

All photographic activity on Port of Newcastle managed sites needs to be authorised and communicated to the relevant personnel and/or licensees on site. This ensures the activity is managed safely and prevents unnecessary reporting to Police of suspicious activity.

Please complete the below and email to berthoperations@portofnewcastle.com.au for approval

Name:	
Company:	
Contact Number:	
Email Address:	
Proposed activity description: (e.g. promotional photos of cargo, media photo shoot, operational safety photos etc.)	
Company name and contact person that has engaged you to undertake this activity:	
Date range of proposed activity:	
Time range of proposed activity:	
Activity site location:	
Is the activity associated with a particular ship?	
If yes, name of ship:	
If yes, name of Stevedore company (or terminal) handling the cargo:	
If yes, name of the Stevedore or terminal contact that has been advised of this activity. (You must contact them prior to submitting this form)	
Are there any specific operational activities that need to be viewed, Please detail?	
Are all personnel involved in the activity inducted? (Note: all drone operators must be inducted)	
If No, name of inducted person/s that will be escorting personnel on site:	
Please provide name of each person involved in this activity that will need access to site:	

Port Security Form



Photography Approval Form

SEC_FM_034

Will there be any media in attendance?	
Will Drones be used:	
If Yes, what is the exact launch location of the drone:	
If Yes, have you attached a copy of the Operators Certificate:	
If Yes, has the drone operator received CASA approval?	
For PON employees, is the photographer directly engaged by PON:	
If yes, has the Contractor been inducted to the site?	
If yes, who is managing the contractor activities whilst on site?	

For office use only (Berth Operations team to complete):

Photography Approval is given to the above listed company to undertake photographic activities at

_____ (Location) with the following conditions/restrictions imposed:

1. Photography restricted to the operations detailed on this approval only
2. PON will not be held liable for any penalty infringements on drone operators for any Drone operations approved by PON. These operations are approved on the assumption that the Operator has the correct CASA approvals/licensing in place.
3. You must liaise directly with the Stevedore Foreman (or Terminal Management if no stevedore) on arrival to site and prior to undertaking any photographic activities.

4. _____

Approved by: _____ (Name of Approver)

_____ (Signature of Approver)

Notification to (tick relevant box and provide details of who specifically it was sent to:

- Stevedore _____
- Licensee _____
- Wharf Officer _____
- Security _____
- Communications Team _____
- Police (if required) _____
- Berth Operations _____
- Other relevant stakeholders _____

Approved form to be shown to Security on arrival to site and on request by any PON personnel