



Bournemouth Airport

Part of **Regional & City Airports**

AIRPORT REGULATIONS



V3.0; Feb 2024

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Any Query relating to this document should be requested via e-mail to:-

Standingorders@bournemouthairport.com

1. INTRODUCTION

- 1.1 Bournemouth Airport has a systematic approach to the operation of the Aerodrome, demonstrating our commitment to the safe and effective management of the business.

To maintain the highest standards of safety and operational efficiency, all airside tenants are required to rigorously comply with airport regulations and associated operational instructions and procedures. It is imperative that each tenant familiarises themselves with the tenant handbook and airport regulations, encompassing all relevant rules and procedures governing airside activities.

Routine inspections will be carried out to monitor adherence to the regulations, and consequences, including fines or penalties may be enforced in cases of non-compliance. The airport authorities emphasise the importance of collaboration, open communication, and commitment to maintaining a safe and efficient airside environment for the collective well-being of all stakeholders.

- 1.2 Airport documentation, issued to based operators, details the characteristics, policies and operational procedures to ensure the continued safety and integrity of operations at Bournemouth International Airport.

2. PURPOSE

- 2.1 The purpose of this document is to ensure that any activity, which represents a potential hazard to the Airport's operations, undertaken by non-based organisations, located within the vicinity of the Airport, is managed effectively and appropriate measures applied to mitigate any identified associated risk.

- 2.2 This document provides an overview of the relevant areas, activities and practices to be considered by such organisations; documentation detailing the required processes to be followed are included, as relevant.

3. AERODROME SAFEGUARDING

- 3.1 SAFEGUARDING

The purpose of Aerodrome Safeguarding is to implement the necessary measures, to ensure the safety of aircraft, taking-off and landing; or while flying within the vicinity of the Aerodrome.

Regulations are established to ensure the safety of the Airport's operations in regard to potential hazards from the location of buildings, structures, obstacles and various activities within defined areas; both within the Airfield boundary and within the vicinity of the Airfield.

Aerodrome Safeguarding covers three main areas:-

- Physical Safeguarding; the protection of defined safety areas / surfaces within a 30km

radius of the Airfield

- Technical Safeguarding; the protection of aircraft navigational equipment from interference or disruption
- Wildlife Management; the prevention of locations, developments or activities creating an environment attractive to bird and wildlife (e.g. Rabbits, Hares foxes' rodents) activity.

Safeguarding applies to a variety of elements, activities, developments etc.; these include:-

- Landscaping schemes, which could encourage wildlife (within 13km)
- Cranes / construction equipment (within 6km)
- Firework displays; Chinese Lanterns; Balloon Releases
- Developments using highly reflective materials; e.g. glazed roofs or photo-voltaic cells
- Masts / Antennas emitting signals, which could interfere with navigation aids
- Wind Turbines (within 60km)
- Drone activity
- Lighting or illuminated signage

3.2 LIGHTING

All forms of lighting, whether temporary or permanent, must not be directed at the Airfield or towards the Approach track to the Runway. External lighting must be angled down and inwards to prevent any potential risk of glare to pilots or Air Traffic Control.

3.3 USE OF RADIO EQUIPMENT

Before the use of any radio frequency transmitting equipment is introduced into use, authorisation must be obtained from the Airport's Air Traffic Engineering Manager.

3.4 WASTE MANAGEMENT / WILDLIFE CONTROL

Every effort must be employed to ensure that waste material does not constitute a hazard, by being discarded in such a way that could result in it blowing across the Airfield or the Approach path.

Particular attention must be afforded to any food waste, which should always be deposited within closed bins or containers, so as to prevent the risk of increased bird activity around the site.

Any development plans at the site, which involve areas of open water, tree planting or landscaping should be advised to the Airport Authority prior to undertaking the works; such activity carries a bird attracting potential and might need to be modified before proceeding.

Building rooftops can attract large gulls and every effort must be made to prevent breeding gulls from becoming established; if necessary, nests should be removed prior to the

breeding season.

3.5 CONSTRUCTION / CONTROLLED BURNING

Any construction activity at the site must be managed so as not to constitute a hazard to the Airport's operations; including freshly dug areas that could attract birds, the appropriate disposal of spoils and general habitat control.

Controlled burning must be carefully planned and managed so as to avoid smoke / debris drifting across the Airfield or the Approach paths; all such activity must be advised to Air Traffic Control prior to commencing.

Technical safeguarding of the Airport's navigational equipment and installations must also be fully assessed in relation to any construction work, or before the introduction of any equipment or systems, which could interfere with or impact the integrity of the Airport's equipment.

Crane operations are subject to the issue of an operating permit, prior to any such activity commencing; the safeguarding process will assess the requirements and determine the permitted maximum jib height at the specified location.

Ref:- AOI 26; Crane Operations, as attached

3.6 DRONES ETC.

Operators must comply with current regulations at all times. Drones or similar devices must not be operated from or over the site without the express permission of Air Traffic Control at the Airport.

Further information of operating drones can be found on www.caa.co.uk/droneaware

4. ADDITIONAL INFORMATION

4.1 Air Traffic Control can be contacted on 01202 364150; Operational hours 06:00 – 22:00, daily
Contact details for personnel at the Airport can be requested via:-
Standingorders@bournemouthairport.com

4.2 Additional information relating to elements referenced in this document can be obtained via the Airport's Website; Airport Operational Documents at the bottom of the Home Page.

Website:- www.bournemouthairport.com

Any queries, further information or confirmation of requirements, relating to activity within the vicinity of the Airport, should be requested using the e-mail address noted in Para 4.1.

Crane Operations

Airside Operational Instruction (AOI) 26

| DOCUMENT REVIEW HISTORY | | |
|-------------------------|-------------------|------|
| AOI 26 | CURRENT VERSION:- | V2.0 |
| ISSUE DATE:- | DECEMBER 2017 | |

| VERSION | REVIEW | DATE |
|---------|--------|----------------|
| V1.0 | | September 2015 |
| | 1.1 | September 2016 |
| V2.0 | | December 2017 |
| | 2.1 | August 2019 |
| | 2.2 | July 2022 |
| | 2.3 | February 24 |
| | | |
| | | |
| | | |

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in green text & indicated by a green bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

❖ **REVIEW / AMENDMENT HISTORY**

| REVIEW SUMMARY | | | |
|-------------------------------|--------|------------------------------|----------------------------------|
| VERSION / REVIEW REF:- | 1.1 | REVIEW COMPLETED BY:- | CATHY WILLOUGHBY-CRISP |
| DATE:- | SEP 16 | ROLE:- | AIR TRAFFIC & OPERATIONS MANAGER |

| PARAGRAPH | AMENDMENT |
|-----------|------------|
| | <i>Nil</i> |

| REVIEW SUMMARY | | | |
|-------------------------------|--------|------------------------------|----------------------------------|
| VERSION / REVIEW REF:- | V2.0 | REVIEW COMPLETED BY:- | CATHY WILLOUGHBY-CRISP |
| DATE:- | DEC 17 | ROLE:- | AIR TRAFFIC & OPERATIONS MANAGER |

| PARAGRAPH | AMENDMENT |
|-----------|---------------|
| | New ownership |

| REVIEW SUMMARY | | | |
|-------------------------------|--------|------------------------------|----------------------------------|
| VERSION / REVIEW REF:- | 2.1 | REVIEW COMPLETED BY:- | CATHY WILLOUGHBY-CRISP |
| DATE:- | AUG 19 | ROLE:- | AIR TRAFFIC & OPERATIONS MANAGER |

| PARAGRAPH | AMENDMENT |
|-----------|------------|
| | <i>Nil</i> |

| REVIEW SUMMARY | | | |
|-----------------------------------|---|----------------------------------|---------------------------|
| VERSION / REVIEW REF:- | 2.2 | REVIEW COMPLETED BY:- | CATHY WILLOUGHBY-CRISP |
| DATE:- | JUL 22 | ROLE:- | AIRFIELD SERVICES MANAGER |
| PARAGRAPH | AMENDMENT | | |
| 2.1 | CAP 1096 introduced; Notification procedure updated | | |
| 3.1 | Contact details updated for Airfield Services Manager; role previously ATOM | | |

| REVIEW SUMMARY | | | |
|-----------------------------------|--|----------------------------------|---------------------------|
| VERSION / REVIEW REF:- | 2.3 | REVIEW COMPLETED BY:- | Keith Jewitt |
| DATE:- | Feb 24 | ROLE:- | AIRFIELD SERVICES MANAGER |
| PARAGRAPH | AMENDMENT | | |
| 3.1 | Change to ian.ashby@bournemouthairport.com | | |
| | | | |

❖ CONTENT

| SECTION | PARAGRAPH | TITLE | PAGE |
|------------|------------------------------|------------------------------------|----------|
| 1 | Introduction | | 1 |
| | 1.1 | Purpose | 1 |
| | 1.2 | Publications | 1 |
| 2 | Notification | | 1 |
| | 2.1 | General Requirements | 1 |
| | 2.2 | Local Requirements | 2 |
| 3 | Process | | 2 |
| | 3.1 | Application for Permit | 2 |
| | 3.2 | Approval Restrictions | 2 |
| 4 | Unauthorised Activity | | 3 |
| | 4.1 | Action | 3 |
| Appendix 1 | | Application for Crane Permit; Form | 4 |

1. INTRODUCTION

1.1 PURPOSE

The operation of a crane, in the vicinity of an aerodrome, could present a serious hazard to air navigation, particularly for aircraft at low levels, during the approach and departure phases of flight.

This AOI details the requirements for the management of cranes within the vicinity of the Airport; and for general crane activity, which could impact the Airport's operations.

1.2 PUBLICATIONS

The Civil Aviation Publication, CAP 393; Air Navigation, The Order and the Regulations (ANO), together with ICAO Annex 14, are the major legislative documents detailing such activity.

CAP 738; Safeguarding of Aerodromes, covers crane activity in the vicinity of an aerodrome.

CAP 1096; Guidance to Crane Users, describes the process to be followed by crane operators prior to erecting a crane; and provides information on the requirements for notification and lighting.

The operators of cranes must refer to the British Standard Institute Code of Practice for the Safe Use of Cranes (BS 7121), which refers to Crane Control in the Vicinity of Aerodromes.

2. NOTIFICATION

2.1 GENERAL REQUIREMENTS

Any planned crane activity, exceeding a height of 10 m above ground level (AGL) ⁽¹⁾, or higher than the surrounding structures or trees, must be notified to the CAA. If it is assessed that the planned activity will impact any aerodrome, they will be notified; the Aerodrome Operator will then liaise directly with the crane user on receipt of the notification.

Notification is via the form available as Annex A in the CAP 1096. It is recommended that whenever possible, crane operators provide at least 8 weeks' notice to the CAA. When this is not feasible, or for ad-hoc projects, notification to the CAA must be no later than 5 working days. If it is essential that crane activity is undertaken within 5 working days, the crane operator must notify the details to all aerodromes ⁽²⁾ within 10 nm (18.5 km) and submit the notification to the CAA as soon as possible.

⁽¹⁾ Relevant to any point of the activity, including set-up and any lifting operation, where the highest point of the crane structure or load will exceed 10 m, regardless of duration. If the crane is located on top of another structure, the overall height of structure + crane AGL is the relevant figure.

⁽²⁾ Notification to Bournemouth Airport via form attached

2.2 LOCAL REQUIREMENTS

Crane activity, which does not fall into the above scope for notification to the CAA but is located within 6 km of Bournemouth Airport, must be advised to the Airport, using the form attached. Whenever possible, notification should provide at least 2 weeks' notice of the proposed activity.

Every effort will be made to provide approval for all applications, prior to the planned start date but this cannot be guaranteed if insufficient notice was provided.

A copy of the Application Form is included as Appendix 1

3. PROCESS

3.1 APPLICATION FOR PERMIT

Applications not required to be submitted to the CAA but fall within the scope of being managed direct by the Airport, must be submitted using the form at Appendix 1 and sent by e-mail to the Airfield Compliance and Safeguarding Officer:-

ian.ashby@bournemouthairport.com

The following information is required:-

- Operating company, contact name, telephone number and e-mail address
- The date(s) and times of the operation
- The type of crane or construction equipment to be used; e.g. Tower, Mobile, etc.
- The radius, in metres, of the jib or boom of a fixed crane
- The maximum elevation of the crane, in metres; "Above Ground Level" (AGL) &, if available, "Above Mean Sea Level" (AMSL)
- The Latitude and Longitude of the location of the crane operation; provided in Degrees, Minutes & Seconds
- The Postcode of the location; and if applicable, the Airfield building number
- Site contact name and telephone number

3.2 APPROVAL RESTRICTIONS

Once the assessment of any operational impact is complete and the activity approved, a Crane Permit will be issued to the applicant. The Permit will notify any variation or restriction that is applied to the activity; failure to comply could result in the activity being terminated & the CAA advised.

Restrictions may include or be dictated by items such as:-

- The requirement to fit red obstacle lights
- Operating times
- The operation being dependent on the Runway that is in use
- Operating height of the crane
- Poor weather conditions; e.g. fog or low cloud

4. UNAUTHORISED ACTIVITY

4.1 ACTION

In the event that a crane is observed in the vicinity of the Aerodrome, for which no permit has been issued but which is considered to have potential impact to the safety of operations, every effort will be made to locate the site and instruction issued to terminate the activity until the necessary assessment can be completed and a Permit issued, if required.

APPENDIX 1

| | |
|---|---|
|  Bournemouth Airport <small>101 of Plymouth & City Airport</small> | APPLICATION FOR CRANE OPERATION PERMIT |
|---|---|

| | | | |
|-----------------------|--|-----------------|--|
| COMPANY NAME:- | | | |
| CONTACT NAME:- | | TEL NO:- | |
| E-MAIL:- | | | |

| | | | | |
|--|--|--|--------|--------|
| DATE(S) OF ACTIVITY:- | | TIMES OF ACTIVITY:- | | |
| TYPE OF CRANE / EQUIPMENT IN USE- | | RADIUS OF JIB/BOOM OF A FIXED CRANE:- | metres | |
| MAXIMUM OPERATING HEIGHT:- | | 1. | | metres |
| 1. ABOVE MEAN SEA LEVEL (AMSL) OR | | 2. | | |
| 2. ABOVE GROUND LEVEL (AGL) | | | | |

| LOCATION OF OPERATION | | | | SITE CONTACT | |
|------------------------------|-----|-----|--|-----------------------|--|
| LATITUDE (N):- | DEG | | | NAME:- | |
| | MIN | | | | |
| LONGITUDE (W):- | SEC | | | TELEPHONE NO:- | |
| AIRPORT BUILDING NO:- | | N/A | | | |
| POSTCODE (REQUIRED):- | | | | | |

| FOR BOH USE ONLY | | | | | |
|--|--|--|------------------|---------------|-------------------|
| PERMISSION FOR THE ACTIVITY DETAILED ON THIS APPLICATION IS:- | | | GRANTED:- | | DECLINED:- |
| SPECIAL CONDITIONS TO BE NOTED:- | | | | | |
| SIGNATURE:- | | | | | |
| | | | | DATE:- | |