

Overview

- » This permit application applies to filming on Council owned and managed land only, including land, roads, footpaths and car parks. If you are only proposing to film on private land you need the approval of the land owner. If you are unsure who owns the land, contact Council on 9705 5200.
- » Your application must be made a minimum of 10 working days before proposed filming or you may not be granted a permit.
- » Depending on what and where you are filming, you may need approval from other Victorian Government and independent agencies before submitting this application.

This includes:

- **VicRoads** if you will be conducting any filming on an arterial road or freeway or filming on a local road where traffic will be affected or you will be using any unregistered, modified (i.e. with camera mounts) or specialised filming vehicles. Arterial roads are all roads coloured black in the Melways and freeways are coloured green. For advice on whether you need approval by VicRoads, email vicroadsfilming@roads.vic.gov.au or call 03 9854 2914.
- **Melbourne Water** if you are filming on their operational sites, assets or land, including property they manage. For further information go to www.melbournewater.com.au or call 131 722.
- **Parks Victoria** if you are professionally filming or photographing areas managed by them. For further information email info@parks.vic.gov.au or call 13 19 63.
- **Victoria Police** if using specialist filming vehicles such as tracking and/or low loaders, or filming that affects traffic, requires the use of weapons, imitation weapons or special effects. For further information go to www.police.vic.gov.au or contact their Film and Television Office on 9247 3259 or 9247 5599.

Application Fee

Permit fee \$240.00

Students do not need to pay this application fee.

Lodgement



Email

caseycc@casey.vic.gov.au



Post

PO Box 1000
Narre Warren VIC 3805



In Person

Bunjil Place

2 Patrick Northeast Drive
Narre Warren

Open Hours: 8:30 am - 5:00 pm Mon - Fri

Cranbourne Customer Service

Shop 61, Cranbourne Park Shopping Centre
Open Hours: 9:00 am - 5:00 pm Mon - Fri

Offices not open Public Holidays

Contact



Phone

03 9705 5200



NRS

133 677

(for the deaf, hearing or speech impaired)



[facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)



TIS

131 450

(Translating and Interpreting Service)



[@CityOfCasey](https://twitter.com/CityOfCasey)

Application Requirements

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

- If you are student, a copy of your educational institution's public liability insurance with a minimum coverage of \$10M.**
- 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 \$10M.

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 \$10M (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/>

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.

Applicant 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 City of Casey Community Local Law 2018.

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

Applicant details

1. Are you an individual or a company/organisation?

Student/s Individual/s Company/organisation

2. Company details

Company Name

ACN/ABN

3. Production manager

Surname

First Name

Street address (must be a street address. PO Boxes not accepted)

Suburb

Postcode

Telephone

Mobile

Email

4. Location manager (onsite manager)

Same person as production manager or specify different person below

Surname

First Name

Telephone

Mobile

Email

5. If granted, how would you like to receive your permit? By email By post

Production details

6. What is the title of the production?

7. What type of production is it?

Feature Film Telemovie TV Series/Serial Documentary

Training/Industrial Music Video TV commercial

Other (specify)

8. Provide a brief description or synopsis of the plot/action

9. How many cast and crew are involved?

Cast

Crew

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)

Filming details

11. 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 three locations attach a separate list including all the details below.

Location 1

Location name (if applicable)

Street address

Suburb

Postcode

Melways Ref.

Type of location

Park or reserve

Road

Car Park

Other (specify)

Filming times at this location

Start date

Start time

Finish date

Finish time

Any filming on a weekend?

(incl. set-up)

(incl. pack up)

Yes

No

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

No

Yes

How many?

What sizes?

Location 2

Location name (if applicable)

Street address

Suburb

Postcode

Melways Ref.

Type of location

Park or reserve

Road

Car Park

Other (specify)

Filming times at this location

Start date

Start time

Finish date

Finish time

Any filming on a weekend?

(incl. set-up)

(incl. pack up)

Yes

No

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

No

Yes

How many?

What sizes?

Location 3

Location name (if applicable)

Street address

Suburb

Postcode

Melways Ref.

Type of location

Park or reserve

Road

Car Park

Other (specify)

Filming times at this location

Start date
(incl. set-up)

Start time

Finish date
(incl. pack up)

Finish time

Any filming on a weekend?

Yes

No

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

No

Yes

How many?

What sizes?

Traffic and pedestrian management

12. Will you be using any vehicles to film or carry equipment?

No

Yes (please specify)

How many?

Large trucks (7.5m and above)

Medium trucks (4.3m to 7.4m)

Small trucks (under 4.3m)

Cars (including utes and 4wds)

Motorbikes

Helicopters

Other (specify type & number)

13. Will filming, set-up or storage of any equipment be located on a road, arterial road or freeway?

No

Yes - Have you completed and attached the City of Casey Traffic Management Plan Submission Form?

Please provide details of the Traffic Management Contractors who will be providing traffic management services and attach a copy of their prepared Traffic Management Plan.

Name of Traffic Management Contractor

Contact Name

Contact telephone (BH)

14. Will filming, set-up or storage of any equipment be located on a footpath (including cables running across a footpath)?

No Yes - How do you propose to manage the flow of pedestrians?

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

Risk Management

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

No
 Yes Specify the types of weapons Firearms Knives Swords
 Other (specify)

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

18. Will filming or set-up take place near a school or childcare centre?

No Yes - Specify the names of the schools/childcare centres

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

