



LOW IMPACT FILMING APPLICATION

OFFICE USE ONLY
RC 449 - \$104.00
Forward to ARD for processing
Receipt No.
Date :

CHECK LIST

- Fully Completed Application (submitted two (2) business days prior to filming)
- Payment of application fee (\$104.00) or provision of fee waiver documentation
- Topical/satellite map indicating specific filming location/s
- Public Liability Insurance (Certificate of Currency)

Applicant's Name			
Organisation Name (if applicable)			
Address	Street :		
	Suburb :		Post Code :
Contact Number		Email	
Production Name			
Filming Location			
Filming Date/Time	Date :	Bump-In Time :	Bump-Out Time :
Scene description			

By submitting a Low Impact Filming request it is acknowledged that filming activity meets all of the Low Impact Filming guidelines.

PRINT (FULL NAME)

SIGNATURE

DATE

PRIVACY

The personal information requested on this form is necessary for providing the applicant with low impact filming approval. This information will be used solely by Council for that purpose or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Individuals have a right to seek access to their personal information and make corrections by contacting Council's Privacy Officer on 9262 6413. You may view Council's Privacy Policy on our website www.whitehorse.vic.gov.au or obtain a copy from any of the Council offices.

ENQUIRIES

Administration & Events Officer, Arts and Recreation Development
Whitehorse City Council - Phone: 9262 6352

PAYMENT OPTIONS

1) IN PERSON

At any Council Service Centre. Pay by cash, cheque, eftpos or credit card.

- Whitehorse Civic Centre
379 Whitehorse Road, Nunawading
Phone 9262 6333
- Box Hill Town Hall
1022 Whitehorse Road, Box Hill
- Forest Hill Chase Shopping Centre
Shop 275, Canterbury Road, Forest Hill

2) MAIL

Cheque or money order (payable to City of Whitehorse) or credit card (provide details below).

Card type: (Tick one box) Visa MasterCard Bankcard **Amount: \$** _____
(Please note that American Express and Diners Club are not accepted)

Card number: _____ / _____ / _____

Expiry date: _____ / _____

Signature: _____ **Date:** _____

Please return form to: City of Whitehorse, Locked Bag 2, Nunawading Delivery Centre VIC 3131
or email to: ard.admin@whitehorse.vic.gov.au



LOW IMPACT FILMING APPLICATION

GUIDELINES

To obtain Low Impact Filming Approval with City of Whitehorse, the following guidelines must be adhered to :

- Low Impact Film Application must be submitted 2 business days prior to filming activity together with :
 - Topical/satellite map indicating specific filming location/s
 - Public Liability Insurance – Certificate of Currency with minimum AUD\$10,000,000 cover.
- Filming activity must be of 6 people or less (inc all production crew and talent);
- Infrastructure to be no more than one camera, one tripod and handheld sound recording equipment. (No lighting or sheltering equipment on stands, no camera tracking devices, no vehicles, sizeable props or generators).
- Duration of the shoot not to exceed 4 hours
- Public safety to be maintained at all times and all public pathways / footpaths / cycling paths and roads must not be blocked - a minimum of 2.5 metres is required on footpaths for pedestrian thoroughfare at all times;
- No disruption to be caused to the city's stakeholders (traders, residents and businesses) or motorists or other events in the vicinity of the activities;
- Filming equipment must not be hard up against or attached to any City of Whitehorse street furniture, infrastructure or assets (including trees, shrubbery and garden beds);
- No vehicle access is permitted in Parks and gardens or past any street bollards without a permit
- No physical assets to be disturbed, relocated, altered or damaged due to or as a result of the filming.
- Any pre-existing damaged assets should be reported to Council immediately upon identification so that they are repaired or made safe prior to filming.
- City of Whitehorse must be acknowledged in the credits of all productions.

APPLICATION FEE

\$104.00 (GST Free) - As at 1 July 2017

Fee Waiver

Filming fee waivers may be granted by Council for:

- a) projects of demonstrable community benefit;
- b) projects related to charitable activities;
- c) documentaries which are specific to the City of Whitehorse; or
- d) educational projects by students based in the City of Whitehorse. Students must provide the following additional evidence when submitting an application:
 - i. assignment/project sheet relating to film application;
 - ii. student identification card;
 - iii. proof of the educational institution's public liability insurance.

HOW TO APPLY

Submit completed application form, copy Public Liability Insurance (Certificate of Currency) and topical/satellite map indicating specific filming location/s by :

Email : ard.admin@whitehorse.vic.gov.au

Mail : Locked Bag 2, Nunawading DC VIC 3131

In Person : Whitehorse Civic Centre, 379 Whitehorse Road, Nunawading
Box Hill Town Hall, 1022 Whitehorse Road, Box Hill
Forest Hill Chase Shopping Centre, Shop 275 Canterbury Road, Forest Hill