

FILM APPLICATION FORM



This form must be completed to register your interest in filming or conducting film-related activity in the City of Greater Geelong. This includes commercial stills photography. For more information, refer to Film Geelong's Guidelines for Filming and Stills Photography or contact the Film Geelong Officer on filmgeelong@geelongcity.vic.gov.au

Please allow a minimum of five days for your film application form to be processed. Large-scale, on-site film productions may require an extended planning period.

NOTE: Applying does not give the applicant approval to commence filming prior to a permit being issued.

SECTION 1: FILM DETAILS	
Title of the Film / Production	
Proposed filming dates	
Proposed location	
Alternative film location and date	

SECTION 2: FILM APPLICANT DETAILS	
Name of applicant	
Business name of organisation applying:	
Position of person with the organisation undertaking the filming	
Postal address, suburb and postcode	
Telephone	
Email	

SECTION 3: FILM OVERVIEW			
Describe your filming activities and a description of the overall film:			
Filming start time:		Filming finish time:	
Filming set up time:		Filming pack up date:	

SECTION 3: FILM OVERVIEW

Expected number of production crew:

SECTION 4: SITE PLANNING

Show the placement of all existing and temporary equipment proposed to be set up on a site plan.

Fencing	No	Yes	Existing fence:	Temporary fence:
Marquees	No	Yes	Number of marquees:	Size of marquees:
Filming in a residential area	No	Yes	Location:	
Filming in a business area	No	Yes	Location:	
Explosions and fire	No	Yes	Include on the site plan and attach permits:	
Firearms	No	Yes	Attach copy of police permit.	
Stunt work	No	Yes	Please explain.	
Special equipment	No	Yes	Please detail.	
Drone Filming	No	Yes	If you plan to film with a Drone please attach CASA approval and note its inclusion in the film risk assessment	
Amplified noise	No	Yes	Amplification times: From _____ To _____ Sound testing times: From _____ To _____	

SECTION 5: TRAFFIC MANAGEMENT

NOTE: If you are proposing to close a road or change normal traffic conditions and it is supported by the road managers, then you will be required to provide a traffic management plan that is developed by a qualified traffic management company. You will also be required to apply for a road occupancy permit, and it is likely you will need to notify Public Transport Victoria.

Could your filming impact the normal use of roads in and around the event site?	No	Yes	<ul style="list-style-type: none">• Include a map naming the roads with this application• Show where any equipment is proposed to be positioned on or near the roadway• Show where you suggest the production crew and staff will park.
Will road closures apply or a speed reduction?	No	Yes	Date of road closure: From: _____ To: _____ Time of road closure: From: _____ To: _____

SECTION 6: SITE SERVICES

(where possible please visit the site while developing your application)

Is power available onsite that you require access to?	No	Yes	Describe the power to be used and show on the site plan.
Do you plan on bringing a generator on site?	No	Yes	Describe the power to be used and show on the site plan.
Is there a water point on site that you require access to?	No	Yes	Describe what the water will be used for and show on the site plan.

SECTION 7: WASTE MANAGEMENT

Depending on your filming and expected participant numbers you may be required to provide additional toilets and bins.

Are there public toilets on the event site?	No	Yes	Number of Female cubicles: Number of Male cubicles: Number of accessible cubicles: <i>Please show their location on the site plan.</i>
Are you providing extra temporary toilets?	No	Yes	Number of Female cubicles: Number of Male cubicles: Number of accessible cubicles: <i>Please show their location the site plan.</i>
Are there existing bins on the event site	No	Yes	<i>How many and include their location on the site plan.</i>
Are you providing extra bins?	No	Yes	<i>How many and include their location on the site plan.</i>
Will participants be able to recycle at your event?	No	Yes	<i>Describe how you will encourage recycling through access to bins, extra signage, education through communications to participants etc.</i>
Will you be reducing waste to landfill in other ways?	No	Yes	<i>Describe waste reduction actions, for example:</i> <ul style="list-style-type: none">- Access to free drinking water via Barwon Water stations- Encouraging participants to bring their own bags, bottles, keeppups etc through event marketing- Swapping non-recyclable items like plastic straws and styrofoam cups with recyclable, made-from-recycled-material or compostable alternatives- Using reusable or recyclable decorations instead of balloons or other single use plastics- Booking a reusable plate & cutlery service- Booking a collection for compostable waste

SECTION 8: FOOD AND BEVERAGE

(where possible please visit the site while developing your application)

Do you plan to sell or serve food during your filming?	No	Yes	<i>Please provide location and details of food provided.</i>
Do you plan to sell or serve alcohol during your filming?	No	Yes	<i>Please show on the site plan where alcohol will be served. It is likely that a liquor license will be required.</i>

SECTION 9: FILMING COMMUNICATION

(where possible please visit the site while developing your application)

If you are planning to film in a residential or business area you are required to notify those impacted in the area being filmed.	No	Yes	<i>Please attach a copy of the resident or business notification.</i>
Have emergency services been notified of the film production?	No	Yes	<i>Please attach a copy of the emergency services film notification.</i>
What emergency services have been notified and when?			

SECTION 10: RISK MANAGEMENT

As part of your film permit application you will be required to submit the following documentation.

Public liability insurance to the value of \$20,000,000.	Attach	
A signed copy of the City's indemnity form	Attach	
A risk assessment. You can use the City's risk template or your own format. <i>For more information on risk assessments refer to the City's Event Planning Guide.</i>	Attach	

You may be required to present to Events Multi Agency Working Group (EMAWG) depending on the nature of your event and the associated risks. You will be advised by the Event Services Unit.

SECTION 11: AUTHORISATION

I have completed the Film Application form in good faith and I agree to adhere to all of the reasonable requests made during the assessment and planning phase that may be stipulated by the City of Greater Geelong and other agencies.

I understand that making application does not constitute approval or a Film Permit.

I also understand that an Events Officer will advise and guide me as to the next steps of the film planning phase.

Print name:

Signature:

Date:

Events Geelong **Sign up to know what's on from Events Geelong. Be the person who hears about our awesome events and giveaways** www.geelongaustralia.com.au/mygeelong/newsletter.aspx

Submit your Film Application form to:

City of Greater Geelong Event Services Unit

PO BOX 104 Geelong VIC 3220

Facsimile: (03) 5272 5034

Email: FILMGEELONG@GEELONGCITY.VIC.GOV.AU

If you require assistance, please contact: (03) 5272 5272

Specific collection statement

The personal information requested on this form is being collected by City of Greater Geelong for the purpose of processing your filming application. If the personal information is not collected, we will be unable to support your filming. We will not disclose your personal information without your consent, except where required to do so by law. Our privacy policy is available on our website. If you wish to alter any of the personal information you have supplied to City of Greater Geelong, please contact us by sending an email privacy@geelongcity.vic.gov.au or call 5272 5272.