

Yarra Trams Filming & Photography Guidelines

As at August 2015





FILMING & PHOTOGRAPHY ON AND AROUND TRAMS

Melbourne loves its trams! And what better way to share the love than through capturing them on film. But as much as your passion may be film, we all need to remember that the primary role of our trams – for 3.5 million passenger trips each week in fact - is to keep Melburnians moving.

Your safety and that of our staff and passengers is paramount. So here is an outline of what you need to know to be able to film on or around trams:

When is permission required?

Do I need permission to film or take photographs at a tram stop?

Written permission is required to film or undertake photography at a tram stop. Please complete an application form and submit at least 14 days prior to your filming date. A staff member may be required dependant on location and time of day to attend such sessions.

Do I need permission to film or take photographs on board a tram?

Written permission is required to film or take photographs on board a tram. Please complete an application form and submit at least 14 days prior to your filming date. All members of the crew must have a valid myki. A Yarra Trams staff member is always required to attend such sessions, and you will be liable for this cost.

Do I need permission for the exclusive use of a tram (charter)?

In special circumstances, sole use of a tram can be arranged. Special permission is required so please complete an application form and allow a longer lead time (**minimum 21 days**) to arrange this. If the tram is required to move around the network, at all times it is under sole direction of a Yarra Trams nominated employee and the Fleet Operations Centre. Chartered trams cannot interfere with regular services. We recommend you discuss your requirements with our Network Strategy and Growth Department early in your planning process.

Can I film or take photographs of a tram within a tram depot?

If you do not require the tram to be moving but would like sole use of the vehicle, it is possible to hire a tram within the environment of certain tram depots. Tram depots are busy environments with moving trams and heavy machinery, and therefore safety is paramount. Written permission is required and a nominated Yarra Trams staff member will be present throughout the filming. All members of the crew must take part in a site specific safety induction at the start of the filming or photography session and always remain under the direction of the staff member. Please complete an application form and submit at least 14 days prior to your filming date.

What about background footage?

If you are filming or taking photographs of passing shots of trams from a public location that is not included above, you do not need to seek permission from Yarra Trams. However, it is still your responsibility to ensure that you have the necessary permissions from other third parties that may exercise control over the public location that you are expecting to be filming from.

Please note -

You are responsible for gaining permission for any people you film.

What is not allowed?

Can I film or take photos during peak periods?

No. Filming on or chartering trams during peak periods is not permitted. Peak periods are generally 7am-9:30am and from 4pm-7pm Monday to Friday, or during special events such as the Grand Prix, Australian Open, etc. Start and end times of filming or photography must be strictly adhered to so as not to interfere with the running of services. There will be no extra time given once the allocated filming time has passed.

Is there anything I am not allowed to film or photograph?

Filming permission will not be granted for those who seek to film or photograph trams/public transport in a negative light. This judgment is completely at the discretion of Yarra Trams. The following may not be filmed:

- Workshop facilities
- Depot facilities
- Fleet Operations Centre
- Staff close ups and/or interviews without permission
- Security arrangements

Why do you need a synopsis of my film or photography?

While we respect artistic rights, we also have a responsibility to our company brand. Unless specifically agreed in writing, any activity undertaken on Yarra Trams assets (including trams and tram stops) must not contain elements of-

- Use or possession of alcohol or drugs
- Smoking inside the tram or on premises where smoking is prohibited
- Indecent, abusive, insulting or threatening language or gestures
- Dangerous or nuisance acts
- Vandalism, destruction of property or graffiti
- Encouragement of fare evasion
- Faulty ticket machines or related equipment
- Gambling
- The unauthorised operation of a musical instrument, radio or sound emitting device unless the sound is contained by headphones
- Littering
- Riding a bike, scooter, skate board, in-line skates or similar device on-board or at locations where this activity is prohibited
- Protrusion of any object from vehicle window
- Placing items on or near tracks or overhead wiring
- Crossing tracks at unauthorised locations
- Travelling or attempting to travel on the exterior of a vehicle

How many people can I film or photograph on board a tram?

A crew and extras list that exceeds 5 people will be required to use a charter tram. This will be discussed with and at the discretion of Yarra Trams. This means that the service to the public will not be interrupted, allows for better access to the tram for large numbers and extra Yarra Trams staff can be organised at an additional cost.

Why can't I film or take photographs without a staff member present?

It is imperative a staff member is in attendance at your shoot for important health, safety and security reasons. This is also beneficial to you as they are best able to respond to passenger enquiries or operational issues during your shoot. When filming on Yarra Trams assets, all

members of the crew must take part in a safety induction at the start of the filming or photography session and always remain under the direction of the staff member.

What responsibilities do I have?

- The applicants will agree to be responsible for ensuring all persons in its employ follow all directions given by the Yarra Trams staff member on location.
- At no time are Yarra Trams passengers or staff to be inconvenienced or intimidated by any activity.
- The identity of any Yarra Trams asset will not be altered (i.e. removal, covering over or defacement of identification) either on-location or in post-production without the express written consent of Yarra Trams.
- Any loss, consequential loss or damage caused (whether accidentally or otherwise) to Yarra Trams property will be reported and paid for by the Applicants within seven days of request.
- The Applicants will remove all its personal property and rubbish from the location at the end of the use of the location and restore the location to the condition it was in prior to filming.
- Applicants must adhere to agreed works as detailed in the application form. Changes to the original must be communicated to Yarra Trams as soon as possible.
- The Applicants will nominate the hours during which access is required to Yarra Trams assets. Filming or photography times will not be extended past the permitted period under any circumstances without the express written permission of Yarra Trams.
- The Applicant must contact Yarra Trams 24 hours prior to the commencement of filming to confirm details of arrangement.
- Where filming will include lane closures and/or slow moving vehicles on the transport network, a Traffic Management Plan must be submitted at least 10 working days prior to the filming via email to DL-TrafficEngineer@yarratrams.com.au.

What equipment can't I use?

- Equipment that has the potential to obstruct or endanger the operations of Yarra Trams is strictly prohibited (flash equipment or any bright lighting that may impact on the operation of a tram is prohibited in the vicinity of trams due to safe driving requirements).
- All dangerous substances and articles to be brought on to location must be listed as such in the application. Before permission is given, the Applicants will provide evidence of competence and working safety, as according to the Film & Television Industry Safety Guidance Notes. No other dangerous articles or substances may be brought onto the location than those listed in the permit.
- Yarra Trams shall not be required to provide any item of plant or equipment necessary for the activity. There is no access to power or water and as such this should not be requested.

Applying for permission

How do I apply for permission to film?

Fill in the application forms attached and email to fenna.phu@yarratrams.com.au

When must my application be submitted by?

A minimum of 14 days must be allowed to process the application and organise any requirements. When a charter is requested, a minimum of 21 days is required or it cannot be guaranteed your request will be met.

What must my application include?

Your application must include

- a synopsis of your film
- the scripted scenes involving the tram (if any)
- the specifics (times, dates, locations) of the filming
- a copy of the certificate of currency for your Public Liability Insurance policy that covers a value not less than \$10 million
- the number of people taking part in the shoot, including crew, extras, and talent
- the direct contact number of the film coordinator who will be present during filming and act as a liaison with our staff

You must agree to the terms and conditions outlined in the form. You must also agree to follow any directive from staff during your filming session.

If the required information is not received, the application will be returned.

Information for students**Do I need to prove I am a student?**

Students need to provide a letter of support from their tutor/institution prior to commencement of filming. They also need to supply a copy of their valid student ID.

Can I obtain sponsorship from Yarra Trams for my filming?

Sponsorship is not offered by Yarra Trams for filming. Students will generally only pay for the costs incurred, including the attendance of the Yarra Trams staff member.

Pre-payment and Cancellation Policy**Do I need to pay before I film?**

All required costs must be paid upfront three days prior to filming, unless otherwise arranged with Yarra Trams.

What if I need to cancel the shoot?

If you cancel the shoot within 72 hours of the start of the filming you will receive your money back, less an administration fee of \$500.

What if I cancel the shoot outside of the accepted time period?

If you make a last minute cancellation, you will be charged all costs of the service and staff organised. In the event of filming being postponed to another date we will make every effort to organise the required changes, however we can make no guarantees that all requests will be met. Any additional costs incurred will be passed on to the Applicant.

Types of trams

Picture	Class	Features	Seats	Full (approx)
	Z	Narrow front end	40	100
	A	Single, wide-bodied light rail vehicle	40	100
	B	2 Section wide-bodied light rail vehicle	74	200
	C	Citadis 3 Section Low floor tram	40 (34 seats & 6 backrests)	180
	D1	Combino 3 Section Low floor tram Automatic Doors	36 (6 of these are folding areas)	160
	D2	Combino 5 Section Low floor tram Automatic Doors	58 (6 of these are folding areas)	250
	E	Bombardier 3 Section Low Floor tram Automatic Doors	64	150

Costs

How much does it cost?

Tram Charters

If you require sole use of a moving tram, this is treated as a special charter and costed accordingly based on your usage. Costs are charged per hourly blocks and include the cost of the tram driver and additional staff member. If further staff members are required to attend the shoot, additional costs will be incurred. Any damage caused during filming will be paid for fully by the applicant. Please call for a quotation.

Existing Service

If you intend on filming on board trams that are in passenger service, it is a requirement that a Yarra Trams staff member be present. Costs will be charged in hourly blocks from the start time on your application until the end of the filming on board our services. For shoots more than 4 hours please contact us for a quotation.

*Minimum staff fees are as follows:

Time (hrs)	Weekday (bus. hrs)	Weekday (non-bus. hrs)	Weekends/Public Holidays (min 4hrs)
Up to			
2 hours	\$900	\$1200	
3 hours	\$1300	\$1700	
4 hours	\$1700	\$2200	\$2800

For filming on Saturdays, Sundays or Public Holidays a minimum charged of 4 hours applies at \$2500. Over 4 hours please contact us for a quotation.

*The above costs are based on 1 staff member only. Any additional staff requirements, please contact us for a quotation.



FILMING APPLICATION FORM

Please complete this form along with the supporting documents and email to fenna.phu@yarratrams.com.au

FILMING DETAILS

Proposed date of filming:

Proposed time of filming:

Filming location: Tram stop – location:
 On tram – route:
 In depot
 Charter

Boarding location (street address):

Destination:

Route Number:

Maximum estimated length of time aboard:

Total number of people on site (includes crew, extras, talent):

Location contact person and direct phone number:

Applicant Details

Name of the person making this application:

Type of application (please circle); Student/ Business/ Other (please specify) _____

Organisation name:

Position held:

Organisation address (not post office box):

State: Postcode:
ABN:

Business Hours telephone:

Facsimile:

Mobile:



Please tick to confirm you have understood and confirmed the following:

- I/We have attached a brief/synopsis/copy of the script to this application.
- I/We have attached a Certificate of Currency for not less than \$10 million Public Liability Insurance to this application.
- All members on board Yarra Trams services will be in possession of valid tickets (myki) whilst filming.
- I/We will ensure all persons in our employ follow all directions given by the Yarra Trams staff member on location, particularly in regard to the Transport Act and Occupational Health and Safety legislation.
- I/We will ensure that at no time will Yarra Trams passengers or staff be inconvenienced or intimidated by any activity.
- I/We will contact Yarra Trams 24 hours prior to the commencement of filming to confirm details of arrangement.

I declare as an authorised officer of the organisation named above agree that I have read, understood and will abide by the conditions as expressed in the Yarra Trams Filming & Photography Guidelines and Terms and Conditions.

Signed:
Dated:
Print name in full:

Witnessed:
Dated:
Print name in full:

On behalf of KDR Victoria Pty Ltd (trading as Yarra Trams)

Approved / Declined

Signed:
Print name in full:
Dated:
Position:



Terms & Conditions

1. Applicants wishing to film &/or photograph Yarra Trams assets (the **Activity**) must ensure all aspects of their project comply with the *Transport (Compliance and Miscellaneous) Act 1983* (the **Transport Act**) and the law more generally.
2. Applicants must also comply fully with all safety requirements related to any Occupational Health & Safety Legislation, that is they must take all steps necessary to ensure that employees and persons using public transport services are safe.
3. Applicants must comply with the film and television industries Safety Code contained in the Motion Picture Production Award 1988 and in the Motion Picture Production Agreement 1999. The Media Entertainment and Arts Alliance and the Screen Producers Association of Australia can provide copies of these awards and agreements.
4. Applicants must ensure that, whilst at, in or on Yarra Trams assets, the behaviour of all those involved in the Activity complies fully with relevant railway regulations, as outlined in the Transport Act.
5. Applicants must not portray Yarra Trams as endorsing or supporting any product or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed, without prior written consent from Yarra Trams.
6. Applicants must pay Activity fees in accordance with the invoice issued by Yarra Trams at the time of being notified of approval of the application. Failure to pay the Activity fees in accordance with the terms of the invoice may result in the approval being withdrawn.
7. Applicants must obtain and keep current a Public Liability Insurance policy for not less than \$10 million and provide a copy of a certificate of currency to Yarra Trams prior to the commencement of any Activity.
8. Applicants must indemnify Yarra Trams for any loss, damage or injury of any kind arising out of acts or omissions of the Applicants, its employees, volunteers, agents, contractors, and subcontractors or otherwise.
9. Applicants must indemnify Yarra Trams against all claims or suits of any kind whatsoever against Yarra Trams for any loss, damage or injury of any kind arising out of the acts or omissions of the Applicants, its employees, volunteers, agents, contractors, subcontractors or otherwise in exercising its rights under any agreement.
10. Applicants conduct their activities entirely at their own risk and release Yarra Trams from all claims of any kind occurring to any person or property as a result of their Activity.
11. Applicants must notify and request consent in writing prior to undertaking any promotional initiatives (e.g. give-aways, samples etc) as part of their Activity. Where Yarra Trams notifies the Applicant of another third party from which consent must be sought, the Applicant must not undertake the promotional initiative until the consent is sought and granted by that third party.
12. Notwithstanding any Agreement between the parties, Applicants acknowledge the obligation of Yarra Trams to operate a functioning public transportation system. Should for operational reasons a vehicle which was to be the subject of a Charter or which was to be used for the Activity be required for operational use (i.e. to replace another unserviceable vehicle), Yarra Trams reserves the right to redeploy the vehicle or asset as required and in this circumstance Applicants shall have no claim against Yarra Trams. Yarra Trams will allow for the return of fees to Applicants for a vehicle/asset that was redeployed and subsequently not available for the purpose as outlined in the agreement.
13. Applicants warrant that all information provided in/or attached to the application is true and correct in every particular, and no material or relevant information has been omitted.