

# **POLICE FILMING NOTIFICATION FORM – GUIDE TO COMPLETION**

## **Purpose**

- To notify police of filming activities that may cause public alarm and unnecessary calls for police assistance (000 Calls)

## **When to Use**

- When your filming activity may be seen or heard by members of the public and filming involves:
  - Use of firearms (real or imitation), weapons or special effects eg. explosives, flames, smoke, mock car accidents
  - Use of private traffic management on major roads (include traffic management plans)
  - Any activity that may cause public concern including but not limited to violence (physical and/or verbal), mock police, military activity, large crowds, etc.
  - Use of remote piloted aircraft (drones) over public areas

## **Notification of Other Services**

- The Film and Television Office will endeavour to notify other relevant agencies where appropriate eg. MFB/CFA, Ambulance
- Notification is in no way approval of your filming activity. You must contact the relevant land/road management authority.

## **Time Frames**

- Please forward your notification at least 2 working days (Monday – Friday) prior to commencement of filming to allow time for processing

## **Instructions**

- Complete the form making sure to include; nature of activity that may cause public concern (not the story line) and steps taken to alleviate potential concern in addition to notifying police
- Forward notification to [film.tv@police.vic.gov.au](mailto:film.tv@police.vic.gov.au)
- 'iPhone & MAC Users: The Police Notification Form must be opened with the program Adobe to ensure functionality and successful transmission to the Film and Television Office. Failure to do this may result in the form being returned having not been processed'

## **Questions?**

- Contact the Film and Television Office:

**9247 5266 / [film.tv@police.vic.gov.au](mailto:film.tv@police.vic.gov.au)**