**NOTIFICATION OF FILMING**

Dear Residents and Traders,

<Filming Company Name> is currently <add a very brief summary of filming activity> i.e. creating series 2 of the popular drama *“Jack Irish”> in your area.* This letter is to inform you that the production will be filming an exterior & interior scene/s, shots at the location/s specified below.

**Filming:**

<Provide a description of the proposed filming activity and how pedestrians/ vehicles will be managed safely around filming> i.e. The nature of filming involves a man walking down the street talking on the phone and then heading into the café. The remainder of filming is contained to the interior of the property however we will have lights on stands on the footpath outside the location. We will have pedestrian control in place to manage the area during filming for the safety of cast, crew & the public.>

**Filming Details:**

**<List each location separately>**

**Location:** <Specific location and address i.e.Café Umago, 171-173 Brunswick Street, Fitzroy>

**Date: <**Thursday 22/02/2020>

**Time:** < Start time and End Time 0730am-1230pm>

**Road Closure Details: (Delete if not applicable)**

**<List each location separately>**

**Location:** <i.e. closure of Adams St, Alphington in between Gibson St and Phillips St

**Date: <**Thursday 22/02/2020>

**Time:** < Start time and End Time 0730am-1230pm>

We will have an experienced traffic management company setting up and managing the road closure on the day. Please see the attached traffic management plan/s for specific road closure location/s.

**Unit Base Location Details: (Delete if not applicable)**

**Location:** <Specific location and address i.e.Café Umago, 171-173 Brunswick Street, Fitzroy>

**Date: <**Thursday 22/02/2020>

**Time:** < Start time and End Time 0730am-1230pm>

**Parking: (Delete if not applicable)**

We are currently seeking permission to park our essential filming vehicles on:

<Brunswick Street> <date and duration>

<Brunswick Street> <date and duration>

**Permissions**

We are currently seeking permission to obtain a filming permit and <parking permits> from the City of Yarra to film and park our vehicles in your street. Should you have any queries on the day during filming please don’t hesitate to contact <Filming Contact> on <Contact Number>. Alternatively you can contact the City of Yarra Permits and Consents Team on 9205 5555.

We regret any inconvenience this may cause and thank you in advance for your patience and understanding. If you have any questions regarding filming, please feel free to call me on the number below.

Kind Regards

<Filming Contact>

<Position>

E: <Email Address>

M: <Mobile number>