

LPA Guide



**LIVE
PERFORMANCE
AUSTRALIA**

408 Visa: LPA Information Pack

Contents

Contents.....	1
Overview	2
Application process.....	3
Timeframes	4
Documentation	4
Sponsorship.....	7
Letter of invitation	8
Union consultation.....	9
Further information	9
Appendix 1 – Check list for 408 visa applications	10
Appendix 2 – Letter of Authorisation template.....	11
Appendix 3 – Step-by-step Immi Account guide	13

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 **\$410 (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](#).)
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 colour scan of each Applicant's passport photo page
- A [Union Consult 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

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 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.

- Travel/insurance documents providing evidence of cover (in English).
- A [personnel list](#) using the provided template that includes each Applicant's name and role.
- If a family members under 18 are accompanying the Applicant, a [1229consent 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.

- A clear colour scan of each Applicant's 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 July 2023. *

Applications	Rate
408 visa applications	\$410 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

Setting up your Immi Account	12
Creating a new online application	13
Page 1/19 Terms and Conditions.....	13
Page 2/19 Application context.....	14
Page 3/19 Primary Applicant	16
Page 4/19 Critical data confirmation.....	17
Page 5/19 Accompanying members of the family unit	18
Page 6/19 Contact details	19
Page 7/19 Authorised recipient.....	19
Page 8/19 Australian organisation/individual	20
Page 9/19 Activity	20
Page 10/19 Financial support	21
Page 11/19 Previous countries of residence	22
Page 12/19 AusAID or Foreign Affairs supported.....	22
Page 13/19 Health insurance.....	22
Page 14/19 Health declarations.....	23
Page 15/19 Character declarations	23
Page 16/19 Paying for visa sponsorship	25
Page 17/19 Declarations.....	26
Page 18/19 Review Page.....	26
Page 19/19 Attach documents/Provide supporting evidence	27

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.

Creating a new online application

To start each new application:

Go to the Department's website at 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)'

The screenshot shows the 'New application' page on the Department of Home Affairs website. At the top, there is a navigation bar with links: 'My applications', 'My payments', 'Manage groups', 'Related links', and 'Help and support'. Below this is a dark blue header with the text 'New application'. The main content area is a list of application categories, each with a radio button icon. The categories are: 482 - Temporary Skill Shortage, Air & Sea Crew, APEC, Citizenship, Family, Health, Labour Agreement, Refugee & Humanitarian, Resident Return, Skilled, Standard Business Sponsorship, Status Resolution, Student, Temporary Work (Activity), Sponsorship for Temporary Activities (403, 407, 408), Temporary Activity Visa (408) (highlighted in yellow), Temporary Work - International Relations Visa (403), Temporary Work - Short Stay Specialist Visa (400), Temporary Work and Activity Visas (Subsequent Entrant) (403, 407, 408), Training Nomination (407), Training Visa (407), Temporary Graduate Visa (476, 485), Temporary Graduate (Subsequent Entrant) Visa (476, 485), Visa pre-application registration, Visitor, and Working Holiday Maker. At the bottom of the list, there is a 'Cancel' button. Below the list, there is a footer with links: 'Accessibility', 'Online Security', 'Privacy', and 'Copyright & Disclaimer'.

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

Page 1/24 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.

Page 2/24 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 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 (more than one applicant for the event/activity), 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.

Page 3/24 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 displaying a form for a Primary Applicant. The form is organized into several sections, each with a blue heading and a question. The fields are as follows:

- Passport details:** Passport number (text input), Country of passport (dropdown), Nationality of passport holder (dropdown), Date of issue (calendar), Date of expiry (calendar), Place of issue / issuing authority (text input). A note below states: "It is strongly recommended that the passport be valid for at least six months."
- National identity card:** "Does the applicant have a national identity card?" with radio buttons for Yes and No.
- Place of birth:** Town / City (text input), State / Province (text input), Country of birth (dropdown).
- Relationship status:** "Relationship status" (dropdown).
- Other names / spellings:** "Is this applicant currently, or have they ever been known by any other names?" with radio buttons for Yes and No.
- Citizenship:** "Is this applicant a citizen of the selected country of passport?" (radio buttons Yes/No), "Is this applicant a citizen of any other country?" (radio buttons Yes/No).
- Other passports:** "Does this applicant have other current passports?" (radio buttons Yes/No).
- Other identity documents:** "Does this applicant have other identity documents?" (radio buttons Yes/No).
- Health examination:** "Has this applicant undertaken a health examination for an Australian visa in the last 12 months?" (radio buttons Yes/No).

At the bottom of the form, there are navigation buttons: Previous, Next, and Go to my account. A Next button is also visible at the bottom right of the form area.

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 4/24 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.**

The screenshot shows a web browser window displaying the 'Critical data confirmation' page for an 'Application for a Temporary Activity Visa'. The page is titled 'Application for a Temporary Activity Visa' and includes a progress indicator showing 4/24 steps. The main content area is titled 'Critical data confirmation' and contains the following text: '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	Serah
Given names	John
Sex	Female
Date of birth	15 Jan 1987
Country of birth	GREECE
Passport number	499999999
Country of passport	GREECE - GRC

Is the above information correct? Yes No

Navigation links: Previous, Save, Print, Go to my account, Next.

Footer: Accessibility, Dates, Security, Privacy, Copyright & Disclaimer, (1400 Internet) 19/11/2016 11

Right sidebar: Online Lodgement, Related Links (Submitting AVE information, Health details, Visa E-check Certificate, Electronic funds), Help and Support (Contact Us, Client service charter, Client feedback, International payment, Translation services).

Page 6/24 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.

The screenshot shows a web browser window displaying the 'Online Lodgement' page for an 'Application for a Temporary Activity Visa'. The page includes a navigation menu at the top with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu, there are browser tabs for 'Convert', 'Select', 'LPA', 'Suggested Sites', 'Web Slice Gallery', and 'Bridgeview Publisher'. The main content area is titled 'Application for a Temporary Activity Visa' and shows the 'Transaction Reference Number (TRN): EGQL3CMR60' and '624'. The section 'Accompanying members of the family unit' asks 'Are there any accompanying members of the family unit included in this application?' with radio buttons for 'Yes' and 'No'. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. A 'Related Links' sidebar on the right contains links for 'Subclass 408 information', 'Health checks', ' visa Pricing Estimator', 'Processing times', 'Help and Support', 'Contact us', 'Client services (hotline)', 'Client feedback', 'International support', and 'Translation services'. The footer contains 'Accessibility, Online Security, Privacy, Copyright & Disclaimer' and '(1400 Internet) 19/11/2016 1)'.

Page 8/24 Contact details

Enter the individual Applicant's contact details here.

The screenshot shows a web browser window displaying the 'Application for a Temporary Activity Visa' form. The page title is 'Application for a Temporary Activity Visa'. The Transaction Reference Number (TRN) is EGOL3CMK00 and the page number is 8/24. The form is titled 'Contact details'. Under 'Country of residence', 'UNITED STATES' is selected. Under 'Department office', 'United States, Washington' is selected. A note states: '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?'. Under 'Residential address', a note states: 'Note that a street address is required. A post office address cannot be accepted as a residential address.' Fields include: Country (UNITED STATES), Address (17170 W. 13TH ST), Suburb/Town (MELBOURNE), State of Province (VIC), and Postal code (3000). A checkbox 'Is the postal address the same as the residential address?' is checked 'Yes'. Under 'Contact telephone numbers', fields for Home phone, Business phone, Mobile/Cell phone, and Email address are present. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'. A footer contains 'Accessibility Online Security Privacy Copyright & Disclaimers' and '(1480 internet 19112016.1)'.

Page 9/24 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 (Ensure that you do not put Eloise's direct email address)

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOZHC45ZI 9/24

Authorised recipient
Does the applicant authorise another person to receive written correspondence on their behalf?
This authorises the department to send the authorised person all written correspondence that would otherwise be sent directly to the applicant.

No
 Yes, a registered migration agent
 Yes, a legal practitioner
 Yes, another person

This person is referred to as the 'authorised recipient':

Authorised recipient contact details

Family name: GANDOLFO
Given names: ELOISE
Postal address:
Country: AUSTRALIA
Address: Level 1, 15-17 Queen Street
Suburb / Town: Melbourne
State / Territory: Victoria
Postcode: 3000
Contact telephone numbers:
Enter numbers only with no spaces.
Business phone: 0386142005
Mobile / Cell phone:

Electronic communication
The Department prefers to communicate electronically as this provides a faster method of communication.
All correspondence, including notification of the outcome of the application will be sent to:
Email address: Immigration@liveperformance.com.au

Note: The holder of this email address may receive a verification email from the Department if the address has not already been verified. If the address holder receives a verification email, they should click on the link to verify their address before this application is submitted.

Page 12/24 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

File 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): EGOJ3C4M90 12/24

Australian organisation/individual
Give details of the organisation(s) for which the activity will be undertaken in Australia.

Business name
Give details of the organisation(s) for which the activity will be undertaken in Australia.

Individual details
Family name
Given names

Previous Save Print Go to my account Next


Accessibility Online Security Privacy Copyright & Disclaimer (1400 Internal) 19/11/2016 11

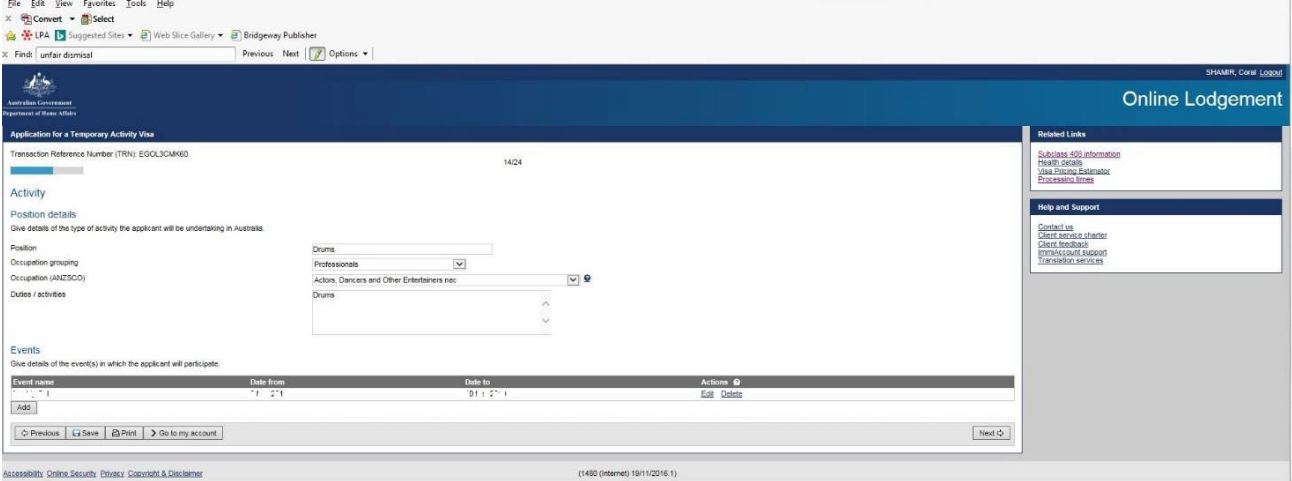
Related Links
Australia ACR information
Create online Visa Pre-Entry Estimator
E-visa services

Help and Support
Contact us
Client service chatbot
Client feedback
Immigration support
Visa processing services

Page 14/24 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' page. The 'Position details' section includes a dropdown menu for 'Professionals' and a text input field for 'Drums'. The 'Events' section is also visible.

Page 17/24 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 'Financial support' section of the application. It includes a question 'Will remuneration be received for undertaking the activity in Australia?' with a 'Yes' radio button selected. Below this is a text input field with the value 'Refer to contract'.

Page 18/24 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.

Page 19/24 AusAID or Foreign Affairs supported

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

Page 20/24 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)

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CANK60 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				

Previous Save Print Go to my account Next

Accessibility Online Security Privacy Copyright & Disclaimer (1400 Internet) 19/11/2016 1

Page 21/24 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.**

Application for a Temporary Activity Visa

Transaction Reference Number (TRN): EGOL3CANK60 2124

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.
 Yes No

Does any applicant intend to enter a hospital or a health care facility (including nursing homes) while in Australia?
 Yes No

Does any applicant intend to work as, or study to be a doctor, dentist, nurse or paramedic during their stay in Australia?
 Yes No

Does any applicant intend to work or be a trainee at a child care centre (including preschools and crèches) while in Australia?
 Yes No

Does any applicant intend to be in a classroom situation for more than 3 months (eg. as either a student, teacher, lecturer or observer)?
 Yes No

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?

Yes No

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

- blood 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?

Yes No

Does any applicant require assistance with mobility or care due to a medical condition?
 Yes No

Previous Save Print Go to my account Next

Accessibility Online Security Privacy Copyright & Disclaimer (1400 Internet) 19/11/2016 1

Page 22/24 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
 - National Credit Reporting – www.myfbireport.com
 - National Background Check Inc – www.nationalbackgroundcheck.com
 - Telos Identity Management Solutions – LLC 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.**

File Edit View Favorites Tools Help
 X Convert Select
 LPA Suggested Sites Web Slice Gallery Bridgeway Publisher

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

Previous Save Print Go to my account Next

Subclass 406 information
 Health details
 Visa History Estimator
 Processing times

Help and Support

Contact us
 Client service charter
 Client feedback
 ImmAccount support
 Translation services

Accessibility Online Security Privacy Copyright & Disclaimer (1480 (Internet) 19/11/2016.1)

Page 23/24 Paying for visa sponsorship

On this page, the Applicant must declare that no persons included in the application have engaged ever 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 'Application for a Temporary Activity Visa' page. The Transaction Reference Number (TRN) is EDOGW7NSP1 and the number is 2324. The page title is 'Paying for visa sponsorship'. 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 [Pay 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'.

Page 24/24 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. The Transaction Reference Number (TRN) is EDOGW7NSP1 and the number is 2424. The page title is 'Declarations'. A warning states: 'Giving false or misleading information is a serious offence. The applicants declare that they:'. There are several declarations with radio buttons for 'Yes' and 'No', all of which are selected as 'Yes':

- Have read and understood the information provided to them in this application.
- Have provided complete and correct information in every detail on this form, and on any attachments to it.
- 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.
- 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.
- Understand that if this application is approved, any person not included in this application will not have automatic right of entry to Australia.
- 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.
- Have read the information contained in the Privacy Notice ([Form 1442](#)).
- 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](#)).
- Give consent to the collection of their fingerprints and facial image if required.
- 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.
- 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.
- 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.

 There is also an 'Australian values' section with a radio button for 'Yes' selected. Navigation buttons include 'Previous', 'Save', 'Print', 'Go to my account', and 'Next'.

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.

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).

File Edit View Favorites Tools Help

X Convert Select

LPA Suggested Sites Web Slice Gallery Bridgeway Publisher

Application for a Temporary Activity Visa

Attach documents

Transaction Reference Number (TRN): EGGOKW7NSP1

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](#)

0 attachments received of 60 maximum.

Required

- Form 956A Appointment or withdrawal of an authorised recipient
0 Received
- Invitation to participate, Evidence of
0 Received
- 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

Add documents

Document Type	Description	File names
Please select a value...		
		Browse...

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***.