

Application for Filming Permit (Commercial purposes)

2023-2024



Section 1 – Applicant Details

Applicant Name:	
Address:	
Contact phone numbers:	Business: Mobile:
Email:	

Section 2 – Filming Permit Details (FEE \$354.50)

Film Shoot details:		
Location(s)	Date	Time

Section 3 – Insurance Requirement

You must hold a current Public Liability Insurance Policy to the minimum value of \$20,000,000. This policy must remain current for the period of this permit, and must be available on request. You are not required to provide a copy of your own insurance policy to Council; however, you must tick the appropriate box and sign Council's Indemnity Declaration to confirm that you have the necessary cover.

Please tick box to confirm:

Section 4 – Conditions Applicable to Permit

- Depending on the size of the activity and the impact this may have on the local traffic, a Traffic Management Plan (TMP) will be required to be submitted including in some residential side street. All requests for a permit to film other than in a residential side street will require a TMP
- Evidence the Victorian Police have been notified.
- Information regarding the size and number of vehicles needed to be parked at that location is to be submitted.
- Parking restrictions are to be considered.
- All street, park and local activity must be taken into consideration, e.g garbage collection, business, sports etc
- Residents within the affected area must be given a minimum of 24 hours notice.
- If requested a copy of your \$20,000,000 (min) Public Liability Policy, including Council's interest noted, must be submitted with your application.
- A permit for a maximum period of two days only may be issued. This may on the location.
A minimum of two weeks must be given to Council before filming commences.

Section 5 – Declaration and Indemnity Form

I declare that I am fully aware of the City of Monash policies, guidelines and conditions that apply to the permit applied for. I understand that if there is any non-compliance with any conditions, any permit becomes void.

I the permit holder, also declare that I hold a current Public and Product Liability Insurance Policy to the value of \$20,000,000 and that I will indemnify and hold harmless the City of Monash against all actions, suits or claims whatsoever arising from any injury, loss or damage to any person or property, including all costs associated with the defence of such items, caused by negligent acts of myself the permit holder in relation to the permitted activity.

Applicant Name Printed:

Applicant Signature:

For and on behalf of:

Name of Business or Organisation:

SECTION 6 - Payment Options: FEE \$354.50*

* Only payable after application has been assessed/approved.

Online

(only after application has been approved and a TAX INVOICE provided.)



www.monash.vic.gov.au/payments

In Person

(Cash, Cheque, Debit Card, Visa, MasterCard, Amex & Money Order)



Monash Civic Centre

293 Springvale Rd
Glen Waverley
8.15am – 5.15pm Mon – Fri

Oakleigh Service Centre

3 Atherton Rd
Oakleigh
8.15am – 5.15pm Mon – Fri

By Post



Make cheques or money orders payable to "City of Monash"
Cheque or money order Only

City of Monash
Community Laws
P.O. Box 1
Glen Waverley VIC 3150

By Credit Card by Phone



Call Council on (03) 9518 3555 and pay using your MasterCard, Visa, American Express card after permit application has been assessed and approved.

The City of Monash abides by the principles of the Privacy and Data Protection Act 2014. The personal information required to be provided in this application form is required for the purposes of administering Community Laws Permit Applications. This information will not be released to any other person or organisation for any purpose other than the purpose for which it was collected. You have the right to access your personal information. If you wish to do so, please contact Council on (03) 9518 3555.

OFFICE USE ONLY

Authorised Officer	Approved	Yes/No		Initial	
Issuing Officer	Initials	Date Paid	Date Issued	Receipt	Fee Paid
		___/___/___	___/___/___		\$
Permit Number	FCP/				

293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au
T (03) 9518 3555 **F** (03) 9518 3444 **National Relay Service** (for the hearing and speech impaired) 1800 555 660
Language Assist العربية 9321 5480 Ελληνικά 9321 5482 한국어 9321 5484 Русский 9321 5486
 廣東話 9321 5481 Italiano 9321 5483 普通话 9321 5485 Việt Ngữ 9321 5487