# FILMING AND PHOTOGRAPHY APPLICATION FORM

All commercial filming/photography at Old Parliament House (OPH) must be approved by the Museum of Australian Democracy at Old Parliament House (MoAD).

MoAD acknowledges its role as a national icon and its duty to provide access to the building and preserve its integrity.

* Interior filming is resource-intensive, and fees apply (see below).
* Exterior filming (excluding the front steps, verandas, and courtyards) does not require prior approval from MoAD.

All commercial filming requests must be submitted at least 30 days prior to the proposed filming date.

**Lodging the application:** Complete this form and email it with a copy of your Public Liability Insurance certificate to [media@moadoph.gov.au](mailto:media@moadoph.gov.au). We aim to respond within ten working days.   
  
Approval is only confirmed in writing.

**Fee Schedule**

|  |  |  |
| --- | --- | --- |
| **Type of filming** | **Description** | **Fee (excl. GST)** |
| Simple filming | Crew of less than four people; one camera, one light, tripods, minimal equipment; no public area closed; max 3 hrs incl. setup/pack-down | $700 |
| Complex filming | Crew of less than four people; multiple cameras/lighting rigs; significant setup or closures; up to one working day (9am-5pm) | $2,500 |
| Extended complex filming | As above, and additionally requiring use of multiple OPH spaces and resources for more than one working day or outside standard hours (9am-5pm) | Price on application (POA) |
| Rush request fee | Requests submitted with fewer than five business days’ notice may incur a rush request fee due to increased resource demands.  This fee is additional to standard charges and covers expedited coordination. Approval is subject to availability. | $500 |

Fees cover direct costs only including, but not limited to, staff, security, cleaning, heritage induction, out-of-hours access. MoAD does not include indirect costs and will not generate a profit from filming activities.

**Billing**

MoAD will issue an invoice (via email) upon completion of the filming. Payment is required seven days after the invoice has been issued.

1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of application |  | | |
| Contact name and position |  | | |
| Contact phone number | | Contact mobile number | Contact email address |
|  | |  |  |
| Billing address |  | | |

1. **Production Overview**

|  |  |
| --- | --- |
| Name of production |  |
| Production summary (attach script if needed): | |
| Provide details on how your request relates to the building or its history and/or Australian democracy: | |
| Type of Production:  [Feature] [TV Commercial] [Documentary] [TV Drama] [Short Film] [Advertising]  [Other] (please specify): | |

1. **Filming Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed filming date and start/finish times: | Preference one (preferred) | Preference two | Preference three |
| Date: | Date: | Date: |
| Start: | Start: | Start: |
| Finish: | Finish: | Finish: |
| Proposed recce date(s): |  | | |
| Time required to bump-in/out: |  | | |
| Proposed filming locations: | 1.  2.  3. | | |
| Number of crew: |  | | |
| Require audio silence? (out-of-hours only): [Yes] [No] | | | |
| Additional requirements (please specify): |  | | |

1. **Talent & Interviews**

|  |
| --- |
| Talent onsite? [Yes] [No]  If yes, identify who: |
| Interview MoAD talent? [Yes] [No]  Area(s) of interest:  [Heritage] [Room Interpretation] [History]  [Exhibitions] [Public Programs] [Marketing / media]  [Education]  [Other] (please specify): |

1. **Equipment & Requirements:**

|  |
| --- |
| [Hand held camera] [Camera on tripod] [Camera on dolly] (Note: handheld gimbal is preferred)  [Steadicam] [Camera crane] [Handheld light(s)] [Lights on stand]   [Camera on dolly track] [Cherrypicker] [Radio mics] [Power access]  [Other] (please specify): |
| **Please note:** MoAD trolleys are available for use inside the building only. Please note that only approved trolleys with rubber wheels may be used indoors.  Do you require MoAD trolleys?: [Yes] [No]  If yes, how many?: |

1. **Distribution:**

|  |  |
| --- | --- |
| Intended distribution: | [Local] [State] [National] [International] [Global] |
| Estimated audience reach: |  |
| Anticipated broadcast date(s): |  |
| Platforms/outlets: | [TV] [Film] [Website] [Digital] [Mobile] [Streaming]  [Other] (please specify): |

1. **Acknowledgement of MoAD:**

This should be credited in the broadcast via the use of the MoAD logo or/and “Museum of Australian Democracy at Old Parliament House”

1. **Supporting Documentation:**

[ ] Copy of Public Liability Insurance certificate of currency attached.

**WH&S and Heritage Considerations**

If your filming application is approved, you and your crew will be required to undertake an online Heritage and WH&S Training at least 24 hours prior to filming and you will be required to manage a number of sensitive issues relating to the use of this significant heritage site.

All commercial filming applicants must agree to the Conditions of Entry detailed below.

## CONDITIONS OF ENTRY

I/We agree that by being granted permission to film or record within Old Parliament House, I/we undertake:

* to respect the highly significant cultural history and built heritage fabric of the Old Parliament House building
* to cooperate and abide by instructions given by MoAD staff at all times
* to not disrupt the normal operating activities of MoAD and undertake the filming within the scope of the project and timeframe agreed with MoAD
* to not move or remove any material including furniture. If required, MoAD staff will do this
* to seek clearance by MoAD of any historical content pertaining to the building and its history prior to publication/broadcast
* to discharge MoAD and the Commonwealth and its respective servants and agents, to the extent permitted by law, from any claims for loss, damage or injury from this filming
* to acknowledge and credit the Museum of Australian Democracy at Old Parliament House in the filming credits as agreed/required
* to not damage the building/s materials; and to pay for any damages or costs incurred as a result of filming
* attend a compulsory site visit, and undertake OPH’s online ‘Heritage/Basic Work Health and Safety Induction’, at least 24 hours prior to filming, unless other arrangements have been negotiated between the filming coordinator and application prior to the 24 hours
* to provide MoAD with a copy of our organisation’s Public Liability Insurance certificate of currency.
* to provide, if requested by MoAD, Safe Work Method Statements
* to secure all necessary copyright clearances and licenses pertaining to footage captured
* to obtain permission from all talent appearing in the production, including children under 18, Museum staff, and visitors.
* to note that parking is restricted and that MoAD cannot provide special parking or manage traffic for filming purposes
* to note the National Capital Authority (NCA) is responsible for parking around OPH and that any requests to close a road or parking areas will require approval from NCA and we agree that any permissions will not be the responsibility of MoAD
* to pay any fees associated with filming as negotiated with MoAD’s Marketing & Communications team
* to indemnify MoAD against liability for all claims that may arise as a result of filming
* to allow MoAD to report on details of this filming in their annual report
* to take all reasonable precautions to ensure a safe working environment for all people associated with the filming and for the security of equipment and personal property of participants whilst on site.

If you or your crew fail to comply with a condition set out above or a reasonable direction from MoAD staff the agency may in its sole discretion remove your right of entry to OPH for filming purposes.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agreed to the terms and conditions outlined in this document.

Name of applicant and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date document signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_