

July 2012

GUIDELINES FOR ENTHUSIAST PHOTOGRAPHY / FILMING AT SCOTRAIL STATIONS

ScotRail welcomes rail enthusiasts at our stations who want to take photographs or film for private purposes. Photographs can also be used for publication in relevant magazines.*

The following guidelines are designed to help you have a safe and enjoyable experience. We operate all mainline stations in Scotland except Glasgow Central and Edinburgh Waverley, Prestwick International Airport and Dunbar.

When you arrive at one of our staffed stations, please alert staff to your presence. This will allow them to go about their duties without concern as to your reasons for being there and ensure that we remain compliant with requirements, including the event of an evacuation.

Peak hours - Monday to Friday between 06:00 and 10:30 and 15:30 and 19.30 – should be avoided wherever possible.

Staffed Stations

At a staffed station, please call at the booking office where you will be asked to sign the declaration at the foot of this form. **You can save time by printing it and bringing it with you – along with an appropriate means of personal identification.**

At a station with automatic or manual gatelines, please make yourself known to staff who will ensure that you receive a briefing from the person in charge. Again you can save time by printing off the declaration beforehand. You may be issued with a Visitor's badge which should be returned before departure.

Unstaffed Stations

At a station which is unstaffed at the time of your visit, please ensure you make yourself known to the CCTV operator by 'signing in' - and out - at the platform Help Point and explaining the purpose of your visit.

Admission to a platform gives you no rights of travel or access to non-public areas. While on the platform you need to act safely and sensibly at all times, and:

- Stay at least one metre clear of the platform edge - and behind the yellow lines where they are provided
- Be aware of your surroundings.

Do not:

- Trespass on to the tracks or any other part of the railway that is not available to passengers
- Use flash photography because it can distract train drivers and train despatch staff and so is potentially very dangerous
- Climb on any structure or interfere with or obstruct equipment or signs.
- Wear anything similar in colour to safety clothing, such as high-visibility jackets as this could cause confusion to drivers and other railway employees
- Gather together in groups at busy areas of the platform (e.g. customer information points, departure screens, waiting areas, seating etc.) or where this may interfere with the duties of station staff.

*Enthusiast photographers can take photographs at stations for private purposes and provided they are not sold except to enthusiast magazines. You are not allowed to take photographs of security-related equipment, such as CCTV cameras.

Tripod legs must be kept away from platform edges and behind the yellow lines. On busy stations, you may not be allowed to use a tripod because it could obstruct passengers.

Filming for private purposes is permitted, provided that only hand held / domestic camcorders or mobile phones are used.

Applications for commercial photography or filming should be made by completing the separate form for this purpose on our website. Media requests for photography should be made to our Communications team.

You will appreciate that we must put the safety of our passengers and staff first. For operational reasons you may very occasionally be asked by staff to move to another part of the station or to leave the station altogether.

DECLARATION

I declare that I have read and understood the above guidelines on enthusiast photography or video at ScotRail stations. I agree to comply with any instructions by station staff, and to bring with me suitable means of personal identification such as a valid bank card or driving licence.

(Signed)

(Date)