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| **APPLICATION TO FILM** This application form should be used for permission to conduct low impact filming within one of the Whitehorse Manningham Library Branches. If extensive use of a library branch or surrounding area is requested a formal application to either the [City of Whitehorse](http://www.whitehorse.vic.gov.au/Filming-Permits.html) or [Manningham City Council](https://www.manningham.vic.gov.au/filming-in-manningham) is required. Please read guidelines for filming **BEFORE** submitting an application.**Applicant’s details**1. Are you an individual or a company / organisation? Please select:Student(s) [ ]  Independent group / individual [ ]  Company / organisation [ ]  *Note: Proof of student status and course requirements will be required and should be attached to your application.* |  |  |  |
| **Applicant’s Name** |  |
| **Organisation / Educational Institution (if applicable)** |  |
| **Address** | **Street**: |
| **Suburb:** | **Post Code:** |
| **Contact** | **Phone:**  | **Email:** |
| **Filming Location**  | Blackburn [ ]  Box Hill [ ]  Nunawading [ ]  Vermont South [ ] Bulleen [ ]  Doncaster [ ]  The Pines [ ]  Warrandyte [ ]  |
| **Filming Date**  |  |
| **Time** | **Start:**  | **Finish:** |
| **Provide a brief description of what will be filmed.** |  |
| **Purpose of the film.** |  |
| **Will the film be distributed and available for public viewing? *Please note this includes social media forums.*** | [ ]  No [ ]  Yes. Please provide details below: |
| **Do you hold current public liability insurance?** | [ ]  Yes, evidence is attached [ ]  Yes, This is covered through my educational institution’s public liability insurance and evidence is attached[ ]  No |
| **What type of equipment will be used?** |  |
| **How many crew and/or cast will be present?** |  |
| **Have you prepared a risk assessment and management plan?** | [ ]  Yes, please attach[ ]  No |
| **Are you proposing to film patrons within the library?** | [ ]  No [ ]  Yes: permission forms and a plan on how this will be managed must be attached to this application.*In accordance with the Corporation’s Child Safe Policy no filming of library patrons under the age of 18 will be permitted.* |

**Please submit this application via email to** **web@wml.vic.gov.au**

**Enquiries:** Whitehorse Manningham Libraries Administration 9896 4333