London Gatwick Airport – Local Guideline 5

Definitions

a) ACL – Airport Coordination Limited, the Coordinator.
b) GAL – Gatwick Airport Limited, the airport operator.
c) AFL – Airside Flow Lead, the provider of slot allocation services outside ACL's office hours.
d) Slot – as defined in Article 2(a) of Council Regulation No 95/93 as amended (" the Slot Regulation")
e) Series of slots – as defined in Article 2(k) of the Slot Regulation.
f) Ad Hoc Operation – any operation that is not part of a Series of slots.
g) Pool Slot – a slot within the seasonal runway scheduling limits declared by GAL in mid-October for a summer season and mid-May for a winter season.

1. **Introduction**

1.1 This document sets out local guidelines proposed by the Gatwick Airport Coordination Committee and adopted pursuant to Article 8(5) of Council Regulation for ad hoc operations at Gatwick Airport Limited (GAL).

1.2 With an overriding objective of making full use of available capacity for the benefit of all types of traffic in accordance with prevailing rules and regulations this guideline seeks to ensure that ad hoc operations are administered in a neutral, non-discriminatory and transparent way while preventing ad hoc operations from increasing congestion and impacting upon the efficient operation of the airport.

1.3 ACL, as the duly appointed Coordinator, is responsible for the approval of all ad hoc operations at Gatwick Airport. Outside normal office hours, ACL delegates its responsibilities to AFL a department of GAL.

2. Ad Hoc Availability

2.1 The runway capacity available for ad hoc operations consists of Pool Slots.

2.2 The allocation of Pool Slots for ad hoc operations commences in mid-February (summer season) and mid-September (winter season). Operators should not request ad hoc slots prior to these dates. Early applications will be assigned with the date of the opening of applications for Waitlist purposes

2.3 Slot availability is published and dynamically updated on the ACL's Online Coordination website www.online-coordination.com. All operators are encouraged to consult the Slot Availability prior to making an application and target requests at times where slots are available whenever possible.

2.4 Slots for ad hoc operations may be suspended by GAL. The following conditions may result in the suspension of the allocation of ad hoc slots: adverse operating conditions (e.g. severe weather), a special event (e.g. major sporting event or state occasion), or a temporary loss of airport infrastructure (e.g. a runway closure) which is likely to lead to significant and prolonged disruption or delay.

2.5 To ensure operational resilience the allocation and operation of ad hoc slots is suspended during the peak periods of demand as defined in appendix 2 of this local rule. This will apply to operators other than those defined under paragraph 4 of this local guideline.

2.6 Operators other than those defined under paragraph 4 of this local guideline shall not be able to apply for ad hoc slots without providing at least 30 days' notice during the following months; June, July, August & December.

3. Ad Hoc Suspension Procedure

3.1 Upon the decision by GAL to suspend ad hoc operations ACL will be informed in writing by the head of operations of the date range, time period and reason for the suspension.

3.2 ACL will apply measures to prevent the addition of any new flights over the period stated by GAL.

3.3 ACL will inform in writing the scheduling committee of the suspension giving reason for the suspension, time period and date range.

General or business aviation flights and whole plane cargo services are permitted to apply for slots outside of the periods of peak congestion as defined within the AIP Supplement which is derived from the 1991 Traffic Distribution Rules (TDR). Such services may only operate in periods of peak congestion with the permission of Gatwick Airport Limited subject to adherence to guidelines as defined in appendix 1.

4. Exempt Flight Types

4.1 The following flight types will be exempt from ad hoc restrictions as stipulated in section 2.5 of this local rule:

(a) Positioning flights of based operators as listed in Local Rule 3.
(b) Adhoc flights that increase the length of a recognisable series.
(c) This local rule will be reviewed at the end of each season by the Coordination Committee.

Appendix 1: General Aviation Operators

Local rule 5 applies in full to all general aviation operators except as otherwise outlined below with GAL reserving the right to remove this appendix at any time and without notice.

1. Within the Merged Totals page of OCS, when a minimum of 3 slots within the hour are available, a General Aviation operator may request a slot in accordance with standard procedures.

2. Having confirmed the potential spare capacity from the arrival/departure page in OCS, ACL will grant the requested slot, subject to the normal procedures and Ten Day Rule and review by GAL.

3. General Aviation operator will endeavour to apply for a slot with ACL in periods beyond the 10 days.

i. ACL will 'no slot' the flight and add it to the waitlist ready for allocation within the 10 day window.

ii. Once the no slot appears on the waitlist GAL will have oversight (via current reporting) of the required times requested in advance of clearance at minus 10 days to the operation enabling GAL to ensure efficient airport planning in advance of the prescribed 10 day window.'

4. The slot application must be for linked arrival and departure slots, ACL will not allow the dates or times of the slots granted to be alternated except in exceptional circumstances.

5. If a change is required to aircraft that are on the ground at LGW, then a new slot must be requested at least 24 hours prior to the cleared departure slot.

6. If a new slot cannot be cleared then the operator must adhere to the originally cleared slot.

i. Failure to adhere to the cleared may result in action against the operator in line with the UK Slot Enforcement Code as well as a full report being provided to GAL detailing the misuse'. GAL may choose to take action under the conditions of use of the airport.

7. The normal rules in relation to the maximum number and type of General Aviation aircraft on the ground at Gatwick will apply.

8. If resilience is threatened, GAL and/or ACL may withdraw the allocated slot(s) up to 12 hours prior to operation.

i. General Aviation operators will advise B&GA operators who is holding a slot of the conditions attached to it and that arrangements have been put in place to operate to an alternative airport should their slot(s) be withdrawn.

9. General Aviation operators will attend periodic meetings to review the effectiveness of this process.

Appendix 2

IAIP Website: http://www.nats-uk.ead-it.com/public/index.php%3Foption=com_content&task=blogcategory&id=11&Itemid=18.html

ACL Website: http://www.acl-uk.org/referenceLibrary.aspx?id=96&subjectId=2

ACL Website Ad Hoc Slot Monitoring Guidance: http://www.acl-uk.org/UserFiles/File/ACL%20Slot%20Monitoring%20May13.pdf

For Summer 2017 season the following peak periods will be applied from the 9th June 2017 until the 17th September 2017 inclusive.

All times UTC

Monday	0500-2155			
Tuesday	0500-0855	1100-1855		
Wednesday	0500-1955			
Thursday	0500-1955			
Friday	0500-1955	2100-2255		
Saturday	0500-1555			
Sunday	0500-1755	2100-2255		