**Macedon Ranges Shire - Filming and Photography Application**

**PROJECT**

Project name:

Production type:

**CONTACT DETAILS**

Name:

Role:

Mobile:

Email:

**LOCATION**

Filming location/s:

*\*Please note that for activities on roads or road reserves additional permits will apply*.

Will the proposed filming represent the actual location? If not, please identify the location the filming will represent:

***\*Please attach site plan (if relevant), with detail of any infrastructure on the proposed site.***

Have you contacted landholders of proposed locations for permission?

**IF NO** Please note thatapproval from Council will be contingent on approval from landholders.

**IF YES** Please attach written support or permit from the landowner of the proposed location.

*Links provided below for authorities for popular filming locations:*

[**Macedon Ranges Shire Council** – Parks, Reserves and Sporting Grounds](https://www.mrsc.vic.gov.au/See-Do/Parks-Gardens-Reserves/Hire-A-Venue-Or-Facility)

**Hanging Rock** - (03) 5422 0387 or email hangingrock@mrsc.vic.gov.au

[**VicRoads** – Events and Filming on Roads](https://www.vicroads.vic.gov.au/traffic-and-road-use/events-and-filming-on-our-roads)

[**Department of Energy, Environment and Climate Action** – filming and photography](https://www.forestsandreserves.vic.gov.au/land-management/crown-land-leases-licences-and-permits/filming-and-photography)

[**Parks Victoria** – events and filming permits](https://www.parks.vic.gov.au/get-into-nature/events-and-filming-permits)

[**Pine Plantations** – **HPV Plantations** - film and photography permits](https://www.hvp.com.au/community-recreation/community-events/film-photo-permit/)

[**Vic Track** – Railway land and buildings – film and photography permits](https://victrack.com.au/i-want-to/film-on-victrack-land)

Where relevant, have you contacted and gained support from impacted residents and/or businesses?

**IF NO** Please note thatapproval from Council will be contingent on sufficient communication with the local community and general support.

**IF YES**

***\*Please attach your stakeholder communication plan, and public notification letter***

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.

**FILMING SCHEDULE**

Please provide proposed filming dates:

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

*\*Please attach your running sheet/schedule. This document should establish chronology, linking times, events and details of filming activities.*

**PERSONNEL**

Number of cast:

Number of crew:

**EQUIPMENT**

Details of equipment and number of cameras:

Details of any large equipment the production will bring to the location:

***\*Attach Job Safety Analysis sheets (JSAs) to accompany large equipment (E.g. camera cranes, scaffolding, lighting towers).***

**DRONE ACTIVITY**

**If YES** please provide the following information:

Pilot /s name and contact details:

Please provide the drone model type/s, serial numbers and weight/s:

Detail how crew members will communicate with each other in case unauthorised person enters flight zone:

Detail how you will communication with other air traffic / relevant stakeholders, and include the radio frequency that will be used throughout filming:

***Please attach following for use of drone/s:***

***\*Copies of CASA Certified Remote Pilot Licence (RePL) and Remotely Piloted Aircraft Certificate (ReOC) per pilot.***

***\*Drone Operator CoC for $20M public liability including aviation coverage***

***\*Aircraft Operations Map outiling:***

 ***-take off and landing locations***

 ***-proposed flight path***

 ***-proposed exclusion zone***

 ***-proposed location of spotters and demarcation signage***

***\* JSAs and/or Risk Assessment detailing potential risks and how these will be controlled***

**UNIT BASE**

Will the production need a unit base?

**If YES** please add your unit base to your site plan/mud map.

Exact location/s of the proposed unit base (Including any privately owned land):

Unit base times (start/finish):

How many parking spaces required at the unit base:

Number of cars:

Number of trucks:

**NOISE**

Please describe any potential noise associated with the filming activity and how it will be mitigated to ensure there are no impact to neighbouring residents and business:

**Please see Environmental Protection Agency information on noise legislation.**

<https://www.epa.vic.gov.au/about-epa/laws/legislation-regulations-and-policies/noise-legislation>

**TRAFFIC MANAGEMENT**

How many parking spaces are available for and what is the location?

Do you require additional parking?

Where do you propose additional parking will be?

Do you require vehicle access to the location for set up, pack-down or other?

Please describe vehicle access required.

Do you require a loading/unloading area?

Please describe where you propose all loading and unloading will occur and what controls will be implemented to ensure the safety of pedestrians.

**ACTIVITY ON A ROAD PERMIT**

Does your event occur on a road or road reserve or require partial or full road closure?

**IF YES** Please complete section below.

Location and times:

Name/sections of road to be used:

Please outline the start/finish dates and times of the activities being held on the road/footpath etc:

***\*Please attach your Traffic Management Plan and supporting documentation.***

*Council’s Traffic and Engineering Unit will be in contact regarding your application. Please note that if your activity is occurring on a Regional VIctoira Road/s  you will need to obtain a permit from Regional Road Victoria.*

**FILMING – RISK MANAGEMENT**

Please indicate if the production will involve any of the following, and provide detail:

firearms/weapons (including imitation)\*

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.**

***For all Filming activity please attach (including low-impact filming):***

***\* Certificate of Currency for Public Liability***

***Please ensure the COC sufficiently covers all filming activities.***

***Additionally, for medium/high impact filming or where there are over six personnel in the team please attach:***

***\* Waste Management Plan***

***\* Risk management plan or safety plan***

***Please ensure the risk management plan addresses any risks you need to manage, for example: pedestrian and public safety, trip hazards, explosives, etc.***