

## Filming and Photography in Indigo Shire

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

Filming that takes place on Council land requires a filming and photography permit from us. However, if the filming activities are low impact, you won't need to fill out the application for a permit — but you'll still need to obtain our permission. To approve a low impact filming activity, we'll require proof of your current public liability insurance and a minimum of five business days' notice.

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. Contact us to determine whether formal approval is needed for your filming on private land.

### Filming on Council Land

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.

You will also need to obtain a Permit to Use a Municipal Reserve and pay the associated fees. Exempt from this are low impact filming activities\*.

*\*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 during filming and photography you require the closure or altering of traffic on a VicRoads arterial road or street, you will also require a permit from VicRoads. You must apply for this up to 60 days prior to your intended filming dates.

To apply for filming and photography approval please complete the filming application form and send it to [info@indigoshire.vic.gov.au](mailto: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)		
<p><i>*Please note: All parking restrictions signed in Indigo Shire remain in force unless prior arrangements have been made with Council.</i></p>			
<b>Traffic Management</b>			
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? <i>*Submit a traffic management plan if available.</i>			
<b>Attachments</b>			
<p><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></p>			
<p><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></p>			
<b>Essential documentation:</b>			
Public Liability Insurance: Certificate of Currency (\$10 - \$20 million cover)		<input type="checkbox"/> Yes	<input type="checkbox"/> To be sent later
Risk Assessment or Risk Management Plan		<input type="checkbox"/> Yes	<input type="checkbox"/> To be sent later