

FILMING PERMIT APPLICATION FORM



APPLICANT INFORMATION

COMPANY DETAILS

Company/Applicant Name (responsible for the filming):

Does the company name match the name insured on the public liability insurance (PLI)?

YES

NO

(Please note: A permit will not be issued without current PLI)

If NO: Please provide more information

CONTACT DETAILS

Name

Position/Title

Phone

Email

On-site contact on day of filming:

Name

Position/Title

Phone

Email

BILLING INFORMATION (if required)

Billing Contact:

Billing Address:

ABN:

Phone:

Email:

PRODUCTION INFORMATION

Project name

Production type

Feature Film

TV One-Off or Series

Short Film

Student Film

TVC

Other – please specify

Proposed filming date/s?

From:

To:

Alternative filming dates (weather hold/contingency planning)

From:

To:

Filming times (including bump-in and bump-out times)?

LOCATION INFORMATION

Exact location/s of the proposed filming? (Including any privately owned land.):

(If there's more than one location add another location at the end of this section.)

Please provide a brief summary or synopsis of the scene and/or activities:

Number of people on location?

Number of cast

Number of crew

Number of parking spaces required at the filming location

Number of cars

Number of trucks

Number of oversize vehicles (over 7.5 m long or over 4.5 tonnes)

(Please include relevant details in the Parking Application Attachments section below)

Add another location:

Will the production need a unit base?

YES

NO

If YES: Please add your unit base to your site plan/mud map to the attachments at the end of this document

Exact location/s of the proposed unit base? (Including any privately owned land.)

Unit base times (start/finish)?

How many parking spaces required at the unit base?

Number of cars

Number of trucks

Will the production erect any temporary structures such as tents or marquees at the unit base?

YES

NO

If YES: Please provide details of these temporary structures (size, number, style) If any temporary structures exceed 100 square metres in floor space, you will need a Place of Public Entertainment Permit.

(Please note: temporary structures need to be secured by weights, not pegs or stakes)

Will the production require traffic management or pedestrian management?

YES

NO

(Please note: If the production is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) Incorporating a Risk Management Plan will be required. Council also requires a Memorandum of Authorisation for road closures/road alterations)

Type of activity (e.g. hold & release, road closure)

Name and details of the traffic/safety company who will be supplying the TMP or PMP?

What times will the roads be affected?

Start of closure

Finish of closure

Name of the roads affected by the closure/traffic hold?

Details of any large equipment the production will bring to the location

(E.g. camera cranes, scaffolding, lighting towers.)

Please indicate [Y] if the production will involve any of the following.

firearms/weapons (including imitation)*

amplified music or sound

other safety concerns*

stunts*

may have environmental impact

may cause offense or concern to the public

**Confirmation of approval from Victoria Police or other state government agencies will be required with this application.*

Provide details of activity:

Will the proposed filming represent the actual location?

YES

NO

If NO: Please identify the location the filming will represent:

ATTACHMENTS

Please include with your application the relevant documentation for your production. If the documentation is unavailable to be sent at this time please indicate via email the date on which it will be sent.

Essential documentation:

Public liability insurance: Proof of certificate of currency (\$10 - \$20M cover)

- Yes, attached**
- Yes, to be emailed**
- No, not applicable**

Site plan/mud maps:

Identifies Parking, Traffic control, unit base, where crew are situated and any equipment other than the normal amount of filming equipment required for the shoot e.g cranes, long dolly, boom lifts, scissor lifts.

- Yes, attached**
- Yes, to be emailed**
- No, not applicable**

Running Sheet/Schedule:

A document which establishes a chronology, linking times, events and details of filming activities.

- Yes, attached**
- Yes, to be emailed**
- No, not applicable**

Stakeholder communication plan (Public notification letter)

The purpose of this is to give traders, residents and other interested parties timely written notice in advance of your proposed filming activities and show how you'll address their concerns.

- Yes, attached**
- Yes, to be emailed**
- No, not applicable**

Optional documentation:

If you're unsure which of the following documentation you need to attach, contact us to discuss.

Traffic & Pedestrian management plan(s)

Required if traffic will be slowed, blocked, redirected, or perhaps even distracted. Be certain to check if you need permits from Victoria Police and VicRoads (attach your copies of their permits in the 'Other permits, approvals etc' section at the end of this form). Please also include Council's Memorandum of Authorisation with your TMP.

- Yes, attached**
- Yes, to be emailed**
- No, not applicable**

Risk management plan or safety plan

Complete this if a risk management plan isn't already attached to a traffic management or pedestrian management plan, or other activities involve risk you need to manage, e.g. trip hazards, explosives.

Yes, attached

Yes, to be emailed

No, not applicable

Other permits, approvals or filming information (running sheets, schedules)

Any other permits or approvals we have asked you for. For example Victoria Police, VicRoads, Parks Victoria, a waste management plan, etc.

Yes, attached

Yes, to be emailed

No, not applicable

Victorian Screen Industry Code of Conduct

We agree to abide by the *Victorian Screen Industry Code of Conduct* (mandatory).

YES