



## FILM CREW & PHOTOGRAPHY REQUEST FORM

To ensure that your request for filming/photography is processed in a timely manner, please answer the following questions:

1. Dates filming/photographing is required:
2. Approximately how much time is needed to carry out the filming/photography?
3. Number of camera people that will be on site:
4. Number of people that will be in the film/photography crew (incl. film crew and talent):
5. At which location(s) will the filming be taking place?

On the train (if ticked, please advise how many people will be travelling on the train:

At a station:

- Belgrave
- Menzies Creek
- Emerald
- Lakeside
- Gembrook

Near the Monbulk Creek Trestle Bridge

With a locomotive in the background

Other- please give details

6. Are you requesting to use a drone as part of your filming/photography?  Yes  No  
 If yes, please note the following:

**For safety reasons, drones are not permitted to be used at Puffing Billy Railway (this includes both station precincts and along the track) unless prior written permission has been received by the Marketing Manager.**

To gain permission, applicants are required to provide the Marketing Manager proof of:

- Their CASA (Civil Aviation Safety Authority) certification number  (tick if enclosed)
- Provide a copy of their Certificate of Currency re Public Liability Insurance  (tick if enclosed)
- Complete the Puffing Billy Railway Rail Safety Brief (this will be emailed to you if your filming request is approved).

7. Will the 'talent' for the film shoot be provided?  Yes  No

8. What is the film about? (Puffing Billy is a family friendly attraction. Hence, it is important that the film is in line with our image.)

9. Will you request interviews with one or more Puffing Billy volunteers/staff  Yes  No

If yes, which roles:

- Station Master
- Conductor
- Booking officer
- Management
- Driver
- Fireman
- Other- please give details

10. What is the film/photograph(s) being used for?

- Music video
- Commercial purposes
- Competition
- School project
- T.V
  - Country:
  - Television Channel:
  - Name of the program:
- Film
- Other- please give details

11. Will Puffing Billy be able to receive a copy of the finished film/photograph(s)?  Yes  No

12. Will music be played as part of the film? If yes, please attach a copy of the music  Yes  No

13. Will the crew have their own means of transport if travelling between stations?  Yes  No

14. All members of the filming/photography party must supply proof of their current Working with Children Check.

To gain permission, applicants are required to provide the Marketing Manager proof of:

- Their valid Working with Children Check, providing a copy of their card  (tick if enclosed)

**Please note:** Puffing Billy strictly forbids any person to sit on the carriage ledge (i.e. hang your legs out of the open-sided windows). Please remember, this is a temporary suspension until the investigation has concluded. We sincerely thank you for your understanding and support during this time.

**Contact Person's Full Name:**

**Contact Person's Phone Number:**

**Contact Person's Email:**

Any queries relating to filming/photography at Puffing Billy Railway can be directed to the Marketing Department.

Kindly return the requested documents, along with this form, to [puffing.billy@pbr.org.au](mailto:puffing.billy@pbr.org.au).