

APPLICATION DETAILS:

Name of applicant (responsible for the filming): _____

Address: _____

Suburb: _____ Postcode: _____

Mobile: _____ Telephone: _____

Email: _____

APPLICATION MUST BE SUBMITTED SEVEN DAYS PRIOR TO FILMING

Completed applications can be sent to civiccomplianceunit@gleneira.vic.gov.au

APPLICATION TYPE:

☐ Footpath and roadway occupation

☐ Parking spaces

☐ Park usage

☐ Student/low impact filming

(Occupation permits are in addition to a crane permit)

*Includes Pods, containers or the like.

ON-SITE CONTACT ON DAY OF FILMING

Name: _____

Position/title: _____

Phone: _____

Email: _____

BILLING INFORMATION (IF REQUIRED)

Name: _____

Position/title: _____

Phone: _____

Email: _____

FEES

Application fee	\$236.50
Footpath and roadway occupation	\$6 (per square metre per day)
Student/low impact filming (per day)	\$42.50
Parking spaces	
Nonrestricted bay	\$67
Restricted bay	\$125
Park usage	
Commercial (per hour)	\$169.50
Commercial per half day(up to three hours)	\$423.50
Commercial per day	\$651

PRODUCTION INFORMATION

Project name: _____

Production type:

☐ Feature film ☐ Short film ☐ TVC
☐ TV one-off or series ☐ Student film ☐ Other: _____

Proposed filming dates:

Start: _____ Finish: _____

Alternative filming dates (weather hold/contingency planning):

Start: _____ Finish: _____

Filming times (including bump-in and bump-out times): _____

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

LOCATION INFORMATION

Number of people on location:

Number of cast: _____ Number of crew: _____

Number of essential vehicle parking spaces required at the filming location:

Number of cars: _____ Number of trucks: _____

Number of oversize vehicles (more than 7.5 metres long or more than 4.5 tonnes): _____

(Please include relevant details in the parking application attachments section below.)

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

APPLICATION FOR FILMING



Revised June 2026

GLEN EIRA
CITY COUNCIL

Will the production require traffic management or pedestrian management?:

☐ Yes ☐ No

Please note: If the production involves any occupation of Council land where traffic may be slowed, blocked, redirected, or even distracted, or where pedestrian flow is disrupted, a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP), including a Risk Management Plan, will be required.

Type of activity (e.g. hold and release, road closure): _____

Name and details of the traffic/safety company which will be supplying the TMP or PMP:

What dates and times will the roads be affected?

Start date of closure: _____ End date of closure: _____

Start time of closure: _____ Finish time of closure: _____

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

Details of any large equipment the production will bring to the location (eg. camera, cranes, scaffolding, lighting towers).

Please indicate 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? (This is an optional question for a council or agency.):

☐ Yes ☐ No

If no, please identify the location the filming will represent.

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: _____

Number of cars: _____ Number of trucks: _____

Number of oversize vehicles (more than 7.5 metres long or more than 4.5 tonnes): _____

(Please include relevant details in the parking application attachments section below.)

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).

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

ATTACHMENTS

Please provide 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 (minimum \$20M coverage)

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

Parking application

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

Site plan/mud maps:

Identifies parking, traffic control, unit base, where crew is situated and any equipment other than the normal amount of filming equipment required for the shoot eg. 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 residents, traders and other interested parties timely written notice in advance of your proposed filming activities and show how you'll address their concerns. A minimum of 3 days notification is required before commencing.

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

Documentation that may be required:

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

Traffic and pedestrian management plan(s)

If the production involves any occupation of Council land where traffic may be slowed, blocked, redirected, or even distracted, or where pedestrian flow is disrupted, a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP), including a Risk Management Plan, will be required. 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, eg. trip hazards, explosives.

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

ATTACHMENTS CONTINUED

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

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

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

Victorian Screen Industry Code of Conduct

☐ Yes, we agree to abide by the Victorian Screen Industry Code of Conduct.

Application forms can be sent to:

- Civic Compliance Department
Glen Eira City Council
PO Box 2421
Caulfield Junction, VIC 3161
- Email to: civiccomplianceunit@gleneira.vic.gov.au

Indemnity

The Producer must indemnify, keep indemnified and hold harmless Council, its Councillors, employees, contractors, agents and invitees from and against all actions, claims, losses, damages, penalties, demands or costs (including, without limitation, all indirect losses, consequential losses and legal costs on a full indemnity basis) consequent upon, occasioned by, or arising from its acts or omissions, whether negligent or otherwise, in relation to any activity by any person related to, arising from, or in any way connected with the Producer's access to and use of the Property in carrying out the purpose. The Producer's indemnity extends to the Producer's agents, employees, assignees, sub-contractors, independent contractors, artists, crew members, technicians, caterers and any person whatsoever in any way connected with access to, and use of, the Property for the Purpose and any breach of these Conditions.

Signature of duly authorised person: _____ Date: _____

(Authorised to make this application)

Applicant's name (print): _____ Mobile: _____

Information privacy

The personal information requested on this form is collected in order to be provided to the service or function referred to. Your personal information will only be shared with Council staff who are involved in providing the service or function or with the enforcement of related terms and conditions. If you would like to access your personal information or amend it, contact Council's privacy officer on 9524 3333. A copy of Council's *Privacy Policy* is available at www.gleneira.vic.gov.au

OFFICE USE ONLY

Date permit issued: _____ Expiry date: _____

Authorised officer: _____ Date: _____