

 Bournemouth Airport <small>Part of Regional & City Airports</small>		Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years	
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029

Out of Hours Extensions

 Bournemouth Airport <small>Part of Regional & City Airports</small>		Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years	
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029


❖ **AMENDMENTS**

Changes to a document are identified in red italics and any wording which has been removed is crossed out using the strikethrough icon and highlighted in yellow. These remain on the document until it is ready for publishing. In instances where the document has been circulated for review and further changes have been requested, these changes are identified and distinguished from previous changes by highlighting in another colour i.e. blue and the document is circulated again.

 Bournemouth Airport <small>Part of Regional & City Airports</small>		Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years	
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029

Contents

1. <i>Introduction</i>	4
2. <i>Extension Requests</i>	4
3. <i>Appendix 1</i>	6

 Bournemouth Airport <small>Part of Regional & City Airports</small>		Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years	
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029

1. Introduction

1.1 PURPOSE

This AOI details the limitations of Airport availability outside of published operating hours; and confirms the requirements and procedure for obtaining authorisation for activity during the out-of-hours period.

2. Extension Requests

2.1 SCOPE

The normal operating hours of the Airport are 06:15 – 0100 Local (although this may be changeable to meet operational commitments) daily; any change to the operational hours will be promulgated by NOTAM. Outside of the notified operating hours, Prior Permission Required (PPR) is required for all operations.

PPR ensures that parking capacity, ground handling resources, and environmental constraints are managed effectively.

PPR is a condition of use for the Airport. Operators must ensure that authorization is formally granted prior to the commencement of the extension request.


In order that all environmental aspects and available resources can be considered, it is a condition of use of the Airport that all extensions are formally authorised, prior to taking place. Every effort will be made to approve any reasonable request, but extensions cannot be guaranteed and will be at the Airport Management’s discretion. Requests should be submitted in a timely manner, providing as much notice as possible; short-notice requests carry a high risk of being denied.

A charge is levied for all extensions; details are contained within the Airport’s Scale of Fees and Charges and Standard Conditions of Use Booklet, available on the Airport’s Website.

2.2 PROCEDURE

Extension requests are to be made to the Airport Duty Manager (ADM). Initial contact can be made by telephone *to grant PPR*, however, full details must be submitted via e-mail, using the Extension Request Form.

A copy of the Application Form is contained in Appendix 1

 Bournemouth Airport <small>Part of Regional & City Airports</small>			Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029

Contact details as follows:

ADM – adm@bournemouthairport.com


ADM – 01202 364 170

If your out-of-hours extension is linked with a Ground Handling Request, you can also contact Bournemouth Airport Operations to enquire about the status of your application:

- Telephone: 01202 364252

Each request will be duly considered before granting or denying the Extension. Once it is confirmed that the Extension can be accommodated, the completed Extension Request Form will be returned to the applicant via email.

Once approved, a copy of the authorised Extension details will also be passed to the relevant operational departments at the Airport. Extensions that have been approved but are no longer required must be cancelled before closure time on the agreed night of the operation or the charges will still apply.

 Bournemouth Airport <small>Part of Regional & City Airports</small>			Out of Hours Extensions			Risk Rating	Medium – Reviewed within three years
Reference:	BAI-AOPS-031	Issue:	3.5	Owner:	Airside Operations Manager	Department:	Airside Operations
Issue Date:		01/04/2026	Compliance Date:		01/04/2026	Planned Review Start Date:	01/03/2029

3. Appendix 1

[Link to PPR Request Form](#)



AIRFIELD PPR REQUEST – OUT OF HOURS

Airfield Prior Permission Required (PPR) Request – Out of Hours Form

This form is for requesting prior permission to operate outside of BOH standard operating hours of 06:15-21:30 only.

The completed form should be returned via email to the Airport Duty Manager – adm@bournemouthairport.com.

Movement Details	
To be completed by applicant.	
Date of Movement	
Type of Movement (Arrival/ Departure)	
Aircraft Type	
Aircraft Registration	
Flight No./ Callsign	
PPR Time From (Local)	
PPR Time To (Local)	

General Information	
To be completed by applicant.	
Handling Agent	
Persons on Board	
Additional Info	

Billing Information	
To be completed by applicant.	
Applicant Organisation	
Applicant Name	
Applicant Email	
Applicant Telephone	

Airfield Prior Permission Required (PPR) Approval

Movement Details	
To be completed by Airport Duty Manager.	
Reference no.	
Date of approval	
Airport Duty Manager	