



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

\$110.00 (GST Free) - As at 1 July 2018

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