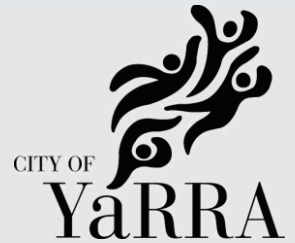


Application for Filming Permit

Parties to Agreement: Yarra City Council, 333 Bridge Rd, Richmond AND:



City of Yarra

PO Box 168
Richmond VIC 3121

T +61 3 9205 5555

F +61 3 8417 6666

E info@yarracity.vic.gov.au

W www.yarracity.vic.gov.au

Applicant and company details

Production company or school:	
Street address, not postal (for student films, give your own address):	
Suburb:	Postcode:
Billing address or school address (if different to above):	
ABN: [][][][][][][][][][][][][][][]	
Production manager first name:	Surname:
Mobile:	Fax:
E-mail:	
Location manager first name:	Surname:
Mobile:	Fax:
E-mail:	
Person you want us to communicate with (and contact details if different from above):	
Is the organisation not-for-profit? Yes / No If yes, Victorian Fundraising Registration Number: (must be current):	

Important Notes

Your complete application (with required attachments) must be submitted at least ten (10) working days before the filming.

The filming and parking guidelines in this document help to ensure a smooth operation. It is important that you read and understand these guidelines before signing the applications.

Application details:

You need a permit for filming if your cast, crew or equipment will be placed on council land, including roads, footpaths, lanes, open spaces, parks, reserves, facilities, other than simply carrying it across to private property.

Section A

Title of Production / Activity:

Type of Filming:

TV Film Advert Stills

Filming locations and dates (If more required please attach on separate sheet):

1)

Date:	Times, including set up & take down to	Melway Ref.:
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2)

Date:	Times, including set up & take down to	Melway Ref.:
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3)

Date:	Times, including set up & take down to	Melway Ref.:
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*If you require use of a **Council owned facility, park, sports ground or other open space**, Council's Facilities and Events Liaison Officer will review this application to ensure it meets the hiring conditions and is available, and if so, will approve booking of the requested area. The officer may also contact you for further information
A booking fee will apply and may be included in the permit fee, but in some cases may be invoiced separately.*

Total number of cast and crew:

Number of production trucks:

Number of production cars:

*If you require **reserved parking**, please complete the **Application for Reserved Parking** later in this document.*

Attach a description of the proposed activities, including at least the following information:

- Synopsis of the action
- Anything that may be relevant to Council's decision on safety and amenity of Yarra residents
- Details of any action that uses weapons, special effects, car accidents, fireworks
- Description of any other activities that may cause public concern (e.g. robbery, mock police scenes, etc):
- Details on the preferred location, with dates and times required, including a location plan for parks.

Do you intend to set up the following? If Yes, please give details:

- Base unit location? No Yes

- Tents or marquees? No Yes - Please give sizes and quantities:

Will the filming contain: Weapons/Firearms Special Effects Car Accident/s Fireworks

If so, special conditions apply .Submit an ESTA form

For fireworks only, obtain a Work Safe permit; then Council's Municipal Fire Prevention Officer will review this application and may add specific conditions to the filming permit.

(See Contacts section at end).

Check list

- All relevant sections of this form have been completed and the form signed
- Reserved Parking Permit* application completed, if required
- Description of activities is attached
- Arrangements have been made to contact Local residents and businesses about your intention to film, at least five (5) days before the event. You need to contact anyone who might be affected by the activity. This should include an area of at least 100m from the filming location, more if necessary.
- Contacted other government bodies who may have jurisdiction over locations (e.g. Parks Vic)
- Submitted the *Emergency Services Telecommunications Authority (ESTA) - Filming Notification* to Victoria Police, if applicable
- Required documents are attached, as follows:
 - Description of activities
 - Certificate of currency for public liability insurance indemnifying Council to a minimum of \$10,000,000.00
 - Site plan of the locations
 - Traffic Management Plan for each location (unless **wholly** on private property or within parks)
 - Map indicating the locations of parked vehicles
 - Risk Management Plan for this project
 - Copy of the letter to local residents and businesses of your intention to film, and includes contact details for the organisation and council as well as information (diagram or text) about any parking bays that will be unavailable to them for that time.
 - Letter from the school endorsing the filming activity and stating the plans for this project, including risk management, have been reviewed and approved by the course coordinator (School applications only)
 - Copy of notifications to police, ambulance, fire brigade (as appropriate)
 - Copy of ESTA form if submitted to Vic Police

I acknowledge having read and accepted the following conditions

- (a) All activities and events are to be conducted in compliance with Council's Local Laws and the laws and regulations 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.
- (b) Activities which are, in our opinion, detrimental to the amenity of residents will not be approved.
- (c) Local traders and residents in the immediate vicinity of the filming are to be canvassed by applicants at least seven (7) days before filming to ensure they have no objections to the filming or associated activities.
- (d) All litter and other waste generated by the activity is to be removed by the person or organisation conducting the activity; if not, Council will remove the waste at cost to the applicant.
- (e) Council reserves the right to restrict the noise levels of any amplification equipment or activity.
- (f) Council may cancel any approval if the activities are not being conducted in accordance with those indicated at the time of application. Fees will not be refunded.
- (g) Activities which may cause permanent damage to any area being used by the applicant will not be approved.
- (h) Requests for reserved parking are to be made seven (7) days in advance (application on page 5). There is no guarantee that the spaces will be made available. All parking guidelines set out in the application will be followed.
- (i) The personal information requested on this form is being collected by Council so it may consider your application in accordance with Council's Local Laws, Road Management Act 2004, Road Safety Act 1986 and as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or

directly related purposes. Council may disclose this information to other Council departments, Victoria Police, Metropolitan Ambulance Service, Metropolitan Fire and Emergency Services and any other organisations that may be affected by the temporary street closure and to Council's contractor for the purpose of implementing the temporary street closure if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer on 9205 5555 or info@yarracity.vic.gov.au.

- (j) The applicant indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property in connection with the activities noted in the permit, howsoever arising, except to the extent that Council is negligent.
- (k) I am authorized to sign on behalf of the applicant organisation.

Applicant signature:	Date:
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Name:

Application for Reserved Parking permit

(associated with filming in the municipality):

Applicant details

Organisation name:	
Contact name	
Address:	
Suburb:	Postcode:
Phone:	Mobile:
E-mail:	Fax:

Application Details:

Purpose:			
Date from:		Date to:	
Time from:		Time to:	
No. of parking bays or meters required (a bay is approximately 6 metres long):			
Locations & Melway references: (Map attached Yes <input type="checkbox"/> No <input type="checkbox"/>)			
1)			
2)			
3)			
Do your parking requirements affect residents' needs or the trading activities of business operators?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Explanation:			
Notification to residents and traders will occur 5 days prior to event			
Notes: 1) Mandatory if 4 or more bays are required. 2) Letter drop at least 100m radius from the reserved bays. 3) This information should be included in your notification of filming letter, above.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:			Date: / / 20

Guidelines for reserved parking associated with filming:

- 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, no more than five (5) bays 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.
- Prior to 7.00am and after 6.00pm, no additional noise is to be generated through the use of reserved parking bays.
- 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 followed, i.e., no blocking driveways, no facing the wrong way, no double parking etc.
- Any City of Yarra traffic management items used to reserve bays become the responsibility of the applicant. If these items are not returned to the council a fee equal to the current replacement value will be charged.

Any exemptions to these guidelines are to be discussed with a Senior Parking Control Officer and written approval obtained prior to the event. This approval may be dependent on consultation and agreement from residents/traders in the area.

Parking infringements:

Parking Control Officers will issue infringement notices 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.

Contacts

If you have any queries, please contact:

Vic Roads Metropolitan Metropolitan Northwest Region- Memorandum of consent (MOC) approval	☎ 9313 1333
CitiPower - “No Go Zone” approval	☎ 1300 301 101
Yarra Trams - “No Go Zone” and “Line Clearance” approval – Electrical Planner	☎ 9610 3305
Yarra Trams - “Traffic Management plans, including tram stops	☎ 9610 2350
Ventura / National Bus – Bus routes and bus stops - On-Road Supervisor –notify a few weeks ahead for full road closure, few days for part closure. Contact imathews@venturabus.com.au	☎ 0408 203 089 ☎ 9488 2100
Traffic Management Companies – see <i>Traffic Control Equipment & Service</i> in the Yellow Pages	
Metlink - Other public transport questions	☎ 131 638
Department of Transport - For any over dimensional load permit	☎ 1800 660 432
Yarra Parking Services - Reserved parking spaces	☎ 9205 5555
Civic Facilities - Council owned park or open spaces	☎ 9205 5205
Victoria Police - Emergency Services Telecommunications Authority (ESTA) - Filming Notification	☎ 9247 5599
WorkSafe - Filming involving fireworks, pyrotechnics, etc(Advisory Service)	☎ 9641 1444
Environment Protection Authority (EPA) - <i>Noise regulations (Information Centre)</i>	☎ 9695 2722
Department of Infrastructure - Any query about roads and transport - ☎ http://www.infrastructure.gov.au/	☎ (02) 6274 7111 (switchboard)