

FILMING IN BALLARAT APPLICATION FORM

This form must be completed to register your interest in filming or conducting film-related activity in the City of Ballarat. This includes stills photography and any form of image capturing that is for a commercial purpose/use. Assistance and advice for filming in Ballarat is coordinated by the Film Liaison Unit, City of Ballarat.

For more information please contact the Film Liaison Unit;
03) 5320 5500
events@ballarat.vic.gov.au

SECTION ONE – THE APPLICANT

Name of Applicant(s) _____
Position / Title: _____
Organisation: _____
Address: _____
Telephone: _____ Mobile: _____
E-Mail: _____
ABN / ACN: _____

SECTION TWO – THE PROJECT

Production / Project Title: _____
Location Manager (if different to above): _____
Position / Title: _____ Mobile No. _____
Details of Project: _____

SECTION THREE – THE LOCATION

Are there special location requirements? _____

Please complete the following for each proposed location

Location 1

Address/Location _____

Start Date _____ End Date: _____

Start Time _____ End Time: _____

Number of Cast & Crew: _____ Number of Vehicles: _____

Location 2

Address/Location _____

Start Date _____ End Date: _____

Start Time _____ End Time: _____

Number of Cast & Crew: _____ Number of Vehicles: _____

Location 3

Address/Location _____

Start Date _____ End Date: _____

Start Time _____ End Time: _____

Number of Cast & Crew: _____ Number of Vehicles: _____

Location 4

Address/Location _____

Start Date _____ End Date: _____

Start Time _____ End Time: _____

Number of Cast & Crew: _____ Number of Vehicles: _____

Location 5

Address/Location _____

Start Date _____ End Date: _____

Start Time _____ End Time: _____

Number of Cast & Crew: _____ Number of Vehicles: _____

SECTION FOUR – RISK MANAGEMENT

Will you use explosions and/or fire? Yes No

Will you use stunt work? Yes No

Will you use firearms? Yes No

Will traffic or parking be affected? Yes No

Will pedestrian movement be affected? Yes No

Do you plan to use a drone to capture footage? Yes No

Please note: use of remotely piloted aircraft or 'drones':

71.1 A Person must not, without a Permit, operate an RPA within 100 metres of an Event on Council Land or a Road within the Municipal district.

In determining whether to grant a permit to allow the use of an RPA, the Council or an authorised officer or a delegated officer must, where relevant, have regard to the following guidelines:

- (a) *The purpose for which the RPA will be used; and*
- (b) *Whether the operator of the RPA is appropriately licensed by the Civil Aviation Safety Authority.*

Traffic Management Company providing services: _____

Have Emergency Services been notified of filming? Yes No NA

SECTION FIVE– SUBMITTING YOUR FILM APPLICATION FORM

When submitting your application please provide all the necessary documentation as outlined below:

- The completed Film Application form
- A map of location(s) and preferred parking spaces
- A Schedule of filming per day(s)

- A copy of Certificate of Currency for Public Liability Insurance
- Risk Management Plans / Traffic Management Plans / Production Safety Report (if applicable)
- If using a drone: A copy of Civil Aviation Safety Authority license or permit.

Please submit your application forms and supporting documents to:

Film Liaison Unit, City of Ballarat, PO Box 655, Ballarat VIC 3353

E-mail: events@ballarat.vic.gov.au

Note: Once all documentation has been received, please allow a minimum of 5 working days for your film application to be processed.

Compliance with Existing Local, State & Federal Laws

Upon signing this document the Producer acknowledges their awareness of all local, state and federal government laws that are bound by the above location/s and understand enforceable action will be brought against itself for non-compliance by the relevant authority and its employees.

Indemnification

The Production Company agrees to indemnify the Ballarat City Council against all claims or suits of any kind whatsoever or loss, damage or injury of any kind arising out of the negligence or unlawful conduct of the Production Company, its employees, and agents or otherwise.

By signing this application form, the Production Company acknowledges they have read and understood the City of Ballarat Film Guidelines and agrees to comply with all local laws of Ballarat City Council and all other relevant legislation and Ballarat City Council conditions, guidelines and special conditions provided.

The applicant acknowledges that he/she is authorised to sign this application on behalf of the Production Company.

Signature: _____

Name: _____

Title: _____

Date: _____

OFFICE USE ONLY
Date Received:
Date Approved:
Approved By: