



FILMING APPLICATION

Submission Date: _____ **Booking Ref (office use only):** _____

Production Details

Production Title: _____

Type of Production (i.e. short film, documentary): _____

Production Summary: e.g. a 30-minute short film about Richard Pearce as a young boy

Contact Information

Production Company Name: _____

Address for Invoice: _____

Office Phone: _____

Email: _____

Location Manager: _____

Mobile Phone: _____

Production Manager: _____

Mobile Phone: _____

Producer: _____

Mobile Phone: _____

Contact person on shoot days: _____

Mobile Phone: _____

Public Liability Insurance: A copy of your Public Liability Insurance must be provided. It is the applicant's responsibility to establish adequate coverage.

Impact of Residents & Businesses: If your location usage will impact on residents and neighbouring businesses (including parking issues), a letter drop will be required prior to filming and steps taken to mitigate effects.

Declaration

Organisers must comply with the conditions for the use of all venues and facilities. A set of standard conditions are attached for your information. Any changes or additions to these conditions are at the discretion of MOTAT.

I _____ (name) on behalf of _____ (company)	Signed:
accept that the information given is true and accurate. Date: _____	

Please note: there is a strict no smoking policy at both MOTAT sites.

Location Details

Location: Please attach a separate site map for each location, where applicable mark on your map catering setup, area of filming & parking requirements.

Action being filmed: e.g. horse and carriage moving through site, parks on roadside, picks up actor

Camera & lighting setup: e.g. 1x camera on track on footpath & 2x lights pointing at cast

Number of personnel on location: Crew Cast Extra's

Shoot Dates & Times

Shoot date from:	Shoot date to:
Rain date from:	Rain date to:
Arrival time:	Departure time:
Filming start time:	Filming finish time:

Access

Access into MOTAT outside of normal opening hours must be approved by the Event Coordinator or Security Officer. All vehicles moving onsite **must** have hazard lights on and be marshalled by a walker. **There is no pedestrian access through Gate D (vehicle gate). All pedestrians must come through Gate C.**

Facility Access/Requirements: e.g. toilets or changing area

Parking

Details of parking arrangements for technical essential vehicles: (include on site map)

Details of parking arrangements for non-essential vehicles: (crew/cast)

Details of temporary structures: e.g. ezi-ups, marquees, scaff towers, sets

Details of special effects: e.g. smoke effects, fire effects, guns, explosions etc

Supporting Document Checklist

The following documents must be submitted with your application:

- *Copy of Public Liability Insurance
- *Location Plan / Site Map
- *Copy of consultation letter (if applicable)