

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	
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'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 vehicles (over 7.5 m 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)

(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 [Y] 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?

Yes / No

If NO: Please identify the location the filming will represent:.....

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	
No, not applicable	

Parking application

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

Yes, attached	
Yes, to be emailed	
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 e.g 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 & 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	

Victorian Screen Industry Code of Conduct

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

Yes / No