

APPLICATION FOR FILMING/PHOTOGRAPHY PERMIT

1 July 2020 – 30 June 2021

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au



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APPLICATION INFORMATION

Please complete all sections of this application form and return together with the required supporting documentation to the City of Darebin. Return completed applications to mailbox@darebin.vic.gov.au

Applications should be received at least five (5) working days prior to any proposed activity.

For further information visit www.darebin.vic.gov.au/film

APPLICANT DETAILS

Production Company Name

ABN

Address

Suburb

Postcode

Email

Production Manager

Phone

Location Manager

Phone

FILMING DETAILS

Type of Production

Commercial Production Low Impact Production * Student Production

Title of Production

Location

Date of Use

Start Time

Finish Time

Number of Cast and Crew

Production Category

Feature Film TV Series Telemovie TV Commercial

Photography Documentary Training Film Music Video

Other (specify)

ALLOCATED PARKING

Do you require parking?

Yes (see below) No

Parking location details

Attach a site plan for proposed parking bay locations. Different fees apply for both commercial and residential park bays allocated. Additional information can be found in the fee schedule below.

Date	Time	Number of Bays	Location
	to		
	to		
	to		

TRAFFIC AND PEDESTRIAN MANAGEMENT

Will filming obstruct pedestrians and/or traffic on Council's road and/or footpath?

Yes (see below) No

If you answered 'Yes' you will need to provide a Pedestrian/Traffic Management Plan

Will the obstruction require a full road closure?

Yes (see below) No

If you answered 'Yes' you will need to provide a Filming Notification Letter to be approved by Council and distributed to all properties within a 200 metre radius of the road closure area seven days prior to the filming commencement date. Road Closure details must be included in the Filming Notification letter.

SPECIAL EFFECTS, PROPS AND DRONES

Will the production contain any of the following ?

- Special effects Weapons/firearms Fireworks Car accident(s) Drone(s)

If you answered 'Yes' to any of the above, special conditions will apply.

Fireworks: Obtain a Work Safe permit; Council's Municipal Fire Prevention Officer will then review the application and may add specific conditions to the filming permit.

Drone use in the City of Darebin: The Civil Aviation Safety Authority (CASA) provides general regulatory controls for the safety of air navigation throughout Australia. CASA stipulates rules and requirements for the use of drones. In order to operate a drone within the City of Darebin all drone operators must:

- Meet all CASA requirements
- Hold and provide a remote pilot licence
- Hold and provide a Drone Operator's Certificate
- Provide operators public liability insurance for a minimum of \$10 million
- Risk Management Plan: reference risks specific to the operations of the drone.
- Traffic/ Pedestrian Management Plan: detailing how the 30 metre exclusion zone (from any persons not involved with the filming operations) will be implemented. This plan must be prepared by an accredited person.
- Please note the 30 metre exclusion zone is required during take-off/ landing and travel path of the drone.
- Notification to be provided to all properties within a 100 metre radius of drone filming

Council will not consider the use of a drone unless all of the above can be provided. All drone related filming will be assessed on a case by case basis.

SUPPORTING DOCUMENTATION

REQUIRED

- Certificate of Currency outlining the filming company holds public liability Insurance for a minimum \$10m
- Traffic management plan
- Pedestrian management plan
- Stakeholder notification (Police, MFB, Residents, Traders)
- Brief synopsis of the film and scenes being shot

WHERE APPLICABLE

- Map preferred parking location and spaces (if applicable)
- Details of any weapons, special effects, car accidents or fireworks and associated permits
- Location agreement with the City of Darebin

STUDENTS

- A copy of the university/ school certificate of currency holding public liability insurance for minimum of \$10m
- Provide a letter from the school endorsing the filming activity, including risk management that has been reviewed and approved by the course coordinator

Additional information

DECLARATION

The Production Company agrees to indemnify and keep indemnified and to hold harmless the City of Darebin, its employees, servants and agents against all claims or suites of any kind arising out of the negligence or unlawful conduct of the Production Company, its employees, agents or otherwise. The Production Company agrees to comply with all City of Darebin Local Laws and all other relevant legislation and Conditions and Special Conditions provided on the granting of this application.

Signature

Date

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 Company.

CITY OF DAREBIN

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National Relay Service
relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



Speak Your Language
T 8470 8470

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PRIVACY STATEMENT

The collection and handling of personal information is accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s.

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APPLICATION LODGEMENT

IN PERSON

To pay with cash, cheque, money order, credit card or EFTPOS present this completed form at a Customer Service Centre listed below:

- 274 Gower Street, Preston
- 23 Edwardes Street, Reservoir
- 32-38 Separation Street, Northcote

MAIL

City of Darebin
PO Box 91
Preston VIC 3072

EMAIL

Email your application to: mailbox@darebin.vic.gov.au and you will be invoiced the application fee.

FEE SCHEDULE

PERMIT FEES

Commercial Production	\$345.00
Low Impact Production *	\$172.50
Student Production	Free

PARKING FEES

Commercial Parking Bay(s)	\$57.00 each
Resident Parking Bay(s)	\$26.00 each

PERMIT INFORMATION

Filming and Photography terms and conditions are subject to change. Council may vary or implement additional conditions deemed appropriate prior to permit approval.

Submission of an application does not constitute approval for filming. Confirmation of your approval will be issued within five (5) business days of receipt of a completed application.

GENERAL PERMIT CONDITIONS

All activities are to be conducted in compliance with Council's Local Laws and all other relevant legislation and Conditions and Special Conditions provided on the granting of this application.

The production company will ensure all cast, crew and other persons in its employ follow all conditions and any reasonable directions given by the City of Darebin, or its delegate.

The City of Darebin is entitled to have a representative present at all times. (This representative would be a non-paid observer. A production company is only responsible for the payment of Council staff if the nature of filming requires a representative of the Council to be present.)

Activities which are, in our opinion, offensive or detrimental to the amenity of residents will not be approved.

The applicant will not portray the City of Darebin as endorsing or supporting any product or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed, without prior written consent from the Council.

City of Darebin must be acknowledged in the credits of all productions.

Standard hours for film activities: 7.00am – 10.00pm seven (7) days.

All Permit and Parking fees are non-refundable.

A full list of all terms and conditions can be found at www.darebin.vic.gov.au/film

PUBLIC LIABILITY INSURANCE

A public liability insurance policy indemnifying the Council to a minimum of \$10,000,000 is to be taken out by the applicant. A copy is to be forwarded to the Council on application.

PARKING

Requests for reserved parking must be made 7 days prior to filming clearly identifying the location and number of spaces required. However, there is no guarantee that the spaces will be made available.

*LOW IMPACT PRODUCTION

To be eligible for Low Impact Filming Approval with City of Darebin, the production must comply with all general permit conditions and :

- The duration of the shoot must not exceed 4 hours (including bump in and bump out) and that the production will be completed no later than 7.00pm;
- A maximum of six people in total will be on-site (including production crew and talent);
- The production equipment will consist of no more than one camera, one tripod and handheld sound recording equipment. (No lighting or sheltering equipment on stands, no camera tracking devices, no vehicles, no drones, no weapons/firearms, no fireworks, no special effects, props, or generators);
- No disruption will be caused to the city's stakeholders (traders, residents and businesses) or motorists or other events in the vicinity of the activities;
- No Traffic or Pedestrian management plans are required for the shoot.
- No filming will be conducted in any Darebin Parks or gardens;
- No allocated parking is required for the shoot.