

Film/Photography Application Form 2019



Read the Guidelines before completing this form

Assessment timeframe: Five working days.

Title of product/production:			
<input type="checkbox"/> Photography			<input type="checkbox"/> Film

Applicant Details			
Name of Production Company:			
Postal Address:			
Suburb:	State:	Postcode:	
Contact Person:	Position:		
Phone:	Alternate Phone:		
Email:	ABN:		
Web Site:			
Billing Details (if different from above):			
Contact Person:	Position Title:		
Phone:	Email:		
Billing Address:			
Suburb:	State:	Postcode:	

Description:			
Detailed description of the activity:			
Type of filming (TV Series, Student film, TVC, etc)			
Number of:	Crew/cast:	Production trucks:	Production cars:

Date(s) and Time(s):		
Date(s) of Filming:	Start:	Finish:
Times:	Start:	Finish:
Date(s) of Filming:	Start:	Finish:
Times:	Start:	Finish:
Alternative dates (if applicable):		

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Location:	
Activity Location(s):	
Melways Ref:	
Unit Base (if applicable):	
Are any of these locations on private property?	

Site Plan: Mark any of the following that will be on the permitted site	
Type:	Details:
<input type="checkbox"/> Marquees or Tents	
<input type="checkbox"/> Vehicles / trucks	
<input type="checkbox"/> Amplified music / sound	
<input type="checkbox"/> Lighting equipment	
<input type="checkbox"/> UAV drone	
<input type="checkbox"/> Other	

6. Traffic and Pedestrian Management:		
<i>Plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns.</i>		
<input type="checkbox"/> Traffic Management Plan required	<input type="checkbox"/> Pedestrian Management Plan required	
What road(s) are to be affected?		
Times:	Close:	Open:
Name of traffic/security/safety Company (if applicable):		
Other details:		
If your activity requires parking permits contact Parking Enforcement parkenf@portphillip.vic.gov.au or Assist - 9209 6777		

Safety: Does your filming involve any of the following?	
	Details
<input type="checkbox"/> Stunts	
<input type="checkbox"/> Firearms	
<input type="checkbox"/> UAV drone	
<input type="checkbox"/> Other safety concerns:	
If there are any safety concerns, approval from Victoria Police Film & Television Office) will be required. A copy of this approval will need to be provided.	

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12. Supporting Documentation Checklist: *Please ensure all relevant documentation is sent with your application. Late documentation submission will result in delays in assessing your application.*

All Applications:

- Application Form
- Copy of Certificate of Currency
- Site Plan
- Map indicating location of parked vehicles
- Resident/Trader Notification Letter

Where required:

- Traffic Management Plan
- Pedestrian Management Plan
- Risk Management Plan
- Approval from the Victoria Police Film & Television Office (if filming involves roadways or firearms)
- CASA License to operate UAV drone & Licenced drone operator Certificate of Currency for PLI
- Occupancy Permit/Siting Approval (Large Temporary Structures or Fencing)
- Parking Permit application – sent to Parking Enforcement parkenf@portphillip.vic.gov.au or 9209 6285
- Letter requesting a fee waiver (see Filming Guidelines for eligibility).
- Other approvals e.g. Parks Victoria, VicRoads, CASA documentation

14. Agreement

I declare that I am an authorised person to apply for the Film Permit and that all information in this application is true and correct. I acknowledge that I have read and accepted the conditions for filming in the City of Port Phillip. I agree to comply with all permit conditions, local laws and all relevant legislation. I declare that all details provided are accurate and this activity will be organised and managed as described unless advised otherwise by the City of Port Phillip and/or its authorities. I understand that this Film Application does not constitute event approval.

Name:	Position:
Signature:	Date:

Privacy Notification

The City of Port Phillip is collecting the personal information requested on this form for the purpose of determining permission for filming within the City of Port Phillip. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of sending you any further information relating to this process. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information.

LODGEMENT DETAILS

Email: filmunit@portphillip.vic.gov.au

Post: Private Bag No 3
PO St Kilda 3182

Enquiries:

Arts Administrator +61 3 9209 6217

Further information may be found on the City of Port Phillip website:
www.portphillip.vic.gov.au/filming_in_port_phillip.html