

# Airside Photography and Filming

Airside Operational Instruction (AOI) 29

DOCUMENT REVIEW HISTORY		
<b>AOI 29</b>	<b>CURRENT VERSION:-</b>	<b>V2.0</b>
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VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
	2.1	November 2019
	2.2	May 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ **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

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.1	<b>REVIEW COMPLETED BY:-</b>	CATHY WILLOUGHBY-CRISP
<b>DATE:-</b>	NOV 19	<b>ROLE:-</b>	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
3	Requests for filming Airside

REVIEW SUMMARY			
<b>VERSION / REVIEW REF:-</b>	V2.2	<b>REVIEW COMPLETED BY:-</b>	KEITH JEWITT

<b>DATE:-</b>	MAY 2024	<b>ROLE:-</b>	AIRFIELD SERVICES MANAGER
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<b>PARAGRAPH</b>	<b>AMENDMENT</b>

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**1. INTRODUCTION****1.1 PURPOSE**

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; Airside Safety Management, and with reference to the Health and Safety Executive guidance on risk management.

**2. PHOTOGRAPHY AIRSIDE****2.1 PROCESS**

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 Operations Director, as detailed on the Application Form or by post to:-

Operations 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 PROCESS**

Filming Airside is only permitted with the specific permission of the Airport Authority.

Persons wishing to carry out filming, for either commercial or private purposes, are required to obtain formal permission to do so and be in possession of a Filming Permit / Approval prior to undertaking the activity.

Filming enquiries should be submitted to:-

[judy@righbygroupplc.com](mailto:judy@righbygroupplc.com)

Applicants should complete the form included as Appendix 1, and whenever possible, provide at least 14 days' notice.

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

APPENDIX 1

 <b>Bournemouth Airport</b> <small>Part of Bournemouth City Airport</small>	<b>APPLICATION FOR PERMIT TO FILM / PHOTOGRAPH AT BOURNEMOUTH INTERNATIONAL AIRPORT</b>
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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 (IF APPLICABLE)	NAME	BOH ID (IF APPLICABLE)

COMPLETED APPLICATION TO BE SENT TO  
[JUDY@RIGBYGROUPPLC.COM](mailto:JUDY@RIGBYGROUPPLC.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>		
<p><b>THIS PERMIT IS VALID FOR THE ABOVE ACTIVITY ONLY AND MUST BE CARRIED WITH YOU WHILST AIRSIDE</b></p> <p><i>The Airport Duty Operations Manager(Tel:-01202 364350) is aware of this activity and will contact you directly to make any necessary arrangements for escorts etc.</i></p>				