

## 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

This form is necessary to complete in the following situations:

- When your filming activity may be seen or heard by members of the public and it involves the use of firearms (real or imitation), weapons or special effects (such as explosives, flames, smoke, mock car accidents).
- When you require the use of private traffic management on major roads (make sure to include your traffic management plans with the form).
- When you are filming any activity that may cause public concern, including but not limited to violence (physical and/or verbal), mock police, military activity, or large crowds.
- When you are using 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 based on your form. This can include the Melbourne Fire Brigade (MFB), Country Fire Authority (CFA), or Ambulance Victoria.

Please note that notification is in no way an approval of your filming activity. You must contact the relevant land/road management authority for approval before you notify us of your filming activity.

### Time Frames

Please forward your notification to us at least 2 business/working days (Monday to Friday) prior to the commencement of filming to allow time for your notification to be processed.

### Instructions

Complete the following steps to fill out the police filming notification form:

- Complete the form making sure to include the nature of your activity that may cause public concern (not the story line), and the steps you have taken or will take to alleviate potential concern in addition to notifying police.
- Forward the completed copy of your form to [film.tv@police.vic.gov.au](mailto:film.tv@police.vic.gov.au)

Please note that iPhone and MAC Users need to open and complete the Police Notification Form in Adobe to ensure functionality and successful transmission to the Film and Television Office. Failure to do this may result in your form being returned having not been processed.

### Contact details for the Film and Television Office

Phone: [8335 8567](tel:83358567) or [8335 8568](tel:83358568)

email: [film.tv@police.vic.gov.au](mailto:film.tv@police.vic.gov.au)