to realise that a road closure under Section 115 requires the RTA or council to advertise the road closure proposal for 7 days (Section 5 of the *Roads Regulation 2008*) in a local newspaper. A film proponent proposing a road closure should seek advice from the RTA or council at an early stage.

Following is a checklist of the approvals that may be required, depending on the proposed filming or parking activity.

<b>ACTIVITY (Filming or Parking)</b>	<b>ACTION / APPROVAL THAT MAY BE REQUIRED</b>	<b>ORGANISATIONS THAT MAY BE INVOLVED</b>
On any part of a Regional or Local Road where no road closure is required	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary traffic management</li> <li>▪ Temporary discontinuation of parking controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local council</li> </ul>
On a local road where periodic stopping of traffic is required (Partial Road Closure)	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Short term road closure via Traffic Controllers</li> <li>▪ Appointment of traffic controllers</li> <li>▪ Temporary discontinuation of parking controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local council</li> <li>▪ NSW Police</li> </ul>
On a State Road involving either on-road or roadside filming or stopping of traffic	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary traffic management</li> <li>▪ Road occupancy licence</li> <li>▪ Short term road closure via Traffic Controllers</li> <li>▪ Appointment of traffic controllers</li> <li>▪ Temporary discontinuation of parking controls</li> </ul>	<ul style="list-style-type: none"> <li>▪ RTA</li> <li>▪ NSW Police</li> </ul>
Camera crew filming from a moving vehicle on a road, and/or filming actors in a moving vehicle mounted on a towed low loader	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary traffic management</li> <li>▪ RTA exemption permit</li> <li>▪ Short term road closure via Traffic Controllers</li> <li>▪ Appointment of traffic controllers</li> <li>▪ Temporary discontinuation of parking controls</li> <li>▪ Road occupancy licence</li> </ul>	<ul style="list-style-type: none"> <li>▪ RTA</li> <li>▪ NSW Police (traffic safety)</li> </ul>
In a Local Reserve, Community Land, Crown Reserves and National Parks	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary road occupancy licence for short-term filming</li> <li>▪ Road occupancy licence for long-term filming activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local council depending on the owner of the land, reserve or parks.</li> </ul>
On a Local Road where temporary road closure is required (Full Road Closure)	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary traffic management</li> <li>▪ Physical closure of road via barrier boards</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local Council</li> </ul>
On a State Road where temporary road closure is required (Full or Partial)	<ul style="list-style-type: none"> <li>▪ Road event permit</li> <li>▪ Temporary traffic management</li> <li>▪ Physical closure of road via barrier boards</li> <li>▪ Road occupancy licence</li> <li>▪ Short term road closure via Traffic Controllers</li> <li>▪ Appointment of traffic controllers</li> </ul>	<ul style="list-style-type: none"> <li>▪ RTA</li> <li>▪ NSW Police</li> </ul>

Note: The list of RTA controlled State Roads and Council controlled Regional and Local roads can be obtained from the RTA web site.

## 8.0 Traffic and parking management

Traffic and parking management for filming activities on State Roads should be in accordance with the *RTA Filming & Video Guidelines for major NSW roads* and these guidelines.

Traffic and parking management for filming activities on Regional and Local Roads should be in accordance with the *Local Government Filming Protocol 2009* and these guidelines.

## 9.0 Parking at film locations

Issues to consider with regard to parking of vehicles associated with filming on a road, in addition to the matters set out in the *RTA Filming & Video Guidelines for major NSW roads*, include:

- the nature of the road and its role in the local road hierarchy.
- number of parking spaces required, period and the duration.
- the time of the filming activity.
- the likely impact on the normal traffic flow
- the impact of parking on residents and businesses.

Film makers, often in conjunction with or under the advice of councils and the NSW Police should inform affected local residents and businesses of the parking re-arrangements by way of a letter-box drop and seek comments.

In some circumstances, alternate parking may need to be provided for residents and businesses whose parking is affected by the filming project.

The provision of temporary parking signs enabling film shoot vehicles to park must not include any State Road or length of road normally signposted by a regulation under the *NSW Road Rules 2008*. These include No Stopping zones (provided for safety reasons at intersections), at pedestrian crossings and school crossings, on Clearways and at Bus Zones etc.

The lengths of roads that can be utilised for parking of vehicles associated with filming should generally be those that are currently available as “unrestricted parking zones” or period parking zones with or without pay parking devices or resident parking schemes. Restricted parking zones installed for reasons other than safety may be considered provided the impact on the traffic efficiency of the road network is minimal.

The parking authority (Council) is to authorise the installation and removal of temporary parking signs on Regional and Local Roads. This is not required where the road has been closed by barrier boards or similar means (Full Closure).

Councils may authorise the installation and removal of temporary permissive parking sign such as “P” with the words ‘Council Authorised Filming Vehicles Only’ on local roads which are not closed to traffic (Partial Closure). On State Roads, the RTA may authorise the installation and removal of temporary permissive parking signs such as “P” with the words ‘RTA Authorised Filming Vehicles Only’.

The Council or RTA will issue a special authorisation in the form of a sticker or a letter authorising the vehicles associated with filming activity to use the temporary parking zone. This must be displayed in or on the vehicle otherwise parking infringement notices may be issued.

Consideration of road “load limits” on Regional and Local Roads is a matter for Council to determine. However, Council approval is required for the use of “over-dimensioned” and sometimes “over-weight” vehicles by the film industry.

NSW’s *Road Rules 2008* has been amended to allow ‘authorised’ heavy and long vehicles associated with filming, an exemption to park beyond the normal one hour limit in built-up areas applicable to heavy and long vehicles. These vehicles must be clearly identified. Where these vehicles are parked on a road with ‘unrestricted’ parking, no parking fees will apply.

The *Roads Regulation 2008* has been amended to prescribe a filming project as a road event. A road event permit must be issued and a condition of the permit must be compliance with these guidelines.

It is important to note that all vehicles associated with filming must be legally parked unless the road is subject to a full road closure.

The Film Industry and Councils should refer to the RTA’s *Filming & Video Guidelines for major NSW roads* and the *Local Government Filming Protocol 2009* prior to assessing the need to provide on-street parking of vehicles associated with a film shoot. The film industry applicant is to provide a Parking Plan as part of the Traffic Management Plan within the approval process.

It is normal practice for a production company to have a weather contingency in their proposal. If they are locked into a specific date/time and they get rained out then they would have to go elsewhere.

## **9.1 Road hierarchy**

### **State Roads**

- RTA approval to parking changes or road closures on State Roads is required.
- State Roads are generally not suitable for location filming or parking of filming related vehicles but may be permitted on certain days and times subject to safety and traffic flow efficiency not being compromised.
- CBD areas will always have parking restrictions and peak traffic flow restrictions during AM & PM peaks.

- Larger suburban shopping precincts and rural towns always have parking restrictions.
- Smaller rural towns may have some parking restrictions.
- Rural roads (> 70km/h speed zoned) should not be used for location filming or parking of filming related vehicles unless all activities can be accommodated beyond 10 metres of the carriageway.
- Temporary changes to traffic control devices and parking arrangements are the responsibility of the RTA.

### **Regional & Local Roads**

- Local Council approval to parking changes or road closures on Regional and Local Roads is required.
- Regional and Local Roads are generally suitable for parking of filming related vehicles.
- CBD areas, larger shopping precincts and rural towns in general have various traffic control devices and parking restrictions.
- Rural roads – The conditions are generally the same as for State Roads above.
- Temporary changes to traffic control devices and parking arrangements are the responsibility of the local council.

## **9.2 Parking control hierarchy**

**Restricted parking** – No Stopping, No Parking, Transit Lanes, Bus Lanes, Bus Only Lanes & Clearways.

- Areas displaying any of the above signs are not usually suitable for parking support vehicles.
- Proposed use would require a full road closure to enable parking of filming related vehicles.
- Road closures are the responsibility of the Road Authority (see Road Hierarchy above).
- Lengths of a road displaying “Bus, Mail or Taxi Zone” maybe used but an alternative suitable location will need to be found as part of the Traffic Management Plan.

**Permissive parking** – P (min), P (hr) and P (hr), Pay Parking (meter, ticket or coupon)

- Areas displaying any of the above signs are generally suitable for parking of vehicles associated with filming.



- Existing signs would need to be temporarily replaced. This would require LTC endorsement and the approval of the relevant Road Authority (see Road Hierarchy above). Consultation with local residents and businesses will need to be undertaken. Suitable and agreeable alternative parking may need to be found as part of the Traffic Management and Parking Plan.
- The Road Authority would need to approve the sign changes (i.e. removal of existing signs/installation of temporary signs/removal of temporary signs / re-installation of original signs).

**Unrestricted parking.**

- Areas displaying no signed parking restrictions are generally suitable for parking of vehicles associated with filming.
- Temporary parking signs may need to be considered in unrestricted parking zones along a length of road if usage by motorists is high.

**Reserving parking spaces.**

In all cases above, it may be necessary to consider reserving parking spaces for filming project vehicles by preventing other vehicles from parking in the required area. This is best done through the use of temporary barriers, barrier boards, or any other appropriate means. It is also considered appropriate to provide advanced warning via a letterbox drop to surrounding residences and businesses, and possibly warning signage indicating the date when parking is to be restricted for filming purposes.

It is important to note that there are no powers to remove vehicles which remain parked in these ‘reserved’ spaces.

## **10.0 Guide to developing a Parking Plan in association with a Traffic Management Plan.**

The applicant shall investigate the needs of the film shoot and then prepare a “Parking Plan” as part of the “Traffic Management Plan”.

The “Parking Plan” shall indicate the applicants’ needs regarding the parking of vehicles associated with the filming activity, including the location/s, period and duration of the film shoot.

The “Parking Plan” is to include a scaled diagram that shows:

- the existing parking arrangements (including the type of restrictions and the exact wording of the existing signs)
- the proposed parking restrictions, including the number of parking spaces that will require temporary parking signs for vehicles associated with filming.
- all temporary parking sign locations dimensioned along the kerb from the building line of the nearest cross street.

This will be part of the legal document process.

The applicant is to negotiate the display period and duration of the film shoot with the Road Authority prior to making a formal application to the Road Authority.

Temporary parking signs shall be removed outside the permitted period and duration by the Roads Authority.

In some circumstances, alternate parking may need to be provided for residents and businesses whose parking is affected by the filming project.

The applicant is to provide details of the method of notifying residents affected by the proposed "Parking Plan". It is the applicant's responsibility to undertake any community consultation deemed necessary by the Road Authority.

In some instances not all parked vehicles owned by the residents/business will be cleared from the length of road covered by the "Parking Plan". This issue will need to be addressed as part of the discussions with the Road Authority on what alternative actions are available on the day of the film shoot.

It should be noted that Council has no authority to remove a vehicle from a public street, and RTA has limited authority on a State Road. Therefore safe removal of an "unauthorised" parked vehicle relies upon the owner's co-operation with the film shoot applicant on the day.

If the road is to be closed as part of the Traffic Management Plan (TMP) the Parking Plan only needs to identify the existing parking arrangements.

It is important to realise that a road closure, under Section 115 of the *Roads Act 1993*, requires the RTA or council to advertise the road closure proposal for 7 days in a local newspaper in accordance with Section 5 of the *Roads Regulation 2008*. A film proponent proposing a road closure should seek advice from the RTA or council at an early stage.

## **11.0 Installation, display and removal of temporary parking signs and authorisation to park**

*Sections 50 and 51 of the Road Transport (Safety and Traffic Management) Act 1999* empower a public authority directed by the Authority (RTA) to install, display and remove traffic control devices on a road and road related area.

Authorisation to park on Regional and Local Roads is provided by the local Council. The RTA provides the authorisation to park on State Roads.

The provision of temporary parking signs enabling film shoot vehicles to park shall not include any length of road with existing signposting preventing parking, where parking is not permitted under the *NSW Road Rules 2008*

or generally any State Road as indicated above. This will include “No Stopping” restrictions installed for traffic flow efficiency, safety requirements on a length of road or at intersections, at pedestrian crossing facilities and adjacent to ‘Barrier’ lines or painted median island and locations where the appropriate lane width must be maintained.

Therefore a length of road that can be utilised shall generally be those that are currently available as permissive parking spaces or lengths of “unrestricted parking spaces on Regional and Local Roads.

The method of restricting parking within an “unrestricted” parking length of road shall be determined by negotiation between the applicant and Council. The parking spaces may be delineated by barrier boards or any other means. Any Council or RTA permit displayed on the filming vehicle must state “film project” as the activity nominated.

Changes to parking signs, or the alternative to implement a full or partial road closure, will be processed through the LTC for Regional or Local Roads.

The LTC meet at regular intervals. In the more populated areas LTC generally meet monthly. However some LTCs are able to deal with issues like these requests between LTC meetings if necessary.

It is important to realise that a road closure, under Section 115 of the *Roads Act 1993*, requires the RTA or council to advertise the road closure proposal for 7 days in a local newspaper in accordance with Section 5 of the *Roads Regulation 2008*. Therefore, the overall timeframe must include a suitable lead time which may extend beyond those stated in the RTA Guidelines.

The use of any part of a State Road requires direct RTA approval if no other on (or off) road parking area is available within a reasonable distance from the film shoot site (e.g. rural State Roads only).

## **12.0 Parking meters and ticket parking machines**

Where the road to be used for parking of filming vehicles has pay parking schemes in operation then the parking meters and ticket parking machines should be masked/covered when not in use.

Associated signposting should be addressed as outlined in Sections 11.0 and 14.0.

## **13.0 Traffic and parking management for a special event**

Filming activities may be considered as a special road event and would invariably involve lane/road closure as well as on street parking for vehicles associated with filming.

Any activity likely to impact on the operational efficiency of the road network or an activity that requires the road to be used in such a way as to affect traffic flow or an off road activity that affects traffic flow and/or safety requires a road occupancy licence under Section 138 of the *Roads Act 1993*.

The RTA document '*Road Occupancy Manual*' (December 2007 Issue) issued by the Transport Management Centre provides the necessary information and forms required by the applicants to submit a road occupancy application to obtain a road occupancy licence. The manual can be accessed by the [Road Occupancy Manual](#) link.

From a traffic and transport perspective, a special event needs to:

- ensure the safe separation of event patrons, participants and volunteers from traffic, and
- manage the reduced capacity of the road system, and
- minimise the traffic impact on the non-event community and the emergency services, and
- minimise costs.

### 13.1 The Special Events Process

To ensure a common understanding throughout NSW, a task force consisting of the NSW Police, Roads & Traffic Authority, Festival & Events Association, The Special Events industry, Sydney City and South Sydney Councils, 16 Country Councils and 24 Sydney Suburban Councils has developed a common process for Traffic & Transport Management for Special Events.

RTA's Special Events Guidelines can be accessed by the '[Special events guide](#)' link. It describes the process in detail. It is specifically prepared for Event Organisers, Venue Managers, Police, Councils, RTA and anyone else with an interest in traffic and transport management for a special event in NSW.

In the case of some film shoots where there is a need to provide on-street parking for vehicles associated with the film shoot, provision of on-street parking of these vehicles needs to be formalised by application to the relevant Road Authority seeking approval to:

- (i) utilise a length or part of a street for parking or
- (ii) reserve existing restricted on-street parking spaces.

The provision of a Parking Plan in addition to a Traffic Control Plan (TCP) and/or a Traffic Management Plan (TMP) to the main film shoot requirements will need to be provided.

The Parking Plan, Traffic Control Plan /or Traffic Management Plan shall indicate the film shoot's needs after considering all the legislative requirements, especially the NSW Road Rules, Road Transport Regulations

and Work Cover. Essentially the Traffic Control Plan should detail the arrangements for the management of the safety of workers and visitors (public) at a film shoot location. A Traffic Management Plan details arrangements for the management of other road users on the network (e.g. pedestrians, bus companies, access to schools, school children).

## 14.0 Parking signs

Permissive parking signs are prescribed in the NSW *Road Rules 2008* and the RTA’s online Signs Register. Signs as indicated in Figures 1 & 2 below are based on the Australian Standard sign R5-1-1 and must be used by Councils at the locations where vehicles associated with filming are permitted to park and the road has not been closed to the public.

For State Roads the authorisation is issued by the RTA. For Local and Regional Roads the authorisation is issued by the Council. Vehicles associated with filming must display in or on the vehicle an authorisation/permit in the form of a sticker or letter failing which a parking infringement notice may be issued by enforcement officers.



Figure 1



Figure 2

Dates must be indicated on the sign. The filming period may be indicated if required.

Example:

Dates: July 15 – 19, Period: Mon – Fri 7 AM – 7 PM and Sat & Sun 8 AM – 8 PM. Any other parking restrictions may be applicable at other times.

Where the road has been closed (by barrier boards or other means) these signs are not required and existing parking signs are not required to be changed/removed.

## 15.0 Funding

Road Authorities (Councils and RTA) must ensure that the fees/charges applicable to the film industry are in accordance with the current *Local Government Filming Protocol 2009* and are cost effective, kept to a minimum and only reflect actual costs.

The filming project applicant may be requested to cover the costs of any road closures (Full or Partial) or loss of revenue from parking meters or ticket parking machines. All costs associated with the removal of existing parking signs, installation and removal of temporary parking signs, reinstatement of the original parking signs, provision of alternate parking, as well as installation and removal of any other traffic control signs or pavement markings on roads and related areas are cost recovery items which the proponent may be asked to cover.

The film industry should also bear the cost associated with any publicity, community consultation and feedback.

[Inside rear cover  
– provided for double sided printing purposes only]

---

For further enquiries

[www.rta.nsw.gov.au](http://www.rta.nsw.gov.au)

13 22 13

---

Roads and Traffic Authority

April 2009  
RTA/Pub. 09.126