



FILMING PERMIT APPLICATION FORM (High Impact)

OVERVIEW

This permit application applies to filming on Council owned and managed land only, including land, roads, footpaths and car parks.

APPLICATION FEE

Application fee: \$155 (non-refundable)

Permit fee: \$515

LODGEMENT



EMAIL:

caseycc@casey.vic.gov.au



POST:

City of Casey
PO Box 1000,
Narre Warren, VIC 3805



IN PERSON:

Bunjil Place Customer Service
2 Patrick Northeast Drive, Narre Warren

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre

Visit the City of Casey Website for opening hours

APPLICATION DECLARATION:

By lodging this application, you declare that:

- You are the applicant or are authorized by the applicant to lodge this application.
- The information provided in this application form and any attachments is true and correct. You understand that it is an offence to provide false information and penalties apply.
- If required, you have obtained all other necessary permits, licenses, registrations, and approvals from other Victorian government agencies to comply with the law.
- If the permit is granted, you will comply with all permit conditions and the *Casey Community Local Law 2025*.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742



APPLICATION REQUIREMENTS:

To be eligible for a permit, you must provide certain information specified in this checklist. Not providing the information will result in a delay or non-approval of your permit application.

- Applications must be submitted at least 28 days before the requested permit date.**
- If you are student, a copy of your educational institution's public liability insurance with a minimum coverage of \$20M.**
- For all other applicants other than students, a copy of your Public Liability Insurance policy.**
All applicants must hold the appropriate public liability insurance with a minimum coverage of \$20M.

Obligation to Insure

The Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Permit Holder providing coverage for a minimum sum of \$20M (or more). The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Permit holder.

Councils indemnity

The Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Permit Holders performance or purported performance of its obligations under this Permit and be directly related to the negligent acts, errors or omission of the Permit Holder. The Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

- Risk management plan.** If you have prepared a risk assessment and management plan, attach a copy with your application. All applicants will also need to complete the questions in the Risk Management section of this form.
- Traffic and pedestrian management plan.** If filming on a road, arterial road or freeway you must complete a City of Casey Traffic Management Plan Submission Form found on Councils webpage <http://www.casey.vic.gov.au/roads-drains/roads/traffic-management-plan>. You must also attach a copy of a Traffic Management Plan prepared by an approved or ticketed Traffic Management Contractor. All applicants will also need to complete the questions in the traffic and pedestrian management section of this form.
- Copies of written approval from other agencies (if applicable as outlined above).**
- Completed payment for all applicants other than students.**
- Working with Children Checks.** Valid Working with Children Check must be held by the production crew if children up to the age of 18 are involved in filming. More information is available at <https://www.workingwithchildren.vic.gov.au/>
- Approval from Civil Aviation Safety Authority if using drones** <https://www.casa.gov.au/drones>
- Student Applicant must provide a copy of student card.**
- Non-for-Profit Organisations must provide relevant documentation as evidence of nonprofit status.**

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all Councillors, employees, contractors and volunteers. Please attach a copy of your Child Safe Policy and/or Statement if children up to the age of 18 are involved in filming.

PRIVACY STATEMENT:

I consent that the City of Casey (“Council”) will collect my personal information, where Council believes it is reasonable to undertake functions for the use, disclosure, and operational requirements carried out by Council and/or including, but not limited to, third parties and other agencies. I understand and accept that Council is not liable for third-party disclosure, distribution, copying, or misuse of the information contained in this form.

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APPLICANT'S DETAILS:

Name of Applicant

Surname:

First Name:

Company Name/ School/Tafe/Uni Details:

Address 1:

Address 2:

Suburb:

Postcode:

Phone:

Email:

PRODUCTION/FILMING DETAILS:

Nature of Filming

Commercial

Not-for-profit

Student

ONSITE CONTACT

Surname:

First Name:

Phone:

Email:

Provide a brief description or synopsis of the plot/action

Expected number of Crew:

Expected number of Cast:

10. What type of equipment will be used to film? (Choose all that apply)

TV Camera

Film Camera

Vehicle Mounted Camera

Hand-held/steady camera

Drone/s

Other (specify):

Provide details of the filming locations and times. You must provide enough information for Council to identify the exact location including a Melways reference. If filming at more than two locations, attach a separate list including all the details below.

Location 1

Location name (if applicable):

Street address:

Suburb:

Postcode:

Type of location:

Park or reserve:

Road:

Car Park:

Other (specify):

Filming times (including set-up and pack-up) and locations:

Start date:

Start time:

Finish date:

Finish time:

Are you planning on erecting any marquees or tents at this location?

Yes

No

How many?

What size?

Will drone be used at this location for filming?

Yes

No

Location 2

Location name (if applicable):

Street address:

Suburb:

Postcode:

Type of location:

Park or reserve:

Road:

Car Park:

Other (specify):

15. Will filming, set-up or storage of any equipment affect the normal operations, access, and traffic to any:

- schools?
- hospitals?
- public transport routes?

No		Yes - Describe how and when (what times) the school, hospital or public transport route will be affected and how you propose to manage the flow of pedestrians and traffic.
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RISK MANAGEMENT

16. Will the production include the use of any weapons (real or imitation)?

No	Yes (please specify):	Firearms	Knives	Swords	Other (please specify):
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17. Will the production include vehicle stunts or other high risk activities (including explosions)?

No		Yes - Describe the types of stunts and what/who is involved
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18. Will filming or set-up take place near a school or childcare centre?

No		Yes - Specify the names of the schools/childcare centres
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19. Will children up to the age of 18 be involved in filming or onset?

No		Yes - Specify how consent from parent/guardian/children will be captured and that they understand what the filming will be used for
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20. Will any animals be used in the film?

No		Yes - Specify the number and type/breed of each animal (e.g 3 cocker spaniel dogs, 4 parrots, 2 horses etc)
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21. Have you prepared a risk assessment and management plan? An example of a risk assessment plan is available at www.casey.vic.gov.au/filming or by calling 9705 5200.

	Yes - Attach a copy of the risk management plan. If you have answered yes to any of the above questions , make sure these are covered in your plan.
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No - Complete the risk assessment table below or attach a separate plan. Identify the risks (specific activity) that could take place during the production of the film, specify the level of risk (low, medium, high or extreme), describe the control measures /procedures you will put in place to minimize the risk and nominate the person responsible for the control measure/procedure.

Level of risk	
L = Low	Low risks and low consequences that may be managed by routine procedures
M = Medium	Medium risks that are likely to arise or have serious consequences requiring attention
H = High	High risks that are likely to arise and have potentially serious consequences requiring attention and investigation
E = Extreme	Extreme risks that are likely to arise and have potentially serious consequences requiring immediate action

Risk assessment and management plan			
Specific activity	Level of risk	Control measure	Responsible officer

CREDIT CARD AUTHORISATION

CARDHOLDER’S DECLARATION

I declare that I am the authorised cardholder of this credit card and understand it is an offence to provide false information and penalties apply.

CREDIT CARD DETAILS:	
Type of credit card	
Mastercard	Visa
Name of Cardholder:	
Contact Phone (business hours):	
Card Number:	
Expiry Date:	CCV:
Amount (\$):	