



ROYAL
BOTANIC GARDENS
VICTORIA

Guide to Filming/Photography in Royal Botanic Gardens Victoria

SECTION 1: FILMING IN ROYAL BOTANIC GARDENS VICTORIA (RBGV)

Introduction

Victoria is internationally recognised as a world-class screen production destination with excellent crews, stunning locations, film friendly location providers and exceptional production facilities.

In turn, screen production has a profoundly positive impact on the state and its residents - economically, culturally and socially.

This guide has been produced in partnership with Film Victoria as a resource for filmmakers seeking permits or approvals to film on public land within the jurisdiction of RBGV.

It covers the practical aspects of the approval process, from planning your production, to applying for permits from a variety of public agencies, to the many resources available to assist you.

It reflects our ongoing commitment to supporting film and television production. We hope that you find the guide useful and look forward to assisting you in RBGV with your next production.

Why Film in RBGV?

The state of Victoria is committed to supporting a vibrant and professional film and television industry. RBGV is proud to be supporting the screen industry and the opportunities it brings to businesses and the broader community.

We have many years' experience playing host to notable feature films, documentaries, television series and television commercials and are proud to facilitate a growing number of productions that choose to locate their filming in RBGV.

RBGV is able to provide advice and expertise on how to make the most of your time when dealing with RBGV, including information about specialised filming requirements.

We look forward to assisting with your production needs.

Our Commitment

RBGV is film friendly and RBGV is here to help make your next filming activity a success.

RBGV's objective is to ensure your experience working with RBGV is a positive and productive one.

Disclaimer

While every effort has been made to ensure the accuracy of the information in this guide at the time of its publication, the information provided is subject to change at any time and its accuracy is not guaranteed. RBGV accepts no liability or responsibility arising from the use of or reliance on the information or data contained in the guide.

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SECTION 2: APPLYING FOR A FILM PERMIT

What is a film permit and when is it necessary?

Public agencies can approve filming/photography on public land as a permit, licence, approval, location agreement, or as some other form of written permission.

A wide range of filming may require a permit, including student, commercial, community and not-for-profit productions, as well as still photography.

A film/photography permit ensures public space is used safely and in accordance with all applicable legislation, local laws and regulations. At the same time, it ensures any disruption is minimal, public land and facilities are managed effectively and that anyone who may potentially be impacted is notified.

The *Filming Approval Act 2014* sets in place specific standards for public agencies processing and approving permits for commercial filming/photography.

RBGV requires a film/photography permit for:

- commercial filming/photography
- advertising filming/photography
- not-for-profit filming/photography
- student film/photography projects
- wedding filming/photography.

RBGV does not require a film/photography permit for news media

In assessing film permit/photography applications, RBGV considers:

- RBGV's responsibilities under relevant legislation and regulations
- the impact on public amenity
- safety and security, particularly activities which may increase liability risk exposure
- the impact on the Gardens environment and heritage assets
- operational issues, such as planned RBGV activities, access to areas restricted for resource management, protection or safety reasons and availability of staff to supervise filming/photography, if required.

The role of the RBGV Leasing Administrator

Assessing a film/photography permit application often requires consultation with different teams within a public agency. The Leasing Administrator is your single point of contact for RBGV during the application process.

We understand that filming is a cost-sensitive and deadline-driven business and we are here to assist you so that you can get your permit or approval as quickly as possible and with minimum inconvenience.

Planning your filming

Getting started

If you do not already have one, we strongly advise you to appoint an experienced location manager. This person will be the key liaison between the production and the Leasing Administrator. Having someone who understands the local environment and processes will help your production run more smoothly and efficiently.

It is crucial to allow sufficient time for planning your production, familiarising yourself with the practicalities of filming and determining what additional support you might need.

Engaging with the Leasing Administrator early in the process of planning your production will help streamline the application process and keep everyone informed.

If your planned activities are complex, please contact us as soon as possible and before submitting your application form, as some discussion and negotiation may be required.

It is sometimes useful to arrange a face-to-face consultation with the Leasing Administrator to discuss the production before any paperwork is submitted. The Leasing Administrator should be able to give an idea of the viability of filming at your preferred locations, including specific dates and times. This is also the time to 'flag' issues or unusual filming requirements, like erecting structures, using firearms, or major disruption to traffic.

In our experience, proactive relationships achieve the best outcomes. The Leasing Administrator may be able to assist with location options, traffic management, consultation advice and other assistance with film permit applications.

Submitting your application

Your film permit application should be submitted formally and in writing as soon as you have enough information to supply to the Leasing Administrator.

All supporting documentation should be submitted at the same time, as this is the most efficient way of processing your application. We understand that this can occasionally be difficult and if some information is presented at a later date it may still be possible to approve the application. Speak with the Leasing Administrator, to discuss this possibility. Delays in providing supplementary documentation without speaking with the Leasing Administrator may result in a delay in processing your application.

It is also important to consider the impact of the weather on your filming activity and to set up contingency plans to deal with unexpected changes. The RBGV Filming/ Photography Permit Application Form features 'weather hold' alternative dates, but please let us know if there are any other factors that may cause changes to your filming date or location.

Filming applications can be lodged by email to filming@rbg.vic.gov.au. Please refer to the website www.rbg.vic.gov.au/filming for more information.

Timeframes

Applications for filming that do not have any impact on the flow of traffic or significant pedestrian impact should be submitted seven (7) business days before you intend to start filming.

Applications that do require traffic management planning or significant pedestrian management should be submitted with 15 business days' notice. This allows enough time to contact any residents, businesses or public authorities in the immediate vicinity of the location and streamlines the communication process.

Decision and notification

Once it is submitted, the Leasing Administrator will assess your application and contact other relevant internal stakeholders to let them know about the request and co-ordinate any other internal approvals that are needed.

We will notify you of RBGV's decision in writing, including details of terms and conditions that apply and any associated fees.

Filming begins

Once your film permit is approved, you may begin filming. The Leasing Administrator will already have exchanged contact details with the location manager and/or production contact, as they are responsible for managing the location and adhering to the permit's terms and conditions.

When filming is over, the location must be left in the same condition as it was found. If it has been changed or damaged in any way, the production company is responsible for restoring it to its original condition and paying for any repairs. We also expect the crew to leave the area in a clean and tidy condition.

Non-compliance with film permits

RBGV makes every effort to accommodate filming, but occasionally a production does not comply with the terms and conditions of a film permit.

In such cases, we may take any of the following actions:

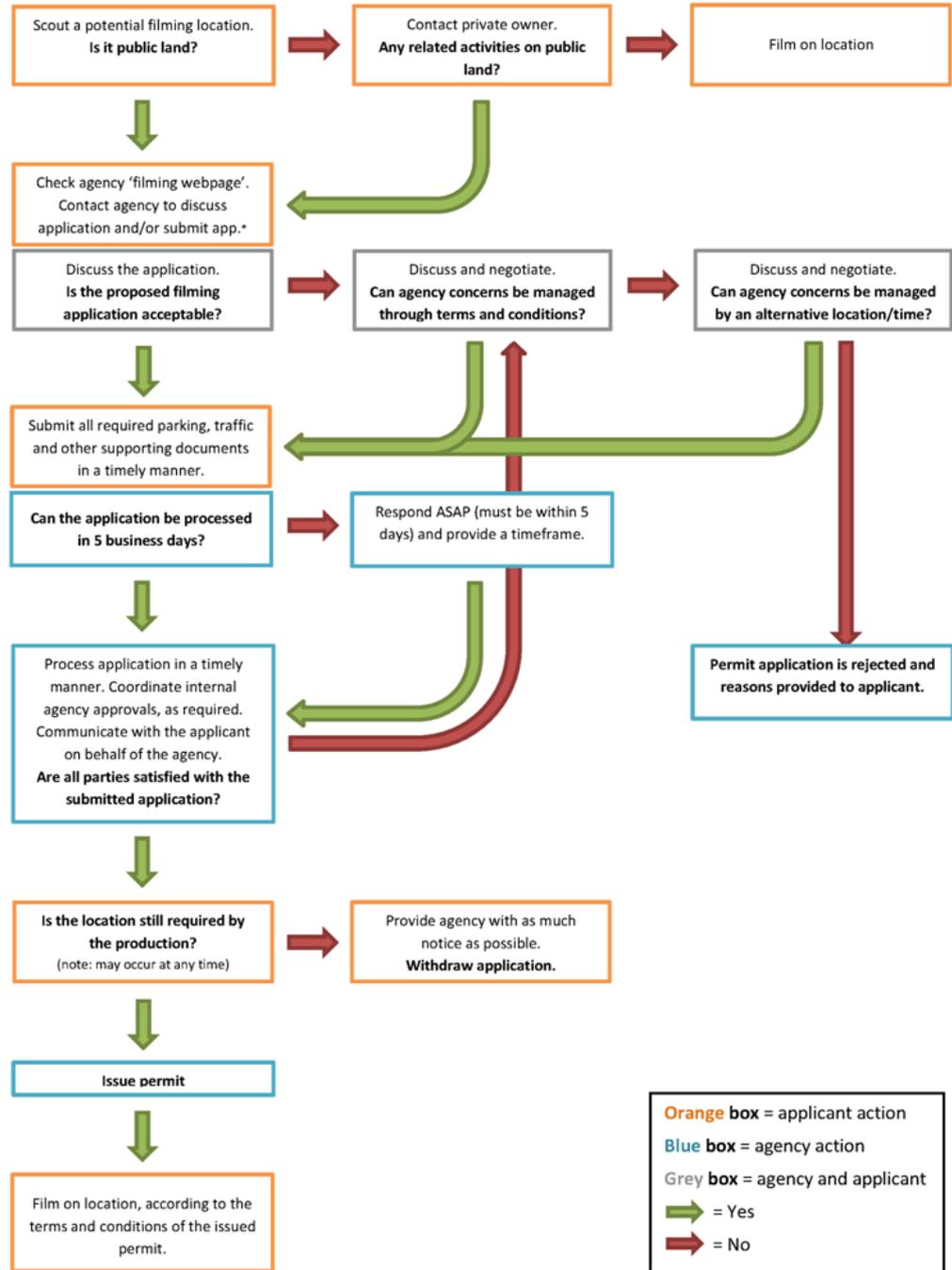
- cancellation of any approval that has been issued for the day in question
- instruction to cease all activities immediately and remove all personnel and equipment from the site
- forfeiture of any and all fees paid to RBGV to offset any losses or damages incurred
- additional fees to offset any losses, damages or reinstatement costs
- restriction on the use of a particular location for further filming.

If there are complaints from members of the public, we may investigate them. Production companies which are experiencing difficulties on location can contact the Leasing Administrator on 03 9252 2475 or filming@rbg.vic.gov.au for assistance.

Victorian Screen Industry Code of Conduct

Full details of filmmaker responsibilities can be found in Film Victoria's *Victorian Screen Industry Code of Conduct*. To obtain a copy, visit www.film.vic.gov.au.

Best practice film permit application and approval process



* note: agency website will indicate whether an initial phone call is preferred

Please note: Some locations may require detailed discussion over a period of time prior to a filming application being submitted.

Who the Leasing Administrator may co ordinate with

Assessing a film permit application can require consultation with different areas within RBGV. The Leasing Administrator provides industry with a seamless customer experience throughout the process.

Royal Botanic Gardens Victoria

Under the *Royal Botanic Gardens Act 1991*, RBGV manages two iconic botanic gardens. These public spaces are environmentally sensitive and must be protected wherever possible.

Please let the Leasing Administrator know if you wish to erect structures (ie pop-ups, marquees, etc) in the Gardens, as there may be restrictions.

Structures are permitted, as long as they meet the following rules for the erection of structures in Royal Botanic Gardens Victoria:

- structures, where permitted, must be weighted not pegged
- when using water-weighted structures, water weights should be pre-filled before entry to site and must not be emptied onto the grass
- no item may be tied, stapled or attached to any tree limb or garden infrastructure without written permission
- damage to trees, shrubs, lawns, flower beds or garden infrastructure is the responsibility of the production

Vehicles are not permitted to enter RBGV sites without prior written approval.

Where filming takes place in the gardens, applications for the installation of a unit base will be considered on a case-by-case basis.

Parking

Generally, vehicles form part of filming requirements, for example, wardrobe and make-up vans, equipment transporters, lighting trucks, catering vans and so on.

Arrangements can be made to accommodate these vehicles. Before you begin filming, it is best practice to review the space available for parking around the proposed site and then submit the following information to us:

- the total area required for vehicle parking
- specific date and time of filming
- street details, including names of streets and specific locations of where vehicles will be parked – a Melways reference is preferred
- a mud map showing where parking is required (there is an example in the appendices)

The Leasing Administrator will forward all parking applications to the Co-ordinator, Facilities. Please submit your parking request five (5) business days before filming begins.

Once a booking has been approved, you will be given a written confirmation, which must be displayed in the vehicles according to the permit's terms and conditions.

RBGV's paths

RBGV receives many requests to film on its paths and in its open spaces. Specific approvals may be required for this. See Section 3 for more information on VicRoads managed road networks.

Significant or sensitive locations

Some sites in RBGV may require additional negotiation. Please contact the Leasing Administrator or visit our website for more information.

Low impact filming

In some cases, if filming is considered to be low impact, a permit can be approved in a shorter time frame.

Low impact filming involves minimal equipment and crew, and causes little disruption to pedestrians, traffic and residents. It involves six people or less, inclusive of all production crew and cast, uses no more than one camera and one tripod and hand held sound recording equipment, and no disruption is caused to public amenity of RBGV's stakeholders (visitors, tenants and residents).

An example of low impact filming is a two-person crew gathering 'vox pops' for a football commentary show.

This type of filming can generally be approved in three (3) business days, since it does not require sign off from other stakeholders.

To discuss whether your filming is eligible for low impact status, contact the Leasing Administrator on 03 9252 2475 or filming@rbg.vic.gov.au.

What documents do you need to submit?

The following documents are mandatory for your application to RBGV. If you are unable to provide any of them, please discuss this with us rather than submitting an incomplete application.

Description of your filming activity

A description outlining what is being filmed on the day: What will take place? What will the cast and crew be doing? Are specialised vehicles or equipment going to be used? Your description should include any disruptive or potentially hazardous activities such as the use of firearms or explosions.

Location manager contact details

The name/s of the person responsible for the set and the unit base on the day of filming must be provided as part of the application process.

Site plan/mud map

A site plan/mud map should provide details of the exact location of the filming activity, as well as what equipment, infrastructure and major props, sets or vehicles will be used and where they will be placed on site. See the appendices for an example.

Site plan/mud map for unit bases and essential vehicles

A unit base/essential vehicle mud map should indicate where your unit base is located, including all marquees, vehicles and other infrastructure. For an example, see the appendices.

Infrastructure, equipment and props list

A high level list detailing what equipment will be on site on the day of filming, ie track and dolly, trolleys, camera, lights, reflector boards, marquees and any major props proposed. See the appendices for an example.

Public liability insurance

Evidence of public liability insurance that comprehensively covers your legal liabilities in relation to your filming activities. The amount of cover for filming must not be less than A\$10 million.

Traffic and pedestrian management plans (if applicable)

If filming is likely to interrupt the normal flow of traffic or pedestrian or cycling access, including being stopped, held or diverted, you must provide a traffic and/or pedestrian management plan from an accredited traffic management company.

Risk management plan

Filming in RBGV may require a risk management plan to be completed. Please refer to the appendices for an example.

Communication strategy with stakeholders (if applicable)

Clear communication with stakeholders is important before filming begins. It helps to minimise any impact on surrounding stakeholders and can be very useful when filming actually begins.

A draft stakeholder letter, if required, must include contact details of the location and/or production contact in case stakeholders have questions on the day or need arrangements to be made for access. Please see the appendices for an example.

Once the wording of the letter has been provided to the Leasing Administrator you should confirm when the letter drop will take place and which streets are involved. RBGV may suggest additional streets to be included. For all lane or road closures, a letterbox drop should take place at least five (5) business days before the scheduled filming.

Filming schedule/running sheet

A filming schedule sets out the filming times and locations in chronological order, including bump-in and bump-out times. See the appendices for an example.

Health services permit

If your filming activity includes catering, you may need to submit a Statement of Trade and a copy of the Caterer's Victorian Food Act Registration. If it involves catering to the general public, you must meet further requirements.

Waste Management Plan

Film crews are expected to remove all of their waste when they leave a location. In addition to the disposal of general rubbish, a waste management plan may be required to ensure that any waste resulting from the filming activity is cleared from the site (for example, scraps of tickertape paper, special effects remnants, animal waste, etc). This requirement may be added to the terms and conditions of a permit to ensure compliance.

Fees and charges

Please refer to our website for current information on fees and charges:

www.rbg.vic.gov.au/filming.

SECTION 3: EXTERNAL AGENCIES AND ISSUES TO CONSIDER

A wide range of agencies issue film permits. Some agencies also issue approvals for activities related to filming. The most commonly approached agencies include:

- VicRoads – filming on arterial roads, highways, etc, use of specialised filming vehicles and changes to vehicles for the purposes of filming
- Victoria Police – police resources including traffic management and on screen appearance, 'generic' police uniform and equipment hire, research assistance and filming notifications
- public transport providers

- Parks Victoria and the Department of Environment, Land, Water and Planning (DELWP) – filming on land under their jurisdiction, including coastal areas and assets, such as buildings, piers and ramps.

VicRoads

VicRoads manages Victoria's main roads and freeways, except for tollways, which are privately managed. These roads are referred to as arterial roads.

Local councils and other agencies, such as Parks Victoria and DELWP, manage local or non-arterial roads and roads in national parks and other restricted areas.

VicRoads generally supports filming on the road network, as long as road infrastructure is not damaged and there is no disruption to traffic flow and road safety.

You must have a permit from VicRoads if you are:

- filming on arterial roads
- using specialist filming vehicles on arterial or non-arterial roads
- filming while talent/artists are under direction, while driving a vehicle
- using a modified vehicle on arterial or non-arterial roads. This includes camera mounts, rigging, and dressed vehicles such as police cars, left hand drives, or vehicles with changed number plates
- using an unregistered vehicle
- seeking exemptions from certain requirements of the *Road Safety Act 1986* and associated rules and regulations.

Applications to film on the roads network frequently involve traffic management, police involvement and an assessment of public safety. As a general guide, VicRoads requires a minimum of five (5) business days' for applications including police traffic management that do not require police escort. Applications for specialist filming vehicles that require police escort or supervision may take longer to process.

Other considerations

If road rules or regulations are to be broken during filming, you must apply to VicRoads for an exemption from the *Road Safety Act 1986* or associated rules and regulations. There are some circumstances where VicRoads is unlikely to give permission for filming due to safety and public amenity.

Please note that it is important to contact VicRoads to discuss your particular requirements as early as possible when planning your production. Extra time may be needed for more complex requests (such as changes to infrastructure or to the speed limit), so it is best to contact VicRoads as early as possible.

VicRoads regularly updates its service operation and the most up to date information can be found at their website: www.vicroads.vic.gov.au.

Traffic and Public Transport Management

Traffic and public transport management planning is essential to ensure that all traffic, including public transport, is considered and members of the public are not inconvenienced.

If filming is likely to interrupt the normal flow of traffic, cyclists or pedestrian access, including being stopped, held or diverted, applicants should provide a traffic management plan from an accredited traffic management company. A pedestrian management plan may also be required if filming is occurring where there is a disruption to pedestrian flow. The plan should outline the objectives and strategies

for managing the proposed impacts in accordance with Australian Standard AS 1742.3 (2009).

You may need to contact the following organisations to discuss your plans.

Public Transport Victoria

If your filming activity is likely to affect public transport in any way, you must submit an Event Notification Form to Public Transport Victoria (PTV). If you do not notify PTV, it may seek costs as a result.

Victoria Police Film and Television Office

This unit is responsible for all liaisons between the film and television industry and Victoria Police. The advantage of this is that filmmakers do not have to approach individual police stations for advice or assistance and have a single point of contact when planning a production. The Film and Television Office co-ordinates the use of police resources such as traffic management and on screen appearances, 'generic' police uniforms, equipment hire and research assistance for filmmakers.

Victoria Police authorises, manages and controls traffic management during filming if it is required by VicRoads or other road authority. It does not issue film permits or exemptions, but enforces the law in every aspect relating to road management and ensures public safety.

See [Useful contacts](#) for Victoria Police contact details.

Notifying ESTA of your filming activity

You must complete the Victoria Police ESTA Filming Notification form to notify Emergency Services Telecommunications Authority (ESTA) of your filming activity if it involves firearms, weapons, special effects, private traffic management, mock police scenes or scenes which may cause public concern. The purpose of this is to reduce the number of false call-outs received by ESTA's 000 service when a member of the public mistakes a filming event for a real incident.

If your filming is likely to impact other emergency services (eg fire or ambulance) you must contact the relevant agencies directly before filming begins and inform them of your plans.

Timeframes

Information on timeframes can be found on the Victoria Police Film and Television Office website at www.police.vic.gov.au.

Road closures, blocks and holds

For all road closures and/or hold and releases, you must submit an accredited Traffic Management Plan to RBGV. The Leasing Administrator will circulate your Traffic Management Plans to the relevant internal stakeholders.

Specialist filming vehicles

'Tracking' and/or 'low loader' vehicles are designated as Special Filming Vehicles (SFVs) and their use on roads is considered a high risk activity.

VicRoads requires that Victoria Police authorise and control all traffic management when an SFV operates on a road. It must also authorise the use of vehicle 'camera mounts' and/or 'rigging shots'.

For this type of filming activity, VicRoads must be provided with details of the proposed camera mount or rig. It may also require a Traffic Management Plan,

which must be carried out by an accredited traffic management company. If Victoria Police is involved, it will prepare a Traffic Management Operations Order, which is sent to the relevant road authority. A film permit can then be issued.

For definitions of specialist vehicles and equipment see the [Glossary](#).

Applying for a Film Permit when using a Specialist Filming Vehicle

Step 1: Contact VicRoads to ensure the appropriate vehicle registration is in place. For more information visit www.vicroads.vic.gov.au.

Step 2: Visit the RBGV filming website and apply for a film permit. This will require you to complete an application form and provide supporting documentation.

Step 3: When lodging a film permit application where a Specialist Filming Vehicle is involved, you must provide RBGV with the documents listed below:

Vehicle Details

- a description outlining the type of vehicle and its proposed use
- vehicle registration number/licence

Victoria Police Documents

- a copy of the Victoria Police Traffic Management Operations Order (TMOO)
- a copy of the ESTA Filming Notification Form
- a copy of the Confirmation of Police Resources Document.

For more information on Victoria Police's requirements, please visit their website www.police.vic.gov.au.

Parks Victoria and Department of Environment, Land, Water and Planning

Parks Victoria manages Victoria's diverse network of parks and reserves, including iconic destinations such as the Twelve Apostles, the Grampians, Wilsons Promontory and the Alps, accounting for nearly 18 per cent of the state.

Filming in state forests is managed by the Department of Environment, Land, Water and Planning (DELWP) and permits must be obtained from local DELWP offices.

Parks Victoria and DELWP also manage roads in national parks and other restricted areas.

A permit is required for all professional, student and some amateur filming and photography in the areas managed by Parks Victoria. In assessing film permit applications, Parks Victoria considers:

- agency responsibilities under relevant legislation and regulations
- impact on public amenity
- safety and security, particularly activities which may increase liability risk exposure
- impact on the park environment and heritage assets
- operational issues, such as planned park activities, access to areas restricted for resource management, protection or safety reasons and availability of staff to supervise filming, if required.

Parks Victoria actively supports filming in Victoria's parks and works with applicants to manage these considerations through terms and conditions. Parks Victoria should be contacted as soon as possible before scheduled

filming, especially for complex filming requests, to allow time for discussion and negotiation, if required.

For information on Parks Victoria's current filming and photography requirements and permit application forms, please visit www.parks.vic.gov.au

For DELWP and Parks Victoria contact details, see [Useful contacts](#).

Worksafe

Filming may also need to comply with Worksafe legislation for No Go Zones. For details, visit

www.worksafe.vic.gov.au.

SECTION 4: ADDITIONAL INFORMATION

Noise management

Managing noise levels is an important part of RBGV's commitment to providing an amenable, liveable environment for all. During filming, cast and crew should be considerate of anyone using the surrounding area so that sounds from vehicles, generators, cast and crew do not cause unnecessary noise disturbance.

The EPA's *Noise Control Guidelines, Publication 1254* provides guidance on noise and sound management. The guidelines are used as a basis for public agencies to assess the potential noise impacts of filming. You can find this at www.epa.vic.gov.au.

Safety on set

Members of the screen industry in Victoria are responsible for securing the safety of employees, any other individuals at the workplace and the general public. They must comply with occupational health and safety requirements under the law at all times.

All cast and crew on location must follow the direction of the safety supervisor by reading and understanding the production's Safety Report and take responsibility for individual and collective safety. Relevant sections of the Safety Report may need to be submitted to RBGV.

They must also be aware of the objectives and principles of the *Occupational Health and Safety Act 2004* and implement a system for health and safety management. Film Victoria has compiled a free online resource for the screen industry in Victoria which you can access at www.ohs.film.gov.au.

RBGV acknowledgment

RBGV supports filming. We would appreciate acknowledgement in the end credits of your production, or as mutually agreed.

This acknowledgment should read "Filmed in Royal Botanic Gardens Victoria" or "Thanks to Royal Botanic Gardens Victoria".

Useful contacts

Leasing Administrator
Royal Botanic Gardens Victoria
P: 03 9252 2475
E: filming@rbg.vic.gov.au
W: www.rbg.vic.gov.au/filming

Film Victoria
03 9660 3200
contact@film.vic.gov.au
www.film.vic.gov.au

Screen Australia
03 8682 1900
www.screenaustralia.gov.au

VicRoads
03 9093 1486
vicroadsfilming@roads.vic.gov.au
www.vicroads.vic.gov.au

Victoria Police Film and Television Office
03 9247 5599
film.tv@police.vic.gov.au
www.police.vic.gov.au

Parks Victoria
13 19 63 or 03 8627 4699
www.parkswebvic.gov.au

Department of Environment, Land, Water and Planning
13 61 86
www.delwp.vic.gov.au

Public Transport Victoria (PTV)
1800 800 007
www.ptv.vic.gov.au/specialevents

Yarra Trams
03 9619 3200
www.yarratrams.com.au

Metro Trains
03 9610 2610
www.metrotrains.com.au

V/Line
03 9619 5901
www.vline.com.au

Victorian Taxi Association
03 9676 2635
www.victaxi.com.au

SECTION 5: GLOSSARY

Bump in refers to the process of setting up a location before filming commences. This may include setting up infrastructure, equipment and camera positions, props and scenery.

Bump out refers to the process of packing up a location after filming has been completed. This may include breaking down infrastructure, equipment, props and scenery.

Camera Mounts/Rigs refers to a camera or another piece of equipment which is safely and securely attached internally or externally to a vehicle.

Certificate of Currency is documentary evidence that an insurance contract is issued by an insurer, outlining the insurance policy details, including the level of insurance held, dates of policy and the interested parties.

Leasing Administrator is the single point of contact at RBGV responsible for managing film permit applications.

Director is the person responsible for overseeing the creative aspects of a film, including controlling the content and flow of the film's plot, directing the performances of actors, selecting the locations in which the film will be shot, and managing technical details such as the positioning of cameras, the use of lighting, and the timing and content of the film's soundtrack.

Essential Vehicles are vehicles that are required to be positioned as close to the filming location as possible and generally include camera truck, grips truck, electrics truck, standby props truck, sound van, generator van, safety and nurse vehicles.

Establishing Shots are images taken of the outside of a building or other structure to show where another scene is set. These are usually quick to film and have low-impact requirements, with minimal crew or equipment.

Filming in this guide refers to the recording of images, including but not limited to film, video, digital or electronically for the purpose of exhibition and/or broadcast (television, cinema, internet, etc). Generally, it includes photography and photo shoots.

Filming Schedule/Running Sheet is a comprehensive list, which details the timing, sequence and location of filming activity in chronological order so that the filmmaker, Leasing Administrator and other stakeholders know what is happening and when. A good running sheet includes a time line of the filming activity, bump in and out details and scenes being filmed.

Film-maker/Film Applicant is the person/company responsible for the overall management of the filming activity and is the key contact for the Leasing Administrator.

Film Permit is the document that the filming applicant is issued upon successful submission and review of all filming activity plans and documentation. The film permit authorises the applicant to film in accordance with the terms and conditions outlined in the permit. This ensures that it is conducted in accordance with the safety and amenity regulations of a public agency.

Hazard is anything that has the potential to cause damage to life, health or property and applies to substances, work methods or machines or any other factors in the work environment.

Hold and release is a temporary road closure where traffic is prevented, by an accredited traffic management person, from travelling on a road where filming is taking place.

Key Crew refers to the most important people in the crew with authority to make decisions.

Location is the area of production, usually representing a part of a site only, whether it relates to parking, traffic control, crew facilities, the filming set or unit base site.

Location Manager is the person responsible for finding and securing locations to be used for the production and managing the logistics, permits and costs involved. They are the face of the production to the community. On large-scale productions, the head of the location teams may be referred to as the supervising location manager.

Location Scout is the person responsible for the initial scouting of locations for the production, taking into account production logistics such as location fees and budgetary restrictions, local permitting costs and regulations, camera and filming requirements, convenience to other locations, production services, crew and unit parking.

Location Survey/Recce refers to a pre-filming visit to a location to work out its suitability for filming, including access to necessary facilities and assessment of any potential lighting or sound issues. This is usually undertaken by a location manager or location scout.

Low Loader is a specialist filming vehicle used to safely transport a vehicle containing talent while moving on open roads.

Make Good means to recompense or repair damage. In terms of filming 'making good' refers to the agreement that a production company will 'make good' a location upon completion and that it is returned to the same condition it was in prior to filming. This will include repairing any damage that may have occurred during the course of filming.

Mobile Production Office is sometimes part of large scale productions and is used by crew to work on the details of logistics and running sheets for upcoming filming.

On-Set Location Manager assists the location manager and is on set before, during, and after the filming process. General responsibilities include arriving first at the location to allow the set dressers onto the set, maintaining the cleanliness of the location areas during filming and liaising with residents and other stakeholders on the day.

Post Production is the final stage in a film's production once principal photography concludes. This stage typically includes picture editing, sound editing, visual effects, musical scoring, sound mixing and dubbing.

Pre-Production is the planning stage of a film's production cycle, once the project has been financed but before actual filming begins. This can include script editing, budgeting, set design, location scouting and casting.

Producer has ultimate responsibility for the entire production and controls matters such as raising finance, hiring the writer, director and other key personnel, along with all the business associates. The producer is involved throughout the

production from development, to completion of filming and post production through until the project is released theatrically or broadcast on television.

Production is the general process of putting a film together from pre-production through to its completion and delivery. It also refers to the middle stage of the process (preceded by pre-production and followed by post-production). The production stage is when principal photography occurs (the actual filming).

Production Designer is responsible for creating the physical, visual appearance of the film - settings, costumes, props, character makeup

Production Manager/Line Producer supervises the physical aspects of the production including personnel, equipment, budget, and scheduling. It is the production manager's responsibility to make sure the filming stays on schedule and within its budget. The production manager often works under the supervision of a line producer and directly supervises the production co-ordinator. It is not unusual for the production to have both or just one of these roles.

Public Agency means a committee of management, council, Court Services Victoria, a Department Head, Minister, public entity, the Secretary of the Department of Environment, Land, Water and Planning, a trust established by legislation to manage Crown land or the Victorian Racing Club Limited.

Public Land means Crown land or land owned by or vested in a public agency.

Rigging Shots includes setting, hanging or attaching any additional features, equipment or scaffolding to a vehicle in order to capture a particular camera position.

Risk depends on such factors as the nature of the hazard, the degree of exposure, the potential consequences and individual characteristics such as susceptibility to hazardous substances.

Risk Assessment means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard and for the purposes of this document includes hazard identification and risk control initiatives.

Road closure is the complete blockage of a road for a set period of time. Road closures require detours to be organised and do not occur on major roads unless suitable precautions have been taken. 'Partial' or single lane closures are often used to avoid complete road closures.

Rolling road blocks is a technique used on a road when it is not suitable to stop traffic completely (eg on a freeway), and enables traffic to move safely at a controlled speed, but to not get in the way of filming during a shot.

Safety Supervisor works with the producer to oversee the safety of the cast and crew and any other individual who may come in contact with the film crew or filming activities. They also ensure the implementation of recommendations contained in the production safety report and/or safety plan.

Site Plan (Mud Map) is a snapshot of the location, which identifies all aspects of the filming activity including equipment, infrastructure, camera position/s, pedestrian and/or traffic control, generators, amenities, etc. The site plan should also reference streets, laneways and other distinguishable landmarks.

Specialist Filming Vehicles includes tracking, low loader vehicles or vehicles with camera mounts and/or rigging shots that require a special registration from VicRoads to be allowed to drive on open roads.

Stakeholders refers to a person, resident, business or group with an interest in any happenings taking place in the vicinity of where their residence or business is situated.

Tracking Vehicle is a specialist filming vehicle designed specifically for film crew to be transported safely while filming a moving vehicle on open roads. Tracking Vehicles can also have rigs and cranes attached to them.

Unit Base is the term used when referring to the hub of a film production while filming on location. The unit base will generally consist of unit truck/van, makeup/wardrobe/greenroom buses, catering truck and runner vehicles. This is where the cast and crew gather for meals and the onset production office is managed.

Vox pop is an interview with members of the general public. It is an abbreviation of the Latin phrase *vox populi* which means 'voice of the people'.

SECTION 6: APPENDICES

In this section, you will find examples of:

1. Filming Schedule / Running Sheet
2. Contact list
3. Infrastructure, Equipment and Major Props List
4. Site Plan
5. Unit Base/Essential Vehicles Mud Map
6. Risk Management Checklist
7. Risk Management Plan
8. Sample Stakeholder Notification Letter
9. Film-makers Checklist

Example Filming Schedule / Running Sheet

Filming Schedule / Running Sheet sets the timing, sequence and location of your filming activity in chronological order so that film companies, the Leasing Administrator and other stakeholders know what is happening and when. A useful running sheet includes a timeline of the filming activity bump in, scenes being filmed and bump out details.

Scene refers to scene number marked within the script.

Internal/External refers to whether the filming is taking place in an interior location or exterior location.

Scheduled Time refers to the times that certain scenes will be filmed and always refers to the 24 hour clock.

Scene/Location refers to the scene location according to the script.

Actual Location refers to the actual location within RBGV where the scene is being filmed.

Action refers to what will be happening in the scene being filmed.

FILMING SCHEDULE					
Filming Activity:					
Date:					
Time:					
Scene	Internal/ External	Scheduled Time	Scene Location	Actual Location	Action
		0700 – 0730		Grey Street	Bump In
13/34	External	0730 – 1030	Exterior Hospital	Grey Street	Exterior dialogue scene where character is leaving hospital and bumps into friend. Conversation takes place.
12/36	External	1030 - 1430	Exterior Hospital	Grey Street	Exterior cut away of characters going their separate ways
12/37	Internal	1430 - 2000	Hospital	Mercy Hospital	Internal dialogue scene set in hospital room with patient in bed.
		2000 - 2030			Bump Out

Example Contact List

Contact List outlining key contacts for the filming activity.

Please note a contact list should include the full name of the person, their position and their contact number for on the day of filming.

CONTACT LIST			
Filming Activity:			
Date:			
Time:			
Name	Title/Position	Mobile	Business Phone
	Producer		
	Location Manager		
	On Set Location Manager		
	Traffic Management Officer		
	Safety Officer		
	Victoria Police Personnel		

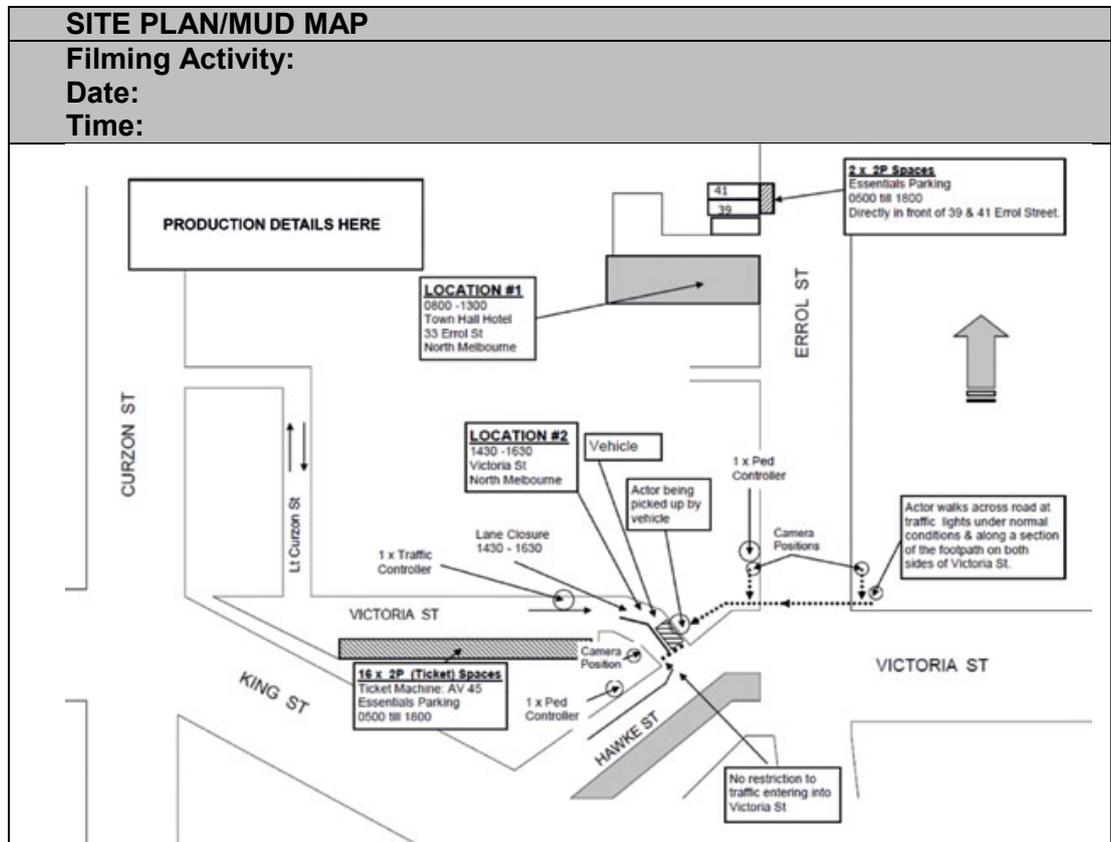
Example Infrastructure, Equipment and Major Props List

Infrastructure, equipment and major props list should detail all infrastructure, equipment and major props on location which will then be detailed in the film permit. Anything not listed is not approved and, if used, will mean a breach of permit conditions.

INFRASTRUCTURE, EQUIPMENT AND MAJOR PROPS LIST	
Filming Activity:	
Date:	
Time:	
Department	Equipment
Camera	Camera, lens, tripods, trolleys
Sound	Boom, Microphones, Sound cart
Lighting	Light, cables
Grips	Dolly, tracks, stands, rigging equipment
Generator	Generator, cables
Unit	Tea/coffee cart, chairs, rubbish bins, pop up tent
Art	List all major props – couch, light, etc
Safety	Cable mats, witches hats, safety mat, signs
Vehicles	3x trucks, 2x cars, 1x mock-up police car
Other	

Example Site Plan / Mud Map

A **Site Plan**, commonly referred to by the industry as a **Mud Map**, identifies the location and all aspects of the filming activity, including equipment, infrastructure, major props, camera position/s, pedestrian and/or traffic control/movement, generators, amenities, etc.



Example Unit Base/Essential Vehicles Mud Map

A **Unit Base/Essential Vehicles Mud Map** clearly identifies where the essential vehicles and unit base will be located. In the below example it shows where the essential vehicles will be located and what they are.

UNIT BASE/ESSENTIAL VEHICLES MUD MAP	
Filming Activity: Date: Time:	
	<p>Details</p> <p>UNIT BASE (all day) 19 x 1P spaces north side Harcourt St, Nth Melbourne between Flemington Rd and Courtney St from 0500 till 2000 Friday, 3 October 2014. (Note: school holiday period.)</p> <p>ESSENTIALS Location #1 and #2 16 x 2P Spaces south side Victoria St, Nth Melbourne between Hawke St and Lt Curzon St from 0500 till 1800 Friday 3 October 2014 (ticket machine AV 45). 2 x 1P Spaces west side Errol St, Nth Melbourne between Errol Pl and Queensberry St directly in front of Shops no: 39 and 41, from 0500 till 1800 Friday, 3 October 2014.</p> <p>ESSENTIALS Location #3 15 x 3P Spaces south side Dudley St, West Melbourne between King St and Peel St from 0500 till 1900 Friday, 3 October 2014 (ticket machine MWT 467).</p>

Example Risk Management Checklist

A **Risk Management Checklist** is used to identify and manage risks associated with the filming activity. Please use the below example as a guide only, as each production will have its own unique requirements.

RISK MANAGEMENT CHECKLIST					
Filming Activity:					
Date:					
Time:					
#	Risk description	OK	Not OK	N/A	Details
1	Barriers in place – safety fences				
2	Catering checklists				
3	Confined spaces				
4	Disabled access and facilities				
5	Drinking water				
6	Electrics – ie lighting, stands				
7	Elevated work platforms – ie scissor lift				
8	Emergency access				
9	Emergency exits unlocked/clear				
10	Emergency services briefed				
11	Exit signage				
12	Extension leads, cables, plugs				
13	Flammable storage				
14	Fire Brigade briefed				
15	Firearms, replicas and weapons				
16	Fire extinguishers in position				
17	Gas bottles secured				
18	Hot surfaces out of public reach				
19	Housekeeping				
20	Ladders				
21	Manual handling				

22	Participants/marshals briefed				
23	Noise				
24	Pedestrian access				
25	Performers trained				
26	Powered and non-powered lifting devices – ie crane				
27	Police briefed				
28	Radio (2 way) function				
29	Roads and walkway condition				
3	Safety officers				
31	Scaffolding – ie sets				
32	Sharp and protruding objects				
33	Steps and handrails condition				
34	Special effects – ie smoke machines, explosions				
35	Specialist filming vehicles				
RISK MANAGEMENT CHECKLIST (continued)					
Filming Activity:					
Date:					
Time:					
#	Risk description	OK	Not OK	N/A	Details
36	Special rigs				
37	Sufficient number of toilets				
38	Tents/marquees secured				
39	Toilets functioning				
40	Trees and branches				
41	Tripping hazards – ie electrical cords, cables, ropes				
42	Umbrellas secured				
43	Vehicles removed from site				
44	Wardens				
45	Warning signage				
46	Weather and wind conditions				
47	Work involving heights				
Safety concerns transferred to sign off sheet and handed to site safety officer					
Inspected by _____					

Date _____

Example Risk Management Plan

A **Risk Management Plan** is used to identify and manage risks associated with filming. From your risk management checklist you will be able to determine the level of risk and what measures have been put in place to mitigate that risk arising from possible incidents happening.

1. Identify all foreseeable risks (as per risk management checklist).
2. Describe their physical consequence should risk occur (ie injury, financial loss).
3. Review current strategies (controls) for eliminating this risk. Current strategies are what is currently in place in your work strategies to mitigate certain risks.
4. Assess the risk (likelihood, consequence and rating).
5. Accept or reject risk Accept (A) if satisfied with the current control to manage risk. Reject (R) if you would like to implement further controls to better manage risk.
6. If rejected, assess further controls.
7. Re-assess the risk based on new control measures (likelihood, consequence and rating).
8. Assign strategies to relevant and appropriate persons.

Use the following risk matrix to identify and rate any foreseeable risks, then complete the risk management plan.

Likelihood	Consequences												
	Insignificant	Minor	Moderate	Major	Catastrophic								
	1	2	3	4	5								
A (almost certain)	H	H	E	E	E								
B (likely)	M	H	H	E	E								
C (moderate)	L	M	H	E	E								
D (unlikely)	L	L	M	H	E								
E (rare)	L	L	M	H	H								
Legend													
<table border="0"> <tr> <td style="width: 20px; height: 15px; background-color: red;"></td> <td>EXTREME RISK: immediate action required</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: orange;"></td> <td>HIGH RISK: senior management attention needed</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: yellow;"></td> <td>MODERATE RISK: management responsibility must be specified</td> </tr> <tr> <td style="width: 20px; height: 15px; background-color: lightgreen;"></td> <td>LOW RISK: manage by routine procedures</td> </tr> </table>							EXTREME RISK: immediate action required		HIGH RISK: senior management attention needed		MODERATE RISK: management responsibility must be specified		LOW RISK: manage by routine procedures
	EXTREME RISK: immediate action required												
	HIGH RISK: senior management attention needed												
	MODERATE RISK: management responsibility must be specified												
	LOW RISK: manage by routine procedures												

Below is an example of how two risks identified in the risk management checklist have been rated and what controls are in place to stop any potential incident. This needs to be done for all identified risks.

RISK MANAGEMENT PLAN						
Filming Activity:						
Date:						
Time:						
Location						
Organiser responsible						
#	Risk	Consequence	Current Controls	Risk rating	Accept/Reject	Person Responsible
2 3	Noise	Unpleasant surroundings causing aggravation to cast, crew and stakeholders.	First AD to prevent excessive and unpleasant noise levels.	D2 L	A	First AD

#	Risk	Consequence	Current Controls	Risk rating	Accept / Reject	Person Responsible
4 1	Tripping hazards – ie electrical cords, cables, ropes	Bodily injury to public or cast/crew.	All cables covered or taped down. Barriers used to fence off area from public.	C2 M	A	Safety Officer

Example Sample Stakeholder Notification Letter

A **Stakeholder Notification Letter** is used to inform stakeholders (businesses, residents, public transport authorities, etc) in the vicinity of where your filming activity is taking place about what you are doing and where. The purpose is to minimise any impact and allow stakeholders to make contact if they have any questions or need arrangements to be made for access.

PRODUCTION COMPANY NAME/LETTER HEAD

DATE

RE: NOTIFICATION OF FILMING

Dear Resident/Tenant

This letter is to inform you that (INSERT PRODUCTION COMPANY) will be filming scenes for a (TELEVISION COMMERCIAL / TELEVISION SERIES / FEATURE FILM / STUDENT FILM) at locations in this area. Please see details below.

FILMING DETAILS

DAY / DATE

START TIME to FINISH TIME

INSERT BRIEF DESCRIPTION OF FILMING

LIST STREETS/PARK/LOCATIONS AFFECTED and HOW THEY WILL BE AFFECTED

To facilitate the filming, the production has obtained permission from the Royal Botanic Gardens Victoria (RBGV) to park some equipment vehicles on the following streets:

LIST BLOCKS WHERE PARKING IS BEING HELD

This will mean a reduction in the available parking between DAY/TIME to DAY/TIME in the area.

We appreciate the support of the public in our use of locations in and around RBGV and will make every effort to minimise our impact on your neighbourhood. Noise will be kept to a minimum at all times.

An application for a film permit has been lodged with RBGV and we will conduct our activities in accordance with the rules and regulations of the RBGV.

We thank you in advance for your understanding and co-operation in relation to this matter.

Should you have any queries or require more information please don't hesitate to contact our onsite location manager/production manager, **NAME** on **MOBILE NUMBER** or the RBGV Co-ordinator, Leasing on 03 9252 2300 or filming@rbg.vic.gov.au.

Kind Regards

LOCATION DEPARTMENT

PHONE NUMBER

ADDRESS
FAX NUMBER
EMAIL

Film-makers Checklist

The following is a best practice guide for filmmakers to use to ensure that they have all the correct documentation for their film permit application.

FILMMAKERS CHECKLIST
Film Details Overview
<ul style="list-style-type: none"> <input type="checkbox"/> Filming activity title/production name <input type="checkbox"/> Filming activity date and times (includes bump in/bump out) <input type="checkbox"/> Filming activity location/s <input type="checkbox"/> Filming activity organiser's details <input type="checkbox"/> Filming activity description <input type="checkbox"/> Number of crew/cast
Film Documents Required
<ul style="list-style-type: none"> <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Running Schedule <input type="checkbox"/> Number of crew/cast <input type="checkbox"/> Infrastructure, Equipment and props list <input type="checkbox"/> Site Plan/Mud Map <input type="checkbox"/> Pedestrian Management Plan (where applicable) <input type="checkbox"/> Traffic Management Plan (where applicable) <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Communication Plan / Stakeholder Notification Letter <input type="checkbox"/> Parking (where applicable) <input type="checkbox"/> Unit Base and Essential Vehicles Mud Map <input type="checkbox"/> Waste Management Plan <input type="checkbox"/> Health Services – Catering approval <input type="checkbox"/> Film Permit

Acknowledgements

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