

Filming Application Form

When using Melbourne Water's operational sites, assets and land (including those managed by Melbourne Water) for filming, a written application is required to start the process. Melbourne Water addresses requests individually and reserves the right to reject applications. Activities that are seen to be beneficial to the State may receive preference.

Filming activities can result in safety issues and damage to land and assets. Applicants must provide proof of public liability insurance noting and protecting the interests of MWC with a cross-liability clause to cover the land-use activity. A minimum of \$10 million cover is required. Melbourne Water may nominate a higher rate of cover at its discretion. Applicants will also be required to indemnify Melbourne Water in relation to any other claims or other matters that may arise as a result of any activity.

The applicant must satisfy the requirements specified by Melbourne Water (e.g. undertaking Confined Space Training) before occupancy of Melbourne Water land can proceed. It is the applicant's sole responsibility to complete the necessary training and safety requirements, as well as others specified by Melbourne Water. Melbourne Water staff must be present during the whole occupation unless an alternative arrangement is approved in agreement with Melbourne Water.

All costs incurred by Melbourne Water as a direct result of this land use will be the responsibility of the occupier. This includes supervision by Melbourne Water staff and security costs where required.

Melbourne Water will assess the application to ensure that it meets:

- Reputation management
- Occupational health and safety requirements
- Environment protection
- Site management issues, and
- Public liability requirements

Note:

- **Applications MUST be lodged at least 3 weeks prior to date of occupation or they will not be accepted.**
- **A minimum filming fee of \$500 per day applies in most cases.**

For more information on filming applications please contact:

John Tinham

Leasing & Licensing – Property Team

(+61-3) 9235 1420

john.tinham@melbournewater.com.au

Application Details

Company:
Primary contact/title:
Address:
Email:
Phone/mobile number:
Fax number:
Location manager:
Phone/mobile number:
Name of film:
Description and purpose of filming:
Type of activity (e.g. ground or aerial filming):
Date(s), location(s) and time(s) of proposed activity:

Melways Reference/s:

Special needs/ requests:

How will this activity benefit Victoria?:

Production style:

Copy of public liability insurance attached (minimum of AUD \$10 million)?:

Yes	No
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Name (Applicant's Name)

Signed (Applicant's signature)

Send your application to:

Filming Applications
Leasing & Licensing - Property Team
Melbourne Water
PO Box 4342, Melbourne VIC 3001
john.tinham@melbournewater.com.au

Further information:

Website (melbournewater.com.au): **Online Services > Information & Permit Requests**
Telephone: **(+61-3) 9235 1420**

Office Use Only

Communications approval (Manager)

Authorised by:

Name

Signature

Asset Owner (Group Manager)

Authorised by:

Name

Signature

Service Delivery requirements:

Additional requirements/training:

Onsite supervisor (Melbourne Water employee):

Name

Contact number

Property Team approval (Manager Property)

Authorised by:

Name

Signature