

 NEW NORCIA SERVICES	Form	
	Filming/Photography Application	
Document: FORM-70	Rev. 1	Effective: August 2015

Application for Filming or Still Photography

New Norcia is a unique and beautiful part of Western Australia and Australia's only monastic town. Many people are keen to visit New Norcia and photograph or film its distinctive surroundings, however, New Norcia is also home to a Community of Benedictine monks and has operational businesses, so it is not always possible, or appropriate, to give unconditional access to the site.

New Norcia Services are willing to consider requests for filming or still photography for projects that are consistent with its ethos, values and purpose, the projects also need to be possible logistically speaking.

To enable us to consider your proposal, please address the questions below and return.

Please ensure you have read the Media Briefing prior to submitting an application. If the information provided in this application is inaccurate it may lead to the cancellation of an approval at any time.

No filming or photography may occur on site without having the application approved and signed by the Abbot of New Norcia.

Applicant Details

Full name	
Position	
Organisation name	
Organisation address	
Phone number	
Mobile number	
Email address	

Nature of Activity (please tick appropriate box):

Not for profit Group	Individuals; Students and photographers	News item	Short films and Documentaries	Commercial Photography	Commercial Television/ production company	Feature film	Other.
Negotiated rate	Negotiated rate	Negotiated rate	Negotiated rate	Negotiated rate	Negotiated rate	Negotiated rate	Negotiated rate



**Filming/Photography
Application**

Details of the Production;

Name;

Brief description of content;

Provide a brief outline of the context in which the images/film will be used;

List any production equipment to be brought on site;

Photography/Filming Details

Proposed Filming/Photography Date	
Proposed Filming/Photography Start Time	
Proposed Filming/Photography End Time	
Proposed Filming Locations within New Norcia <i>Please specify buildings/areas to be used</i>	
Number of people on site;	Cast; Crew;



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Conditions of Approval

I / We agree that by being granted permission to film or photograph within the New Norcia precinct,
I / We undertake:

- To respect the highly significant cultural history and built heritage fabric of New Norcia, and not to depict the town or community or anything associated with it in a manner that is derogatory or demeaning in any way.
- To cooperate with and abide by instructions given by New Norcia personnel at all times.
- To not disrupt the normal operating activities and tours of New Norcia and undertake the filming within the scope of the project and timeframe agreed.
- To not shift or remove any material without the express written approval of New Norcia Services management.
- To not damage the building/s or materials; and to pay for any damages or costs incurred to remedy any damage done.
- To not affix or attach any props, backdrops, lighting or any other item to the buildings, walls and fixtures within the New Norcia without prior consent.
- 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.
- To maintain appropriate insurance policies for public liability, workers compensation and motor vehicles if applicable. Certificates of currency to be provided to New Norcia Services prior to arrival at New Norcia.
- Fees and charges may be applicable and will be confirmed with you when we approve your application.
- To discharge New Norcia Services and its employees, from any claims for loss, damage or injury arising from this filming
- To sign in and out at the administration office on arrival and departure and to wear a visitors badge.

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

Name of applicant _____

Signature of applicant _____

Date document signed _____

Abbot John Herbert approval _____