



## Filming Request Application Form

### THE PROCESS

Please read the checklist below before proceeding to complete the filming request application form. Should you have any questions regarding any of the below points, please send an email to [marketing@prestonmarket.com.au](mailto:marketing@prestonmarket.com.au)

- All relevant details on this document must be completed where applicable as well as providing copies of all supporting documents. Supporting documents include the following:
  - a) Photo ID (Passport or driver's license)
  - b) Details of proposed set-up and amount of space/area you are intending to occupy.
  - c) Completed filming request application form.
- A nominal fee may apply at the discretion of the management upon receipt of your application.
- Please ensure you have the subject/customer being filmed sign a talent release form if applicable.
- Applicant/s must allow a minimum of one month for the requested date of filming. In some instances, this may be varied at the discretion of the management.
- All filming must not compromise the day-to-day trade of the market.
- If your application is approved:
  - a) A copy of your public liability insurance must be provided prior to the filming commencement date. Minimum of \$20,000,000.00 coverage amount.
  - b) An appointment for a site walk must be conducted with a member from the management team prior to commencement of filming.
  - c) A site management plan must be completed and provided to the management office in advance. Where applicable, the site plan should include film location/area, equipment, risk assessment, crowd control, emergency contacts, likely disruptions.

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### Contact Information

First Name:		Last Name:	
Position: <input type="checkbox"/> Producer <input type="checkbox"/> Screenwriter <input type="checkbox"/> Director <input type="checkbox"/> Production Designer			
<input type="checkbox"/> Other _____ (please specify)			
Contact Number:			
Email Address:			

### Filming Information

Film Title:			
Brief Description of the film:			
Date required from:		Date required to:	
Time required from:		Time required to:	
Number of cast members required on site:			
Where will the film be publicised? <input type="checkbox"/> Television <input type="checkbox"/> Social media <input type="checkbox"/> Ad campaign			
<input type="checkbox"/> Other _____ (Please specify)			
Is the on the day contact person the same as the above contact information? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If no, please complete details below.</i>			
First Name:		Last Name:	
Position: <input type="checkbox"/> Producer <input type="checkbox"/> Screenwriter <input type="checkbox"/> Director <input type="checkbox"/> Production Designer			
<input type="checkbox"/> Other _____ (please specify)			
Contact Number:			



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I, \_\_\_\_\_ (Name of Applicant)

- a. I have read this form and acknowledge the collection and use of my personal information will be treated with the strictest confidentiality and will be destroyed if my application is unsuccessful.
- b. To the best of my knowledge, the information contained in the application and accompanying documentation is true and correct in every particular at the time of making this application.
- c. I am aware that the filming taken on site cannot be used for defamatory purposes against Preston Market Developments Pty Ltd.

Print Name:	
Sign Name:	
Date:	

CONFIDENTIAL