



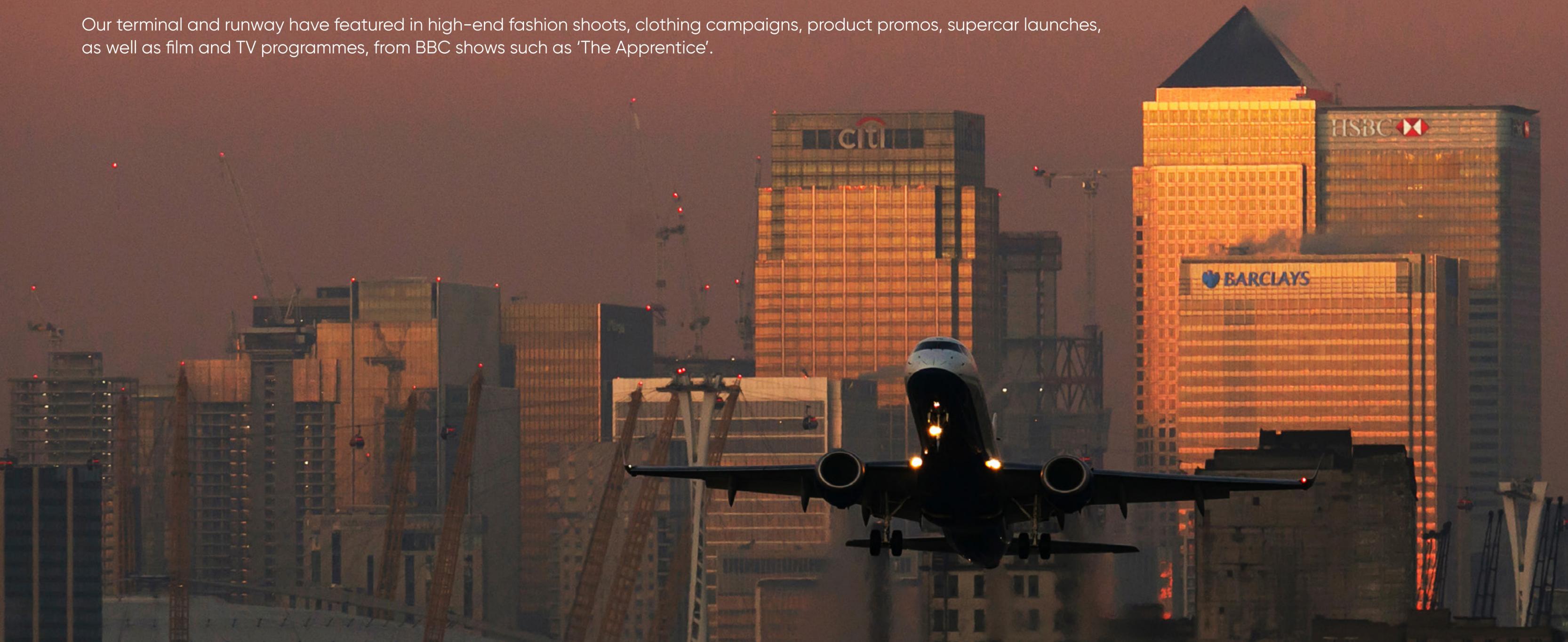
Commercial Filming and Photography Policy



A location like no other

A clear view of London's iconic skyline. Breath-taking sunrises and sunsets. A unique combination of city and space. No wonder London City Airport makes a stunning location for commercial film and photography shoots. The most centrally located of all London's airports, London City Airport (LCY) sits just 7 miles east of the City of London in a setting chosen for its closeness to the city's financial heart.

Our terminal and runway have featured in high-end fashion shoots, clothing campaigns, product promos, supercar launches, as well as film and TV programmes, from BBC shows such as 'The Apprentice'.



Film your project with us

We've put together these guidelines to help you navigate our airport regulations, so you can complete your project on time and on budget. They apply to all commercial filming and photography at LCY (other than short-term filming by news media), including:

- ♥ Feature films and television series
- ♥ General entertainment programmes and adverts
- ♥ Documentaries
- ♥ Corporate and student presentations or educational films
- ♥ Professional photography

Safety first

Our main priority is always the health and safety of our passengers, staff and community. For this reason, we assess all filming applications for any potential impact on airport operations and security, and we reserve the right to deny requests.

We're keen to provide you with access to the property and facilities at LCY that suit your project. So to avoid disrupting or inconveniencing any airport passengers, staff or shops, we ask you to meet specific criteria while you're working here.



Filming at the Airport

Guidelines for production teams

We kindly ask all production team members to comply with the following rules:

- ♥ Display London City Airport-issued photo ID all times.
- ♥ Always follow the guidance of your dedicated LCY escort.
- ♥ Respond swiftly to any requests from LCY security or police.
- ♥ Do not interfere with airline or airport operations.
- ♥ Do not block fire escape routes and or/fire emergency exits.
- ♥ Do not block any entrance, exit, escalator, ticket counter, taxi staging or pickup area, passenger check-in, security checkpoint, baggage area or other area in/around the airport.

Security requirements

- ♥ We can only grant permission to film after you have passed a security risk assessment through the Security Management Systems (SeMS) process. Please allow three weeks for this.
- ♥ Any footage you take must be approved by LCY before use, to ensure it doesn't feature any security equipment or measures.
- ♥ Short term or short-notice filming requires an RA approval from LCY security. Should we have any concerns, our Security Manager will address and/or escalate them as required.
- ♥ If you/your team need to be escorted airside while filming, you must be accompanied by an appropriate number of LCY airside pass holders.

In the event of any filming-related damage to airport property, the production company is responsible for all repairs.



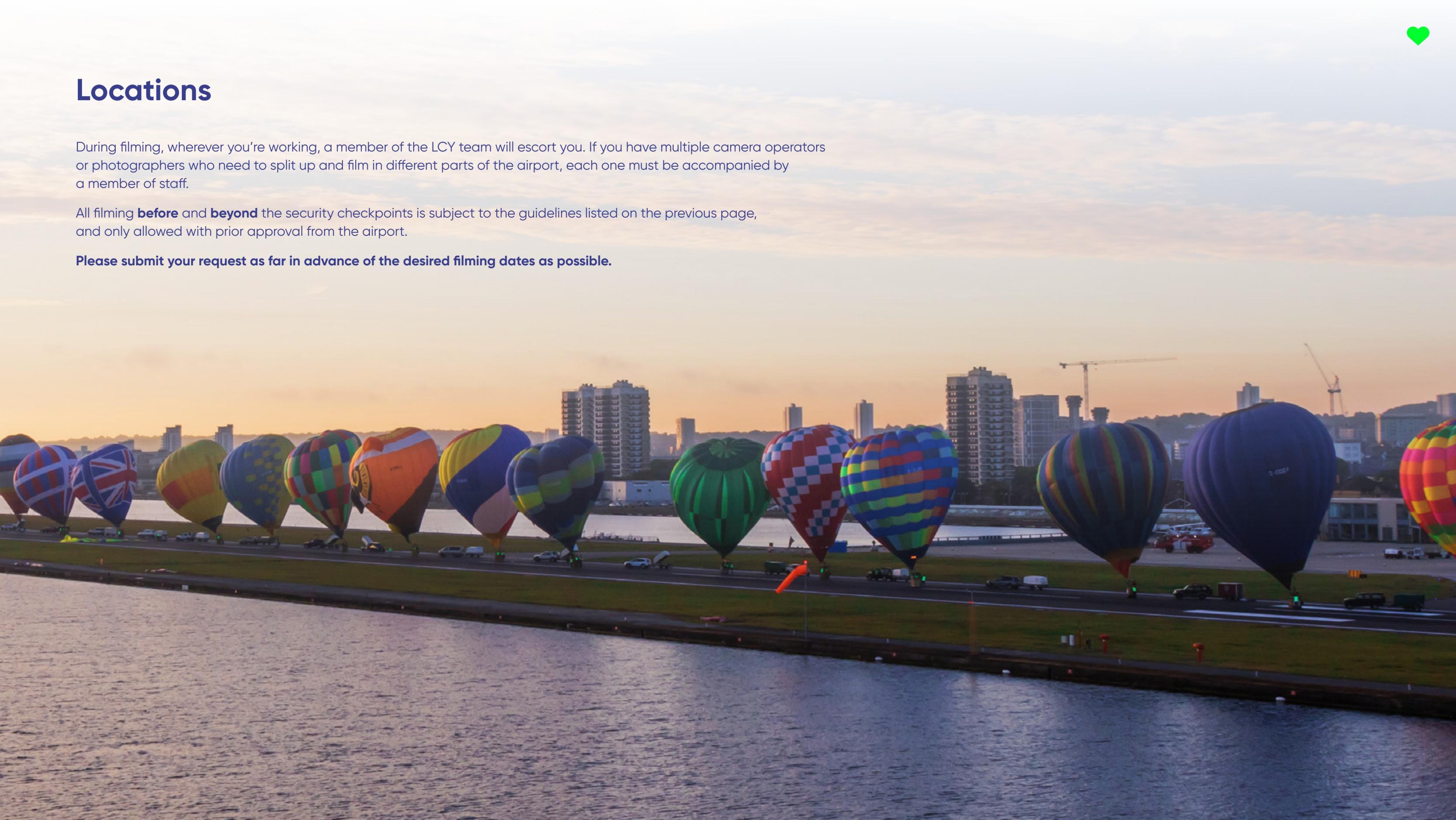


Locations

During filming, wherever you're working, a member of the LCY team will escort you. If you have multiple camera operators or photographers who need to split up and film in different parts of the airport, each one must be accompanied by a member of staff.

All filming **before** and **beyond** the security checkpoints is subject to the guidelines listed on the previous page, and only allowed with prior approval from the airport.

Please submit your request as far in advance of the desired filming dates as possible.



Locations

Leased areas

You can film in areas which the airport leases to other users, such as ticket counters, boarding locations, waiting areas, private offices, shops and restaurants. To do this you must request permission from the relevant airline or business, as well as from London City Airport.

Landside

Before Security Checkpoints

Filming before the checkpoints can take place in public areas of the airport such as baggage claim, the ticketing hall, shopping areas, terminal front and car park.



Airside

After Security Checkpoints

Filming beyond the security checkpoints can take place at the security gates, passport control, waiting areas, departure lounges and on the airfield tarmac.

- ♥ Any unapproved filming could compromise security or safety in these areas, so airport police may arrest anyone (including ticketed passengers) without permission to film.
- ♥ Access beyond the security checkpoints also depends on the availability of LCY escorts and is granted on a first-come, first-served basis.

Locations

Runway

Access to and use of our runway for filming is strictly controlled by the Aerodrome Operations Team for the duration of each project. Please comply with the following guidelines:

- ♥ Maximum vehicle speed limit is 100 mph, with adequate risk assessment and safety controls
- ♥ Driving guidelines:
 - In straight lines only, in either direction with adequate stopping distances
 - No racetrack patterns permitted
 - No driving on the grassed areas within the runway strip



- ♥ All users must maintain safe distances from runway assets, visual and navigational aids etc

If you'd like to film in areas near the airfield, such as the Private Jet Centre or the Asian Business Park at Royal Albert Docks, please contact us to request this in advance.

Aircraft

London City Airport cannot provide any access to aircraft for the purposes of filming. Please contact the relevant airline to arrange this.

Insurance

Before filming can take place on London City Airport property, we require proof of insurance in the form of a valid insurance certificate emailed to media@londoncityairport.com.

Insurance Coverage required:

- ♥ Commercial General Liability: Bodily injury/property damage (airport premises) - £50,000,000
- ♥ Higher limits may apply for certain filming locations, such as the airfield.
- ♥ Automotive insurance may be required for any vehicles used
- ♥ Risk Assessment Method Statement (RAMS) permit
- ♥ COVID-19 Risk Assessment
- ♥ Public Liability Insurance
- ♥ Employers Liability Insurance
- ♥ Professional Indemnity Insurance

Fees

	Fee per hour	Minimum charge	Crew size	Use of LCY escort
Photography	£500	£1000	Up to 6 people with lightweight equipment only	£40 per hour: Number required depends on group headcount/needs. All charges applied in hours.
Filming	£1000 On Runway: £10,000 + above charge	£5000	Up to 100 people	As above

Additional charges may apply for the use of any tenant facilities and services.





Apply to film at London City Airport

Please send any enquiries or requests to media@londoncityairport.com well in advance of your desired start date for filming.

We require a minimum of three (3) weeks' advance notice (longer for larger or complex projects) to allow us time to review and approve requests. You're very welcome to book a site tour of the airport to help with your plans.

What we need to know

To help us assess your request, please detail the following:

- ♥ Type of filming – i.e. feature film, advert, documentary
- ♥ Production dates – include timings for preparation and strike as well as filming
- ♥ List of scene locations to be filmed at the airport
- ♥ Need for any alterations, such as removal of signs, use of sound system etc.
- ♥ Times of arrival and departure
- ♥ Number of cast and crew/personnel
- ♥ Number and type of production vehicles
- ♥ Props to be used, such as picture vehicles
- ♥ Items of equipment to be used i.e. cranes, lifts
- ♥ Lighting requirements
- ♥ Special effects to be used
 - PLEASE NOTE: The filming of scenes featuring breaches of security, aircraft or car crashes, use of firearms or replica firearms, explosions or smoke machines is strictly prohibited.
- ♥ Types and use of animals
- ♥ Stunts to be performed

We look forward to welcoming you and your team to London City Airport soon.

