



Burnewang Park, Elmore

FILM POLICY (Adopted by Council 16th August 2004)

The City of Greater Bendigo is one of Victoria's largest and most progressive regional municipalities with a population of over 100,000 people.

Located in the exact geographic centre of Victoria, only 90 minutes from Melbourne, Bendigo is a modern, thriving city with many places of interest to the film industry.

Bendigo boasts a mild climate, dry inland natural forests, acclaimed wineries, a rich array of streetscapes, natural environments and parklands. The City's natural heritage is its greatest physical asset. Parklands and open spaces along with the Bendigo National Park and historical buildings are in some demand as film locations. The City's architectural heritage reflects the built environmental and rich history of Bendigo, and together with its small towns and unique natural environment offers a great deal of potential to the film industry.

Filmmakers need to be responsive to the needs of the Jarra Jarra people, the original inhabitants of the Greater Bendigo region.

BACKGROUND

There is recognition that a Film Policy be developed in response to interest from film producers for film locations within the City. The Policy's objective is to provide assistance to the film industry, provide a co-ordinated service to applicants and to balance and maintain residential amenity.

The City of Greater Bendigo issues permits, co-ordinates location bookings, maintains an overview of filming activity in the municipality and provides an information service.

City of Greater Bendigo's Community & Cultural Development Unit is a central contact point for film crews and liaises internally to ensure optimum traffic management, use of public and commercial spaces and Council facilities.

POLICY CONTEXT

Promotion and respecting the City of Greater Bendigo's identity. Filming on location provides a sense of authenticity and contributes to the cultural identity of the City. It does this by drawing on and making more visible; the sense of place, atmosphere, dynamism, diversity and vibrancy that our community experiences.

The City of Greater Bendigo enjoys a rich array of streetscapes, natural environments, parklands and heritage public & private buildings. Parklands and open spaces along with the Bendigo National Park and historical buildings are in some demand as film locations.

The City of Greater Bendigo has become regarded and sought after as a regional film location.

Demand for filming in the City of Greater Bendigo comes from a range of sources including film school students operating on no or very low budget productions to fully fledged commercial feature film productions. The range of work produced includes music video clips, documentaries, television commercials, television series and feature films.

OBJECTIVES

The Film Policy's objectives are:

- To encourage film and television producers to consider Greater Bendigo as a desirable location;
- Fostering an environment where arts, recreation, culture and knowledge are valued;
- To promote, facilitate and assist the work of the film and television industry within the City of Greater Bendigo;
- To promote the City of Greater Bendigo as a film-friendly and high quality filming location in Victoria;
- To actively work with other key government agencies, in particular Film Victoria and the Melbourne Film Office, and industry bodies to effectively

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promote the City of Greater Bendigo as a film-friendly destination with diverse and accessible locations;

- To promote the geographical accessibility and the environmental and heritage assets of the City of Greater Bendigo to the film and television industry;
- To respond to all enquiries relating to film and television production in an efficient and effective manner;
- To recognise the cultural, tourism and economic benefits and value derived from filming activity;
- To be included in the Arts & Cultural Strategy. The use of Greater Bendigo's locations presents, as well as builds on, the cultural identity and profile of our community. In so doing this activity further promotes the City of Greater Bendigo as a cultural hub and host for the arts and directly contributes to the achievement of the City's Arts & Cultural Strategy;
- To provide an indirect economic benefit by generating employment and sales;
- To provide a central contact person for the film industry with advice on the guidelines and procedures and evaluates and processes film location permit applications. The service encourages location managers and film producers to provide on-going information about filming activities and to budget adequately for film location fees;
- To contribute to the film industry's development; and
- To balance the amenity of residents and traders with those of the industry and promotes the City of Greater Bendigo.

VISION

To provide the best film location service in Australia which promotes the City of Greater Bendigo locations to the film industry and visitors.

SCOPE OF POLICY

This document provides guidelines for filming within the City of Greater Bendigo of:

- motion picture photography for television;
- feature films;
- advertisements;
- student film projects;
- documentaries;
- music videos; and
- commercial stills photography.

OUTCOMES

Implementation of this Policy will:

- Promote, facilitate and assist the work of the film and television community in the City of Greater Bendigo;
- Ensure that a balance between residential, trader and film industry needs is achieved;
- Promote the City of Greater Bendigo as the premier filming location in Victoria;

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- Enhance the reputation and profile of the City of Greater Bendigo through the co-ordinated high quality service offered;
- Contribute to building the reputation of the City of Greater Bendigo as a host to arts and cultural activity;
- Promote the geographical, environmental and heritage assets of the City to visitors;
- Minimise Council's risk of litigation, insurance claims and loss of it's good reputation;
- Recognise the cultural and economic benefits and value derived from filming activity; and
- Document the people and places which are unique to the City and its history.

STRATEGIES

These outcomes will be achieved by:

- Maintaining, implementing and reviewing an effective and efficient process for the use of the Greater Bendigo for film and photographic purposes;
- Providing a high level of service which has the capacity to provide a quick and flexible response to film location permit applications;
- Developing and maintaining systems for provision of information and requests for service to the film community;
- Measuring the level of film activity to ensure minimum impact on residential and trader amenity;
- Communicating the notification of filming activity to residents and traders;
- Providing avenues for feedback from industry, residents and traders;
- Acting as an advocate for the City of Greater Bendigo as a prime film location; and
- Acting as an intermediary in the resolution of complaints arising from filming activity.

PERMITS

The City of Greater Bendigo's local laws provide guidelines for the use of roads, footpaths and other public spaces for filming activity. This activity is subject to Council's approval based on the film location application and evidence of adequate public liability insurance. Filming without a permit is subject to penalty.

The timeframe for the issue of permits correlates to the location and the activity's potential impact on the amenity of residents, traders and traffic. The permit application form and guidelines follow as Attachment A and B. An example permit follows as Attachment C.

FEES

The City of Greater Bendigo ensures a friendly approach to attracting film and television production by the provision of a no fee policy for permit application processing.

It should be noted, however, that charges may be incurred for a Service Fee where Council personnel are required to present during filming or in relation to the provision of additional services and resources requested from Council.

Service Fee Waiver

Emerging film makers, students and projects of demonstrable community benefits are eligible for a fee waiver. This support is treated as sponsorship by the City of Greater Bendigo. The filmmaker is required to acknowledge the City in the end credits. Sponsorship must be requested in writing, and the Arts Office, Community and Cultural Development is delegated with the authority to approve the sponsorship. The location acknowledgment will read *Filmed in the City of Greater Bendigo* or *Thanks to the City of Greater Bendigo*

Criteria for Service Fee Waiver

Service Fee waivers may apply to:

- Projects of demonstrable community benefit;
- Projects related to charitable activities;
- Documentaries which are specific to the cultural heritage of the City of Greater Bendigo;
- Emerging producers and/or directors who have made no more than two films;

- Service Fee waivers will generally only be available once; and
- Service Fees will not be waived retrospectively.

SERVICES PROVIDED

The City of Greater Bendigo will:

- Provide a central contact person for all council related issues;
- Assist in sourcing locations to match script specifications;
- Facilitate and provide contact information for, but not limited to:
 - Police
 - Ambulance
 - Fire
 - Road Closures
 - Traffic Management
 - Signage
 - Rubbish Removal
 - Support services
 - Local community groups and organizations; and
- Facilitate street closures where major public interruption may occur.

NOTIFICATION TIMETABLE

In order to maintain a balanced level of residential and trader amenity, filmmakers are required to notify in writing persons and businesses which may be affected by their presence.

The timeframe for this notification will be done in consultation with the Arts & Cultural Team Leader.

FILMING DURING REGIONAL EVENTS

The City of Greater Bendigo is a large regional city that incorporates many festivals and events on an annual basis, such events will have priority access to public spaces and facilities as per their normal requirements.

DELEGATION OF AUTHORITY

The delegation of authority for issuing permits and service fee charges rests with the Manager, Community & Cultural Development. In the event of a dispute or difference arising in the interpretation of this policy, the decision of the Director of Community Wellbeing shall be final and conclusive.

INSURANCE

All applications for a filming approval permit are required to provide evidence of appropriate public liability insurance cover through presentation of their Certificate of Currency prior to a permit being issued.

Film applications using the services of stunt performers are required to provide evidence of appropriate specialised risk insurance.

All filming activity must comply with common law.

PHOTOGRAPHY FOR PROMOTIONAL PURPOSES

The City of Greater Bendigo where possible, is entitled to photograph the crew during filming. All images will be used solely for promotional purposes to attract new production to the City of Greater Bendigo. Further consultation on this matter will be on a case-by-case basis.

COUNCIL REPRESENTATION AND ACKNOWLEDGEMENT

Council reserves the right to have a representative present on location with the Production Company during filming. The Filming Permit must be available to be evidenced at the film set at all times along with any amendments or alterations to the original permit.

Film credits and media publicity should acknowledge the assistance and co-operation of the City of Greater Bendigo and its community, in addition to giving credit to any town or specific location featured.

INTERNAL LIAISON WITHIN THE CITY OF GREATER BENDIGO:

Inter-unit liaison requires communication with: the Executive Group, Risk Manager, Customer Services Manager, Marketing and Major Events, Tourism, Bencon, Economic Development, Local Laws, Parks & Natural Environment, Parking and Recreation.

Collaboration and effective communication are essential factors in providing a good service to the film industry. Internal liaison between all of these Units, to support filming activity, is essential in the provision of an efficient, effective service which develops and maintains excellent relationships between the film industry, Council, it's residents, traders and visitors.

DAMAGE TO COUNCIL PROPERTY

All costs associated with clearing litter and other waste generated by the activities and for any damage to parks, irrigation, roads and other Council property will be borne by the production company.

CONTACT DETAILS

Rohan Phillips, Arts Officer
Community and Cultural Development
City of Greater Bendigo
PO Box 733, BENDIGO VIC 3552

Telephone: 03 5434 6464
Fax: 03 5434 6199, TTY: 03 5434 6460
Website www.bendigo.vic.gov.au
Email: r.phillips@bendigo.vic.gov.au



Anglican Church, Axedale

Attachment A

GENERAL INFORMATION ABOUT FILMING IN THE CITY OF GREATER BENDIGO

1. The City of Greater Bendigo welcomes filming and photography opportunities.
2. The City of Greater Bendigo reserves the right to cancel any permit in the event of activities not being conducted in accordance with the Film Permit.
3. Filming is usually not permitted between midnight and 7.30am. Unless the Council approves a variation in writing, filming must only occur between the times specified in the permit.
4. The applicant must notify Police Victoria - Bendigo of their activities including any intended road closures, stunt activity, and use of firearms/weapons.
5. Before any tents or marquees are installed in Council parks or open spaces the applicant must advise and consult with Council to avoid damage being caused to Council infrastructure and assets.

BEFORE A PERMIT FOR FILMING WILL BE ISSUED THE FOLLOWING PRE-CONDITIONS MUST BE SATISFIED

1. A Certificate of Currency for public liability insurance cover must be provided indicating the following:
 - a) The interests of the City of Greater Bendigo are noted on the Certificate of Currency as principal;
 - b) The name of the insured on the policy is the same as the applicant;
 - c) The policy definition of the contractor's occupation on the Certificate of Currency is in accordance with the application;
 - d) The applicant must supply a copy of the exclusion clauses from the policy; and
 - e) The amount of cover held for filming must not be less than \$10 million and for commercial stills photography must not be less than \$5 million.
2. Time line of notification must be negotiated before filming commences. The permit holder must notify local traders and residents in the immediate vicinity, in writing, of the proposal to film and a copy of the notification must be provided to Council.
3. Notice must be given for reserved parking requests. Maps indicating the location and the number of parking spaces required.

Attachment B

APPLICATION FOR A PERMIT TO FILM

PRODUCTION COMPANY

ADDRESS: _____

P/CODE:

TELEPHONE: (BH) _____ FAX: _____

EMAIL: _____

PRODUCTION MANAGER: _____

TEL: _____

LOCATION MANAGER: _____

MOBILE: _____

LOCATION _____

(if more than one, attach list) _____

DATE OF FILMING: _____

TIME OF FILMING: _____

TITLE OF PRODUCTION: _____

TYPE OF PRODUCTION: _____

- TV SERIES/SERIAL
- TV COMMERCIAL
- STUDENT FILM
- COMMERCIAL STILL PHOTOGRAPHY
- OTHER

DETAILS OF PROPOSED SHOOT: _____

ISSUES TO IDENTIFY (Please tick if applicable and attach Risk Management Plan)

FIREARMS CAR ACCIDENTS

ANY OTHER ACTIVITY WHICH MAY CAUSE PUBLIC CONCERN OR ALARM
(ie SIMULATED HOLD UP) DETAILS: _____

RISK MANAGEMENT PLAN ATTACHED (Tick if applicable)

Application Form: Permit to Film



Attachment B Cont'n.

NUMBER OF PRODUCTION VEHICLES: Trucks: _____ Cars: _____
Other: _____

NUMBER IN CREW: _____

NUMBER IN CAST: _____

MAP OF PROPOSED PARKING FOR CREW VEHICLES: ATTACHED

STEPS TO BE TAKEN TO MINIMISE PUBLIC DISTURBANCE ATTACHED

PLEASE PROVIDE YOUR CURRENT INSURANCE REQUIREMENTS

INSURANCE COMPANY: _____

POLICY NO: _____

EXPIRY DATE OF POLICY: _____

COPY OF INSURANCE POLICY ATTACHED:

Signed for, and on behalf of the production company, who warrants that he/she is authorized to sign this application on behalf of the production company.

SIGNATURE: _____ **DATE:** _____

NAME: _____

POSITION: _____

RETURN THIS APPLICATION FORM TO: Arts Officer
Community & Cultural Development
PO Box 733
BENDIGO VIC 3552
TELEPHONE: 03 5434 6464



Attachment C
PERMIT FOR FILMING

APPLICANT:

PRODUCTION COMPANY: _____

TIME: _____

DATE: _____

LOCATION: _____

CONDITIONS:

1. Before any activity associated with filming commences, all activities must comply with any applicable Local Laws of the Council. All other necessary consents and approvals must be obtained and all other legislative requirements must be complied with.
2. All litter and other waste, produced in the area where the filming is occurring, must be disposed of by the permit holder.
3. Activities must not cause any damage to Council property including roads, open spaces and irrigation lines. The permit holder will bear the cost of any repairs.
4. The permit must be kept on the site by the permit holder and must be produced to an authorised officer of Council when requested to do so. Council is entitled to have a representative present at all times.

ADDITIONAL REQUIREMENTS:

APPROVED:

SIGNATURE:

NAME: _____

TITLE: _____

DATE: _____

Approved and issued by Rohan Phillips. 28 June 28, 2010

OFFICE USE ONLY

SERVICE FEE: _____

Arts Officer, Community and Cultural Development
PO Box 733, BENDIGO VIC 3552

Attachment D

PROCEDURES TO WAIVE/ALTER FILMING CURFEW:

If a filmmaker wishes to film outside the usual hours that filming is permitted (ie between midnight and 7.30am), in some instances permission may be granted.

A request must be made to the City of Greater Bendigo at least two weeks before the intended date of filming.

The Manager, Community & Cultural Development will assess the impact of the filming on residential amenities, based on issues such as the size of the film crew, equipment to be used and residential density.

The filmmaker will provide information on measures to be undertaken to minimise disruption, and the reasons they consider the curfew should be lifted and City of Greater Bendigo will pass this information on, asking residents to respond, in writing by reply paid post or facsimile, if they have objections to the shoot taking place, or if there is a more convenient time or date for this activity to happen.

Once permission for the curfew to be lifted has been granted, the film maker is required to letter-drop the area to ensure that everyone is informed of the proposed activity. A designated member of the crew must be present at all times to respond to enquiries, liaise with residents and ensure that residential amenity is maintained.