

Filming and Photography Policy

Purpose

The **policy** provides a consistent framework for commercial filming and photography at Archerfield Airport and explains the principles and procedures required to undertake filming and photography. Importantly, all filming and photography used for commercial endeavours and/or airside work must be approved by Archerfield Airport Corporation (AAC) in accordance with this policy. This policy ensures filming and photography comply with airport rules and that aviation safety management is not compromised.

AAC – Legal/Compliance Requirements

All activity is to comply with the following Acts and Regulations:

- Airports Act 1996
- Airports (Environment Protection) Regulations 1997
- Airports (Control of On-Airport Activities) Regulations 1997
- Airports Regulations 1997
- Aviation Transport Security Act 2004
- Airports (Protection of Airspace) Regulations 1996
- Aerodrome Manual

Introduction

Terms and conditions on the conduct of filming and photography activities are necessary to ensure they do not impact on any other activities being conducted at the airport and to ensure the safety and security of persons participating in any filming activity.

Application

All applicants requesting permission to carry out commercial filming and photography at Archerfield Airport must submit a Filming Application form and receive written approval from AAC at least 14 days prior to the date of the shoot. **News media filming requests are exempt from the notice period but still require approval prior to filming on Archerfield Airport. The AAC Media Policy applies for all requests for filming or photography for news purposes.**

The application form must be submitted to AAC via one of the following methods:

Mail	Archerfield Airport Corporation, PO Box 747 Archerfield QLD 4108
Email	aac@archerfieldairport.com.au
Fax	07 3275 8001
In person	Top Floor, Terminal Building, Grenier Drive, Archerfield Airport Qld 4108

AAC also requires notification of filming and photography 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.

Terms and Conditions

Notice

Applications must be made at least 14 days before commencement of filming and/or photography. Productions that require road closures or other major impact on the Airport should normally allow 6 weeks and may incur extra costs depending on the nature and requirements of the production.

Fees

A fee is charged per application for commercial filming and/or photography. The fee will be determined based on the level of organisation required prior to the shoot and on the extent of facilitation on the day. The rates will be provided on application.

Additional fees and charges apply for any additional services, such as escort services for airside access or temporary structures/equipment height assessments.

All fees must be paid prior to commencement of filming.

Any film or photograph must identify Archerfield Airport as the location.

Approvals

Filming requests will be considered according to:

- The type of filming or photography proposed
- The potential impact on airport operations including but not limited to aircraft and vehicle movements
- The potential impact on tenants and customers
- The proposed purpose or use of the footage/imagery
- The day, time, duration and size of the shoot
- Any Work Health and Safety implications.

Filming activities can be conducted on almost any location on the airport, however certain restrictions may be imposed to ensure the safety of all airport users. This may include, but is not limited to, time, location, heights, lighting, noise and other limitations.

Approvals 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.

Applications may be refused where it is considered that the activity will give rise to damage, danger or nuisance to tenants, other airport users or the environment.

Licence

The applicant may be required to enter into a licence agreement for the duration of the activity (the “Licence Period”).

Insurance

At the time of making the application, the Applicant must provide documentary evidence of current public liability insurance cover to a minimum level of \$20 million. This document must contain the name of the Applicant or Production Company, details of the policy and its expiry date; and must specifically note AAC.

Work Health and Safety (WH&S)

The Production crew, with the exception of the actors, are required to wear hi-visibility vests when working airside and to comply with all WH&S legislation. AAC will provide an induction for all Production crew.

Airside Escort

Where access is required airside or at another secure area, an AAC escort is required. An escort fee of \$50 per 30 minutes or part thereof is currently applicable. The provision of an escort will be solely at AAC’s discretion.

An AAC safety officer is required to escort/supervise any activity occurring airside for the duration of the activity. The AAC safety officer will provide an airside induction for all personnel requiring airside access.

Use of crane or other elevated work platforms (EWP)

Should a crane or other EWP be required for the filming event, the applicant must submit a completed Temporary Obstacle Height Assessment to AAC. A fee of \$50 per assessment currently applies.

Notification to Airport Users

AAC will notify all tenants or 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 contact person on site to handle complaints, and details of the filming activities including whether stunts or simulated explosives are to be used. The start time for setup and hours during which filming will take place will also be specified.

Vehicle Parking

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 marked airport parking bays. Where the number of vehicles exceeds 10, AAC must be advised and a parking plan provided with the application.

Environmental Factors

All activities associated with the production must comply with any environmental legislative requirements. This includes noise, emissions to air, protection of stormwater, soil contamination.

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.

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.

Incident /Accident /Complaint Notification

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/accidents immediately and of minor events within 12 hours. The Applicant or representative is also required to complete and submit AAC's Incident/Accident form to AAC.

Damages

The site must be left in the same condition as it was prior to filming taking place. Any repair for damage to AAC property will be arranged by AAC and charged to the Applicant.

Other Authorities

Applicants may also require the approval of authorities such as Police, Department of Transport and Main Roads, Department of Environment and Heritage Protection, the Civil Aviation Safety Authority, or any other authority. It is the Applicant's responsibility to obtain such approvals at the Applicant's expense and to provide the authorities of details of the film location, timetable and any scheduling changes.

The Applicant is responsible for checking whether copyright attaches to any objects that might be filmed.

Special Requirements

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.

The intention to mount or construct temporary structures is to be advised in the application and a site layout plan submitted for AAC consideration. Temporary structures include cranes or other elevated work platforms.

Permission must be sought from AAC for the pruning or removal of any vegetation.

Additional Obligations

AAC will make every reasonable attempt to inform the Applicant of any AAC or airport activities that may conflict with filming or endanger the film crew.

Any directions or requests given by AAC must be complied with immediately.

AAC must be informed as soon as possible of any production delays necessitating extension or rescheduling of the shooting dates. Confirmation of scheduling changes is contingent upon approval by AAC.

Acknowledgement

It is a condition of approval that Archerfield Airport Corporation be acknowledged in the credits of the production (where credits are applicable) and that the location is Archerfield Airport.

Penalties

Where any person, association or company is found to be in breach of this policy, cancellation of approval without refund and refusal of future applications may result.

Further information

For further information or any clarification of this policy, contact AAC's Airport Planning & Compliance Manager.

Authority

This policy notice has been approved by the General Manger AAC.