



BULOKE FILMING APPROVAL PERMIT APPLICATION

Office Use Only
Records Department

File No: LA/15/01

Document No:

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:

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PRODUCT INFORMATION

Project name:

Production type:

- Feature Film
- TV One-off or series
- Short Film
- Student
- Other

If other, please specify:

Proposed filming date/s?:

Dates - From

To:

Alternative filming dates (weather hold/contingency planning):

Dates - 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 is 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:



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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 7.5m long or over 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):

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)³

(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).



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Type of activity (eg: 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 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* many 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?:

- 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):

- Yes, attached
- Yes, to be emailed and will be sent
- No, not applicable

Parking application:

For parking cars, trucks, oversized and other essential vehicles.

- Yes, attached
- Yes, to be emailed and will be sent
- 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 eg: cranes, long dolly, boom lifts, scissor lifts.

- Yes, attached
- Yes, to be emailed and will be sent
- 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 and will be sent
- 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 and will be sent
- No, not applicable

Civil Aviation Safety Authority (CASA):

Please attach a copy of the Remote Pilot Licence (RePL) and Aeronautical Radio Operator Certificate as provided by CASA.

- Yes, attached
- Yes, to be emailed and will be sent
- No, not applicable



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Optional documentation:

If you're unsure which of the following documentation your 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 and will be sent
- 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 and will be sent
- No, not applicable

Victorian Screen Industry Code of Conduct:

COVID-19 Information

As the COVID-19 situation continues to evolve, Council is taking a proactive approach to ensure the health and safety of our community.

When filming within the Buloke Shire:

- * ensure persons maintain a 1.5 metres distance between each other (4 square metre rule)
- * practise good hygiene
- * use hand sanitiser
- * masks must be worn if social distancing can not be maintained or as per the current restrictions
- * a covid safe plan must be submitted to Council - Link to Covid Safe plan: <https://www.coronavirus.vic.gov.au/covidsafe-plan>

More information can be found at www.dhhs.vic.gov.au

\$65.20 Non Refundable Application Fee Applies, Payment to be made when form is lodged

Allow at least fourteen (14) working days for this application to be processed.

Please send a copy of the permit to my email as well as in the post