Please forward this form to

Cardinia Shire Council Festival and Events Officer

[events@cardinia.vic.gov.au](mailto:events@cardinia.vic.gov.au)

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| APPLICANT DETAILS | |
| Contact Name (person to liaise with Council): Click or tap here to enter text. | |
| Company:Click or tap here to enter text. | |
| Postal Address: Click or tap here to enter text. Postcode: Click or tap here to enter text. | |
| Phone: Click or tap here to enter text. | (M): Click or tap here to enter text. |
| Email:Click or tap here to enter text. | ABN: Click or tap here to enter text. |

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

Yes  No

If no, please provide more information

Click or tap here to enter text.

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| PRODUCTION INFORMATION | | | |
| Project Name: Click or tap here to enter text. | | | |
| Brief summary or synopsis of the scene and activities: Click or tap here to enter text. | | | |
| Proposed filming date(s) | Click or tap here to enter text. | Time(s) inc. set up: | Click or tap here to enter text. |
| Alternate filming dates (i.e. weather hold) | Click or tap here to enter text. | | |
| Production type | Feature film  TV one-off or series  Short film  Student film  TVC  Other Click or tap here to enter text. | | |

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| LOCATION INFORMATION | |
| Proposed filming location(s): | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Has permission been obtained from the venue: | Owner/ Manager/ Committee of Management  Yes  No |
| Permission to use venue: | Contact name: Click or tap here to enter text.  Contact number: Click or tap here to enter text. |

**Privacy Statement**

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 and used for the specified purpose. You can access your personal information by contacting Cardinia Shire Councils Customer Service Team: 1300 787 624.

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| LOGISTICS | |
| 1. **Number of people and cars on location** | |
| Number of cast: | Click or tap here to enter text. |
| Number of crew: | Click or tap here to enter text. |
| Number of cars including at unit base: | Click or tap here to enter text. |
| Number of trucks: | Click or tap here to enter text. |
| Number of oversized vehicles (over 7.5m long or over 4.5 tonne) | Click or tap here to enter text. |
| 1. **Production unit** | |
| Will the production need a unit base? | Yes  No |
| Location of base | Click or tap here to enter text. |
| Unit base times (start and finish) | Click or tap here to enter text. |
| Will the production erect any temporary structures such as tents or marquees at the unit base? Please provide details (size, number, style) | Yes  No  Click or tap here to enter text. |
| Will the production be bringing in any large equipment? E.g camera cranes, scaffolding, lighting towers) | Yes  No  Click or tap here to enter text. |
| 1. **Traffic and pedestrian management** | |
| ill you be using any vehicles to film or carry equipment?  Please provide details: | Yes  No  Click or tap here to enter text. |
| Will the production require traffic management or pedestrian management? | Yes  No |
| *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 will be required* | |
| Will filming, set-up or storage of any equipment be located on a footpath (including cables running across a footpath)? | Yes  No |
| 1. **Risk Management** | |
| Please indicate if the production will involve any of the following | Firearms or weapons (including imitation)  Stunts  May cause offence or concern to the public  Amplified music or sound  May have environmental impact |
| Provide details of activity:  Click or tap here to enter text.  *Please note: Confirmation of approval from Victoria Police or other State Government agencies will be required with this application* | |
| Have you prepared a risk assessment and management plan? | Yes  No |

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| REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION |  |
| The following documents may be required as part of the Filming Permit Application | |
| 1. Certificate of Currency for Public Liability Insurance (a minimum of $20 million cover is required) |  |
| 2. Site Plan or mud map (Identifying parking, traffic control, unit base, where crew are situated and any equipment other than the usual amount of filming equipment required for the shoot, e.g. cranes, long dolly, boom lifts, scissor lifts) |  |
| 3. Running Sheet |  |
| 4. Stakeholder communication plan (public notification letter to traders, residents and other interested parties) |  |
| 5. Risk management plan or safety plan |  |
| 6. Traffic and pedestrian management plans |  |
| 7. Other permits, approvals or filming information e.g Victoria Police, VicRoads, Parks Victoria approvals |  |

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| ACKNOWLEDGEMENT AND AUTHORISATION FOR EVENT INFORMATION RELEASE | | | |
| I, Click or tap here to enter text. acknowledge that the information contained in this form is true and correct and that the filming will fully comply with the conditions of the filming approval and other conditions as required by Cardinia Shire Council..  We agree to abide by the Victorian Screen Industry Code of Conduct (mandatory).  Yes  No | | | |
| Contact Name: | Click or tap here to enter text. | | |
| Signature: | Click or tap here to enter text. | Date: | Click or tap here to enter text. |
| For applications submitted electronically, please tick the box:  Yes, I have read and agree | | | |