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| Application for filming or photography location agreement |
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| OFFICIAL |

# General advice to applicants

The Department of Families, Fairness and Housing (the department) aims to support projects that have renter involvement and which support wider benefits for the community.

Requests to film or take photographs on or from properties owned by Director of Housing, or by the Secretary of the department may be approved where:

* the requested site is available and adequate personnel resources are available to facilitate the request and any necessary attendance
* the applicant can demonstrate to the department’s satisfaction that the proposal will not impact on the privacy, security and amenity of renters and residents
* applicants can demonstrate appropriate management of occupational health and safety
* applicants can provide evidence of public liability insurance to the value of $10 million for any one claim
* sufficient notice is provided so that renters can be notified and appropriate arrangements made if necessary.

Proposals which provide opportunities to promote key departmental messages or positive public and social housing messages may gain additional support. Any such proposals may form a condition of approval and agreements on joint branding may be sought.

The department will not support projects seeking to identify a property as public and social housing. If it is intended that a property is to be identified as public housing, applicants should make this clear on their application by providing details with the storyline, script, synopsis, project brief, outline, etc.

Applicants must complete the *Application for filming/photography location agreement,* including all required attachments to support the application.

All applications will be assessed on a case-by-case basis, and commercial access fees may apply. Any decision to waive fees for not-for-profit organisations will be at the sole discretion of the department.

Applicants must agree to pay costs associated with gaining access and the provision of an escort or security guard where deemed necessary before approval will be granted.

The department will not issue a filming and photography location agreement if applicants have not allowed sufficient time for due consideration, coordination and assessment of an application. Generally, applicants should allow a minimum of three weeks for assessment of their applications as it may be necessary for the department to consult a number of different stakeholders.

# Sending the application

Once completed please forward your application to the Media Unit at [media@dffh.vic.gov.au](mailto:media@dffh.vic.gov.au)

For information about the application or to discuss your proposal before finalising the application please call 1300 151 882 from Monday to Friday or [email the Media Unit](mailto:propertyportfolio.officer@dhhs.vic.gov.au) <[media@dffh.vic.gov.au](mailto:media@dffh.vic.gov.au)>.

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| To receive this document in another format, [email Housing Business Support](mailto:housingbusiness.support@dhhs.vic.gov.au) <housingbusiness.support@dhhs.vic.gov.au>  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Families, Fairness and Housing, February 2022.  Available at [HousingVic – Access to communal areas](https://www.housing.vic.gov.au/access-communal-areas) <https://www.housing.vic.gov.au/access-communal-areas> |

# Section A: Applicant information

## Applicant details

| Detail | Response |
| --- | --- |
| **Applicant’s organisation** |  |
| **Organisation description** |  |
| **Organisation address** |  |
| **Organisation contact person** |  |
| **Organisation’s phone number** |  |
| **Contact person’s phone number** |  |
| **Contact person’s email address** |  |

## Organisation details

| Is the organisation… | State Yes or No |
| --- | --- |
| Funded by the department or a government agency? |  |
| A not-for -profit organisation? |  |

## Public liability insurance

Does the organisation have public liability insurance for at least $10 million for any one claim?

| Public liability insurance of at least $10 million for one claim? | Mark with X |
| --- | --- |
| **Yes** – attach a copy of the current policy |  |
| **No** |  |

## Health and safety information

### OHS representative

| Detail | Response |
| --- | --- |
| Full name |  |
| Qualifications |  |
| Phone |  |
| Email |  |

### Location information

| Detail | Response |
| --- | --- |
| How many people from the organisation will be present at the location?  Attach brief list of names, roles and responsibilities. |  |
| Main equipment that will be used on site?  List or include in an attachment. |  |
| Health and safety plan (including protection of renters and tethering of equipment and crew if rooftop filming proposed)?  If yes, attach a copy, including [safe work method statements](#_Filming_and_photography) |  |

# Section B: Project information

## Application type

| Type | Mark with X |
| --- | --- |
| **Media**: current affairs, TV news, recording |  |
| **Filming**: documentary, short film, recording community events |  |
| **Community project**: art installation, organised display |  |
| **Filming or photography**: commercial, advertising, story, other |  |
| **Research or tertiary project** |  |
| **Educational tour**: school tour |  |
| **Other** – please specify |  |

## Project details

| Detail | Response |
| --- | --- |
| Project name or title |  |
| Purpose and proposed use of film or photography |  |
| Background information |  |
| Summary of content  Attach storyline, script, synopsis, project brief, outline and so on. Specific mention must be included if you intend to identify a property as public or social housing. |  |

## Proposed filming or photography timing and location details

| Detail | Response |
| --- | --- |
| Date |  |
| Start time |  |
| Duration or end time |  |
| Location |  |
| Special requirements  Attach details of any limitations, specifications or any other information |  |

# Signature

|  |  |
| --- | --- |
| Signature |  |
| Name |  |
| Date |  |

# Filming and photography safe work method statement

The health and safety of renters, workers, visitors and the community is of the utmost importance to the department.

This section may assist prospective applicants to adequately address health and safety issues in their application.

The creation of the statement and its enforcement are the responsibility of the applicant.

**NOTE:** This pro-forma statement may be used to assist small organisations or other organisations having difficulties in adequately addressing OHS issues in an application to film or photograph on or from properties owned by Director of Housing, or the Secretary of the Department of Families, Fairness and Housing.

The creation of the statement and its enforcement will be the responsibility of the filming or photography organisation.

| Filming or photography organisation |
| --- |
|  |

## Identified hazards and controls

| Identified hazard | Control measure | Person responsible | Allocated to |
| --- | --- | --- | --- |
| 1. Planned or unplanned interactions with renters, occupants and members of the public on the site. |  |  |  |
| 2. Work on rooftops if required | Tether all equipment so it can go no closer than 50cm from the edge of the building.  Tether all personnel required to go closer than 2m to the edge of the building so they can go no closer than 50cm from the edge of the building. |  |  |
| 3. Work in plant rooms if required | Wear hard hat.  Go up or down any ‘ladder-step’ facing the treads and with both hands on the hand rails.  Do not touch any equipment.  Follow instructions of escort and posted signs. |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

Do **not** commence work if:

* the job is unsafe
* the job becomes unsafe
* the control measures are inadequate (prior to starting work).

## Requirements

Communal areas on public housing estates are private property and for the use, benefit and peaceful enjoyment of estate residents.

Public housing residents have the right to privacy, safety and security consistent with the broader Victorian community.

The department reserves the right to restrict the entry and access of organisations or individuals to communal areas on public housing estates.

Where necessary, organisations holding public events on public or social housing sites are also required to have suitably-qualified staff or volunteers that hold a current Working with Children Check card.

Applicants are to ensure that they adhere to all local council rules and regulations with appropriate permits as necessary.

Any noise generated must comply with the relevant *Environment Protection Act 1970* guidelines. No commercial amplification (sound system) is to be used without specific permission.

The applicant must maintain the premises in a clean and safe condition for the duration of the agreement, and upon its completion shall restore the site to a clean and tidy state.

## Staff who have been trained in the use of this safe work method statement

| Names or signatures of staff trained in the use of this safe work method statement |
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