

Filming, Radio and Photography Policy

External version

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1. Introduction

Cardiff Airport's filming, radio and photography policy has been developed for the following purposes:

- To outline all security and safety regulations associated with filming, radio recording or broadcasting and photography at the airport
- To ensure all film, radio and photography crews are made aware of airport procedures when on site
- To outline the requirements and guidelines for news and current affairs broadcasting, reporting and photographing
- To be consistent when dealing with broadcast and press media
- To outline costs, guidelines and requirements relating to commercial filming, radio recording or broadcasting and photography

N.B. 'Landside' refers to all public areas on the airport site, including car parks and outside the terminal, check-in hall, first floor café/bar area and the arrivals hall.

'Airside' refers to all areas which require security clearance on the airport site, including the departure lounge, departure and arrival gates, outside ramp areas, baggage reclaim hall, immigration hall and executive lounge.

'South Side' refers to all areas on the southern side of the airfield, including Aeros Flying School and café, Serco Fire Station, Signature Flight Support, Dragonfly, the Norman Hangar and any other airport owned land on the south side which can be accessed via the village of Rhoose.

'Broadcast' refers to television and radio crews or individuals

'Recording' refers to either sound or vision recording or both

'Filming' refers to any use of cameras and sound equipment for:

- television, whether live transmission or recorded material
- commercial or non commercial recording for any purpose whatsoever, including, but not limited to, feature films, educational material, promotional material, website material

'Radio' refers to the use of microphones for any purpose whatsoever, including, but not limited to:

- live broadcast or recorded material whether for commercial or non commercial use
- the use of recorded sound material for website use

2. Aims and objectives

Cardiff Airport's aims and objectives are:

- To ensure all filming, recording and photography at the airport are undertaken in a responsible and safe manner following all security regulations
- To endeavour to assist all film, radio and photography crews with their requests whenever possible
- To be consistent, when communicating with film, radio and photography crews
- To establish positive working relationships with film, radio and photography crews

3. Authorisation

Authorisation for filming, recording and photography is granted by the Cardiff Airport Press Office.

Cardiff Airport will always endeavour to work with the media when a request is received for permission to use the airport's facilities. Each request for access will be considered individually and may be accepted or rejected depending on content, feasibility, resources, operational or other issues. The airport reserves the right to withhold permission for filming, recording or photography on its premises.

Permission is required by the Cardiff Airport Press Office for filming, recording or photography on any airport owned land, including in car parks, approach roads and on the South Side of the airfield.

Any crews or individuals filming, recording or taking photographs at the airport and who have not requested or been granted permission will be reported to Airport Security and the Airport Police.

For authorisation all media are required to contact the press office on 01446 729311 prior to their arrival at the airport. Permission will not be granted to any individual or crew arriving at the airport without making prior arrangements.

Film, radio and photography crews who are authorised to film, record or take photographs at the airport will be required to register their details by filling in a filming permit form. The top copy of the permit form must be kept by a member of the crew at all times and shown to any airport, security or police representative on request. This also applies to any film, radio or photography crews who are travelling as passengers on flights from Cardiff Airport.

Cardiff Airport also reserves the right to temporarily suspend activity if required for operational reasons, or to amend the terms and conditions under which the authority was granted due to changing regulations or airport requirements.

4. Prearrangements

The Cardiff Airport Press Office is responsible for all filming, recording and photography arrangements.

All news and current affairs broadcast and press media arrangements must be made by phone or e-mail prior to the individual/crew's arrival at the airport.

All landside commercial filming and photography must be arranged at least 5 working days prior to the proposed filming date.

All airside commercial filming and photography must be arranged at least 10 working days prior to the proposed filming date.

All South Side commercial filming and photography must be arranged at least 10 working days prior to the proposed filming date.

On some occasions it may be required to extend the lead time for commercial filming and photography arrangements depending on the nature of the project and the resources available.

Film, radio and photography crews who have been given permission to film, record or take photographs in airside areas will be required to fill in visitor security forms prior to their arrival at the airport. These can be downloaded from the airport's website, www.cardiff-airport.com.

5. Arrangements on the day

The following arrangements must be adhered to by all broadcast and press media, whether commercial or non commercial, when filming in landside or airside areas:

a. Parking

All media personnel to park in the Short Stay Car Park unless otherwise arranged. Complimentary parking cannot be offered.

b. Arrival

All media personnel must report to the Security Lodge on arrival to register. The Security Lodge is located to the right of the terminal building.

c. Registering

A media signing in permit book will be available at the Security Lodge. The details must be completed before filming, recording or photographing commences, and the top copy of the permit form must be kept with the crew/individual at all times. Any media personnel on site without the top copy of the permit form may be asked to leave the site.

Any film, radio or photography crews who are travelling as passengers on flights from Cardiff Airport must visit the Security Lodge and fill in the permit form on their arrival to the airport prior to checking-in for their flight.

All media requiring airside access must show one of the following photographic identifications to be issued with airside visitor passes:

- i. Photographic driving licence with paper counterpart
- ii. Passport

No other forms of photographic identifications will be accepted, and airside visitor passes will not be issued without one of the above forms of ID. **There will be no exception to this requirement.**

Media requiring airside access are also asked to complete the visitor pass form, available to download from www.cardiff-airport.com.

d. High visibility jackets

It is necessary for all media personnel to wear orange high visibility 'Media' jackets at all times when filming, reporting, recording or photographing on site.

Internal

Reporters, presenters or actors at internal locations (airside and landside) are permitted to remove the high visibility jacket when performing to camera. Jackets must be worn again immediately when off-camera.

External

Reporters, presenters or actors at external landside locations are permitted to remove the high visibility jacket when performing to camera. Jackets must be worn again immediately when off-camera.

All media personnel (including those performing to camera) must wear an orange high visibility 'Media' jacket when outside in airside locations, without exception. They will also be asked to wear ear defenders (supplied by Cardiff Airport) in noisy conditions.

The high visibility jackets will be given to the media personnel on arrival at the Security Lodge by their escort or security agent. Any media personnel without a high visibility jacket may be asked to leave the site.

e. Signing out

All media personnel who have been given access to film, record or photograph on site must report to the Security Lodge on departure to sign out and return their high visibility jacket.

N.B. When filming at the South Side of the airfield all media must contact the airport's press office to report their arrival.

6. Rules and regulations

The following rules and regulations apply to all filming, recording and photography at the airport, commercial or non commercial:

a. Security

It is against Department for Transport regulations to film, record or photograph any security points, security personnel or procedures. Filming, recording or photographing any feature associated with security may not be undertaken at the airport under any circumstances.

b. Airport Police and Special Branch

Filming, recording or photographing airport police or Special Branch officers is prohibited.

c. Third Party Branding

All filming and photography crews/individuals are requested not to film or photograph external companies' branding such as advertisements, signage or logos, without the prior permission of the third party company. This includes the following:

- i. Airlines/Tour Operators
- ii. Ground Handlers
- iii. Retail units
- iv. Catering units

If permission has been granted by the third party company, the Cardiff Airport press team will need to receive written confirmation prior to the film/photo shoot at the airport.

d. Airport Staff

Members of Cardiff Airport staff should not be filmed, recorded or photographed individually without prior permission from the Cardiff Airport Press Office.

e. Partner Company Staff

The relevant local station manager must be informed and his/her approval obtained should any member of staff working for a partner company based at the airport be filmed, recorded or photographed. The permission of the individual in question is not sufficient.

f. Check-in Hall

Filming, recording, taking photographs or interviewing passengers in queues waiting to check in is not permitted. Passengers may only be approached for interviews, 'vox pops' or the taking of photographs in the check-in hall if they are not queuing at the check-in desks and only by prior consent of the airport's press office.

g. Immigration Hall

Filming, recording and taking photographs in the Immigration Hall requires prior permission of the UK Border Agency press office and local team. The regulations when filming, recording and taking photographs in the Immigration Hall include:

- i. Filming/taking photographs of UKBA staff without prior permission is prohibited
- ii. Filming/taking photographs of computer screens is prohibited
- iii. Filming/taking photographs of passengers going through passport control is prohibited
- iv. A member of UKBA team should be in attendance with the film/photography crew/individual at all times, in addition to an airport escort

h. Baggage Reclaim Hall

The Baggage Reclaim Hall is controlled by UKBA and therefore prior permission by the UKBA press team and local staff should be granted before filming, recording or taking photographs. Filming or taking photographs of UKBA staff without prior permission is prohibited.

i. Customs Hall

Filming, recording and taking photographs in the Customs Hall is not permitted without prior permission by the UK Border Agency press office and local team. The regulations include:

- i. Filming/taking photographs of UKBA staff without prior permission is prohibited
- ii. Filming/taking photographs of passengers in the Customs Hall without UKBA and the passenger's permission is prohibited
- iii. A member of UKBA team should be present and with the film/photography crew/individual at all times, in addition to an airport escort

j. General

All filming, recording or photography undertaken at the airport should not on any occasion either cause disruption to the airport's normal operations or to its staff and passengers. Film, radio and photography crews are required to be considerate of the airport's staff and passengers at all times when on site.

Should a member of the public be photographed he/she must be approached to request permission and sign a consent form prior to the taking of the photograph(s). If a child (under 16 years old) is being photographed a parent or guardian must sign the consent form on the child's behalf.

Cardiff Airport will provide the consent form if the photography is being undertaken on behalf of the airport and the airport will retain the copyright of the images taken. If the photographs are to be used for external purposes the photographer must provide his/her own consent form.

The airport reserves the right to remove filming, radio or photography crews/individuals from the airport site should they not adhere to the rules and regulations outlined.

7. News and current affairs media broadcasting, reporting and photography

The airport endeavours to co-operate with the media at all times by means of a 24/7 press office.

The Cardiff Airport Press Office will always treat members of the media with respect and will always attempt to accommodate any requests and assist in every possible manner, whatever the content, issue or nature of the enquiry. In return the Cardiff Airport Press Office would expect media personnel to show equal respect, demonstrating integrity and responsible behaviour at all times. Failure to comply could lead to the media company or individual in question being removed from the site and being denied access to the airport in future.

All requests for filming, photography and broadcasting must be made through the press office prior to arrival at the airport, and each request will be considered individually before permission is granted.

Cardiff Airport reserves the right to refuse access for filming, photography or broadcasting on its property,

Cardiff Airport does not need to provide reasons for access to be refused, and any media personnel who have been refused access will be removed from the site by Airport Security or police.

Cardiff Airport also reserves the right to temporarily suspend activity if required for operational reasons, or to amend the terms and conditions under which the authority was granted due to changing regulations or airport requirements.

8. Interview requests

a. Airport representatives

Cardiff Airport has trained spokespeople available to give media and press interviews in English and Welsh.

Each request for an interview will be considered individually, and Cardiff Airport will endeavour to have an airport representative available to provide interviews whenever appropriate and whenever possible. Advance notice should be given, and the airport does not need to give an explanation if we are unable to assist.

The usual practice is for all television and radio interviews to be conducted on site at the airport, either face to face with the reporter or via landline telephone for radio broadcasts.

Cardiff Airport spokespeople will not give interviews on behalf of third party companies including airlines, tour operators or other partner companies operating at the site.

b. Passengers

Members of the media must obtain permission from the press office before conducting interviews or 'vox pops' with passengers. Any individual/crew member who has not made a request, or has been refused permission to interview passengers will be removed from the site if he/she attempts to conduct an interview.

Cardiff Airport's priority is to ensure the safe and efficient operation of the airport and the wellbeing of its passengers, and therefore, although the airport will give the media permission to approach passengers whenever appropriate, occasionally the request may be rejected.

Any requests made by the media to interview, approach, film or take photographs of specific individuals travelling through the airport will be rejected unless prior written or verbal approval has been received directly from the individual in question. The airport will not allow filming, radio or photography crews/individuals access to the site should they wish to approach, "doorstop", or film, record or photograph any individual without his/her knowledge or permission.

c. Staff

Members of staff working for the airport or partner company should not be interviewed under any circumstances without prior permission from the press office of the employee's company.

If the company's press office has given its approval, the interview must not interfere with or disrupt the employee's day to day duties.

9. Escorting

Tight security regulations are in force at an airport, and on occasions it is essential for crews/individuals to be escorted by a member of airport or security staff.

At least one escort is required per 4-6 people when filming, recording or photographing in airside locations. The exact number of escorts required will depend on the location and nature of the shoot. Airside access will therefore not be granted when resources are limited or without adequate prior arrangements.

It is not always a requirement for film, radio and photography personnel to be escorted in landside areas; however escorts may be summoned depending on the nature of the project.

The Cardiff Airport Press Office is responsible for arranging trained escorts to assist with media visits. Members of airport or partner company staff should always consult with the airport's press office team before allowing or escorting any media personnel on site.

10. Commercial filming and photography

Cardiff Airport welcomes applications for commercial filming, recording and photography.

The airport is eager to discuss all filming and photography possibilities with production companies and can arrange 'recces' and site visits to discuss the finer details. The production company may be charged depending on the nature of the recce.

Any commercial filming, recording or photography shoot must not interfere with the day to day operations of Cardiff Airport, or any of its passengers and staff. All rules and regulations and arrangements criteria outlined apply to commercial filming and photography.

The following rate card charges apply for commercial filming, recording and photography:

Landside: £150 per hour

Airside: £250 per hour

Escorts: £100 per escort for up to 4 hours

Other charges

Other charges may be incurred to provide for additional requirements e.g. the use of a meeting room for cast and crew for the duration. These additions will be open to negotiation and will be agreed prior to the film/photography shoot.

Requirements

- a. A copy of the company's Public Liability Insurance Certificate. This should be sent prior to the arrival at the airport for the filming/photography shoot.

A minimum of £2m landside cover and at least £10m airside cover is required. These amounts are subject to increase depending on the nature of the film/photography project.

Any film, radio or photography crew which has not provided a copy of its public liability insurance certificate prior to its arrival at the airport will be refused access until such time as it provides the necessary paperwork.

- b. A risk assessment carried out by the production company. All production companies must conduct a site visit prior to their filming/photo shoot at the airport in order to carry out a risk assessment highlighting all possible risks specifically related to the shoot at the airport.

The risk assessment must be supplied to the Cardiff Airport press team at least three working days prior to the start of shoot date.

Any film, radio or photography crew which has not provided a risk assessment prior to its arrival at the airport will be refused access until such time as it provides the necessary paperwork.

- c. Film and photography crews who require airside access must fill in security visitor forms prior to their arrival at the airport.
- d. Company phone number and address for invoicing.

11. Universities, school and charity projects

Cardiff Airport is committed to working with our community with the result that the airport's Touchdown programme has identified education, skills, arts and culture as key areas to support.

We are therefore eager to assist university and school students who require access to the airport for filming and photography projects, and are able to offer the following reduced rates for educational projects:

Landside: £90 per hour (40% discount)

Airside: £150 per hour (40% discount)

Escorts: £90 per escort for up to 4 hours (10% discount)

All rules and regulations and arrangements criteria outlined above apply for university and school students. We will also require a contact address and phone number for invoicing.

13. Contact Details

For news, broadcast and press media contact the 24/7 press office line on 01446 729311. The on-call press officer will deal with your request.

For commercial filming, recording and photography contact Cassie Houghton on cassie.houghton@cwl.aero or 01446 712595 (Mon-Fri 9am-5pm).