# Application to use images of Parliament House

**All requests will be acknowledged within 3 working days Please complete and return in a typed Word Doc format.**

**I insert name have read and understand the** [***Rules for***](http://www.aph.gov.au/mediarules)[***Media Related Activity in Parliament House and its Precincts***](http://www.aph.gov.au/mediarules) **prior to submitting this form.**

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| **Organisation name** |  |
| **Event name** |  |
| **Event content** | **(Name/Phone/Email)** |
| **Description/purpose of use** | **(Including type of publication/printing of imagery)** |
| **Images to be used** | **(A copy of requested images to be attached with application)** |
| **Restrictions** | **OFFICIAL USE ONLY** |
| **OFFICIAL USE ONLY****Approved / Declined****Date of Approval:** Click here to enter text.**Approval granted in accordance with:** [**Rules for Media Related Activity in Parliament House and its Precincts**](http://www.aph.gov.au/mediarules)**.****Name of Approvers:** Click here to enter text. |
| Conditions of approval* The privacy of Members of Parliament, staff and visitors to the building should be protected and the specific permission of any person being filmed should be sought.
* No filming is to be conducted in Private areas unless prior approval has been granted.
* Security facilities and arrangement must not be filmed (i.e. the screening processes at entrances).
* Where the terms ‘film’ or ‘filming’ appear in this application and the guidelines, they encompass video recording, other filming technologies and still photography including the use of digital technology.
* Images determined to have copy right will require addition approval from the copy right holder.
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| Departmental contact | **Communications sectionDepartment of Parliamentary Services** | Email: communication@aph.gov.au Phone: 02 6277 2686 |