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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**](mailto:web@wml.vic.gov.au)

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