

Environment and Community Protection Local Law

(Local Law No. 1 of 2014)

Permit application fee applies.

ABN: 63 277 160 265

Tax Invoice

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 900

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

COMPANY DETAILS

Company/applicant name (responsible for filming):	
Does the company name match the name insured on the public liability insurance (PLI)?	Yes No
If no, please provide more information:	

CONTACT DETAILS

Name:	
Position/Title:	
Phone:	
Email:	
On-site contact on day of filming:	
Name:	
Position/Title:	
Phone:	
Email:	

PRODUCTION INFORMATION

Project name:	
Production type:	
<input type="checkbox"/> Feature film <input type="checkbox"/> TV One-off or Series <input type="checkbox"/> Short film <input type="checkbox"/> Student film <input type="checkbox"/> TVC	
Other, please specify:	
Proposed filming date/s:	
From:	To:
Alternate filming date/s:	
From:	To:
Filming times (including bump-in and bump-out times):	

LOCATION INFORMATION

Exact location/s of the proposed filming (including any privately owned land):
1.
2.
3.
4.
5.
6.

If there is more than six locations, please attach additional information to this application form.

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

Location information - continued:**Number of people on location -**

Number of cast:

Number of crew:

Number of parking spaces required at the filming location -

Number of cars:

Number of trucks:

Number of oversize vehicles (over 7.5m long or over 4.5 tonnes):

*Please include relevant details in the Parking Application Attachments section below.***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.

Exact location/s of the proposed unit base (including any privately owned land):**Unit base times -****Start:****Finish:****Number of parking spaces required at the unit base -**

Number of cars:

Number of trucks:

Will the production erect any temporary structures such as tents or marquees at the unit base?

Yes No

If yes, please provide details of the temporary structures (size, number, style):*Please note temporary structures need to be secured by weights, not pegs or stakes.***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.***Type of activity (for example, hold and release, road closure):****Name and details of the traffic/safety company who will be supplying the TMP or PMP:****Times the roads will be affected -**

Start of closure:

Finish of closure:

Name of roads affected by the closure/traffic hold:**Details of any large equipment the production will bring to the location (for example, camera cranes, scaffolding, lighting towers):****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.*

Provide details of activity:

ATTACHMENTS

Please upload the relevant documentation for your production. If the documentation is unavailable to be sent at this time please indicate via email the date on which it will be sent.

Essential documentation

Public liability insurance: Proof of certificate of current (\$10m to \$20m cover)	Attached
Parking application For parking cars, trucks, oversized and other essential vehicles.	Yes, attached Yes, to be emailed No, not applicable
Site plan/mud maps: Identifies Parking, Traffic control, unit base, where crew are situated and any equipment other than the normal amount of filming equipment required for the shoot, for example, cranes, long dolly, boom lifts, scissor lifts.	Yes, attached Yes, to be emailed No, not applicable
Running sheet/schedule: A document which establishes a chronology, linking times, events and details of filming activities.	Yes, attached Yes, to be emailed No, not applicable
Stakeholder communication plan The purpose of this is to give traders, residents and other interested parties timely written notice in advance of your proposed filming activities and show how you'll address their concerns.	Yes, attached Yes, to be emailed No, not applicable

Optional documentation

If you're unsure which of the following documentation you need to attach, contact us to discuss.

Traffic and pedestrian management plan(s) Required if traffic will be slowed, blocked, redirected, or perhaps even distracted. Be certain to check if you need permits from Victoria Police and VicRoads (attach your copies of their permits in the 'Other permits, approvals etc' section at the end of this form).	Yes, attached Yes, to be emailed No, not applicable
Risk management plan or safety plan Complete this if a risk management plan isn't already attached to a traffic management or pedestrian management plan, or other activities involve risk you need to manage, for example, trip hazards, explosives	Yes, attached Yes, to be emailed No, not applicable
Other permits, approvals or filming information (running sheets, schedules) Any other permits or approvals we have asked you for. For example, Victoria Police, VicRoads, Parks Victoria, a waste management plan, etc.	Yes, attached Yes, to be emailed No, not applicable

In person - EFTPOS, credit card, cheque* or cash

Mail options - cheque or credit card (please complete credit card details below):

Card number:

Expiry date:

CCV number
(three digit number on back of card)

Name on card:

Signature:

* Please make cheques payable to 'Wodonga City Council'.