



Changi Airport Group (Singapore) Pte Ltd
21 Seletar Aerospace Road 1, #02-01, Seletar Airport, Singapore 797405 | Email: seletar@changiairport.com

APPLICATION FOR FILMING / PHOTOGRAPHY AT SELETAR AIRPORT

Please read the conditions before submitting the application via email.

SECTION A – APPLICANT DETAILS

Applicant's Name: MR/MRS/MISS:	Applicant Type: <input type="checkbox"/> Media Companies <input type="checkbox"/> Changi Airport Group (Department: _____) <input type="checkbox"/> Airport Tenants <input type="checkbox"/> Airlines <input type="checkbox"/> Airport Partners
Applicant's Business Contact:	Applicant's Business Email Address:
Applicant's Company Name:	
Applicant's Company Address:	

SECTION B – APPLICATION TYPE / REASON

Application Type: <input type="checkbox"/> Filming (please attach synopsis) <input type="checkbox"/> Photography	Information Group: <input type="checkbox"/> Internal Use <input type="checkbox"/> Online Publications <input type="checkbox"/> TV Programs <input type="checkbox"/> Other Commercial Purpose: _____
Where will the final product be featured? <input type="checkbox"/> Print <input type="checkbox"/> Broadcast <input type="checkbox"/> Online	
Purpose and Justifications:	

SECTION C – LOCATION OF FILMING / PHOTOGRAPHY

Public Areas <input type="checkbox"/> Departure Check-in Hall <input type="checkbox"/> Departure Hall <input type="checkbox"/> Arrival Meeting Hall <input type="checkbox"/> Others: _____	<i>(Entry into the transit and restricted areas are restricted to CAG, airport tenants, airlines and airport partners for aviation related purpose only)</i>	
	Restricted Areas (Transit) <input type="checkbox"/> Departure Gate Holdroom <input type="checkbox"/> Arrival Baggage Claim Hall <input type="checkbox"/> Others: _____	Restricted Areas (Airside) <input type="checkbox"/> Aircraft Parking Bay No. ____ <input type="checkbox"/> Departure Baggage Handling Area <input type="checkbox"/> Arrival Baggage Handling Area <input type="checkbox"/> Others: _____

SECTION D – DATE / TIME OF FILMING / PHOTOGRAPHY

Start Date: _____	Start Time: _____
End Date : _____	End Time : _____

SECTION E – CREW DETAILS

#	Name (as in NRIC/FIN/Passport)	Airport Visitor Pass Application Serial Number
1		
2		
3		
4		
5		

SECTION F – EQUIPMENT LIST

#	Category	Description of Equipment Model / Serial No.	Any in-built flash?
1	Camera		Yes / No
2	Battery		Yes / No
3	Stand		Yes / No
4	Others:		Yes / No
5	Others:		Yes / No

Will external power supply / generator be used during filming / photography?

Yes No

CONDITIONS ON FILMING/PHOTOGRAPHY AT SELETAR AIRPORT

1. The application for public areas and for restricted areas must be made at least 7 days and 14 days (excluding Saturdays, Sundays and Public holidays) respectively, before scheduled day of filming/photography.

<u>Areas</u>	<u>Minimum no. of days in advance</u>
(a) Public areas	7 working days
(b) Restricted Areas	14 working days

2. Only Media Companies, Changi Airport Group (CAG), Airport Tenants, Airlines and Airport Partners can apply for the filming/photography permit.
3. Applicants who wish to apply for a permit to carry out filming / photography at Seletar Airport **must ensure that filming/photography is aviation related and has direct relations to airport operations.**
4. Applications forms with required information/documents not attached will be deemed incomplete and will not be processed.
5. A complete proposal must be submitted together with the application request. The proposal should include the purpose of the filming / photography, a summary of the story (where applicable) and how the Airport will be featured in the script or depicted (where applicable). Applicants shall inform and seek CAG's prior approval if there are any changes to the proposal content.
6. Applicants requiring the use of dangerous, complicated stunt sequences must submit a detailed statement and action plan together with their application and the approvals of the relevant authorities must have been obtained. Prior to the proposed activity, applicants must submit to CAG a list of the safety & precautionary measures they will undertake during the filming.
7. Applicants are responsible for their own co-ordination with other parties concerned if filming/photography involves areas not under the jurisdiction of CAG (e.g. Airport operators, tenants, airlines, government agencies, etc). Approval letter(s) from the respective organization(s) must be submitted together with the application.
8. Pending approval, applicants are advised to pre-arrange for Auxiliary Police Escort(s) at their own cost. They may contact the following officers from Certis CISCO:
 - a) Yvonne TAN / YvonneCC_TAN@certisgroup.com
 - b) Julian TAN / JulianZW_TAN@certisgroup.com
 - c) Caleb Leong/ CalebWK_Leong@certisgroup.com
 - d) Ardy TAN / ArdyHS_TAN@certisgroup.com
 - e) Mohamed Faizad ZAINAL / MFaizad_ZAINAL@certisgroup.com
 - f) TAN Siew Choo / TAN_Siew_Choo@certisgroup.com
 - g) Seletar SUP / seletar_sup@certisgroup.com
9. No tapping of power supply from Airport electrical system.
10. Upon approval, a permit will be issued by CAG for filming/photography. The successful applicant will be required to arrange for an escort from the Certis CISCO Security Pte Ltd and the CAG Seletar Airport Emergency Services (AES) escort (if applicable) at their own cost.
11. Applicants shall indemnify and keep indemnified CAG against all proceedings, actions, claims and demands which may be taken or made against CAG and all losses (including all indirect and consequential losses), damages, costs (including legal costs on a solicitor-client indemnity basis) or expenses of any nature whatsoever incurred or payable by CAG as a result of death, injury or disability of any persons or damage to property, occasioned, caused, in connection with or contributed to by the applicant's filming/photography activity at Singapore Seletar Airport.
12. Applicants are to note that the grant of the permit does not constitute CAG's consent to the collection and use of any personal data. You are responsible for ensuring that your photography and/or filming complies with the Personal Data Protection Act.
13. All filming and photography request should not capture any of the following:
 - a) Security systems
 - b) Immigration
 - c) Any counters without prior permission from the operator
 - d) Any aircraft without prior permission from the owner
 - e) Any areas not specified within the application

14. Applicants must agree to provide a copy of the finished product to the Changi Airport Group (Singapore) Pte Ltd (“CAG”) for archiving purposes.
15. Due credit must be given to CAG.
16. Use of CAG and Seletar Airport (“the Airport”) images and logos for marketing materials pertaining to films or images must be approved by CAG. The film or images must not be used in any way that might adversely affect the reputation and the image of the Airport. CAG’s decision on whether there is an adverse effect shall be final.
17. CAG reserves the right to refuse any application for any reason, not limited to a breach of any of these Terms and Conditions. CAG also reserves the right to withdraw any consent granted and stop the filming or shoot at any time, for any reason whatsoever and all persons will be required to leave the airport premises immediately. CAG will not be responsible for any loss, including financial loss to any company or individual.
18. In the event of any postponement request by applicant, CAG will consider the request only if made not less than 24 hours of the original date and time of the filming/photography session. Any postponement request made less than 24 hours will be deemed as a cancellation and the applicant will have to submit a fresh request.
19. CAG reserves the right to change any rates and/or terms and conditions contained herein at any time without prior notice.
20. Applicant should be aware that approval of applications will be seen as indirect support for the project and as such, it is to be noted that CAG does not endorse projects that:
 - a) depict or portray the Airport or Singapore in an unfavorable light or otherwise a manner that may affect the reputation of the Airport or Singapore;
 - b) are overtly political in nature;
 - c) are highly critical of other countries or people;
 - d) go against CAG’s corporate branding guidelines;
 - e) might sow or instigate racial, religious or cultural discord; or
 - f) support anti-social lifestyle or criminal activity.
21. Animals are prohibited from entering the Airport premises.

Safety & Security

22. The Changi Airport Group (Singapore) Pte Ltd (“CAG”) takes great care in ensuring the safety of all persons at Seletar Airport (“the Airport”). Here is a list of safety and security guidelines media personnel will have to adhere to.
23. Applicants are required to declare the equipment used (such as camera, tripod, lightings, tracks, props, generator) during the filming/ photography session. These equipment will be subjected to inspection by CAG. Generators will be subjected to inspection by CAG as they may create fire or electrical hazards. The inspection will be carried out at the Seletar Airport Fire Station prior to start of approved session. All unapproved equipment is to be removed from Airport premises immediately.
24. Applicants are responsible for own safety in the Airport and shall ensure the safety of all persons within the Airport premises.
25. All members of the media crew, filming team and talents etc. must always have their visitors’ passes visibly attached to them whenever they are within the restricted areas of the Airport. Whenever such persons are within the Airport premises, CAG and any security personnel reserve the right to carry out random checks of belongings or equipment at any time.
26. For security reasons, all belongings and equipment must be attended to at all times.
27. Any person deemed to be a threat to persons within the Airport premises will be escorted out of the premises immediately.
28. Applicants are to ensure that filming or shoots done within the Airport will not cause an obstruction in the Airport premises or otherwise disrupt or cause a delay in airport operations.
29. Filming props and/or equipment will be subjected to approval depending on how much space there is within the chosen filming location and whether they cause an obstruction or otherwise disrupt or cause a delay in airport operations.
30. Use of explosives and pyrotechnics within the Airport and surrounding premises is strictly prohibited.

Filming & Operating Hours

- 31. To ensure that all persons enjoy their time and experience in the Airport, media activities must not interfere with or cause a disruption to daily airport operations. Here are the designated timeslots when filming and media activities are allowed.
- 32. To minimize inconvenience, filming shall be conducted on weekdays from 10am to 5pm.
- 33. If filming is approved, it must be completed by the designated timeline set by CAG and filming crew must ensure that the location and facilities used are cleaned and cleared.
- 34. Should there be a request for filming to be conducted outside of these hours or extend beyond these hours or on weekends; CAG will review the request on a case to case basis. CAG's decision on whether to grant such a request shall be final.
- 35. Successful applicants must ensure that they do not contribute to noise or other forms of pollution which may cause unnecessary disturbances to persons in the Airport premises and surrounding areas.

Usage of Facilities / Utilities

- 36. Media personnel are required to submit an application if they wish to loan certain facilities or utilities provided in the Airport. Should the applicant require high power requirements or need to carry out cabling works, the applicant shall only engage CAG's in-house contractor.
- 37. CAG reserves the right to prohibit the use of any facilities and/or utilities without prior notice.
- 38. Filming crew must ensure care and proper use of facilities or utilities provided. If CAG property is damaged during the filming process, costs of damages will be billed to the filming company.
- 39. Shifting, removing or altering any parts/features of Airport premises is strictly prohibited.
- 40. Media personnel must ensure that all proper instructions and safety checks are carried out before they can proceed to use the facilities.

By providing your signatory on this form, the applicant:

- (a) declare that the particulars and information stated in this application are true and correct,**
- (b) consents to the collection, use and disclosure of the applicant's personal data for the purposes of the filming / photography application processing by CAG,**
- (c) will abide by the conditions set out on this application form.**

Name and Signature of Applicant & Company Stamp (where necessary)

Date