This application form is to be completed by any person wanting to:

1. take still photographs or video footage within a Pilbara Ports site; or
2. to have a photographer or videographer collect images within a Pilbara Ports site on their behalf.

*Note: if the images are to be taken from a DRONE, then this request must also be accompanied by a completed Pilbara Ports RPAS (DRONE) Flight Request.*

Completed forms should be forwarded to **portsecurity@pilbaraports.com.au**at least one week prior to the intended photography date. Applications from media outlets require two weeks’ notice. Specific dates are required and should not exceed a 48-hour period.

**Date of photography:**

**Details of applicant:**

 Surname:

 First name:

 MSIC number:

 Pilbara Ports Access Card Number:

 Company name:

 Company address:

 Phone: Fax:

 Email:

 Signature:

**Details of person taking photographs/videos:**

 Surname:

 First name:

 MSIC number:

 Pilbara Ports Access Card Number:

 Company name:

 Signature:

Type of camera/s in use (tick all that apply)

|  |  |  |
| --- | --- | --- |
| **[ ]** Still | **[ ]** Video | **[ ]** Drone (Drone application form is required in addition to this form) |

**Pilbara Ports conditions to use a camera (still or video) on site:**

* *There is to be no imagery of people working unless the people are posed and fully and correctly kitted in Personal Protective Equipment (PPE);*
* *Stevedore foreman on duty must be informed of the intention to photograph the work area and possibly the stevedores. All persons in the photograph capture zone must be informed that they may be photographed and given the opportunity to remove themselves from the area if it is safe to do so. If the stevedore declines the photography and it is unsafe for them to remove themselves from the area, there is to be no photography;*
* *Photos or video are to be taken in the approved area only;*
* *There are to be no incidental port images captured. Images can only be of the approved items and areas;*
* *Visitors are to be escorted at all times by an authorised holder of an MSIC who is Pilbara Ports inducted;*
* *All visitors must wear the correct PPE;*
* *An approved hard copy of this form should be carried at all times by the person taking the photos or video;*
* *Images are for internal use only. Written approval of Pilbara Ports must be sought via* *media@pilbaraports.com.au* *prior to using any images for any communications media;*
* *Images must not be distributed to third parties without Pilbara Ports’ prior written consent;*
* *Go-pros are not permitted.*

**I request permission from Pilbara Ports to take still photographs or make a video recording at the following port location(s). Tick all applicable sites.**

|  |  |  |
| --- | --- | --- |
| **Port Hedland** | **Dampier** | **Ashburton** |
| **[ ]** Berth No.1 & 2 | **[ ]** Dampier Cargo Wharf | **[ ]** Ashburton Cargo Wharf  |
| **[ ]** Berth No.3 | **[ ]** Dampier Bulk Liquids Berth | [ ]  Ashburton Laydown Yards |
| **[ ]** Eastern Harbour Laydown Yards | **[ ]** Floating Deck Transhipment System | [ ]  Ashburton Port Access Road |
| **[ ]** Berth No.4 (Utah) |  |  |
| **[ ]** Tug Pen |  |  |
| **[ ]** Other (Please specify)  |

**Intended use of imagery:**

--------------------------------------------INTERNAL USE ONLY-------------------------------------------

Requests from media outlets should be forwarded to media@pilbaraports.com.au for review by Corporate and Government Affairs (C&GA) prior to consideration by Marine or Terminal Operations.

C&GA reviewer: Date:

**MARINE or TERMINAL OPERATIONS**

|  |  |
| --- | --- |
| **[ ]** Approved | **[ ]** Not Approved |

Conditions relating to approval:

Approver’s name: Signature: Date: