Filming permit application form

Before you apply for your Council film permit, you need to:

- Organise Public Liability Insurance (minimum cover $10 Million).
- Apply for a Road Occupancy Permit a minimum of ten working days prior to filming (if parking is required).
- Contact relevant minimal agencies for any additional approvals before filming begins.
- Contact local residents and businesses regarding your intention to film (including your contact details) a minimum of five days before filming starts.
- Complete Council’s film permit application form and attach all supporting documents.
- Submit to Council via email or post approval a minimum of ten days prior to filming.

Council’s Local Laws department will be your single point of contact during Council’s application process.

Do the company name match the name insured on the public liability insurance (PLI)?
Yes ☐ No ☐

Production type:
- Feature Film ☐
- TV Series ☐
- Short Film ☐
- Student Film ☐
- TVC ☐
- Other ☐

Proposed filming date?
From .................................................. To ..................................................

Production information
- Production name: __________________________
- Production type: __________________________
- Filming location: __________________________

For others, please specify:
- Production name: __________________________
- Phone: __________________________
- Email: __________________________

Insurance details
- Company Name: __________________________
- Insurance details: __________________________

Proposed filming dates?
From .................................................. To ..................................................

Filming times (including bump-in and bump-out times)
From .................................................. To ..................................................

Billing information (if required)
- Billing Address: __________________________
- ABN: __________________________
- Phone: __________________________
- Email: __________________________

Contact details
- Company/Applicant Name (responsible for the filming): __________________________
- Phone: __________________________
- Email: __________________________

Company details
- Company/Applicant Name (responsible for the filming): __________________________

Contact details
- Name: __________________________
- Phone: __________________________
- Email: __________________________

Billing information (if required)
- Billing Address: __________________________
- ABN: __________________________
- Phone: __________________________
- Email: __________________________

Insurance details
- Company Name: __________________________
- Insurance details: __________________________

Proposed filming dates?
From .................................................. To ..................................................

Filming times (including bump-in and bump-out times)
From .................................................. To ..................................................

Billing information (if required)
- Billing Address: __________________________
- ABN: __________________________
- Phone: __________________________
- Email: __________________________

Contact details
- Company/Applicant Name (responsible for the filming): __________________________
- Phone: __________________________
- Email: __________________________

Form
date
Day
Hrs
Total
Full
Night
Total
Total
Description
Feature Film
TV Series
Short Film
Student Film
VTC
Other
Feature Film
TV Series
Short Film
Student Film
VTC
Other

With stunning parks and reserves, quirky cafes and incredible historical sites, Moonee Valley is bursting with potential film locations.

However, if you’re filming on public land, a permit may be required.

A film permit ensures that:
- public space is used safely and in accordance with legislation, local laws and regulations
- disruption is minimal
- public land and facilities are managed effectively
- anyone who may be impacted is notified

Council makes every effort to accommodate filming, but if you don’t comply with the terms and conditions of your permit, Council may:
- cancel any approval that has been issued for the time in question
- issue instruction to cease all activities and remove personnel and equipment from site
- retain all fees paid to Council to offset any losses, damages or reinstatement costs
- restrict the use of a particular location for further filming
- if there are complaints from members of the public Council may investigate them.

Production companies experiencing difficulties on location can call 9243 8888 for assistance.
Does your film involve any of the following?

I. Parking
   Vehicles are not permitted to enter Moonee Valley parks and gardens without written approval. You must apply for a Road Occupancy Permit from Council. This permit will require a Traffic Management Plan, which can be obtained from an accredited Traffic Management Company. Visit mvc.vic.gov.au/filming for more information.

II. Road closures, blocks and holds
   For all road closures, blocks, and/or holds, you must apply for a Road Occupancy Permit from Council. This permit will require a Traffic Management Plan, which can be obtained from an accredited Traffic Management Company. Visit mvc.vic.gov.au/filming for more information.

III. Filming on State Forests, National Parks or iconic destinations
   Contact Parks Victoria (parks.vic.gov.au) and Department of Environment, Land, Water and Planning (delwp.vic.gov.au) for more information as additional permits may be required.

IV. Specialist Filming Vehicles
   Special Filming Vehicles (SFVs) and their use on roads is considered a high-risk activity. Police escort will be required when an SFV is used on a public road. Visit police.vic.gov.au for more information.

V. Specialist effects
   You will need to complete a Police Filming Notification form if your filming could cause public concern (for example, the use of firearms, mock police or large crowds). Visit police.vic.gov.au for more information.

VI. Disrupting public transport
   If filming is likely to affect public transport in any way, you must submit an Event Notification Form to Public Transport Victoria (ptv.vic.gov.au). If filming is likely to affect public transport in any way, you must submit an Event Notification Form to Public Transport Victoria (ptv.vic.gov.au).

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VIII. Council acknowledgment
   Moonee Valley City Council supports filming and would appreciate acknowledgement in the end credits of your production. This acknowledgment should read ‘Filmed in Moonee Valley’ or ‘Thanks to Moonee Valley City Council’.

IX. Parking
   Visit vicroads.vic.gov.au for more information. Contact VicRoads to discuss your requirements.

X. Building a structure
   Structures (i.e. pop-ups, marquees, etc.) in Moonee Valley parks and gardens require a Traffic Management Plan, which can be obtained from an accredited Traffic Management Company.

XI. Filming on roads
   As well as Council’s Road Occupancy Request, specific approvals from other organisations may be required to film on roads, laneways, footpaths and in public open spaces. You need to contact VicRoads to discuss your requirements. Visit police.vic.gov.au for more information.

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