Guidelines - Film Permit Application

* indicates a required field

Applicants:

This is an application for filming within the City of Melville. If the request is approved an approval letter and invoice will be issued if applicable.

The City's reserves and venues are booked for regular and casual users throughout the year. Prior to submitting this application it is recommended that you ensure the venue is available on the requested dates and times. The City has a number of historic sites and buildings. Special consideration and arrangements may need to be made if one of these sites is requested.

Some venues may charge a hire fee, please contact the venue to discuss this.

If a reserve is requested, then the reserve hire fee maybe applicable. Please contact the Bookings and Events Officer to discuss.

Fees and charges will apply for commercial businesses.

Additional approvals maybe required from other governing agencies (example: Department of Biodiversity, Conservation and Attractions, Civil Aviation Safety Authority).

Every effort must be taken to minimise the impact on other occupants, neighbouring residents &/or businesses. When there could be a significant impact, an information letter should be provided to those that will be impacted. A copy of the letter should be attached to this application.

Please access our **Conditions of Hire** here. By lodging an application, the applicant agrees to adhere to the Conditions.

The application should be submitted no less than 14 working days before the event date.

Incomplete applications received will not be considered.

Confirmation of Guidelines

I confirm that I, the applicant, have...

- read and understand the guidelines and Conditions of Hire
- attached the Certificate of Currency for Public Liability Insurance for the applicant (where the applicant is a school, business or non-profit organisation)
- attached the Certificate of Currency for Public Liability Insurance for any contractors or businesses providing a service at the function.
- attached a site map.

*

○ Yes ○ No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

City of Melville pledges to respect and uphold your rights to privacy protection under the Australian Privacy Principles (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012.* To view our privacy statement, go to the City of Melville Website.

Applicant Details

Name *

○ Individual ○ Organisation

Organisation Name

First Name Last Name

Not for profit Organisation

☐ Yes
☐ No

If yes, please provide evidence of Not for Profit status

Position (Individual's role in Organisation)

Address *

Address

Suburb State Postcode

Must beAddress Line 1, Suburb/Town, State/Province, and Postcode are required..

Email *

Must be an email address.

Phone Number *

Must be an Australian phone number.
Please include the area code.

Please advise if the booking is on behalf of one of the following groups: *

☐ School/TAFE
☐ Commercial Business
☐ Non-Profit Organisation
☐ Other:

Filming Details

* indicates a required field

Requested Location/s

Please indicate which building, reserve or sports ground you would like to use. Please be very specific and provide a site map indicating the areas you wish to occupy.

Location *

Site Map

Please include a site map clearly marking the proposed location for any activities (bouncy castles, animal farms, marquees etc) and/or areas for alcohol consumption.

Site Map *
Attach a file:

Max 25mb

Production Summary

Please provide information about the Film.

Whats is the Film for? *

○ Student Film ○ Television commercial ○ Television Drama &/ or Mini Series ○ News ○ Sports ○ Documentaries, Short Films, Children's productions ○ Feature Films ○ Music Videos ○ Other:

Name of Film:

Please provide a description of the film content: *

Attach a file:

Booking Date *

Must be a date.

Start Time (including set-up time) *

Finish Time (including pack-down time) *

Total filming time

E.G. 2HRS

Number of cast and crew expected to be on site. *

Numbers over 20 must complete all fields moving forward.

Additional Dates

If the filming is expected to spans more than one day, the applicant may be permitted to lodge one application for multiple dates. Please consult the Booking Officer before submitting the application to ensure separate forms are not required.

Does the event span more than one date?

○ Yes ○ No

Date	Start Time	Finish Time	Expected Adult Attendance	Expected Child Attendance
Must be a date.	Time includes event set-up.	Time includes event pack-down.	Please provide an estimated number.	Please provide an estimated number.

Complex Activities

For multiple, complex activities, or where there is insufficient space, please attach a separate document listing each location's details based on the format below:

Date: (include proposed date and tentative 'backup dates'.
Attach a file:

Proposed Location: Include street specific details, all locations utilised.
Attach a file:

Risk Management Plan

The City reserves the right to request a copy of your Event Risk Management Plan if your film request is considered high risk.

Do you have a Risk Management Plan? *
○ Yes ○ No

This section is applicable because you have indicated that a Risk Management Plan has not been developed for this filming request.

Please confirm that you have contacted your insurance provider to ensure the Certificate of Currency provided covers the activities?
○ Yes ○ No

Waste/rubbish management

The public bins located at reserves are for the general public. Planned activities are required to arrange their own waste/rubbish management. Please refer to the City's website for bin hire information.

What is your waste/ rubbish management? *

☐ Rubbish will be removed off site after the booking
☐ Additional bins will be hired. Bin hire form attached.
☐ Other:
☐ Clean up will be undertaken at the conclusion of the booking.
At least 1 choice must be selected.

Bin Hire Form

Attach a file:

Vehicle and Gate Access

Some locations may allow for vehicle access into restricted areas (i.e. reserve). Please note, vehicle access may be declined depending on the requested reserve and proposed activities. Please ensure details are included on the site map.

A bond deposit will apply for any vehicle access provided to reserves or other restricted locations within the City of Melville.

If a reserve is required for overflow parking areas, please consult the Bookings Officer as a Traffic Management Plan and/or Parking Plan may be required.

Are you requesting vehicle access on the reserve or resticted location? *
○ Yes ○ No

If yes, please explain why vehicle access is required. Please also submit a site map indicating the path of access at the end of the application.

Do you require a gate key?
○ Yes ○ No

Traffic Management

A Traffic Management Plan is required where the filming involves the following:

- full or partial road closure within the vicinity of the event
- a temporary suspension of traffic regulations
- impacts on surrounding roads

The Traffic Management Plan must be prepared by a person with a current Traffic Management qualification.

A Road Closure form is required whenever a road closure or detour is required.

Is a Traffic Management Plan or Road Closer required? *
○ Yes ○ No

Will the filming affect any public footpaths or carparks? *
○ Yes ○ No
Please provide details on the site map.

Parking Plan

A parking plan and map should be provided if you are requesting to use parking bays/ parking facilities as part of your film production. This includes use of trailers, vans, special vehicles, food trucks etc.

The parking plan should include

- a legible map of the proposed event location.
- an overview with details of warden/parking marshals' activity,
- identifying overflow parking locations of parking directional signs

Parking Plan
Attach a file:

Traffic Management Plan
Attach a file:

Road Closure Form
Attach a file:

Toilets and Onsite Facilities

There are limited numbers of public toilets available at most of the City's reserves. We recommend that you attend the proposed location in advance to ensure the facilities are sufficient for your filming.

If access to onsite toilets is requested, instructions on how to arrange the access will be provided if approved.

A bond deposit will apply if portable toilets are used at the location or a key is issued to provide access to a facility.

If the facility is **not** managed by the City of Melville, then additional fees may apply. Please discuss this with the organisation that manages the facility.

Have you checked whether there are sufficent toilets at the location? *
○ Yes ○ No

Will portable toilets be needed? *
○ Yes ○ No ○ Unsure

If yes, please mark the proposed location for portable toilets on the site map.

Structures

Please provide details of any structures to be used during the filming (such as marquees, tents). Please note, Building Approval may be required for temporary structures used on Council land. For more information about Building Approvals and conditions, please contact Building Services on 08 9364 0111.

Structure Type	Structure Size	Number of each type of Structure	Will an external contractor be employed to install the Structure?
	Please provide an estimated size if unsure.		If a contractor is employed, please attach a Certificate of Currency below.

Equipment and Set

Please provide details of any equipment to be included in the filming (such as generators, speakers, props, drones etc). Please note, further approvals may be required.

Indicate any equipment to be used during the event:	Add further information:	Will an external contractor be employed to provide/ install the service?
		If a contractor is employed, please attach a Certificate of Currency below.

Certificate of Currency - School, Organisation or Business

If the booking is on behalf of a school, commercial business or organisation, a Certificate of Currency for Public Liability Insurance must be provided. Booking Applications for such groups without a Certificate of Currency may be rejected.

Attach a valid Certificate of Currency: *
Attach a file:

Max 25mb

Certificate of Currency - External Contractors

If the applicant contracts a third party (caterers, bouncy castle operators, etc) to operate on the City’s land, a copy of the contractor's Certificate of Currency for Public Liability insurance should be included with this application. Please attach below.

Contractor's Certificate of Currency *
Attach a file:

Max 25mb

Comments and Feedback

Additional Information

Please add any other relevant information:

Bond

Any booking requesting vehicle access or permission to set up a structure on City of Melville land are charged a bond . Providing the area is left undamaged and clean at the conclusion of the booking, the bond will be refunded. The bond refund will either be via EFT (electronic fund transfer).

The City does not take any responsibility if incorrect details are provided.

Bank Account
Account Name

BSB Number Account Number

Must be a valid Australian bank account format.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:
○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60 minutes

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.