

**Application for Airside Vehicle Pass**

**0593**

To: Security Department  
 Belfast City Airport Limited  
 Sydenham By-pass  
 Belfast BT3 9JH



To be completed in block capitals

1. Name & address of registered owner of vehicle  _____ _____ _____ Telephone No _____	Name & address of applicant if different from registered owner of vehicle. _____ _____ _____ Telephone No _____
---	---

2. Name & address of employer of applicant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Extension No. \_\_\_\_\_

3. Details of Vehicle

Make \_\_\_\_\_ Model \_\_\_\_\_

Colour \_\_\_\_\_ Registration No. \_\_\_\_\_

4. Detailed reason for application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of Company or body for whom service is being provided.

\_\_\_\_\_

To be completed by sponsor.

6. Sponsorship  
 (To be completed by an authorised official of an airline, handling agent, tenant company or contractual company or by Belfast City Airport of behalf of their employees).

I the undersigned, certify that:

(a) The vehicle operated by the applicant is required to enter apron areas owing to their service to this company and its users.  
 (b) The driver and any other person carried will be in possession of a BCA approved security pass and drivers permit.  
 (c) I will return the pass if the applicants vehicle ceases to service the company and its users.  
 (d) The \*applicant/owner/this company has taken out a policy/policies of insurance as set out in Para 12 overleaf.

Signed on behalf of sponsor \_\_\_\_\_ Tel. No \_\_\_\_\_

Position \_\_\_\_\_ Ext. No \_\_\_\_\_

\*Delete as appropriate

Pass No. _____	Old Pass No. _____	Date Collected. _____	Signed. _____
-------------------	-----------------------	--------------------------	------------------

1. In view of the nominal sum charge for the pass, I accept that all vehicles and persons are admitted airside entirely at their own risk and on the express condition that neither BCA nor their servants or agents shall be liable for any loss or damage whatsoever or however occasioned whether by BCA or any of its servants, agents or other person.
2. The driver will obtain specific permission from Air Traffic Control before leaving the apron to proceed onto the aircraft manoeuvring area.
3. I will bring the Air Traffic and vehicle requirements as set out in the Apron Operations Manuel, as amended periodically, to the attention of all drivers who may use the vehicle to which the pass has been issued.
4. The pass is only valid when it is exhibited upon the vehicle for which it is issued and that any defacement or alteration will render it invalid.
5. Unless otherwise specified, the pass is not transferable between vehicles or vehicle owners and that upon change of the vehicle, a replacement pass must be obtained if access is still required.
6. The pass does not infer the right to park permanently in apron areas. Any vehicle reported for parking in an unauthorised manner may have its pass cancelled.
7. The pass will always be displayed on the windscreen for the duration of all airside business.
8. The pass remains at all times the property of BCA and will be returned to the airport issuing office upon request.
9. Any fee charged for this pass is non-returnable upon cancellation of the pass, however arising.
10. The driver and any other persons carried will be in possession of an approved BCA security pass.
11. I will return the pass if the vehicle is no longer required for the purpose as stated in Para. 4 overleaf.
12. Prior to driving a vehicle on the airside for which a vehicle pass has been issued to me, there will have been taken out a policy or policies of insurance, covering all actions, claims and demands in respect of any loss, damage or injury to property and persons (including fatalities) which may be made against us or any of our servants, agents or contractors however arising in connection with the use of the vehicles in the airside areas of the airport, which policies of insurance we undertake to maintain in full force and effect during the currency of the pass. The sum insured shall be such a sum as is adequate to cover our potential liability in respect of the said actions, claims and costs and no event be less than £20 million.

Signed: .....

Name (block capitals):.....

Company: .....

Position in company: ..... Date: .....

**Note**

**The Rules of The Air and Air Traffic Control Regulations 1985 shall apply, In particular, Rule 32 as set out below.**

- 32(1) A person or vehicle shall not go onto any part of the aerodrome provided for the use of aircraft and under the control of the person in charge of the aerodrome without the permission of that person, and except in accordance with any conditions subject to which that permission may have to be granted.
- (2) A vehicle or person shall not go out or move on the manoeuvring area of an aerodrome having an Air Traffic Control Unit without the person of that unit, and except in accordance with any conditions subject to which that permission may have been granted.
- (3) Any permission granted for the purpose of this rule may be granted whether in respect of any particular persons or vehicles of any class persons or vehicle.