

AD-HOC GATE HOUSE OPENING REQUEST FORM

OAN REF: -	19/2019	DATE OF ISSUE: -	26/07/2019	EFFECTIVE DATE:-	26/07/2019
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Please be advised of the request process and charges associated with ad-hoc gatehouse openings, as detailed below.

In order to request an ad-hoc gatehouse opening, the form on page 2 of this OAN must be filled out and sent to all the recipients detailed on the form.

Please email Usman.Khalid@magairports.com to request a copy of the form if required.

The request form must be submitted with a minimum of 7 days' notice before any desired gate house opening. Any requests made with less than 7 days' notice will be subject to a price on request.

Any requests for gatehouses to be opened outside of their normal operating hours will be charged to the requestor at a rate of £100 per hour requested. There will be a minimum charge of £500 per opening.

Gate house opening hours at time of publishing:

Central 1	24Hrs
East 1	Sunday - Friday 1945-0530 Saturday Closed
East 2	Monday - Friday 1930-0530 Sat 2145-0030 Sunday 0300-0630 Monday 0100-0530
TNT	Monday - Friday 2100-2330 Tuesday - Saturday 0200-0600 Sunday 2000-2230
DHL	Monday - Sunday 1800-0600
DHL Extra	Monday - Friday 1630-1800 7 days a week 0600-0700 Saturday Ni 1700 - 0700 Sunday 1800-0600

Charges as per:

https://live-webadmin-media.s3.amazonaws.com/media/6242/ema_schedule-of-charges-19_20.pdf

EAST MIDLANDS AIRPORT SECURITY GUARD REQUEST FORM

Please be aware that a minimum of 10 days notice needs to be provided to guarantee that the request can be approved. Any requests within this period may not be achievable.

Name of requester:	
Company:	
Project name:	
Contact number:	
Contact email address:	
Number of guards requested:	
Start date:	
End date:	
Times required (From and to):	
Total days requested	

Please provide a short explanation detailing reason for request and any further information which may be relevant to the request in the box below:

Once form is complete please email request to the following:

Hannah.Smith@eastmidlandsairport.com

Phil.Martin@eastmidlandsairport.com

Tony.Lucas@eastmidlandsairport.com

Usman_Khalid@magairports.com

Once the form has been received a confirmation email will be sent within 48 hours notifying the requester of approval status

OPERATIONAL ADVICE NOTICE

END

Originator:	Head of Fire and Airside Operations	Confirmed by:	Compliance and Operations Analyst
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