

**PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH ADVERTISER - ALL FIELDS MUST BE COMPLETED**

 Classification required by (date): 

 Despatch date: 

 Advertiser (Applicant):  


Key Numbers	Name of Product/Service Advertised

 Organisation Submitting Application:  


 Address:  
  


 Contact Name:  


 Email:  


 Business Phone Number (including area code):  


 Fax (including area code):  


 Mobile Phone Number:  


**CAD must receive ALL materials AT LEAST two working days prior to the required despatch date. Failure to submit the required documentation and final TVC will delay classification.**

 DO YOU WANT TO BE ABLE TO SCHEDULE THIS COMMERCIAL DURING CHILDREN'S PROGRAMS? 

 PLEASE ADVISE HOW YOU WILL BE SUPPLYING YOUR COMMERCIALS TO CAD 

Unfortunately, tapes cannot be returned.

**WITH THIS APPLICATION YOU MUST SUPPLY:**

- 1 One accurate copy of the final script for each commercial showing full audio and video treatment (including words to jingles, dialogue from film trailers etc;) **AND**
- 2 Your completed Order Form with payment details (Refer TAB labelled Order Form); **AND**
- 3 Your finished commercial/s with ID board and countdown.

**YOU MAY ALSO NEED TO SUPPLY:**

- Written evidence in support of any claims or testimonials made in the commercial as outlined in the Classification Handbook.
- A copy of the conditions of entry and any permit numbers, if the commercial promotes a competition.
- A copy of the Classification Board's certificate for any classified material eg: film, DVD, game.
- A consumer credit warranty as outlined in the Classification Handbook, if the commercial includes an offer of credit.
- AAPS Approval Number if the commercial promotes alcoholic beverages.
- If the commercial promotes therapeutic goods see the declarations section of this form for additional documentation requirements.

**TERMS AND CONDITIONS OF APPLICATION**

The Applicant consents to CAD's Classification Number being provided to Free TV Australia Limited & any commercial television station which requests it. CAD's Classification Number will also be provided by CAD to any other party nominated by the Applicant. CAD does not provide legal advice & its services must not be relied upon as a substitute for the advertiser and/or other Applicant obtaining legal advice. The Applicant must immediately notify CAD of any alteration to a commercial after a Classification Number has been given. Any subsequent alteration to a commercial may render the Classification Number invalid including the adding of closed captions unless the Applicant ensures that any added closed captions do not obliterate any essential visual information such as disclaimers & pricing & other superimposed details. Any such obliteration may cause the advertisement to be misleading & will render the Classification Number invalid. CAD provides its classification & any other services subject to the warranty, representation & indemnity below. Refer to the Classification Handbook for further information.

**WARRANTY, REPRESENTATION AND INDEMNITY**

1. The Applicant:

- (a) warrants and represents to CAD and to any person to whom CAD provides its classification that:
  - (i) the commercials, including all statements and representations, both express and implied, and all materials and information supplied to CAD in connection with this application are true and accurate, both visually and aurally, and comply with all relevant laws including, without limitation, the *Trade Practices Act 1974* (Cth), the *Fair Trading Acts* of each state and territory of Australia, the *Copyright Act 1968* (Cth), the law of defamation and the *Privacy Act 1988* (Cth);
  - (ii) it will inform CAD of any relevant changes in fact or law which may effect any of the warranties given above.
  - (iii) it has read and accepts the terms of the Classification Handbook.
- (b) indemnifies CAD and any person to whom CAD provides its classification, against any claim, cost or expense (including without limitation, all legal costs, on a solicitor/client basis) arising from a breach of the foregoing warranty.

2. Any organisation or employee of an organisation that signs this form warrants and represents that it is authorised to give the warranty, representation and indemnity for and on behalf of the Applicant.

**NOTE that the following declarations apply to EACH key number contained on this application. Please complete a separate form for each key number which requires different responses to the questions below.**

**AUDIO LEVELS AND LOUDNESS DECLARATION**

1. Does the commercial comply with Free TV Australia Operational Practice 48 - Audio Levels and Loudness? refer to [www.freetv.com.au](http://www.freetv.com.au)

**AUSTRALIAN/FOREIGN CONTENT DECLARATION**

2. Is the commercial:
- for imported films, videos and recordings?
  - for live appearances by overseas entertainers?
  - an unpaid community service announcement?
  - a paid community service announcement for an organisation with a charitable, public health or educational purpose?
3. Was the commercial **wholly** pre-produced, filmed and post-produced in Australia or New Zealand?
4. Please confirm either YES or NO from the drop down menu for the following:
- the producer of the commercial (other than a producer employed by the advertising agency) is Australian or New Zealander;
  - the principal director is Australian/New Zealander;
  - the director of photography is Australian/New Zealander;
  - the writers of the script and storyboards are Australians/New Zealanders;
  - the visual editing is carried out by Australians/New Zealanders;
  - the production of the sound track, including recording, sound editing and mixing is carried out by Australians or New Zealanders;
  - the role of featured talent appearing in the commercial is filled by Australians/New Zealanders;
  - all performances, including voice overs, on the sound track are by Australians/New Zealanders;
  - the music used in the commercial is composed by Australians/New Zealanders;
  - animation and related computer graphic techniques which form a substantial and integral part of the commercial are carried out by Australians/New Zealanders.
5. Is the commercial Australian?  
Only select YES if you selected yes to SIX OR MORE boxes in Q4.

**POLITICAL CONTENT DECLARATION**

6. Does the commercial contain political matter or address a prominent issue of public debate?

**NOTE:** Political matter includes if the commercial participates in the political process, attempts to influence or comment upon the political process, the administration of government or those who participate in the political process or the administration of government or if it directly, indirectly or implicitly criticises or supports any political policy. For more information on what is political matter, see the Guidelines for the Broadcasting of Political Matter which are available at – [www.acma.gov.au](http://www.acma.gov.au)

If you answered YES to the above question, the commercial must include an authorisation tag as required by Schedule 2, Part 1 of the Broadcasting Services Act 1992 (Cth). (Please refer to the Classification Handbook for more information)

**SUBLIMINAL TECHNIQUES**

7. Does the commercial use or involve any technique which attempts to convey information to a viewer by transmitting messages below or near the level of normal awareness?

**THERAPEUTIC GOODS AND DEVICES DECLARATION**

**Please complete this section if the commercial promotes a therapeutic good or device (in the terms of the Therapeutic Goods Act 1992 (Cth)):**

8. Does the commercial promote a therapeutic good or device?
9. Does the commercial comply with the *Therapeutic Goods Act* and *Therapeutic Goods Advertising Code* ?
10. If the commercial is for a good has it been approved by ASMI?
- If YES, attach copy of ASMI approved script** and enter the ASMI Approval Number
11. If the commercial is for a device, please attach a copy of the TGA's listing certificate and evidence of compliance with the Therapeutic Goods Advertising Code, Act and Regulations.

**THIS FORM MUST ONLY BE SIGNED BY THE APPLICANT OR AN AUTHORISED REPRESENTATIVE**

**Signed for on behalf of the applicant by its authorised representative**

Signed by:

Company Name:

Name:

Date:

**COLLECTION STATEMENT:** CAD collects your personal information to enable us to classify the commercial/s submitted with this application. We may need to provide your personal information to people outside of CAD for the purposes of providing our services to you. We generally require these people and companies to whom we disclose your personal information to protect your personal information in the same way we do. You have a right to access most of the personal information we hold about you. If you want to know more about our approach to privacy or to access your personal information, please contact CAD by email at: [cad@freetv.com.au](mailto:cad@freetv.com.au), by telephone or in writing. You can also view our privacy statement on our website [www.freetv.com.au](http://www.freetv.com.au)

**PLEASE RETAIN A COPY FOR YOUR RECORDS - ALL FIELDS MUST BE COMPLETED**

**Bill to:**

**Customer ABN:** (To be completed by first time customers)

**Contact Name:**

**Phone (Business and mobile number):**

**Fax Number:**

**Key Numbers:**


**Billing Code:**

**Date:**

**Purchase Order:**

**Advertiser:**

PLEASE COMPLETE A SEPARATE ORDER FOR EACH ADVERTISER

Please refer to the fees shaded in grey. Our unit prices include GST.		Quantity	Unit Price \$ incl. GST	Total \$	CAD Use Only
New Commercials	Applies to commercials not previously submitted up to and including 60 seconds duration			\$ -	
New Commercials - Extended Duration	Applies to commercials not previously submitted over 60 seconds and under 180 seconds duration			\$ -	
Revised Commercials	Changes to voice over, change of product inserts, cutdowns etc.			\$ -	
Tags/Minor Revisions	End tag changes, single super changes, addition of logo, non-new versions etc.			\$ -	
Billboards	Opening and closing billboards.			\$ -	
Renewal of expired CAD Numbers	Where there is no change to key number or content of commercial but original submission date has passed 2 years.			\$ -	
Bulk Revisions	Applies to revised commercials after the first 10 per submission.			\$ -	
Bulk Tags	Applies to tags after the first 10 per submission.			\$ -	
<b>Total Quantity</b>		<b>0</b>	<b>Total</b>	<b>\$ -</b>	
<b>Is a Late Fee applicable? From July 1 08</b> an additional 50% of the normally applicable rate will be charged when same day classification is required					

**PLEASE CONFIRM WHERE THE TVC WILL AIR:**

Select either Metro (Metro and Regional markets) OR Regional Only.

Please note Regional fees only apply to ads that have been produced solely for broadcast in regional markets. A revision of a TVC that is part of a campaign that has aired in metro markets will be charged at the National/Metro rate.

**IS THE COMMERCIAL FOR A CHARITY?**

If the advertiser is a registered charity then the normal rates are waived. Proof of charity status is required.

**PLEASE SELECT METHOD OF PAYMENT**

**If you've selected credit card as your method of payment above, please complete the fields below and sign.**

**Cardholder's Name**

**Credit Card Number**

**Signature**

**Expiry Date (month/year)**

**Credit Card Type**

CAD Reference Number