



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 feedback@ttc.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.

A Tampines Town Council staff will contact you regarding your application within 3 to 5 working days upon submission of the completed form.

The applicant must pay the filming charge (\$100 per day) and usage of utilities (if any) at the Town Council during office hours. Please present a copy of this approval letter to our counter staff. Upon payment and approval, 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	VEnd

3. FILMING SPECIFICATIONS

Total Number of Casts & Crew	
Special Scenes (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 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.
- The filming shall not obstruct residents, visitors, emergency services, or vehicular traffic.
- Ensure that appropriate safety measures are in place and safety of the public is not compromised during the filming.
- Ensure no undue inconveniences or disturbances are 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 Tampines Town Council against all liabilities, loss, claims and actions arising from such damages to properties or injuries to persons.
- Shall not keep or permit to be done on the site or part thereof any matter of a dangerous/combustible/explosive/noxious/offensive nature or anything which is/may be illegal or which may cause nuisance/annoyance/damage and/or inconvenience to the Council or the occupiers of any neighbouring premises or members of the public.
- The filming crew shall comply with all safety requirements and ensure the common areas are kept clean and free from damage. Any damage caused shall be reinstated at your organisation's cost.
- Shall obtain the requisite approval from other relevant authorities where applicable.

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

Date:	Authorised Signature: