

Maribyrnong City Council

In Person: Maribyrnong Civic Precinct and Community Hub
61 Napier Street, Footscray
Postal: PO Box 58, West Footscray VIC 3012
Telephone: (03) 9688 0200 Facsimile: (03) 9687 7793



APPLICATION FOR A PERMIT TO FILM 2025-2026

GENERAL PURPOSES LOCAL LAW 2015 OF THE MARIBYRNONG CITY COUNCIL

Before completing the form please read the Maribyrnong City Council filming Guidelines which are available on the City of Maribyrnong web site. For further information ring 9688 0200

Application to be submitted a minimum of 3 weeks prior to event

* Filming and project students are to provide names and contact details, school written approval for usage of equipment and complete all other relevant questions. Those will be granted a one day permit only. Permits for students are free.

Date of application

APPLICANT INFORMATION

Name of Production Company / Agency

Does the company name match the name insured on the public liability insurance (PLI)? Yes No

Name of Applicant (*primary contact*)

Contact's position & title

Telephone

Mobile Phone

Email

Address (full address please)

Billing contact & Address (*if different*)

ABN (if applicable)

On-site contact on day of filming

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PRODUCTION INFORMATION

Project name			
Production type	<input type="checkbox"/> Feature film <input type="checkbox"/> TV One-off / <input type="checkbox"/> Series <input type="checkbox"/> Short film <input type="checkbox"/> Student film <input type="checkbox"/> TVC <input type="checkbox"/> other (please explain below)		
Date/s of filming			
Weather hold date/s (if applicable)			
Crew arrival time		Departure	
Number of cast			
Number of crew			

LOCATION INFORMATION

Filming location/s including Melways Ref (please list all locations)	
Please provide a brief summary of the scene and/activities	

VEHICLES REQUIRING PARKING FACILITIES

Street	Ref. Melways	Number of required spaces (or distance by meters)		Period parking required	
		For over-length vehicles	For cars	Date from - to	Time from - to
Registration number	Truck/car				

TENT OR MARQUEE REQUIRED	
<input type="checkbox"/> Yes <input type="checkbox"/> How many _____	<input type="checkbox"/> No
Size/s:	
Location to be erected:	
<input type="checkbox"/> Pegged <input type="checkbox"/> Held in position by weights	
Permit issued for park usage? <input type="checkbox"/> Yes (<i>please attach copy of permit</i>) <input type="checkbox"/> No	
Name and location of park: (A fee/bond may be applicable from Parks and Gardens)	
Name of traffic / safety management company (<i>if required</i>):	
Does the script involve <input type="checkbox"/> Firearms <input type="checkbox"/> driving accidents <input type="checkbox"/> other public safety risk issues (<i>If any, please specify</i>)	

Has Victoria Police been notified: <input type="checkbox"/> Yes <input type="checkbox"/> No	

ACKNOWLEDGEMENT

I acknowledge that I have read and accepted the conditions for filming in the City of Maribyrnong as detailed in the City of Maribyrnong Filming Guidelines. I agree to comply with all Local Laws of the City of Maribyrnong and all other relevant Legislation. The production company agrees to indemnify the City of Maribyrnong against all claims or suits of any kind whatsoever against the City of Maribyrnong or loss, damage or injury of any kind arising out of the negligence or unlawful conduct of the Production Company, its employees, agents or otherwise. I agree that filming will take place within the specified times and location and failure to comply with these conditions may result in fines being issued or initiation of Legal action.

Signed:

Date:

Privacy Statement

The Maribyrnong City Council is committed to protecting the information it collects and uses by compliance with its obligations under the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

Check list of necessary requested documents (*please attach copies*):

- ☐ Site map/plan of location of your activities
- ☐ Traffic/Pedestrian management map/plan
- ☐ Risk assessment form
- ☐ Short copy of script
- ☐ Information letter drop to affected residents with contact person for complaints/arising issues
- ☐ Contacted Government bodies if within their jurisdiction (*parks Victoria, Melbourne Ports or Private businesses*)
- ☐ Contacted Victoria Police
- ☐ Parked vehicle's location map
- ☐ Copy of Liability insurance
- ☐ Management of litter plan (*if applicable*)

Fees for filming permits: (GST included)

First Day inclusive of application fee:\$744.00

Second day and subsequent days:\$371.00

Filming parking bay fee (per day):\$70.00

Traffic Management plans review (per hour):\$91.00

Authorised Officer approving permit:

Authorised Officer Signature:

Note: This permit is granted subject to the provisions of the MARIBYRNONG CITY COUNCIL General Purposes Local Law and must be produced upon request by an authorised officer. Failure to comply with the above conditions may result in the permit being void, leaving the applicant open to prosecution.

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Updated June 2025