

CITY OF GREATER GEELONG FILM APPLICATION FORM

This form must be completed to register your interest in filming or conducting film-related activity in the City of Greater Geelong. This includes commercial stills photography. A fee will be charged for filming in the Geelong region. For more information, please refer to Film Geelong's *Guidelines for Filming and Stills Photography* or contact the Film and Television Officer: filmgeelong@geelongcity.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?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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

- | | | | |
|--|---|---|--------------------------------------|
| <input type="checkbox"/> Filming in a residential area | <input type="checkbox"/> Filming in a business area | <input type="checkbox"/> Out of hours filming (8pm-7am) | <input type="checkbox"/> Loud noises |
| <input type="checkbox"/> Explosions and fire | <input type="checkbox"/> Firearms (use of) | <input type="checkbox"/> Special equipment | <input type="checkbox"/> 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 following checklist to ensure you provide all necessary documentation to the City's Event Unit to process your filming application.

- Yes Your completed film application form
- Yes Copy of Certificate of Currency, with the City of Greater Geelong 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, City of Greater Geelong, PO Box 104 Geelong VIC 3220 AUSTRALIA

Facsimile: 03 5227-0808

Email: filmgeelong@geelongcity.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 the City of Greater Geelong. 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 City of Greater Geelong and/or its authorities. I acknowledge that the City of Greater Geelong 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. The City 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 the City on 03 5227 0270. Failure to provide the requested information may result in the City not being able to process your event application. Depending on the location, some details will be passed onto relevant departments within the City of Greater Geelong as well as other appropriate bodies.

OFFICE USE ONLY

Date received	_____		
Approved by	_____		
Date approved	_____		Approval notification date
Film Fee	\$ _____	Bond	\$ _____
Paid (date)	_____		