

Film Permit Application Form



South Gippsland
Shire Council

Production Company Details

Production Company:	<input type="text"/>	ABN:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
		Fax:	<input type="text"/>
Email:	<input type="text"/>		
Production Manager:	<input type="text"/>	Phone:	<input type="text"/>
Location Manager:	<input type="text"/>	Phone:	<input type="text"/>
On site Contact:	<input type="text"/>	Phone:	<input type="text"/>

Billing Information (If required)

Billing Contact:	<input type="text"/>	ABN:	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>

Production Information

Project Name:	<input type="text"/>		
Type of Production:	<input type="text"/>		
Proposed Filming date/s:	<input type="text"/>		
Start:	<input type="text"/>	End:	<input type="text"/>
Filming Times:	<input type="text"/>		
(Include bump-in bump-out times)			

Location Information

Filming Location: (If more than one attach list)	<input type="text"/>
Brief Summary: (of the scene and/or activities)	<input type="text"/>
	<input type="text"/>

Number of Cast
& Crew:

Number of
Essential
Parking
Spaces:

Number
of cars

Number
of trucks

Number of
oversized
vehicles

(over 7.5m long or over
4.5 tonnes)





Unit Base

Exact location of unit base:
 (Including privately owned land)

Unit Base times: Start date: End date:

Number of parking spaces required at Unit Base:
 Number of cars: Number of trucks:

Traffic Management and Pedestrian Management (If required)

If the film production will disrupt traffic or pedestrian flow, a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) incorporating a Risk Management Plan will be required.

Type of activity:
 (e.g. hold & release, road closure)

Name of traffic/ safety company supplying the TMP or PMP :

Company Name: Phone:

Email:

What times will the roads be affected: Start of closure:
 End of closure:

Names of the roads affected:

Large Equipment, temporary structures or special conditions (If required)

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

Camera Cranes Scaffolding Lighting towers Scissor Lifts Other

Temporary Structures: (e.g. tents, marquees)

Number of temporary structures: Size: Please note: temporary structures need to be secured by weights, not pegs or stakes.

Style:

Special conditions:

Firearms/weapons (include imitation)* Amplified music or sound* Stunts*

Other safety concerns May have environmental impact May cause offense or concern to the public

*Confirmation of approval from Victoria Police or other state government agencies is required with this application.

Special conditions detail of activity:



INDEMNIFICATION

The production company agrees to indemnify South Gippsland Shire Council against all claims or suits of any kind arising out of the negligence or unlawful conduct of the production company and its employees, agents or otherwise.

The production company agrees to comply with all the local laws of South Gippsland Shire Council and all other relevant legislation, Council conditions, guidelines and special conditions provided.

Signed for, and on behalf of the production company, who warrants that he/she is authorised to sign this application on behalf of the production.

The production company agrees to abide by the Victorian Screen Industry Code of Conduct*. Agree button

* To obtain a copy of the Victorian Screen Industry Code of Conduct click on the link [Code of Conduct](#).

By typing my name in the box below I confirm that I have read and understand all the statements and requirements of this application.

Name: **Date:**

Title:

Documents Submitted (please tick)

- Copy of Certificate of Currency of Public Liability Insurance
- Running Schedule
- Site plan/ mud map of location, unit base and essential parking spaces
- Traffic Management Plan, Pedestrian Management Plan, Road Activity Permit
- Risk Management plans including safety reports
- Planning Permit (Council)
- Building Permit (Building Surveyor)
- Parking Application (Council)
- Location agreement (if applicable)
- Approval# & Information on special conditions (e.g. Lighting, noise, firearms)
#approval from Victoria Police and government agencies
- Infrastructure and props list
- Additional locations, dates, times and filming details
- Communication plan/ Stakeholder Notification letter
- Waste Management Plan
- Environmental Health approval (Catering) (Council)

Save

(Please save the form and submit the form with any accompanying documentation to: filmenquiries@southgippsland.vic.gov.au)