



Application to Film within the Municipality (2008/09)



APPLICATION TO FILM WITHIN THE MUNICIPALITY

(NB: Applications must be submitted at least ten (10) working days in advance)

I on behalf of
..... of
..... Telephone:
make application to carry out activities associated with the filming of
.....
.....
at
.....
on during the hours of

(each and every filming occasion covered by this agreement must be detailed)

II acknowledge having read and accept the following conditions:

- (a) A brief outline of the overall theme of the Film, together with specific details of the scenes to be filmed in the proposed location(s), must be attached to this application.
- (b) If you wish to occupy a Council asset, i.e. footpath, roadway or laneway, etc., a "Road / Footpath Occupation Permit" must be obtained from Council.

In accordance with the " Road Management Act 2004 " and the " Road Safety Act 1986 ", to obtain the permit you must submit a traffic management plan that has been prepared by a person who has successfully completed an " Approved Traffic Controllers Course ".

The traffic management plan must be in accordance with the relevant Acts, Regulations, Australian Standards and Codes of Practice and include details of how you propose to occupy Council's asset.

All activities and events are to be conducted in compliance with Council's Local Laws, Department of Infrastructure requirements and the laws, regulations, bylaws etc., of any other authority having jurisdiction over the area proposed. All vehicles shall be kept to defined roads and be parked in accordance with all regulations unless specific written authority is given for access to parks or reserves or other Council properties.

- (c) 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 Council's issuing officer within the Building & Regulatory Services Branch **before** filming.
- (d) Activities which are in direct competition with local traders will not be approved.
- (e) Local traders and residents in the immediate vicinity of the filming are to be canvassed by applicants at least five (7) working days before filming to ensure they have no objections to the filming or associated activities.
- (f) All litter and other waste generated by the activity is to be removed by the person or organisation conducting the activity or in the event that Council resources are used, the cost of same will be met by the applicant.
- (g) The Manager Building & Regulatory Services reserves the right to restrict the noise levels of any amplification equipment or activity. (Refer attached EPA Victoria Requirements).

- (h) The Manager Building & Regulatory Services may cancel any approval in the event of the activities conducted not being in accordance with those indicated at the time of application. In the event of such cancellation, no refund of fees shall be made.
- (i) Activities which may cause permanent damage to any area being used by the applicant will not be approved.
- (j) Requests for reserved parking are to be made seven (7) working days in advance and clearly indicate the location and number of spaces required. However, there is no guarantee that the spaces will be made available.

RESERVED PARKING GUIDELINES

- Where possible, all reserved parking should be confined to back streets and not busy shopping strips.
- Where parking is required in a shopping strip, high turnover areas such as Banks, Post Offices, News Agents and Takeaway Food Outlets should be avoided.
- In shopping strips, the absolute bare minimum of bays (up to 5) will be permitted, i.e., non-essential vehicles to be parked in back streets.
- No reserved parking will be allowed in short term (under 1 hour) parking areas.
- No Permit Zones, Bus Zones, Loading Zones or No Stopping/Parking areas are to be reserved.
- On roads with Clearway restrictions, Reserved Parking is NOT to intrude into clearway times.
- In residential areas, large blocks of reserved parking are to be avoided.
- All other requirements for legal parking are to be adopted, i.e., no blocking driveways, no facing the wrong way, no double parking etc.
- Any exemptions to these guidelines are to be discussed with a Senior Parking Control Officer and approval obtained prior to the event. This approval may be dependant on consultation and agreement from residents/traders in the area.

Privacy of Information Supplied:

Do you consent to the information you have supplied being disclosed to:

(a) Victoria Police for their information only? YES NO

(b) If a temporary road closure is involved:

To emergency services organisations and any other affected business or organisation?

YES NO

Date: Signature

Witness



Application

Reserved Parking Permit (Associated with Filming in the Municipality)

REFER ITEM (J) ON APPLICATION TO FILM

Applicant Details

Organisation Name			
Address			
Postcode	Contact Name		
Work Phone No.	Facsimile No.		
Email Address			

Purpose			

Date Required	FROM		TO		
Spaces Required	Car	Bus	Truck	Metered Area	
Location			Meter Numbers		
Do your parking requirements affect resident's needs or the trading activities of business operators?			YES	NO	
Explanation					
	Notification to residents and traders will occur 5 days prior to event			YES	NO

Note:

Please attach a **diagram** of the location of the **Notification** to residents, traders and Business Operators.

PARKING INFRINGEMENTS

Parking Control Officers will issue infringements where permit holders do not comply with parking conditions or where doubt exists that the vehicle was being used in accordance with the issued permit.

Under no circumstances will Clearway and Statutory No Stopping infringements be withdrawn.

I have read the conditions and confirm that all details above are correct.

Signature of Applicant		Date:	
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Office Use Only		
Approved By _____	Receipt No. _____	Date: ____/____/____
Yarra Parking Services	PO Box 168 Richmond 3121	Phone 9205 5089 Fax 8417 6666

2008/2009

Filming within the Municipality - Street & Park Locations

Description	Fees	Comments
Commercial Profit Making film/advertisement producers	\$575.00 *	First film shoot - per day.
Commercial Profit Making film/advertisement producers	\$285.00 *	Subsequent film shoot associated with above - per day.
Small budget productions (including films and advertisements)	\$350.00 *	First film shoot – per day.
Small budget productions (including films and advertisements)	\$175.00	Subsequent film shoot associated with above - per day.
Still photography (commercial)	\$235.00 * \$140.00 *	First film shoot - per day. Subsequent film shoot associated with above - per day.
Student filming (including still photography)	Nil	
Non profit making filming (including still photography)	Nil	

Please note:

- * If filming takes place at the weekend or on a public holiday, an additional fee of \$110.00 will apply.
- GST does not apply to Municipal Filming Fees.
- Parking fees may apply and will need to be discussed with Council's Parking Services Unit on Ph: 9205 5299.

Traffic Management

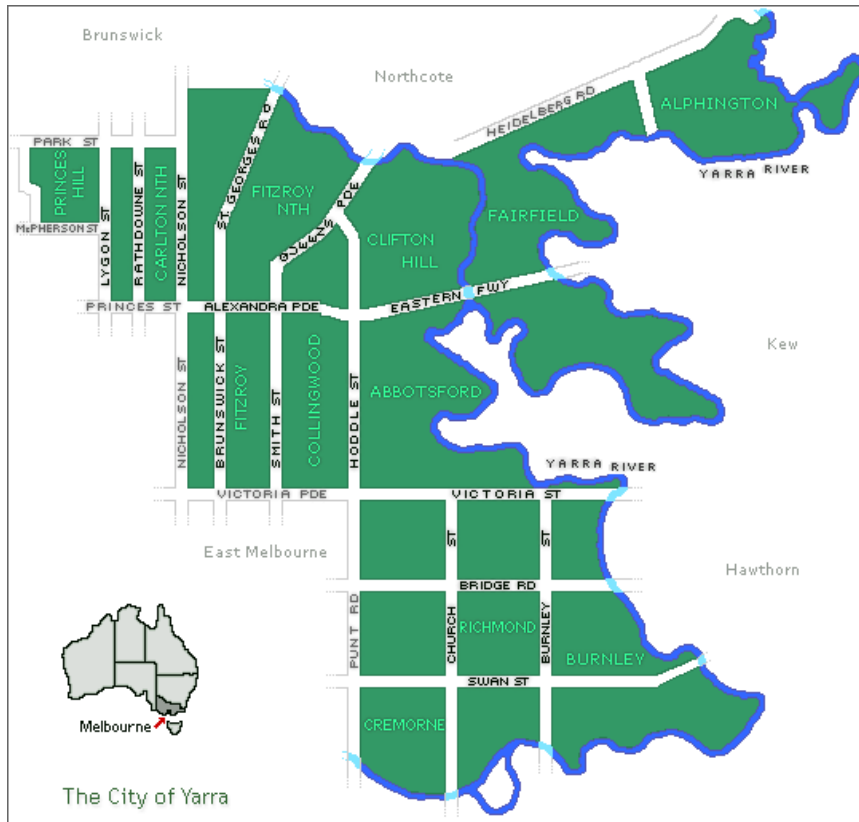
Why is traffic management important?

“1.5 RESPONSIBILITY FOR SAFETY AT WORK SITES

The organisation carrying out construction or maintenance operations on roads or bridges needs to be cognizant of its responsibility for any injury to road users or damage to property as a result of such operations. There is a further obligation to provide a safe work environment which minimises, as far as practicable, the likelihood of injury by managing traffic within or adjacent to the work area. Steps should be taken to warn the public of prevailing conditions and to guard, delineate, and, where necessary, to illuminate work which may pose a hazard to traffic.”¹

Traffic Management Companies

Refer Traffic Control Equipment - L-Z Yellow Pages



¹ AS 17.42-1996 Manual of uniform traffic control devices Part3: Traffic control devices for works on roads pg6