



## COMMERCIAL FILMING AND PHOTOGRAPHY INFORMATION AND APPLICATION

### Introduction

The primary function of Sunshine Coast Airport (SCA) is to provide facilities for the safe, secure and efficient movement of passengers, Airport tenants, freight and aircraft for the Sunshine Coast region and surrounding areas.

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

Responsibility for commercial filming and photography at the airport rests with SCA Airport Management. Please direct your film and photography enquiries or requests to:

Steve Smith  
**Airport Property Manager**  
Steve.Smith@sunshinecoast.qld.gov.au  
tel: (07) 5453 1504  
fax: (07) 5453 1511

### Safety and security

SCA 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, at its sole discretion.

SCA reserves the right to refuse permission to any company, organisation or person to film or photograph at the Airport. It is therefore important that these Guidelines and in particular the Terms and Conditions listed below are read.

### Application for Filming or Photography

Any person or organisation wishing to film or photograph at SCA must complete the attached Application and return a copy to the Airport Property Manager at least ten (10) business days before the proposed activity.

Where Airside access is requested sufficient detail must be provided in the supporting documentation for the Airport Operations Manager to be able to consider whether the filming or photography can be considered for approval.

Accredited media organisations, on a day-to-day basis, will be assisted as resources permit. Refer to Airport Charges for further details.

### Terms and Conditions

- The safe, secure and efficient movement of passengers, Airport tenants, freight and aircraft at the Airport must not be interfered with in any way during filming.
- The site used for filming or photography must be kept clean, tidy and safe at all times.
- The location, as specified in the attached application, must not be used for any purpose other than the purpose for the filming or photography specified in the Application.

*Filming and Photography Guidelines/Application form*

**Version 5**

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- SCA may at its sole discretion relocate, defer or cancel any approved filming or photography activity when safety, security or operational considerations demand. In these circumstances, SCA will not be responsible for any loss to any company, organisation or person.
- Companies, organisations or persons wishing to film or photograph on the Airport are subject to special security requirements. Such requirements may include, but not be limited to:
  - requiring the approval of the Department of Transport and Regional Services Aviation Security Branch
  - requiring satisfactory identification of all personnel
  - requiring the proper display of SCA Visitor Passes where required
  - the provision of licensed security guards
  - security clearing of vehicles and equipment
  - security screening of equipment and personnel
  - denying access to persons who do not meet SCA's security requirements.
  - requiring the approval of the Civil Aviation Safety Authority
  - paid supervision by a Works Safety Officer
  - restrictions on lighting
  - restrictions or bans on the use of naked flames, pyrotechnics, dangerous goods, or firearms
  - the delaying of filming to accommodate aircraft movements
  - restricted access for vehicles and close escorting of vehicles
  - bans on the use of animals
  - vacating an Airside site in the event of activation of the Airport Emergency Plan
  - the provision of Work Method Statements and Risk Assessments
  - evidence of the suitability of staff to operate equipment
  - and restrictions on equipment or materials which may be subject to jetblast.
- Prior to commencing filming or photography, persons or organisations must submit to SCA a copy of:
  1. A certificate of currency of public liability insurance applicable to carrying out filming or photography at airports, for an insured sum of \$20 million (as a minimum) and noting SCA and Maroochy Shire Council as a joint-insured for the purpose of access to SCA on these Terms and Conditions; and
  2. A certificate of currency of workers compensation insurance (if relevant).
- Persons or organisations accessing SCA do so at their own risk and release SCA and Maroochy Shire Council from liability for any loss or damage of any kind. Prior to commencing filming or photography, persons or organisations must provide to SCA an Indemnity and Release.
- Companies, organizations and/or persons must pay all fees and charges prior to the commencement of filming or photography
- SCA makes no warranty that facilities will be available on the day in question due to scheduled aircraft delays, weather, breakdown of equipment or plant.
- Companies, organisations and/or persons wishing to film or photograph must have due regard to the privacy of passengers, staff and the public. Where applicable, appropriate permissions must be obtained from persons who are included in filming and who can be recognised in any way. Filming extras are to be provided for all close work.
- Companies, organisations and/or persons wishing to film or photograph must provide a written statement that the filming or photography undertaken is for the sole and exclusive use of that organisation and in the case of filming will only be used for the purpose stated in the application, and will not be later on sold for profit, or gain.
- If, in SCA's reasonable opinion, any of these terms and conditions are not met, then SCA may terminate the authority to film or photograph, and all persons associated with the activity will be required to immediately leave the airport. In those circumstances, SCA will not be responsible for any financial loss to any company, organisation or person.



## Airport Charges

A charge will be levied in advance for filming and photography activity undertaken for commercial gain. The full amount of the fee will be notified by SCA after an application is received and must be agreed before the activity commences. No filming or photography will be permitted until the applicable fee is paid.

The following fees apply:

Photography (still) terminal:	\$500 per hour + GST
Photography (still) airside:	\$1000 first hour + GST, \$500 + GST per hour thereafter
Filming terminal:	\$1000 per hour + GST (4hours minimum), \$750 + GST per hour thereafter
Filming airside:	\$2000 per hour + GST (4hours minimum), \$1500 + GST per hour thereafter
Parking:	As per current fees and charges

Should specific SCA personnel or services be required to assist with undertaking the activity, a further fee may be levied based on an hourly charge out rate. Contact the Airport Property Manager for details.

SCA has paid public car parking. Vehicles using the Public car Park will be required to pay the posted fees.

## Non-commercial filming or photography

Charges will not be levied on the following activities:

- Airline companies and airport tenants collecting material for independent internal use within their organisations, for example, training films. Normal fees apply for airlines and airport tenants filming for commercial or advertising purposes.
- Accredited media organisations for breaking news stories and library footage, but not for production of commercial programming.

## APPLICATION FOR FILMING OR PHOTOGRAPHY AT SUNSHINE COAST AIRPORT

Applications must be lodged at least ten (10) business days prior to the proposed filming or photography.

In signing this application, the company, organisation or person concerned agrees to abide by 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.

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



**PART 1**

**Company, Organisation or Individual Details**

Name of Applicant: .....

Company or Organisation:.....

ABN/ACN:.....

Address:.....

.....

Telephone: .....

Mobile: .....

Facsimile : .....

Email: .....

Location contact: .....

**Insurance**

Public Liability insurer: .....

Amount insured: .....

Workers Compensation Insurer: (if applicable) .....

**Filming or Photography Activity**

Purpose of filming/photography: .....

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Date/s proposed: .....

Start time: .....Finish time: .....

Proposed Location:.....

Number and Type of Vehicles involved in filming activities:.....



**VEHICLE DETAILS**

<b>Model</b>	<b>Number Landside</b>	<b>Number Airside</b>	<b>Additional Staff Vehicles</b>
<b>Car</b>			
<b>Truck Small</b>			
<b>Truck Large</b>			
<b>Other</b>			
<b>Specialist Vehicles</b>			

**NUMBER OF PERSONS**

<b>Airside</b>		<b>Landside</b>	
<b>Adults</b>		<b>Adults</b>	
<b>Minors</b>		<b>Minors</b>	



**PART 2**

**Agreement, Indemnity and Acknowledgement**

**Agreement**

Following consideration of the application, SCA may issue a Letter of Approval for the conduct of filming or photography at SCA, subject to such conditions appropriate to the particular proposed activity. The company, organisation or person identified in Part 1 of this application (the applicant) will be required to undertake to agree to the Terms and Conditions contained in these Guidelines and any other conditions noted in the SCA Letter of Approval.

**Indemnity**

The applicant must agree to indemnify and keep indemnified SCA, Maroochy Shire Council, its officers, employees and agents, against all damage, expense, loss or liability, including all losses, consequential losses, damages, compensation, costs (being SCA / Maroochy Shire Council 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 must also agree to make good any damage, however caused to property during the approved filming, photography and associated activities.

**Acknowledgement**

Signed: .....Company:.....

Print name: .....

Date: .....

Please return by facsimile to:

**Steve Smith**  
**Airport Property Manager**  
**Sunshine Coast Airport**  
**Fax No (07) 5453 1511**