



# PROPERTY / LOCATION RELEASE FORM

## Permission to photograph, film, record and access a property or location

**Document purpose:** This form records permission from a property owner, occupier, authorised venue representative or location controller for Motley Media to access, photograph, film and record at the named location.

| Item                              | Details  |
|-----------------------------------|----------|
| Property / location name          | [Insert] |
| Street address / site details     | [Insert] |
| Owner / authorised representative | [Insert] |
| Role / authority                  | [Insert] |
| Phone / email                     | [Insert] |
| Project name                      | [Insert] |
| Date and access times             | [Insert] |
| Areas approved for access         | [Insert] |

### Approved activities

|                                                                     |                                                                                       |
|---------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> Photography                                | <input type="checkbox"/> Videography                                                  |
| <input type="checkbox"/> Audio recording where lawful and consented | <input type="checkbox"/> Drone/aerial capture subject to CASA and safety requirements |
| <input type="checkbox"/> Lighting setup                             | <input type="checkbox"/> Tripods/support equipment                                    |
| <input type="checkbox"/> Client/crew access                         | <input type="checkbox"/> Vehicle/loading access                                       |

### 1. Permission granted

The Location Representative grants Motley Media permission to enter and use the approved areas of the location for the project activities selected above, subject to the conditions in this form.

### 2. Authority

The person signing confirms they have authority to grant access and permission for the location, or has disclosed any limits on their authority in writing.

### 3. Site conditions and restrictions

Motley Media must comply with reasonable site rules, safety directions, restricted areas, induction requirements, privacy restrictions, no-filming areas and operational constraints notified before or during attendance.

### 4. Property depiction and use

Unless restricted below, Motley Media may capture the appearance of the approved location as part of the project deliverables. This form does not transfer ownership of the property or any trademarks, artwork, signage or third-party rights visible at the location.

### 5. Safety and insurance

The parties must take reasonable care to avoid injury or property damage. The Location Representative must disclose known hazards, access limitations, fragile areas, security requirements, animals, children, public access issues or site-specific risks.

| Site item                             | Details                |
|---------------------------------------|------------------------|
| Restricted areas                      | [Insert or write None] |
| Site hazards / induction requirements | [Insert or write None] |
| Parking / loading directions          | [Insert]               |
| Power / facilities access             | [Insert]               |
| Special conditions                    | [Insert or write None] |

## Signature and Authorisation

**Signing statement:** Each person signing confirms that they have read this document, understood its purpose, had an opportunity to ask questions or obtain advice, and has authority to sign for the named party where signing on behalf of an organisation.

| Location Representative | Motley Media & Digital Productions |
|-------------------------|------------------------------------|
| Full name:              | Full name:                         |
| Position / authority:   | Position / authority:              |
| Signature:              | Signature:                         |



## Motley Media & Digital Productions

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| <b>Date:</b><br><hr/> | <b>Date:</b><br><hr/> |