

# Airside Photography & Filming

## Airside Operational Instruction 29

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**A. AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in **green** text & indicated by a **green** bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

**B. REVIEW / AMENDMENT HISTORY**

| REVIEW SUMMARY                |        |                              |                                  |
|-------------------------------|--------|------------------------------|----------------------------------|
| <b>VERSION / REVIEW REF:-</b> | 1.1    | <b>REVIEW COMPLETED BY:-</b> | CATHY WILLOUGHBY-CRISP           |
| <b>DATE:-</b>                 | SEP 16 | <b>ROLE:-</b>                | AIR TRAFFIC & OPERATIONS MANAGER |

| PARAGRAPH | AMENDMENT  |
|-----------|------------|
|           | <i>Nil</i> |

| REVIEW SUMMARY                |        |                              |                                  |
|-------------------------------|--------|------------------------------|----------------------------------|
| <b>VERSION / REVIEW REF:-</b> | V2.0   | <b>REVIEW COMPLETED BY:-</b> | CATHY WILLOUGHBY-CRISP           |
| <b>DATE:-</b>                 | DEC 17 | <b>ROLE:-</b>                | AIR TRAFFIC & OPERATIONS MANAGER |

| PARAGRAPH | AMENDMENT  |
|-----------|--|
|           | New ownership  |
| Various   | Role title change; General Manager now Managing Director |

## **1. INTRODUCTION**

- 1.1** The procedures detailed in this AOI have been generated to formalise the procedures for the authorisation of photography and filming at Bournemouth Airport.

The procedures have been established in compliance with CAP 642 and with reference to the Health and Safety Executive guidance on risk management.

## **2. PHOTOGRAPHY AIRSIDE**

- 2.1** Photography Airside is only permitted by specific arrangement and agreement with the management of Bournemouth International Airport.

Persons having a need to carry out photography, for either commercial or private purposes are required to obtain formal permission from the Airport Management and be in possession of a Photographic Permit for the activity required.

Permits are obtainable by prior application to the Managing Director, as detailed on the Application Form or by post to:-

Managing Director  
Unit 1, Brackley Close  
Bournemouth Airport  
Christchurch  
Dorset  
BH23 6SE

A minimum of 48 hours' notice should be given for the issue of a permit; using the attached form at Appendix 1.

## **3. FILMING AIRSIDE**

- 3.1** Filming Airside is only permitted with the specific permission of the Airport Managing Director.


Persons having a need to carry out filming, for either commercial or private purposes, are required to obtain formal permission from the Airport Managing Director and be in possession of a Filming Permit for the activity required.

Permits are obtainable by prior application to the Managing Director, at the address above.

Permits should normally be applied for in writing, giving a minimum of 14 days prior to the required date of filming.

Permits for commercial purposes may trigger a fee, dependent upon the degree of supervision that BIA may have to apply to safeguard the activity.

## APPENDIX 1

|  |   |
|--|---|
| <br><b>Bournemouth Airport</b><br><small>Part of Regional &amp; City Airports</small> | <b>APPLICATION FOR PERMIT TO FILM / PHOTOGRAPH AT<br/>BOURNEMOUTH INTERNATIONAL AIRPORT</b> |
|--|---|

PLEASE COMPLETE IN BLOCK CAPITALS

|                                       |  |                 |  |
|---------------------------------------|--|-----------------|--|
| <b>NAME / COMPANY:-</b>               |  |                 |  |
| <b>DATE(S) OF ACTIVITY:-</b>          |  | <b>TIMES:-</b>  |  |
| <b>LOCATION:-</b>                     |  |                 |  |
| <b>NATURE / PURPOSE OF ACTIVITY:-</b> |  |                 |  |
| <b>TELEPHONE NO:-</b>                 |  | <b>FAX NO:-</b> |  |
| <b>E-MAIL CONTACT:-</b>               |  |                 |  |

| DETAILS OF PERSONS IN ATTENDANCE |                           |      |                           |
|----------------------------------|---------------------------|------|---------------------------|
| NAME                             | BOH ID<br>(IF APPLICABLE) | NAME | BOH ID<br>(IF APPLICABLE) |
|                                  |                           |      |                           |
|                                  |                           |      |                           |
|                                  |                           |      |                           |
|                                  |                           |      |                           |
|                                  |                           |      |                           |

**COMPLETED APPLICATION TO BE SENT TO THE MANAGING DIRECTOR**  
**FAX NO:- 01202 364118 OR E-MAIL:- PAUL.KNIGHT@BOURNEMOUTHAIRPORT.COM**

|   |                  |               |                   |  |
|---|------------------|---------------|-------------------|--|
| <b>PERMISSION FOR THE ABOVE ACTIVITY IS:-</b>   | <b>GRANTED:-</b> |               | <b>DECLINED:-</b> |  |
| <b>SIGNATURE:-</b>  |                  |               |                   |  |
| <b>PRINT NAME:-</b>   |                  | <b>DATE:-</b> |                   |  |
| MANAGING DIRECTOR; BOURNEMOUTH AIRPORT  |                  |               |                   |  |
| <b>THIS PERMIT IS VALID FOR THE ABOVE ACTIVITY ONLY AND MUST BE CARRIED WITH YOU WHILST AIRSIDE</b><br><br><i>The Airport Duty Manager(Tel:-01202 364170) is aware of this activity and will contact you directly to make any necessary arrangements for escorts etc.</i> |                  |               |                   |  |