

INSTRUCTIONS

Mandatory information required for submission of application :

- 1 Particulars of applicant
 - (a) Name of applicant
 - (b) Designation
 - (c) Name and address of Company
 - (d) Tel No, Fax No and E-mail address
 - (e) IC No or Passport No/FIN No (for non-Singaporean)
 - (f) Nationality (for non-Singaporean)
 - (g) Date of birth

- 2 Particulars of Crew/Cast
 - (a) Name
 - (b) IC No or Passport No (for non-Singaporean)
 - (c) FIN No }
 - (d) Nationality } (for non-Singaporean)
 - (e) Date of birth }

- 3 Location for filming/photography
 - (a) Passenger Terminal 1
 - (b) Passenger Terminal 2
 - (c) Changi Airfreight Centre

- 4 Areas prohibited from filming/photography
 - (a) Runway
 - (b) Baggage Sorting Area
 - (c) Aerobridges
 - (d) Gate Holdrooms
 - (e) Control Tower
 - (f) Area before Departure Immigration
 - (g) Close up of Immigration/Customs counters
 - (h) Skytrain
 - (i) Perimeter Road

- 5 Areas allowed for filming/photography
 - (I) Public Areas
 - (a) Departure Check-in Hall
 - (b) Arrival Meeting Hall
 - (c) Carparks
 - (d) Others (please specify)

APPLICATION FOR FILMING PHOTOGRAPHY AT SINGAPORE CHANGI AIRPORT

- (II) Restricted Areas
 - (a) Departure/Transit Lounge
 - (b) Arrival Baggage Claim Hall
 - (c) Aircraft Parking Bay/Apron
 - (d) Others (pleas specify)

- 6 Date(s)/Time/Duration (permitted timings for filming/photography is from 11am to 4pm and 2am to 5am).
- 7 Type of equipment to be used (eg camera, tripod, lightings, tracks, props, generator). (For filming at Aircraft Parking Bay, generator is required to be inspected by CAAS Fire Station).

CONDITIONS

- 1 A permit fee of \$60 per day will be imposed for filming/photography within the restricted areas of Singapore Changi Airport. No fees will be levied for public areas.
- 2 All applications must be submitted according to the minimum number of days :

<u>Areas</u>	<u>Minimum no. of days</u>
(a) Public areas	2 working days
(b) Arrival Baggage Claim Hall, Departure/ Transit Lounge, Changi Airfreight Centre and Aircraft Parking Bay	5 working days
- 3 Applications are subject to the following conditions :
 - (a) Must be aviation-related and must have a direct relation to airport operations.
 - (b) Local TV networks must not exceed the quota of 2 times a month.
- 4 Applicants are responsible for their own co-ordination with other parties concerned if filming/photography involves areas not under the jurisdiction of CAAS (eg airline counters or shops). Approval letter(s) from the respective organisation(s) must be submitted together with the application.
- 5 Pending approval, applicants are advised to pre-arrange for :
 - (a) Police Escort(s) with either
 - (i) SATS Security Services at 65418739; OR
 - (ii) AETOS Auxiliary Police at 65413494
 - (iii) Certis CISCO Aviation Security at 65080708
 - (b) Technician to be on standby if tapping power supply from Airport's electrical system during filming/photography with
 - (i) AMEC Group Singapore Pte Ltd at 65420088 for filming at Terminal 1; OR
 - (ii) BrightBeam Pte Ltd at 65423410 for filming at Terminal 2.
- 6 Upon approval, a permit will be issued by CAAS for filming/photography in the restricted areas. For filming/photography in public areas, a letter of approval will be issued by CAAS.
- 7 Applicants shall indemnify and keep indemnified CAAS against all proceedings, actions, claims and demands which may be taken or made against CAAS and all losses, damages, costs or expenses incurred or payable by CAAS as a result of death, injury or disability of any persons or damage to property, occasioned, caused or contributed to by the Applicant's filming/photography at Changi Airport.