

## Gatwick Airport Directive

Title: Airport Development - Approval Procedures		Ref No: GAD/F:4/17
Issue Date: 13/01/2017	Effective Date: 14/11/2016	Expiry Date: 14/11/2018
<p><b>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</b></p>		
<b>Introduction:</b>		
<p>The EASA Acceptable Means of Compliance (AMC) document AMC1 ADR.OR.B.040 and associated Guidance Material (GM) GM1 ADR.OR.B.040 defines the Aerodrome Operator's requirement to notify the Competent Authority of changes to the aerodrome or its operation. The Civil Aviation Authority (CAA) is the Competent Authority for Gatwick Airport Limited (GAL).</p> <p>Additionally aerodrome safeguarding criteria and Town &amp; Country Planning Regulations will also apply.</p>		
<b>Programme:</b>		
None		
<b>Operational Impacts:</b>		
None		
<b>Further Information:</b>		
<p><b><u>PRIOR APPROVAL</u></b></p> <p>The EASA Implementing Rules (IR) require that changes significantly affecting elements of the Aerodrome Operator's management system (as required by ADR.OR.B.040) require Prior Approval from the Competent Authority. The CAA defines these changes to be:</p> <ul style="list-style-type: none"> <li>• Changes significantly affecting the organisation chart, policies or culture of the Aerodrome Operator's management system as required by ADR.OR.D.005.</li> </ul> <p>In addition to the 'infrastructure and operational' changes required in ADR.OR.B.040 and it's supporting AMC, the CAA requires that the following changes are subject to Prior Approval:</p> <ul style="list-style-type: none"> <li>• Changes within the areas monitored by the Aerodrome Operator in accordance with ADR.OPS.B.075, which may endanger safety and adversely affect the operation of the aerodrome.</li> </ul> <p>Changes occurring at Gatwick Airport that fall into the classifications detailed above shall be submitted to the CAA Safety and Airspace Regulation Group (SARG) for Prior Approval. The following list defines the changes that GAL will submit to the CAA SARG for Prior Approval:</p> <ul style="list-style-type: none"> <li>• Changes that affect the terms of the Certificate;</li> <li>• Changes that affect the Certification Basis (CB);</li> <li>• Changes to any safety critical aerodrome equipment;</li> <li>• Changes to the Safety Management System (SMS);</li> <li>• Changes that affect the Aerodrome Manual;</li> <li>• Changes to any obstacles that may endanger safety;</li> <li>• Developments that may affect the sightlines from the Visual Control Room (VCR);</li> <li>• New structures that may generate wind turbulence at a critical stage of flight;</li> <li>• Developments on the Movement Area*;</li> <li>• Developments that may impact upon the Movement Area*;</li> <li>• Developments that may impact upon taxiway clearances;</li> <li>• Changes to the Aerodrome Ground Lighting Control System (AGLCS);</li> <li>• Changes to any infrastructure essential to aircraft safety;</li> <li>• Significant maintenance projects impacting upon the Movement Area* (but only if it has a secondary effect on the CB – Refer to Section 5 – 'Maintenance Works' for full details);</li> <li>• Changes to the Declared Distances;</li> <li>• Changes to Low Visibility Operations (LVOs);</li> <li>• Use of the Aerodrome by higher code letter aircraft;</li> <li>• Changes to Infrastructure (as defined on the Process Map);</li> <li>• Changes to Organisation and Personnel (as defined on the Process Map);</li> <li>• Changes to Documents (as defined on the Process Map);</li> <li>• Changes to the Operation (as defined on the Process Map).</li> </ul>		

\* For the purposes of Prior Approval the Movement Area shall be defined as:

*'That part of an aerodrome intended for the surface movement of aircraft including the manoeuvring area, aprons and any part of the aerodrome provided for the maintenance of aircraft.'*

#### **Submission of Changes for Prior Approval**

Submission of changes for Prior Approval shall be made using the appropriate forms and channels as defined and agreed by the CAA. Submissions shall be made a minimum of 30 days in advance of the start of the proposed change.

**No changes shall commence until Prior Approval has been received from SARG.**

#### **CHANGES NOT REQUIRING PRIOR APPROVAL**

Where changes fall outside of the requirements for Prior Approval outlined above they will be considered not to require Prior Approval from the Competent Authority. These changes will be managed by GAL using the established Safety Management System (SMS) procedures and GAL Policy Level Plans.

Where changes have been made without the need for Prior Approval from the Competent Authority, GAL shall submit to SARG on a 6 monthly basis (at the beginning of March and September each year) details of all changes that have been made shall include a brief synopsis of all of the changes made (including Risk Assessments, HAZOPS, etc. as appropriate).

#### **FUTURE CHANGES**

Airside Operations shall where applicable keep SARG apprised of any capital and maintenance plans involving changes to the aerodrome. This will enable early engagement between GAL and SARG to agree what changes do or do not require Prior Approval. GAL shall submit details of future projects to SARG on a 6 monthly basis (at the beginning of March and September each year) detailing proposals for what does or does not require Prior Approval for agreement by SARG..

#### **MAINTENANCE WORKS**

Significant maintenance projects may result in a secondary effect on the Certification Basis e.g. installation of new airfield ground lighting as part of a runway/taxiway rehabilitation project and may, therefore, require prior approval. Where GAL consider this to be the case a submission for Prior Approval shall be made following the procedure outlined above. If there is any uncertainty whether a maintenance project falls within the scope of Prior Approval, GAL shall notify the Aerodrome Inspector for advice.

Routine maintenance functions falling outside of the requirement for Prior Approval are carefully controlled and audited by GAL using the PAS55 / ISO55001 processes and GAL shall not inform the Competent Authority of this smaller routine maintenance work, nor include it in the 6 monthly return of changes not requiring Prior Approval.

#### **AERODROME SAFEGUARDING**

Aerodrome safeguarding is the process used to ensure the safety of aircraft while taking off and landing or flying in the vicinity of aerodromes, it is a legal requirement under EASA rules.

It is essential that proposed developments both on and off the airport are assessed by GAL's Safeguarding Officer to ensure that there will be no impact on air safety. Examples of potential impacts are infringements of the Obstacle Limitation Surfaces (OLS), impact on radar or other navigational aids, an increase in the wildlife strike risk to the airport, impact on Instrument Flight Procedures (IFP's) and lighting that could cause glare or could be confused with aeronautical ground lighting. Please note this list is not exhaustive.

Each proposal requires judgement on its own merits; if a development is acceptable in one location it does not mean that it will be acceptable in another due to varying constraints.

Local Planning Authorities are obliged to consult GAL with regard to any planning applications and notifications within the airport boundary and certain developments out to a 15km radius from the airport.

Further details of aerodrome safeguarding can be found in ODPM/DfT circular 01/2003 'Safeguarding of Aerodromes, Technical Sites & Military Explosives Storage Areas' Direction and general guidance can be found in advice notes published by the Aerodrome Operators Association (AOA) at <http://www.aoa.org.uk/policy-campaigns/operations-safety/>

#### **ENQUIRIES**

Any enquiries regarding this notice should be addressed as follows:-

##### **Airport Development Queries:**

Jez Davis, Airside Projects Planning Lead Tel: 07773 881131

Email: [jez.davis@gatwickairport.com](mailto:jez.davis@gatwickairport.com)

##### **Aerodrome Safeguarding Queries:**

Amanda Purdye, Aerodrome Safeguarding Officer Tel: 078559 49311

Email: [amanda.purdye@gatwickairport.com](mailto:amanda.purdye@gatwickairport.com)

##### **Town & Country Planning Queries:**

Rita Burns, Spatial Planning Policy Manager Tel: 07885 116416

Email: [rita.burns@gatwickairport.com](mailto:rita.burns@gatwickairport.com)

#### **Signatory**

Gary Cobb

**for and on behalf of the Chief Executive Officer of Gatwick Airport Limited**

<b>Consultation:</b>
Has consultation on this Directive taken place? Yes - Consultation record held by author
<b>Distribution:</b>
FULL