Appendix A - Application for Aircraft Ad-hoc/Charter Flights Form

Note: This form accompanies Operational Advice Notice - ASGrOps\_OAN\_046 (v1.0)

Full details of Heathrow’s operational policies can be found in the UK Aeronautical Information Publication (AIP) entry London Heathrow Airport (EGLL). The eAIS for the United Kingdom is provided by NATS and can be found online via this link to the [eAIS website](https://www.aurora.nats.co.uk/htmlAIP/Publications/2020-05-21-AIRAC/html/index-en-GB.html) and searching for London Heathrow Airport/EGLL. Airlines/Aircraft operators should note that arrival / departure slots at LHR are approved on the condition that the operator has seen / has a copy and agreed to be bound by its terms.

A briefing pack entitled ‘ATC Operations at London Heathrow Airport EGLL/LHR’ has been produced by NATS (the Air Navigation Services Provider at Heathrow). Airlines/Aircraft Operators are advised to review this briefing pack prior to operating into Heathrow. It can be obtained by contacting: LHROps@nats.co.uk

**1. Airline/Aircraft Operator details**

* Airline name:……………………………………………………………………………………….......
* Air Operator Certificate (AOC) Number:………………………………………………………..……
* IATA Code:……………………………………………………………………………………………..
* Airline Callsign:………………………………………………………………………………………...
* Aircraft type and series:.………………………………………………………………………………
* Aircraft registration:……………………………………………………………………..……………...
* Airline contact name:…………………………………………………………………………………..
* Airline telephone including International dialling code: (00)…………………………………………………………………………………..………………….
* Airline email address:………………………………………………………………………………….
* Airline flight safety department contact email:………………………………………………………..
* Will any airline staff be operating around the aircraft (if yes, please provide full details)

………………………………………………………………………………………………………..………………………………………………………………………………………………………..……

* Is the airline a member of the International Airlines Technical Pool (IATP)?.....................
* Is there any other relevant information regarding this flight that you wish to provide?..........................................................................................................................................................................................................................................................................

**2. Ground Handling Agent details**

* Name of nominated Ground Handling Agent: …………………………………………………
* Does the ground handling agent have the correct tow-bar and/or tug for this aircraft? ............................................................................................................................................
* Which terminal is this flight intended to operate from?.....................................................
* Will the airline be using their own baggage tags?................................................................
* Will FB tags (FB?) be required?...........................................................................................
* How will the flight be reconciled?..........................................................................................
* Is there any other relevant information regarding this flight that you wish to provide?............................................................................................................................................................................................................................................................................................................................................................................................................................

**3. Other service providers**

* Name of the into-plane refuelling provider at Heathrow: …...…………………………………
* Name of the engineering / maintenance provider:……….………………………………..….
* Name of aircraft cleaning company (if applicable):……………………………………………
* Name of catering company (if applicable):…………………………..……………………...………

The ground handling agent must submit this form from the airline with all the details

recorded (or so far as possible) to:

LHRSTAFF@acl-uk.org

**and**

Stand.planning@heathrow.com.

This form must be provided as soon as possible, but no less than 24 hours before the

flight is due to arrive. Queries regarding this document should be addressed to the

Airside Operations Standards Team airside@heathrow.com