

ParkConnect Permit Portal User Guide – Filming & Photography

1. Go to <https://www.parkconnect.vic.gov.au/> and click Sign in

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)

[Sign in](#)

2. If you have an existing account, enter your email and password and click **'Sign in'**

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)
[Permits](#)

[Sign in](#)

[Sign in](#)
[Register](#)

Sign in

☐ Remember me?

[Sign in](#)

[Forgot your password?](#)

Not registered? [Create Profile](#)

3. If you do not have an existing account:

3.1. Click on **'Create Profile'**

[Sign in](#)
[Register](#)

Sign in

☐ Remember me?

[Sign in](#)

[Forgot your password?](#)

Not registered? [Create Profile](#)

- 3.2. Enter your email address, create a password and then re-enter your password to confirm and click **'Register'**.

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)
[Permits](#)

[Sign in](#)
[Register](#)

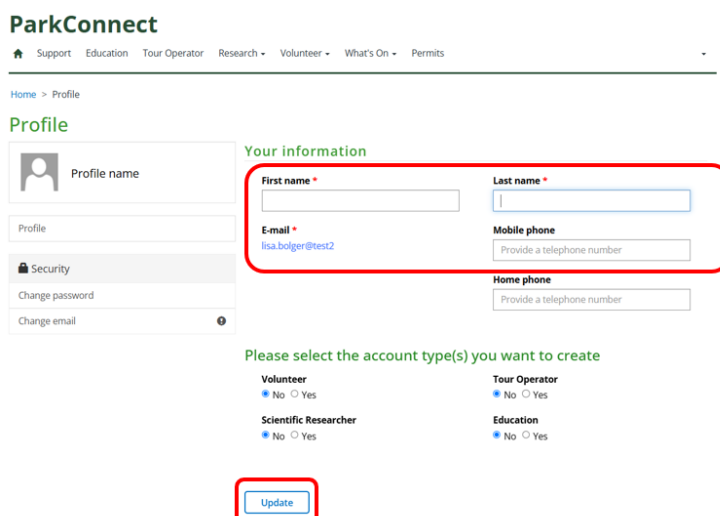
Register

[Register](#)

By clicking "Register", you agree to our [Terms of Use](#), and [Privacy Policy](#)

Already have a profile? [Sign in](#)

- 3.3. You will be redirected to your **'Profile'** page. Enter your first name, last name, mobile phone and click **'Update'**.



ParkConnect

Home > Profile

Profile

Profile name

Profile

Security

Change password

Change email

Your information

First name *

Last name *

E-mail *

lisa.bolger@test2

Mobile phone

Provide a telephone number

Home phone

Provide a telephone number

Please select the account type(s) you want to create

Volunteer

☒ No ☐ Yes

Tour Operator

☒ No ☐ Yes

Scientific Researcher

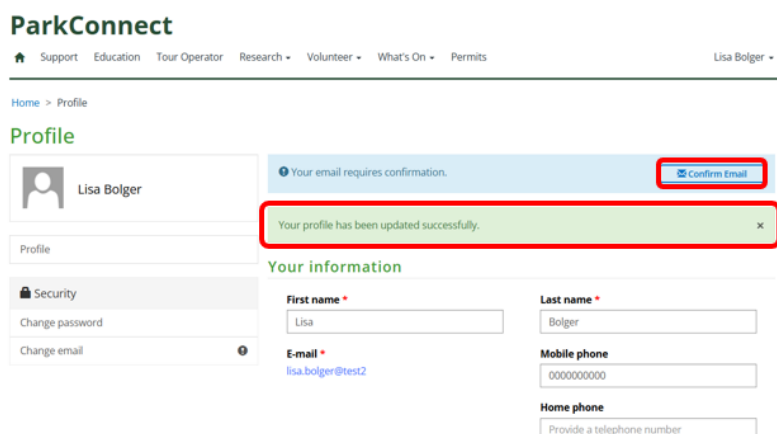
☒ No ☐ Yes

Education

☒ No ☐ Yes

Update

- 3.4. You will receive a notification that your profile has been updated successfully. Select the **'Confirm Email'** button to finalise the profile setup.



ParkConnect

Home > Profile

Profile

Lisa Bolger

Profile

Security

Change password

Change email

Your email requires confirmation. [Confirm Email](#)

Your profile has been updated successfully.

Your information

First name *

Lisa

Last name *

Bolger

E-mail *

lisa.bolger@test2

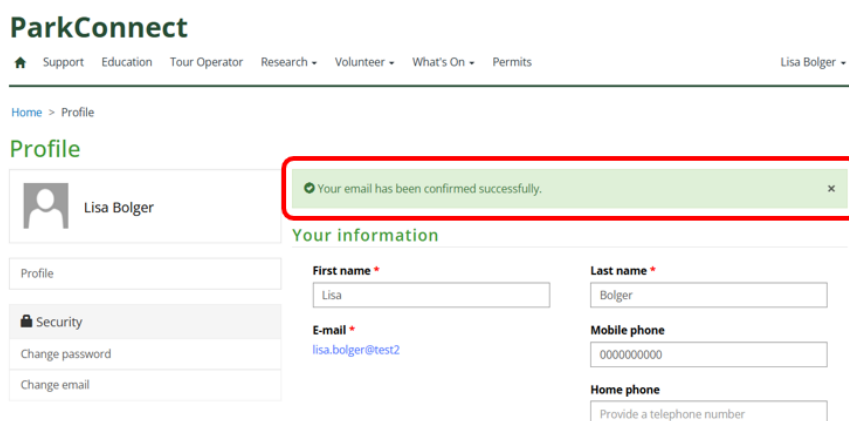
Mobile phone

0000000000

Home phone

Provide a telephone number

- 3.5. You will receive an email with instructions on how to complete the registration process. Once the registration process is completed you be automatically taken back to your **'Profile'** page and receive a notification to advise that your email has been confirmed successfully



ParkConnect

Home > Profile

Profile

Lisa Bolger

Profile

Security

Change password

Change email

Your email has been confirmed successfully.

Your information

First name *

Lisa

Last name *

Bolger

E-mail *

lisa.bolger@test2

Mobile phone

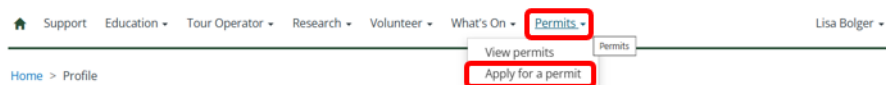
0000000000

Home phone

Provide a telephone number

4. Hover over the **'Permits'** tab at the top of the page and select **'Apply for a permit'**
NOTE: Once you have commenced an application, you can exit and re-open the application to continue at any time by going to the **'View permits' section.**

ParkConnect



5. An **'Information Collection Notice'** will display, please read and click **'Agree and continue'**

Information Collection Notice
Contact details
Application details
Organisation details
Filming & photography details
Documents

Terms & conditions

Permit application Information Collection Notice

Parks Victoria collects information from applicants to administer and manage event and filming permits and the associated activities to meet the legislative, policy, governance and regulatory requirements of the areas that we manage.

How Parks Victoria manages this information

Parks Victoria will manage this information, primarily stored within the ParkConnect system, in accordance with legislation and statutory requirements including the Privacy and Data Protection Act 2014 and the Public Records Act 1973. Full details of the Parks Victoria Privacy Policy is available on our website <https://www.parks.vic.gov.au/privacy>

Who Parks Victoria may exchange your information with

If required, Parks Victoria may exchange your information or collect additional information from other Government Agencies, or other organisations (including Traditional Owner Corporations) associated with your application or who perform authorising functions for your application. Information may also be disclosed when required by law or when required for emergency management.

Providing information regarding third parties

If you provide information to Parks Victoria regarding other individuals, you must obtain their explicit consent to provide this information to Parks Victoria.

Updating & correcting information

You can update or correct information at any time by either directly updating this information in the ParkConnect Portal or by emailing info@parks.vic.gov.au It is a requirement of your event or filming permit that you maintain accurate complete and up to date details with Parks Victoria to ensure effective emergency management actions can occur if required.

Agree and continue

6. Next you will be taken to the **'Contact details'** page. Enter your phone number and address here if not already pre-populated and click **'Save & next'**.
Note: All fields marked with a red asterisk are mandatory.

Request a permit

Information Collection Notice
Contact details
Application details
Organisation details
Filming & photography details
Documents

Terms & conditions

Mobile phone *

0000000000

Street address *

Street address 2

Street address 3

Suburb *

Postcode *

State *

VIC

Previous Save & next

7. On the **'Application details'** page:

- 7.1. Confirm if you are applying as an individual or as a business (including sole traders) by using the drop-down arrow and selecting as relevant

Request a permit

Information Collection Notice ☒
Contact details ☒
Application details ☒
On-site contact details ☐

Terms & conditions

Please select one

I am applying *

Select

Select

as an individual

for my organisation

- 7.2. Your **'Applicant Information'** will be pre-populated based on your profile

Applicant information

Primary applicant *

Lisa Bolger

Email

lisa.bolger@test2

Mobile

0000000000

- 7.3. Confirm the **'On Site Contact'** details for the permit, if the same as the applicant select **'Yes'**, if you need to provide alternate on-site contact details select **'No'** and enter the details as relevant

On-site contact details

Same as applicant

☒ No ☐ Yes

On-site contact full name *

On-site contact email *

On-site contact mobile *

Provide a telephone number

- 7.4. Select the type of permit you are applying for. After selecting **'Yes'** to filming or photography, further questions will appear to ask if a drone is required & if the filming & photography is for a wedding. Select **'Yes'** or **'No'** as relevant and select **'Save & next'**.

Permit type

Parks Victoria requires a minimum of 10 business days to process your filming and photography permit application once all documentation is received.

Will you be doing filming or photography? *

☐ No ☒ Yes

Is your filming and photography for a wedding?

☒ No ☐ Yes

Is a drone required?

Parks Victoria requires a minimum of 20 business days to process your filming and photography permit if the application includes drone/RPA filming once all documentation is received. Please refer to [our website](#) for mandatory documentation.

☐ No ☒ Yes

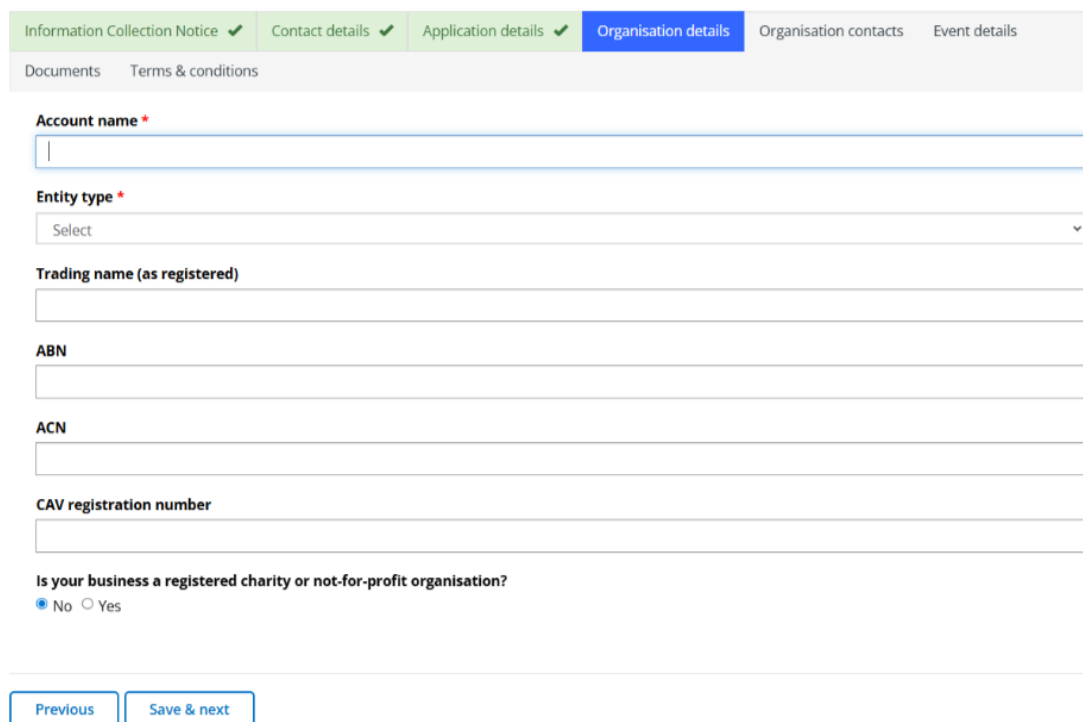
Are you holding an event?

☒ No ☐ Yes

Previous

Save & next

8. If you are applying as a business, you will now be taken to the **‘Organisation details’** page.
 - 8.1. Repeat applicants will have pre-filled information to review and can select **‘Save & next’**
 - 8.2. New organisations will need to enter their details and signatory information



Information Collection Notice ✓ Contact details ✓ Application details ✓ **Organisation details** Organisation contacts Event details

Documents Terms & conditions

Account name *

Entity type *

Select

Trading name (as registered)

ABN

ACN

CAV registration number

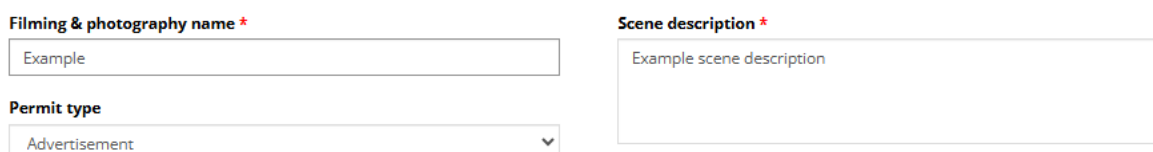
Is your business a registered charity or not-for-profit organisation?

☒ No ☐ Yes

[Previous](#) [Save & next](#)

9. You will now be taken to the **‘Filming & photography details’** section
 - 9.1. Enter the **‘Filming & photography name’**, a detailed **‘Scene description’** and the **‘Permit type’** as relevant, please try to include as much detail as possible in the scene description

Filming & photography information



Filming & photography name *

Example

Permit type

Advertisement

Scene description *

Example scene description

- 9.2. Select the relevant park from the drop down list

NOTE: Jells Park is part of the ‘Dandenong Valley Parklands’
 Westerfolds Park is part of the ‘Yarra Valley Parklands’
 Brimbank Park is part of the ‘Maribyrnong Valley Parklands’

- 9.3. Once you have selected a park click on **Add site(s)** if you require a specific site in the park. A pop out box will display with available sites within the chosen park. **Check the box** next to your required site and **click Add site(s)**. You can choose multiple sites.

Proposed park ▼

If you are applying for one event that takes place across multiple parks, please enter the main park to be used in the field below and ensure an accurate map is attached in the documents section of this application showing the additional locations.

Select

Select

Albert Park

Alfred National Park

Alfred Nicholas Memorial Gardens

Alpine National Park

Andersons Mill, Smeaton Historic Reserve

Anglesea Bushland Reserve

Anglesea Heath Park

Annuello Flora and Fauna Reserve

Add site(s)

Add proposed site

✓	Name ↑	Park ↑
<input type="checkbox"/>	Albert Park Lake	Albert Park
<input checked="" type="checkbox"/>	Albert Park Lake Path	Albert Park
<input type="checkbox"/>	Albert Road Drive	Albert Park
<input type="checkbox"/>	Amphitheatre Lawn	Albert Park
<input checked="" type="checkbox"/>	Aughtie Drive	Albert Park
<input checked="" type="checkbox"/>	Aughtie Walk	Albert Park
<input type="checkbox"/>	Community Playground	Albert Park
<input type="checkbox"/>	Coot Picnic Area	Albert Park
<input type="checkbox"/>	Cormorant Picnic Area	Albert Park
<input type="checkbox"/>	Grebe Picnic Ground	Albert Park

1

2

>

Selected records
▼

Albert Park Lake Path✕

Aughtie Drive✕

Aughtie Walk✕

Add site(s)

Cancel

9.4. Once sites are added, you can remove them by using the blue arrow

Proposed site(s)

Add site(s)

Name ↑	
Albert Park Lake Path	<input checked="" type="checkbox"/> <div style="border: 1px solid #0056b3; padding: 2px; background-color: #0056b3; color: white; width: 60px; margin: 0 auto;">Remove site</div>
Albert Road Drive	
Aughtie Walk	<input type="checkbox"/>

9.5. Enter all remaining event information if applicable and as relevant to your event.

NOTE: Ensure you select the correct 'AM/PM' option on date/time selections

NOTE: If your application has multiple separate dates select 'Yes', and an 'Event dates' section will be displayed at the bottom of the page for additional dates to be entered.

NOTE: 'Bump in' and 'Bump out' refer to the time you will be entering and exiting the park to complete any setting up/packing up if different to the filming times.

Proposed start *

04/10/2025 10:00

Proposed end *

04/10/2025 02:00

Does your application involve multiple dates?
☐ No ☒ Yes

Please enter the dates of the first event only in the above section, and any additional dates in the following 'Event dates' section.

Bump in

04/10/2025 09:00

Bump out

04/10/2025 02:30

Backup start

05/10/2025

Backup end

05/10/2025

Number of personnel - cast and crew *

15

Total number of vehicles *

Please advise the number of small trucks and number of oversize vehicles >7.5m or 4.5t.

10 crew cars, 1 van

Unit base *

Please specify proposed unit base requirements and ensure these are marked on the sitemap (number and size of marquees, trucks, number of occupied car spaces etc.).

Marquee for shade/wet weather cover
Temp chairs & a table for cast & crew

Facilities to be used

Please specify proposed facilities to be used and ensure these are marked on the site map (car parks, walking tracks, picnic shelters, toilets)

Public toilets to be used by cast & crew

9.6. Enter any infrastructure/equipment if applicable and as relevant to your application.

Infrastructure

Please add any infrastructure that you will be using in the below table.

[Add infrastructure](#)

Type

Description

Quantity

There are no records to display.

Add infrastructure

Infrastructure type *
Marquees

Quantity
1

Detailed information
If you selected any temporary infrastructure please provide detailed information here including size, style and numbers.
3m x 3m

Submit

9.7. Once all infrastructure is added, you can edit your entry by using the blue arrow

Infrastructure

Please add any infrastructure that you will be using in the below table.

Add infrastructure			
Type	Description	Quantity	
Cameras and tripods		3	<input checked="" type="checkbox"/>
Marquees	3m x 3m	1	<input checked="" type="checkbox"/> Edit
Temporary seating	Collapsible chairs for cast & crew	15	<input type="checkbox"/>

9.8. If you selected yes to the earlier ‘Does your application involve multiple dates?’ question, you will now be able to add the additional dates as relevant

Event dates

Add event date			
Start date ↑	End date	Park	Number of participants
There are no records to display.			

Add event date

Start date *
23/10/2025 11:00

End date *
23/10/2025 03:00

Number of personnel - cast and crew *
15

Proposed park *
Albert Park

Submit

Edit event date

250

Proposed park *
Albert Park

Park sites

Proposed site(s)
Add site(s)

Name ↑

No park sites have been added.

Update event date

Edit event date

☒ Albert Park Lake Path
Albert Park

☒ Albert Road Drive
Albert Park

☐ Amphitheatre Lawn
Albert Park

☐ Aughtie Drive
Albert Park

☒ Aughtie Walk
Albert Park

☐ Community Playground
Albert Park

☐ Coot Picnic Area
Albert Park

☐ Cormorant Picnic Area
Albert Park

☐ Grebe Picnic Ground
Albert Park

1 2 >

Selected sites

Albert Park Lake Path
Albert Road Drive

Add site(s) Cancel

Edit event date

Albert Park

Park sites

Proposed site(s)
Add site(s)

Name ↑

Albert Park Lake Path
Albert Road Drive
Aughtie Walk

Update event date

9.9. Once all information has been entered, select **‘Save & next’**

Event dates

Start date ↑	End date	Park	Number of participants
31/01/2026 09:00	31/01/2026 02:30	Albert Park	250

10. You will now be taken to the **‘Documents’** section

10.1. On the **‘Documents’** step, upload all required documents by using the blue arrow and the pop-out box.

NOTE: These mandatory documents have been generated depending on the selections made throughout the application.

Information Collection Notice ✓

Contact details ✓

Application details ✓

Event details ✓

Documents

Terms & conditions

Documents

Document name	Description	Status
Site map *	On a suitable map indicate your proposed event site and location of any infrastructure, facilities, entertainment, parking etc For cross-country, running or mountain bike events please provide a detailed course map including direction of travel, start and finish locations.	Pending
Public liability insurance Certificate of Currency *	You must have a minimum of \$20m public liability insurance coverage for the event.	Pending

Upload document
×

Document name *

Site map

Attached documents

Note Text

No documents uploaded. Click the Upload button below to add a document.

Upload files(You can select multiple files)*

You can upload a maximum of 5 files, each up to 125MB.

Upload document
×

Document name *

Site map

Attached documents

Note Text


No documents uploaded. Click the Upload button below to add a document.

Upload files(You can select multiple files)*

You can upload a maximum of 5 files, each up to 125MB.

Parks...s 001.jpeg (834.2 KB)

10.2. Once all documents have been uploaded, they will display a **‘Submitted’** status and you will be able to progress by selecting **‘Next’**.

Document name	Description	Status
Site map *	On a suitable map indicate your proposed event site and location of any infrastructure, facilities, entertainment, parking etc For cross-country, running or mountain bike events please provide a detailed course map including direction of travel, start and finish locations.	Submitted 
Public liability insurance Certificate of Currency *	You must have a minimum of \$20m public liability insurance coverage for the event.	Submitted 

[Previous](#)
[Next](#)

11. You will now be taken to the **‘Terms & conditions’** section, read the information and **‘agree to the terms & conditions’** to **‘Submit’** your application

[Information Collection Notice](#) ✓
 [Contact details](#) ✓
 [Application details](#) ✓
 [Event details](#) ✓
 [Documents](#) ✓
 [Terms & conditions](#)

Terms & conditions

- I acknowledge the **event cancellation and refund timeframes**.
- I acknowledge that payment may be required prior to a permit being issued.
- I acknowledge that submission of an application is not to be taken as approval for my event or filming.

☒ **I agree to the terms & conditions ***

For further information or clarification please email events@parks.vic.gov.au and quote your Permit Application reference number.

[Previous](#)
[Submit](#)

12. You will receive a confirmation that your application has been successfully submitted.

Request a permit

Your permit application was submitted successfully.

13. You will now be able to view and track the progress of your application in the **‘View permits’** section on ParkConnect

ParkConnect

[Home](#)
[Support](#)
[Education](#)
[Tour Operator](#)
[Research](#)
[Volunteer](#)
[What's On](#)
[Permits](#)

Home > [View permits](#) > Request a permit

Request a permit

Your permit application was submitted successfully.

[View permits](#)
[Apply for a permit](#)