*All filming/photography requests are to be submitted at least two (2) weeks prior to proposed commencement of shoot. Late applications and cancellations will be subject to fees as detailed on the rate sheet. Filming/photography is not permitted without the issuance of a Royal Botanic Gardens Victoria (RBGV) Filming/Photography Permit.*

|  |
| --- |
| **Applicant Information** |
|  |
| Applicant Name (*responsible for the filming*):  |       |
|  |
| **Contact Details:** |
|  |
| Name:  |       |  |  Institute: |       |
| Email:  |       |  | Phone:  |       |
|  |
| **Project Information:** |
|  |
| Project Name:  |       |
| Production Type:  | Choose an item. | If Other please specify:  |       |
|  |
| ***Please note*** *that Student Projects are classed as groups under eight (8) with handheld equipment only.* |
|  |
| **Proposed Filming Dates:** | From:  |       | To:  |       |
| **Alternative filming dates:** *(weather hold/ contingency planning)* | From:  |       | To:  |       |
| **Filming times:** (*including bump-in and bump-out times*): | Start:  |       | Finish:  |       |
|  |
| ***Please note*** *that access to the Royal Botanic Gardens Melbourne is available between the hours of 7:30am and sunset (Monday to Friday), and to the Royal Botanic Gardens Cranbourne between the hours of 9:00am and 5:00pm (Monday to Friday). The RBGV reserves the right to deny filming requests for weekends, public holidays, and other peak visitation times.* |
|  |
| **Location Information** |
|  |
| **Melbourne Gardens** [ ]  **Cranbourne Gardens** [ ] **Details of the location/s of the proposed filming:**  |
|       |
| *Please see* [*Melbourne*](http://www.rbg.vic.gov.au/visit-melbourne/plan-your-visit/map-of-the-gardens) *or* [*Cranbourne*](http://www.rbg.vic.gov.au/visit-cranbourne/plan-your-visit/map-of-the-gardens) *map of the Garden.* *If an exact location is not known, provide details of the kinds of shots you would like and the RBGV Co-ordinator, Leasing will suggest suitable locations* |
|  |
| **Please provide a summary of each scene and the actions to be carried out by the actor(s)/model(s):**  |
|       |
|  |
| **Number of people on location:**  |       |  | **Number of cast:** |       |  | **Number of crew:** |       |
|  |
| **Details of equipment the production will bring to the location (*Eg camera cranes, scaffolding, lighting towers*):***Please note that no power is available on site.* |
|       |
|  |
| **Please indicate if the production will involve any of the following:** | firearms/weapons (*including imitation*)\*  | [ ]  | amplified music or sound  | [ ]  | other safety concerns\*  | [ ]  |
|  | may have environmental impact  | [ ]  | stunts\*  | [ ]  | may cause offense or concern to the public\*\*  | [ ]  |
| *\* Firearms and weapons are prohibited under the Royal Botanic Gardens Regulations 2014 (Regulation 19), unless otherwise approved by the Royal Botanic Gardens Board and are subject to confirmation of approval from Victoria Police.* *\*\*Nudity and/or offensive language or gestures are prohibited under Regulation 8 of the Royal Botanic Gardens Regulations 2014.* |
|  |
| **Web addresses of locations where the footage will be shown ie. Facebook, Instagram, Vimeo, Youtube, websites:**  |
| http://http:// |
|  |
| **Will the proposed filming represent the actual location?**  | Y [ ]  N [ ]  |
| **If NO please identify the location the filming will represent:** |       |
|   |
| **Victorian Screen Industry Code Of Conduct** |
|  |
| **We agree to abide by the *Victorian Screen Industry Code of Conduct* (*mandatory*).** | **Y [ ]**  |
|  |
| **Declaration** |
|  |
| I declare that I am authorised to complete this Filming/Photography Permit Application on behalf of the applicant and that the information contained herein is, to the best of my knowledge, correct. I have read the Royal Botanic Gardens Regulations 2014 and Mission. I acknowledge having read the Terms and Conditions of Filming/Photography at the Royal Botanic Gardens Victoria and agree that by signing this Filming/Photography Application form I shall render the Applicant legally bound by the Terms and Conditions should a Filming/Photography Permit be granted. |
| Signature:  |       |
| Print Name:  |       | Date:  |       |
| **NOTE: A completed application form does not in itself constitute permission to film.** **You must receive written confirmation and an RBGV Filming/Photography Permit to proceed.** |