*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** |
|  |
| **Company Details:** |
|  |
| Company/Applicant Name (*responsible for the filming*):  |       |
| Does the company/applicant name match the name insured on the public liability insurance (PLI)?***Please note*** *a permit will not be issued without current PLI.* | Y [ ]  N [ ]  |
| If NO Please provide more information:  |       |
|  |
| **Contact Details:** |
|  |
| Name:  |       |  | Position/Title: |       |
| Email:  |       |  | Phone:  |       |
|  |
| **On-site contact on day of filming:** |
|  |
| Name:  |       |  | Position/Title: |       |
| Email:  |       |  | Phone:  |       |
|  |
| **Billing Information:** (*if required*) |
|  |
| Billing Name:  |       |  | ABN: |       |
| Billing Address:  |       |  |  |
| Email:  |       |  | Phone:  |       |
|  |
| **Product 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. Any variation to this classification is at the RBGV’s discretion.* |
|  |
| **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** |
|  |
| **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 brief summary or synopsis of the scene and/or activities:**  |
|       |
|  |
| **Number of people on location:**  |       |  | **Number of cast:** |       |  | **Number of crew:** |       |
|  |
| **Number of parking spaces required at the filming location:**  |       |  | **Number of cars:** |       |  | **Number of trucks:** |       |
|  |
| **Number of oversize vehicles (*over 7.5 m long or over 4.5 tonnes*):**  |       |
|  |
| ***Please include*** *relevant details in the Parking Application Attachments section below.****Please note*** *that only one (1) vehicle (multiple entry/exit to transfer equipment is permissible) is allowed on site per shoot – maximum dimensions as per Terms and Conditions. Subsequent vehicles may be permitted, but are subject to a surcharge as outlined in the Schedule of Fees.* |
|  |
| **Will the production need a unit base?**  |  Y [ ]  N [ ]  |
| ***If YES*** *please add your unit base to your site plan/mud map to the attachments at the end of this document.* |
|  |
| **Exact location/s of the proposed unit base (*including any privately owned land*):** |       |
|  |
| **Unit Base Times:** | Start:  |       | Finish:  |       |
|  |
| **How many parking spaces required at the unit base:** |       | Number of cars: |       | Number of trucks: |       |
|  |
| **Will the production erect any temporary structures such as tents or marquees at the unit base?**  | Y [ ]  N [ ]  |
|  |  |
| ***If YES*** please provide details of these temporary structures (*size, number, style*): ***Please note*** *temporary structures may only be secured by weights, not pegs or stakes.* |
|       |
|  |
| Will the production require traffic management or pedestrian management?  | Y [ ]  N [ ]  |
| ***Please note*** *if the production is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) or Pedestrian Management Plan (PMP) Incorporating a Risk Management Plan will be required.* |
|  |
| Type of activity *(eg hold & release, road closure):*  |       |
|  |
| Name and details of the traffic/safety company who will be supplying the TMP or PMP: |       |
|  |
| What times will the roads be affected? | Start:  |       | Finish:  |       |
|  |
| Name of the roads affected by the closure/traffic hold: |       |
|  |
| **Details of any large 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.* |
|  |
| **Provide details of activity:**  |
|       |
|  |
| **Will the proposed filming represent the actual location?**  | Y [ ]  N [ ]  |
| **If NO please identify the location the filming will represent:** |       |
|   |
| **Attachments** |
| ***Please attach relevant documentation for your production. If the documentation is unavailable to be sent at this time please indicate via email the date on which it will be sent.*** |
|  |
| **Essential Documentation** |
|  |
| **Public liability insurance:** *Proof of certificate of currency* (*$10M - $20M cover*) | Choose an item. |
| **Remittance advice for $108 application fee*****Bank Deposit Details:*** ***Bank: Westpac Name: Royal Botanic Gardens BSB: 033083 Account: 161707*** | Choose an item. |
| **Parking application:** *For parking cars, trucks, oversized and other essential vehicles* | Choose an item. |
| **Site plan/mud maps:** *Identifies Parking, Traffic control, unit base, where crew are situated and any equipment other than the normal amount of filming equipment required for the shoot, e.g. cranes, long dolly, boom lifts, scissor lifts.* | Choose an item. |
| **Running Sheet/Schedule:** *A document which establishes a chronology, linking times, events and details of filming activities.* | Choose an item. |
| **Stakeholder communication plan** (*Public notification letter*): *The purpose of this is to give tenants, residents and other interested parties timely written notice in advance of your proposed filming activities and show how you’ll address their concerns.* | Choose an item. |
| **Optional documentation:** *If you’re unsure which of the following documentation you need to attach, contact the Co-ordinator, Leasing on 03 9252 2300 or filming@rbg.vic.gov.au to discuss.* | Choose an item. |
| **Risk management plan or safety plan.** *A risk management plan is required.*  | Choose an item. |
| **Other permits, approvals or filming information** (*running sheets, schedules*): *Any other permits or approvals we have asked you for. For example Victoria Police, VicRoads, City of Melbourne, City of Casey, a waste management plan, etc.* | Choose an item. |
|  |
| **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.** |