

Commercial photography/videography guidelines

Guidelines for commercial access and permission to film or take photographs on Queensland Rail property

These guidelines are provided for commercial videographers/photographers as well as student videographers requesting access to property controlled by Queensland Rail within the South East Queensland city network.

For filming requests on the [Queensland Rail Travel](#) network please see the Queensland Rail Travel website. Airtrain is a privately-owned railway and permission must be sought directly from [Airtrain City Link](#).

All requests to film or photograph automated ticketing equipment (including fare gates) will need to include permission from [TransLink](#).

The commercial photography/videography request process:

1. Read the Commercial photography/videography guidelines

2. Complete the [application form](#)

All applications require:

- Certificate of currency for a minimum of \$20 million public liability insurance.
- Full list of equipment that will be brought on site including height and length specifications.
- Full synopsis of the production; planned shots including external footage.
- The dates, times and locations for the filming or photography activity.
- Any other information we may reasonably require to assess your application.

Applicants will be need to review and agree with the [terms and conditions](#) prior to submitting their application.

3. Site meeting at proposed filming location/s

Once your application has been reviewed, Queensland Rail may arrange a site meeting with you to discuss the scope of the filming and any readily apparent risks to safety, property and the environment.

4. Submit your safe work method statement or risk assessment

Your safe work method statement/risk assessment is required to cover your proposed project in accordance with all relevant film and television codes; health and safety laws, regulations and standards.

5. Permit for filming and/or photography issued

If your request is approved a permit will be issued. This permit will also set out all applicable fees. Please ensure a copy of the permit is printed and provided to the Station Master/Queensland Rail representative at filming.

6. Filming or photography

The filming will be supervised and all attendees are required to undergo a safety induction prior to filming commencing.

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Notification

Queensland Rail requires a minimum notification period from the date of application before the proposed filming activity.

Requests received inside the timeframes may be considered, but this is not guaranteed.

Media type	Minimum notification
Small to medium film/photography crew size (up to 10)	Four weeks
Large or complex productions	Six weeks

Location specific safety requirements can impact the timeframes involved in filming requests and requests involving complex locations can take longer than six weeks to arrange.

Each request is considered on its purpose and merit. There are no guarantees of permission being granted.

Application

The application form is available [here](#). If you are unable to complete the application online please contact filming@qr.com.au.

All applications require:

- Certificate of currency for a minimum of \$20 million public liability insurance.
- Full list of equipment that will be brought on site including height and length specifications.
- Full synopsis of the production; planned shots including external footage.
- The dates, times and locations for the filming or photography activity.
- Any other information we may reasonably require to assess your application.
- Applicants will be need to review and agree with the terms and conditions in order to submit their application.

Where any Queensland staff or customers are to be filmed this must be detailed in the application. Prior consent must be obtained and a consent form must be signed by all staff or customers filmed.

All requests to film or photograph automated ticketing equipment (including fare gates) will need to be granted permission from [TransLink](#).

Variation of an application

Queensland Rail reserves the right to change the timing or location or access to any of Queensland Rail's assets due to circumstances beyond our control. If you need to vary the dates and times set out in the application, please let us know as soon as possible. Dates and times can only be varied with the written permission of Queensland Rail.

Access

Queensland Rail is unlikely to grant access to Queensland RAILS premises and/or assets at peak times, between 6am to 9am and 3pm to 7pm on any weekday or at any other busy time like special events.

In order to film onboard a train, you may need to pay to arrange a charter. Queensland Rail is not likely to grant permission to film on board normal scheduled train services.

Filming fees

All applicable fees will be set out and agreed prior to filming. Usual fees include:

Location fee: \$250 p/h incl. gst (to a maximum of \$2,500 per day)

Supervision fee: \$100 p/h incl. gst

All crew in areas where tickets are required must have a valid fare.

Safety and risk

Safety is the number one priority for Queensland Rail. You must comply with all relevant laws and safety regulations and standards at all times.

Once the application has been reviewed Queensland Rail may arrange a site meeting with the Producer to discuss

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the scope of the filming and any readily apparent risks to safety, property and the environment.

The Producer may then be required to submit to Queensland Rail a safe work method statement or risk assessment specific to your request. Any control measures identified in the risk assessment are the Producers responsibility. Each control measure will be monitored for compliance by Queensland Rail and any non-compliance may result in the immediate cessation of filming.

Conduct

All crew must conduct themselves in a courteous manner at all times and be considerate of the needs of Queensland Rail's customers, employees and the general public. All crew must not do anything to disturb, annoy or create a nuisance for Queensland Rail or Queensland Rail's customers, staff, tenants, neighbours or the general public.

Smoking is only permitted in a designated smoking area.

Queensland Rail property

The Producer and crew must not:

- use any equipment, facility, infrastructure, utilities or assets owned or controlled by Queensland Rail, unless detailed in the application and authorised in writing by Queensland Rail; or
- bring onto Queensland Rail property or assets any dangerous or flammable substances or articles unless listed in the application and Queensland Rail has granted written permission.

The Producer must repair any damage to any of Queensland Rail's assets that is caused or contributed to by the Producer or the crew or replace any of Queensland Rail's assets if the asset is not able to be repaired to Queensland Rail's reasonable satisfaction.

Equipment

All equipment to be used must be detailed in the application.

Queensland Rail accepts no responsibility for damage to, or loss of, any equipment brought onto, or left on, Queensland Rail's assets, prior to, during or after filming or photography.

Queensland Rail reputation

The Producer and crew must not do anything or become involved in any situation which brings Queensland Rail into public disrepute, contempt, scandal or ridicule, offends public opinion or reflects unfavourably upon Queensland Rail's reputation.

Any issues in relation to the content of what is being filmed or photographed or how it is going to be used, which could be considered sensitive or offensive by Queensland Rail is to be detailed in the application. Sensitive or offensive issues would include nudity, violence, drug use or content with political or racial implications.

Queensland Rail is not to be portrayed as endorsing or supporting any product or service or any views, opinions, attitudes or ideas suggested, conveyed, advertised, canvassed, depicted or otherwise expressed.

Supervision

Queensland Rail may appoint a representative or representatives as the primary point of contact. They may be present during production set up, pack up, as well as during the filming or photography activity.

The cost of the representative and any other staff that are deemed necessary by Queensland Rail will be agreed to prior to commencement of filming. The need for the deployment of such staff will be determined by, and solely at the discretion of Queensland Rail.

Security

The Producer must at all times while utilising Queensland Rail's assets comply with all relevant security policies and procedures of Queensland Rail and with all instructions given by Queensland Rail representatives. Queensland Rail may also, if it deems necessary, require that registered security guards of its choice be on location at all times during production set up and pack up, as well as during the filming or photography activity. The cost of these security guards will be at the Producer's expense and will be agreed to prior to commencement of filming. The Producer must not allow any unauthorised person to access any of Queensland Rail's assets.

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Insurance

The Producer is required to obtain, keep current and maintain for the term of the filming application and for at least 12 months after the filming, the following specific policies of insurance:

- Workers Compensation insurance in respect of the Producer's employees which complies with the Producer's statutory obligations.
- Public liability insurance to cover any the legal liability of the insured arising out of or in connection with the performance of the filming.
- Professional indemnity insurance that will cover all liability that the Producer might incur as a result of a breach.

Each of the policies of insurance effected in accordance with the filming application must, to the extent permitted by Law:

- note the interests of the Producer, any contractor and Queensland Rail; and
- not contain any exclusions, endorsements or alterations to the accepted policy wording that adversely amend the cover provided without the written consent of Queensland Rail.

Each of the above required policies of insurance must provide for cover of at least AUD\$20,000,000 for any one occurrence and must include coverage in respect of injury or death of any person as well as loss or damage to any property.

The Producer will pay the deductible each time a successful claim is made on any policy of insurance and will ensure that all policies of insurance effected or required are taken out with an insurer licensed to carry on business in Australia.