

# Filming and Commercial Stills Photography Application Form

## PART 1: Applicant details

The applicant is the person or organisation lodging the form and who is responsible for all hire terms and conditions

Type of hirer*	<input type="checkbox"/> Community (Not for profit groups / Schools) <input type="checkbox"/> Private (Individual / Business / Government)	
Organisation / Company name		
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other	
Given Name*		Family Name*
Postal Address*		
Phone*		Mobile Phone
Email*		
Name of main contact during filming period* If different from above		
Mobile Phone* If different from above		

## PART 2: Details of filming or photography

Production name:			
Time and date/s of filming:			
Location:			
Issues of concerns: <b>Please tick if applicable</b>	Firearms <input type="checkbox"/>	Car Accidents <input type="checkbox"/>	Safety issues (list below) <input type="checkbox"/>
Any other activity which may cause public concern/harm (ie: simulated hold up)	<input type="checkbox"/>		
Number of production vehicles: <b>Please attach map of proposed parking for crew vehicles.</b>	Trucks:		Cars:
Number in crew:			
Proposed activities and purpose of filming/photography. Please include any arrangements proposed to minimise public disturbance.			

● Civic Centre  
 ● Cnr Lyttleton and Lloyd Sts  
 ● P.O Box 185 Castlemaine VIC 3450  
 ● t (03) 5471 1700  
 ● e [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)  
 ● w [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)



# Filming and Commercial Stills Photography Application Form

## PART 3: Insurance

**Public Liability Insurance is compulsory, permission will not be granted until insurance requirements are fulfilled.**

Filming or photography cannot be carried out without public liability insurance. If you have public liability insurance, you must provide a copy of your current certificate of currency when submitting your hire application.

## PART 4: Declaration

- I certify that the above information is true and correct in every detail. I understand that if the information declared on this form is not true and correct, the Mount Alexander Shire Council may refuse my application.
- I have read and completely understood all points in the application and terms and conditions of filming/photography and I or my representative will comply with the conditions at all times.
- Copy of Insurance Policy Attached
- Production Safety Report attached

Signature\*

Date\*

## LOCATION FEES

If applied, shall relate to the cost to Council in event coordination, expenses associated with advertising, traffic control, road closures, and any other costs incurred by Council in the facilitation of the application.

## GENERAL FILMING PROCEDURES

(Maldon Township special conditions)

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

The Coordinator and those affected will assess the impact of the filming on residential amenity, based on issues such as the size of the film crew, equipment to be used and residential density.

The Applicant will notify in writing all parties who be affected. The film maker will provide information on measures to be undertaken to minimise disruption.

• Civic Centre  
• Cnr Lyttleton and Lloyd Sts  
• P.O Box 185 Castlemaine VIC 3450  
• t (03) 5471 1700  
• e [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)  
• w [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)



# Filming and Commercial Stills Photography Application Form

## GENERAL REQUIREMENTS AND CONDITIONS

1. All activities must comply with Mount Alexander Shire Council Local Laws, Department of Labour and Industry and the laws or regulations of any other authority having jurisdiction over the area proposed.
2. Public Liability indemnifying the Council to a minimum of \$10,000,000.00 is to be taken out by the applicant for motion picture photography. For commercial stills photography, Public Liability must be taken out to a minimum of \$5,000,000.00. A Certificate of Currency must be attached to each application.
3. Local traders and residents in the immediate vicinity must be canvassed in writing by applicants to establish objections to filming taking place at least 48 hours prior to the shoot, and preferably up to 7 days in advance. (A copy of the letter is to be provided to Council).  
  
(Maldon Special condition – Local traders.....to invite objections to the filming at least 14 days prior to the filming.)
4. The applicant will bear all costs associated with repairing any damage generated by the filming activities.
5. The Mount Alexander Shire Council reserves the right to cancel any approval in the event of activities not being conducted in accordance with the Film Making in the Shire Permit. No refund of any fees paid shall be made. The applicant shall lodge a filming schedule, with daily updates (if made) available to interested parties.
6. Reserved parking requests require 7 days notice. (Maldon Township special condition – 14 days notice.) Maps indicating the location and number of parking spaces required must be supplied. Support cannot be provided for parking in busy areas unless neighbouring traders/residents are provided with adequate notice (as outlined at point 3).
7. Activities which may cause damage to any area will not be approved. Irrigation clearance is required for tents, marquees etc.
8. Council (Maldon Township special condition – and the affected community) is entitled to have a representative present at all times. Any authorised Council officer may ask the film company's representative to produce a copy of the filming permit and the days schedule.
9. The applicant must notify the Victoria Police Film and Television Office of their activities including any intended road closures, stunt activity and use of firearms/weapons.
10. (Maldon Township Special Condition - The shire and the community involved shall be acknowledged in the film credits.)
11. The film company shall lodge a schedule for the period of filming. Daily updates shall be provided to those affected on the day.

• Civic Centre  
• Cnr Lyttleton and Lloyd Sts  
• P.O Box 185 Castlemaine VIC 3450  
• t (03) 5471 1700  
• e [info@mountalexander.vic.gov.au](mailto:info@mountalexander.vic.gov.au)  
• w [www.mountalexander.vic.gov.au](http://www.mountalexander.vic.gov.au)

