

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 please use a separate form for each pass type.

To knowingly give false information in connection with the application for 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 and agreed within the Airside Operators Licence (AOL)

NB: Temporary Airside Vehicle Passes:

There is a limit of 25 days per rolling annum (365 days) for any one vehicle per company. Temporary vehicle passes are further restricted to a total of five days per issue. E.g., 15 one day passes plus two five day passes = 25 days. Temporary Airside Vehicle Passes (TAVP) are subject to a quota of 10 per company per 365 days.

Pass Type

Tick	Permanent Note: Permanent airside vehicle passes are valid for a maximum of 12 months (AVP) Subject to Quota	Tick	Temporary Note: Temporary airside vehicle passes are valid for a maximum of 25 days. (TAVP) Quota = 10 Vehicles
If a temporary vehicle pass is required, will the vehicle be escorted? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Date required from: ____/____/____		Date required to: ____/____/____	
Areas vehicles require access (eg. Airside Roads and Apron, Manoeuvring Area, etc)			

Applying Company Information

Company name:	Company prefix:
Authorised Signatories name:	Contact name:
Address:	Contact telephone number:

Sponsored vehicles: Sponsored Company Details. NB Sponsored Companies are subject to 25 days per vehicle per 365 days for TAVP applications. Companies will need to join the Gatwick ID Scheme if their vehicles are required to hold Permanent Vehicle Passes.

Company name:	Company prefix: (if applicable)
Address:	Contact name:
	Contact telephone number:

Detailed Reason for Application

Number	Classification	Description	Charge
1	Less Than 3.5 tonnes MAM, Less than 5 years old from Manufacture	Any vehicle up to a Maximum Authorised Mass of (MAM) 3.5 tonnes manufactured up to 5 Years previously	£20.00
2	More than 3.5 tonnes MAM. Less than 5 years old from Manufacture	Any vehicle over 3.5 tonnes MAM manufactured up to 5 years previously.	£20.00
3	Less Than 3.5 tonnes MAM, 5 to 10 years old from Manufacture	Any vehicle up to a MAM of 3.5 tonnes manufactured from 5 Years to 10 years previously	£20.00
4	More than 3.5 tonnes MAM. 5 to 10 years old from Manufacture	Any vehicle over 3.5 tonnes MAM manufactured from 5 years to 10 years previously.	£20.00
5	Less than 3.5 tonnes MAM 11 TO 15 Years from Manufacture	Any vehicle up to a MAM of 3.5 tonnes manufactured 10 to 15 years previously	£20.00
6	More than 3.5 tonnes MAM 11 TO 15 Years from Manufacture	Any vehicle over 3.5 tonnes MAM manufactured 10 to 15 years previously	£20.00
7	Alternatively Fuelled Vehicle, any MAM up to 20 years old from Manufacture	Includes electric, LPG, CNG, Hybrid and fuel cell vehicles	Free
8	Temporary Vehicle not subject to any MAM or age restriction	Any vehicle subject to a temporary airside vehicle pass	£20.00
9	Airport, Airline or Engineering equipment not subject to MAM restriction over 20 years to 25 years old from manufacture	Any equipment, specialised in nature required by airport, airline or engineering departments used for the maintenance of aircraft or airport infrastructure	£20.00
10	Crane	Self-explanatory * Please note - if the vehicle is a crane please enclose the crane permit with the application. No permit / no pass	£20.00
11	Any Vehicle not compliant with current standards. Airfield Operations Dispensation required	Any vehicle not compliant with above Classification that requires a dispensation	£20.00

Fuel Type		Emissions	
1	Diesel	a	Euro 5, Euro 4, EEV or equivalent
2	Bio Diesel	b	Euro 3, or equivalent
3	Petrol		
4	Electric	c	Euro 2, or equivalent , may require dispensation
5	Alternative Fuel LPG	d	Euro 1 or no classification, shall require dispensation
6	Alternative Fuel CNG	e	Temporary Vehicle
7	Alternative Fuel / Fuel Cell	f	Any vehicle not Euro Classified but fitted with abatement technology. Shall require dispensation
8	Alternative Fuel Dual Fuel	g	Fuel Type 4,5,6,7,8

Insurance Self Certification

PLEASE SELECT (A, B or C) BY SIGNING AN OPTION BELOW THAT APPLIES TO THIS VEHICLE PASS APPLICATION

PLEASE NOTE: If combined options A & B or options A & C are applicable to you at any one point in time you must be insured under an insurance policy which conforms to the minimum standard specified by Gatwick Airport Ltd, namely that insurance covering all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) for which you are liable arising in connection howsoever with the use of the vehicles airside is effective during the currency of any airside vehicle pass provided for the said vehicles for a limit of not less than £50,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of US\$50 million for war hijacking and other perils) if you are not working for Gatwick Airport Ltd.

If combined options B & C are applicable to you at any one point in time you must be insured under an insurance policy which conforms to the minimum standard specified by Gatwick Airport Ltd, namely that insurance covering all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) for which you are liable arising in connection howsoever with the use of the vehicles airside is effective during the currency of any airside vehicle pass provided for the said vehicles for a limit of not less than £5,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of £5 million for war hijacking and other perils) if you are working for Gatwick Airport Ltd on a non-construction contract(s).

INSURANCE CETIFICATE NUMBER: APPLICABLE TO OPTION A, B OR C	
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OPTION A – Third parties who are not working for or on behalf of Gatwick Airport Limited (e.g. handling agents, retail suppliers, airlines etc.)

I, the Authorised Signatory, certify that the vehicles listed are insured under an insurance policy which conforms to the minimum standard specified by Gatwick Airport Ltd, namely that insurance covering all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) for which we are liable arising in connection howsoever with the use of the vehicles airside is effective during the currency of any airside vehicle pass provided for the said vehicles for a limit of not less than £50,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of US\$50 million for war hijacking and other perils) if we are not working for Gatwick Airport Ltd.

I declare that should this application include a temporary vehicle pass for a third party, they will be covered under this airside insurance cover and will claim against our policy should the need occur. While airside the third party will display our company livery and will be escorted by one of our employees that holds an Airside Driver Permit for Gatwick, to ensure all control measures will be abided by and adhered to by the third party driver(s)

Signed: _____

Print Full Name: _____

Date: ____/____/____

OPTION B – Contractors & sub-contractors (including suppliers) working for or on behalf of Gatwick Airport Limited on non-construction contracts. This category includes contractors engaged in the removal of asbestos

I, the Authorised Signatory, certify that the vehicles listed are insured under an insurance policy which conforms to the minimum standard specified by Gatwick Airport Ltd, namely that insurance covering all actions, claims, costs and demands in respect of any loss, damage or injury to property or persons (including fatal injuries) for which we are liable arising in connection howsoever with the use of the vehicles airside is effective during the currency of any airside vehicle pass provided for the said vehicles for a limit of not less than £5,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of £5 million for war hijacking and other perils) if we are working for Gatwick Airport Ltd on a non-construction contract(s).

In the event that evidence has previously only been provided for the lower £5,000,000 minimum limit on the basis that we are only working for Gatwick Airport Ltd, but later gain another airside contract but not for Gatwick Airport Limited, and utilise an airside vehicle pass or have a vehicle(s) airside then insurance of a limit of not less than £50,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of US\$50 million for war hijacking and other perils) will need to be effected before driving airside at Gatwick.

I declare that should this application include a temporary vehicle pass for a third party, they will be covered under this airside insurance cover and will claim against our policy should the need occur. While airside the third party will display our company livery and will be escorted by one of our employees that holds an Airside Driver Permit for Gatwick, to ensure all control measures will be abided by and adhered to by the third party driver(s)

Signed: _____

Print Full Name: _____

Date: ____/____/____

OPTION C - Contractors & sub-contractors (including suppliers) working for or on behalf of Gatwick Airport Limited on construction contracts. This category does not include contractors engaged in the removal of asbestos

I, the Authorised Signatory, certify that the vehicles listed are insured under the Gatwick Airport Limited insurance policy for a limit of not less than £50,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of US\$50 million for war hijacking and other perils).

In the event that no evidence of insurance has been provided on the basis that we are only working for Gatwick Airport Limited on a construction contract, but later gain another airside contract (not for Gatwick Airport Limited) and still utilise an airside vehicle pass or have a vehicle airside then insurance of a limit of not less than £50,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of US\$50 million for war hijacking and other perils) will need to be effected before driving airside at Gatwick, or a limit of not less than £5,000,000 any one event (including the extended coverage endorsement AVN52 with a limit of £5 million for war hijacking and other perils) (if still working for Gatwick Airport Limited, but not construction related) will need to be effected before driving airside at Gatwick.

I declare that should this application include a temporary vehicle pass for a third party, while airside the third party shall display our company livery and will be escorted by one of our employees that holds an Airside Driver Permit for Gatwick, to ensure all control measures will be abided by and adhered to by the third party driver(s)

Signed: _____

Print Full Name: _____

Date: ____ / ____ / ____

**INSURANCE CERTIFICATE NUMBER:
APPLICABLE TO OPTION A, B OR C**

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 its servants shall be liable for any loss of, or damage to, the vehicle or its contents. The Airside Vehicle Pass remains the property of the issuing airport and is issued subject to Airport By-laws, notices and regulations that I and my company are fully aware of. Where this application is for sponsored temporary vehicle passes I confirm that all risks have been assessed adequately and with my full awareness. I hereby sign below to confirm this vehicle pass application is being applied for to enable us to provide goods/services as stated in our current Airside Operators Licence and only for the companies stated on our Airside Operators Licence.

I shall 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 shall 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 shall 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 its pass cancelled. **I have read and understood Gatwick Airport Directive - 'Airside Vehicle Passes: Managing the airside environmental impact of motorised vehicles and equipment' and Gatwick Airport Directive - 'Gatwick Airside Operators licence'**. I hereby sign to confirm vehicles applied for on this application form meet the requirements referred to in **Gatwick Airport Directive - 'Airside Vehicle Passes: Managing the airside environmental impact of motorised vehicles and equipment'** and **Gatwick Airport Directive - 'Gatwick Airside Operators licence'**, Gatwick Airport Directive – Airside Driving and Vehicle Operation.

I agree that, when the vehicle pass is no longer required for the given purpose, I shall arrange for its return to the ID Centre within 30 days of the pass no longer being required, and that failure to do so may result in a further administration charge being made.

E185/2010: Chapter 1.2.6.6 – The issuing entity shall be notified immediately of the loss / theft or failure to return a Vehicle pass.

By authorising the issue of this Vehicle pass I agree that the company I am representing will pay the published charges associated with the issue of Vehicle passes.

Signed: _____

Print Full Name: _____

Date ____ / ____ / ____

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

Please be advised the ID Centre may need up to 48 hour to process your request. Vehicle passes must only be placed in the windscreen of the vehicle they are applicable for.

Recipient's Details (office use only)

Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	Reason for failure:			
Range of pass numbers	Pass expiry date	Date collected	Name of recipient	Signature of recipient	ID prefix and card number