

FILMING AND PHOTOGRAPHY GUIDELINES

Background

The primary function of Cairns Airport Pty Ltd is to provide facilities for the safe, secure and efficient movement of passengers, freight and aircraft at Cairns Airport.

Against this background, Cairns Airport Pty Ltd works closely with commercial organisations and private persons wishing to use the airport for filming and photography activities.

Responsibility for filming and photography at Cairns Airport Pty Ltd rests with the Cairns Airport Media & Communications Manager. Please direct your film and photography enquiries or requests to:

Caitlin Francis
0466 721 536

Please note that activities inside areas of the International Terminal are also subject to Australian Customs Service (ACS) approval. Cairns Airport Pty Ltd will coordinate arrangements with ACS.

Safety and security

Cairns Airport Pty Ltd is committed to maintaining safety and security at the airport and may decline the use of the airport to film or photograph for safety, security or operational reasons.

Cairns Airport Pty Ltd reserves the right to refuse permission to any organisation or person or to issue a ban on any organisation or person to film or photograph at the airport based on previous abuse or misuse of filming or photography rights. It is therefore important that these guidelines and in particular the Terms and Conditions listed below are complied with.

Application for filming or photography

Any person or organisation wishing to film or photograph at Cairns Airport Pty Ltd should complete the attached application and return a copy to the Media & Communications Manager five (5) business days before the proposed activity. Large production filming will require a greater approval lead time.

Arrangements for airside access must also be confirmed with the Corporate Affairs Manager five (5) business days before arrival at the airport.

A minimum of 48 hours is required for media crews to gain airside access. The only exception is for news media filming or photographing at the airport when stories break quickly. In these situations, media crews will be assisted wherever possible.

In all cases, filming or photography will not be permitted until the attached application has been signed and returned to Cairns Airport Pty Ltd, along with insurance details. Payment of fees (if applicable) is required prior to filming, unless special arrangements have been made with the Media & Communications Manager.

Terms and Conditions of Filming or Photography

- The safe, secure and efficient movement of passengers, freight and aircraft at the airport must not be interfered with in any way.
- The site used for filming or photography must be kept clean, tidy and safe at all times.
- That location, as specified in the attached application, must not be used for any purpose other than the purpose for filming or photography specified in the application.
- No filming of any airport staff may be undertaken without their specific individual permission
- No filming of any security processes may be undertaken whatsoever
- All vehicles must be parked in the public car park unless special arrangements have been agreed to. **Due to increased security at all airports around the world no vehicle is to be left unattended in the vicinity of the airport, apart from the public carpark.**
- All directions from Cairns Airport Pty Ltd authorised personnel must be adhered to
- Before any crew commence set up or filming within the terminal buildings or airport grounds they must contact Cairns Airport Pty Ltd Customer Service Officer on duty on 0477 054 049 to advise of their arrival and receive all clear to commence.
- Should there be any changes to the filming schedule Cairns Airport Pty Ltd must be advised as soon as possible.
- Cairns Airport Pty Ltd may relocate, defer or cancel any approved filming or photography activity when safety, security or operational considerations demand it. In those circumstances, Cairns Airport Pty Ltd will not be responsible for any loss to any person or organisation.
- Persons or organisations wishing to film or photograph on the airside of the airport are subject to security access control requirements i.e. sighting of current, valid photo ID such as a driver's licence or passport, as well as safety escort and supervision. In particular, all persons must be accompanied by an airport official who displays an Airport Security Identification Card (ASIC) and a valid visitor pass must be obtained for each person entering the airside. If it is intended to drive on the airside, an Authority to Drive (ADA), applicable to airline operators only, must be obtained and the rules set out in Cairns Airport Pty Ltd's Airside Vehicle Control Handbook (AVCH) must be complied with. Persons going airside are subject to the Drug and Alcohol regulations stipulated by the Civil Aviation Safety Authority (CASA).

Documentation Required

- Prior to commencing filming or photography, persons/organisations must submit to CAPL a copy of:
 1. a certificate of currency of public liability insurance for an insured sum of \$20 million (as a minimum) and noting Cairns Airport Pty Ltd as a joint-insured for the purpose of access to Cairns Airport on these terms and conditions; and
 2. a certificate of currency of workers compensation insurance (if relevant).
- Persons or organisations accessing Cairns Airport Pty Ltd do so at their own risk and release Cairns Airport Pty Ltd from liability for any loss or damage of any kind.

If any of these terms and conditions are, in Cairns Airport Pty Ltd's reasonable opinion, not complied with, then Cairns Airport Pty Ltd may terminate the right to film or photograph, and all persons associated with that activity will be required to immediately leave the airport. In those circumstances, Cairns Airport Pty Ltd will not be responsible for any financial loss to any person or organisation.

Filming and photography – fees

A fee is levied in advance for filming and photography activity undertaken for commercial gain. The full amount of the fee will be notified by Cairns Airport Pty Ltd after an application is received and before the activity commences. No filming or photography will be permitted until the applicable fee is paid, unless prior arrangements have been made with the Cairns Airport Pty Ltd Corporate Affairs Manager. Fees are as follows:

Photography (still) terminal:	\$100 per hour + gst
Photography (still) airside:	\$150 per hour + gst
Filming terminal:	\$200 per hour + gst
Filming airside:	\$300 per hour + gst

Should specific Cairns Airport Pty Ltd personnel or services be required to undertake the activity, a further fee may be levied. Depending on location and duration of the activity, an additional fee may also be imposed to cover the additional deployment of security or safety personnel.

Non-commercial filming or photography

Fees are **not** charged for the following activities:

- Airline companies and airport tenants collecting material for independent internal use within their organisations e.g. training films etc. Normal fees apply for airlines and airport tenants filming for advertising purposes;
- News media use e.g. breaking news stories and library footage

APPLICATION FOR FILMING OR PHOTOGRAPHY AT CAIRNS AIRPORT

Applications must be lodged a minimum of five (5) business days prior to the proposed filming or photography. Large production filming will require a greater approval lead time.

In signing this application, the organisation or person concerned agrees to abide and to ensure that its employees, subcontractors and agents abide by the requirements set out in the attached filming and photography generic guidelines, and in particular to the Terms and Conditions of filming or photography including payment of any due fees in advance of the commencement of filming, and agrees to the terms of the agreement and the Indemnity in Part 2 of this application. Additional site specific conditions may be included in any Cairns Airport Pty Ltd approval.

Both Parts 1 and 2 of this application must be completed in full.

PART 1

Organisation or Individual Details

Name:

Address

Telephone:

Facsimile :

Email :

Location contact:

Insurance

Public Liability insurer:

Amount insured:

Workers Compensation

Insurer: (if applicable)

Filming or Photography Activity

Purpose of filming/photography:

Date/s proposed:

Start time:Finish time(Estimated:.....

Location:

Number of staff / crew:

Number & type of vehicles:

Parking requirements: (if any)

Public Carpark only

APPLICATION FOR FILMING OR PHOTOGRAPHY AT CAIRNS AIRPORT

PART 2 – Agreement and Indemnity

Agreement

The organisation or person identified in this application (the applicant) undertakes to comply with all requirements, at all times and to ensure that its employees, subcontractors and agents similarly comply with all relevant security, WH&S, and operational requirements, whether specified:

- in the filming and photography guidelines and in particular the terms and conditions of filming and photography
- in the security access control requirements on the airside (where applicable); or
- as directed by CAPL's officers, employees or agents.

Following consideration of the request, Cairns Airport Pty Ltd may issue approval to conduct filming or photography, of or at Cairns Airport Pty Ltd, subject to such limitations or conditions appropriate to the proposed activity. Any limitations or conditions are in addition to, not in substitution for, the attached filming and photography guidelines.

Indemnity

The applicant agrees that it will indemnify and keep indemnified Cairns Airport Pty Ltd, its officers, employees and agents, against all damage, expense, loss or liability, including all losses, consequential losses, damages, compensation, costs (being Cairns Airport Pty Ltd own or its solicitor's costs), charges, and expenses suffered or incurred in respect of:

- any personal injury (including death) to any person; or
- any damage to any real or personal property,

Arising in respect of the activities of the applicant, to the extent that is due to any act or omission (whether negligent or otherwise) of the applicant, its employees, subcontractors or agents.

The applicant also agrees to make good any damage caused to property on Cairns Airport Pty Ltd by the applicant during the approved filming, photography and associated activities.

Signed: Date:.....
(Applicant)

Print name: Tele Contact:

Company:

Please return by email to:

Caitlin Francis
0466 721 536

email: caitlin.francis@ Cairnsairport.com.au