

Belfast Harbour Media Access Policy

Context

This policy has been developed, in line with Belfast Harbour's values and underpins our commitment to safety.

"Belfast Harbour Media Access Policy " refers to the permissions or arrangements made by Belfast Harbour for media representatives (journalists, photographers, videographers, etc.) to access and cover activities at a quay or public space within the port and Harbour Estate. This applies to breaking/on-the-day news as well as planned pieces and or documentary filming. Access is typically regulated for safety, security, operational, and logistical reasons.

ACCESS TO A QUAY AREA

- 1. Permission and Accreditation:** Journalists and media personnel must receive permission from Belfast Harbour to enter the quay area and must be accompanied by a Belfast Harbour representative. This requires a safety induction to be completed - [Safety Induction and Harbour Pass Requirements - Belfast Harbour](#) and may require risk assessments and evidence of insurance - which will be valid for two years. Security clearance may also be required to ensure that only authorised personnel are allowed access; therefore, journalists must have an NUJ card or company ID card. Film crews and journalists should provide their own PPE (hard hat, high vis vest/jacket and safety boots) which must be worn.
- 2. Security Measures:** Due to the commercial nature of port operations and the dynamic environment media access is controlled by Belfast Harbour and Belfast Harbour Police. Belfast Harbour will require media to be accompanied by a Belfast Harbour representative, we'd ask that media organisations are flexible depending on availability of port employees/ representatives
- 3. Scheduling and Restrictions:** Media visits to any quay must be scheduled in advance to minimise disruption to port operations. Certain areas may be off-limits to the press depending on the nature of the activities taking place.
- 4. Safety Protocols:** Quays and docks are dynamic and high-risk environments with heavy machinery, moving cargo, and ships. Media personnel must comply with safety protocols, such as wearing protective gear, following specific routes, and adhering to instructions from Belfast Harbour representatives.
- 5. Purpose of Media Access:** Access may be granted for a variety of reasons, such as covering port operations, launching new infrastructure, reporting on shipping activities, or documenting environmental or economic studies related to the port. Each request will be assessed on a case-by-case basis and facilitated at the discretion of Belfast Harbour. Please note Belfast Harbour Estate is private land.
- 6. Legal and Commercial Considerations:** There may be legal restrictions or requirements related to intellectual property, commercial interests, and the protection

of certain cargo or operations. This includes applying for drone flights and providing necessary licensing. More information can be found [here](#).

All media access must be approved in advance by the Communications Department (who will liaise with operational departments). Belfast Harbour will aim to be as accommodating as possible, in line with the possible restrictions outlined above, but each request will be considered on a case-by-case basis and may need authorised by lease holders.

ACCESS TO PUBLIC AREAS

All access requests should be directed J.barkley@belfast-harbour.co.uk or M.McCreary@belfast-harbour.co.uk or Cavendish Consulting on symon.ross@cavendishconsulting.com

It is expected that anyone filming in the Harbour Estate will have a Risk Assessment in place if required and a minimum of £10m public and employers liability insurance.

A port and harbour estate plan can be found [here](#)