

# 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

For OTHER, please specify:

Proposed filming date/s?

From:

To:

Alternative filming dates:

From:

To:

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

**LOCATION INFORMATION**

*\*Please note that the NGV has no on-site parking.*

Exact location/s of the proposed filming?

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

Number of people on location?

Number of cast:

Number of crew:

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)?

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 (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 [x] if the production will involve any of the following.

- |  |   |
|--|---|
| <input type="checkbox"/> firearms/weapons (including imitation)* | <input type="checkbox"/> amplified music or sound                   |
| <input type="checkbox"/> other safety concerns*                  | <input type="checkbox"/> stunts*                                    |
| <input type="checkbox"/> may have environmental impact           | <input type="checkbox"/> 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 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)**

**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).*

**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.*

**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:**

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

YES