

FILMING REQUEST FORM

Please ensure all relevant categories of information have been filled in. If inapplicable, please insert 'N.A'.

Please send completed form to feedback@myttc.org.sg

This form is submitted by the applicant for approval to film or televise on 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) & Production episode (if applicable)	
Day / Date of Telecast	
Type of Project (i.e. Feature, Soap Series, Documentary, Thriller, News, TVC 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 Day & Date of Production	Start	End
Start / End Time of Production	Start	End

3. FILMING SPECIFICATIONS

Total Number of Casts & Crew	
Special Scenes (Please indicate if there are special scenes, including but not limited to, use of pyrotechnics, drones / unmanned flying aircraft devices, stunts, road closures, special effects 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 the properties or injuries to persons, and shall indemnify Marsiling-Yew Tee 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 Public Relations Department will contact you regarding your application within 3-5 working days.

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

Where applicable, the Town Council must be acknowledged in the closing credits.

If you require using the utilities from our source, please ask your authorised representatives to contact our officer at Blk 306A Woodlands Street 31, #02-00, Singapore 731306 during office hours with a copy of this approval letter to apply and pay for use.

Date:	Signature / Company stamp:
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ACKNOWLEDGEMENT BY TOWN COUNCIL

Filming Status: Approve / Not Approve	
Approving Officer (Name):	Designation:
Date:	Signature with Officer / Company stamp: