

Newcastle Airport filming and photography guidelines

Amended November 2016

Background

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

Against this background, Newcastle Airport 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 Newcastle Airport Business Aviation Development. Please direct your film and photography enquires or requests to:

Rebecca Wilson
Marketing and Communication Manager
rwilson@newcastleairport.com.au
Tel (02) 4928 9800
Fax (02) 4965 1927

Safety and security

Newcastle Airport 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.

Newcastle Airport 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 and photography

Any person or organisation wishing to film or photograph at Newcastle Airport should complete the attached application and return a copy to the Marketing and Communication Officer at least 10 business days prior to the proposed activity.

Arrangements for airside access must also be confirmed with the Marketing and Communication Manager 10 business days prior to arrival at the Airport.

A minimum of 24 hours is required for media crews to gain airside access. The only exception is for 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 Newcastle Airport, along with insurance details. Payment is required prior to the day, unless special arrangements have been made with the Marketing and Communication Manager.

Terms and conditions of filming and photography

The safe, secure, and efficient movement of passengers and aircraft at Newcastle Airport must not be interfered with in any way. The site used for filming and 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.

Newcastle Airport may relocate, defer or cancel any approved filming or photography activity when safety, security or operational considerations demand it. In those circumstances, Newcastle Airport 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 (ie making a copy of a 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 Aviation Security Identification Card (ASIC) and obtain and display a valid visitor pass. If it is intended to drive on the airside, Newcastle Airport must be notified at least 10 business days prior and any guidelines set out by Airport officials must be followed.

Aviation security legislation does not allow vehicles to be left unattended in the vicinity of the Airport, apart from the public car park.

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

- > a certificate of currency of public liability insurance and noting Newcastle Airport Pty Limited as a joint-insurance for the purpose of access to Newcastle Airport on these terms and conditions; and
- > a certificate of currency of workers compensation insurance (if relevant).

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

If any of these terms and conditions are, in Newcastle Airport's reasonable opinion, not complied with, then Newcastle Airport 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, Newcastle Airport Pty Limited 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 Newcastle Airport 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 Marketing and Communication Officer. Fees are as follows:

Photography (still) terminal:	\$250 each hour (plus GST)
Photography (still) airside:	\$600 first hour (plus GST), \$300 (plus GST) each hour thereafter
Filming terminal:	\$550 first hour (plus GST), \$250 (plus GST) each hour thereafter
Filming airside:	\$800 first hour (plus GST), \$600 (plus GST) each hour thereafter

Should specific Newcastle Airport 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 Newcastle Airport tenants collecting material for independent internal use within their organisations (eg training films etc). Normal fees apply for airlines and Airport tenants filming for advertising purposes, and
- > Media use (eg breaking news stories and library footage).

Application for filming or photography at Newcastle Airport

Applications must be lodged 10 business days prior to the proposed filming or photography.

In signing this application, the organisation or person concerned agrees to abide and ensure that its employees, sub-contractors 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 and photography, and agrees to the terms of the agreement and the Indemnity in Part 2 of this application.

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

Part 1: Organisation or individual details

Name: _____

Address: _____

Phone: _____

Fax: _____

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 _____

Location _____

Number and type of vehicles _____

Parking requirements (if any) _____

NOTE: Public car park only _____

Part 2: 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, sub-contractors 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 Newcastle Airport officers, employees or agents.

Following consideration of the application, Newcastle Airport may issue written approval to conduct filming or photography, of or at Newcastle Airport, 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 Newcastle Airport Pty Limited, its officers, employees and agents, against all damage, expense, loss or liability, including all losses, consequential losses, damages, compensation, costs (being Newcastle Airport's own or its solicitor 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 by fax or email to:

Rebecca Wilson
Marketing and Communication Manager
rwilson@newcastleairport.com.au
Fax (02) 4965 1927