FACULTY OF ARTS AND SOCIAL SCIENCES

Student Project Approval Form

Use this application for: 58113 Exploring Media Arts

This application must be completed and submitted to your tutor/lecturer before you commence your project. It is usually submitted in your first project scoping meeting, in advance of more detailed work to source the final location, cast and crew.

Name:  
Student #: 

UTS email:  
Contact #: 

Course:  
Subject: 

Subject Coordinator:  
Tutor: 

Production title: 

Type: (Drama, documentary etc)

Format: (Video, film, multimedia, sound etc)

Duration or equivalent: 

Your role/s on the production: 

Proposed locations: 

NB: A Travel Approval Form must be completed for travel greater than 50km (one way) from UTS.

RULES and CONDITIONS

As a condition of the granting of final project approval you must:

1. Obtain a signed Location Agreement Form (MAP Form 2) for the use of each location
2. Complete a Location Safety Checklist and Report (MAP Form 3) for each location
3. As appropriate, obtain completed Cast and Crew Agreement Forms (MAP Form 4) for all participants
4. Complete the Student Project Indemnity Form and have it signed by your lecturer/tutor.

You must also agree to:

1. Complete a UTS Travel Form if travelling to a location greater than 50km (one way) from UTS
2. Undertake a pre-shoot safety induction for all participants at each location each shoot day – see the Safety for Actors and Guests on Set sheet (http://www.uts.edu.au/sites/default/files/communication-guests_on_set.pdf)
3. Report any accidents or incidents - however minor - by using the UTS Incident Report (http://www.ehs.uts.edu.au/).

In completing this application you agree to the following conditions of filming on your project:

• No professional lights
• No shooting in moving cars
• No fight scenes/stunts/physical contact
• No fire
• No animals
• No weapons – real, replica or fake
• No wet sets
• No shooting on or near bodies of water
• No persons under 15 years or over 75 years of age
SAFETY CHECKLIST AND PROCEDURES

Sections for reference are from the *Occupational Risk Management in the Australian Film and Television Industry Draft National Safety Guidelines:*


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**Student Declaration**

I have assessed the health and safety risks associated with this project and have been provided with the relevant information to minimise these risks. I undertake to follow the safe work practices referred to above.

**Signature**

**Date**