**Filming and Photography - Application Form 2020 - 2021**

**Please read Hobsons Bay City Council’s Filming Guidelines before completing this form**

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| **Applicant Details:** | | | | | | |
| Name of Production Company: | | | | | | |
| Contact Person: | | | Position Title: | | | |
| Postal Address: | | | | | | |
| Suburb: | | | State: | | Postcode: | |
| Phone: | | | Alternate Phone: | | | |
| Email: | | | Fax: | | | |
| Web Site: | | | | | | |
| **Billing Details (if different from above):** | | | | | | |
| Contact Person: | | | Position Title: | | | |
| Phone: | | | Email: | | | |
| Billing Address: | | | | | | |
| Suburb: | | | State: | | Postcode: | |
| **ABN:** | | | | | | |
|  | | | | | | |
| **Description:** | | | | | | |
| Title of product/ production: |  | | | | | |
| Filming | | | Photography | | | |
| Detailed description of the activity: |  | | | | | |
| Type of filming: | Television Production  Feature Film  Advertising Commercial | | | Low and Medium Budget  Student Film  Commercial Stills Photography | | |
| Number of: | Crew/ cast: | Essential trucks: | | Unit trucks: | | Production cars: |
|  | | | | | | |
| **Date(s) and Time(s):**  If more than one location, please attach a schedule of filming with your application | | | | | | |
| 1st date of filming: |  | | | | | |
| Times: | Start: | | | Finish: | | |
| 2nd date(s) of filming: |  | | | | | |
| Times: | Start: | | | Finish: | | |
| Alternative dates (if applicable): |  | | | | | |

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| **Location:**  If more than one location, please attach a schedule of filming with your application | | |
|  | Details: | |
| Activity Location 1: |  | |
| Activity Location 2: |  | |
| Essential Vehicles: |  | |
| Unit Base (if applicable): |  | |
| Are any of these locations on private property? |  | |
|  | | |
| **Site Plan:**  Attach a map and site plan with the application  Mark any of the following that will be on the permitted site | | |
|  | Details: | |
| Marquees or Tents | How Many: | Location: |
| Vehicles/ trucks | How Many: | Location: |
| Amplified music/ sound |  | |
| Lighting equipment |  | |
| Other (please specify) |  | |
|  | | |
| **Traffic and Pedestrian Management:**  Plans will be required if there is any disruption to traffic, parking or pedestrian safety concerns. | | |
| Management Plan Type: | Traffic Management Plan | Pedestrian Management Plan |
| What road(s) will be affected? |  | |
| Times: | Start: | Finish: |
| Name of traffic/ security/ safety company (if applicable): |  | |
| Other details: |  | |
|  | | |
| **Safety:**  Does your filming involve any of the following? | | |
|  | Details: | |
| Stunts |  | |
| Firearms |  | |
| Unmanned Aerial Vehicles |  | |
| Other safety concerns: |  | |
| If there are any safety concerns, approval from Victoria Police Film & Television Office or other governing authorities may be required. A copy of this approval will need to be provided. | | |

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| **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 Public Liability Insurance 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) | | |
| Occupancy Permit/ Siting Approval (Large Temporary Structures or Fencing) | | |
| Other approvals e.g. Parks Victoria, VicRoads, CASA | | |
|  | | |
| **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 Hobsons Bay City Council and I agree to comply with all permit conditions, local laws and all relevant legislation pertaining to my application and permit. I declare that all details provided are accurate and this activity will be organised and managed as described unless advised otherwise by the Hobsons Bay City Council or relevant authorities. | | |
| Name: | Position: | |
| Date: | | |
| **Privacy Notification**  Hobsons Bay City Council is committed to protecting your privacy. The personal information collected on this form will be used by Council for the purpose of processing your application and payment for a filming permit.  Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections. If you have any queries or wish to gain access to amend your information please contact Council’s Cultural and Economic Development department on 9932 1000. | | |
| **Email:** filming@hobsonsbay.vic.gov.au | **Enquiries:** | Events Unit 9932 1000 |
| Further information may be found on the [Hobsons Bay City Council website](https://www.hobsonsbay.vic.gov.au/Community/Events-Festivals/Organising-an-event/Filming-permits). | | |