



# Film Permit Guidelines

## Do I need a Film Permit?

You will need a film permit to film anywhere in public open spaces in the City of Port Phillip, including:

- Feature films
- television
- advertising and promotions
- documentaries
- music videos
- student films
- commercial stills photography

## What are the application timeframes?

Depending on the complexity of the shoot, you will need to submit an online application form at least 5 working days before you plan to film, to allow us enough time to process your application.

## How do I apply?

Make sure you read and understand the following conditions for filming in the City of Port Phillip.

## What are the permit conditions I need to follow?

Council's [Local Laws](#) provide the conditions for the use of roads, footpaths and other public spaces for filming activity. Conditions include:

- The activity must not cause any damage to Council property. The permit holder will pay the cost of any repairs.
- The permit must be kept on-site and produced upon request by a Council officer.
- All litter must be disposed of by the permit holder.
- The production company agrees to comply with all the local laws of the City of Port Phillip and all other relevant legislation. It also agrees to the special conditions for having a permit.
- Crew cannot obstruct the flow of pedestrians or force pedestrians onto roadways to pass obstruction. Up to four crew are allowed on the footpath at any one time.
- Equipment must be marked with traffic cones. Warning signs must be placed on footpaths to advise of activity, and marshals must be used where appropriate.



- Traders and residents in the surrounding area must be consulted about the activity of the permit holder via a letter drop. Council must be informed of any objections.

## How much will the permit cost?

In the majority of applications, the location fee charged covers the full service provided by the City of Port Phillip. Additional fees may be charged when film crews require parking in restricted or metered parking areas.

In some instances, a fee is payable internally. A user-pays system applies where additional external services are required.

### Film (from 1 July 2024)

Charge type	Fee
Full commercial rate for first/only day	\$1,140.00
Full commercial rate for second day	\$685.00
Full commercial rate for third and subsequent days	\$235.00
Full commercial rate for half day	\$685.00
Unit base only/local community or cultural benefit	\$233.00
Service fee for low budget film	\$62.00
Service fee for no budget film	\$20.00

### Photography (from 1 July 2024)

Charge type	Fee
Commercial rate for first/only day	\$600.00
Commercial rate for second/subsequent days	\$300.00

### Fee Waiver Request

Filming fee reduction or waivers may apply to:

- projects for Not-for-Profit organisations or that are of demonstrable local community benefit
- documentaries which are specific to the cultural heritage of the City of Port Phillip



- emerging producers or directors who have made no more than two films including short films
- enrolled students as part of course work.

Fee reductions or waivers will not be applied retrospectively. For more information see the [Film Permit Fees Subsidy Guidelines](#).

This support is treated as a sponsorship by the City of Port Phillip. The film maker is required to acknowledge Council in the end credits.

Fee waivers must be requested in writing at least five days prior to filming by contacting us.

The location acknowledgement must read “Filmed in the City of Port Phillip” or “Thanks to the City of Port Phillip”.

## What documents do I need to supply?

You will need the following documents and information with your film permit application:

- Certificate of Currency for Public Liability Insurance. You need to provide a Certificate of Currency for public liability insurance covering at least \$20 million.
- A brief description of the activity being shot
- A map of the location being filmed
- A map of preferred parking spaces, if applicable
- Copy of the letter notifying affected residents or traders of the activity

The scale and extent of your filming project may mean you need to supply additional documentation, such as a traffic management plan, or apply for [Temporary Parking permits](#).

Unit bases can also be accommodated on request.

We encourage supporting local businesses where possible.

We can discuss these requirements with you once we look at your application.

## How do I make my application?

The Film Permit application form can be found on the Film and Photography page on the City of Port Phillip website. To [Apply online](#) complete all fields in application form relevant to your filming activity and submit application, including all relevant supporting documentation.

1. Assessment will begin only once the application form and supporting documentation are provided.
2. Film permit applications may require at least 5 business days’ notice depending on the complexity of the film shoot.

Once approved we will email you a copy of the Film Permit.



## When do I receive the invoice and how do I pay?

On the day of your shoot or shortly afterwards we will send you the invoice for your permit. You will have seven days to make payment. It can be paid online by clicking on the invoice number at the top righthand side of the invoice”.

The cost of the permit will be indicated on the permit itself.

## How do I contact the Film Permit Services team for further information?

- **Email** us at [filmunit@portphillip.vic.gov.au](mailto:filmunit@portphillip.vic.gov.au)
- **Phone** us on 9209 6217 or 0466 752 942
- **In person** at St Kilda Town Hall – cnr Brighton Rd and Carlisle St, St Kilda. Please make an appointment by calling 03 9209 6777