



# Classification Portal – Reference Guide for Applications

November 2022 (V1.0)

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## Introduction

The Portal gathers all relevant information for each application type and the pathway through the system will depend on answers provided along the way. This reference guide provides screenshots of each pathway and will be useful for those who want to anticipate the questions being asked.

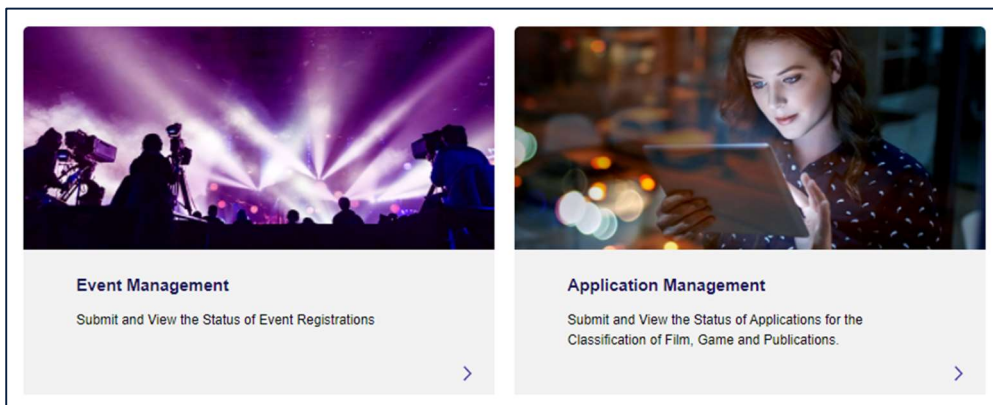
Key data entry fields are listed for each form so that they can be found when searching through the document.

Many pathways contain common components and these are not repeated each time.

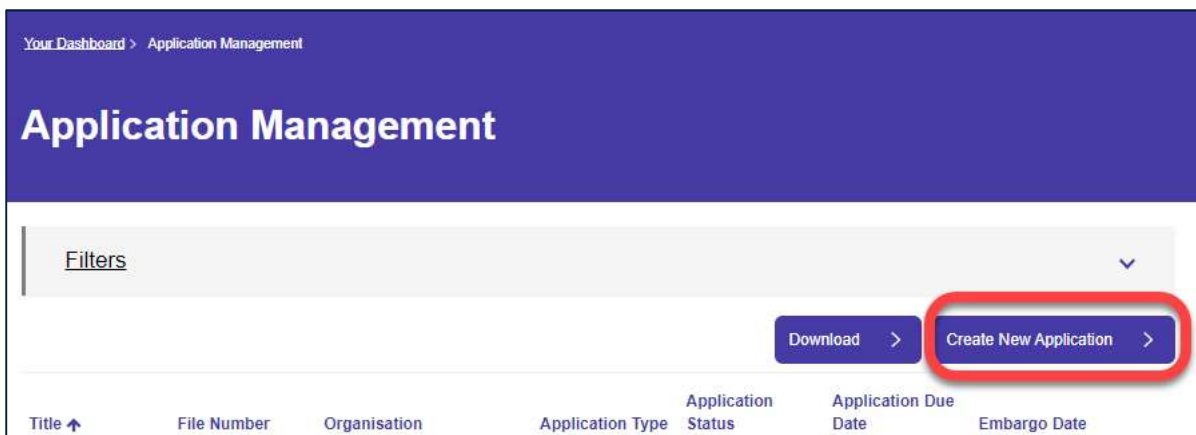
This reference guide is not a full user manual for the Portal, it is designed to document the key application pathways only.

## Applications – Starting Point

Starting from the main dashboard, choose “Application Management”.



Next, choose “Create New Application”:




From here, we can now choose between:


- Films for cinema, home entertainment and on demand;
- Computer Games;
- Publications.

## New Application


What are you here to classify?



**Films for cinema, home entertainment and on demand**  
Films that will be shown in a cinema, available on a Blu-ray or DVD, or online via a streaming service or on demand



**Computer games**  
Computer games you can buy in a store, or online to download




**Publications**  
Publications, like magazines that should be restricted to adults (submittable publications).


## Public Exhibition (Cinema)

Choosing “Films for cinema, home entertainment and on demand” takes you to the menu shown below. To progress a PE application - choose “Get a classification”:


← What would you like to do?



**Get a classification**  
Apply for a classification decision




**Title Change**  
Request a title change




**Request Review**  
Apply for a review of a classification decision

Choose “Cinema”:


← How will the content be distributed?



**Advertising**  
I want to advertise an unclassified film



**Cinema**  
I want to show my film in a cinema



**DVD, Blu-ray, online streaming services and on demand**  
I want to sell my film on a DVD or Blu-ray, or make it available on a streaming service or online

Select Organisation:

← Which Organisation is this Application for?

**i** You can only submit Applications for Organisations you have linked with.

Selected:

**Next** >

If you can't find your Organisation, please refer to the FAQ guide questions on *“How do I connect to an Organisation?”* and possibly *“I have selected an existing Organisation but nothing has happened – what do I do next?”*

← Is this application related to a previous decision?

**i** If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

<p><b>Yes</b></p> <p>My application is for a new version of something that is previously classified</p> <p>&gt;</p>	<p><b>No</b></p> <p>My application is for something that has not been classified before</p> <p>&gt;</p>
---	---

If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

If you select “No” – “My application is for something that has not been classified before”. If you have selected this option jump to the Basic Details form.

If you select “Yes” – “My application is for a new version of something that is previously classified” – you will be asked these additional questions:

← Select previous decision for this Application

**i** Please select the Application that the previous Decision was associated with below

Selected:

**Click to Search** >

Select previous decision details – click the “Click to Search” button” to search for the relevant application.

**Search Applications**

**Production Search Criteria** ^

File No

Title

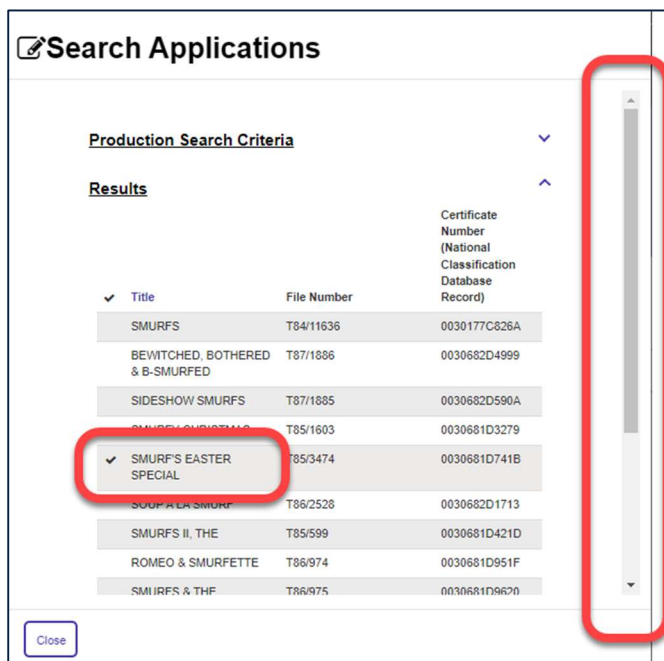
Exact Title  
☒ No ☐ Yes

Keywords

**Remove** **Search** >

Search by: File number, Title (exact title yes/no) or keywords.

Note that I've clicked and selected "Smurf's Easter Special" below but the only button apparently available is the "Close" button:



**Search Applications**

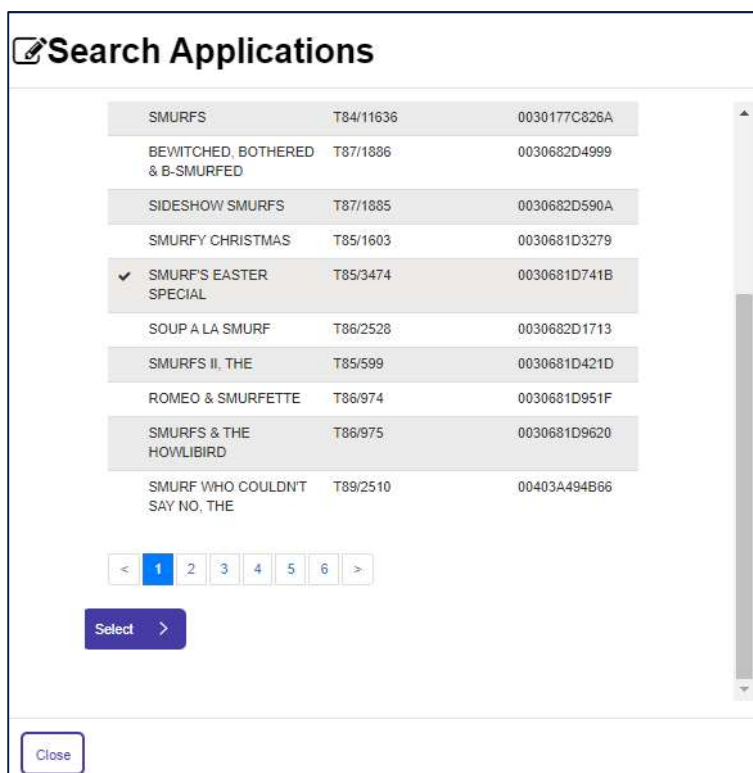
**Production Search Criteria** ▼

**Results** ▲

✓ Title	File Number	Certificate Number (National Classification Database Record)
SMURFS	T84/11636	0030177C826A
BEWITCHED, BOTHERED & B-SMURFED	T87/1886	0030682D4999
SIDESHOW SMURFS	T87/1885	0030682D590A
SMURFY CHRISTMAS	T85/1603	0030681D3279
✓ SMURF'S EASTER SPECIAL	T85/3474	0030681D741B
SOUP A LA SMURF	T86/2528	0030682D1713
SMURFS II, THE	T85/599	0030681D421D
ROMEO & SMURFETTE	T86/974	0030681D951F
SMURFS & THE	T86/975	0030681D9620

Close

To get to the "Select" button in this case – you need to use the scroll bar on the right hand side and drag it down:



**Search Applications**

SMURFS	T84/11636	0030177C826A
BEWITCHED, BOTHERED & B-SMURFED	T87/1886	0030682D4999
SIDESHOW SMURFS	T87/1885	0030682D590A
SMURFY CHRISTMAS	T85/1603	0030681D3279
✓ SMURF'S EASTER SPECIAL	T85/3474	0030681D741B
SOUP A LA SMURF	T86/2528	0030682D1713
SMURFS II, THE	T85/599	0030681D421D
ROMEO & SMURFETTE	T86/974	0030681D951F
SMURFS & THE HOWLIBIRD	T86/975	0030681D9620
SMURF WHO COULDN'T SAY NO, THE	T89/2510	00403A494B66

< 1 2 3 4 5 6 >

Select >

Close

Basic Details form (jump to here if you selected "My application is for something that has not been classified before" earlier)

<u>Title Information</u>	▼
<u>Director/Creator name(s)*</u>	▼
<u>Producer name(s)*</u>	▼
<u>Production Company and Production Year*</u>	▼
<u>Language*</u>	▼
<u>Country of Origin*</u>	▼

Save and Next >


Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

### Embargo Information

Do you need to apply for an embargo of the classification from being published on the National Classification Database (NCD)? \*

☒ No ☐ Yes

Nominate the date for the decision to be published on the NCD

DD/MM/YYYY 

Provide a reason for the embargo request

### Modification Information


Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

What is the genre(s) of the film

Add all that apply

Add Genre >

Name ↑

 There are no records to display.

What formats will this film be distributed in?

Add all that apply

Add Format >

Name ↑

There are no records to display.

Synopsis, duration and screening date

Duration / running time \*

Screening date \*

DD/MM/YYYY

Adequate Synopsis \*

Website Info

IMDB URL

Expected release date

DD/MM/YYYY

Website spoiler-free synopsis

What is the ISAN number for your film?

Additional Information for PE's form:

Key questions:

- Do you need to apply for an embargo of the classification from being published on the National Classification Database (NCD)

If Embargo Chosen:

- Nominate the date for the decision to be published on the NCD
- Provide a reason for the embargo request

Modification Information

- Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

Genres, Distribution formats – note that at least one genre and distribution type must be selected.

- Synopsis, duration and screening date:
  - Duration / running time, Screening date, Adequate Synopsis

#### Website Info

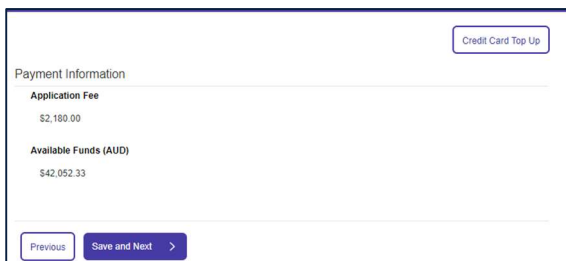
- IMDB URL, Expected release date, Website spoiler-free synopsis, ISAN number



Upload Media

How will you provide media? \*

Upload Media – online via Box, online via other method, a physical copy of the content.



Payment Information

Application Fee

\$2,180.00

Available Funds (AUD)

\$42,052.33

Previous Save and Next >

Credit Card Top Up

Payment information – application fee, available funds. No ability to request a priority application in this case.

Noting that this text is being updated – declaration.


## DVD, Blu-ray, online Streaming services and On demand (includes ACAs and ATSAs)

This pathway is followed when you choose “DVD, Blue-ray, online streaming services and on-demand”.




## New Application


← How will the content be distributed?



**Advertising**  
I want to advertise an unclassified film



**Cinema**  
I want to show my film in a cinema



**DVD, Blu-ray, online streaming services and on demand**  
I want to sell my film on a DVD or Blu-ray, or make it available on a streaming service or online

Select your organisation.

← Is this application related to a previous decision?

**i** If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

**Yes**

My application is for a new version of something that is previously classified

**No**

My application is for something that has not been classified before

If you select “Yes – My application is for a new version of something that is previously classified”:

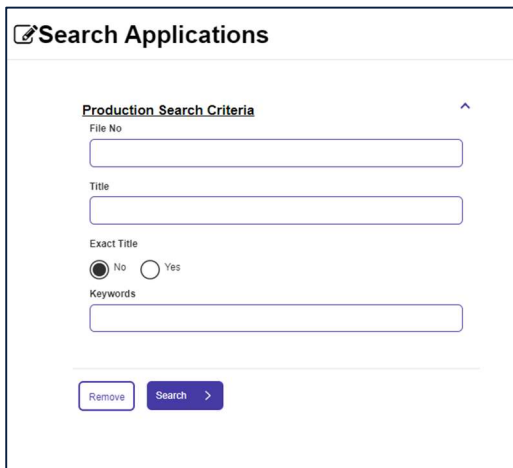
← Select previous decision for this Application

**i** Please select the Application that the previous Decision was associated with below

Selected:

**Click to Search** >

To select previous decision details – click the “Click to Search” button” to search for the relevant application.



**Search Applications**

**Production Search Criteria**

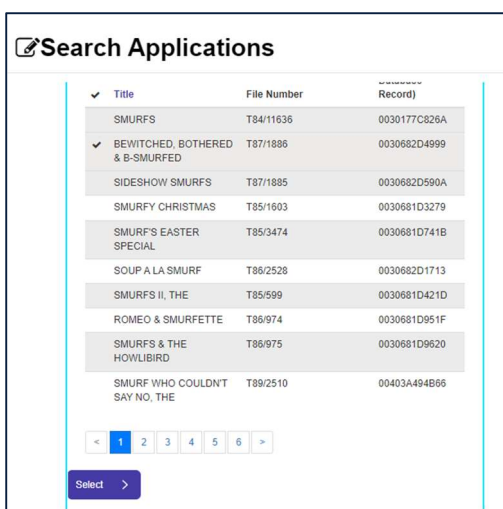
File No

Title

Exact Title  
☒ No ☐ Yes

Keywords

Search by: File number, Title (exact title yes/no) or keywords.

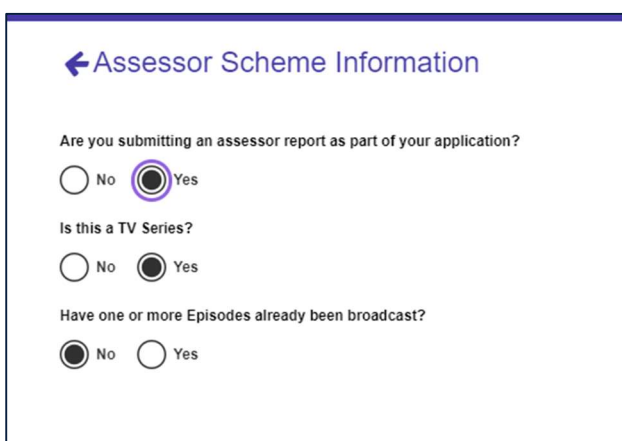


**Search Applications**

✓ Title	File Number	Record)
SMURFS	T84/11636	0030177C826A
✓ BEWITCHED, BOTHERED & B-SMURFED	T87/1886	0030682D4999
SIDESHOW SMURFS	T87/1885	0030682D590A
SMURFY CHRISTMAS	T85/1603	0030681D3279
SMURF'S EASTER SPECIAL	T85/3474	0030681D741B
SOUP A LA SMURF	T86/2528	0030682D1713
SMURFS II, THE	T85/599	0030681D421D
ROMEO & SMURFETTE	T86/974	0030681D951F
SMURFS & THE HOWLIBIRD	T86/975	0030681D9620
SMURF WHO COULDN'T SAY NO, THE	T89/2510	00403A494B66

< 1 2 3 4 5 6 >

In the resulting Search results pane, scroll down the right hand side scroll bar in order to see the “Select” Button.



**← Assessor Scheme Information**

Are you submitting an assessor report as part of your application?  
☐ No ☒ Yes

Is this a TV Series?  
☐ No ☒ Yes

Have one or more Episodes already been broadcast?  
☒ No ☐ Yes

### Assessor Scheme Information

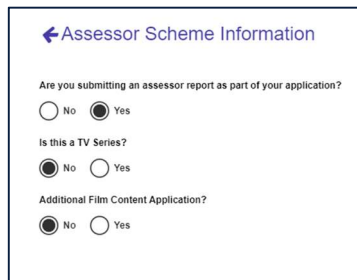
“Are you submitting an assessor report as part of your application”

If NO – no further items.

If YES:

“Is this a TV series”: YES

If YES – “Additional Film Content Application”: YES/NO



← Assessor Scheme Information

Are you submitting an assessor report as part of your application?

☐ No ☒ Yes

Is this a TV Series?

☒ No ☐ Yes

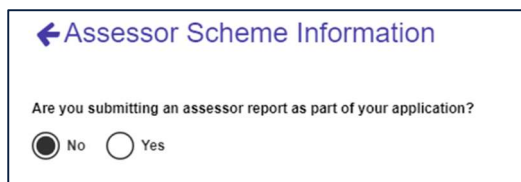
Additional Film Content Application?

☒ No ☐ Yes

If NO – “Have one or more episodes already been broadcast”: YES/NO

## No assessor report (FO Application)

The Following pathway is the result of selecting “NO” to the question Are you submitting an assessor report as part of your application

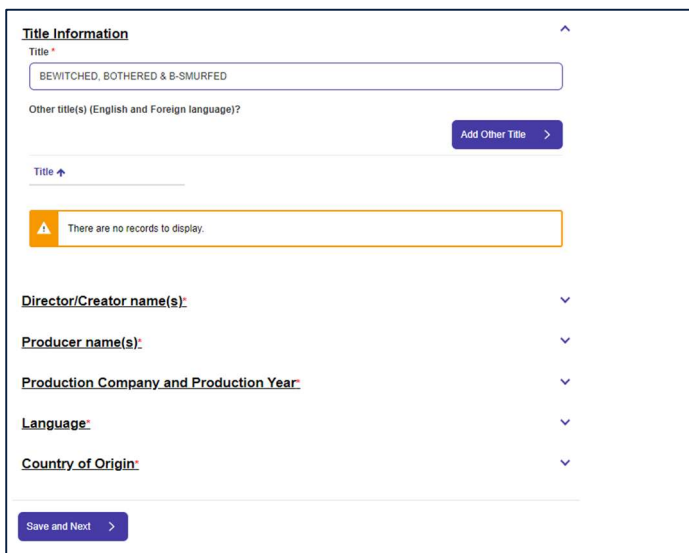


← Assessor Scheme Information

Are you submitting an assessor report as part of your application?

☒ No ☐ Yes

By choosing “No” - this application now becomes a “Film Other” Application.



**Title Information**

Title \*

BEWITCHED, BOTHERED & B-SMURFED

Other title(s) (English and Foreign language)?

Add Other Title >

Title ↑

There are no records to display.

Director/Creator name(s):

Producer name(s):

Production Company and Production Year:

Language:

Country of Origin:

Save and Next >

Basic information – as per other Public Exhibition details - Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

**Embargo Information\***

Do you need to apply for an embargo of the classification from being published on the National Classification Database (NCD)? \*

☒ No
☐ Yes

**Modification Information**

Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

**What is the genre(s) of the film\***

**What formats will this film be distributed in?\***

**Classifiable Time Worksheet\***

**Synopsis\***

**Contentious Material\***

**Website Info**

Additional Information (FO) Form:

Includes: Embargo information, Modification information, Genre(s), Formats for distribution, Classifiable Time worksheet (CTW), Synopsis, Contentious Material, Website Info.

The elements not previously described are as follows:

CTW:

**Classifiable Time Worksheet\***

Classifiable Time Worksheet

Upload Classifiable Time Worksheet Add Classifiable Time Item >

Content name/type ↑	Current Minutes	Current Seconds	Previous Classification Number	Previous Minutes	Previous Seconds
<div>⚠ There are no records to display.</div>					

Media Content

Content Type ↑	No. Of Occurrence	
No of interactive activities with supporting material	0	✓
No of interactive activities without supporting material	0	✓
Number of pages of text	0	✓
Number of simple activities	0	✓
Number of still images	0	✓

To be classified running time \*

Previously Classified Running Time

### Individual Classifiable Time Items:

**Create**

Content name/type \*

Running time

Minutes \*

Seconds \*

Previous classification details

Previous Classification Number

Minutes

Seconds

Items include: Content name/type, Running time (Minutes, Seconds), Previous Classification details (Previous Classification Number, Minutes, Seconds)

Content types, where you enter the number of occurrences for each include:

- No of interactive activities with supporting material
- No of interactive activities without supporting material
- Number of pages of text
- Number of simple activities

- Number of still images

For each of these items, choose “Edit” to the right of the text and enter “No of Occurrences”

The screenshot shows an 'Edit' form with a pencil icon and the title 'Edit'. It contains two main fields: 'Content Type' with a dropdown menu showing 'No of interactive activities with supporting material' and 'No. Of Occurance' with a text input field containing the number '2'. At the bottom, there are two buttons: 'Cancel' and 'Update' with a right-pointing arrow.

Note that fees are increased according to the number of content types and occurrences are to be assessed.

Other items to fill in are:

- To be classified running time
- Previously classified running

For Synopsis – form asks for an “Adequate Synopsis”.

The screenshot shows a 'Synopsis' form with a title bar containing 'Synopsis' and an upward arrow. Below the title bar is a text input field with the placeholder text 'Adequate Synopsis'.

For Contentious material – forms asks for a YES/NO answer to: “Contentious Material”.

If the answer is “Yes”:

The screenshot shows a 'General' form with several input fields. It starts with a 'Content name/type' field, followed by an 'Element' dropdown menu. Below these is a 'Description' text field. The 'Time Code' section includes a 'Minutes' text field and a 'Seconds' text field.

Enter: Content name/type, Element (One of Themes, Violence, Sex, Language, Drug Use, Nudity), Description, Time Code (Minutes, Seconds).

Only one element needs to be provided but more can be added if you have them.

Change to Priority Application is available in this pathway.

Payment Information

**Application Fee**  
\$550.00

**Available Funds (AUD)**  
\$65,818.88

**Is this a priority application?**  
No

[Change to Priority Application >](#) [Credit Card Top Up](#)

Declaration is next (not shown as these can change).

Next, we'll follow the pathway for:

Are you submitting an assessor report as part of your application? = YES

Is this a TV Series? = YES

Have one or more Episodes already been broadcast? = NO

← Assessor Scheme Information

**Are you submitting an assessor report as part of your application?**  
☐ No ☒ Yes

**Is this a TV Series?**  
☐ No ☒ Yes

**Have one or more Episodes already been broadcast?**  
☒ No ☐ Yes

This is now a Film Other (FO) application.

### Basic Details form comes next:

Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

Note that some fields will be available from the previous application chosen but older applications are often missing information and you'll need to supply any mandatory missing details.

### Additional Details form:

**Embargo Information\*** ▼

**Modification Information**  
Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

**What is the genre(s) of the film\*** ▼

**What formats will this film be distributed in?\*** ▼

**Classifiable Time Worksheet\*** ▼

**Synopsis\*** ▼

**Contentious Material\*** ▼

**Website Info** ▼

This form includes:

- Embargo (previously described);
- Modification Information;
- Genres;
- Distribution formats (note that at least one genre and distribution type must be selected);
- Synopsis (adequate synopsis);
- Contentious Material (previously described – if “Yes” – only one item is required);
- Classifiable Time Worksheet (CTW – previously described - at least one CTW is required);
- Website Info (IMDB URL, Expected release date, Website spoiler-free synopsis, ISAN number).

Change to priority application is available in this pathway.

Declaration next (to be added once updated).

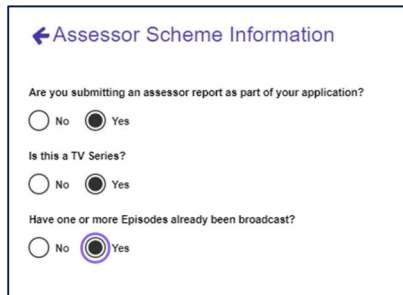
## ATSA Application

Next, we'll follow the pathway for:

Are you submitting an assessor report as part of your application? = YES

Is this a TV Series? = YES

Have one or more Episodes already been broadcast? = YES



← Assessor Scheme Information

Are you submitting an assessor report as part of your application?

☐ No ☒ Yes

Is this a TV Series?

☐ No ☒ Yes

Have one or more Episodes already been broadcast?

☐ No ☒ Yes

This is now an ATSA Application.

The Basic Details form is next (previously described) and includes:

Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

Additional Information form is next (Previously described) and includes:

Embargo information, Modification information, Genre(s), Formats for distribution, Classifiable Time worksheet (CTW – only one classifiable time item is required but note a recommendation is required for each Classification Element – see further below), Website Info.



**Embargo Information\***

**Modification Information**

Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

**What is the genre(s) of the film\***

**What formats will this film be distributed in?\***

**TV broadcast history and series synopsis\***

**Episode titles & synopses\***

**Classifiable Time Worksheet\***

**Website Info**

Previous

Save and Next >

New items on this form include:

TV Broadcast history and series synopsis:

**TV broadcast history and series synopsis\***

What is the title of the episode that has been broadcast on television? \*

Supply the date and station on which an episode was broadcast for a contemporary series; or supply an approximate date for an older series \*

Adequate Synopsis of the series \*

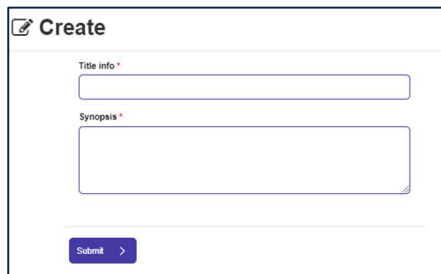
What is the title of the episode that has been broadcast on television?

Supply the date and station on which an episode was broadcast for a contemporary series; or supply an approximate date for an older series;

Adequate Synopsis of the series

Episode titles and Synopsis:

For each episode title and synopses:



**Create**

Title info \*

Synopsis \*

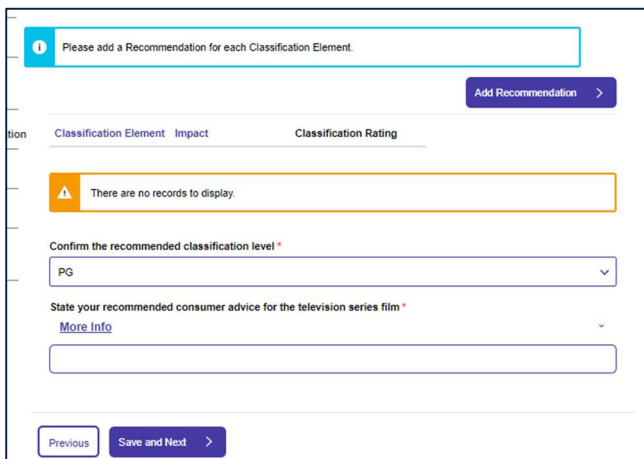
Submit >

Title info;

Synopsis.

Recommendation form:

In this pathway, a recommendation must be provided for each Classification Element (Themes, Violence, Sex, Language, Drug Use, Nudity)



Please add a Recommendation for each Classification Element.

Add Recommendation >

Classification Element	Impact	Classification Rating
There are no records to display.		

Confirm the recommended classification level \*

PG

State your recommended consumer advice for the television series film \*

[More Info](#)

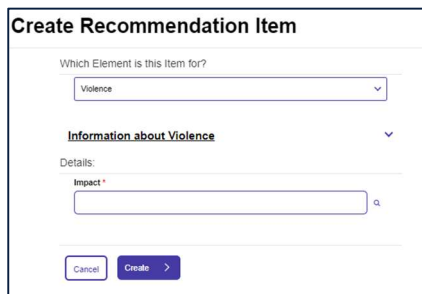
Previous Save and Next >

Confirm the recommended classification level

State your recommended consumer advice for the television series film

For each Classification Element:

Select the element, fill in details on Impact by clicking on the magnifying glass icon to the right of the Impact field.



**Create Recommendation Item**

Which Element is this item for?

Violence

**Information about Violence**

Details:

Impact \*

Cancel Create >

Impact will be one of:

## Lookup records ✕

Q

Choose one record and click Select to continue

Impact Test	Classification Rating	Description
<input checked="" type="checkbox"/> None	None	None
<input type="checkbox"/> Very Mild	G	The treatment of themes should have a very low sense of threat or menace, and be justified by context.
<input type="checkbox"/> Mild	PG	The treatment of themes should generally have a low sense of threat or menace and be justified by context.
<input type="checkbox"/> Moderate	M	The treatment of themes may have a
<input type="checkbox"/> Moderate	M	The treatment of themes may have a moderate sense of threat or menace, if justified by context.
<input type="checkbox"/> Strong	MA 15+	The treatment of strong themes should be justified by context.
<input type="checkbox"/> High	R 18+	There are virtually no restrictions on the treatment of themes.

Themes:

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	The treatment of themes should have a very low sense of threat or menace, and be justified by context.
Mild	PG	The treatment of themes should generally have a low sense of threat or menace and be justified by context.
Moderate	M	The treatment of themes may have a moderate sense of threat or menace, if justified by context.
Strong	MA 15+	The treatment of strong themes should be justified by context.
High	R 18+	There are virtually no restrictions on the treatment of themes.

Describe the THEMES \*

[More Info](#)

Describe the way the THEMES are treated \*

[More Info](#)

Are the THEMES linked to other classifiable elements?

[More Info](#)

☐ No ☒ Yes

Describe the linkages (should also address separately in applicable elements) \*

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

Additional questions if impact is more than “None”:

Describe the THEMES;

Describe the way the THEMES are treated;

Are the THEMES linked to other classifiable elements?

Describe the linkages (should also address separately in applicable elements);

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

Violence:

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	Violence should have only a low sense of threat or menace, and be justified by context. Sexual violence, implied or otherwise, is not permitted.
Mild	PG	Violence should be mild and infrequent, and be justified by context. Sexual violence, implied or otherwise, is not permitted.
Moderate	M	Moderate violence is permitted, if justified by context. Sexual violence, implied or otherwise, is not permitted.
Strong	MA 15+	Violence should be justified by context. Strong and realistic violence should not be frequent or unduly repetitive. Sexual violence, implied or otherwise, is not permitted.
High	R 18+	Violence is permitted. High impact violence that is, in context, frequently gratuitous, exploitative and offensive to a reasonable adult will not be permitted. Actual sexual violence is not permitted. Implied sexual violence that is visually depicted, interactive, not justified by context or related to incentives or rewards is not permitted.

Impact \*

Mild x Q

Describe the style of VIOLENCE \*

[More Info](#)

How frequent is the VIOLENCE?

[More Info](#)


Describe the VIOLENCE

[More Info](#)


Is the VIOLENCE linked to other classifiable elements?

[More Info](#)
☐ No ☒ Yes

Does the film contain SEXUAL VIOLENCE or SEXUALISED VIOLENCE?

[More Info](#)
☐ No ☒ Yes

Describe the SEXUAL VIOLENCE or SEXUALISED VIOLENCE \*

[More Info](#)


Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

## Impact

Describe the style of VIOLENCE

How frequent is the VIOLENCE?

Describe the VIOLENCE

Is the VIOLENCE linked to other classifiable elements?

Is the VIOLENCE linked to other classifiable elements?

Does the film contain SEXUAL VIOLENCE or SEXUALISED VIOLENCE?

Describe the SEXUAL VIOLENCE or SEXUALISED VIOLENCE

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

## Sex

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	Sexual activity should be very mild and very discreetly implied, and be justified by context. Sexuality activity must not be related to incentives or rewards.

Mild	PG	Sexual activity should be mild and discreetly implied, and be justified by context. Sexual activity must not be related to incentives or rewards.
Moderate	M	Sexual activity should be discreetly implied, if justified by context. Sexual activity must not be related to incentives or rewards.
Strong	MA 15+	Sexual activity may be implied. Sexual activity must not be related to incentives or rewards.
High	R 18+	Depictions of actual sexual activity are not permitted. Depictions of simulated sexual activity may be permitted. Depictions of simulated sexual activity that are explicit and realistic are not permitted.

Which Element is this Item for?

Sex

**Information about Sex**

Details:

Impact \*

Mild

The SEX in the game is: \*

Describe the SEXUAL ACTIVITY and/or SEXUAL REFERENCES \*

[More Info](#)

How is the SEX treated? \*

[More Info](#)

How frequent is the SEX? \*

[More Info](#)


Is the SEX linked to other classifiable elements?

[More Info](#)
☐ No
 ☒ Yes

Describe the linkage between the elements \*

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

If a game, the question will be – “The SEX in the game is:”

If a film, the question will be – “The SEX in the additional content is:”

How is the SEX treated?

How frequent is the SEX?

Is the SEX linked to other classifiable elements?

Describe the linkage between the elements

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

### Language

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	Coarse language should be very mild and infrequent, and be justified by context.
Mild	PG	Coarse language should be mild and infrequent, and be justified by context.
Moderate	M	Coarse language may be used. Aggressive or strong coarse language should be infrequent, justified by context, and not gratuitous, exploitative or offensive.
Strong	MA 15+	Strong coarse language may be used. Aggressive or very strong coarse language should be infrequent, and not exploitative or offensive.
High	R 18+	There are virtually no restrictions on language.

Which Element is this Item for?

Language 

### Information about Language

Details:

Impact \*

Very Mild  

List the COARSE LANGUAGE \*

[More Info](#) 

How is the LANGUAGE treated \*

[More Info](#) 

How frequent is the COARSE LANGUAGE? \*

[More Info](#) 

Is the COARSE LANGUAGE linked to other classifiable elements

[More Info](#) 

☐ No ☒ Yes

Describe the linkage between the elements \*

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

List the Course Language;

How is the LANGUAGE treated

How frequent is the COARSE LANGUAGE?

Is the COARSE LANGUAGE linked to other classifiable elements



Is the COARSE LANGUAGE linked to other classifiable elements?

Describe the linkage between the elements

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

### Drug Use

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	Drug use should be implied only very discreetly, and be justified by context. Drug use related to incentives or rewards is not permitted. Interactive illicit or proscribed drug use is not permitted.
Mild	PG	Drug use should be infrequent and justified by context. Drug use related to incentives or rewards is not permitted. Interactive illicit or proscribed drug use is not permitted.
Moderate	M	Drug use should be justified by context. Drug use related to incentives or rewards is not permitted. Interactive illicit or proscribed drug use is not permitted.
Strong	MA 15+	Drug use should be justified by context. Drug use related to incentives or rewards is not permitted. Interactive illicit or proscribed drug use is not permitted.
High	R 18+	Drug use is permitted. Drug use related to incentives or rewards is not permitted. Interactive illicit or proscribed drug use that is detailed and realistic is not permitted.

Which Element is this Item for?

Drug Use

### Information about Drug Use

Details:

Impact \*

Mild

Drug Use Type \*

Describe the DRUG USE \*

[More Info](#)

How is the DRUG USE treated \*

[More Info](#)

How frequent is the DRUG USE? \*

[More Info](#)


Is the DRUG USE linked to other classifiable elements?

☐ No ☒ Yes

Details of linked element(s)

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

### Drug Use Type

Describe the DRUG USE

How is the DRUG USE treated

How frequent is the DRUG USE?

Is the DRUG USE linked to other classifiable elements?

Details of linked element(s)

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

### Nudity

Impact Test	Classification Rating	Description
None	None	None
Very Mild	G	Nudity should be infrequent and justified by context. Nudity must not be related to incentives or rewards.
Mild	PG	Nudity should be infrequent and justified by context. Nudity must not be related to incentives or rewards.
Moderate	M	Nudity should be justified by context. Nudity must not be related to incentives or rewards.
Strong	MA 15+	Nudity should be justified by context. Nudity must not be related to incentives or rewards.
High	R 18+	Nudity is permitted.

Which Element is this Item for?

Nudity

### Information about Nudity

Details:

Impact \*

Mild

Describe the NUDITY \*

[More Info](#)

How is the NUDITY treated \*

[More Info](#)

How frequent is the NUDITY? \*

[More Info](#)

Is the NUDITY linked to other classifiable elements?

[More Info](#)

☐ No ☒ Yes

Describe the linkage between the elements \*

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.) \*

Impact

Describe the NUDITY

How is the NUDITY treated

How frequent is the NUDITY?

Is the NUDITY linked to other classifiable elements?

Is the NUDITY linked to other classifiable elements?

Describe the linkage between the elements

Give a summary of reasons as to why you consider this Classification Element to be at the impact level chosen: (You need to justify your assessment.)

Provide media.

Change to priority application is available for ATSA's.

Declare and submit (to be provided once updated).

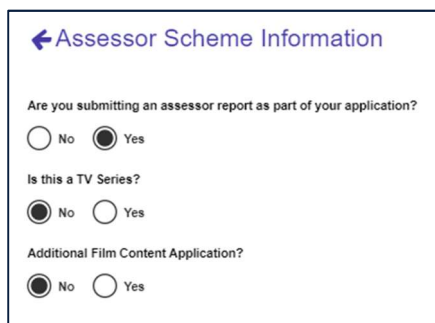
## Assessor Report – but not a TV Series (FO Application)

Next, we'll follow the pathway for:

Are you submitting an assessor report as part of your application? = YES

Is this a TV Series? = NO

## Additional Film Content Application? = NO



← Assessor Scheme Information

Are you submitting an assessor report as part of your application?

☐ No ☒ Yes

Is this a TV Series?

☒ No ☐ Yes

Additional Film Content Application?

☒ No ☐ Yes

This is now a Film Other (FO) application and the same content as previously required for FO applies:

## Basic Details:

Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

## Additional Information:

Embargo information, Modification information, Genre(s), Formats for distribution, Classifiable Time worksheet (CTW - at least one CTW is required), Synopsis (Adequate Synopsis), Contentious Material, Website Info.

Change to priority application is available in this pathway.

Declaration next (to be added once updated).

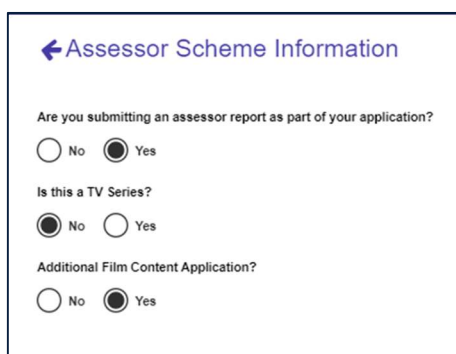
## Additional Film Content Application (ACA)

Next, we'll follow the pathway for:

Are you submitting an assessor report as part of your application? = YES

Is this a TV Series? = NO

Additional Film Content Application? = YES



← Assessor Scheme Information

Are you submitting an assessor report as part of your application?

☐ No ☒ Yes

Is this a TV Series?

☒ No ☐ Yes

Additional Film Content Application?

☐ No ☒ Yes

This is now an ACA application.

C

Basic details form:

Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

Note that some fields will be available from the previous application chosen but older applications are often missing information and you'll need to supply any mandatory missing details.

Additional Details form:

Embargo,

Modification Information,

Genres.

Distribution formats (note that at least one genre and distribution type must be selected),

Classifiable Time Worksheet (CTW – previously described - at least one CTW is required);

Website Info (IMDB URL, Expected release date, Website spoiler-free synopsis, ISAN number).

Embargo Information\*

Modification Information

Please provide an explanation of what modifications have been made to the content since the original classification decision was made?

What is the genre(s) of the film\*

What formats will this film be distributed in?\*

Synopsis and exemptions\*

Type of Additional Content (check all relevant options)\*

Classifiable Time Worksheet\*

Website Info

New items include:

Synopsis and exemptions

Synopsis and exemptions\*

Are any of the film(s) contained in the application exempt from classification? \*

More Info

☒ No ☐ Yes

Adequate Synopsis of this modified film \*

Are any of the film(s) contained in the application exempt from classification?

Type of Additional Content.

**Type of Additional Content (check all relevant options)\***

Please note that these are the only two types of trailers permitted to be assessed as additional content in this Report. Any other trailers are "advertisements" and must be detailed on the Classifiable Time Worksheet.

☐ Audio commentary  
☐ Deleted scenes  
☐ Featurette  
☐ Music clip  
☐ Stills gallery  
☐ Other (please specify)  
☐ Trailer(s) for an exempt film or exempt computer game  
☐ Trailer(s) in an imported film which cannot be modified, for a film that has not yet been distributed, sold or hired in Australia

Detailed synopsis / description of each type of additional content \*

Please note that these are the only two types of trailers permitted to be assessed as additional content in this Report. Any other trailers are "advertisements" and must be detailed on the Classifiable Time Worksheet.

Audio commentary

Deleted scenes

Featurette

Music clip

Stills gallery

Other (please specify)

Trailer(s) for an exempt film or exempt computer game

Trailer(s) in an imported film which cannot be modified, for a film that has not yet been distributed, sold or hired in Australia

Detailed synopsis / description of each type of additional content

Recommendation from – previously described – a Recommendation Item is required for each Classification element.

Please add a Recommendation for each Classification Element.

Add Recommendation >

Classification Element	Impact	Classification Rating
<div> There are no records to display. </div>		
<b>Previous Classification Rating</b> G		
<b>Previous Consumer Advice</b> 		
Confirm the recommended classification level for the additional content PG		
State your recommended consumer advice for the additional content 		
Confirm the recommended classification level for the overall content * PG		
State your recommended consumer advice for the overall content * <a href="#">More Info</a>		

Confirm the recommended classification level for the additional content

State your recommended consumer advice for the additional content

Confirm the recommended classification level for the overall content

State your recommended consumer advice for the overall content

For each Recommendation item:

Which Element is this Item for?

Details:

Is the additional content at a lower level, or the same or higher level than the classified original film for this classifiable element? \*

Impact \*

Is the additional content at a lower level, or the same or higher level than the classified original film for this classifiable element?



Is the additional content at a lower level, or the same or higher level than the classified original film for this classifiable element? \*

Additional content contains a lower level for the element than those in the classified original film

Additional content is at the same or higher level for the element than those in the classified original film

Options are:

Additional content contains a lower level for the element than those in the classified original film.

Additional content is at the same or higher level for the element than those in the classified original film.

Each recommendation item now asks for impact and details as per fully described previously.

A new question applies for Sex and Drug Use:

The <theme> in the additional content is:

The SEX in the additional content is: \*

References Only

Activity Only

References and Activity

Options for this question are:

References only

Activity only

References and Activity

Provide Media

Change to priority application is available for this ACA pathway.

## Publications

← Is this application related to a previous decision?

**i** If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

**Yes**  
My application is for a new version of something that is previously classified

**No**  
My application is for something that has not been classified before


If this application is related to a previous decision, select the application that the decision was associated with below. E.g. your application is for a new version of a previously classified product.

If you select “No” – “My application is for something that has not been classified before” – this application becomes a “New Publication Application”.

If you select “Yes” – “My application is for a new version of something that is previously classified” – This application becomes a “Serial Declaration Application”.

In both cases, the following information is gathered:

Publications Basic Details form:


**Title Information**



Publication Title \*


Golfing Weekly 1984


Other title(s) (English and Foreign language)?


Add Other Title >


Title 


 There are no records to display.

**Author\***


**Publisher\***


**ISBN/ISSN and Production Year\***


**Language\***


**Country of Origin\***


This form asks for: Author, Publisher, IBN/ISSN and Production year, Language, Country(ies) of Origin.

For a New Publication Application, the Additional Information form has:

**Submitted Format\***

Add all that apply

Add Submitted Format &gt;

Name ↑



There are no records to display.

**Post-print Modification Details\*****Publication Length\***

Submitted Format – one or more of:

Calendar

Hardcover

Magazine

Paperback

Poster

Post Print Modification Details:

Have any post-print modifications or alterations been made to this publication?

For each publication modification:

Provide details of the post-print modifications or alterations

Page Number \*

Description \*

Cancel

Add Post-print Publication Modification >

Page Number, Description

Publication Length -How many pages long is the publication?

Submitted Format\*

Post-print Modification Details\*

Publication Length\*

How many pages long is the publication \*

For a Serial Declaration Application – the Additional Information form has:

### Publishing Frequency

How frequently will this title be published?\*

Add all that apply

Add Publishing Frequency >

Name ↑

There are no records to display.

Lookup records

Search

✓ Name ↑

☐ 6-Monthly
 ☐ Annually
 ☐ Bimonthly
 ☐ Daily
 ☐ Fortnightly
 ☐ Irregular

Selected records

Options are (multiple can be selected):

6-Monthly

Annually

Bimonthly

Daily

Fortnightly

Irregular

Monthly

Quarterly

Weekly

Declaration text (to be added).

Priority processing is not available in this pathway.

## Title Changes – Film, Games, Publications

For title changes (Film and Games) – select the previous application as per shown in PE and provide the following:

**Previous Classification Decision\***

Previous Classification

ROMEO & SMURFETTE

File Number

T881974

Certificate Number

0030881D951F

Title

ROMEO & SMURFETTE

Alternate Titles

Year of Production

Classification Rating

G

Consumer advice

**Add New Title\***

**Embargo Information\***

Save and Next >

Previous Classification Decision – information only.

Add new title:

**Add New Title\***

Title \*

ROMEO & SMURFETTE

Add alternate titles

Add Alternate Title >

Title ↑

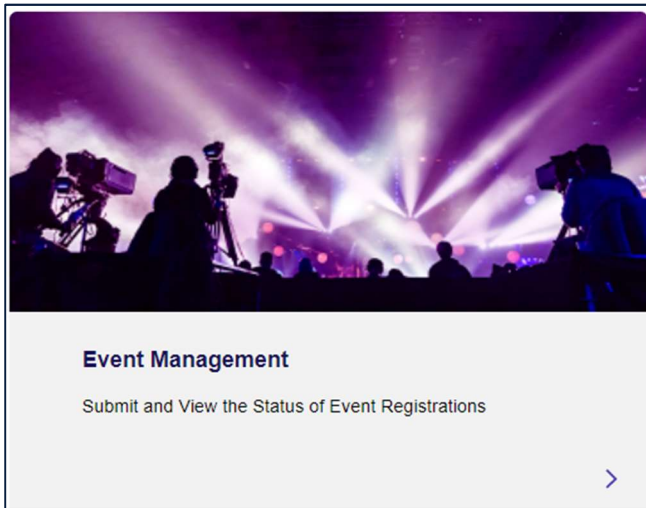
⚠

There are no records to display.

Embargo information (previously described).

Change to Priority Application is available in this pathway for Films and Games but not for Publications.

## Event Application



Acknowledge event guidelines, select if event is being registered by yourself or for an Organisation:

# Create Event Registration

## Event Guidelines and Supporting Documents

**Note that 6H applications must be made directly to the Applications team.**

This form is for event operators who wish to screen or exhibit unclassified films, computer games or submittable publications in a public event such as a film festival or expo.

If you are uncertain if your film, computer game or publication has already been classified then you should check the National Classification Database which is available at [www.classification.gov.au](http://www.classification.gov.au). Links to further online resources are provided below.

The process of registering your event requires you to certify on behalf of the organisation that the event will meet certain conditions as contained in Division 2 of Part 1A of the *Classification (Publications, Films and Computer Games) Act* and *Classification (Publications, Films and Computer Games) (Conditional Cultural Exemption Rules) Instrument 2015*. If you do not certify that your organisation will meet these conditions and criteria then you will not be able to register your event and you will not be able to legally screen or exhibit unclassified material during that event.

You should note that by registering an event you consent to this information being provided to states and territory authorities for legal compliance and law enforcement purposes. The privacy statement for this process can be accessed [here](#).

You are able to save the information at any time and recommence the registration process. If the details of the event change you will need to amend or add details to the registration.

After clicking on the "Register Event" button at the end of this form you will be sent a document by email with the details of the event you have registered.

### Online Resources

The following resources will assist you with registering your event:

- Registered Events Factsheet
- Classification Portal User Guide: Registering an Event
- *Classification (Publications, Films and Computer Games)(Conditional Cultural Exemption Rules) Instrument 2015*
- Guidelines for the Classification of Films
- Guidelines for the Classification of Computer Games
- Guidelines for the Classification of Publications

**Who is this Event Registration for? \***

☐

Myself

☒

My Organisation

**Organisation \***



☐ I have read and understood the Registered Events Fact Sheet and the guidelines for the classification of films, computer games and publications as appropriate.

Enter details for: Event name, event type, description, event URL.

...  
Doing  
Event  
Information

☐ To do  
Media  
Information

☐ To do  
Approve &  
Submit

## Event Information


**Event Name \***

**Event Type \***

**Description \***

**Event URL**

**Locations\***

Location ↑	State	Location Type	Location Start Date	Location End Date
<div>  There are no records to display. </div>				

Event type is: Public Performance, Restricted Performance or Registered Charity Use.

**Event Type \***

Public Performance  
Restricted Performance  
Registered Charity Use

For Each location – location, location type (indoor or outdoor), State, location start date, location end date.



# Create Location



## Location

Location \*

Location Type \*

State \*

Location Start Date \*



Location End Date \*



Cancel

Create Location >

## Media Information

Add Media >

Title ↑

Alternate Title

Media Type

Age Restriction



There are no records to display.

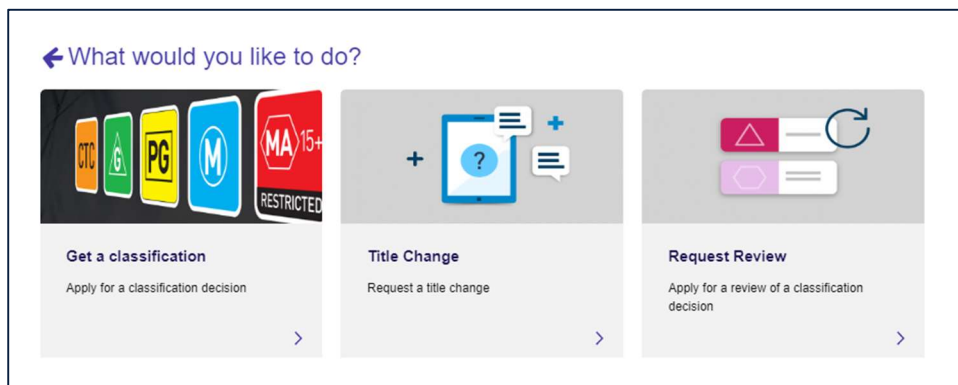
Previous

Save and Next >


Add media information: title, alternate title, media type, age restriction, director, copyright year.

## Reviews – Film, Games, Publications


Follow the create an application pathway and under each of Film, Games and Publications, you'll be able to select "Request Review"




← What would you like to do?



**Get a classification**  
Apply for a classification decision



**Title Change**  
Request a title change



**Request Review**  
Apply for a review of a classification decision

Select the previous application as per notes under Public Exhibition (Cinema).

**Previous Classification Decision\***

**Review Questions\***

Do you want to review the decision under the Classification Act or the Broadcasting Services Act (the BSA)?

☒ Classification Act ☐ Broadcasting Services Act (the BSA)

What is the date you were notified of the original decision? \*

DD/MM/YYYY

Were you the original applicant? \*

☒ No ☐ Yes

Are you the publisher of the material concerned? \*

☒ No ☐ Yes

Are you a person aggrieved by the decision? \*

[More info](#)

☒ No ☐ Yes

**Attachments**

Questions asked are:

Do you want to review the decision under the Classification Act or the Broadcasting Services Act (the BSA)?

Do you want to review the decision under the Classification Act or the Broadcasting Services Act (the BSA)?

What is the date you were notified of the original decision?

Were you the original applicant?

Are you the publisher of the material concerned?

Are you a person aggrieved by the decision?

You can also upload documents to support your application:Flr

**Attachments**

Do you want to provide any additional attachments to support your application?

Create >

Document Name ↑	Document Type
<div>  There are no records to display.         </div>	

For each document, you must select a “Document Type” as provided. Click on the magnifying glass to the right of the “Document Type” field as shown below:

**Create**

Please choose which type of document you are uploading and attach the file below.

Only files of type .PDF, .XLS, .XLSX, .DOC, .DOCX, .JPG are accepted. File size cannot exceed 5mb

Document Type \*

Launch lookup modal

Attach a file \*

Choose File No file chosen

Cancel Create >

Options for Document type here are:

Other

Written Statement




Select a file from your operating system after clicking on “Choose File”.

Payment and declaration are next – no option to make this a priority application.

# Advertising – Film and Games

Follow the create an application pathway and under each of Film, Games and Publications, you'll be able to select "Advertising"

← How will the content be distributed?

 <p><b>Advertising</b></p> <p>I want to advertise an unclassified film</p> <p>&gt;</p>	 <p><b>Cinema</b></p> <p>I want to show my film in a cinema</p> <p>&gt;</p>	 <p><b>DVD, Blu-ray, online streaming services and on demand</b></p> <p>I want to sell my film on a DVD or Blu-ray, or make it available on a streaming service or online</p> <p>&gt;</p>
---	--	---

## Film

Choose your organisation and you next fill in the "Basic Details" form:

**Title Information** ^

Title \*

Other title(s) (English and Foreign language)?

Add Other Title >

Title ↑

There are no records to display.

**Director/Creator name(s)\*** v

**Producer name(s)\*** v

**Production Company and Production Year** v

**Language\*** v

**Country of Origin\*** v

This form is exactly the same as per the Basic Details form in Public Exhibition (Cinema)

Title, Director/Creator names, Producer names, Production company and production year, language(s), country(ies) of origin.

Additional Information form for Film:

What is the genre(s) of the film\*

Additional Info

Adequate Synopsis \*

Details of major cast and credit lists \*

Information about the intended audience

Statement of contentious material in the film

Attachments

Website Info

This form includes Genre(s), Attachments and Website info as we have seen before.

Additional info includes:

- Adequate Synopsis
- Details of major cast and credit lists
- Information about the intended audience
- Statement of contentious material in the film

Document types for Film include:


- Available foreign advertising
- Detailed production notes
- Detailed reviews and media comment
- Details of foreign classifications
- Information from official websites
- Media/press kit
- Other
- Posters and/or official images
- Scripts and/or screenplay information

Payment and declaration- - change to Priority Application is available in this pathway.

## Games

For games, click on the “Yes” panel for “This application is regarding advertising a game”


← Is the application for approval to advertise an unclassified game?



**Yes**

This Application is regarding Advertising a Game

>



**No**

This Application is not regarding Advertising a Game

>

Select Organisation

Basic Information form asks for:

**Title Information**

Game Title \*

Other title(s) (English and Foreign language)?

Add Other Title >

Title ↑

There are no records to display.

**Programmers\***

**Producers\***

**Publishers and Production Year\***

**Languages\***

**Country of Origin\***

Title Information, Programmers, Producers, Publishers and Production year, Languages, County of Origin.

Additional Information form asks for:

**Additional Information\***

Adequate Synopsis \*

Information about the intended audience

Statement of contentious material in the game

**Attachments**

**Website Information**

Adequate Synopsis

Information about the intended audience

Statement of contentious material in the game (text only field in this case)

Document types available are:

Available foreign advertising

Detailed production notes

Detailed reviews and media comment

Details of foreign classifications

Information from official websites

Other

Posters and/or official images

Scripts and/or screenplay information

Declaration and payment – Change to Priority Application is available in this pathway.