

TOWNSVILLE AIRPORT FILMING AND PHOTOGRAPHY GUIDELINES

Background

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

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

Responsibility for filming and photography at the airport rests with Queensland Airports Limited Corporate Affairs Department. Please direct your film and photography enquiries or requests to:

Email: media@qldairports.com.au

Safety and security

TAPL 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.

TAPL 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 Townsville Airport should complete the attached application and return a copy to the Corporate Affairs Department eight (8) business days before the proposed activity.

Arrangements for airside access must also be confirmed with the Corporate Affairs Department eight (8) 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 media filming or photography at the airport when stories break quickly. In these situations, media crews will be assisted in accordance with the QAL group media policy.

In all cases, filming or photography will not be permitted until the attached application has been signed and returned to TAPL, along with insurance details. Payment is required on the day or prior to the day, unless special arrangements have been made with the Corporate Affairs Department.

Terms and Conditions of Filming or Photography

The safe, secure and efficient movement of passengers, staff, 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.

Filming must not at any stage interrupt the airport's general operations.

Filming of airline property, aircraft and staff is not permitted without prior approval of the airline.

Filming of security staff and screening equipment is not permitted.

Filming of staff from other agencies (Customs, Quarantine, Defence and Australian Federal Police) is not permitted without prior approval from the relevant authority.

TAPL may relocate, defer, interrupt or cancel any approved filming or photography activity when safety, security or operational considerations demand it. In those circumstances, TAPL 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. proof of identity (drivers 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. Airside driving is at the discretion of TAPL Management, security and any other relevant agencies.

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.

Prior to commencing filming or photography, persons/organisations must submit to TAPL a copy of:

1. a certificate of currency of public liability insurance for an insured sum of \$20 million (as a minimum) and noting TAPL as a joint-insured for the purpose of access to Townsville Airport on these terms and conditions; and
2. a certificate of currency of workers compensation insurance (if relevant).

Persons or organisations accessing Townsville Airport do so at their own risk and release TAPL from liability for any loss or damage of any kind.

If any of these terms and conditions are, in TAPL's reasonable opinion, not complied with, then TAPL 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, TAPL 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 TAPL 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 Corporate Affairs Department. Fees are as follows:

Photography (still) terminal:	\$300 per hour + gst
Photography (still) airside:	\$600 per hour + gst
Filming terminal:	\$450 per hour + gst
Filming airside:	\$600 per hour + gst

Should specific TAPL personnel or services be required to undertake the activity, a further fee may be levied. Depending on location, timing and duration of the activity, an additional fee may also be charged to cover the additional deployment of security or safety personnel. Out-of-hours filming incurs extra fees calculated on a case by case basis.

- N.B. Pricing subject to gst

Non-commercial filming or photography

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

- Airline companies and airport tenants collecting material for internal use and advertising purposes;
- Media use eg breaking news stories and library footage;
- Filming or photography for the purpose of promoting tourism.

APPLICATIONS FOR FILMING OR PHOTOGRAPHY AT TOWNSVILLE AIRPORT

Applications must be lodged eight (8) business days prior to the proposed filming or photography.

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 guidelines, and in particular to the Terms and Conditions of filming or photography, and agrees to the terms of the agreement and the Indemnity in Part 2 of this application.

The following filming request form and filming agreement and indemnity must be completed and signed.
The applicant as shown on this form is responsible for payment of the fee.

FILMING REQUEST FORM	
NAME OF ORGANISATION/APPLICANT	
ADDRESS	
KEY CONTACT AND POSITION	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL	
LOCATION CONTACT AND PHONE NUMBER	
PUBLIC LIABILITY INSURER AND AMOUNT	
REQUESTED DATE(S) OF FILMING / PHOTOGRAPHY	
PURPOSE OF FILMING / PHOTOGRAPHY	
ARRIVAL TIME	
REQUESTED FILMING START TIME	
REQUESTED FILMING END TIME	
DEPARTURE TIME	
WHAT EXACTLY DO YOU WISH TO FILM	
REQUESTED LOCATION(S) ON-AIRPORT	

<p>WILL TOWNSVILLE AIRPORT RECEIVE RECOGNITION OR BRANDING? IF SO, HOW?</p>	
<p>WHO WILL BE ATTENDING ON THE DAY (FULL NAMES PLEASE)</p>	
<p>WILL YOU REQUIRE ACCESS AIRSIDE? (NOTE ACCESS AIRSIDE IS HIGHLY RESTRICTED)</p>	
<p>PARKING REQUIREMENTS:</p> <ul style="list-style-type: none"> • NUMBER AND TYPE OF VEHICLES • ARE ANY VEHICLES REQUIRED TO PARK SOMEWHERE OTHER THAN THE PUBLIC CAR PARK? 	
<p>OTHER REQUESTS – PLEASE LIST</p>	

**APPLICATION FOR FILMING OR PHOTOGRAPHY
AT TOWNSVILLE AIRPORT**

Agreement and Indemnity

Agreement

The organisation or person identified in Part 1 of 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 those 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 TAPL's officers, employees or agents.

The organisation agrees that footage or photographs taken at this time will only be used for the purpose specified in this filming application and will not be on-sold to a third party.

Indemnity

The applicant agrees that it will indemnify and keep indemnified TAPL, its officers, employees and agents, against all damage, expense, loss or liability, including all losses, consequential losses, damages, compensation, costs (being TAPL's 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, however caused to property during the approved filming, photography and associated activities.

Signed: _____ Date: _____

Print name: _____

Please return via email to:

Queensland Airports Limited Corporate Affairs Department
Email: media@qldairports.com.au