



Filming application

Type of production

Name of production

Contact details

Name Job title

Email

Mob. Tel.

Production company

Company name

ABN

Street address

Street

Suburb State Postcode

Email for invoicing

Postal address (if different to above)

Street

Suburb State Postcode

On-site location manager

Name Mob.

Proposed location

Description

Melway reference

Map no. Ref.

Proposed date & time

Date

Time access is required from to

Proposed activity

Description of what will be filmed including any disruptive or potentially hazardous activities.

Attached ***Please attached to email.***

Description of any special equipment, props, vehicles etc. and how they will be used.

Attached

Please attached to email.

Not applicable

Cast / crew / vehicles

Number of crew

Number of cast

On-site parking needed

If Yes, how many:

Small vehicles (e.g. cars)

large vehicles (e.g. trucks)

Documents to accompany this application

Compulsory

1. Access Authority Form

In signing this form, you are agreeing to the terms and condition for access to the port. These terms and conditions are provided in an Access Authority Form on <http://www.portofmelbourne.com/news-and-publications/commercial-filming> for your reference. You will provided a pre-populated version to sign a copy only after you have submitted this application form to us.

2. Public Liability Insurance

Please provide evidence of a Certificate of Currency for Public Liability Insurance - minimum \$20 million.

3. Payment(s)

- Once you are agree to the above items 1 and 2, please make a bank deposit of \$550 (inclusive of GST). The bank account to be deposited into is BSB 083-004 Account 80 662 5392 and reference should indicate 'Film - <insert company name>'.
▪ If you application is approved, a further \$3,300 (inclusive of GST) Location Access Fee for every 24 hour access needs to be provided.

Upon request

4. Accredited Traffic Management Plan

Required if your activity will affect traffic flow.

5. Risk assessment

If requested by PoM.

6. Environmental management plan

If requested by PoM.

7. For Drones

CASA license (commercial operations) may be required while flight plans & times are compulsory.

8. Other documents may also be requested if required by PoM.

Signed for and on behalf of the Production Company

Signature

Date

Print name

Office use only

Date received

Approved

Approved with conditions

Not approved

Reason