



# GOLDEN PLAIN SHIRE FILM APPLICATION FORM

This form must be completed to register your interest in filming or conducting film-related activity in Golden Plains Shire. This includes commercial stills photography. A fee will be charged for filming in the Golden Plains Shire. For more information, please refer to Film Geelong's *Guidelines for Filming and Stills Photography* or contact the Film and Television Officer: [twhite@gplains.vic.gov.au](mailto:twhite@gplains.vic.gov.au)

Please allow a minimum of **five days** for your **film application form** to be processed.  
Large-scale, on-site film productions may require an extended planning period.

## SECTION 1 : THE APPLICANT

Name of Applicant(s) \_\_\_\_\_

Position / Title \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

ACN / ABN \_\_\_\_\_

## SECTION 2 : THE FILM

Production / Project Title \_\_\_\_\_

Client \_\_\_\_\_

Proposed filming date(s) \_\_\_\_\_ Day(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ Year \_\_\_\_\_

Are these dates flexible?  Yes  No

Proposed location(s) \_\_\_\_\_

Proposed start on-site \_\_\_\_\_ Proposed wrap-up on-site \_\_\_\_\_

Proposed filming start \_\_\_\_\_ Proposed filming wrap \_\_\_\_\_

Number of crew \_\_\_\_\_

Proposed number of vehicles \_\_\_\_\_

## SECTION 3 : SPECIAL REQUIREMENTS

Please confirm if any of the following are relevant to your event

- Filming in a residential area     Filming in a business area     Out of hours filming (8pm-7am)     Loud noises
- Explosions and fire     Firearms (use of)     Special equipment     Stunts work

What arrangements are proposed to minimise public disturbance?

Have emergency services been notified of the film production?  Yes  No

Closed set (public restrictions)  Yes  No  N/A

## SECTION 4 : RISK MANGEMENT

Is security required on-site  Yes  No

Name of organisation providing security services (must be a registered operator)

Is traffic management required  Yes  No

Is pedestrian management required  Yes  No

Name of organisation providing traffic / pedestrian management services (must be a registered operator)

Please outline your safety requirements / precautions and / or supply a safety plan by accredited safety officer. (This will be necessary for stunts, explosions, fire and firearms or any other activity of concern).

## SECTION 5 : SUBMITTING YOUR FILM APPLICATION FORM

Use the checklist to ensure you provide necessary documentation to the Shire Economic Development Unit to process your filming application.

- Yes Your completed film application form
- Yes Copy of Certificate of Currency, with the Golden Plains Shire noted as an interested party (Public Liability extract)
- Yes Location Agreement
- Yes Risk Management Plan including traffic and pedestrian management plans, site plans and safety plans (if applicable)
- Yes Residents / Trader notification letters (if applicable)
- Yes Bond (if applicable).

Please submit your application form and supporting documentation to:

**Film and Television, Golden Plains Shire, PO Box 111 Bannockburn VIC 3331 AUSTRALIA**

**Facsimile: 03 5220 7100**

**Email: [twhite@gplains.vic.gov.au](mailto:twhite@gplains.vic.gov.au)**

- > Please allow a minimum five (5) days for your film application to be processed.

### Authorisation

I have read and completed my film application form in good faith and have adhered to all the requirements specified by Golden Plains Shire. All details provided are accurate and true and my location(s) will be organised and managed as I have described unless advised otherwise by the Golden Plains Shire and/or its authorities. I acknowledge that the Golden Plains Shire is under no obligation to accept this application.

**Applicant's full name and Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

### Privacy Statement:

The personal information on this form is being collected to issue you with a permit to conduct filming or stills photography. Golden Plains Shire will use your personal information for this purpose or for directly related purposes. Should you wish to access or amend this information, you can contact Golden Plains Shire on 03 5220 7111. Failure to provide the requested information may result in Golden Plains Shire not being able to process your event application. Depending on the location, some details will be passed onto relevant departments within Golden Plains Shire as well as other appropriate bodies.

## OFFICE USE ONLY

**Date received** \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Date approved** \_\_\_\_\_

**Approval notification date** \_\_\_\_\_

**Film Fee** \$ \_\_\_\_\_

**Bond** \$ \_\_\_\_\_

**Paid (date)** \_\_\_\_\_