



Application for Filming or Photography

When you have completed the steps below, your Application is ready to be forwarded to Metro for assessment. Keep a copy for your records.

Checklist for Completeness		(Please tick ✓)
1	Completed Applicant and Activity Details below	
2	Read and understood the: <ul style="list-style-type: none">• Metro Filming and Photography Policy & Guidelines• Location Agreement	
3	Attached site plan, scene pages, safety report and other documents required by Metro	
4	Signed this Application Form	

Applications will only be assessed when the above steps have been completed. Processing time for a complete Application for Filming or Photography on Metro's property is generally **one to two weeks**, depending on the nature of the proposal. The applicant acknowledges that Metro is under no obligation to accept the application.

Production name: (print please)

Authorised representative's name: (print please)

Position:

<input type="text"/>	<input type="text"/>
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Company / Association:

Signed:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applications should be forwarded to:

Andrea Schade
Sponsorship & Events Coordinator
Metro Trains
GPO Box 1880
Melbourne VIC 3001
Tel: 03 9610 2610
Fax : 03 9610 2406



1. Location Agreement to be issued to:		Agent's Details:	
Individual – go to 2a	Name:		
Incorporated Company / Incorporated Association – go to 2b	Company:		
If you are signing as an Agent for the Applicant, please provide contact details for the Agent and the Applicant.	Address:		
	Telephone:		
	Fax:		
	Email:		

2. Applicant's Details:		To be completed by ALL APPLICANTS	
2a Where <i>Location Agreement</i> is to be issued to an INDIVIDUAL	Trading name/s:		
Family name:	Address:		
Given name:	Telephone:		
Australian Business Number (ABN) if applicable:	Fax:		
Registered for GST:	Email:		

2b Where <i>Location Agreement</i> is to be issued to an Incorporated Company/ Incorporated Association	Address for correspondence or registered office address:		
Company / Association name:			
Australian Company Number (ACN):	Street address:		
OR Incorporated Association Number:			
Authorised Officer:	Telephone:		
Family name:	Mobile:		
Given name:	Fax:		
Position title:	Email:		



Further Details of Proposed Filming or Photography (Please tick ✓ Yes/No)	Y	N
Will the proposed activity disturb, annoy, create a nuisance for or inconvenience any of Metro's passengers, staff, tenants or neighbours or the general public?		
Will any fittings, furnishings or equipment of Metro be required to be moved?		
Will the proposed activity have any impact outside of Metro's property and premises (e.g. traffic, noise or parking?)		
Will the proposed activity: <ul style="list-style-type: none"> • be within 3 metres of the nearest rail (train or tram); • be within the air space vertically above the rail; • involve excavation works directly below the rail; • involve plant coming within 3 metres of the nearest rail; • involve plant coming within 6.4 metres from electrical assets; or • be conducted between the edge of the platform and the yellow line (or where there is no line, within 0.5 metres from the edge of the platform). 		
Will any animals be used in the production?		
Will any pyrotechnics or similar devices be involved with the filming or photography activity?		
Will any other special effects be used?		
Will any dangerous or flammable substances or articles or any weapons, including spear guns, firearms, explosives, be brought onto Metro's property or premises?		
Will the site be represented as another actual place or property?		
Will aircraft or helicopters be used?		
Will any special parking arrangements or production or technical space be required?		
Is the subject matter or content of the proposed film or photographs likely to be considered sensitive or offensive to Metro?		



Will there be any nudity, violence, drug use or political or racial content in the film or photographs?		
Will the activity involve any of the prohibited actions listed in paragraph 2.14 of the Metro Filming and Photography Policy and Guidelines?		
Does the Producer have any other specific requirements that are not mentioned elsewhere in this application that Metro should be aware of?		
Does the Producer require access to any power, water or any other utilities on Metro's property or premises?		
Is the Producer seeking a waiver of the corporate fee (refer to paragraph 3.2 of the Metro Filming and Photography Policy and Guidelines)?		

* If you answered **Yes** to any of the questions above, please provide detailed information in the space provided. If there is insufficient space, please attach a separate sheet.

Details: