

**TEMPORARY AIRSIDE VEHICLE PERMITS**

<b>SI REF -</b>	07/2019	<b>DATE OF ISSUE -</b>	24th July 2019	<b>EFFECTIVE DATE -</b>	1 <sup>st</sup> August 2019
<b>AERODROME MANUAL/ AOI REF(s) -</b>	AOI 12 – Control Of Vehicles, 2.7 Temporary AVP				

Applications for a temporary airside vehicle permit (AVP7) must be made on the correct AVP7 application form (see attached) which can be found in AOI 12. Applications submitted on any other version will not be accepted. The following requirements must be met by each application:

- a. An AVP 7 will only be issued to vehicles sponsored by companies already holding a full AVP.
- b. The AVP7 must be signed by a sponsor who has sufficient authority to commit their company to the terms and conditions of use. Notification of the names of each company’s employees that have such authority must be submitted to [controlroom@eastmidlandsairport.com](mailto:controlroom@eastmidlandsairport.com) via form AVP8 (see attached). Applications submitted signed by a person other than those previously notified to EMA via an AVP8 form will not be accepted.
- c. AVP7’s are valid for a limited period which will be specified up to a maximum of 7 days. A further permit may not be issued to a vehicle for 1 calendar month after expiry of a previous permit. If the permit is required for longer than 7 days or again within 1 calendar month a new application must be submitted accompanied by a detailed justification to the Airfield Operations Supervisor. Permits will only be granted at the discretion of the Airfield Operations Supervisor.
- d. A copy of the company Aviation Liability Certificate must be submitted with each AVP7 application, the certificate must state:
  1. The company name the certificate covers, this is sometimes broken down to individual vehicles covered by asset or registration number; if so, AVPs should only be issued to vehicles specified on the certificate.
  2. If the application is for a third-party company, it should not be assumed third party is covered by the sponsoring company unless it is clearly stated on the certificate that Third party vehicles are covered.
  3. The dates the certificate is valid from and expires.
  4. That the insurance covers the use of motor vehicles on Aviation Operations / Airport Premises and/or East Midlands Airport.
  5. Sum Insured must be at least £12m per single event (or similar).
- e. Temporary Airside Vehicle Permits must be returned to the ID Centre immediately after use.
- f. A charge will be made for each Temporary AVP, details can be found at [www.eastmidlandsairport.com/about-us/fees-and-charges](http://www.eastmidlandsairport.com/about-us/fees-and-charges)

The Airside Operational Instructions will be updated to include these amendments within the next issue. Should you have any queries in relation to this please email [compliance@eastmidlandsairport.com](mailto:compliance@eastmidlandsairport.com)

**FORM AVP7  
APPLICATION FOR A TEMPORARY AIRSIDE VEHICLE PERMIT**

**PLEASE COMPLETE PARTS 1 & 2 OF THE APPLICATION FORM IN BLOCK CAPITALS AND RETURN TO EMA AIRFIELD OPERATIONS FOR PART 3  
AUTHORISATION TO BE COMPLETED**

**1. Vehicle details – (If known)**

Type	Make	Model	Registration No.	Colour	Company livery Yes/No (if not, decals must be present)	Company

**2. Declaration by the Applicant**

I the undersigned, agree that:

- Vehicles which are admitted to and remain on the apron/service roads, maintenance area and movement areas at East Midlands Airport are on the express condition that neither the Airport nor its servants or agents shall be liable to any loss of, or damage to, the vehicle or its contents, however such loss or damage may be occasioned. The Permit is the property of the Airport and is issued subject to the Airport Bylaws and other relevant regulations.
- The Permit is concerned with access only to airside areas and does not confer the right to park in airside areas. Any vehicle found to be parked airside, which is not authorised by the Airport Company, may have its Permit revoked.
- I will ensure that the vehicle detailed in section one of this form will only be operated by fully trained and competent personnel, and that all drivers will be in possession of an Airside Driving Permit, when driving in airside areas. Or will be escorted by an Airside Driving Permit holder.
- I certify that a system of maintenance exists that will identify and rectify expeditiously any faults or defects which may occur between annual inspections so that the vehicle remains safe for use.
- The Permit will be displayed prominently on the vehicle, any defacement or alteration will result in the Permit being invalid for use.
- The permit will be returned to the place of issue on completion of use.
- I will inform the Airport in the event of loss or theft of an AVP or of any vehicle carrying such a permit.
- The vehicle detailed in section one of this form will be insured for use airside at East Midlands Airport. The amount to which this insurance covers our company against third party liability, for each single occurrence is a minimum of £12 million pounds sterling.

Sponsoring company Name and Address	Amount of insurance cover	Reason that Temporary Permit is Required	Inclusive dates on which Temporary Permit is Required
	Date	Applicants Signature	Applicants Name (PRINT) Contact Tel. No.

**3. Authorisation - Pass will not be issued without authorisation from the Airfield Operations Supervisor**

Authorised by (signature)	Airfield Operations Authorisation number	Issued by (signature)	Security Permit Number
Authorised by (print name)		Issued by (print name)	
Date	Airfield Operations Supervisor	Date	For EMA Security

**4. Pass Extension Application**

Date	Confirm Letter Attached	Agreed By	Expiry Date

Issued 1<sup>st</sup> July 2019



## FORM AVP8

### AUTHORISED SIGNATORIES FOR TEMPORARY AVP APPLICATIONS

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS AND RETURN TO:  
EMA AIRFIELD OPERATIONS DEPARTMENT**

**1. Company Details** (Please alter if anything is incorrect or missing)



Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ | \_\_\_\_\_

Postcode: \_\_\_\_\_

**2. Authorised Signatories**

Name	Position In Company

The above named people have the authority to authorise vehicles to operate airside at East Midlands Airport under the rules detailed in Airside Operational Instructions AOI - 12 on the above company's insurance.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position In Company: \_\_\_\_\_

Issued 2019

Originator -	Head of Fire and Airfield Operations	Issued By -	Compliance Manager – Operations and Safety
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