



FILMING PERMIT APPLICATION FORM

If you wish to film on public space within the Borough of Queenscliffe, please call the Council's Community Stakeholder team on 5258 1377 to discuss the project and to determine if you are required to complete this form.

APPLICANT INFORMATION

Organisation or Company (responsible for filming):

Does the organisation or company name match the name insured on the public liability insurance (PLI)?

(Please note: A permit will not be issued without current PLI)

Yes	No
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If no, please provide more information

APPLICANT CONTACT DETAILS

Name	
Position/Title	
Phone	
Email	

ON-SITE CONTACT (on day of filming)

Name	
Position/Title	
Phone	
Email	



PRODUCTION INFORMATION

PROJECT NAME

Production type:

Feature Films & Commercials		Major Television Productions		Small Scale Television Production	
Commercial Stills Photography		Student Film		Productions for Charities	
Other, please specify					

Proposed filming date/s:

From:		To:	
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Alternate filming date/s (weather hold/contingency planning):

From:		To:	
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Filming times (including bump in and bump out times):

Start:		Finish:	
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LOCATION INFORMATION

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

(If there is more than one location, all places must be listed)

Number of people on location:

Number of cast:		Number of crew:	
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Please provide a summary or synopsis of the scene and/or activities:

Number of parking spaces are required at the filming location:

Number of cars:	Number of trucks:
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Number of oversized 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?

If yes, please add your unit base to your site plan/mud map to the attachments at the end of this document.

Yes	No
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Exact location/s of the proposed unit base (including any privately owned land):

Unit base times

Start:	Finish:
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How many parking spaces required at the unit base?

Number of cars:	Number of trucks:
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Will the production erect any temporary structures such as tents or marquees at the unit base?

Yes	No
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If yes, please provide details of these temporary structures (size, number, style):

(Please note: temporary structures need to be secured as per manufacturer specification and by weights, not pegs or stakes)



Will the production require traffic management or pedestrian management?

(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 (RMP) will be required).

Yes	No
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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:	
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Name of the roads affected by the closure/traffic hold:

Details of any large equipment the production will bring to the location:

(For example, camera cranes, scaffolding, lighting towers)

Please indicate (Y) if the production will involve any of the following:

*(*Confirmation of approval from Victoria Police or other State Government agencies will be required with this application)*

Firearms/weapons (including imitation)*:		Amplified music or sounds:		Other safety concerns:	
May cause offense or concern to the public:		May have environmental impact:		Stunts:	

Provide details of activity:

Victorian Screen Industry Code of Conduct:

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

Yes	
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ATTACHMENTS

Please include the relevant documentation for your production. If the documentation is unavailable to be sent at this time, please indicate the date on which it will be sent.

ESSENTIAL DOCUMENTATION

Public liability insurance:

Proof of certificate of currency (\$10- \$20M cover)

Yes, attached	
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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.

A site plan must be included with your application.

Yes, attached	
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Risk management plan or safety plan:

Identifies any risks associated with your filming activity and methods you will employ to minimise/eliminate these risks. May be included as part of a traffic management or pedestrian management plan, or other activities that involve risk you need to manage, e.g. trip hazards, explosives.

Yes, attached	
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OPTIONAL DOCUMENTATION

If you are unsure which of the following documentation you need to attach, contact Council at 5258 1377 to discuss.

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	
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Stakeholder Communication Plan (including public notification letter):

This plan gives traders, residents and other interested parties timely written notice before your proposed filming activities. Usually only required for large scale productions.

Yes, attached		Yes, to be emailed		No, not applicable	
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Traffic & Pedestrian Management Plan(s):

Required if traffic will be slowed, blocked, redirected, or 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	
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Other permits, requested approvals or filming information (running sheets, schedules, etc.):

Any other permits or approvals (Victoria Police, VicRoads, Parks Victoria, a waste management plan, etc.).

Yes, attached		Yes, to be emailed		No, not applicable	
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Please return completed filming permit application form, along with attachments, to:

Community Stakeholder Team

Email: info@queenscliff.vic.gov.au

Borough of Queenscliff, PO Box 93, Queenscliff Vic 3225

Phone: 5258 1377