

# Application for C and P program classification



## Form ACMA B13

Effective from June 2015

### How to use this form

- To move forward in the form, press the 'Tab' button or use the cursor.
- To create more space in any of the white answer boxes, press 'Enter'/'Return'.
- If you have any problems completing this form, contact the ACMA's Community Broadcasting & Safeguards Section on (02) 9334 7922, 1800 226 667 or email: [Australiancontent@acma.gov.au](mailto:Australiancontent@acma.gov.au).

### About this form

Detailed information about application requirements, and assessment and approval procedures is in the documents *Application Requirements*, *Assessment Procedures for C or P classification* and *Criteria for a Children's Program* available from the ACMA. These documents may also be downloaded from [www.acma.gov.au](http://www.acma.gov.au)

- This form is in three parts, with Appendix A:
  - 1 Applicant and program details
  - 2 Responses to the CTS 6 criteria
  - 3 Responses to the CTS 17 criteria
  - 4 Appendix: Short application for C Drama (at pre-production stage)—subsequent blocks of episodes from the same series

**Parts 1 and 2:** All applicants to complete\*.

**Part 3:** All applicants seeking C classification, P classification, C Drama (on completed program) or C Drama (at pre-production stage)\* classification to complete where program is Australian, New Zealand, Australian/New Zealand or an Australian official co-production. (You do not need to complete Part 3 if you are applying for provisional classification or if the program is an overseas production).

**\*Applicants seeking C Drama (at pre-production stage) classification for subsequent blocks of episodes from the same series need to complete Appendix A only. (You do not need to complete Parts 1, 2 and 3).**

Please note that references to 'series' in the application, when relevant to drama, include the serial drama format.

### Copies of applications

- Applications for P classification and Provisional P classification: submit three (3) copies of all materials: the completed application form, scripts, synopses, DVDs and any other supporting material. If you require more space attach additional pages. Applications for other classification categories: submit one (1) copy only of the required application materials. Further copies may be requested should ACMA staff identify issues which the ACMA considers requires referral to one of the ACMA's registered consultants.
- For all classification categories, an electronic copy of application materials should be provided on disk or emailed to [Australiancontent@acma.gov.au](mailto:Australiancontent@acma.gov.au) To avoid delays, please provide all the information requested. Please type or use block letters when completing the form.

### Provision of information to the ACMA

Giving false or misleading information is a serious offence. Providing documents that are false and misleading is also a serious offence.

### Where to send this form

- The completed application form and accompanying materials should be lodged with:

Manager  
Community Broadcasting & Safeguards Section  
Australian Communications and Media Authority  
Level 5, The Bay Centre  
65 Pirrama Road  
Pyrmont NSW 2009

### Postal address

PO Box Q500  
Queen Victoria Building NSW 1230

### Further information

- If you have any questions about completing this form, please contact the Community Broadcasting & Safeguards Section on (02) 9334 7922, 1800 226 667 or email: [Auscontent@acma.gov.au](mailto:Auscontent@acma.gov.au)

### Signature of applicant

Date			
	day	month	year

**PART 1 – APPLICANT AND PROGRAM DETAILS**

Q.1 (a) Program title

Working titles are acceptable – final titles must be advised.

Q.1 (b) Series no.

Q.2 Applicant name:

Position:

Company name:

ABN/ACN:

Address:

State:

Postcode:

Tel ( )

Fax ( )

Email

Applicants may also provide a copy of their resume, giving details of relevant production experience including any previous C, C Drama or P programs.

Q.3 (a) Indicate the classification sought:

 C Classification P Classification Provisional C Provisional P C Drama C Drama

(on completed program)

(at pre-production stage)

Q.3 (b) Specify whether the program is:

 Australian New Zealand Australian official co-production Australian/New Zealand Other: (please specify)

Q.3 (c) Has this program previously been classified under the Children's Television Standards?

 Yes No

*Note: each new block of production of an established series program is regarded as a separate program for the purposes of classification.*

Q.3 (d) If the answer to Q.3 (c) is 'Yes':

(i) what classification was granted

\_\_\_\_\_

(ii) on what date was the classification granted?

\_\_\_\_\_

day month year

(iii) was the program title different to now?  Yes  No

(iv) if the answer to (iii) is 'Yes', give the previous title

Previous title: \_\_\_\_\_

Q.3 (e) Is this program a second or subsequent series?  Yes  No  
(e.g. drama series sequel or on-going non-drama series)

Q.3 (f) If the answer to Q.3 (e) is 'Yes', have there been major changes (between the preceding and the current series) in:

- creative personnel
- cast
- budget
- program approach

No

Yes – provide details below.

\_\_\_\_\_

Q.4 (a) Program style:

Live action  Animation  Puppetry (tick all that apply)

Q.4 (b) Program type:

*Note: there is no requirement for a program to be educational.*

Drama  Game Show

Documentary  Magazine

Information  Variety

Other (please specify)

Q.5 Year program was (or is proposed to be) made.

Year \_\_\_\_\_

Q.6 (a) Is the program a 'one-off' or a 'series'?  one-off  series

Q.6 (b) If the answer to Q.6 (a) is a 'series':

(i) state the total number of episodes in this series of the program: \_\_\_\_\_

(ii) list the titles and/or identification numbers of the episodes submitted as samples for assessment:

\_\_\_\_\_

(iii) list the title and/or identification number of each episode for which classification is sought:

*Note: classification of a series applies only to episodes nominated in the application and for non-drama series, episode identification numbers should be given (e.g. PGM/1 to PGM/65).*

\_\_\_\_\_

Q.7 Actual running time of program/series episodes: \_\_\_\_\_ minutes

Q.8 Attach any other information relevant to the application (e.g. research, testing, awards).

Q.9 If the program is an overseas production, (i.e. specified as 'Other' in response to Q.3 (b)), state the name of the production organisation and country in which the program was produced:

Name:

Address:

Country:

Q.10 If you have indicated that the program is Australian, New Zealand or Australian/New Zealand in response to Q.3 (b) and the program is co-produced with an overseas producer or production house, state their:

Name:

Address:

Country:

Q.11 Please state the total budget for the production.

\$

**PART 2 – RESPONSES TO THE CTS 6 CRITERIA**

**All applicants are required to complete Part 2 of the application form.**

Each program is assessed according to criteria for C and P programs set out at CTS 6.

These are outlined below.

**A program meets the criteria of suitability for a C program/P program if it:**

**C program:**  **CTS 6(1)(a) is made specifically for children, or groups of children, of school age**

**P program:**  **CTS 6(2)(a) is made specifically for preschool children**

Indicate, within the following ranges, the target audience for this program:

*Note: it is not expected that the target audience for a C program would be the entire C age range.*

*However, there may be some overlap between the approximate age groups below. If your target audience is more than one group, please tick all appropriate boxes.*

Preschool <input type="checkbox"/>	or	
<input type="checkbox"/> early (approx 5–7 years)	<input type="checkbox"/> middle (approx 7–11 years)	<input type="checkbox"/> late (approx 10–13 years)
		C audience

Are there any other characteristics of your target audience?

Explain how the program is made specifically for your selected target audience.

You might consider such factors as relevance of the story/subject matter to the age range, whether the major focus is on child rather than adult issues, whether the issues are dealt with appropriately for the age range, etc. This list is not exhaustive.

**C programs and P programs: CTS 6(1)(b)/CTS 6(2)(b) is entertaining**

Explain how the program is likely to entertain/engage the interest of the target audience.

You might consider such factors as storytelling, theme, pace, humour, fun, fantasy, excitement, curiosity, etc. This list is not exhaustive.

**C programs and P programs: CTS 6(1)(c)/CTS 6(2)(c) is well produced using sufficient resources to ensure a high standard of script, cast, direction, editing, shooting, sound and other production elements**

*Note: applicants for Provisional classification and Proposed Children’s Drama should read this criterion as ‘is likely to be well produced ...’*

Explain how the program is well produced by describing resources used and techniques employed to ensure a high standard of production, as set out above.

**C program:**  **CTS 6(1)(d) enhances the understanding and experience of children of school age**

**P program:**  **CTS 6(2)(d) enhances the understanding and experience of preschool children**

Explain how the program enhances the understanding and experience of children within the target audience.

You might consider such factors as the child's perspective, information, enjoyment, role models, encouragement of social and emotional skills, etc. This list is not exhaustive.

*Note: CTS 6(d) does not require that a program be educational.*

**C program:**  **CTS 6(1)(e) is appropriate for Australian children of school age**

**P program:**  **CTS 6(2)(e) is appropriate for Australian preschool children**

Explain how the program is appropriate for children in Australia.

You might consider such factors as language, environment and the multi-cultural nature of Australia. This list is not exhaustive.

*Note: CTS 6(e) refers to the need for programs to be comprehensible to the child audience, that is, not so far removed from the experience of Australian children that they would find them difficult to understand.*

**PART 3 – RESPONSES TO THE CTS 17 CRITERIA**

Complete Part 3 if you wish to apply for C classification, P classification, Children's Drama or proposed Children's Drama classification and if you answered 'Australian', 'New Zealand' or 'Australia/New Zealand' in response to Part 1 Question 3 (b).

You do not need to complete Part 3 if you are applying for Provisional C or Provisional P classification or if the program is an overseas production, (i.e. specified as 'Other' in response to Q.3 (b)).

Applicants for C and P classification do not need to comply with the drama requirements of Part 3.

*Applicants completing the section concerning CTS 17(1), relating to the Australian Content Standard, should respond to one of:*

*In the case of Australian programs, Questions 1–12 OR*

*In the case of Australian official co-productions, Question 13 OR*

*In the case of New Zealand programs, Questions 14–23 OR*

*In the case of Australian/New Zealand programs, Questions 24–27.*

*Note: for a Children's Drama program, CTS 17(1) requires that the program must be classified by the ACMA (or by the former ABA) as a C program.*

Q.1 If your application is for a Children's Drama classification, explain how the program is a fully scripted screenplay or teleplay as described in this standard.

CTS 17(1)(b) the program must, in the opinion of the ACMA, be a fully scripted screenplay or teleplay in which the dramatic elements of character, theme and plot are introduced and developed so as to form a narrative structure;

CTS 17(1)(c) the program may include sketch comedy programs, animated drama and dramatised documentary, but may not include sketches within variety programs, or characterisations within documentary programs, or any other form of program or segment within a program which involves only the incidental use of actors;

The requirements of CTS 17(1) require that the program must in the opinion of the ACMA meet the requirements for an Australian program in the Australian Content Standard.

**Australian programs**

Q.2 Explain how the program meets the requirements of 7(1)(a) of the Australian Content Standard.

(7(1) Subject to sections (3) and (4), a program is an Australian program if:

(a) it is produced under the creative control of Australians; and

Q.3 Explain how the program meets the requirements of 7(1)(b) of the Australian Content Standard.

(7(1)(b) it was made without financial assistance from the television production fund.)

Q.4 Provide details of name/s and citizenship/residential status of the producer of the program.

(7(2) For paragraph (1)(a), a program is produced under the creative control of Australians if:

(a) the producer of the program is, or the producers of the program are, Australian (whether or not the program is produced in conjunction with a co-producer, or an executive producer, who is not an Australian); and

- Q.5 Provide details of name/s and citizenship/residential status of the director of the program.  
(7(2)(b) either:  
(i) the director of the program is, or the directors of the program are, Australian; or)

- Q.6 Provide details of name/s and citizenship/residential status of the writer of the program.  
(ii) the writer of the program is, or the writers of the program are, Australian; and)

- Q.7 Provide details of name/s and citizenship/residential status of the leading actors, voice actors or on-screen presenters appearing in the program. Indicate the roles the actors/voice actors will perform in the production.  
(7(2)(c) at least 50% of the leading actors, including voice actors, or on-screen presenters appearing in the program are Australians; and)

- Q.8 Provide details of name/s and citizenship/residential status of the major supporting cast appearing in the program. Indicate the roles the actors/voice actors will perform in the production.  
(7(2)(d) in the case of a drama program — at least 75% of the major supporting cast appearing in the program are Australians; and)

- Q.9 Explain the manner in which the program is produced and post-produced in Australia.  
(7(2)(e) subject to section (5)<sup>1</sup>, the program is produced and post-produced in Australia (whether or not it is filmed in Australia); and)

- Q.10 If the program is an animated program, explain the manner in which at least 3 of the following are Australian, providing details of names and citizenship/residential status.  
(i) the production designer  
(ii) the character designer  
(iii) the supervising layout artist  
(iv) the supervising storyboard artist  
(v) the key background artist.  
(7(2)(f) in the case of an animated program – the program satisfies at least 3 of the following requirements:  
(i) the production designer is Australian  
(ii) the character designer is Australian  
(iii) the supervising layout artist is Australian  
(iv) the supervising storyboard artist is Australian  
(v) the key background artist is Australian.)

- Q.11 Is any imported material included?

 Yes |  No

<sup>1</sup> Section (5) – For paragraph 2(e), a news, current affairs or sports program that is filmed outside Australia and produced and post-produced outside Australia because it is impractical to produce or post-produce in Australia is taken to be produced and post-produced in Australia.



If your answer is 'Yes', describe the nature of the imported material, the extent of its use, duration and the reasons for its inclusion.

(7(3) If an Australian program (except a news, current affairs or sports program) includes segments that, if they were individual programs, would not comply with section 2, only a segment that, if it were an individual program, would comply with section (2) is taken to be an Australian program.<sup>2</sup>)

Q.12 If your program is a documentary program, explain how the program meets the requirements of 7(4) of the Australian Content Standard.

(7(4) A documentary program that complies with section 2 is not an Australian program if it is a reversioning of one or more existing documentary programs that are not Australian programs, Australian official co-productions, New Zealand programs or Australian/New Zealand programs.)

### Programs other than Australian programs recognised by the Australian content standard

18 Programs other than Australian programs recognised by this standard in fulfilment of Australia's international obligations.

18(1) Subject to section (2), a licensee's obligations under this standard may be reduced by the extent to which the licensee broadcasts Australian official co-productions, New Zealand programs or Australian/New Zealand programs.

18(2) To reduce a licensee's obligation under section (1), an Australian official co-production, New Zealand program or Australian/New Zealand program must satisfy the same requirements that an Australian program must satisfy under the relevant section of this standard (except the requirement to be Australian.)

### Australian official co-productions

Q.13 Is your program an Australian official co-production made under an agreement or arrangement between the Government of Australia, or an authority of the Government of Australia, and the Government of another country or an authority of another country?

Yes

Please attach a copy of the Australian Film Commission or Screen Australia document.

No

### New Zealand programs

Q.14 Explain how the program meets the requirements of 19(1) of the Australian Content Standard.

(19(1) Subject to sections (3) and (4), a program is a New Zealand program if it is produced under the creative control of New Zealanders.)

Q.15 Provide details of name/s and citizenship/residential status of the producer of the program.

(19(2) For paragraph (1), a program is produced under the creative control of New Zealanders if:

(a) the producer of the program is, or the producers of the program are, New Zealanders (whether or not the program is produced in conjunction with a co-producer, or an executive producer, who is not a New Zealander); and

<sup>2</sup> Example: A music video program which includes Australian clips and children's cartoon programs that are presented by a New Zealand host.

Q.16 Provide details of name/s and citizenship/residential status of the director of the program.

(19(2)(b) either:

- (i) the director of the program is, or the directors of the program are, New Zealanders; or)

Q.17 Provide details of name/s and citizenship/residential status of the writer of the program.

- ((ii) the writer of the program is, or the writers of the program are, New Zealanders; and)

Q.18 Provide details of names and citizenship/residential status of the leading actors, voice actors or on-screen presenters appearing in the program. Indicate the roles the actors/voice actors will perform in the production.

(19(2)(c) at least 50% of the leading actors, including voice actors, or on-screen presenters appearing in the program are New Zealanders; and)

Q.19 Provide details of names and citizenship/residential status of the major supporting cast appearing in the program. Indicate the roles the actors/voice actors will perform in the production.

(19(2)(d) in the case of a drama program — at least 75% of the major supporting cast appearing in the program are New Zealanders; and)

Q.20 Explain the manner in which the program is produced and post-produced in New Zealand.

(19(2)(e) subject to section (5)<sup>3</sup>, the program is produced and post-produced in New Zealand (whether or not it is filmed in New Zealand); and)

Q.21 If the program is an animated program, explain the manner in which at least 3 of the following are New Zealanders, providing details of names and citizenship/residential status.

- (i) the production designer
- (ii) the character designer
- (iii) the supervising layout artist
- (iv) the supervising storyboard artist
- (v) the key background artist.

(19(2)(f) in the case of an animated program – the program satisfies at least 3 of the following requirements:

- (i) the production designer is a New Zealander
- (ii) the character designer is a New Zealander
- (iii) the supervising layout artist is a New Zealander
- (iv) the supervising storyboard artist is a New Zealander
- (v) the key background artist is a New Zealander.)

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<sup>3</sup> Section (5) - For paragraph 2(e), a news, current affairs or sports program that is filmed outside New Zealand and produced and post-produced outside New Zealand because it is impractical to produce or post-produce in New Zealand is taken to be produced and post-produced in New Zealand.

Q.22 Is any imported material included?

Yes |  No

If your answer is 'Yes', describe the nature of the imported material, the extent of its use, duration and the reasons for its inclusion.

(19(3) If a program (except a news, current affairs or sports program) includes segments that, if they were individual programs, would not comply with section 2, only a segment that, if it were an individual program, would comply with section (2) is taken to be an New Zealand program.<sup>4</sup>)

Q.23 If your program is a documentary program, explain how the program meets the requirements of 19(4).

(19(4) A documentary program that complies with section 2, is not a New Zealand program if it is a reversioning of one or more existing documentary programs that are not Australian programs, Australian official co-productions, New Zealand programs or Australian/New Zealand programs.)

### Australian/New Zealand programs

Q.24 Explain how the program meets the requirements of section 20.

(Section 20 of the Australian content standard states:

20 A program is an Australian/New Zealand program if:

- (a) it meets the requirements of section 7 (Except that New Zealanders rather than Australians undertake one or more, but not all the creative roles); or
- (b) it meets the requirements of section 19 (except that Australians rather than New Zealanders undertake one or more, but not all, of the specified creative roles.)

Sections 7 and 19 of the Australian content standard require that the following categories must be satisfied in order for a program to satisfy the Australian/New Zealand program definition. Provide details of the names and citizen status of the following:

- (i) the producer, or producers, of the program is an Australian or a New Zealander and
- (ii) the director, or directors, of the program is an Australian or a New Zealander and
- (iii) the writer, or writers, of the program is an Australian or a New Zealander and
- (iv) at least 50% of the leading actors, including voice actors, or on-screen presenters appearing in the program are Australians or New Zealanders and
- (v) in the case of a drama program — at least 75% of the major supporting cast appearing in the program are Australian or New Zealanders and
- (vi) in the case of a drama program — at least 75% of the major supporting cast appearing in the program are Australian or New Zealanders and
- (vii) subject to sections 7(5) and 19(5)<sup>5</sup>the program is produced and post-produced in Australia or New Zealand and
- (viii) in the case of an animated program – at least 3 of the following are Australians or New Zealanders:
  - (i) the production designer
  - (ii) the character designer

<sup>4</sup> Example: A music video program which includes New Zealand clips and children's cartoon programs that are presented by a New Zealand host.

<sup>5</sup> Section 7(5) and section 19(5) - For paragraph 2(e), a news, current affairs or sports program that is filmed outside Australia or New Zealand and produced and post-produced outside Australia or New Zealand because it is impractical to produce or post-produce in Australia or New Zealand is taken to be produced and post-produced in Australia or New Zealand.

- (iii) the supervising layout artist
- (iv) the supervising storyboard artist
- (v) the key background artist.

Q.25 Is any imported material included?

Yes  No

If your answer is 'Yes', describe the nature of the imported material, the extent of its use, duration and the reasons for its inclusion.

(Sub-sections 7(3) and 19(3) provide:

If a program (except a news, current affairs or sports program) includes segments that, if they were individual programs, would not comply with section 2, only a segment that, if it were an individual program, would comply with section (2) is taken to be an Australian/New Zealand program.<sup>6</sup>)

Q.26 If your program is a documentary program, explain how the program meets the requirements of sub-sections 7(4) and 19(4).

(Sub-sections 7(4) and 19(4) provide:

A documentary program that complies with section 2 is not an Australian/New Zealand program if it is a reversioning of one or more existing documentary programs that are not Australian programs, Australian official co-productions or New Zealand programs.)

Q.27 If your application is for a proposed Australian C Drama classification, explain how you intend to ensure the proposed program is produced to comply with CTS 17.

(CTS 17(2) A proposed Australian C Drama may be classified as meeting the requirements of CTS 17 if it appears to the ACMA that the program will, when completed, comply with those requirements.)

In responding to this question, you might consider factors such as maintenance of the child's perspective, high standards of production, etc. This list is not exhaustive.

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<sup>6</sup> Example: A music video program which includes New Zealand clips and children's cartoon programs that are presented by a New Zealand host.

**APPENDIX A – SHORT APPLICATION FOR C DRAMA (AT PRE-PRODUCTION STAGE) – SUBSEQUENT BLOCKS OF EPISODES FROM THE SAME SERIES**

Complete Appendix A if you wish to apply for C Drama (at pre-production stage) classification for subsequent blocks of episodes from the same series. (You do not need to complete Parts 1, 2 and 3).

Q1.(a) Program title  
Working titles are acceptable – final titles must be advised.

Q1.(b) Series no.

Q.2 Applicant name:

Position:

Company name:

ABN/ACN:

Address:

State:

Postcode:

Tel ( )

Fax ( )

Email

Q.3 Are you seeking C Drama (at pre-production stage) classification for subsequent blocks of episodes from the same series?  
If the answer to Q.3 is 'No', please complete all relevant parts of the Form ACMA B13.

Yes  No

Q.4 State the total number of episodes in this series of the program:

Q.5 List the titles and/or identification numbers of the scripted episodes submitted in this block as samples for assessment:

Q.6 List the title and/or identification number of each episode in this block for which classification is sought:  
*Note: classification of a block of episodes from a series applies only to episodes nominated in this form.*

Q.7 Since the submission of a complete Form ACMA B13 with the first block of episodes from this series, have there been any changes to the responses provided under:

(a) Part 1 – Applicant and program details? (e.g. running time of episodes, budget)  Yes  No

(b) Part 2 – Responses to the CTS 6 criteria? (e.g. scripts, sets)  Yes  No

(c) Part 3 – Responses to the CTS 17 criteria? (e.g. personnel)  Yes  No

If the answer to Q.7 (a), (b) or (c) is 'Yes', attach details of any changes.

Signature of applicant:			
Date			
	day	month	year