

Form 12 - Airside Vehicle Pass Application Form



This form can be used to apply for either permanent or temporary airside vehicle passes. If you require more than one type of vehicle pass, or a pass at more than one location please use a separate form for each one.

To knowingly give false information in connection with the application of an airside vehicle pass, by the Authorised Signatory or the ID pass applicant, is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.

All vehicles must fulfil airside safety, inspection and insurance criteria laid down in airport Bylaws and CAA Guidelines.

Pass Type (please tick as appropriate)			
Permanent (Note: Permanent vehicle passes are valid for a maximum of 12 months).	<input type="checkbox"/>	Temporary (Note: At Stansted please continue to use the A5 temporary vehicle pass application form).	<input type="checkbox"/>
If a temporary vehicle pass is required, will the vehicle be escorted?	<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/> No
Date required from:	DD/MM/YY	Date required to:	DD/MM/YY
Time required from:	HH:MM (24 HR)	Time required to:	HH:MM (24 HR)
Areas vehicles requires access to:	i.e. runway, taxiways, apron areas etc		

Please Indicate the Airport the Airside Vehicle Pass is to be Issued At: (please tick one box only)										
<input type="checkbox"/> Aberdeen	<input type="checkbox"/>	<input type="checkbox"/> Edinburgh	<input type="checkbox"/>	<input type="checkbox"/> Glasgow	<input type="checkbox"/>	<input type="checkbox"/> Heathrow	<input type="checkbox"/>	<input type="checkbox"/> Southampton	<input type="checkbox"/>	<input type="checkbox"/> Stansted

Company Information	
Company name	
Company prefix	
Authorised Signatory's name	
Contact name	
Contact email	
Contact telephone number	

Sponsored Company	
Company name	
Company prefix	
Address	
Contact name	
Contact telephone number	

Detailed Reason for Application

Vehicle Classification			
Number	Classification	Description	
1	Blue light	Police, fire or ambulance vehicle	
2	Minibus	A small multi seat vehicle that carries approximately 10 or less people	
3	Small bus unsealed (less than 25 seats)	Small bus/coach requiring all staff on board to undertake at a remote location (e.g. crew bus)	
4	Small bus sealed (less than 25 seats)	Small bus/coach where screening has been undertaken at a remote location (e.g. crew bus)	
5	Large bus unsealed (greater than 25 seats)	Large bus/coach requiring all staff on board to undertake individual ID checks at a control post	
6	Large bus sealed (greater than 25 seats)	Large bus/coach where screening has been undertaken at a remote location (e.g. crew bus)	
7	Catering vehicle (unsealed)	Catering vehicle that is open and requires a full search	
8	Catering vehicle (sealed)	Catering vehicle that has been sealed at and off-site location	
9	Detainee vehicle	Vehicle carrying detained passengers to be put on a specified flight	
10	Rigid lorry (LGV 2)	As per LGV license ** Please note - Construction Vehicles at LHR must be booked onto Airbuild. Construction Vehicles (except muck away, concrete and demolition vehicles) should use Touch and Go procedure at CLC	
11	Articulated Lorry (LGV 1)	As per LGV license ** Please note - Construction Vehicles at LHR must be booked onto Airbuild. Construction Vehicles (except muck away, concrete and demolition vehicles) should use Touch and Go procedure at CLC	
12	VIP vehicle	Vehicle carrying VIP	
13	Car/Fiesta van	Self explanatory	
14	Transit sized van	Self explanatory	
15	Tug	Self explanatory	
16	Crane	Self explanatory * Please note - if the vehicle is a crane please enclose the crane permit with the application.	
17	Security vans, Royal Mail and other vehicles not fitting categories above.	Any vehicle that does not fit in one of the categories above.	
Band Classification (Scottish Airports and Southampton Only)		Euro Classification	
A		LPG / Electric / Euro 5	
B		Euro 2 / Euro 3 / Euro 4 / Stage 1 / Stage 2	
C		Euro 1 / Pre-Euro / Pre-Stage	
Fuel Type		Vehicle Type	
1	Diesel	a	Standard Vehicle (* max 10 years)
2	Bio Diesel	b	Standard Vehicle F/W Abatement technology (* max 15 years)
3	Petrol		
4	Electric	c	PCV / specialist vehicle (* max age 15 years)
5	Alternative Fuel LPG	d	PCV / specialist vehicle (* max age 20 years) Fitted with abatement technology.
6	Alternative Fuel CNG	e	Exempt from maximum age restriction
7	Alternative Fuel / Fuel Cell		
8	Alternative Fuel Dual Fuel		

* Specific to Heathrow Airport

Insurance documentation to be provided

The vehicles listed must be insured under an insurance policy which conforms to the minimum standard specified by BAA. Insurance to cover all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) for which liability arises in connection howsoever with the use of the vehicles airside is effective during the currency of any airside vehicle pass. The policy must have a limit of not less than £50,000,000 any one event and with a sub-limit of US\$50,000,000 for liability for war and terrorism risks if not working for BAA, or £5,000,000 any one event including liability for war and terrorism risks if working for BAA. If working for BAA on capital construction projects BAA provide insurance cover, for details see principal contractor.

Please tick (You may need to tick more than one)

1. Capital Construction Contractor Project Name: _____
2. Evidence attached (BAA Contractor – Non Capital Construction Projects) (i.e.; Maintenance contractor)
3. Evidence attached (Non-BAA Contractor) (Airlines & other organisations)

For more information refer to 'Guidance Note – Vehicle Airside Insurance Requirements – April 2011

Minimum Insurance Requirement

Vehicle Airside Liability Policy with an indemnity Limit of £50m and with a sub-limit of US\$50m for liability for war and terrorism.

Cover is generally provided by extending either an aviation or public liability policy to include the vehicle airside liability risk.

For BAA office use only

	Third Party	Requirement from Third Party	Applicable (✓/X)	BAA Policy	Third Party Policy Details (Policy No and Period covered)
1	Contractors & Sub Contractors working on BAA Capital Construction Works/Projects	Nil		Activity covered under BAA Construction All Risks/Third Party Liability Insurance Programme. Limit provided: £50m	
2	Contractors & Sub-Contractors Working for or on behalf of BAA on Non-Construction Works/Projects	£5m including War and Terrorism		Aviation/Combined Liability Policy provides the additional £45m to fulfil the minimum requirement.	
3	Third Parties who are not working for or on behalf of BAA. (Airlines & other organisations)	£50m with a sub-limit of US\$50m		BAA policy does not apply.	

Airside Vehicle Pass Declaration

I, the Authorised Signatory, accept that all vehicles are admitted onto the aprons and service roads on the condition that neither the airport nor it's servants shall be liable for any loss of, or damage to, the vehicle or it's contents. The airside vehicle pass remains the property of the issuing airport and is issued subject to Airport By-laws, notices and regulations which I and my company are fully aware of.

I will ensure that all drivers are aware that airside vehicle passes apply to the aprons and airside roads only and that they must not drive on the manoeuvring area except when specifically authorised by the airport and Air Traffic Control to do so. I will bring the traffic and vehicle requirements, as set out in the Airport By-laws, to the attention of all drivers who may drive the vehicle.

I will ensure that all drivers understand that the airside vehicle pass is only valid when displayed on the windscreen of the vehicle for which it is issued and any defacement or damage will render it invalid. I will also ensure that all drivers understand that the pass is concerned with airside access only and does not confer the right to park in airside areas. Any vehicle reported for unauthorised parking in airside areas may have it's pass cancelled.

Signed	
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Please Note: A vehicle pass will only be issued to a holder of a full ID pass.

Recipient's Details (office use only)

Pass		Fail			
Reason for failure:					
Range of pass numbers:	Pass expiry date	Date collected	Name of recipient	Signature of recipient	ID prefix and card number
	DD/MM/YY	DD/MM/YY			