

**OPERATIONAL ADVICE NOTICE**

**OAN 04/17**

**CHANGES TO THE ISSUE OF 'OUT OF HOURS' TEMPORARY PASSES & PERMITS**

As from 1<sup>st</sup> April 2017 there will be changes to the issue of 'Out of Hours' Temporary passes and Temporary Vehicle Permits (AVP 7).

**1 to 5 day** temporary passes can be collected from the ID Unit at Building 34, Monday to Friday between 0900 hrs and 1700hrs.

**1 day (24hrs)** temporary passes will still be available from 'Out of Gauge' (desk 0) upon production of a valid UK passport. This facility is available during terminal operational opening times.

Summer      03.00 – 21.00 Monday thru Sunday  
Winter        05.00 – 19.00 Monday thru Sunday

**'Out of Hours'** (when the ID Unit is not open), **1 to 5 Day** temporary Passes are available from the 'Out of Gauge' (desk 0) / Staff Channel for essential operational or business critical reasons. In order to obtain a **1 to 5 Day** pass, please contact the Security Team Leader, in advance on either 01332 852852 ext. 3562 / 3563 or 07880 787533 giving an approximate time of arrival.

**TEMPORARY VEHICLE PERMITS (AVP 7's)** can be collected from the ID Unit Monday to Friday between 0900hrs and 1700hrs.

**'OUT OF HOURS' AVP7's**, are available via initial application to the EMA control room (controlroom@eastmidlandsairport.com), from 1700hrs to 0900hrs Monday to Thursday and from 1700hrs Friday to 0900hrs Monday (and bank holidays). Following initial application, the Security Team Leader should be contacted on either 01332 852852 Ext. 3562 / 3563 or 07880 787533 to arrange collection from 'Out of Gauge' (desk 0) / Staff Channel. An approximate time of arrival should be provided.

OAN 51/16 is withdrawn and AVP 7's will no longer be issued at Central 1 gatehouse.

If you have any queries arising from the above they should be directed to the Security Duty Manager at: [sdm@eastmidlandsairport.com](mailto:sdm@eastmidlandsairport.com)

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