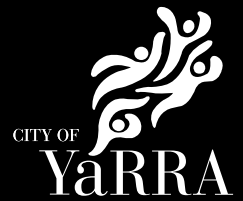


# Filming permit application

Filming in Yarra 2020



## Important information about this application

### How to lodge this application

Filming Permit applications must be lodged online [yarracity.vic.gov.au/filming](http://yarracity.vic.gov.au/filming)

### Application assessment time frames

- 5 business days - where no road closure/s are proposed
- 10 business days - where a road closure/s are proposed

Please note these time frames can only be guaranteed when all required documentation has been provided and is satisfactory.

## Applicant details All applicable sections must be completed

### This is the person we will contact

First name\*

Last name\*

Contact phone\*

Email\*

Production company or school name\*

Street address of applicant, school or company\*

Suburb\*

Postcode\*

ABN (if applicable)

## Filming location details All applicable sections must be completed

### Please note:

- A site plan is required for each site you list below.
- 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. A booking fee will apply and will be included in your overall invoice for the filming permit. Students or not for profit applicants may be eligible for a reduced rate.

### Site 1

Date\*

Duration and times\*

Site address\*

### Site 2

Date

Duration and times

Site address

### Site 3

Date

Duration and times

Site address

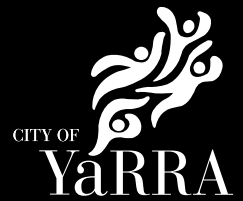
Yarra City Council PO Box 168 Richmond VIC 3121

T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940

# Filming permit application

Filming in Yarra 2020



## Filming location details continued All applicable sections must be completed

### Do you intend to set up the following:

Base unit location?\*  Yes **See section below**  No **Go to next question**

If you answered 'Yes' you need to complete the information below and attach a site plan

#### Site 1

Date	Duration and times
Site address	

Marquees?\*  Yes **See section below**  No **Go to next question**

If you answered 'Yes' you need to provide the quantity, size and include marquees on unit base site plan

### Traffic management?\*

Will filming and associated equipment obstruct pedestrians and/ or traffic on Council's road and/or footpaths?

Yes **See section below**  No **Go to next question**

If you answered 'Yes' you will need to provide a Traffic Management Plan that has been drawn and implemented by an accredited author. For further information visit [yarracity.vic.gov.au/tmp](http://yarracity.vic.gov.au/tmp)

Will the obstruction result in a full road closure?  Yes **See section below**  No **Go to next question**

If you answered 'Yes' you will need to provide a courtesy letter to be endorsed by council and distributed to all properties within a 100 metre radius of the road closure area seven days prior to the filming commencement date. Road Closure details to be included in Filming Notification letter. Refer to the template letter on our website [yarracity.vic.gov.au/filming](http://yarracity.vic.gov.au/filming)

## Drones, special effects, stunts and props All applicable sections must be completed

### Will the filming contain:\*

Weapons/firearms  Special effects  Car accident(s)  Fireworks **See below**  Drone use **See below**

If you answered 'Yes' to any of the above, special conditions apply. Submit an ESTA form.

**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 Yarra:** 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 Yarra 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. More information: [yarracity.vic.gov.au/tmp](http://yarracity.vic.gov.au/tmp)
- 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

We 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. Permit approval is not a guarantee.

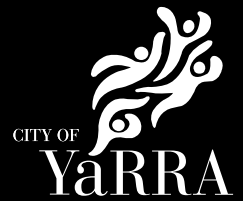
Yarra City Council PO Box 168 Richmond VIC 3121

T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940

# Filming permit application

Filming in Yarra 2020



## Important information about reserved parking

### Guidelines and conditions of permits

- We will not approve the following areas for reserved parking:
  - Permit zones
  - Bus zones
  - Loading zones
  - No stopping/parking
  - Driveways
  - 1 hour parking and under parking bays.
- Shopping strips will be considered on a case by case application. Pending on location and time, we may reject your application.

### Rules for permit holders

- No additional noise is to be generated through the use of the reserved parking bays prior to 7am and / or after 6pm.
- Vehicles using reserved areas must be facing the right way and no double parking is allowed.
- Parking control officers will issue infringement notices where permit holders do not comply with conditions of permits.

## Reserved parking All applicable sections must be completed

Do you require reserved parking?  Yes **See section below**  No **Go to next question**

### Parking location details

You must attached a site plan for proposed parking bay locations.

Date	Time	Number of bays	Proposed location
to	to		
to	to		
to	to		
to	to		

## Checklist

### You may not lodge this application until you have all required documentation listed below

- Certificate of Currency of filming company undertaking the filming showing public liability insurance for a minimum of \$10M
- Site plans for:
  - All proposed filming locations
  - Unit Base location (if marquees proposed show on plan)
  - All reserved car parking locations
- Description of filming activities including at least the following information
- Synopsis of the action
  - List of filming equipment (confirm whether or if any equipment will be place on Council land
  - Anything that may be relevant to Council's decision on the safety of Yarra's residents and amenities
- Details of use of any weapons, special effects, car accidents or fireworks.
- Risk Management Plan

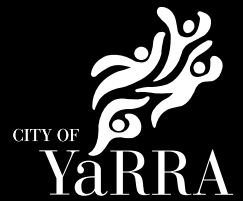
Yarra City Council PO Box 168 Richmond VIC 3121

T 9205 5555 E info@yarracity.vic.gov.au W yarracity.vic.gov.au

TTY 133 677 then ask for 9205 5555 Interpreter Services 9280 1940

# Filming permit application

Filming in Yarra 2020



## Checklist continued

### You may not lodge this application until you have all required documentation listed below

- Filming notification letter to be distributed prior to filming date to all properties within a 100 metre radius of the filming location/s specifying details, dates and duration of all filming activities. A template letter is available on our website [yarracity.vic.gov.au/filming](http://yarracity.vic.gov.au/filming)
  - If applicable the letter must also specify details of:
    - reserved car parking (all locations and durations)
    - Unit base location (location and duration)
    - Road closures (all locations and durations and provide a copy of the Traffic Management Plan)
  - Letter to be distributed 5 days prior to filming (where no road closure/s are required).
  - Letter to be distributed 7 days prior to filming (where road closure/s are required). Letter must be endorsed by Council prior to distributing.
- Traffic Management Plan (Required when you are proposing to place any equipment or where filming is obstructing pedestrians or traffic on Council roads and/or footpaths)
  - Traffic management plan must be prepared by an accredited person. Please refer to url for further information visit [yarracity.vic.gov.au/tmp](http://yarracity.vic.gov.au/tmp)
- Confirmation that other government bodies have been contacted who may also have jurisdiction over filming locations (e.g. Vic Roads, Parks Victoria)
- Confirmation of submission of the Emergency Services Telecommunications Authority (ESTA) – Filming Notification to the Police (applicable where use of special effects/ firearms/ car accidents/ fireworks)

### Not for profit organisations

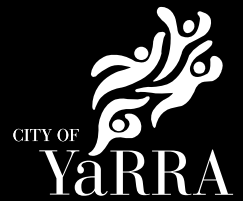
- Provide your Victoria Fundraising registration number

### Students

- A copy of the university/ school certificate of currency
- Provide a letter from the school endorsing the filming activity, including risk management that has been reviewed and approved by the course coordinator

# Filming permit application

Filming in Yarra 2020



**Declaration** All applicable sections must be completed

**I acknowledge having read and accepted the following conditions**

- 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.
- Activities which are, in our opinion, detrimental to the amenity of residents will not be approved.
- 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
- 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.
- Council reserves the right to restrict the noise levels of any amplification equipment or activity. 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.
- Requests for reserved parking are to be made seven (7) days in advance (application on page 2). There is no guarantee that the spaces will be made available. Further requirements are mentioned in the application checklist (Page 3)
- 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 Page 4 of 7 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**.
- 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 4 the activities noted in the permit, howsoever arising, except to the extent that Council is negligent.
- I am authorized to sign on behalf of the applicant organisation.

Signature\*

Print name\*

Date\*

Yarra City Council PO Box 168 Richmond VIC 3121

T 9205 5555 E [info@yarracity.vic.gov.au](mailto:info@yarracity.vic.gov.au) W [yarracity.vic.gov.au](http://yarracity.vic.gov.au)

TTY 133 677 then ask for 9205 5555 **Interpreter Services** 9280 1940