



## COMMERCIAL FILMING & PHOTOGRAPHY POLICY

<b>APPROVED DATE</b>	25 July 2022
<b>IMPLEMENTATION DATE</b>	31 July 2022

<b>PURPOSE</b>	<p>A. To provide a consistent framework for commercial filming and photography at Archerfield Airport and outline the principles and procedures required to undertake filming and photography.</p> <p>B. To ensure all filming and photography is properly managed in accordance with the licence agreement, risk management framework, and airport rules.</p> <p>C. To ensure the filming and photography used for commercial endeavours consider and reflect the interest of the Airport, the environment, reputation, community standing and corporate social responsibility.</p>
<b>LEGAL &amp; COMPLIANCE REQUIREMENTS</b>	<p>Airport Act 1996</p> <p>Airports Regulations 1997</p> <p>Airports (Environment Protection) Regulations 1997</p> <p>Airports (Control of On-Airport Activities) Regulations 1997</p> <p>Airports (Protection of Airspace) Regulations 1996</p> <p>Archerfield Airport Conditions of Use and Archerfield Airport User Rules</p> <p>Relevant Australian Standards</p> <p>Civil Aviation Safety Regulations 1998</p> <p>Archerfield Airport Aerodrome Manual</p>
<b>DEFINITIONS</b>	<p><b>'AAC'</b> means Archerfield Airport Corporation.</p> <p><b>'Airport'</b> means Archerfield Airport, being the area leased by us from the Commonwealth of Australia.</p> <p><b>'Airside'</b> is parts of the movement area of the aerodrome where their purpose and use is to directly support aircraft operations — the terrain and buildings adjacent to the movement area, or particular portions of such adjacent terrain and buildings and access to is restricted by the Airport Operator.</p> <p><b>'Applicant'</b> means the person requesting to carry out commercial filming and photography at Archerfield Airport.</p>

**Archerfield** Airport Corporation

	<p><b>'Commercial Filming and Photography Application'</b> means AAC's application form – <i>GEN-05 Commercial Filming and Photography Application</i>.</p> <p><b>'Filming Licence'</b> means the licence agreement between AAC as the licensor and the licensee.</p> <p><b>'Filming Site'</b> and <b>'Filming Location'</b> means the defined area where the filming activity will take place including the placement of equipment and storage.</p> <p><b>'Policy'</b> means this Commercial Filming and Photography Policy.</p> <p>For the purpose of this Policy, references to <b>'filming'</b> or <b>'filming activity'</b> are references to include both filming and photography.</p>
<b>APPLICATION</b>	<p>All applicants requesting permission to carry out commercial filming and photography at Archerfield Airport must submit a Commercial Filming and Photography Application form and receive written approval from AAC at least <b>14 days</b> prior to the date of the shoot. News filming requests are exempt from the notice period but still require approval prior to filming at Archerfield Airport. The Policy applies to all requests for filming for news purposes.</p> <p>The application form must be submitted to AAC via one of the following methods:</p> <ul style="list-style-type: none"><li>▪ Mail: Archerfield Airport Corporation, PO Box 747 Archerfield QLD 4108</li><li>▪ Email: <a href="mailto:aac@archerfieldairport.com.au">aac@archerfieldairport.com.au</a></li><li>▪ In Person: Top Floor, Terminal Building, 28 Grenier Drive, Archerfield Airport Qld</li></ul>

**TERMS AND CONDITIONS**

<b>NOTICE</b>	<p>Applications must be made at least <b>14 days before</b> the commencement of filming and/or photography for daytime requests and <b>21 days</b> for nighttime requests.</p> <p>Productions that require road closures or other major impacts on the Airport should allow 6 weeks and may incur extra costs depending on the nature and requirements of the production.</p>
<b>CONDITIONS</b>	<p>AAC requires notification of filming of a minor nature such as stills photography or video recording or recording for the immediate purposes of a television program that provides information. Notification is required to ensure security and copyright issues are considered.</p> <p>Filming must not at any stage interrupt the airport's general operations.</p> <p>Filming of airline/tenant property, aircraft and staff is not permitted without prior</p>



**Archerfield** Airport Corporation

	<p>approval of this business undertaking.</p> <p>Filming equipment must not present a safety issue or hazard to any person.</p> <p>If for any reason you are asked by airport staff to stop filming, you must oblige.</p> <p>Vehicles are not to be parked or be left unattended anywhere in the vicinity of the airport, except within the public car parks.</p> <p>Persons or organisations accessing Archerfield Airport do so at their own risk and release AAC from liability for any loss or damage of any kind.</p> <p>AAC may relocate, defer, interrupt or cancel any approved filming or photography activity when safety, security or operational considerations demand it. In those circumstances, AAC will not be responsible for any loss to any person or organisation.</p>
<p><b>APPROVALS</b></p>	<p>The filming requests will be considered according to:</p> <ul style="list-style-type: none"><li>▪ The type of filming or photography proposed</li><li>▪ The potential impact on airport operations including but not limited to aircraft and vehicle movements</li><li>▪ The potential impact on tenants and customers</li><li>▪ The proposed purpose or use of the footage/imagery</li><li>▪ The day, time, duration and size of the shoot</li><li>▪ Any Work Health and Safety implications.</li></ul> <p>Filming activities can be conducted at almost any location. However, certain restrictions may be imposed to ensure the safety of all airport users. This may include but is not limited to, time, location, height, lighting, noise and other limitations.</p> <p>Filming requests on runways and runway safety strips are subject to day air traffic operations and in many cases may not be accommodated.</p> <p>The approvals and Filming Licence will define the location where filming may take place, buildings that may be used, any services that may be provided by AAC, and any restrictions to be imposed on the filming activity.</p> <p>Applications may be refused where the activity is considered to give rise to damage, danger or nuisance to tenants, other airport users or the environment.</p> <p><b><u>Other Authorities</u></b></p> <p>Applicants may also require the approval of authorities such as the Police, Department of Transport and Main Roads, Department of Environment and Science, Airservices Australia, Civil Aviation Safety Authority, or any other authority. It is the</p>



**Archerfield** Airport Corporation

	<p>Applicant’s responsibility to obtain such approvals at the Applicant’s expense and to provide the authorities with details of the film production, schedule and location.</p> <p>The Applicant is responsible for checking whether copyright attaches to any objects that might be filmed.</p>
<p><b>LICENCE AGREEMENT</b></p>	<p>The Filming Licence agreement sets out the general conditions and any special conditions that must be complied with. The licence grants you to operate the Permitted Use Area and Business for the duration of the filming activity (the ‘Licence Period’).</p>
<p><b>FEES</b></p>	<p>A fee is charged per application for commercial filming and/or photography for commercial gain. Additional fees may also be imposed for the deployment of AAC personnel, and security officers and depending on the complexity of the proposed activity. Fees are as follows:</p> <ul style="list-style-type: none"> <li>▪ Filming Airside: \$500 per hour plus GST</li> <li>▪ Photography Airside: \$450 per hour plus GST</li> <li>▪ Filming/photography Landside: \$350 plus GST</li> <li>▪ Filming terminal or inside of terminal: \$355 plus GST</li> </ul> <p>Out-of-hours filming incurs an extra fee of \$500.00.</p> <p>A minimum 2-hour charge is applied for any request.</p> <p>Special fees may also be applicable to major commercial filming shoots and will be negotiated by AAC and the client.</p> <p>The full amount of the fee will be notified by AAC after an application is received and before the activity commences. All fees must be paid prior to the commencement of filming.</p> <p><b><u>Non-Commercial Filming or Photography</u></b></p> <p>Fees are waived for the following non-commercial activities:</p> <ul style="list-style-type: none"> <li>▪ News coverage such as breaking news stories and library footage</li> <li>▪ Government-related filming or publication</li> <li>▪ Aircraft operators and airport tenants with a current lease with AAC and providing they are collecting material for internal use and advertising purposes (not for partner companies).</li> </ul> <p><i>AAC reserves the right to waive fees at any time at its sole discretion.</i></p>
<p><b>SITE PLAN</b></p>	<p>A site layout plan must be provided by the applicant to scale including the following details where applicable:</p>



**Archerfield** Airport Corporation

	<ul style="list-style-type: none"> <li>▪ filming or photography site boundaries</li> <li>▪ entry and exit points and adjoining buildings (if any)</li> <li>▪ emergency services designated areas and access points</li> <li>▪ filming crane height plan and details</li> <li>▪ location and arrangement of noise and light sources.</li> </ul>
<p><b>SUPPORTING DOCUMENTS</b></p>	<p>There are a number of supporting documents that must be provided by the Applicant for AAC to fully assess the application where applicable including:</p> <ul style="list-style-type: none"> <li>▪ Certificate of Currency for Public Liability Insurance showing at least \$20 million, confirming that the policy does not exclude airside or on-airport activities; confirming that AAC is named as an Additional Insured indemnifying AAC for all claims for personal injury and damage to property arising out of this Filming Activity; the policy includes a Cross Liability or similar clause.</li> <li>▪ Certificate of Currency for all key subcontractors engaged in the Filming Activity (for example electricians, crane operators, erectors, etc.).</li> <li>▪ Filming/Photography Schedule (include the bump in and out time and crew numbers)</li> <li>▪ Risk Assessment or Risk Management Plan.</li> <li>▪ Traffic management plan and car parking management (if required by AAC).</li> <li>▪ Safety and security management.</li> <li>▪ Copies of relevant approvals from the authorities and consent from tenant or owner of building as required.</li> <li>▪ Relevant application forms including crane height, airside access escorts, etc.</li> </ul>
<p><b>SAFETY CONDITIONS</b></p>	<p><b><u>Airside Access</u></b></p> <p>Where access is required Airside or at another secure area, an AAC safety officer is required to escort or supervise any activity occurring Airside for the duration of the activity. When working Airside, all filming crew, personnel, actors, and subcontractors must receive AAC Safety Induction before the commencement of any filming activity.</p> <p><b><u>Work Health and Safety (WHS)</u></b></p> <p>The production crew, with the exception of the actors, are required to wear hi-visibility vests when working Airside and to comply with all WHS legislation.</p> <p><b><u>Use of crane or other elevated work platforms (EWP)</u></b></p> <p>The Applicant must submit a Controlled Activity Assessment application form to AAC should a crane or EWP is required for the filming activity.</p>



**Archerfield** Airport Corporation

	<p><b><u>Incident/Accident/Complaint Notification</u></b></p> <p>The Applicant is required to advise AAC of any incidents, accidents or complaints which may occur on site. AAC is to be notified of serious incidents or accidents immediately and of minor events within 12 hours. The on-site manager or representative is also required to complete and submit AAC’s Incident/Accident form to AAC.</p>
<p><b>ENVIRONMENTAL FACTORS</b></p>	<p>All activities associated with the production must comply with any environmental legislative requirements. This includes waste, noise, emissions to the air, protection of stormwater, and soil contamination.</p> <p>Particular attention must be given to the use of lights on the airfield, and any other equipment or temporary structures that may present a hazard to aviation, tenants or airport users. There shall be minimal disruption to the normal workings of the airport. Normal pedestrian, vehicle or aircraft access should be maintained at all times other than when filming actually takes place and with prior approval of AAC.</p> <p>The Applicant will ensure that the filming site complies with all applicable safety requirements and that all conditions in the Applicant’s insurance policy are met.</p>
<p><b>GENERAL CONDITIONS</b></p>	<p><b><u>Notification to Airport Users</u></b></p> <p>AAC will notify all tenants and other airport users within the vicinity of the film location in writing at least 3 business days before filming commences. Notification will include the name and contact number of the responsible person on-site and details of the filming activities. The duration of the filming activity including the bump in and bump out time will also be specified.</p> <p><b><u>Vehicle Parking</u></b></p> <p>It is understood that some vehicles may require direct access to the location in connection with the filming activities. Other vehicles not directly involved in film production must be parked in allocated car parking bays. Where the number of vehicles exceeds 10, AAC must be advised and a car parking plan must be provided with the application.</p> <p><b><u>Damages</u></b></p> <p>The filming site and other areas provided in association with the filming activity must be returned in substantially the same condition when licenced. Any repair of damage to AAC property will be arranged by AAC and charged to the Applicant.</p> <p><b><u>Additional Obligations</u></b></p> <p>AAC will make every reasonable attempt to inform the Applicant of any airport</p>



**Archerfield** Airport Corporation

	<p>activities that may conflict with the filming activity.</p> <p>Any directions or requests given by AAC must be complied with immediately.</p> <p>AAC must be informed as soon as possible of any production delays necessitating an extension or rescheduling of the shooting dates. Confirmation of scheduling changes is contingent upon approval by AAC.</p> <p><b><u>Acknowledgement</u></b></p> <p>It is a condition of approval that AAC is acknowledged in the credits of the production (where credits are applicable) and that the location is Archerfield Airport.</p>
<b>SPECIAL REQUIREMENTS</b>	<p>Where filming requires the use of stunts or other hazardous activity, full information including a comprehensive safety risk assessment must be provided with the application.</p> <p>Permission must be sought from AAC for the pruning or removal of any vegetation.</p>
<b>NON-COMPLIANCE</b>	<p>Failure to meet these terms and conditions could result in:</p> <ul style="list-style-type: none"><li>▪ the cancellation of approval without refund and refusal of future applications</li><li>▪ the cost to be met by the Applicant for any repairs and maintenance carried out by AAC.</li></ul>