

# LPA Guide



## 408 Visa: LPA Information Pack

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## Overview

This Guide provides our Members with detailed information on how to apply for a Temporary Activity visa (subclass 408) Entertainment Activities and how we assist in the process.

### Who needs a 408 visa?

Anyone wishing to enter Australia to work in the entertainment industry on film, television or live productions as a performer, musician, creative (e.g. Director, Choreographer, Writer) or production/support staff must apply for a Temporary Activity visa (Subclass 408) under the Entertainment Activities stream (408 visa).

An Applicant may apply for a 408 visa under the following categories:

- Performing in a film or television production subsidised by government or not subsidised by government
- Performing other than in film or television i.e. live performance
- Working in a production role
- Working as support staff for an entertainer/group of entertainers
- Working as a performer or support staff for a not-for-profit engagement
- Working on a documentary or commercial for an overseas market

The 408 visa is a multiple entry visa. Applicants can enter Australia on multiple occasions while their visa is valid.

### Does it cover family members?

Accompanying family members can also be included in a 408 visa application.

### How long is it valid for?

The Department of Home Affairs (Department) bases the length of an Applicant's visa on the activity that they will be participating in.

The maximum stay for this visa is 2 years.

### What does it cost?

The visa costs **\$325 (including GST)** per Applicant.

There is also a charge for each accompanying family member.  
You may also have to pay additional costs for health checks, police certificates and biometrics.

### **Concessions and fee waivers**

You may be eligible to have your visa fee waived if you are a registered charity with the Australian Charities and Not-for-profits Commission, foreign government agency, embassy, consulate or a state, territory or commonwealth government agency. The Department may also offer a concession, if you will be undertaking a government-funded event or are an organisation specified by the minister in a legislative instrument. LPA will let you know if this is the case before you lodge your application. Contact LPA for further information.

## **Application process**

### **How do I apply for a 408 visa?**

All applications are lodged through an Immi Account on the Department's website. As an authorised recipient, we can lodge your application/s on your behalf.

#### **You will need to:**

1. Set up an Immi Account and email your log in details to LPA (see appendix for a [step-by-step guide](#). LPA can also set up an Immi Account for you)
2. Input all relevant information in relation to your application/s into your Immi Account
3. Gather all relevant documentation (**see list below**)
4. Send all relevant documentation to LPA to check and attach to your application/s, including the Letter of Authorisation (**see list below**)

#### **LPA will then review and process your application/s by:**

- Consulting with the relevant union (MEAA or Musicians Union)
- Reviewing your completed application/s on your Immi Account
- Checking and attaching all relevant documents such as associated contracts to ensure that Australian minimum terms and conditions of employment are met
- Lodging and paying for application/s on your behalf using your credit card as details provided
- Corresponding with the Department on your behalf where needed including preparing submissions and responding to requests for further information.

## Timeframes

### How long does it take for LPA to process an application?

- For citizens of countries eligible for ETA (Electronic Travel Authority): **6 weeks**
- For citizens of other countries: **10 weeks**

*Countries eligible for ETA (also referred to as low risk countries):*

Andorra	Austria	Belgium
Brunei	Canada	Denmark
Finland	France	Germany
Greece	Hong Kong (SAR of China)	Iceland
Ireland	Italy	Japan
Liechtenstein	Luxembourg	Malaysia
Malta	Monaco	Norway
Portugal	Republic of San Marino	Singapore
South Korea	Spain	Sweden
Switzerland	Taiwan	The Netherlands
United Kingdom – British Citizen	United Kingdom – British National (Overseas)	United States
		Vatican City.

Any country not listed above is considered a **high-risk country**.

Members should provide the following documentation if an applicant is a citizen of or travelling from a high-risk country:

- A flight itinerary with return flight details
- A copy of the applicants CV
- A link to the applicant or group's professional website

### How long does it take for the Department to grant a visa?

The Department's website states they process Temporary Activity visas (subclass 408)

Entertainment Activities as follows:

- 75% within 8 days
- 90% within 30 days

**If the Applicant has character issues**, allow an additional 4 weeks for the processing of the visa application.

**If the Applicant requires biometrics**, allow an additional 4 weeks for the processing of the visa application.

## Documentation

### What do I need to supply?

You will need to complete and sign a [Letter of Authorisation](#) - Appendix 2, which will enable LPA to act on your behalf and will authorise LPA to charge your credit card to process the visa application charges.

You will need to gather the following documentation which you will upload onto your application/s in your Immi Account ([please refer to Step-by-step Immi Account guide - Appendix 3](#)):

- A completed [956A form](#) signed by each Applicant
- A [signed Letter of Invitation](#) on your organisation's letterhead
- A completed [NEB statement \(Net Employment Benefit Statement\)](#)
- A contract of employment/performing contract
- A clear scan of each Applicant's passport photo page
- A personnel list that includes each Applicant's name and role
- Travel/insurance documents providing evidence of cover (in English)
- Where relevant, a 1229 parental consent form if accompanying family members are under 18 years of age.
- Where relevant, a return flight itinerary, copy of the applicants CV and a link to the applicant or group's professional website, if the applicant is from a high-risk country.

#### **What do I need to supply if an Applicant has character issues?**

**If an Applicant has character issues**, you will need to provide a [Commonwealth Statutory Declaration Form](#) detailing all previous charges and the outcomes, such as a fine, jail term etc.

- **If the Applicant is from the United States** you will also need to provide an FBI report\* and a State Police Clearance\*\*
- **If the Applicant is from the United Kingdom** you will also need to provide a Police Clearance Certificate\*\*

\*An FBI report provides details of a person's criminal record and arrest data.

\*\*A State Police Clearance (US)/Police Clearance Certificate (UK) is a background check. The report may include arrest details, convictions and pending criminal proceedings. The Australian equivalent is a National Police History Check.

#### **What do I need to supply if an Applicant has suffered from a disease or health condition?**

All visa Applicants must meet the health requirement. To meet the health requirement an Applicant must be free from any disease or health condition. If an Applicant has health issues, they might have to have health examinations to prove they meet the health requirement. The results of the examination will be assessed by a Medical Officer of the Commonwealth (MOC).

A MOC is a registered medical practitioner appointed by the Department. They assess whether Applicants meet the health requirements under the *Migration Regulations*. A MOC may work directly for the Department or be employed by the Migration Medical Services Provider. If an Applicant has a significant medical condition, the MOC will advise the Department whether the condition is likely to:

- threaten public health
- result in significant healthcare and community service costs
- place a demand on healthcare or community services that are in short supply.

Please visit the Department's website by clicking on the following [link](#) for further information.

#### **How long does an Applicant's passport need to be valid for?**

As with all travellers to Australia, Applicants must have at least six months validity left on their passport beyond the period of intended stay. Airlines have a discretion to refuse entry to persons with less than six months validity on their passports beyond this period.

#### **Do Applicants need a visa label?**

**No.** The Department digitally links visas to passports; visa labels are not provided. Once a visa is approved, LPA receives a Grant Notification letter that contains a visa grant number. Applicants can use this to access their digital visa record online.

#### **What are the Biometrics Requirements?**

Biometrics are personal identifiers such as digital scanned fingerprints and/or digital facial photographs. A letter requesting biometrics may be sent to a visa applicant after their 408-visa application is submitted.

## What countries are included in the Biometrics program?

Afghanistan	Albania	Algeria
Bahrain	Bangladesh	Bhutan
Bosnia	Herzegovina	Cambodia
Colombia	Egypt	Ethiopia
Fiji	France	Ghana
Greece	Hong Kong	Iran
Iraq	Jordan	Kazakhstan
Kenya	Kuwait	Lebanon
Malaysia	Mexico	Myanmar
Nepal	New Zealand	Nigeria
Oman	Pakistan	Papua New Guinea
Peru	Philippines	Qatar
Republic of Korea	Russian Federation	Samoa
Saudi Arabia	Singapore	Solomon Islands
Somalia	South Africa	Sri Lanka
Thailand	Tonga	Turkey
Uganda	United Arab Emirates	Vanuatu
Vietnam	Yemen	Zimbabwe

## What will the visa applicant need to do if Biometrics are requested?

Applicants will need to arrange an appointment and visit an Australian Visa Application centre (AVAC) or an Australian Biometrics Collection Centre (ABCC) or Service Delivery Partner (SDP) and attend the appointment with the letter that contained a barcode specific to the visa applicant. The appointment must be attended within 14 days of receiving the letter.

A list of office locations and contact details for making an appointment is available [here](#).

## Sponsorship

### Do I need to become a sponsor to invite an Applicant to participate in an event or production?

You will need to apply to be a sponsor if:

- the Applicant intends to stay in Australia for three months or more
- or the Applicant is in Australia at the time of the application.



To sponsor an Applicant, you will need to apply for sponsorship approval online as a temporary activities sponsor. LPA can help you with a sponsorship application. You will have to apply for sponsorship through your Immi Account before LPA lodges your visa application/s. Please contact LPA for further information regarding sponsorship or visit the [Department's website](#) for further information.

If the Applicant's stay is **less than three months**, you/your organisation must meet the *Support test*. In order to prove that you/your organisation meets the *Support test*, a [Letter of Invitation](#) (if an organisation, written on the organisation's letterhead) and the **Applicant's contract of employment/performing contract must be provided to LPA**. This information will be attached to the visa application and provides evidence to the Department that the Applicant:

- Has been invited to Australia to undertake/participate in entertainment activities in line with their visa conditions and
- Can support themselves and any accompanying family members during this entire period.

## Letter of invitation

The [Letter of Invitation](#) must include the following information:

- The visa Applicant's name and the names of accompanying family members
- The event/s, activity/ies or work that the Applicant will be involved in
- The duties or role the Applicant will be undertaking at the event/s, activity/ies or information on the work the Applicant will be involved in
- The date/s and location/s of the event/s, activity/ies or work.

## Union consultation

**Is it a requirement to consult with the relevant union before lodging an application?**

**Yes.** In accordance with the provisions of the *Migration Act and Regulations*, it is a requirement for the relevant union to be consulted except if your organisation is a registered charity or not-for-profit organisation.

Not-for-profit organisations are organisations that provide services to the community. Not-for-profit organisations may make a profit, but all profits must go back into the services the organisation provides. Therefore, profits must not be distributed to members, even if the organisation is wound up or goes into voluntary administration.

However, there have been instances where the Department has nonetheless asked for consultation to take place on behalf of a registered charity/not-for-profit Member. LPA will consult with the relevant union on your behalf if this occurs.

The relevant unions are:

Media, Entertainment & Arts Alliance (MEAA) for actors, creatives, production crew etc.

Musicians Union of Australia for musicians.

### Further information

For more information or queries, please contact:

Eloise Gandolfo, Immigration Services Coordinator

☎ 03 8614 2000 | ✉ [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au)

## Appendix 1 – Check list for 408 visa applications

### Required LPA processing times:

Citizens of low-risk countries: 6 weeks

Citizens of other countries: 10 weeks

### Step 1: Lodging my application with LPA

- ☐ Have I emailed my visa application/s and [Letter of Authorisation](#) to [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au) within the required LPA processing times?
- ☐ Have I received an acknowledgement email from LPA within **1 business day** of emailing my application to LPA? *If not, please contact LPA on (03) 8614 2000.*

### Step 2: Creation of my Immi Account

- ☐ Have I created an Immi Account or has LPA created an Immi Account for my organisation?
- ☐ Do I have my Immi Account log-in details? *If LPA created the Immi Account LPA will email these details to you.*

**LPA WILL NOT ENTER DATA; ALL APPLICATIONS MUST BE ENTERED BY MEMBERS INCLUDING ATTACHING SUPPORTING DOCUMENTS**

### Step 3: Log into your Immi Account

- ☐ Have I successfully logged into my Immi Account and entered each Applicant's personal information?  
*Please refer to LPA's [Immi Account Guide](#)*

### Step 4: Required documentation

Have I provided the following documents to LPA?

- ☐ A completed [956A form](#) signed by each Applicant.
- ☐ A [signed Letter of Invitation](#) on my organisation's letterhead.
- ☐ A completed [NEB statement](#).
- ☐ Any relevant contracts.
- ☐ A clear scan of each Applicant's

- ☐ Travel/insurance documents providing evidence of cover (in English).
- ☐ A personnel list that includes each Applicant's name and role.
- ☐ If family members under 18 are accompanying the Applicant, a [1229 consent form](#).
- ☐ If an Applicant has character issues, a [Commonwealth Statutory Declaration Form](#) providing details of all previous charges and the outcomes, e.g. a fine, jail term etc.
- ☐ If an Applicant is from the United States and has character issues, an FBI report\* and a State Police Clearance\*\* (along with the Commonwealth Statutory Declaration Form).
- ☐ If an Applicant is from the United Kingdom and has character issues, a Police Clearance Certificate\*\* (along with the Commonwealth Statutory Declaration Form).

\*An FBI report provides details of a person's criminal record and arrest data.

\*\*A State Police Clearance (US) /Police Clearance Certificate (UK) is a background check. The report may include arrest details, convictions and pending criminal proceedings. The Australian equivalent is a National Police History Check.

passport photo page.

**Step 5: Acknowledgement of lodgement**

- ☐ Have I received an email from LPA confirming lodgement of the application/s with the Department of Home Affairs and my visa receipt?

**Step 6: Visa approval/refusal**

- ☐ Have I received the approved visa/s, a request for further information or visa refusal letter from LPA within **1 month** of sending my application/s to LPA?

## Appendix 2 – Letter of Authorisation template

[DATE]

**Ms Evelyn Richardson**  
Chief Executive  
Live Performance Australia  
Level 1, 15–17 Queen Street  
MELBOURNE  
VIC 3000

### TEMPORARY ACTIVITY VISA/S (SUBCLASS 408) ENTERTAINMENT ACTIVITIES APPLICATION/S

[NAME OF TOUR/PRODUCTION/EVENT]

Dear Ms Richardson,

This letter is to confirm that the Australian Entertainment Industry Association (AEIA), trading as Live Performance Australia (LPA) is authorised to act on our behalf in lodging the Temporary Activity visa/s (subclass 408) Entertainment activities application/s and associated matters, in respect of the above tour/production/event.

I confirm that Australian Award minimum wages and conditions are being met for the above tour/production/event.

Yours sincerely,

[Name]

[Position/Title]

[Organisation]

### Visa Application Charges Authorisation

The Department of Home Affairs requires that all forms/documentation for a particular tour or group are lodged together. Therefore, LPA will lodge visa applications for tours/groups and process payment at the one time. The exception is applications for additional or replacement visa Applicants, which LPA will lodge separately from the main group/tour.

Please complete the below credit card authorisation form to authorise LPA to charge your credit card to process the visa application charge/s.

I, \_\_\_\_\_ (print name), authorise the Australian Entertainment Industry Association trading as Live Performance Australia, to charge the below credit card to process the visa application charge/s on behalf of \_\_\_\_\_ (print proposer/sponsor name):

CREDIT CARD (please mark one)		<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER CARD
ACCOUNT NUMBER: _____			
EXP DATE: ____/____/____		3 DIGIT SECURITY NO: _____ (LOCATED ON THE BACK OF CARD)	
CARD HOLDER NAME: _____ (Exactly as printed on card)			
BILLING ADDRESS: _____ _____ _____			
PHONE: (____) _____ - _____		FAX: (____) _____ - _____	
SIGNATURE: _____		DATE: _____	

#### Visa Application Charge (VAC) as of 1 March 2023. \*

Applications	Rate
408 visa applications	\$325 per person (Inc. GST)

\*VAC concessions apply for Charities and Not for profit organisations. Please contact LPA for further information.

## Appendix 3 – Step-by-step Immi Account guide

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### Setting up your Immi Account

You can set up your own Immi Account through the Department of Home Affairs (Department) website at <https://online.immi.gov.au/lusc/login>. Once finalised, you can email your username and password to LPA.

LPA can also set up an Immi Account for your organisation and email you the username and password however, LPA encourages Members to set up their own Immi Accounts.

## Creating a new online application

To start each new application:

Go to the Department's website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

1. Click on 'Immigration and citizenship'
2. Click on 'Our online services'
3. Click 'Immi Account'
4. Click 'Start an application'
5. Click '1. log in to ImmiAccount'
6. Enter your Username and Password
7. Choose 'New Application' on the top left hand of the page under the words 'My application summary'
8. Click on 'Temporary Work (Activity)'
9. Click on 'Temporary Activity Visa (408)'

A unique Transaction Reference Number (TRN) will be generated for each application upon receipt of the application.

## Page 1/19 Terms and Conditions

On this page, you will be able to read Immi Account's Terms and Conditions of use and Privacy Statement. Before proceeding, you are required to tick the box indicating that you have read and agreed to these terms and conditions.

The screenshot shows the 'Online Lodgement' page for an 'Application for a Temporary Activity Visa'. The page is titled 'Terms and Conditions' and includes a checkbox for 'I have read and agree to the terms and conditions' which is checked. There are links for 'View Terms and Conditions' and 'View Privacy Statement'. A 'Next' button is visible at the bottom right. The page also includes a 'Related Links' section with links to 'Subclass 408 information', 'TRN details', 'View Privacy Statement', and 'Processing times'. A 'Help and Support' section is also present with links to 'Contact us', 'Client service charter', 'Client feedback', 'ImmiAccount support', and 'Translation services'.



## Page 2/19 Application context

In this section, you are required to enter preliminary information about the application.

### **Australian sponsors and supporters**

All activities for the Temporary Activity visa (subclass 408) require sponsorship where the visa Applicant intends to stay in Australia for three months or more or is in Australia at the time of the application. Where the visa Applicant's stay is less than 3 months, the individual or organisation in Australia who is responsible for the events and activities must meet the Support test.

To sponsor an Applicant, you will need to apply online for approval as a temporary activities sponsor. LPA can assist you with a sponsorship application. Please contact Eloise Gandolfo, Immigration Services Coordinator at [Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au) or (03) 8614 2000 for further information on sponsorship requirements and applications.

In order to prove that you/your organisation meets the Support test, a Letter of Invitation (if an organisation, written on the organisation's letterhead) and the Applicant's contract of employment/performing contract must be provided to LPA.

This information will be attached to the visa application and provides evidence to the Department that the Applicant:

- Has been invited to Australia to undertake/participate in entertainment activities and
- Can support themselves and any accompanying family members during this entire period.

The [Letter of Invitation](#) must provide the following information:

- the visa Applicant's name and any accompanying family members
- the event/s, activity/ies or work that the Applicant will be involved in

- the duties in relation to the event/s, activity/ies or work the Applicant will be involved in
- the date/s and location/s of the event/s, activity/ies or work.

**Applicant's length of stay**

An Entertainment visa may be granted for a period of up to **two years**. Extra documentation, such as health checks and police reports may be required for stays of 12 months or more. This will depend on the Applicant's country of origin.

Please contact LPA if an Applicant you are inviting to participate in your production/tour has any issues relating to their character or health. *Please refer to the below headings 'Health declarations' and 'Character declarations' for further information.*

Two additional questions are now in this section, which ask whether the Applicant has been invited to Australia to participate in a short-term activity, and if they will be working in the Entertainment Industry. Tick 'YES' if this is the case.

**If applicable, a Visa Application Charge (VAC) waiver concession may apply**

Certain charitable or government-supported organisations are exempt from paying the VAC or eligible for a concession. Please contact LPA for more information.

**Group processing**

If the application is part of a group, create a group ID to view each group of Applicants as a single unit. It will also enable the Department to process all visas together and will assist LPA in lodging the applications.

File Edit View Favorites Tools Help

X Convert Select

X LPA Suggested Sites Web Slice Gallery Bridgeway Publisher

X Find unfair dismissal Previous Next Options

Australian Government  
Department of Home Affairs

## Online Lodgement

### Application for a Temporary Activity Visa

204

#### Application context

##### Current location

Give details of the applicant's current location.

Current location: GREECE

Legal status: Citizen

##### Proposed period of stay

Give details of the proposed period of stay in Australia.

Length of stay in Australia: Up to 3 months

Date from: 22 Feb 2019

Date to: 15 Mar 2019

Note: If granted, the stay period may be less than the period requested. The applicant should check the Grant Notification Letter to confirm their period of stay in Australia.

Note: If granted, the stay period may be less than the period requested. The visa stay period will align with the employment period in Australia, as specified in the employment contract or letter from the sponsor. The applicant should check the Grant Notification Letter to confirm their period of stay in Australia.

Has the applicant been invited to Australia to participate in a short term activity or event, as listed at [Invited Participants Information](#)?  
☐ Yes ☒ No

Select the activity that the applicant has been invited to undertake during their proposed stay.

Activity type: Entertainment activities

##### Group processing

Is this application being lodged as part of a group of applications?  
☐ Yes ☒ No

##### Visa application charge concession

Is the applicant eligible for a Visa Application Charge (VAC) concession?  
☐ Yes ☒ No

Previous Save Print Go to my account Next

Accessibility Online Security Privacy Copyright & Disclaimer (1450 Internet) 19/11/2016 1)

#### Related Links

- [Subclass 402 information](#)
- [Health details](#)
- [Visa Pricing Estimator](#)
- [Processing times](#)

#### Help and Support

- [Contact us](#)
- [Client service charter](#)
- [Client feedback](#)
- [ImmAccount support](#)
- [Translating services](#)

**An error has occurred**

**Session expired.**  
Your session has expired.

There may have been changes that were not saved.

To start a new session you can do one of the following actions:

- navigate to the home page, or
- close this window and open a new application.

## Page 3/19 Primary Applicant

On this page, you are required to enter basic information about the individual Applicant, such as:

- Passport details
- Whether the Applicant has a national identity (ID) card (if applicable). Please note: a national ID card is a portable document, typically a plastic card with digitally embedded information, that citizens of certain countries are required to carry as a means of confirming their identity. For example, Argentina, Belgium, Bosnia, Brazil China and Greece are countries where citizens are issued with national ID cards.
- Place of birth
- Relationship status
- Other names/spellings
- Citizenship
- Other passports
- Other identity documents
- Whether the Applicant has undertaken a health examination for an Australian visa in the last 12 months.

The screenshot shows a web browser window with a form titled "Bridgeway Publisher". The form is for a passport application and includes the following sections:

- Passport number**: Input field.
- Country of passport**: Dropdown menu.
- Nationality of passport holder**: Dropdown menu.
- Date of issue**: Date picker.
- Date of expiry**: Date picker.
- Place of issue / issuing authority**: Input field.
- National identity card**: Question "Does this applicant have a national identity card?" with Yes/No radio buttons.
- Place of birth**: Section with Town / City, State / Province, and Country of birth input fields.
- Relationship status**: Dropdown menu.
- Other names / spellings**: Question "Is this applicant currently, or have they ever been known by any other names?" with Yes/No radio buttons.
- Citizenship**: Two questions about citizenship status with Yes/No radio buttons.
- Other passports**: Question "Does this applicant have other current passports?" with Yes/No radio buttons.
- Other identity documents**: Question "Does this applicant have other identity documents?" with Yes/No radio buttons.
- Health examination**: Question "Has this applicant undertaken a health examination for an Australian visa in the last 12 months?" with Yes/No radio buttons.

At the bottom, there are buttons for "Previous", "Save", "Print", "Go to my account", and "Next".

If the primary Applicant is under 18 years of age, a [1229 parental consent form](#) and accompanying documentation must be attached, including:

- A certified copy of the child's birth certificate (in English)
- A certified copy of the personal details page of the non-accompanying parent/guardian's identification (passport, driver's licence, National ID Card or birth certificate)
- A certified copy of any relevant evidence making the Applicant solely responsible for making decisions about where the child is to live (if applicable).

#### Page 4/19 Critical data confirmation

This page requires you to confirm the individual Applicant's personal information. **It is imperative that you ensure this data is correct.** Even if a visa is granted, errors may prevent the Applicant from entering Australia, i.e. if the name on the Applicant's passport is different from the name on their visa. **If a visa is granted with incorrect details, please contact LPA as soon as possible for assistance.**

**Application for a Temporary Activity Visa**

**Critical data confirmation**  
All information provided is important to the processing of this application.  
If the information included on this page is incorrect, it may lead to denial of permission to board an aircraft to Australia, even if a visa has been granted.  
Confirm that the following information is correct and that it is in the correct fields.

Family name	Smith
Given names	John
Sex	Female
Date of birth	15 Jan 1967
Country of birth	GREECE
Passport number	vivvmmccn
Country of passport	GREECE - GRC

Is the above information correct? ☐ Yes ☐ No

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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**Online Lodgement**

**Related Links**  
[Subclass 408 information](#)  
[Transit visas](#)  
[Visa Pricing Estimator](#)  
[Processing times](#)

**Help and Support**  
[Contact Us](#)  
[Client service charter](#)  
[Client feedback](#)  
[Immigration support](#)  
[Translation services](#)

## Page 5/19 Accompanying members of the family unit

Family members accompanying the primary Applicant may be granted a visa. Their details should be entered here.

If the primary Applicant is accompanied by children under 18 years of age, a [1229 parental consent form](#) and accompanying documentation must be attached as outlined above.

Additional supporting documentation will be required if family members are accompanying an Applicant under a 408 visa. For further information, please contact LPA.

**Application for a Temporary Activity Visa**

Transaction Reference Number (TRN): EG0L3CM9D 624

**Accompanying members of the family unit**  
Are there any accompanying members of the family unit included in this application? ☐ Yes ☒ No

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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**Online Lodgement**

**Related Links**  
[Subclass 408 information](#)  
[Transit visas](#)  
[Visa Pricing Estimator](#)  
[Processing times](#)

**Help and Support**  
[Contact Us](#)  
[Client service charter](#)  
[Client feedback](#)  
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[Translation services](#)

## Page 6/19 Contact details

Enter the individual Applicant's contact details here.

**Application for a Temporary Activity Visa**

Transaction Reference Number (TRN): EG0L3CM000 804

**Contact details**

Country of residence: UNITED STATES

Usual country of residence: UNITED STATES

Department office: United States, Washington

The applicant may be required to attend an Australian Government Office for an interview. Which is the closest office to the applicant's current location?

Office: United States, Washington

**Residential address**

Note that a street address is required. A post office address cannot be accepted as a residential address.

Country: UNITED STATES

Address: 15-17 Queen Street

Suburb / Town: Melbourne

State or Province: Victoria

Postal code: 3000

**Postal address**

Is the postal address the same as the residential address? ☒ Yes ☐ No

**Contact telephone numbers**

Enter numbers only with no spaces.

Home phone: (03) 8614 2000

Business phone: (03) 8614 2000

Mobile / Cell phone: (03) 8614 2000

**Email address**

Email address: [field]

[Previous](#) [Save](#) [Print](#) [Go to my account](#) [Next](#)

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**Related Links**

- [Subclass 400 information](#)
- [Health checks](#)
- [Visa Policy Explorer](#)
- [Processing times](#)

**Help and Support**

- [Contact us](#)
- [Client service charter](#)
- [Client feedback](#)
- [Immigration support](#)
- [Immigration services](#)

## Page 7/19 Authorised recipient

On this page, you must authorise LPA to act on your behalf in respect of the application. There are three options at the top of the page. Select 'Yes, another person' (LPA is not a registered migration agent).

Ensure you enter the following information into the relevant fields:

Authorised person:

Eloise Gandolfo (please check this with LPA first)

Postal address:

- Country: AUSTRALIA
- Address: Level 1, 15–17 Queen Street
- Suburb/Town: Melbourne
- State/Territory: Victoria, Postcode: 3000

Contact telephone numbers:

- Business: (03) 8614 2000

Electronic communication:

[Immigration@liveperformance.com.au](mailto:Immigration@liveperformance.com.au) (Ensure that you do not put Eloise's direct email address)

The screenshot shows the 'Authorised recipient' form. It asks if the applicant authorizes another person to receive correspondence on their behalf. If 'Yes, another person', it requires contact details for the authorized person, including family name, given names, postal address (country, level, street, suburb, state, post code), and contact telephone numbers (business and mobile/cell). It also includes an 'Electronic communication' section where the user must provide an email address (pre-filled with 'Immigration@liveperformance.com.au') for the Department to send verification emails. Navigation buttons at the bottom include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'.

## Page 8/19 Australian organisation/individual

On this page, you should enter the details of the organisation or individual for whom the activity will be undertaken.

- If the activity is undertaken for an organisation, fill out the top form
- If the activity is undertaken for an individual, fill out the bottom form

The screenshot shows the 'Australian organisation/individual' form. It has two main sections: 'Organisation' and 'Individual'. The 'Organisation' section includes fields for 'Organisation name' and 'Give details of the organisation(s) for which the activity will be undertaken in Australia'. The 'Individual' section includes fields for 'Family name' and 'Given names', and 'Give details of the individual(s) for which the activity will be undertaken in Australia'. Navigation buttons at the bottom include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. The right sidebar contains 'Related Links' (Australia Act information, Health details, Visa Pricing Calculator, Consular forms) and 'Help and Support' (Contact us, Client service charter, Client feedback, Immigration support, Immigration services).

## Page 9/19 Activity

Specifics of the Applicant's role and the events in which they will participate should be entered here.



If you are unsure which occupation to select, or cannot find it in the list, select 'occupation unknown' and enter specifics in the fields provided.

The screenshot shows the 'Application for a Temporary Activity Visa' form, specifically the 'Activity' section. The form is titled 'Application for a Temporary Activity Visa' and has a transaction reference number (TRN) of EGOL3OMK60. The 'Activity' section includes 'Position details' and 'Events'. Under 'Position details', there are fields for 'Position', 'Occupation grouping', 'Occupation (ANZSCO)', and 'Duties / activities'. The 'Occupation (ANZSCO)' field is set to 'Drums'. Under 'Events', there is a table with columns for 'Event name', 'Date from', 'Date to', and 'Actions'. The table is currently empty. The form also has a 'Next' button at the bottom right.

## Page 10/19 Financial support

Evidence of any remuneration paid to Applicants must be provided, i.e. the contract of engagement. You must ensure that the amounts paid meet Australian minimum workplace standards, i.e. the Modern Awards and the *Fair Work Act 2009* (Cth). In a [Letter of authorisation](#) that you must provide to LPA, you must also warrant that wages meet these minimum requirements.

It is important that supporting documentation is attached, such as a contract to verify the remuneration package. In the '**give details**' field below, indicate the type of document you are attaching, or just state 'refer to contract'.

(Documents should be attached on the final page at the end of the online application. LPA can attach the documents for you)

The screenshot shows the 'Application for a Temporary Activity Visa' form, specifically the 'Financial support' section. The form is titled 'Application for a Temporary Activity Visa' and has a transaction reference number (TRN) of EGOL3OMK60. The 'Financial support' section includes 'Remuneration package' and 'Will remuneration be received for undertaking the activity in Australia?'. The 'Remuneration package' field is set to 'Refer to contract'. The 'Will remuneration be received for undertaking the activity in Australia?' field is set to 'Yes'. The form also has a 'Next' button at the bottom right.



## Page 11/19 Previous countries of residence

Applicants who have previously lived in other countries for more than 12 months must declare this information. If exact dates are unknown, an approximation will suffice.

Life Edit View Favorites Tools Help

X Convert Select

LPA Suggested Sites Web Slice Gallery Bridgeview Publisher

Find: unfair dismissal Previous Next Options

Australian Government  
Department of Home Affairs

Online Lodgement

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CMK90 1824

Previous countries of residence

In the last 10 years have any of the applicants lived in a country other than their usual country of residence for 12 months or more (in total)?

☐ Yes ☒ No

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Related Links

- [Subclass 400 information](#)
- [Health checks](#)
- [Visa Pricing Estimator](#)
- [Processing times](#)

Help and Support

- [Contact us](#)
- [Client service charter](#)
- [Client feedback](#)
- [Immigration support](#)
- [Translation services](#)

## Page 12/19 AusAID or Foreign Affairs supported

This field is not usually applicable to Applicants entering Australia for entertainment purposes. Tick 'No'.

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Find: unfair dismissal Previous Next Options

Australian Government  
Department of Home Affairs

Online Lodgement

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CMK90 1824

Additional information

AusAID or Foreign Affairs supported

Are any applicants currently or have they previously been an AusAID or Foreign Affairs supported student or recipient?

☐ Yes ☒ No

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Related Links

- [Subclass 400 information](#)
- [Health checks](#)
- [Visa Pricing Estimator](#)
- [Processing times](#)

Help and Support

- [Contact us](#)
- [Client service charter](#)
- [Client feedback](#)
- [Immigration support](#)
- [Translation services](#)

## Page 13/19 Health insurance

All Applicants must have health or travel insurance to cover their entire period of stay.

Details should be provided on this page.

Evidence of appropriate insurance (such as a policy letter that includes a policy number) should be attached in English.

(Documents should be attached on the final page at the end of the online application. LPA can attach the documents for you)

File Edit View Favorites Tools Help

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SHAMR, Coral Logout

## Online Lodgement

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOLJCMK60 2024

#### Health insurance

Give details of any health insurance arranged for the applicants during their stay in Australia.

Add details

Name	Name of health insurer	Date from	Date to	Actions
Add				

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## Page 14/19 Health declarations

If any of the questions on this page are answered 'Yes', the Department will require further information or health checks. **This may delay the application and you should discuss this with LPA as soon as possible.**

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X Convert Select

LPA Suggested Sites Web Slice Gallery BridgeWay Publisher

X Find: unfair dismissal Previous Next Options

SHAMR, Coral Logout

## Online Lodgement

### Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOLJCMK60 21/24

#### Health declarations

In the last five years, has any applicant visited, or lived, outside their country of passport, for more than 3 consecutive months? Do not include time spent in Australia.

Does any applicant intend to enter a hospital or a health care facility (including nursing homes) while in Australia?

Does any applicant intend to work as, or study to be a doctor, dentist, nurse or paramedic during their stay in Australia?

Does any applicant intend to work as, or be a trainee at a child care centre (including preschools and creches) while in Australia?

Does any applicant intend to be in a classroom situation for more than 3 months (e.g. as either a student, teacher, lecturer or observer)?

Has any applicant:

- ever had, or currently have, tuberculosis?
- been in close contact with a family member that has active tuberculosis?
- ever had a chest x-ray which showed an abnormality?

During their proposed visit to Australia, does any applicant expect to incur medical costs, or require treatment or medical follow up for:

- Mental disorder
- Cancer
- Heart disease
- Hepatitis B or C and/or liver disease
- HIV infection, including AIDS
- Kidney disease, including dialysis
- Mental illness
- Pregnancy
- Respiratory disease that has required hospital admission or oxygen therapy other?

Does any applicant require assistance with mobility or care due to a medical condition?

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## Page 15/19 Character declarations

Answering 'Yes' to any of the questions on this page will cause delays and require Applicants to provide further details, including:

United States:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence

- FBI Report and State Police Clearance for every state lived in for 3 consecutive months or more in the last 12 months, which can be obtained from the following approved channels:
  - Accurate Biometrics – [www.accuratebiometrics.com](http://www.accuratebiometrics.com)
  - National Credit Reporting – [www.myFBIreport.com](http://www.myFBIreport.com)
  - National Background Check Inc – [www.nationalbackgroundcheck.com](http://www.nationalbackgroundcheck.com)
  - Telos Identity Management Solutions – LLC [www.telosid.com](http://www.telosid.com)


#### United Kingdom:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence
- Police Clearance Certificate (UK) is a background check for every state lived in for 3 consecutive months or more in the last 12 months.

#### All other countries:

- [Statutory declaration](#) outlining relevant details, such as the charge and whether there was a conviction/sentence
- Police clearances.

(Documents should be attached on the final page at the end of the online application. LPA can attach the documents for you)

 Members are advised to contact LPA if Applicants have character issues to ensure all information is correctly supplied. Members should also note that Applicants with character issues may be referred to the **Visa Applicant Character Consideration Unit (VACCU)** for further assessment. Any character issue will delay the visa application process. Therefore, Members should make preliminary enquiries on any character issues on the Applicants they have invited or sponsored. **If there are character issues, then Members should ensure to allow an additional 4 weeks for processing of visa applications.**

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X Convert Select

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Transaction Reference Number (TRN): EGOKW7N5P1 22/24

### Character declarations

If the applicant answers 'Yes' to any of the character declarations they must give all relevant details. For combined applications, state which applicant the declaration applies to.

If the matter relates to a criminal conviction, provide:

- the date and nature of the offence
- full details of the sentence
- dates of any period of imprisonment or other detention

Has any applicant ever been charged with any offence that is currently awaiting legal action? ☐ Yes ☒ No

Has any applicant ever been convicted of an offence in any country (including any conviction which is now removed from official records)? ☐ Yes ☒ No

Has any applicant ever been the subject of an arrest warrant or interpol notice? ☐ Yes ☒ No

Has any applicant ever been found guilty of a sexually based offence involving a child (including where no conviction was recorded)? ☐ Yes ☒ No

Has any applicant ever been named on a sex offender register? ☐ Yes ☒ No

Has any applicant ever been acquitted of any offence on the grounds of unsoundness of mind or insanity? ☐ Yes ☒ No

Has any applicant ever been found by a court not fit to plead? ☐ Yes ☒ No

Has any applicant ever been directly or indirectly involved in, or associated with, activities which would represent a risk to national security in Australia or any other country? ☐ Yes ☒ No

Has any applicant ever been charged with, or indicted for, genocide, war crimes, crimes against humanity, torture, slavery, or any other crime that is otherwise of a serious international concern? ☐ Yes ☒ No

Has any applicant ever been associated with a person, group or organisation that has been or is involved in criminal conduct? ☐ Yes ☒ No

Has any applicant ever been associated with an organisation engaged in violence or engaged in acts of violence (including war, insurgency, freedom fighting, terrorism, protest) either overseas or in Australia? ☐ Yes ☒ No Involvement in criminal conduct

Has any applicant ever served in a military force, police force, state sponsored / private militia or intelligence agency (including secret police)? ☐ Yes ☒ No

Has any applicant ever undergone any military/paramilitary training, been trained in weapons/explosives or in the manufacture of chemical/biological products? ☐ Yes ☒ No

Has any applicant ever been involved in people smuggling or people trafficking offences? ☐ Yes ☒ No

Has any applicant ever been removed, deported or excluded from any country (including Australia)? ☐ Yes ☒ No

Has any applicant ever overstayed a visa in any country (including Australia)? ☐ Yes ☒ No

Has any applicant ever had any outstanding debts to the Australian Government or any public authority in Australia? ☐ Yes ☒ No

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Subclass 408 information  
Health details  
Use Privacy Calculator  
Processing times

Help and Support

Contact us  
Client service charter  
Client feedback  
ImmiAccount support  
Translation services

## Page 16/19 Paying for visa sponsorship

On this page, the Applicant must declare that no persons included in the application have engaged in conduct that constitutes a breach of subsection 245AS(1) of the *Migration Act 1958* (Cth).

Section 245AS of the *Migration Act 1958* (Cth) prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section

245AQ of that Act. The question asks Applicants to declare that no person included/involved in the application has engaged in this conduct. Tick 'Yes'.

The screenshot shows the 'Paying for visa sponsorship' page within the 'Application for a Temporary Activity Visa' section. The Transaction Reference Number (TRN) is EGOXW7HSP1 and the application number is 2324. A warning states: 'Giving false or misleading information is a serious offence. Section 245AS of the Migration Act 1958 prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245AQ of that Act. Refer to [Paying for visa sponsorship - declaration requirement](#) for more information. The applicant declares that no persons included in this application have engaged in conduct that constitutes a contravention of subsection 245A(1) of the Migration Act 1958.' There are radio buttons for 'Yes' and 'No', with 'Yes' selected. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. The right sidebar contains 'Related Links' (Subclass 408 information, Health details, Visa Pricing Estimator, Processing times) and 'Help and Support' (Contact us, Client service charter, Client feedback, Immigration support, Translation services). The footer includes 'Accessibility Online Security Privacy Copyright & Disclaimer' and '(1480 internet) 19/11/2016.1'.

## Page 17/19 Declarations

On this page, the Applicant must make a number of declarations in relation to their application, including having read and agreed to the Australian values statement. Ticking 'No' to any of the declarations will mean that the Applicant cannot proceed with the application.

The screenshot shows the 'Declarations' page. It contains several sections with 'Yes' and 'No' radio button options:
 

- Warning:** Giving false or misleading information is a serious offence. The applicants declare that they:
  - Have read and understood the information provided to them in this application. (Yes selected)
  - Have provided complete and correct information in every detail on this form, and on any attachments to it. (Yes selected)
  - Understand that if any fraudulent documents or false or misleading information has been provided with this application, or if any of the applicants fail to satisfy the Minister of their identity, the application may be refused and the applicant(s), and any member of their family unit, may become unable to be granted a visa for a specified period of time. (Yes selected)
  - Understand that if documents are found to be fraudulent or information to be incorrect after the grant of a visa, the visa may subsequently be cancelled. (Yes selected)
  - Understand that if this application is approved, any person not included in this application will not have automatic right of entry to Australia. (Yes selected)
  - Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered. (Yes selected)
  - Have read the information contained in the Privacy Notice (Form 1442). (Yes selected)
  - Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice (Form 1442). (Yes selected)
  - Give consent to the collection of their fingerprints and facial image if required. (Yes selected)
  - Understand that, if required to provide their fingerprints and facial image, the applicant's fingerprints and facial image and biographical information held by the Department may be given to Australian law enforcement agencies to help identify the applicant and determine eligibility for grant of the visa being applied for, and for law enforcement purposes. (Yes selected)
  - Give consent to Australian law enforcement agencies disclosing the applicant's biometric, biographical and criminal record information to the Department to help identify the applicant, to determine eligibility for grant of a visa and for law enforcement purposes. (Yes selected)
  - Give consent to the Department using the applicant's biometric, biographical and criminal record information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007. (Yes selected)
- Australian values:** Each applicant who is 18 years or over has read, or had explained to them, information provided by the Australian Government on Australian society and values, and agrees to the Australian values statement. (Yes selected)

 The bottom navigation bar includes 'Previous', 'Save', 'Print', 'Go to my account', and 'Next' buttons. The right sidebar is identical to the previous page.

## Page 18/19 Review Page

On this page, you will be asked to review the application. Make sure all the information provided is correct and click 'Next' on the bottom right hand side of the page to continue.

**Paying for visa sponsorship**

**Warning:**  
Giving false or misleading information is a serious offence.  
Section 245A(5) of the Migration Act 1958 prohibits offering to provide or providing a benefit in return for the occurrence of a 'sponsorship-related event' as defined by section 245A(4) of that Act. Refer to [Paying for visa sponsorship - declaration requirement](#) for more information.  
The applicant declares that no persons included in this application have engaged in conduct that constitutes a contravention of subsection 245A(3)(1) of the Migration Act 1958.  
Yes

**Declarations**  
[Click here to add the Declaration](#)

**Warning:**  
Giving false or misleading information is a serious offence.  
The applicants declare that they:

Have read and understood the information provided to them in this application. Yes

Have provided complete and correct information in every detail on this form, and on any attachments to it. Yes

Understand that if any fraudulent documents or false or misleading information has been provided with this application, or if any of the applicants fail to satisfy the Minister of their identity, the application may be refused and the applicant(s), and any member of their family unit, may become unable to be granted a visa for a specified period of time. Yes

Understand that if documents are found to be fraudulent or information to be incorrect after the grant of a visa, the visa may subsequently be cancelled. Yes

Understand that if this application is approved, any person not included in this application will not have automatic right of entry to Australia. Yes

Will inform the Department in writing immediately as they become aware of a change in circumstances (including change of address) or if there is any change relating to information they have provided in or with this application, while it is being considered. Yes

Have read the information contained in the Privacy Notice ([Link 1442](#)). Yes

Understand that the department may collect, use and disclose the applicant's personal information (including biometric information and other sensitive information) as outlined in the Privacy Notice ([Link 1442](#)). Yes

Give consent to the collection of their fingerprints and facial image if required. Yes

Understand that, if required to provide their fingerprints and facial image, the applicant's fingerprints and facial image and biographical information held by the Department may be given to Australian law enforcement agencies to help identify the applicant and determine eligibility for grant of the visa being applied for, and for law enforcement purposes. Yes

Give consent to Australian law enforcement agencies disclosing the applicant's biometric, biographical and criminal record information to the Department to help identify the applicant, to determine eligibility for grant of a visa and for law enforcement purposes. Yes

Give consent to the Department using the applicant's biometric, biographical and criminal record information obtained for the purposes of the Migration Act 1958 or the Citizenship Act 2007. Yes

**Australian values**  
Each applicant who is 18 years or over has read, or had explained to them, information provided by the Australian Government on Australian society and values, and agrees to the Australian values statement.  
[Australian values statement](#) Yes

[Previous](#) [Save](#) [Print](#) [Go to my account](#)

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## Page 19/19 Attach documents/Provide supporting evidence

Attach the following documents on the 'Attach documents' page, which will be on the final page of each application:

- Travel insurance or a health insurance document, which clearly evidences cover in Australia for the period of travel in Australia. This document must be in English
- A signed [956A form](#) for each Applicant (providing LPA with the authority to communicate on the Applicant's behalf)
- A scanned copy of the Applicant's passport
- A scanned copy of the Applicant's or the Group's contract
- A personnel list that includes each Applicant's name and role
- A [letter of invitation](#) from the organisation who is responsible for the events or activities you will be undertaking (if an organisation, the letter must use the organisation's letterhead) which identifies:
  - The Applicant and any family members travelling with them
  - The event/s, activities or work the Applicant will be involved in
  - The duties in relation to event/s, activities or work the Applicant will be involved in
  - The date/s, location/s of the event/s, activities or work
- A [1229 Parental Consent Form](#) if the primary Applicant or accompanying family members are under 18 years of age).

**Prior to lodging an application**, LPA will consult with the relevant union. In order to do so, Members must send LPA a [letter of invitation](#) and completed [NEB statement](#). Once LPA has received confirmation that the relevant union will endorse the production/tour, LPA will attach all required documentation to the application including a letter from the union endorsing the production/tour.

You must also provide the following to LPA:

A [Letter of Authorisation](#) authorising LPA to act on your behalf. This document also gives LPA authority to pay for applications on your behalf via your credit card details provided in the letter. Valid credit card details, including the expiry date, security pin and the name of the card holder must be provided to LPA in this letter. In this letter, you also warrant to LPA and the Department that the wages and conditions of the engagement meet the minimum requirements of the ***Live Performance Award 2020***.

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Application for a Temporary Activity Visa

Attach documents

Transaction Reference Number (TRN): ESOXW7NSP1

Attach the documents listed below then click Next to pay for and submit the application.

If you choose to submit the application without attaching all required documents, you will need to provide a reason.

Applications submitted without all the required documents may take longer to process.

There are specific [quality and formatting](#) requirements when scanning documents.

Expand all Collapse all

1

0 attachments received of 60 maximum.

Required

- Form 955A Appointment or withdrawal of an authorised recipient 0 Received
- Invitation to participate, Evidence of 0 Received

Add documents

Document Type Please select a value...

Description

File names

Browse...

- Performer not in a film or television, Evidence of 0 Received
- Personal Financial Status, Evidence of 0 Received
- Health Insurance, Evidence of 0 Received
- Travel Document 0 Received

Recommended

- Identity, Evidence of 0 Received