

# Filming/Photography Permit – Documents Required / Useful Templates



Document	Information	Templates / Links
Filming/Photography Always required...		
Site Map	A template is provided should you wish to use it. Your Event Liaison may be able to assist. Please mark your exact filming location on the map	<a href="#">Site Map Template.docx</a>
Risk Management Plan	A template is provided should you wish to use it. Please refer to the template to understand what your Risk Management Plan must include.	<a href="#">Risk Management Plan Template.docx</a>
Emergency Management Plan	A template is provided should you wish to use it. Please refer to the template to understand what your Emergency Management Plan must include.	<a href="#">Emergency Management Plan Template.docx</a>
Public Liability Insurance	Minimum coverage of \$20 million	
Drones Always required...		
Copy of the Remote Pilot License (RePL)	For all drone operators.	<a href="#">Remote pilot licence   Civil Aviation Safety Authority (casa.gov.au)</a>
Copy of RPA Operator's Certificate (ReOC)	For all drone operators.	<a href="#">Get your operator credentials   Civil Aviation Safety Authority (casa.gov.au)</a>
Copy of Public Liability Insurance	Minimum coverage of \$20 million for all drone operators.	
Map of flight path	Noting the operator's location and drone launching/landing site(s).	
Risk Assessment	Including risks specific to the location	
Copy of permission from the landowner	If the drone is flying over private land.	
When applicable...		
Traffic Management Plan	If you require any of the following: <ul style="list-style-type: none"> <li>• Change to traffic conditions</li> <li>• Road closure</li> <li>• Traffic attendants</li> <li>• Carpark closure</li> </ul>	
Traffic MOA	If you require any of the following: <ul style="list-style-type: none"> <li>• Change to traffic conditions</li> <li>• Road closure</li> <li>• Carpark closure</li> <li>• Carpark reservation</li> </ul>	<a href="#">Traffic MOA Application Form.xlsx</a>  <i>*This needs to be provided 4 weeks in advance</i>

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MORNINGTON  
PENINSULA  
Shire

	<ul style="list-style-type: none"> <li>• Traffic attendants</li> </ul>	
Notify Victoria Police	<p>You must notify police when your filming activity may be seen or heard by members of the public and filming involves:</p> <ol style="list-style-type: none"> <li>1. the use of firearms (real or imitation), weapons or special effects like explosives, flames, smoke, mock car accidents and/or,</li> <li>2. the use of private traffic management on major roads and/or,</li> <li>3. any activity that may cause public concern including violence (physical or verbal), mock police, military activity, large crowds, etc. and/or,</li> <li>4. any of remote piloted aircraft (drones) over public places.</li> </ol>	<p>You must complete:  <a href="#">[Police Notification Form]</a>          and email to  <a href="mailto:film.tv@police.vic.gov.au">film.tv@police.vic.gov.au</a></p> <p><a href="#">Film and TV services   Filming and Television   Victoria Police</a></p>
Notify Impacted Businesses and Residents	<p>Your notification must include:</p> <ol style="list-style-type: none"> <li>1. Name, date, time, and location of your Event (including bump-in and bump-out times)</li> <li>2. Purpose of the Filming/Photography</li> <li>3. Expected number of participants</li> <li>4. Activities being conducted as part of the filming/photography.</li> <li>5. What the likely disruptions will be, with respect to noise, transport, road closures – include your TMP.</li> <li>6. Contact number for further information, complaints, or queries.</li> </ol> <p>You must Cc your Event Liaison in email notifications. For physical notifications (e.g., letterbox drop) you must provide a digital copy</p>	<p>You must notify any businesses or residents that you perceive your filming will impact</p>