

## FILMING REQUEST FORM

Please ensure that all relevant categories of information have been filled in. If inapplicable, please insert 'N.A'. Please send completed form to [corpcomms@ccktc.org.sg](mailto:corpcomms@ccktc.org.sg).

This form is submitted by the applicant for approval to film or televise on the common areas at the times and locations designated below.

Upon subsequent approval and receipt, the filming request form must be with the applicant at all times while on location.

### 1. PARTICULARS OF APPLICANT

|   |         |         |      |
|---|---------|---------|------|
| Name of Applicant                         |         |         |      |
| Designation                               |         |         |      |
| NRIC No./ Passport No.                    |         |         |      |
| Company                                   |         |         |      |
| Business Registration No. (if applicable) |         |         |      |
| Mailing Address                           |         |         |      |
| Contact Telephone/ Fax                    | Mobile: | Office: | Fax: |
| Email Address                             |         |         |      |

### 2. PARTICULARS OF PROJECT

|  |  |  |
|--|--|--|
| Title of Project (indicate if working title)   |  |  |
| Type of Project (i.e. Feature, TV Series, Documentary, etc.)                                       |  |  |
| Synopsis (Please indicate if there are any special/ unusual scenes.)                               |  |  |
| Requested Location (Please indicate with map and state location within a building, if applicable.) |  |  |

|                               |       |     |
|-------------------------------|-------|-----|
| Start/ End Date of Production | Start | End |
|-------------------------------|-------|-----|

### 3. FILMING SPECIFICATIONS

|  |  |
|--|--|
| Total Number of Casts & Crew   |  |
| Special Scenes<br>(Please indicate if there are any special scenes, including but not limited to, use of pyrotechnics, special effects, stunts, road closures, etc.) |  |

The applicant shall have to comply with these conditions:

- Storyline does not contain controversial scenes or portray the property in a negative light, e.g. horror, sex, violence, explosion, murder, racial or religious scenes etc.
- Ensure that appropriate safety measures are in place and safety of the public is not compromised during the filming.
- Ensure no undue inconvenience or disturbance is imposed on residents during the filming and residents are not unduly alarmed or affected by the content of the filming.
- Shall be responsible for any damages to properties or injuries to persons, and shall indemnify Chua Chu Kang Town Council against all liabilities, loss, claims and actions arising from such damages to properties or injuries to persons.
- Shall not do or keep or permit or suffer to be done on the Site or part thereof any matter of a dangerous or combustible or explosive or noxious or offensive nature or anything which is or may be illegal or which may cause nuisance annoyance damage or inconvenience to the Council or the occupiers of any neighbouring premises or to the members of the public.
- Shall keep and maintain the site in a clean and satisfactory state at all times.
- Shall obtain the requisite approval from other relevant authorities where applicable.

**Please note that the Filming Request Form should be submitted to the Town Council at least 2 weeks in advance from the actual filming date. The Corporate Communications Department will contact you regarding your application within 3 working days after receiving your Filming Request Form.**

The Town Council reserves the right to withdraw the permit should any adverse publicity arise.

If you require using the utilities from our source, please ask your authorized representatives to contact our officer during office hours with a copy of this approval letter to apply and pay for use.

|       |            |
|-------|------------|
| Date: | Signature: |
|-------|------------|

|                                |                    |
|--------------------------------|--------------------|
| <b><u>For official use</u></b> | Officer-in charge: |
|--------------------------------|--------------------|