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2024 Temporary Activity Visa (Subclass 408) - How to Guide

This temporary visa will allow international visitors to come to Australia to work in the entertainment industry on film, television or live productions as a performer, production or as support staff. You also have the option of including family members in your visa application.

With this visa you can:

- Work on film, television or live productions in the entertainment industry
 - Apply for the visa in or outside Australia but not in immigration clearance
 - Stay in Australia for up to 2 years with members of your family unit.
- Please note:** Adelaide Fringe cannot act as a supporter of your visa application if you are staying longer than **3 months**.

Adelaide Fringe **can** be a supporter of your visa application if you intend to stay in Australia **for less than 3 months**. We can provide a Letter of Support, as well as a Proof of ACNC Charity registration. If you require a Letter of Support, please [fill out this form](#), and we will email you through the necessary documents.

Please note: Adelaide Fringe is unable to provide Visa Sponsorship. If you intend to stay longer than 3 months, or are already in the country and applying for a 408 Visa, you will need to get in touch with a Migration Agent for advice. Adelaide Fringe recommends [Migration Solutions](#).

You must:

- have a contract or other proof of your engagement
- have access to enough money to support yourself and any dependents who travel with you during your stay in Australia
- apply online

You can find more in-depth information about eligibility and the application process [here](#).

Please note that this document is a guide only, Adelaide Fringe will not be held liable should your visa application be unsuccessful. Remember to always check the [Department of Home Affairs – Immigration and Citizenship](#) website for up to date information.

You can also contact the Artist & Venue team Visa Coordinators with any questions about the application process: **E:** visas@adelaidefringe.com.au
P: 08 8100 2000

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Starting Your Application

Create an ImmiAccount

You will need to create an [ImmiAccount](#) to begin the application process. There are two types of access to ImmiAccount:

Individual - You can create an individual ImmiAccount if you are:

- an individual applicant
- a family member acting on behalf of an applicant
- a friend helping with the application process.
- Organisation

Organisation - You can create an organisation ImmiAccount if you are:

- from an organisation
- a registered migration agent
- from a sponsoring company.

Start Your Online Visa Application

Once you have an ImmiAccount you'll be able to apply and manage your application online ImmiAccount allows you to:

- Start a new application
- Continue a saved application
- Import an application
- Share an application with another account
- Send an incomplete application to another account
- Remove an application.

After you submit your application, you can use ImmiAccount to:

- Update if you made a mistake in your application
- update your details
- Update if your situation changes
- check your application status
- withdraw your application.

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You will need to apply for the Temporary Activity Visa 408 for each individual applicant. If you are having trouble with this, here's a guide on how to [create a new application](#).

Apply Online

1. Create or log in to your [ImmiAccount](#)
2. [Attach documents to your application](#)
3. Submit any family applications together (You must pay the fee and attach documentation for all family members who apply).
4. [Pay the application fee](#).

Prepare Your Documents

- **All non-English documents must be translated into English.**

Translators in Australia must be accredited by the [National Accreditation Authority for Translators and Interpreters](#).

Translators outside Australia do not have to be accredited. But on each translation, they must include their:

- full name
- address and telephone number
- qualifications and experience in the language they are translating

*These details must be in English. **Note:** You do not need to have any documents certified.*

- **Scan or photograph all documents (English and non-English) in colour.**

- The scans and photos must be clear.
- If a document is more than one page, save it all as one file.

→ See **Page 8** for more information on supporting documents)

Visa Outcome

You can be either in or outside of Australia when a decision is reached on your visa application. You will be notified of the outcome of your application in writing.

If you are granted a visa you will receive:

- your visa grant number

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- the date your visa starts
- your visa conditions, if applicable

If your visa is refused you will be told:

- why your visa application was refused
- whether you have a right to a review of the decision

Please note: Your application fee will not be refunded if your application is refused.

Application Process

You will be asked to complete a number of steps with your and/or your performer's personal details. Below are some of the key questions and suggested answers that relate to your performance in Adelaide.

- **Charges - Visa Application Charge Concession:**

-

Is the applicant eligible for a visa Application Charge (VAC) Concession?: **Select Yes**
Give details: **Adelaide Fringe is a registered ACNC charity**
Select the eligible VAC: **Nil VAC**

Attach [Adelaide Fringe ACNC Charity Register](#) in the supporting evidence section at the end of the application.

Please note you will only be able to claim the NIL VAC if every activity you intend to undertake is with a registered charity. If performing at other festivals/organisations during your stay please consult these organisations directly for advice on their charity status.

Visa application charge concession

Is the applicant eligible for a Visa Application Charge (VAC) concession?

Yes No

Give details

Adelaide Fringe is a registered ACNC charity

Select the eligible VAC

Reduced VAC Nil VAC

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- **Group Processing:**

If there are multiple applicants coming from the same event or company, select **Yes** for this option. You'll be required to create a GROUP, at the end of this process you will be given a Group ID. Once you have a Group ID all applicants related to your event/program can add this Group to their application. This makes it easier for the immigration department to process group bookings and find shared information.

Group processing

Is this application being lodged as part of a group of applications?

Yes No

Group ID	<input type="text" value="RVF3A5"/>
Group name	<input type="text" value="TEST SHOW"/>
<input type="button" value="Select group"/>	

- **Activity type:**

Has the applicant been invited to participate in short term activity or event, as listed at invited participant information? **Select No**
Activity Type: **Select Entertainment Activities**

- **Correspondence:**

Does the applicant authorise another person to receive written correspondence on their behalf?
Select No

- **Australian Organisation/Individual**

Give details of the organisation(s) for which the activity will be undertaken in Australia: Please enter the following details for **Adelaide Fringe** (You will also need to enter the details for any additional organisations outside of Adelaide Fringe you will be performing with, please consult with those organisations directly)

Legal Registered name: Adelaide Fringe Inc.

Trading name: Adelaide Fringe

Website: www.adelaidefringe.com.au

Industry Type: Arts and Recreation Services

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Registration Identifiers:

Business Registration type: Australian Business Number (ABN)

Business registration ID: 71 660 859 461

Office Address: 136 Frome Street, Adelaide, SA, 5000

Contact person details: Sarah Norris

Position: Artist & Venue Coordinator 08 8100 2022 visas@adelaidefringe.com.au

- **Activity**

Position Details: Give the details of the type of activity the applicant will be undertaking in Australia

Position: Performer/Producer/Venue staff/Production staff

Occupation grouping: Other Occupation

Occupation ANZSCO: Actors, Dancers and Other Entertainers

Duties/activities: Performing at Adelaide Fringe

- **Events**

Events: Give the details of the events(s) in which the applicant will participate

Event name: Adelaide Fringe

Entertainment type: Performer not in film or television

Role in event: Performer

Applicant's roles description: Performing at Adelaide Fringe

Please note if you are performing at additional events/festivals you should detail those here.

- **Remuneration Package**

Will remuneration be received for undertaking the activity in Australia? Select **Yes**

Give details: Please see attached Adelaide Fringe Supporting Letter

Attach your bespoke Adelaide Fringe Letter of Support in the Supporting Materials sections.

- **Providing Supporting Evidence**

In the final step, you will be asked to provide Supporting Evidence. The table below outlines the attachments you will need and where to find them.

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Adelaide Fringe can provide you with a **Letter of Support**. This is a key part of the supporting evidence for your application. To submit your details for this letter, please complete the following online form at this [link](#) - 'Letter of Support – 408 Visa Application'.

Supporting Document Information

Gather Your Documents:

- Identity documents
- Sponsor documents
- Visa Application Charge concession documents
- Consultation with unions
- Financial documents
- Partner documents
- Dependants under 18 documents
- Parental responsibility documents
- Dependant over 18 documents

Identity Documents

Provide the pages of your current passport showing your photo, personal details, and passport issue and expiry dates.

Also provide:

- a national identity card, if you have one
- proof of change of name

Documents that prove a change of name include:

- a marriage or divorce certificate
- change of name documents from an Australian Registry of Births, Deaths and Marriages, or the relevant overseas authority
- documents that show other names you have been known by

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Visa Application Charge Concession Documents

In order to apply for a Visa Application Charge concession, you will need to provide evidence that your sponsor/supporter organisation is:

- any registered charity with the [Australian Charities and Not-for-profits Commission](#)
- any foreign government agency, embassy or consulate
- any state, territory or Commonwealth government agency; or
- another organisation that has been listed by name in the instrument as they are managing an event that receives significant government funding.

You will not receive a concession if you are also contracted to other organisations that are not listed in the instrument for other events during your stay.

Adelaide Fringe is a registered ACNC Charitable Organisation. You can find supporting documentation [here](#).

Consultation with Unions

Adelaide Fringe will not be engaging any applicants in employment or any other form of paid work, and will therefore not be undertaking union consultation in relation to your Visa application. If you are being employed by a third party as part of your trip to Australia you should consult with them directly about their consultation with any relevant unions and request written evidence of their consultation.

Financial Documents

You will need to demonstrate that you can support yourself, and anyone who comes to Australia on the visa with you, by providing:

- an employment contract or bank statements, or
- evidence of your financial position from your bank or financial institution
- allowances, accommodation and other help from an employer can also be considered.

Partner Documents

If your partner will be travelling with you, you will need to provide their:

- identity documents

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- character documents
- marriage certificate
- documents about other relationships, if applicable

For a de facto relationship you will need to provide:

- evidence that your relationship is registered by an Australian State or Territory
- enough documents to prove you have been in a de facto relationship with your partner for at least 12 months before you apply

For both married and de facto applicants you must provide evidence that you are in a genuine and continuing relationship. Evidence can include but is not limited to:

- joint bank account statements
- billing accounts in joint names
- joint leases or mortgages
- documents that show your partner has lived at the same address as you

Dependants Under 18 Documents

For every dependant 18 years old or younger who is applying with you, provide:

- copies of birth certificates or the family book showing the names of both parents of all your dependent children
- copies of the adoption paper, if applicable.

Parental Responsibility Documents

You must get consent for any applicant under 18 years of age to migrate to Australia from anyone who:

- has a legal right to decide where the child lives and
- is not coming to Australia with the child

They must complete either:

- [Form 1229 Consent form to grant an Australian visa to a child under the age of 18 years \(240KB PDF\)](#)
- a statutory declaration giving their consent for the child to visit Australia on this visa

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Alternatively, you can provide:

- an Australian court order that allows your child to migrate to Australia, or
- that the laws of your home country allow them to migrate

Include:

- an identity document that shows the signature and photo of the person who completed the form or declaration, such as a passport or driver's licence
- adoption papers or other court documents if applicable

Dependants Over 18 Documents

To include your child who is over 18 in your visa application, they must be:

- over 18 years of age but not yet turned 23, and dependent on you or your partner, or
- over 23 years of age and unable to earn a living to support themselves due to physical or cognitive limitations and dependent on you or your partner

Provide:

- identity documents
- documents about their other relationships, if applicable
- character documents

You must also provide proof the child is dependent on you:

- proof of your relationship with the dependant such as a birth certificate or adoption papers
- a completed [Form 47a Details of a child or other dependent family member aged 18 years or over \(307KB PDF\)](#)
- proof of financial dependency such as bank statements, money transfers and rent receipts
- if the child is aged 23 or is likely to turn 23 while your application is being processed, you must also provide a report from a qualified medical practitioner that states they are dependent on you or your partner due to the total or partial loss of their bodily or mental functions

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Evidence Type	Document type	Description	Filename/ Attachment	Where do I find this?
VAC Exemption Evidence	Letter/Statement – Organisation	ACNC Charity Register	Adelaide Fringe ACNC Summary.pdf	Available to download here
Invitation to participate, Evidence of	Letter/ Statement – Australian Organisation	Adelaide Fringe Letter of Support	Letter of Support <YOUR NAME>.pdf	Personal Letter provided by the Artist & Venue Coordinator. Complete this Form to request a Letter of Support.
Performer not in a film or television, Evidence of	Other (specify)	Schedule	<YOUR NAME> Schedule.pdf	Download a Schedule Template here. Note that the Schedule must account for every day you plan to spend in Australia. Make sure the dates throughout your online application match your schedule. Media clippings, CV's, show reviews and program guides of your shows are highly recommended in this section to prove the validity of your entertainment practise
Identity, Evidence of	Passport	Passport	<YOUR NAME> Passport	Scan of your passport ID page. Check that it has at least 6 months' validity from arrival in Australia. You may be refused travel if your passport has less than six month validity.

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Evidence Type	Document type	Description	Filename/ Attachment	Where do I find this?
Health Insurance, Evidence of	Travel Insurance Document	YOUR NAME Travel Insurance	<YOUR NAME> Travel Insurance.pdf	A document from your Travel Insurance Provider. Alternatively, you can provide evidence of being eligible for reciprocal healthcare scheme.
Personal Financial Status, Evidence of	Payslip Travel Details	Documents proving your financial details and travel plans. Adelaide Fringe Support Letter	Onwards Flights and accommodation Documents <YOUR NAME> Itinerary.pdf Bank Statement Documents <YOUR NAME >Personal Financial Status Evidence.pdf Support Letter <YOUR NAME>.pdf	Also recommended are documents which prove <ul style="list-style-type: none"> - Onwards flights out of Australia - Accommodation in Australia - Bank Statements showing funds - Credit Cards Showing Access to funds

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