



FILMING PERMIT APPLICATION FORM/APPLICANT INFORMATION

COMPANY DETAILS

Company/Applicant name (responsible for the filming): _____

Company/Applicant address: _____

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 you ticked no to the above, please provide more information: _____

CONTACT DETAILS

Name: _____

Position/title: _____

Address: _____

Phone: _____

Email: _____

ON-SITE CONTACT ON DAY OF FILMING

Name: _____

Position/title: _____

Phone: _____

Email: _____

BILLING INFORMATION (IF REQUIRED)

Name: _____

Position/title: _____

Phone: _____

Email: _____

PRODUCTION INFORMATION

Project name: _____

Production type (please tick):

☐ Feature film

☐ Short film

☐ TVC

☐ TV one-off or series

☐ Student film

☐ Other _____



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PRODUCTION INFORMATION CONTINUED

Proposed filming dates: Start: _____ Finish: _____

Alternative filming dates (weather hold/contingency planning): Start: _____ Finish: _____

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

LOCATION INFORMATION

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

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 (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 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.)



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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).

(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.)

Type of activity (eg. hold and release, road closure).

Name and details of the traffic/safety company which 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?



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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.



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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

☐ 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 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 and 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, eg. trip hazards, explosives.

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



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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, 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.

☐ Yes

Application forms can be sent to:

- Civic Compliance Department:
Glen Eira City Council
PO Box 2421, Caulfield Junction 3161
- Emailed to: ccu@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