FILMING PERMIT APPLICATION FORM

APPLICANT INFORMATION

COMPANY DETAILS

Company/Applicant Name (responsible for the filming):		
Does the company name r	match the name insured on the public liability insurance (PLI)?	
(Please note: A permit will no	et be issued without current PLI)	
If NO: Please provide more	e information	
CONTACT DETAILS		
Name		
Position/Title		
Phone		
Email		
On-site contact on day of	filming:	
Name		
Position/Title		
Phone		
Email		
BILLING INFORMATION (in	frequired)	
Billing Contact:		
Billing Address:		
ABN:		
Phone:		
Email:		

PRODUCTION INFORMATION Project name Production type **Feature Film** For OTHER, please specify **TV One-Off or Series Short Film** Student Film TVC Other 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 vehicle	es (over 7.5 m long or over 4.5 tonnes)
(Please include relevant de	etails in the Parking Application Attachments section below)
Will the production need a	a unit base?
Y	N
If YES: Please add your uni document	t base to your site plan/mud map to the attachments at the end of this
Exact location/s of the pro	posed unit base? (Including any privately owned land.)
Unit base times (start/finis	sh)?
How many parking spaces	required at the unit base?
Number of cars	
Number of trucks	
Will the production erect a	any temporary structures such as tents or marquees at the unit base?
Y	N
	ils of these temporary structures (size, number, style) ctures need to be secured by weights, not pegs or stakes)
Will the production requir	e traffic management or pedestrian management?
Y	N
	n is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) or n (PMP) Incorporating a Risk Management Plan will be required).
	• • •

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.
\Box firearms/weapons (including imitation)* \Box amplified music or sound
\square other safety concerns* \square stunts*
\square may have environmental impact \square may cause offense or concern to the public
*Confirmation of approval from Victoria Police or other state government agencies will be required with t application.
Provide details of activity:
Will the proposed filming represent the actual location? [This is an optional question for a coun agency.]
Y
If NO: Please identify the location the filming will repre

ATTACHMENTS

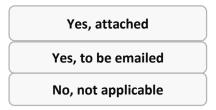
Please upload the relevant documentation for your production. If the documentation is unavailable to be sent at this time please indicate via email the date on which it will be sent.

Essential documentation:

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

Parking application

For parking cars, trucks, oversized and other essential vehicles. [Councils and agencies may link to their own form here to save the applicant time and make sure the correct permit is filled out.]



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.



Running Sheet/Schedule:

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



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.



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).

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

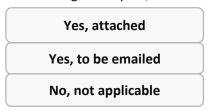
Risk management plan or safety plan

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.



Victorian Screen Industry Code of Conduct [**Optional question for agency to add**. You may wish to make this a mandatory condition of the application.]

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

