

## The Saint Lucia Air and Sea Ports Authority Application for Commercial Filming and Photography at SLASPA's Facilities

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The facilities managed by the Saint Lucia Air and Sea Ports Authority (SLASPA) adhere to strict local, regional and international safety and security standards. Due to the tightening of security measures at all airport and seaport facilities, SLASPA is limiting the allowance of filming and photography at its facilities. However, if you wish to do so, you must inform us of your intention to film or take photographs at the airport/seaport by submitting this application.

Please note the following:

- Requests for filming or photography must reach SLASPA at least fourteen (14) working days in advance of requested activity;
- Filming/photography can only take place within the areas approved in the Permit;
- No filming or photography will take place during peak hours or during the night unless authorized by the General Manager/CEO;
- Third party filming/photography must be accompanied by requisite approvals from client;

Applications must be submitted to:

***Director of Marketing and Product Development  
Marketing & Research Department  
Saint Lucia Air and Sea Ports Authority  
Manoel St.  
P.O. Box 651  
Castries, Saint Lucia***

**For Official use only**

Date received: \_\_\_\_\_

By: \_\_\_\_\_

## Instructions

This Form is to be completed if applying for permission for filming or photography at one of the following facilities:

- Hewanorra International Airport
- George F. L. Charles Airport
- Castries Seaport
- La Place Carenage
- St. Lucia Marine Terminals Ltd. (Vieux – Fort Seaport)

To complete the form, please place a tick in the boxes [ ] and fill out all the appropriate sections. To minimize delay in receiving a decision about your application, please ensure you submit all relevant information. Allow for a 14 working days processing time.

## Location Applying For

Please place a tick (✓) where applicable

**Hewanorra International Airport** [ ]

**George F. L. Charles Airport** [ ]

**Castries Seaport**

Ferry Terminal [ ]

La Place Carenage [ ]

Container Park (Operational areas) [ ]

Cargo Sheds [ ]

**Vieux Fort Seaport** [ ]

Locations of Filming/Photography where applicable:

Public Areas	<input checked="" type="checkbox"/>	Restricted Areas	<input checked="" type="checkbox"/>
Departure/Check-in Area		Departure/Transit Lounge	
Arrival Hall		Arrival/Baggage Claim	
Parking Area/Roadside		Airside/Runway	
Restaurant		Control Tower	
Shops/Tenants		Operational Areas	
Other Please Specify: _____		Other Please Specify: _____	

## Section One – General Information

The information below must be completed by an individual who is an owner, part-owner or officer of the Company and is legally authorized to represent the company.

Mr.  Ms.  Mrs.  Other: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_  
\_\_\_\_\_

Company Stamp: \_\_\_\_\_

**Please tick one of the following which BEST applies:**

Tenant  Media  Production House  Other: \_\_\_\_\_

NGO  Private  Government Agency

## Section Two – Purpose

**Please tick the most appropriate option and provide a brief description of the required shots at the selected facility:**

Brand Promotion  Corporate Video  Community Production

Television Commercial  Tourism Production  Magazine Article

Newspaper Article  Inaugural Call  Dignitary Welcome

Other: \_\_\_\_\_

Description of required shots:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section Three – Request Details

Film shoot [ ]

Photo-shoot [ ]

Both [ ]

<b>Request Details</b>	
Date Proposed	
Start Time	
End Time	
Crew Size	
Insurance	
Number of Vehicles & Vehicle Registration Numbers	<hr/> <hr/> <hr/>
List All Equipment	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Required Support from SLASPA (e.g. Access to electricity and parking)	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

## Section Four – Final Product After Filming/Photography

Please tick (✓) the most appropriate and provide details in the space provided:

**Print** [ ]

Title of Publication: \_\_\_\_\_

Country of Publication: \_\_\_\_\_

Expected Publication Date: \_\_\_\_\_

**Television Broadcast** [ ]

Title of Program: \_\_\_\_\_

Broadcast Channel: \_\_\_\_\_

Country for Broadcast: \_\_\_\_\_

Expected Date of Airing: \_\_\_\_\_

**Online** [ ]

Website Address: \_\_\_\_\_

Expected Publication Date: \_\_\_\_\_


**Other** [ ]

Medium: \_\_\_\_\_

Country of Showcase: \_\_\_\_\_

Expected Public Date: \_\_\_\_\_

## Section Five - Checklist

<b>Checklist</b>	
Crew List	<input type="checkbox"/>
Equipment List	<input type="checkbox"/>
All sections of application filled out	<input type="checkbox"/>
	<input type="checkbox"/>

## Section Six – Crew List

Please print the following requisite information:

<b>Name</b>	<b>Type of ID &amp; ID Number</b>	<b>Gender</b>	<b>DOB DD/MM/YY</b>	<b>Nationality</b>	<b>Contact Information</b>

## Section Seven – Fees Schedule

If approval is granted a permit will be provided and the following daily fees will apply:

Type Activity	Public Areas
<b>Photography (Non-peak hours) (3 hour limit)</b>	\$150.00 (per day)
<b>Filming (Non-peak hours) (3 hour limit)</b>	\$250.00 (per day)

Other charges may apply. Fees are subject to change without notice. Special consideration will be given to charitable and government/not for profit projects.

## Section Eight – Signature

I certify that I understand that myself or my Company is prohibited from operating unless and until myself/my Company is in possession of a valid and current operating Permit from SLASPA. Further, I understand that the submission of this application does not guarantee the approval or issuance of a Permit.

I certify that all information that I have provided is accurate and complete to the best of my knowledge. I understand that any false or misleading information entered on this application may be cause for denial or revocation of the Permit. I accept all terms and conditions stipulated in the Permit.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Section Nine – Approvals/Evaluation (For Official use Only)

### Marketing & Research Department Evaluation

The Applicant has met the requirements in Sections 2 - 6 and is therefore recommended for filming/photography at the requested facility [ ]

The Applicant has **NOT** met the requirements in Sections 2 - 6 and is therefore **NOT** recommended for filming/photography at the requested facility [ ]

Evaluated By: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Port Police Division

The Applicant has met all SLASPA's Security requirements [ ]

The Applicant has **NOT** met all of SLASPA's Security requirements [ ]

Reviewed By: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

### Director of Airports

The office of the Director of Airports has reviewed the application:

Recommends approval [ ]

Does not recommend Approval [ ]

Reviewed By: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_



## Section Nine – Approvals/Evaluation Con't

### Director of Seaports

The office of the Director of Seaports has reviewed the application:

Recommends approval

Does not recommend Approval

Reviewed By: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

### General Manager's Office

Approved

Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section Ten – Procedures, Terms and Conditions of Filming and Photography Permit

### **Management**

You must comply with all directions/instructions given by personnel from the Saint Lucia Air and Sea Ports Authority (SLASPA) and its Security personnel. Prior to filming/photography, you must meet with the Port Police at the facility to be briefed.

### **Filming Limitations**

1. You may apply to film and photograph certain areas within the facilities excluding:
  - Runway, Taxiways & Aircraft parking stands
  - Baggage Handling Areas
  - Customs and Immigration Screening Areas
  - Control Tower
  - Area before Departure Immigration at both Arrival & Departure Lounge
  - Cargo Handling Activities
  - Barrel Clearing and Screening
  - Customers without their consent
2. SLASPA does not endorse or support projects that:
  - depict or portray any facilities unfavorably or otherwise in a manner that may affect the reputation of the Authority;
  - are explicitly political in nature;
  - are highly critical of other countries or people;
  - go against SLASPA's corporate branding guidelines;
  - might generate any racial, religious or cultural discord; or
  - support anti-social lifestyle or criminal activity.
3. Animals are prohibited from entering the facilities.

### **Safety & Security**

The following is a list of safety and security guidelines all personnel must adhere to while at the facilities.

1. You are responsible for your own safety and the safety of all persons within your party;
2. All members of the team must always visibly display their Visitor's passes above waist height whenever they are within the restricted areas of the facility. While on property, the Port Police reserve the right to carry out random checks of belongings or equipment at any time;
3. All belongings and equipment must be attended to at all times;
4. Anyone perceived to be a threat to the safety of persons or the premises will be escorted out of the premises immediately;
5. Personnel must ensure that filming or shoots done within the facility do not cause obstructions or otherwise disrupt or cause a delay in facility operations;
6. Personnel must ensure that they do not cause a disturbance to the facility and occupants;
7. Operational Health & Safety regulations must be adhered to at all times.

## Section Ten – Terms and Conditions (continued)

### Filming & Operating Hours

To ensure that there is no interference with or possible disruption to daily facility operations, SLASPA may determine the appropriate time for filming or photography. **Peak times** for the following facilities are as follows and as such filming/photography may be restricted during those times:

- Hewanorra International Airport: 12:30pm – 6:00pm
- George F. L. Charles Airport: 7:00am – 8:00am & 2:00pm - 12:00am
- Ferry Terminal: 1:00pm – 5:00pm
- La Place Carenage: When cruise ships are in port or during other activities as guided by Mall Management

### Usage of Facilities / Utilities

1. Companies wishing to film or photograph at the facility must apply for a permit prior to coming to the facility. SLASPA will provide basic electrical technical support if necessary;
2. SLASPA reserves the right to prohibit the access to any facilities and/or utilities without prior notice or notification of a reason for its decision;
3. Filming/Photography crew must ensure care and proper use of facilities or utilities provided. If the facilities are damaged during the filming/photography process, costs of damages will be billed to the filming/photography company or approved user;
4. Changing, removing or adjusting any parts/features of the facility/premises without the prior approval of SLASPA is strictly prohibited;
5. Media personnel must ensure that they follow instructions and comply with all safety procedures and security checks before they can proceed to use the facilities;
6. Charges will apply for the use of certain locations, facilities, utilities and time spent at the facility. (See fee schedule);
7. For filming, the crew involved must ensure that only approved standard adaptors or voltage converters are used for electrical outlets. They must ensure that the use of electrical outlets will not pose a threat to the premises, facilities and customers;
8. Filming will be considered in restricted areas for individual concessionaires on a per case basis;
9. All filming or photography equipment will be subject to inspection by Port Police or SLASPA's security service providers.

### Insurance & Liability

SLASPA will not be held liable for any damage to equipment, injury or loss of life due to negligence or non-conformance of safety regulations by the party involved for any activity conducted within the facility. SLASPA accepts no responsibility for any claims that might be incurred in the event of damage to equipment, injury or loss of life at any point of the filming / photo shoots.

## Section Eleven – Submission of Proposal

1. The application form can be downloaded from [www.slaspa.com](http://www.slaspa.com) under Corporate, Downloadable forms. Printed copies are available at SLASPA at a cost of \$25.00 per copy. Applications must be made at least 14 working days (excluding Saturdays, Sundays and Public holidays) before the intended day of filming/photography;
2. Applications with required information/documents not attached will be deemed incomplete and will not be processed.
3. SLASPA will contact you or your agency via the address/contact information provided once a decision has been made.

## Commercial Filming and Photography Permit

Permit No: \_\_\_\_\_

Permit Type: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Authorized Date of Filming/Photography: \_\_\_\_\_

Authorized Time of Filming/Photography: \_\_\_\_\_

Duration of Filming/Photography: \_\_\_\_\_

### **THIS PERMIT IS NON-TRANSFERABLE**

Name of Company/Person Receiving Permit: \_\_\_\_\_

\_\_\_\_\_

Permittee's Business Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permittee's Phone Number: \_\_\_\_\_

Permittee's Email Address: \_\_\_\_\_

Permittee's Fax Number: \_\_\_\_\_

Permittee's Authorized Representative: Name: \_\_\_\_\_

Title: \_\_\_\_\_

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**Authorized By:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_