



User Guide

Submitting a Notice of Classification in the Classification Portal

September 2024

Introduction

This user guide is for submitting a Notice of Classification (notice) as per section 6HA of the *Classification (Publications, Films and Computer Games) Act 1995* (Classification Act) in the Classification Portal (Portal) at classificationportal.classification.gov.au.

To learn more about deeming, go to classification.gov.au/for-industry/deeming-classifications.

Before you start

Before you start, you must:

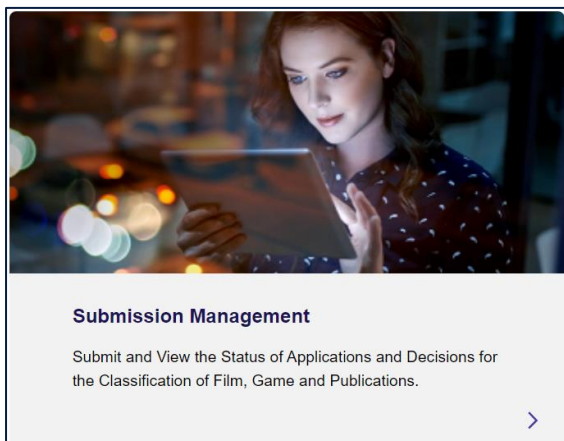
- have a Portal account
- be approved by your organisation/client(s) to submit notices on their behalf. You can learn how to link to organisations in the Portal FAQ user guide. This is available for download at classification.gov.au/for-industry/frequently-asked-questions-and-guides.
- have the required information about the film or television (TV) series you are publishing in another format:
 - the title
 - any other titles (e.g. alternate, foreign language or episode titles), if relevant
 - duration/running time (in minutes)
 - the broadcaster that most recently classified this title
 - the broadcaster classification (rating)
 - the broadcaster consumer advice, if relevant.

Submitting a notice

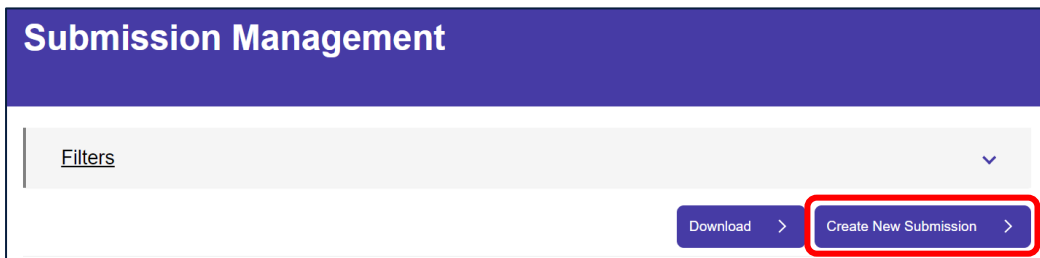
For TV series

It is your organisation/client’s choice whether to submit a notice for each episode in a TV series, or submit one notice for a batch of episodes, a whole season, multiple seasons or the whole series.

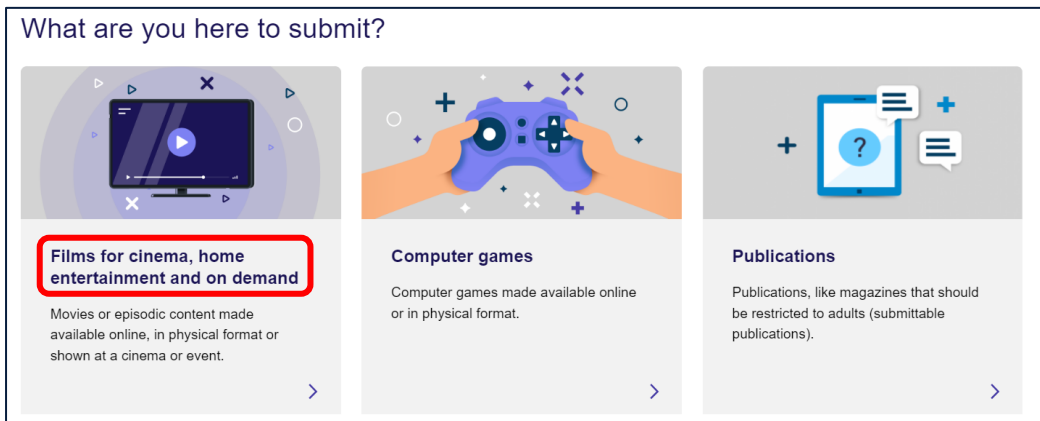
1. Log in to the Portal and select **Submission management**.



2. Select **Create New Submission**.



3. Select **Films for cinema, home entertainment and on demand**.



4. Select **Classification**.

← What would you like to do?

Classification
Apply to the Classification Board for a classification, submit an accredited classifier decision or give notice of a deemed classification

Title Change
Request a title change.

Request Review
Apply for a review of a classification decision.

5. Select **Submit a Notice of Classification**.

← How would you like the classification to be done?

Apply for Classification by the Board
The Board will make a classification decision.

Submit an Accredited Classifier decision
Submit your classification decision for a film or game.

Submit a Notice of Classification
Notify us of a broadcaster's decision for a film that you are making available in a non-broadcast format.

6. Select your organisation/client from the drop-down list and then select **Start Submission**.

← Which Organisation is this Submission for?

i The organisation is the post-classification publisher who seeks to publish content classified for broadcast in other formats. You can only submit notices for organisations you have [linked with](#).

Selected:

7. Select each of the toggle buttons on the right-hand side of the page to expand these 4 sections:

- Notice of Classification -

When to use this form ^

Use this form if:

1. you represent a post-classification publisher that is:
 - not licensed under the *Broadcasting Services Act 1992*,
 - not the Australian Broadcasting Corporation (ABC); or
 - not the Special Broadcasting Service (SBS); and
2. the post-classification publisher is making available a film or series that is classified by a broadcaster in a non-broadcast format in Australia.

Provided that:

- the film or series is identical to the version classified by the broadcaster or has modifications exempt from classification, or
- you agree with the broadcaster's classification decision and do not wish to reclassify it under section 6HB of the Classification Act, or
- the film or series has not already been classified under the Classification Act.

When to obtain a new classification v

How to complete this form v

For more information v

Title Information * v

8. Expand the **Title information** section and enter the title of the film or TV series in the **Title field**. Please refer to the help text for guidance on titles.

Title Information * ^

Title *

*The wording of the title should be as designated by the publisher. It should be written in title case (each word capitalised) and each element of the title should be separated by a hyphen, eg *The Happy Peanut – Season 3*. If the title is deliberately stylised, for example with a single UPPER CASE word, this should be replicated.*

Titling examples when submitting a single episode or batches of episodes of the same series may include:

- For a single episode: *The Happy Peanut – Episode 1*
- For batches of episodes: *The Happy Peanut - Episodes 1 – 5, 6 – 10*

Titling examples when submitting an entire season or multiple seasons of the same series may include:

- For a single season: *The Happy Peanut – Season 1*
- If more than one season is packaged together: *The Happy Peanut – Seasons 1-4*
- For a complete series: *The Happy Peanut – Seasons 1-8*

*If the season has a season-specific title, this should also be included, eg *The Happy Peanut – Season 5 - Butter*.*

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

Add Other Title >

9. Select **Add Other Title** to add any other title(s), as relevant. Then select **Save and Next** to go to the next page. Other title(s) may include:
- a. Alternative title(s)
 - b. Foreign language title(s)
 - c. Episode titles.

Title Information ^

*
- Title *

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

Add Other Title >

Title ↑

10. Enter the duration / running time in minutes (to the nearest whole minute). For series, season or batches of episodes, this is the total duration of all episodes combined.

Duration

Duration / running time *

Total duration of the film, series, season or batches of episodes (rounded up to the nearest minute)

11. Select the most recent broadcaster classification being used. Select **Save and Next** to go to the next page.

Most recent broadcaster classification being used

Broadcaster *

- Australian Broadcasting Corporation (ABC)
- Special Broadcasting Service (SBS)
- Nine Network
- Seven Network
- Ten Network
- Foxtel

12. Enter the broadcaster classification (rating) from the drop-down menu.

- a. If the broadcaster used these ratings, please apply the relevant rating under the Classification Act:
 - i. P (pre-school children) becomes G
 - ii. C (school-aged children) becomes PG.
- b. If you are submitting multiple episodes, select the highest episode rating. For example, in a series with 2 episodes rated MA 15+ and 3 episodes rated M, select MA 15+. This is to ensure that Australian consumers receive information about the most impactful content in the series.

Classification details

Broadcaster classification (rating) *

Select
▼

This is the most recent rating that a broadcaster has given to the film or series. For a series, season or batches of episodes, use the episode with the highest rating.

13. Enter the broadcaster consumer advice, and then select **Save and Next** to go to the next page.

- a. exactly as used by the broadcaster
- OR
- b. if you are submitting multiple episodes or seasons, use the consumer advice for the episode(s) with the highest rating. Using the example in the above step, if the 2 episodes rated MA 15+ have consumer advice of ‘Strong themes and coarse language’, use this and disregard the consumer advice for the 3 episodes rated M.

OR

- c. if the broadcaster did not use consumer advice, leave this field blank.

Broadcaster consumer advice

This is the most recent consumer advice that a broadcaster has given to the film, episode or series. For a series, season or batches of episodes, use the consumer advice for the episode with the highest rating.

If the most recent broadcaster’s decision does not include consumer advice, please leave this field blank.

14. If you would like to download a summary of the notice for your records, select **Download summary**.

i
You can download a copy of your Notice of Classification for your records.

Download summary

15. Review the 'Declare and submit' section, select each tick box to agree, and select **Submit**.

Declare and submit

I declare that:

the information I have provided in this notice is true and correct. *

to the best of my knowledge, the version of the film or series to which this notice applies is the version classified most recently by a broadcaster, or has modifications that are exempt from classification. *

to the best of my knowledge, an advertisement for this film or series has not been refused approval under the Classification Act. *

I understand that:

giving false or misleading information is an offence. *

Once the notice is submitted

The classification decision takes effect under the Classification Act when you submit the notice. The decision will be published to the National Classification Database at classification.gov.au.

If you wish to submit an Additional Content Assessor (ACA) application for the bonus material only, please wait until the next day to submit the ACA application. Your Notice is registered in our system overnight and is not available for linking on the day the Notice is submitted.

If you have made an error in the notice, please email operationalpolicy@communications.gov.au. The department will notify you of the next steps.