**Introduction**

The Surf Coast Shire Council is a local government authority with stewardship over some 1560 km2 of land, including over 55 km of spectacular coastline at the start of the Great Ocean Road.

The area is popular, both as a place to live and to visit. Tourism is a major industry and the Council recognises the important role positive promotion through advertising, film and television can play in supporting the tourism industry.

Accordingly, as a general principle, the Council welcomes and supports those wishing to film in the Shire. Beyond setting a fee to recover any costs incurred, it does not generally wish to profit from the natural attraction of its locations. Rather it sees the benefit of positive promotion through film as a suitable offset.

**Please Note:** A range of private individuals, firms and public bodies controls locations within the Shire. It is your responsibility to contact and obtaining permission from these bodies.

They include:

* Great Ocean Road Coast Committee (ph **5220 5055**) – manages 37kms of our beaches and coastline, excluding the Bells Beach Surfing Reserve
* Parks Victoria (ph **5220 2002** – Anglesea office) – manages the balance of our coastline
* VicRoads (ph **5225 2558**) – manages the Great Ocean Road itself.

For other locations (including the Bells Beach Surfing Reserve, other roads and streets and the townships excluding the beaches), start with Council (ph **5261 0564**).

Council recognises the Victorian Film Friendly Guidelines and operates according to its principles.

**The following requirements form part of any Permission to Film granted by the Council:**

1. Council’s contact person for Film Permit Application enquiries is:

Darryn Chiller

Coordinator Communications and Community Relations

Surf Coast Shire

PO Box 350 Torquay Vic 3228

Ph 5261 0598

Mob 0417 302 068

Email: filming@surfcoast.vic.gov.au

1. Permission to Film must be obtained before filming starts (**allow a minimum of five working days. Larger and more complex applications take longer**). A copy of the Producer’s Insurance Certificate of Currency must accompany the completed form.
2. Permission to Film **only** covers those areas and activities directly owned or managed by Council. A range of private individuals, firms and public bodies controls locations and activities within the shire (see above). Responsibility for contacting and obtaining permission from these bodies rests with the applicant.
3. Permission to Film only covers those locations, days and times specified. Extensions and/or reshooting times must be cleared with Council before filming begins.
4. The Producer shall take all steps to ensure public safety and the public’s right to reasonable enjoyment of public spaces during filming. Notwithstanding anything else contained in this document, Council reserves the right to immediately revoke its Permission to Film if it feels public safety or reasonable public enjoyment of public places are being compromised.
5. The Producer shall acknowledge the locations used in his/her productions.
6. The Producer shall reimburse Council for any and all costs incurred by Council or to make good any damage caused as a result of the filming (such costs to be determined at the Council’s normal rates).
7. Council reserves the right to charge a fee to recover costs associated with making good due to the Producer not observing the conditions of this Permission to Film agreement.
8. Council reserves the right to impose such specific conditions as it deems necessary in particular instances.

**APPLICANT INFORMATION**

**COMPANY DETAILS**

Company/Applicant Name (responsible for the filming):

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|  |

Does the company name match the name insured on the public liability insurance (PLI)?

[ ]  Yes [ ]  No

If NO: Please provide more information

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*(Please note: A permit will not be issued without current PLI of at least $10m - $20m preferred)*

**CONTACT DETAILS**

|  |
| --- |
| Name  |
| Position/Title  |
| Phone |
| Email |

On-site contact on day of filming:

|  |
| --- |
| Name |
| Position/Title  |
| Phone |
| Email |

**BILLING INFORMATION** (if required)

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| --- |
| Billing Contact: |
| BillingAddress: |
| ABN: |
| Phone: |
| Email: |

**PRODUCTION INFORMATION**

|  |
| --- |
| **Project name** |

**Production type**

Feature Film [ ]

TV one off or series [ ]

Short film [ ]

Student film [ ]

Commercial [ ]

Still photos [ ]

Other [ ]

For OTHER, please specify

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|  |

Proposed filming date/s?

|  |
| --- |
| From: |
| To:  |

Alternative filming dates (weather hold/contingency planning)

|  |
| --- |
| From: |
| To:  |

Filming times (including bump-in and bump-out times)?

|  |
| --- |
| From: |
| To:  |

**LOCATION INFORMATION *(fill in and/or copy as many blanks as needed)***

***LOCATION 1***

Exact location of the proposed filming? (Including any privately owned land.):

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| --- |
|  |

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

|  |
| --- |
|  |

**Number of people on location**

Number of cast [ ]

Number of crew [ ]

**Number of parking spaces required at the filming location**

(Note: existing parking spaces can be used where available. Vehicles must be legally parked at all times.)

Number of cars [ ]

Number of trucks [ ]

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

*(Please include any relevant details of further parking requirements)*

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***LOCATION 2***

Exact location of the proposed filming? (Including any privately owned land.):

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

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|  |

**Number of people on location**

Number of cast [ ]

Number of crew [ ]

**Number of parking spaces required at the filming location**

(Note: existing parking spaces can be used where available. Vehicles must be legally parked at all times.)

Number of cars [ ]

Number of trucks [ ]

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

*(Please include any relevant details of further parking requirements)*

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***LOCATION 3***

Exact location of the proposed filming? (Including any privately owned land.):

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

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|  |

**Number of people on location**

Number of cast [ ]

Number of crew [ ]

**Number of parking spaces required at the filming location**

(Note: existing parking spaces can be used where available. Vehicles must be legally parked at all times.)

Number of cars [ ]

Number of trucks [ ]

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

*(Please include any relevant details of further parking requirements)*

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***LOCATION 4***

Exact location of the proposed filming? (Including any privately owned land.):

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

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**Number of people on location**

Number of cast [ ]

Number of crew [ ]

**Number of parking spaces required at the filming location**

(Note: existing parking spaces can be used where available. Vehicles must be legally parked at all times.)

Number of cars [ ]

Number of trucks [ ]

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

*(Please include any relevant details of further parking requirements)*

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**Will the production need a unit base?**

[ ]  Yes [ ]  No

If YES: Please include your unit base on your site plan/mud map and attach to your application

**Exact location/s of the proposed unit base** (including any privately owned land.)

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| --- |
|  |

**Unit base times** (start/finish)?

|  |
| --- |
| From: |
| To:  |

**How many 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 these temporary structures (size, number, style - attach photos/diagrams if needed)
*(Please note: temporary structures need to be secured by weights, not pegs or stakes)*

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**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** (eg. hold & release, road closure)

|  |
| --- |
|  |

**Name and details of the traffic/safety company that will be supplying the TMP or PMP?**

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| --- |
|  |

**What times will the roads be affected?**

|  |
| --- |
| Start of closure - from: |
| Finish of closure - to:  |

**Name of the roads affected by the closure/traffic hold?**

|  |
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**Details of any large equipment the production will bring to the location**

(eg. camera cranes, scaffolding, lighting towers.)

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**Please indicate [Y] if the production will involve any of the following:**

[ ]  amplified music or sound

[ ]  firearms/weapons (including imitation\*)

[ ]  stunts\*

[ ]  other safety concerns\*

[ ]  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:**

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|  |

**Will the proposed filming represent the actual location?**

[ ]  Yes [ ]  No

If NO please identify the location the filming will represent:

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**ATTACHMENTS**

Please attach the relevant documentation for your production. If the documentation is unavailable to be sent at this time please indicate in your email when it will be sent.

The following documents are attached to my application:

***1/. Essential documentation:***

**Public liability insurance: Proof of certificate of currency ($10 - $20M cover)**

[ ]  Yes [ ]  No

**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 eg cranes, long dolly, boom lifts, scissor lifts.

[ ]  Yes [ ]  No

**Running Sheet/Schedule:**

A document which establishes a chronology, linking times, events and details of filming activities.

[ ]  Yes [ ]  No

**Stakeholder communication plan (Public notification letter)**[ ]  Yes [ ]  No

(This give traders, residents and other interested parties timely written notice in advance of your proposed filming activities and includes details of what you intend to do to address any concerns they may have.)

***2/. Optional documentation:***

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

**Traffic & 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 [ ]  No

**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, eg. trip hazards, explosives.

[ ]  Yes [ ]  No

**Parking application**

For parking cars, trucks, oversized and other essential vehicles. [Councils and agencies may link to their own form here to save the applicant time and make sure the correct permit is filled out.]

[ ]  Yes [ ]  No

**Other permits, approvals or filming information (running sheets, schedules)**Any other permits or approvals eg. Victoria Police, VicRoads, Parks Victoria, Great Ocean Road Coast Committee, Civil Aviation Safety Authority, a waste management plan, etc.

**List**

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**Authorisation and Signature**

* I am authorised to lodge this application.
* We agree to abide by the Victorian Screen Industry Code of Conduct (mandatory)
* I understand the information requested on this form is being collected by Council to enable it to assess our filming permit application. This information will be subject to Council’s Privacy Policy and will be used solely for the purposes of assessing the application.

In consideration of the rights hereby granted by Council, the Producer agrees:

* to indemnify Council for any loss, damage or injury of any kind arising out of acts or omissions of the Producer, its employees, agents or contractors;
* to indemnify Council against all claims or suits of any kind whatsoever against Council for loss, damage or injury of any kind arising out of the acts or omissions of the Producer, its employees, agents or otherwise, in exercising its rights under this Agreement; and;
* that it conducts the filming entirely at its own risk and releases Council (in the absence of negligence or wilful default on Council’s part) from all claims of any kind occurring at the Location to any person or property.

**Signature**

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**Position:**

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**Date**

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Surf Coast Shire Council hereby approves the filming application as detailed, subject to any terms and conditions attached to this approval.

Signed by and on behalf of the Surf Coast Shire Council

**Name:**

|  |
| --- |
|  |

**Position:**

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|  |

**Date:**

|  |
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 *Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.*