



## City of Melville Filming Request Form

Forms must be submitted at least 10 working days before the booking.  
Please return form to: Bookings and Events Officer, City of Melville, Locked Bag 1, BOORAGOON WA 6954  
Fax: (08) 9364 0285 Email: [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au)

<b>Name:</b>	
<b>Organisation:</b>	
<b>Postal address:</b>	
<b>Contact phone no. :</b>	
<b>Fax no. :</b>	
<b>Email:</b>	
<b>Type of Production:</b>	<input type="checkbox"/> Features/Television <input type="checkbox"/> Advertising/Infomercial <input type="checkbox"/> News <input type="checkbox"/> Sports <input type="checkbox"/> Not-For-Profit <input type="checkbox"/> Student

<b>Location of Filming:</b> <i>Please provide as much details as possible.</i> <i>(Attach plan if necessary) Maps can be accessed on the City's Website</i>	
<b>Brief Description of Film Content and Purpose:</b> <i>(eg Feature film, TV, Commercial, Student film, etc):</i>	
<b>Date(s)</b>	
<b>Time(s):</b>	

<b>Approximate total number of cast and crew</b>	
<b>Approximate number of vehicles on site</b>	
<b>Will any scenery/sets be constructed on site. If yes, please specify</b> <i>Please describe equipment to be brought on site</i>	

<b>Environmental Control:</b> Will you be utilising lights, generators, animals, helicopters, fireworks, or any type of explosion? <i>Please detail:</i> _____ _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will you require rubbish collection bins? <i>If yes, how many?</i> _____	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p><b>Traffic Control and Road Closures:</b></p> <p>Will you require use of parking bays or closure of public areas, roadways* or footpaths?</p> <p><i>If yes, how many bays? _____</i></p> <p><i>Time bays required for? _____ (hours)</i></p> <p><i>Please detail: _____</i></p> <hr/> <p><small>* Road Closures require completion of an Application for an order for a road closure, obtained from local police stations.</small></p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
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<p><b>Risk Management:</b></p> <p>Do you have a risk management plan for the activity?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>
<p>Can and have you provided City of Melville with a “certificate of currency” for public liability insurance for minimum of \$10 million?</p>	<p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p>

I acknowledge and agree to the following conditions:

1. The City of Melville is to be indemnified against liability for all claims that may arise as a result of filming;
2. Except in exceptional circumstance, the City of Melville is to be adequately acknowledged and credited to indicated the film was shot or produced within the City;
3. That my business shall be charged for the cost of any damage to, or cleaning of the footpath, roadway or verge resulting from the conduct of the activity to the satisfaction of the City of Melville;
4. That I or my business may be charged for any additional services provided by the City of Melville including reserve fees, parking, road closure, rubbish removal, etc; and
5. If required, to notify nearby residents and business of the activity,
6. The City of Melville and it's officers, agent or voluntary workers are not liable for any loss, damage, death, injury (including loss of or damage to property) of the hirer or any other person that occurs as a result of the unsuitability of the filming venue.

\_\_\_\_\_ on behalf of \_\_\_\_\_  
 (Full name) (Name of Organisation)

\_\_\_\_\_  
 (Date)

<b>OFFICE USE</b>	
Is a Road Closure Required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>List Location _____</i>	
Is a Mail Out to Residents Required by the Organiser? <small>(Refer to communication policy C20 for details)</small>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Security/Rangers Notified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Waste Services Been Notified? <i>(if appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has Reserve Coordinator Been Notified? <i>(if appropriate)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____	Position: _____
Signature: _____	Date: _____
<b>ONCE SIGNED APPROVED FOR EMB</b>	