

FAIROAKS OPERATIONS LTD
OUT OF HOURS FORM

This form **MUST** be used for all flights at Fairoaks that take place outside of the published operating hours to fulfil the flight notification requirements contained in the ANO.

Prior to departure or after arrival the completed form is to be posted through the letter box of the Administration Office door (1st floor tower building).

Alternatively the completed form can be sent via e-mail to atsu@fairoaksairport.co.uk before departure or by 1000 the following day for arrivals.

Blank copies are available from the Tower and in the Flight Planning room at the base of the Tower.

Submission of this form constitutes acceptance of the terms and conditions (overleaf) for use of Fairoaks outside published operating hours.

Out of hours DEPARTURE details

A/C Registration	A/C Callsign	A/C Type	Pilot
Contact Number	Number on board	Destination	Estimated departure time

Out of hours ARRIVAL details

A/C Registration	A/C Callsign	A/C Type	Pilot
Contact Number	Number on board	Point of Departure	Time of arrival

Date

Signature

OUT OF HOURS OPERATIONS - Terms and Conditions

The following Terms and Conditions apply to all flights which take place at Fairoaks Airport when the Air Traffic Service Unit is closed.

- a) Pilots who intend to utilise the Pilot Controlled Lighting (PCL) must have been briefed in operation of the PCL.
- b) No arrivals or departures by aeroplanes shall take place between 2200 and 0700 local time. All arrivals and departures requiring the use of the runway on Sundays before 1000 and after 2000 shall require a runway slot.
- c) Pilots must comply with the requirements of SERA, the Air Navigation Order and the Rules of the Air Regulations.
- d) The aircraft must be covered by third party insurance to a value of at least £1,000,000. Acceptable evidence of this insurance to be produced to the aerodrome operator whenever required.
- e) Landing fees where applicable may be paid by cheque attached to this form or by telephoning the Tower.
- f) The pilot understands that when making a landing at, or taking off from Fairoaks Airport outside the operational hours published in the UK AIP (or elsewhere) neither Aerodrome Flight Information Service facilities nor Rescue and Fire Fighting crew will be available and that the aerodrome will in such circumstances will not be available to aircraft requiring a licensed aerodrome within the provision of Article 208 of the Air Navigation Order.
- g) The pilot shall nominate a "responsible person" who shall notify the appropriate authorities in the event of an aircraft accident or incident. The pilot and the "responsible person" shall agree the means by which the "responsible person" is aware in a timely manner whether or not the aircraft has landed safely. Additionally if the aircraft fails to arrive within 30 minutes of the estimated time of arrival the "responsible person" must contact the AFPEX Helpdesk by telephone (0845-6010483 or 01489-612792).
- h) The pilot agrees that no claim will be made against Fairoaks Operations Ltd. or any group/company or any of their respective servants or agents.
- i) NO flying training or circuit flying outside of published operating hours.
- j) The Air Traffic Service Unit must be notified of all out of hours arrivals and departures by submission of an Out of Hours form, blank copies of which are available from the Air Traffic Service Unit or in the Flight Planning room at the base of the tower.

NOTES

- 1. An emergency telephone for 999 calls only is available in the flight planning room at the base of the Control Tower.
- 2. Departures in IFR conditions must be coordinated with London Terminal Control before take-off. Telephone 02380-401102. During the opening hours of Farnborough, see UK-AIP EGLF AD 2.3, pilots shall also telephone Farnborough on 01252 526015.
- 3. Maintain a listening watch on Fairoaks frequency 123.430 MHz. When outbound report your position from when you commence taxiing until changing frequency, including prior to taking-off. When inbound report your position joining, in the circuit (i.e. overhead, downwind and final) and on the ground until shut down. All radio calls shall include the runway designator (e.g. Downwind, runway 24).
- 4. VFR departures should squawk 0457 and climb not above 1400 QNH until in contact with Farnborough LARS on 125.250 MHz.
- 5. For VFR/SVFR flights within the London CTR remain in the ATZ and free call Heathrow Radar 125.625 MHz or, if no reply, Thames Radar on 132.7 MHz.
- 6. Helicopters arriving must let down over the centre of the airfield and avoid overflying the buildings in the North East corner of the airfield and Ottershaw Mansion.