

# Land Use Application

## Filming & Photography

### Applicant Details

#### Contact Details

Company Name	
Name (in full)	
Position/Title	
Postal Address	
Phone	
Email	

#### Onsite contact on the day

*Please note: this person if required must undertake MW Recipient Training and Site Induction prior to the day*

Name (in full)	
Position/Title	
Phone	
Email	

### Production Information

#### Proposed date/s

From	/ /	To	/ /
Bump in time		Bump out time	

#### Alternative dates (contingency planning)

From	/ /	To	/ /
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#### Production Type

<input type="checkbox"/>	Feature Film
<input type="checkbox"/>	TV One-off or Series Filming
<input type="checkbox"/>	Short Film

<input type="checkbox"/>	Student Film / Photography
<input type="checkbox"/>	TVC Filming
<input type="checkbox"/>	Commercial Photography

<input type="checkbox"/>	Product Photography
<input type="checkbox"/>	Lifestyle Photography
<input type="checkbox"/>	Other (please specify)

# Location Information

## Location

Exact location/s address of the proposed activity (if possible include map/s)	
Melways reference	

## Numbers

Number of people on location	
Number of cars	
Number of trucks	
Number of oversize vehicles, provide details of vehicles	

## Unit Base

Will the product require a unit base	Yes	No
	If yes please provide details	
Location of unit base		
Unit base times (start/finish)		
Parking spaces required	Cars	Trucks
Will there be any temporary structures such as tents or marquees, if yes provide details		
Number of structures		
Size of structure		
Style of structure		

## Traffic Management

*Please note: if the production is disrupting traffic or pedestrian flow a Traffic Management Plan (TMP) of Pedestrian Management Plan (PMP) incorporating a Risk Management Plan will be required.*

Will traffic management be required?	Yes	No
Type of activity (eg Hold & release, closure)		
Name and details of the traffic/safety company who will be supplying the TMP or PMP?		
Name of the roads affected by the closure/traffic hold up?		
What dates will the roads be affected?	/ /	/ /
What times will the roads be affected?	Start of Closure	Finish of Closure

## Equipment

Please note: confirmation of approval from Victoria Police or other Government agencies may be required to support this application

Details of any large equipment on location (eg cranes, scaffolding, light towers)			
Will the production involve any of the following	Firearms/ weapons (including imitation)		Amplified music or sound
	Other safety concerns		May have environmental impacts
	Stunts		May cause offense or concern to the public
Provide details of activity			
Will the production represent the actual location?	Yes	No	
If no please identify the location the production will represent			

## Attachments

Please provide the relevant documentation with your application.

### Essential Documentation

<p><i>Public liability insurance</i> Proof of Certificate of Currency with \$10M - \$20M cover</p>
<p><i>Site plan/mud maps</i> Identifies parking, traffic control, unit base, where crew are situated and any equipment other than the normal amount of equipment required for the shoot.</p>
<p><i>Running Sheet/Schedule</i> A document which establishes a chronology, linking times, events and details of production activities.</p>
<p><i>Communication Plan</i> Communication plan showing how you will address any concerns to the public, residents, traders or other interested parties who may be impacted by your production</p>
<p><b>Optional Documentation</b></p>
<p><i>Traffic &amp; Pedestrian Management Plan/s</i> Required if traffic will be distracted. Attach required permits from Victoria Police and VicRoads.</p>
<p><i>Risk Management Plan or Safety Plan</i> Complete this if a risk management plan isn't included in a traffic management plan</p>
<p><i>Other permits, approvals or information</i> Any other permits or approvals we have asked for. For example MW Permit, VicRoads, Parks Vic, waste management plan, etc.</p>

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Applicants Name

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Applicants Signature

**Send your application to**

Email: [mwproperty@melbournewater.com.au](mailto:mwproperty@melbournewater.com.au)

Post: Melbourne Water  
Att: Property Leases & Licences  
PO Box 4342  
Melbourne VIC 3001

Phone: 131 722 and request to speak to a Property Leases & Licences team member

**Office Use Only**

<b>Approvals</b>	<b>Name</b>
Asset Group	
Customer Solutions	
Property	
<b>Onsite Supervisor</b>	
<b>Additional Information</b>	
Additional Requirements / Special Conditions	
Rate	

**PRIVACY STATEMENT**

*Note: The following information only applies to individuals, not to corporations.*

*Melbourne Water has obligations to collect and handle personal information in accordance with Victoria's privacy laws, including the Information Privacy Act 2000. Personal information collected for this application is for the purpose of processing, assessing and determining land use compatibility by Melbourne Water Leasing and Licensing team. This information will be disclosed to other departments within Melbourne Water who manage land and assets relevant to the application. The information will be kept reasonably secure.*

*Melbourne Water will not disclose the information to other organisations unless we have your consent or it is required by law.*

*The Information Privacy Act 2000 gives individuals a right to access their personal information at Melbourne Water. Contact our Privacy Advisor on 131 722 or [enquiry@melbournewater.com.au](mailto:enquiry@melbournewater.com.au). Visit [melbournewater.com.au](http://melbournewater.com.au) or contact us as above for our general Privacy Policy.*