

## Norwich Airport Schedule of Fees & Charges Terms & Conditions of Use from 1<sup>st</sup> April 2010

### AIRPORT CONTACTS

	<b>Phone</b>	<b>Fax</b>
Norwich Handling	01603 420658 or 01603 420675	01603 420636
Operations Centre	01603 420642	01603 420674
Duty Airport Manager	01603 420645	01603 420646
Accounts Department	01603 420627	01603 487523
Main switchboard	01603 411923	01603 487523

[www.norwichinternational.com](http://www.norwichinternational.com)

Norwich Airport Limited, Amsterdam Way, Norwich NR6 6JA  
Registered in England and Wales: 2078773

### Published Opening Times (local times)

Daily: 06.30 – 21.30

### Contents

- 1 Landing Charges
- 2 Passenger Charges
- 3 Ground Handling Services
- 4 Aircraft Parking
- 5 Disbursements & Collection Charges
- 6 Discounts and Rebates
- 7 Miscellaneous Charges
- 8 Supplementary Charges
- 9 Terms
- 10 Conditions of use of Norwich Airport

## 1 LANDING CHARGES

Runway Charges are levied on all arrivals and based on the Maximum Take-Off Weight ('MTOW').

### 1.1 Standard Landing Charge

Up to 5 tonnes - per half tonne or part	£ 9.45
Over 5 tonnes - per tonne or part	£18.90

The charge for navigation services is included in the Standard Landing Charge.

### 1.2 Out of Hours Charges ('Extensions')

All flights outside the Airport's Published Opening Hours are subject to approval by the Duty Airport Manager who may be contacted on 07921 055373 or [dutyairport.manager@norwichinternational.com](mailto:dutyairport.manager@norwichinternational.com)

Extension charges will be incurred for operations as follows:

Daily: between 21.45 and 6.00 (local)

The charge is £400 per hour or part thereof, for each aircraft movement.

Where extension facilities are requested and not used the above charges will apply. Where an extension is booked and subsequently cancelled the following cancellation fees will be charged:

Less than 6 hours notice	75% of extension charge
More than 6 hours notice	50% of extension charge

Notice period is measured as the time of cancellation prior to the arranged extension time.

### 1.3 Noise Management Strategy Charge

In addition to the Extension charge, Norwich Airport operates a noise management strategy which restricts operations between 23.00 and 06.00 (local time). Any aircraft movement which is approved between these times will incur an additional charge equivalent to five times the landing fee.

### 1.4 Block Landing Fees

Applications may be made to the Finance Director at [accounts@norwichinternational.com](mailto:accounts@norwichinternational.com) for the purchase of block landing fee arrangements at discounted rates. The block fee will be for a minimum of 3 months for an individual aircraft. The fee can be used to cover unlimited landings in respect of private and training flights. Arrangement and payment must be made in advance of the block landing fee period.

## 2 PASSENGER CHARGES

### 2.1 Passenger Load Supplement ('PLS')

The Passenger Load Supplement is payable for each departing passenger from the Airport (excluding children under 2 years) on all air transport movements including charter and air taxi aircraft.

International (per departing passenger)	£15.90
Domestic including Channel Islands (per departing passenger)	£ 8.90

### 2.2 Passengers with Reduced Mobility

In accordance with EC Regulation 1107/2006, the Airport is permitted to recharge the cost of the 3<sup>rd</sup> party

provision of services for passengers with reduced mobility. Based on forecasted passenger volumes this fee will equate to £0.34 per passenger (both arriving and departing). This charge will be invoiced at £0.68 per departing passenger.

### 2.3 Passenger Security Charge (including Hold Baggage Search and triple 'A')

The Passenger Security Charge is payable for each departing passenger (excluding children under 2 years) on all air transport movements including charter and air taxi aircraft.

All passengers (per departing passenger)	£ 6.00
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### 2.4 Airport Development Fee (ADF)

The ADF fee applies to all passengers who use the terminal building.

Adults (per departing passenger)	£ 5.00
Children (per departing passenger)	£ 1.00
Under 2	Free

Facilities are in place in the terminal building for passengers to pay this fee individually.

## 3 GROUND HANDLING SERVICES

### 3.1 Aircraft Handling Charge

It is mandatory that all aircraft are handled by the Airport or an approved operator thereof.

The basic Aircraft Handling Charge is payable for each aircraft turnaround.

All weights (based on MTOW) per tonne or part	£ 8.90
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The Aircraft Handling Charge includes: aircraft marshalling, two hours aircraft parking, passenger and baggage transit from terminal (including coach service from remote parking stands where required) and the provision of passenger steps (one set).

The Airport reserves the right to provide all handling services within the airport.

### 3.2 Departure Control System Charge (Codeco)

All passengers (per departing passenger)	£ 0.35
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### 3.3 MUSE Platform Charge (Arinc)

All passengers (per departing passenger)	£ 0.15
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### 3.4 Other Apron Services, as part of a standard turnaround.

Ground Power Unit ('GPU') per 15 minute period	£ 25.00
Air Start Unit (per unit per start)	
Single hose	£105.00
Double hose	£150.00
Pushback	
below 44 tonnes	£ 38.00
below 73 tonnes	£ 42.50
below 144 tonnes	£ 56.00
over 144 tonnes	£ 70.00
Water and Toilet service (per point)	£ 20.00

Ballast loading + delivery	
per on/off load	£ 42.50
per bag of ballast	£ 11.00
Cabin heater (per 15 minute period)	£ 18.00
Freight	
Off loading + collection (per kg)	£ 0.05
(freight subject to a minimum charge of £45.00)	
Night stop functions (per hour or part thereof)	£ 45.00
Aircraft towing (per tow; non scheduled)	£ 50.00
Aircraft de-icing	
Attendance fee	£142.00
Weekend call in	£ 55.00
Usage (per litre)	£ 2.69

Aircraft cleaning and catering turnaround can be arranged with the Airport approved supplier.

Non-standard and/or extended use must be agreed by separate arrangement.

### 3.5 Cancellations and Delays

Handling in the case of a technical landing for other than commercial purposes will be charge an additional 50% of the above rates, provided that a physical change of load is not required.

Handling in cases of a return to ramp, provided that a physical change of load is not involved will be charged only for the additional services supplied. If a change of load is involved then an additional charge of 50% of the standard charges will be applied. Similarly, if an aircraft is already loaded for departure but requires a further change of load, this additional handling will be charged at 50% of the standard charges.

All flights cancelled with less than 24 hours notice will be charged at 50% of the standard charge. All flights cancelled with less than 12 hours notice will be charged at 75% of the standard charge.

Notice of cancellation must be emailed to [dutyairport.manager@norwichinternational.com](mailto:dutyairport.manager@norwichinternational.com).

## 4 AIRCRAFT PARKING

The following charges are for 24 hours or part based on the Maximum Take-Off Weight ('MTOW'):

Not over 3.5 tonnes (per half tonne)	£ 6.00
Not over 10 tonnes (flat rate)	£ 30.00
Not over 20 tonnes (flat rate)	£ 40.00
Not over 30 tonnes (flat rate)	£ 60.00
Not over 100 tonnes	£ 60.00
+ £12.01 per 10 tonnes or part	
Over 100 tonnes	£150.00
+ £12.01 per 10 tonnes or part	

Applications for reduced rates to cover longer periods of parking (for which payment must be made in advance) may be made to the Managing Director.

Long term parking on disused taxiway £100.00 per week subject to availability

## 5 DISBURSEMENT & COLLECTION CHARGES

Any disbursements made by the Airport on behalf of an Operator will be recharged at cost plus a 10% administration charge (subject to a minimum charge of £45.00).

Income collected (over a range of services) by the Airport on behalf of an Operator will be remitted after the deduction of a 10% administration charge or the minimum charge.

## 6 DISCOUNTS AND REBATES

The granting of all discounts and rebates shall be at the total discretion of Norwich Airport. Discounts may be considered to support growth in existing routes or the development of new routes.

Please contact Norwich Airport's Managing Director in the first instance to discuss your requirements.

## 7 MISCELLANEOUS CHARGES

### 7.1 Security Passes

#### Full Pass

Issue - valid for five years from date of issue	£ 85.00
Replacement <i>for lost or damaged pass within 5 years of issue</i>	£100.00
2nd (Final) Replacement <i>for lost or damaged pass within 5 years of issue</i>	£120.00
Penalty charge for non-return of full pass (chargeable to sponsor)	£110.00

Renewal of security pass (upon expiry)

if new pass required	£ 35.00
if old car re-used	£ 20.00
Amend security pass	£ 15.50

#### Visitor Pass

Issue - 1-5 day pass	£ 10.50
- 6-60 days pass	£ 50.00
Penalty charge for non-return of visitor pass (chargeable to sponsor)	£ 90.00

#### Driving Permits

'AOA' Apron driving permit	
Price per permit	£ 70.00
Price per replacement permit	£ 50.00

Full airside driving permit

Price on application

### 7.2 Ticket Desk Services

Price on application

Please contact the Ticket Desk Manager on [ticketdesk@norwichinternational.com](mailto:ticketdesk@norwichinternational.com)

### 7.3 Filming and Still Photography (per hour or part thereof)

PR Photography & Sound recording	£130.00
Advertising/Commercial photography	£285.00
Filming units 1-15	£285.00
Units 15+	by negotiation

### 7.4 Deportee Support

Cost + 20% disbursement

### 7.5 Training

Norwich Airport offer a wide range of airport and security related training courses including:

- General Security Awareness Training
- Triple A Training
- Level 7 Training
- Dangerous Goods Training
- Manual Handling
- Fire Awareness
- Pushback and towing
- Radio Transmission (RT)
- AOA driving training

Please contact the Training Department for further details on [training@norwichinternational.com](mailto:training@norwichinternational.com) to discuss your requirements and for a competitive quotation.

## 8 SUPPLEMENTARY CHARGES

### 8.1 Motorised equipment (Per hour or part thereof)

Forklift + driver	£ 50.00
Cherry Picker + driver	£ 50.00
Pushback tug	£ 60.00
Coach hire	£ 50.00

### 8.2 Other equipment (Per hour or part thereof)

Steps (including delivery and collection)	£ 40.00
Sweeper (excludes hire of driver)	£ 62.00
Glim charge (per night)	£ 5.20
Non-returned or damaged glims (each)	£ 30.00
Portable tower lights (includes 15 mins resource for delivery)	£ 48.00
Air Ops Water tanks, incl escort and water used	£ 85.00

### 8.3 Labour Charge Out Rates (per man hour, bill 15 mins)

	Normal Hours	Out Of Hours *2
Air Ops Labour	£ 32.50	£ 49.00
Airfield Maintenance	£ 31.50	£ 47.30
Vehicle maintenance	£ 50.00	£ 75.00
Air Traffic Engineer	£ 44.00	£ 66.00
Senior Electrician	£ 38.60	£ 57.90
AGL Technician	£ 35.50	£ 53.25
Fire Service	£ 50.00	£ 75.00
Security escort (including vehicle)*1	£ 52.00	£ 78.00
Apron Technicians	£ 32.50	£ 48.80

\*1 24 hour advance notice required

\*2 Out of hours: 15:30 – 07:30 Mon-Thu, 14:30 – 07:30 Fri-Sun

### 8.4 Other services

Vehicle inspection for airside permit (per hour or part thereof)	£ 50.00
Cat 7 Fire Cover (per movement)	£ 300.00
Fire service attendance at de/re-fueling	£ 200.00
General pre-planning/wind farm consultation	£1500.00
Spill Kit (excluding labour)	£ 200.00
Access card for staff car park – tenant companies	£ 25.00
Overnight AGL (per hour or part thereof)	£ 15.00

## 9 TERMS

### 9.1 Minimum invoice

Invoices issued in respect of airport charges are subject to a minimum charge of **£45.00** (exclusive of VAT).

### 9.2 Credit facilities

The company reserves the right to charge interest on overdue accounts at a rate of 4% per annum above the published 3 Month London Inter-Bank Offered Rate (LIBOR), as published by the British Bankers' Association.

### 9.3 Settlement terms

Unless otherwise stated, all invoices for airport services are due for payment within 14 days of the invoice date.

### 9.4 VAT

The charges in this Schedule are all *exclusive* of VAT, which will be levied at the appropriate rate.

### 9.5 Revision to charges

The Airport reserves the right to vary or revise any charges levied should circumstances arise which, in their opinion, warrant such action.

### 9.6 Scheduled review of charges

The fees and charges shall next be reviewed on 1<sup>st</sup> October 2010

## 10 CONDITIONS OF USE OF NORWICH AIRPORT

### 10.1 DEFINITIONS

(a) The 'Airport' means all that area comprising Norwich Airport at Amsterdam Way, Norwich which is operated by or under the control of the Company as hereinafter defined. The term 'Airport' shall be interchangeable with the term 'airfield', 'airstrip', 'aerodrome' or any other like term, where the context so indicates and such terms shall bear their ordinary and usual meaning according to English Law.

(b) 'The Company', which term shall include any associated or subsidiary company thereto and shall, unless the context otherwise provides, include any servant, or agent, means Norwich Airport Limited, whose Registered Office is at Norwich Airport, Amsterdam Way, Norwich, NR6 6JA or any successor or assignee of the company for the time being.

(c) 'The Operator' shall mean the person or organisation from time to time having the management or possession of an aircraft, whether owner, user, pilot or otherwise and shall mean the person(s) or body or organisation (and their respective servants, agents and contractors) using, attempting to make use of, or having used, the facilities or services offered by the Company at the Airport or elsewhere.

(d) 'The Conditions' means these Terms and Conditions of Norwich Airport Ltd and any Rules and Regulations relating to the use of Norwich Airport, and any orders, instructions, directions or bye-laws respectively from time to time in force whether in writing or otherwise made by the Company or on its behalf. A copy of the conditions will be available on request from the Company but shall be deemed to bind the operator whether or not a copy has been requested. In the event of inconsistency and so far as permitted by law these conditions shall take precedence over any other conditions or terms. The conditions shall be constructed in all respects according to English Law.

(e) For the purposes of being bound by these Terms and Conditions the Operator warrants that he has full authority and power to bind as his agent any owner, lessor, mortgagor, lender or pilot of the aircraft and all their respective servants, agents or contractors.

### 10.2 USE OF THE AIRPORT AND ITS FACILITIES

(a) The use of the Airport by the Operator or on his or their behalf is subject to the conditions which shall apply equally to the provision of all facilities or services provided or offered to be provided by the Company and are hereby deemed to be incorporated into any agreement, contract or other legal relationship entered into or to be entered into by the company with the Operator.

(b) The Company shall be entitled to vary the conditions from time to time, at its discretion and as it sees fit. Provided such variations have been brought to the notice of the operator or are deemed to have been

brought to his notice, such variations shall be binding on the Operator.

(c) Save in the case of landside self handling and subject always to the terms of the European Community Council Directive 96/67EC, the Company has the exclusive right to provide any service which it desires and sees fit at the Airport and any Operator wishing to provide the same, similar or different services must first submit a written application to the Managing Director of the Company for due consideration.

### **10.3 PAYMENT**

(a) The Operator shall pay the appropriate charges for the landings, parking or housing of aircraft. The Operator shall also pay for any supplies, services or facilities provided to him or the aircraft by the Company. All such charges shall be due and payable at the sole discretion of the Company before an aircraft departs from the Airport.

(b) Payment of any unpaid charges shall in any event be due on the 14th (fourteenth) day after delivery of the Company's invoice to the Operator at his address as stated hereon.

(c) The Operator shall pay interest on any sum outstanding at the amount of 4% per annum above the London Inter-Bank Offered Rate existing at the time, such interest to accrue on a daily basis from the due date until payment is made.

### **10.4 LIEN**

(a) So long as an aircraft (or multiple aircraft), or any parts and accessories or any vehicle are located at the Airport or upon any land under the control of the Company, the Company shall have a contractual lien, both particular and general, over the aircraft, its parts and accessories and any vehicle for all charges, costs, fees or any other liabilities of whatever nature which are due and payable to the Company in respect of that aircraft, or any other aircraft of which the Operator is the Operator at the time when the lien is exercised. The lien shall not be lost by reason of the aircraft departing from land in the control of the Company but shall continue to be exercisable at any time when the aircraft or any other aircraft of the Operator has returned to and upon any such land so long as any of the said charges, costs, fees or other liabilities, whether incurred before or after such departure remain unpaid.

(b) The Company shall be entitled to levy fees incurred in respect of any aircraft or property for storage or otherwise during the period of exercise of the lien and the Company may further exercise a lien in respect of unpaid charges, costs, fees or other liabilities as it sees fit.

(c) If charges, costs, fees or other liabilities in respect of which a lien is exercised remain outstanding, the Company shall despatch by ordinary post to the Operator at his address hereon and to the Registered Owner of the aircraft at his address on the appropriate Register in the State of Registration a notice demanding payment within 14 days of delivery of the letter. In the event that payment remains outstanding thereafter, title in the liened aircraft or property shall vest in the Company and the Company may at its entire discretion sell, dispose of, remove or destroy such aircraft or property. In the event of a sale or disposition the Company shall be under no duty to obtain the best possible price and may apply the proceeds in discharging any sum due to the Company and any fees, expenses or costs incurred in connection with the disposal of the aircraft before accounting for any balance to any party so entitled.

(d) The exercise by the Company of the powers set forth in this clause shall be without prejudice to the exercise of any other powers exercisable by the Company by virtue of statute or otherwise.

### **10.5 LIABILITY OF THE COMPANY AND THE OPERATOR**

(a) Where the Operator is other than a Consumer as defined in the Unfair Terms in Consumer Contracts Regulations 1994, the Company shall in no circumstances be liable to the Operator for any physical or economic damage or loss, or any other loss or damage to property or persons of any kind whatsoever (including without limitation the aircraft, its parts or accessories or any property contained in the aircraft) whether negligence, breach of contract or statutory duty on the part of the Company, its servants or agents.

(b) Where the Operator or any person on his behalf or for whom he is responsible causes death, personal injury or loss or damage of any kind whether direct or indirect as a result of any negligence, breach of contract or breach of statutory duty and while at the airport, the Operator shall indemnify and keep indemnified the Company in respect of any claim or claims arising there from.

### **10.6 INSURANCE**

(a) The Operator in furtherance of his obligations under these conditions agrees to effect and maintain passenger and third party liability insurance in respect of any aircraft operated or used by the Operator at

the Airport in such amounts not being less than three million pounds (£3,000,000) in respect of any one event but shall in each case be at such levels as the Company in its absolute discretion deems to be reasonable according to the size and type of aircraft operated and shall on demand produce to the Company, or its duly authorised representative, from time to time, sufficient documentary proof of such insurance including the security thereof.

(b) In respect of any vehicle which the Operator, his servants, agents, or associates may use or operate on that part of the airport which is or has been designated as 'airside', the Operator shall at all times ensure that the vehicle is fully and properly insured for third party risks for an appropriate amount having regard to the nature of the risks. Evidence of such insurance shall be produced to the Company or its duly authorised representative on demand. The Company's decision as to the adequacy of such insurance cover shall be binding on the Operator.

(c) The Operator shall at all times fully indemnify and keep indemnified the Company against any breach of this clause but without prejudice to any other rights of the Company under these Terms and Conditions whether the same shall be enforced by the Company or not.

#### **10.7 GENERAL**

The Operator or his appointed handling agent shall furnish to the Company information of such form as the Company may from time to time require and determine relating to the movement of aircraft handled by the agent at the Airport within 24 hours of each of those movements.