APPLICATION TO USE PARLIAMENTARY PRECINCTS
Authorised Assembly Area (AAA)

Please complete and return in a typed Word Doc format.

All requests will be acknowledged within 3 working days.

**APPLICANT DECLARATION**

I have read and understand the [APH Protest and other assemblies in the Parliamentary precincts policy](https://www.aph.gov.au/-/media/05_About_Parliament/54_Parliamentary_Depts/543_DPS/policy/ProtestGuidelines.pdf?la=en&hash=9D84D03A1F6535702B0AA846C13CA0C21172AE3D) prior to submitting this form.

|  |  |
| --- | --- |
| **ORGANISATION NAME** |  |
| **REQUEST/EVENT NAME** |  |
| **EVENT DATE(S) RANGE** | Click to enter start date. | Click to enter start time. |
| **EVENT TIME(S) RANGE** | Click to enter finish date. | Click to enter finish time. |
| **REQUEST/EVENT CONTACT(S)****NAME/TEL/EMAIL** |   |
| **LOCATION(S) REQUESTED** |  |
| **DESCRIPTION OF REQUEST/EVENT** |  |
| **PURPOSE OF EVENT** |  |
| **MATERIALS TO BE USED****BANNERS, PLACARDS, ETC** |  |
| **EQUIPMENT TO BE USED****MARQUEES, AUDIO, BBQS, ETC** |  |
| **NUMBER OF PEOPLE INVOLVED****# ORGANISERS AND # VISITORS** |   |
| **OTHER RELEVANT INFORMATION** **MEDIA ATTENDANCE, INVITED MP’S/SENATORS** |  |
| **DO YOU HAVE AN EVENT LOG?****IF YES, PLEASE ATTACH** | **NO** [ ]  | **YES** [ ]  |
| **WILL PRIVATE SECURITY BE IN ATTENDANCE?****IF YES, PLEASE PROVIDE DETAILS** | **NO** [ ]  | **YES** [ ]  |
| **DEPARTMENTAL CONTACT** | Security Operations SupportDepartment of Parliamentary Services | Email: aaarequests@aph.gov.auTelephone: 02 6277 5999 |

Applicant: If filming or photography will be conducted, please complete APPLICATION TO FILM AND PHOTOGRAPH on next page.

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| **OFFICE USE ONLY** |
| **APPROVED** |  |
| **CONDITIONALLY APPROVED (see Special Conditions, Page 2)** |  |
| **NOT APPROVED** |  |

APPLICATION TO FILM & PHOTOGRAPH [YY/XXX]

Please complete page 1 of the application and return it in a typed MS Word document format.

We will generally tell you the outcome of your request within 5 working days.

Applicant declaration

I, , , have read and understand the [*Rules for Media Related Activity in Parliament House and its Precincts*](http://www.aph.gov.au/mediarules)prior to submitting this form. I agree to follow all Rules for Media Related Activity in Parliament House and its Precincts, as well as all standard conditions and special conditions outlined in this form.

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| --- |
| **OFFICE USE ONLY** |
| **Date of outcome**  |  |
| **APPROVED**  |  |
| **CONDITIONALLY APPROVED**  | **Special conditions:**  |
| **NOT APPROVED** |  |

APPLICANT DETAILS

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Applicant contact detailsname/tele/email** |  |
| **Event name if applicable** |  |
| **Request dates and start and finish times** |  |
| **Description of request, including how footage and photography will be used****E.g. for personal use, publication, print** |  |
| **Locations of filming or photography** |  |
| **Number of people involved # organisers and # visitors** |  |
| **Equipment to be used** |  |

ADVICE TO APPLICANT

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| --- |
| Standard conditions:* Where the terms ‘film’ and ‘filming’ appear in this application, they include video recording and all other filming technologies, as well as all forms of photography including the use of digital technology.
* Do not film any areas of Parliament House that are not detailed in this form.
* Do not use footage or photography for any purpose that is not outlined in this form.
* Do not place any equipment, including tripods, on the:
	+ Marble Foyer
	+ mosaic pavement on the Forecourt.
* If you’re filming inside of Parliament House, you must enter the building through the Main Front Public Entrance. You must present all your filming equipment for security screening before you enter.
* Report to the Security Team Leader before you start filming by calling 02 6277 3299.
* Do not film any security areas or operations, including the screening processes at entrances.
* Do not film building entrances or restrict access to and from the building.
* Do not film members of the Australian Federal Police (AFP).
* Do not film any Members of Parliament, building staff or visitors unless you have their permission.
* Do not interfere with the operations of the Parliament or the people who work in the building.
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| **Departmental contact** | CommunicationsDepartment of Parliamentary Services | Email: communication@aph.gov.au Telephone: 02 6277 2686 |

MAP OF PARLIAMENTARY PRECINCTS - AUTHORISED ASSEMBLY AREA

