

Application for Amateur/ Student Filming Permit 2023/2024



SECTION 1 – APPLICANT DETAILS

Applicant Name		
Address		
Contact phone numbers	Business	Mobile
Email		

SECTION 2 – FILMING PERMIT DETAILS

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 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 streets.
- 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 48 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 may be issued. This may depend 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	

APPLICATION OPTIONS

In Person



Monash Civic Centre
293 Springvale Rd
Glen Waverley
8.15 am – 5 pm Mon – Fri

Oakleigh Service Centre
3 Atherton Rd
Oakleigh
8.45 am – 5pm Mon – Fri

By Post



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

By Email



Email completed form to mail@monash.vic.gov.au

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

Officer Approved		Date Issued	Permit Number
Yes/No	Initials	/ /	

● 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 **National Relay Service** (for the hearing and speech impaired) 1800 555 660
● **Interpreter Services** 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021