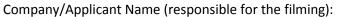
# FILMING PERMIT APPLICATION FORM

# **APPLICANT INFORMATION**

# **COMPANY DETAILS**





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Does the company r	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 provid	e more information	
CONTACT DETAIL	_	
CONTACT DETAILS		
Name		
Position/Title		
Phone		
Email		
On-site contact on d	day of filming:	
Name		
Position/Title		
Phone		
Email		
BILLING INFORMAT	ION (if required)	
Billing Contact:		
Billing Address:		
ABN:		
Phone:		
Fmail:		

# **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:	То:	
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 a cather through a			
Add another location:			
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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 Poli application.	ice or other state government agencies will be required with this
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