Filming & Photography Application

# Principal contact

|  |  |
| --- | --- |
| Name |  |
| Position title |  |
| Company / film school name |  |
| Telephone |  |
| Email |  |

# Billing details

|  |  |
| --- | --- |
| Name |  |
| Company / film school name |  |
| Address |  |
| ABN / ACN (If applicable) |  |
| Telephone |  |
| Email |  |
| PO (If applicable) |  |

# About

|  |  |
| --- | --- |
| Name of production |  |
| Description of production |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of people on location | Crew |  | Cast |  | Client |  |

# Type of production

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Commercial |  | Community |  | Student |  |
| Educational |  | Charitable/NFP |  | Documentary |  |

# Proposed schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Location | Comments |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Proposed parking requirements

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Department | REGO | Make | Length  Inc tailgate | GMV | Reason for parking on campus | Proposed location |
|  |  |  |  |  | Eg. Equipment needs to be accessed regularly |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Requirements** Will the following be required/used/filmed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3-Phase power |  | Roof access |  | Additional rooms for wardrobe/catering |  |
| Generator |  | Smoke machine |  | Guns, firearms, knives. Including props |  |
| Drones |  | Stunts |  | University of Melbourne logo/signage |  |
| Amplified music or sound? |  | Children |  |  |  |

# Security

|  |
| --- |
| List any SECURITY considerations, including any high profile or VIPs on location |
|  |

# Privacy

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Will members of the public be filmed? | | | | | | |
| Yes |  | No |  |  | | |
| If yes, provide details of where, when and why: | | | | |  | |
| How will consent be collected from the general public? | | | | | |  |

# Media consent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you consent to the University Media Unit publicising the filming/photography activities on campus via social media or other channels | | | | | |
| Yes |  | No |  | Comments |  |
| Contact details | |  | | | |

# Required documents

|  |  |
| --- | --- |
| Detailed storyline synopsis or script | Supplied: |
| Certificate of Currency for WorkCover | Supplied: |
| Public Liability with a minimum $20 million Limit of Liability | Supplied: |
| Motor vehicle insurance in respect of Third Party Property Damage with a minimum of $20 million Limit of Liability – for all vehicles entering campus | Supplied: |
| All crew (Heads of Dept) must complete online induction  [elearn.com.au/unimelb/contractor/](http://www.elearn.com.au/unimelb/contractor/)  **Username:**unimelb  **Password:**contractor | Names & dates of completion: |
| Traffic Management Plan - TMP | Supplied: |
| Safe Work Method Statement - SWMS | Supplied: |
| Signed University of Melbourne Location Agreement | Supplied: |

# Additional documents May be required

|  |  |
| --- | --- |
| Emergency Services Telecommunications Authority (ESTA) -  Filming Notification | Supplied: |
| Drones related documents including any required CASA permits | Supplied: |
| Students – Supporting letter from supervisor | Supplied: |

# Authorising Officers

|  |  |
| --- | --- |
| University of Melbourne Filming Office | filming-info@unimelb.edu.au |

# Conditions

No filming or preparatory activities may proceed at the University of Melbourne, unless a location agreement has been received and signed by both the applicant and the University.

Once this document has been approved by the University of Melbourne it must be available for presentation at all times whilst on University of Melbourne property.