

FILMING APPLICATION FORM



The following information relates to commercial filming, including television, feature films, advertising and television commercials, documentaries and music videos.

If you are filming on Council land, you must complete this form and return to Council along with a

- Copy of your public liability insurance, and
- Completed risk assessment for the filming activities.

Unless your filming is considered low impact* you will also need to obtain a [Permit to Use a Municipal Reserve](#) and pay the associated fees.

**Low impact filming activities are defined by these criteria:*

- *a filming activity of six people or less (includes all production crew and talent)*
- *no more than one camera, one tripod, and handheld sound recording equipment*
- *public safety is maintained at all times and all public pathways, footpaths and roads must not be blocked.*

Filming on Private Property

Filming on private property does not require a permit from Council- however, related activities such as vehicle parking in adjacent streets or equipment placement on nearby public land may require approval from council.

Filming requiring road closures

If your filming and photography requires the closure or slowing/altering of traffic on a VicRoads arterial road or street, you will require a permit from VicRoads.

To apply for filming and photography approval please complete the filming application form and send it to

info@indigoshire.vic.gov.au

We will respond to your application within five business days of receiving it. Please note that if we need to make complex arrangements for your filming activity it may take more than five days to issue a permit.

For more information on filming in Indigo Shire, contact Council's Tourism Development Officer (Industry & Events) on 1300 365 003.

Company Information				
Company/Applicant name:				
Does the company name match the name insured on the public liability insurance (PLI)? *Please note, a permit will not be issued without current PLI.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contact Details				
Name:		Position/Title:		
Phone:		Email:		
Production Information				
Project Name:				
Production Type:	<input type="checkbox"/> Feature Film	<input type="checkbox"/> TV One-Off or Series	<input type="checkbox"/> Short Film	
	<input type="checkbox"/> Student Film	<input type="checkbox"/> TVC	<input type="checkbox"/> Other	
Proposed Filming Date/s?	From	To		
Filming Times (inc bump-in and bump out times)	From	To		
Location Information				
Exact location/s of the proposed filming (including any privately owned land):				
Please provide a brief summary or synopsis of the scene and/or activities:				
Will the proposed filming represent the actual location?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no: please identify the location the filming will represent.				
Number of people on location?	Number of Cast		Number of Crew	
Number of parking spaces required at the filming location.	Number of Cars		Number of Trucks	
	Number of oversize vehicles (over 7.5m or over 4.5 tonnes)			
*Please note: All parking restrictions signed in Indigo Shire remain in force unless prior arrangements have been made with Council.				

Traffic Management		
Will the production require traffic management or pedestrian management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the production require road closures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of the roads affected by the closure/traffic hold?		
Attachments		
<i>Please attach the relevant documentation for your production. If documentation is unavailable to be sent at this time please indicate via email the date on which it will be sent.</i>		
<i>*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.</i>		
Essential documentation:		
Public Liability Insurance: Certificate of Currency (\$10 - \$20 million cover)	<input type="checkbox"/> Yes	<input type="checkbox"/> No, not applicable
Risk Assessment or Risk Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No, not applicable