

This Application Form must be submitted a minimum of ten (10) business days prior to the date filming is intended to start. Submission of this application form in no way constitutes Council's approval to film. If your application is assessed as acceptable, you will be required to enter into a Filming Agreement with Council which will constitute consent for you to film subject to the terms and conditions of the Filming Agreement.

Your application form, including all attachments, must be submitted to film@wyndham.vic.gov.au. If you want to discuss your application, you may contact Council's Coordinator Business & Administration on (03) 8734 2751.

APPLICANT (Production Company)

Applicant Name: _____

ABN: _____

Address: _____

Is the applicant's name identical to the name on the certificate of currency for public liability insurance? **YES / NO**

(Please note: consent will not be provided without current Public Liability Insurance)

If NO, please clarify: _____

CONTACT DETAILS

Name: _____

Position/Title: _____

Phone: _____ Email: _____

On-site contact on day(s) of filming:

Name: _____

Position/Title: _____

Phone: _____ Email: _____

PRODUCTION INFORMATION

Production Name: _____

Production Type (please circle):

Feature Film / TV One-Off or Series / Short Film / Student Film / TV Commercial / Other

If OTHER, please specify: _____

Proposed filming dates and times (including bump-in and bump-out times):

From (date and time): _____

To (date and time): _____

Alternative filming dates (adverse weather/contingency planning):

From (date and time): _____

To (date and time): _____

LOCATION INFORMATION

Exact location/s of the proposed filming (including any privately owned land):

Please provide a brief synopsis 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 note: separate consent from Council is required to use roads with a load limit)

Will the production need a unit base? **YES / NO**

If YES, please identify the unit base on your site plan/mud map (see attachments)

Exact location/s of the proposed unit base (including any privately owned land): _____

Unit base times (start/finish): _____

Number of parking spaces required at the unit base: _____

Number of cars: _____ Number of trucks: _____

Will the production company 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 must be secured by weights, not pegs or stakes)

Will the production require traffic management or pedestrian management? **YES / NO**

(Please note: if the production will disrupt traffic or pedestrian flow a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) incorporating a Risk Management Plan is required)

Type of activity (e.g. hold and 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: _____

Names of the roads affected by the closure/traffic hold: _____

Details of any large equipment to be brought to the location (e.g. camera cranes, scaffolding, lighting towers): _____

Please indicate if the production will involve any of the following:

- | | |
|---|---|
| <input type="checkbox"/> Drones/remotely piloted aircrafts (RPA)^ | <input type="checkbox"/> Stunts* |
| <input type="checkbox"/> Firearms/weapons (including imitation)* | <input type="checkbox"/> May have environmental impact |
| <input type="checkbox"/> Amplified music or sound | <input type="checkbox"/> May cause offence or concern to the public |
| <input type="checkbox"/> Other safety concerns* | |

^ Where applicable, RPA operator's certificate and drone registration with the Civil Aviation Safety Authority will need to be submitted with this application form

** Confirmation of approval from Victoria Police or other state government agency will be required with this application form*

Provide details of activity:

Will the proposed filming represent the actual location? **YES / NO**

If NO, please identify the location the filming will represent: _____

DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION FORM

Please submit the documentation below, as applicable to your production. If the documentation is not available at the time of making your application, please indicate via email the date on which it will be submitted.

Essential documentation:

- Public liability insurance – certificate of currency for not less than \$20 million cover per single event
- Parking information – for parking cars, trucks, oversized and other essential vehicles
- Site plan/mud maps – must identify parking, traffic control, unit base, where crew will be 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 – that establishes a chronology, linking times, events and details of filming activities
- Stakeholder communication plan (public notification letter) – to give traders, residents and other interested parties timely written notice in advance of your proposed filming activities and shows how you will address any concerns they might have

Additional documentation (if required):

(If you are unsure which of the following documentation you need to attach, contact Council to discuss)

- Traffic and Pedestrian Management Plans – 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 copies of permits)
- Risk Management Plan/Safety Plan – complete this if a Risk Management Plan has not been provided with your Traffic and/or Pedestrian Management Plan, or if other activities involve risks you need to manage, e.g. trip hazards, explosives
- Other permits, approvals or filming information – e.g. from Victoria Police, VicRoads, Parks Victoria, Civil Aviation Safety Authority etc.

We agree to abide by the Victorian Screen Industry Code of Conduct.

Signed: _____

Name and Title: _____

Date: _____

PRIVACY STATEMENT

Your personal information is collected by Council for the purposes of assessing your application to film in the municipality and will be disclosed to Council staff involved in the administration of the application and consent process. Your personal information will otherwise be handled in accordance with the *Privacy and Data Protection Act 2014* and Council’s privacy policy available at www.wyndham.vic.gov.au/privacy-policy. You may access and/or amend your personal information by contacting Council’s Privacy Officer.