

## PORT OF MELBOURNE FILMING/PHOTOGRAPHY GUIDELINES

The following guidelines must be adhered to if conducting filming/photography on land managed by Port of Melbourne (**PoM**).

*PoM reserves the right to refuse any request for filming or photography at its discretion.*

### TENANTS

Tenants who wish to carry out filming/photography that only captures their tenancy must inform PoM Corporate Relations in writing at least **2 business days** before the date of the planned activity.

If the planned activity involves visuals of other tenants, you will need to seek their permission. If it does not involve capturing footage of other tenants, you are advised to inform neighbouring tenants of your plans, as a courtesy.

The above also applies to contractors who are commissioned by tenants to carry out filming/photography.

#### **Documents Required**

- If the activity is to occur outside tenant's premises, Certificate of Currency for Public Liability Insurance (evidencing insurance cover for a minimum amount of \$20m per occurrence); and
- if the activity is to occur outside tenant's premises, an Access Authority prepared by PoM Legal Services must be executed by the party requesting access.

### CONTRACTORS

Contractors who wish to carry out filming or photography that only captures the site of which they have operational control (**Contractor's Work Site**) must inform PoM Corporate Relations in writing at least **2 business days** before the date of the planned activity.

It is the contractor's responsibility to ensure that it has given sufficient consideration to any potential privacy concerns, including, but not limited to, the potential collection of personal information. This may include preparing a Privacy Impact Assessment. Please keep in mind that close-up shots of identifiable features, such as faces and number plates, must not be filmed.

If applicable, it is the contractor's responsibility to satisfy itself that its subcontractors have been engaged in accordance with the construction contract and that all insurance requirements of its subcontractors have been met.

#### **Documents Required**

If the filming or photography is to occur outside the Contractor's Work Site:

- Port of Melbourne Filming/Photography Request Form (attached to this Guideline as Annexure A);
- a Certificate of Currency for Public Liability Insurance (evidencing insurance cover for a minimum amount of \$20m per occurrence) of the company conducting the filming;
- an Access Authority prepared by PoM Legal Services must be executed by the party requesting access;
- a completed and signed Privacy Impact Assessment; and
- any additional documents deemed necessary by PoM having regard to the nature of the shoot.

## GOVERNMENT/MEDIA

The government and/or media must notify PoM of their intention to film on port land so that the relevant security, property, and legal requirements can be facilitated.

To submit a filming/photography request, please provide the documents required (as noted below) to PoM Corporate Relations at [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com) **as soon as practicable**.

### ***Documents Required***

- Port of Melbourne Filming/Photography Request Form (attached to this Guideline as Annexure A);
- a Certificate of Currency for Public Liability Insurance (evidencing insurance cover for a minimum amount of \$20m per occurrence); and
- any additional documents deemed necessary by PoM having regard to the nature of the shoot.

## ALL OTHER REQUESTS

To submit a filming/photography request, please provide the documents required (as noted below) to PoM Corporate Relations at [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com) at least **10 business days** before the date of planned activity.

Subject to the sensitivity of the location, PoM and/or tenants may request a copy of the footage and reserves the right to veto footage.

### ***Documents Required***

- Port of Melbourne Filming/Photography Request Form (attached to this Guideline as Annexure A);
- a Certificate of Currency for Public Liability Insurance (evidencing insurance cover for a minimum amount of \$20m per occurrence);
- an Access Authority prepared by PoM Legal Services must be executed by the supplier;
- a completed and signed Privacy Impact Assessment; and
- any additional documents deemed necessary by PoM having regard to the nature of the shoot.

## DRONE USAGE

To submit a filming/photography request, please provide the documents required (as noted below) to PoM Corporate Relations at [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com) at least **10 business days** before the date of planned activity.

If the filming involves drone activity **over port waters**, the filming company must also comply with any requirements imposed by Ports Victoria as specified in section 2.3.10 of the [Port Information Guide](#), in addition to the following:

- provide notice in writing (including flight plan) to Ports Victoria, at least 2 days prior to the activity, by emailing [BerthAllocator@vicports.vic.gov.au](mailto:BerthAllocator@vicports.vic.gov.au);
- ensure compliance with all regulator and Civil Aviation Safety Authority (CASA) requirements;
- the drone must stay well clear of all vessels, whether underway, at anchor or berthed, and not distract from, interfere with, or impede the safe operation of any vessel and
- comply with any additional requirements that may be imposed by the Harbour Master.

The filming company must obtain clearance from Ports Victoria before PoM can provide access to filming locations within the port boundary. Please provide a copy of the clearance from Ports Victoria when submitting your application to PoM.

For drone activity **over PoM landside areas** (excluding the berths at Station Pier):

- permission must first be sought from the PoM;
- permission must be sought from PoM Tenants, if tenanted; and
- you must notify neighbouring properties of the activity.

For guidance on CASA requirements, covering both recreational and commercial use of drones, refer to the [CASA website](#).

### ***Documents Required***

- [Port of Melbourne Filming/Photography Request Form](#) (attached to this Guideline as Annexure A);
- a Certificate of Currency for Public Liability Insurance (evidencing insurance cover for a minimum amount of \$20m per occurrence);
- a completed and signed Privacy Impact Assessment;
- depending on purpose of filming and drone weight, the drone filming company and drone pilot may require a [Remotely Piloted Aircraft Operator's Certificate](#) (ReOC) and a [Remote Pilot License](#) (RePL) issued by CASA;
- confirmation of clearance from Ports Victoria; and
- any additional documents deemed necessary by PoM or Ports Victoria having regard to the nature of the shoot.

### ***Location Dependent Considerations***

- The filming company may be required to execute an Access Authority from PoM Legal Services.
- Unless commissioned by the International Container Terminals (ICTs) and filming within the ICT's own premises, the filming company is responsible for maintaining clear communication of intended shoots with the ICTs and make sure any drones stay out of the vicinity of the



cranes. Corporate Relations ([corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com)) can provide relevant contact information.

- Subject to the sensitivity of the location, PoM and/or tenants may request a copy of the footage and reserves the right to veto footage.



## ANNEXURE A: PORT OF MELBOURNE FILMING/PHOTOGRAPHY REQUEST FORM

Please return signed form to [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com).

If the information provided in this application form (including, if applicable, the completed Privacy Impact Assessment) is insufficient, PoM reserves the right to request further information.

PoM reserves the right to refuse any request for filming or photography at its discretion.

Contact Details	
<b>Name</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>ACN/ABN</b>	
<b>Mobile number</b>	
<b>Email address</b>	
<b>Client or Invited Media Outlets</b>	
<i>Contract videographer/photographer: if you are commissioned to work on behalf of a client, state their organization name</i> <i>Media event: media outlets you have invited</i> <i>None of the above: leave blank</i>	

Planned Filming/Videography	
<b>Date(s)</b>	
<b>Time</b>	
<b>Location*</b>	
<b>Nature of shoot/what is being filmed</b>	
<b>Brief summary of project/activity you are capturing footage for</b>	
<b>No. of crew</b>	
<b>Equipment involved</b>	
<b>Notes</b>	
<i>Please tick (✓) where applicable</i>	
<b>Type of request</b>	<input type="checkbox"/> Government <input type="checkbox"/> Media <input type="checkbox"/> Training <input type="checkbox"/> Safety/navigational requirements <input type="checkbox"/> Construction/project progress <input type="checkbox"/> Movie production <input type="checkbox"/> Advertising <input type="checkbox"/> Other – please specify:
<b>Drone usage</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Reconnaissance required in advance?</b>	<input type="checkbox"/> Yes – planned date(s): <input type="checkbox"/> No
<b>Traffic closures/other disruptions</b>	<input type="checkbox"/> Yes – please describe: <input type="checkbox"/> No

*\*There are limited sites where photographers can film unaccompanied within the port boundary. If you need guidance on vantage points, contact Corporate Relations at [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com). Depending on the sensitivity of the location, Port of Melbourne and/or its tenants may request a copy of the footage and reserves the right to veto footage.*

Drone Usage	
Flight start time	
Flight end time	
Drone flight path (insert map)	
Crew location	
Drone pilot name & ARN/license number	
Notes	
Has a Privacy Impact Assessment (PIA) been completed?*	

*\*Please ensure that you completed and have attached a copy of the completed PIA to this request form.*

Submitted By	
Name	
Position	
Organisation	
Signature	
Date	

**Please direct any questions to PoM Corporate Relations at [corporateaffairs@portofmelbourne.com](mailto:corporateaffairs@portofmelbourne.com)**