



CONDITIONS FOR FILM AND TELEVISION PRODUCTION IN SOUTH GIPPSLAND SHIRE

1. When filming is conducted in streets, parks and gardens and other open spaces managed by Council, a completed “Film Permit Application” form is required. A valid “Film Permit” issued by South Gippsland Shire Council is required to be issued before filming can commence. The need for a permit for a particular project will be determined by Council. Any Council Officer may ask the production company’s representative to produce a copy of the “Film Permit”.
2. Council reserves the right to cancel the Film Permit in the event of activities not being conducted in accordance with the Film Permit, Film Policy or the Conditions for Film and Television Production.
3. All activities must comply with South Gippsland Shire Council’s local laws and other relevant laws and regulations (except where written permission is provided), and the laws or regulations of any other authority having jurisdiction over the area where filming is to take place.
4. Council requires evidence (Certificate of Currency) of a minimum \$10,000,000 public liability insurance which is to be provided by the production company/producer prior to issuing the Film Permit.
5. Filming is not usually permitted between midnight and 6:00am. Unless Council approves a variation in writing, filming must only occur between the times specified in the permit. In instances where a filmmaker wishes to film outside the usual permitted filming hours in residential or built up areas, a request must be made to the Council at least two (2) weeks before the intended date of filming. The Film Liaison Officer will assess the impact of the production company’s/producer’s application and may request that all affected parties be notified in writing. Residents will be asked to immediately respond in writing if they have objections to the filming taking place. Once permission to lift the curfew has been granted, the production company/producer will be required to letter drop the area to ensure affected people are kept informed of the proposed activity.
6. Responsible authorities must be informed of any filming activity that may be of concern or interest to Victoria Police or any activity likely to cause concern to the public. This will include all filming planned for public open space, any filming on roadways or use of a low loader and tracking shots on roads in general, and in particular, filming that requires the use of firearms, imitation firearms or special effects.
7. South Gippsland Shire Council may require the applicant to complete a “Risk Management Plan” to demonstrate that a risk assessment has been conducted. Risk management plans must identify any potential hazards and actions and how it is intended that the production company will mitigate those risks associated with the filming activity.



8. Council may request that the production company/producer notify in writing, businesses and residents in the immediate vicinity of the proposed location. The timeframe for this notification will be managed in consultation with the Film Liaison Officer. A copy of the notification must be provided to the Council.
9. The production company/producer is required to provide five (5) days notice for reserved parking applications. Maps indicating the location and number of parking spaces required must be supplied. Assistance cannot be provided by Council staff for reserved parking in busy areas, unless neighbouring traders/residents are provided with adequate notice.
10. The production company/producer must request permission from Council to install any tents or marquees in Council parks or open spaces, and must consult with Council to avoid damage being caused to Council infrastructure and assets e.g. underground sprinkler systems, plumbing etc.
11. The production company/producer may be required to obtain building and or planning permits if there is a need to construct buildings/structures or undertake certain activities.
12. The production company/producer will not allow any permanent alterations to the locations or contents of the location without express prior permission in writing from Council.
13. The production company/producer will not allow any wilful damage to the locations or contents of the location.
14. The production company/producer will remove all its personal property and rubbish from the location and restore the location to the condition it was in prior to filming. The company/producer should dispose of waste from the site in an environmentally sustainable manner including the recycling and reuse of material where practical. The use of Council's Waste Wise trailer for this purpose is strongly encouraged.
15. The production company/producer will bear all costs associated with repairing damage generated by their filming activities and expenses associated with advertising, traffic control, road closures and any other costs incurred by Council in facilitation of the application.
16. The production company/producer may be required to pay a bond to the Council, not less than 24 hours prior to the filming date. This bond may be applied by the Council, at its sole discretion, to repair any damage or replace any losses as a consequence of the filming, including unpaid fees or service charges. The balance, less deductions, made in accordance with the Policy and or the Conditions for Film and Television Production, will be refunded within 14 days of completion of filming at the location.
17. Production companies/producers must ensure that traffic management plans and signage erected around the film location complies with all requirements of VicRoads and Council's Engineering Department as per the Road Management Act 2004.



18. Council is entitled to have a representative present at mutually agreed times (as a non-paid observer). Where the nature of the filming requires a Council representative to be present for safety or other reasons this will be at the expense of the production company/producer unless otherwise agreed.
19. The production company/producer will ensure that all crew, cast and other persons in its employ follow reasonable directions given by the Council or its delegate.
20. The production company/producer will not portray the Council as endorsing or supporting any products or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted, or otherwise expressed, without prior written consent from the Council.
21. The production company/producer will, if requested by the Council, acknowledge the assistance of the Council in the production of the film or video by the usual method of end credits or as mutually agreed.
22. Compliance with all statutory obligations relating to matters of occupational health and safety, WorkSafe Victoria and any other statutory or regulatory requirements in the delivery of the production is mandatory.
23. The production company/producer will ensure all dangerous substances and articles to be brought onto location will be listed as such in the application. Before permission may be given, the production company/producer may be required to provide a safety report in regard to the proposed filming activities in accordance with the relevant film and television codes and legislation including the Victorian Occupational, Health and Safety Acts and regulations. A copy of the safety report may be required to accompany the application.
24. The production company/producer acknowledges that it conducts filming entirely at its own risk and hereby releases to the fullest extent permitted by the law, Council and its servants, agents and contractors, in the absence of any wilful default on their part, from all claims of every kind resulting from any accident, death or injury occurring at the location to any person or property.
25. The production company/producer warrants that all information provided in or attached to the application is true and correct in every particular, and that no material or relevant information has been omitted.