



Filming at Brunei International Airport

Applicant(s) are advised to read the guidance for application page before completing the form.

Please complete this form in **BLOCK CAPITALS** then sign using **dark blue ink**. Upon completion, please submit this form via email to apm.dca@dca.gov.bn.

1. Organisation Details		
Name of Organisation		
Address		Postcode
2. Applicant's details		
Name		Designation
Email		Signature
Contact no. (Mobile)	Contact no. (Office)	Application date
3. Filming Details		
Purpose of Filming		
Filming Location(s)		
Departure Check-in Hall, Landside	☐	Departure Curbside ☐
Departure Hall, Airside	☐	Arrival Curbside ☐
Meeters & Greeters Hall, Arrival Landside	☐	P1 Carpark ☐
Baggage Reclaim Hall, Arrival Airside	☐	P2 Carpark ☐
Surau Brunei International Airport	☐	Others ☐
(Others) Please specify:		
Filming date(s)	Filming start hour	Filming end hour
Filming equipment		
Total no. of filming crew(s), actor(s), actress(es)		



For official use only		
Head of Events and Logistics Unit		
Application: Confirmed ☐ Rescheduled ☐		
Location: Landside ☐ Airside ☐	Pass Application ☐	
New filming date(s)	New filming period in day(s)	
New filming start hour	New filming end hour	
Remarks		
Head of Airport Management		
Application: Accepted ☐ Rejected ☐		
Name	Date received	Signature
Remarks		
For Director of Civil Aviation		
Application: Approved ☐ Not Approved ☐		
Name	Date	Signature
Remarks		



Guidance for application

Instruction for completion of application form

1. Enter organisation details where appropriate; name of organisation/official company name and mailing address.
2. Enter applicant's details where appropriate; name, designation, email address, signature, both mobile and office number and application date.
3. Enter filming details where appropriate; purpose of filming at the Brunei International Airport, check all applicable boxes and specify other location not stated in the checklist, enter filming date, start and end time of filming, filming equipment and exact number of filming crew(s), actor(s), actress(es).

Other information

1. Application for an approval **shall be made and reached the Department of Civil Aviation at least 2 weeks** before the actual date of filming.
2. This application **shall be fully completed**. Failure to do so may result in its return for resubmission or delay in the processing of the application. If there is insufficient space to list all items, they can be listed on a separate sheet.
3. Applications for filming scheduled to take place within the **Airside area of the Brunei International Airport terminal building will not be processed without the mandatory attachments**. Applicants must submit a comprehensive list of all participating individuals, accompanied by copies of their respective Smart Identification Cards.
4. Events and Logistics Unit will contact applicant to inform the acceptance or rejection of application.
5. The Department of Civil Aviation **reserves the right** to stop, postpone and change the filming date(s) in the event of a breach of term(s) and condition(s) or the occurrence of unavoidable matters. Operations of airport **shall not be disrupted** by any filming activities.
6. The applicant **shall be held responsible** if there is any damage to the property of Brunei International Airport.