

FILMING AND PHOTOGRAPHY APPLICATION FORM

**MELBOURNE
AIRPORT**

ABN 62 076 999 114

Locked Bag 16
Tullamarine,
Victoria 3043
Tel: (03) 9297 1872
Fax: (03) 9297 1397

Office Use Only

APPLICATION: APPROVED NOT APPROVED

Authorised By:

Date:

(for and on behalf of Melbourne Airport)

AMOUNT: \$ (incl. GST)

PAYMENT: Cash Cheque Credit Card EFT ACC

Receipt #:

Date:

APPLICANT DETAILS

APPLICANT NAME:

OCCUPATION/POSITION:

PRODUCTION COMPANY/ORGANISATION:

BUSINESS ADDRESS:

SUBURB: POSTCODE:

TELEPHONE: (Business): (Mobile):

EMAIL ADDRESS:

INSURANCE DETAILS

PUBLIC LIABILITY INSURER:

AMOUNT INSURED:

POLICY EXPIRATION DATE:

FILMING OR PHOTOGRAPHY INFORMATION

FILM SHOOT PHOTO SHOOT (please tick)

DATE/S OF SHOOT:

BUMP IN TIME: BUMP OUT TIME:

NUMBER OF CREW: NUMBER OF CAST & EXTRAS:

PURPOSE OF SHOOT (please tick):

- TV Commercial TV Drama Film Documentary Travel Show Brand Promotion
- Airline Activity Corporate Video Tourism Vic/Australia Production Magazine or Newspaper Article
- Other Community Production Other (please describe):

SYNOPSIS AND/OR REQUIRED SHOTS:

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LOCATION/S OF SHOOT (please tick):

- TERMINAL: T1 (Domestic) T2 (International) T3 (Domestic) T4 (Domestic)
- Inside Outside Sterile area (Note: Sterile area is any site located after security screening)
- Airfield
- CAR PARK: Terminal 123 Terminal 4 Business Car Park Value (Long Term)
- Other (please describe):

EQUIPMENT:

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POWER REQUIREMENTS:

SIGNED BY: DATE:

- * **PLEASE ALLOW 8 WORKING DAYS FOR PROCESSING**
- * **Copies of all documentation submitted with your application will be made and kept by Melbourne Airport**

FILMING AND PHOTOGRAPHY APPLICATION

TERMS AND CONDITIONS

1 General

- (a) By signing the Application Form and paying the Required Fee you agree to be bound by the terms and conditions set out below in conjunction with those located at <https://www.melbourneairport.com.au/corporate/filming-requests> (**Terms**).
- (b) Written approval of the Application Form by Melbourne Airport permits you and your cast and crew to enter Melbourne Airport Property to conduct a film or photography shoot (Approval). Such Approval may be communicated to you via email, in which case you must print said Approval email and keep it on your person at all times.
- (c) Subject to you complying with the Terms, Melbourne Airport consents to the filming or photography activities described in the Synopsis above.
- (d) The Approval is valid from the bump in time to the bump out time provided the Required Fee has been paid.
- (e) You warrant that all information you have provided in the Application Form is accurate and correct as at the date of the application.

2 Compliance

- (a) You must maintain and comply with the conditions of all relevant licences, permits, directions, authorities, accreditations and permissions required by Victorian and Commonwealth law from time to time.
- (b) You must carry proof of the currency of such licences, authorities, accreditations and permissions at all times, and provide them for inspection and/or copying when requested to do so by an Authorised Person.

3 Airport use

- (a) Unless otherwise agreed with Melbourne Airport, you must ensure that you do not obstruct or interfere with the free passage of aircraft, traffic or persons on Melbourne Airport Property.
- (b) You must obey all signage at the airport.
- (c) The Location of Shoot must only be used for filming or photography as described in the Synopsis.

4 Privacy and consent notice

- (a) Melbourne Airport collects your Personal Information to verify your identity, licences and accreditations, to monitor and enforce compliance with these terms and conditions and to ensure the safety and security of all users of Melbourne Airport Property. Melbourne Airport collects your Personal Information from you directly and also from others and through other means, including audio visual surveillance (operated by Melbourne Airport and its service providers), police and licencing authorities.
- (b) Your Personal Information may be disclosed to third parties for the purposes, detailed in (a) above to Melbourne Airport's third party service providers, to regulatory bodies and agencies and to law enforcement agencies. You consent to Melbourne Airport collecting, using and disclosing your Personal Information for these purposes.
- (c) Melbourne Airport will otherwise handle the Personal Information it collects and holds about you as detailed in the Melbourne Airport Privacy Policy, which is available at <https://www.melbourneairport.com.au/privacy-policy>, which also explains how you can request access to and correction of your Personal Information, and how you can make a privacy complaint and how Melbourne Airport will deal with your complaint.
- (d) Melbourne Airport may seek and obtain further Personal Information about you during the course its dealings with you for the purposes set out in (a) above. The terms of this clause apply to the collection, use and disclosure of the further Personal Information it collects about you. If you do not provide Melbourne Airport with some or all of the Personal Information it requests or you do not consent to its collection, Melbourne Airport may not be able to Approve this Application Form.

5 Defined terms

"Airport" means Melbourne Airport.

"Application Form" means the application form attached to this document entitled 'Filming and Photography Application'.

"Approval" has the meaning given to it in the second paragraph of these terms and conditions.

"Authorised Person" means:

- (a) any employee of Melbourne Airport and any other person who is appointed by Melbourne Airport to be an authorised person for the purposes of these terms and conditions;
- (b) any employee, agent or contractor of the landside traffic contractor from time to time;
- (c) any authorised officer, agent, or contractor of the Taxi Services Commission; and
- (d) any member of the Victoria Police or Federal Police.

"Melbourne Airport Property" means the land leased, owned and operated by Melbourne Airport from time to time.

"Melbourne Airport" means Australia Pacific Airports (Melbourne) Pty Ltd ACN 076 999 114.

"Personal Information" means information or opinion about an identified person or a person who is reasonably identifiable, whether or not the information or opinion is true or not and or is recorded in a material from or not and includes sensitive information such as health information and criminal records.

"Required Fee" means the amount payable in respect of this Application Form