

Attachment A

GENERAL INFORMATION ABOUT FILMING IN THE CITY OF GREATER BENDIGO

1. The City of Greater Bendigo welcomes filming and photography opportunities.
2. The City of Greater Bendigo reserves the right to cancel any permit in the event of activities not being conducted in accordance with the Film Permit.
3. Filming is usually not permitted between midnight and 7.30am. Unless the Council approves a variation in writing, filming must only occur between the times specified in the permit.
4. The applicant must notify Police Victoria - Bendigo of their activities including any intended road closures, stunt activity, and use of firearms/weapons.
5. Before any tents or marquees are installed in Council parks or open spaces the applicant must advise and consult with Council to avoid damage being caused to Council infrastructure and assets.

BEFORE A PERMIT FOR FILMING WILL BE ISSUED THE FOLLOWING PRE-CONDITIONS MUST BE SATISFIED

1. A Certificate of Currency for public liability insurance cover must be provided indicating the following:
 - a) The interests of the City of Greater Bendigo are noted on the Certificate of Currency as principal;
 - b) The name of the insured on the policy is the same as the applicant;
 - c) The policy definition of the contractor's occupation on the Certificate of Currency is in accordance with the application;
 - d) The applicant must supply a copy of the exclusion clauses from the policy; and
 - e) The amount of cover held for filming must not be less than \$10 million and for commercial stills photography must not be less than \$5 million.
2. Time line of notification must be negotiated before filming commences. The permit holder must notify local traders and residents in the immediate vicinity, in writing, of the proposal to film and a copy of the notification must be provided to Council.
3. Notice must be given for reserved parking requests. Maps indicating the location and the number of parking spaces required.

Attachment B

APPLICATION FOR A PERMIT TO FILM

PRODUCTION COMPANY:

Contact Person

NAME:

POSITION/TITLE:

ADDRESS:

P/CODE:

TELEPHONE:

EMAIL:

On-site contact on day of filming:

NAME:

POSITION/TITLE:

PHONE:

EMAIL:

LOCATION: (if more than one location, attach list)

DATE/S OF FILMING:

TIME OF FILMING*:

*(include bump in and bump out)

TITLE OF PRODUCTION:

TYPE OF PRODUCTION:

- FEATURE FILM
- TV ONE OFF OR SERIES
- TV COMMERCIAL
- SHORT FILM
- STUDENT FILM
- OTHER

DETAILS OF PROPOSED SHOOT

Please provide a brief summary or synopsis of the scene and/or activities:

ISSUES TO IDENTIFY (Please tick if applicable and attach Risk Management Plan)

Please indicate if the production will involve any of the following.

- Firearms/weapons (including imitation)*
- Amplified music or sound
- Other safety concerns*
- Stunts*
- May have environmental impact
- May cause offense or concern to the public.

*Confirmation of approval from Victoria Police or other state government agencies will be required with this application.

Are you proposing to use a remotely piloted aircraft RPA/drone/UAV?

- Yes / No

If yes, you will need to contact the Arts Officer and supply documents as requested.

(Information about about RPA use may be found on the City's website:
www.bendigo.vic.gov.au/Services/Bendigo-Airport)

Will the production require traffic management or pedestrian management?

- Yes / No

(Please note: If the production is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) Incorporating a Risk Management Plan will be required).

Will the production need a unit base?

- Yes / No

If YES: Please add your unit base to your site plan/mud map to the attachments at the end of this document

Application Form: Permit to Film



NUMBER OF PRODUCTION VEHICLES: Trucks: _____ Cars: _____
Oversize vehicles (over 7.5 m long or over 4.5 tonnes) : _____

NUMBER IN CREW: _____

NUMBER IN CAST: _____

MAP OF PROPOSED PARKING FOR CREW VEHICLES: ATTACHED
STEPS TO BE TAKEN TO MINIMISE PUBLIC DISTURBANCE ATTACHED

PUBLIC LIABILITY INSURANCE

INSURANCE COMPANY: _____

POLICY NO: _____

EXPIRY DATE OF POLICY: _____

COPY OF INSURANCE POLICY ATTACHED:

Signed for, and on behalf of the production company, who warrants that he/she is authorized to sign this application on behalf of the production company.

SIGNATURE: _____ **DATE:** _____

NAME: _____

POSITION: _____

RETURN THIS APPLICATION Arts Officer
FORM TO: Capital Venues and Events
PO Box 733
BENDIGO VIC 3552
TELEPHONE: 03 5434 6478



Attachment C
PERMIT FOR FILMING

APPLICANT:

PRODUCTION COMPANY: _____

TIME: _____

DATE: _____

LOCATION: _____

CONDITIONS:

1. Before any activity associated with filming commences, all activities must comply with any applicable Local Laws of the Council. All other necessary consents and approvals must be obtained and all other legislative requirements must be complied with.
2. All litter and other waste, produced in the area where the filming is occurring, must be disposed of by the permit holder.
3. Activities must not cause any damage to Council property including roads, open spaces and irrigation lines. The permit holder will bear the cost of any repairs.
4. The permit must be kept on the site by the permit holder and must be produced to an authorised officer of Council when requested to do so. Council is entitled to have a representative present at all times.

ADDITIONAL REQUIREMENTS:

APPROVED:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

OFFICE USE ONLY

SERVICE FEE: _____

Attachment D

PROCEDURES TO WAIVE/ALTER FILMING CURFEW:

If a filmmaker wishes to film outside the usual hours that filming is permitted (ie between midnight and 7.30am), in some instances permission may be granted.

A request must be made to the City of Greater Bendigo at least two weeks before the intended date of filming.

The Manager, Capital Venues and Events will assess the impact of the filming on residential amenities, based on issues such as the size of the film crew, equipment to be used and residential density.

The filmmaker will provide information on measures to be undertaken to minimise disruption, and the reasons they consider the curfew should be lifted and City of Greater Bendigo will pass this information on, asking residents to respond, in writing by reply paid post or facsimile, if they have objections to the shoot taking place, or if there is a more convenient time or date for this activity to happen.

Once permission for the curfew to be lifted has been granted, the film maker is required to letter-drop the area to ensure that everyone is informed of the proposed activity. A designated member of the crew must be present at all times to respond to enquiries, liaise with residents and ensure that residential amenity is maintained.