

When submitting your application, make sure you provide all the necessary information. This will enable us to begin processing your application straight away.

Checklist items

All applications must include:

- Filming location (with an attached map and Melway reference)
- Date and time of filming
- Brief description of the production (including production title and company)
- Contact details (including full name and postal address)
- Clear explanation of how filming will be conducted (vehicles to be used, camera mounts, required exemptions to the Road Rules and Road Safety Act, etc)
- Details of any special circumstances (stunts, use of firearms, changes to infrastructure, additional signs or advertising etc)

Traffic disruptions

If there will be any traffic disruptions, you must provide:

- Traffic Management Plan (incorporating a Risk Management Plan)
- For a state road: Memorandum of Authorisation application (email vicroadsfilming@roads.vic.gov.au to request a copy)
- For a local road: Council approval
- Police Operations Order
- Proof of public liability insurance

Specialised filming vehicles

If any modified, unregistered or specialised filming vehicles will be used, you must provide:

- Photos of the vehicles to be used
- Details of modifications to vehicles
- Photos of cameras, rigging and mounts to be used
- Vehicle details including year and make of vehicle, VIN, registration (advise if unregistered), engine number and owner's vehicle details
- For registered vehicles - Written permission from registered operator for approvals to be sent to the film production company
- For unregistered vehicles - Completed Unregistered Vehicle Permit application (email vicroadsfilming@roads.vic.gov.au to request a copy), including credit card number, expiry date and CVC
- For vehicles operating on trade plates - Provide trade plate number, details of registered operator, written permission from registered operator and vehicle details

Submission

To submit your application, send all the necessary information and documents to vicroadsfilming@roads.vic.gov.au or call us on **(03) 9854 2914**.