

	Crane Operation Contractors Notification Form
<p>Please email the completed form to: airtraffic@flybrighton.com</p> <p>Submissions should be at least 30 days prior to the required date of lift</p>	

Overview

The UK Civil Aviation Authority, Safety Regulation Group (CAA SRG) issued an instruction to assist those responsible for crane operations near aerodromes to meet their obligations according to BS 7121 and the Air Navigation Order (ANO). The CAA advises that:

British Standard 7121 'Code of Practice for Safe Use of Cranes', Part 1, 1989, para 9.3.3 Crane control in the vicinity of aerodromes.....'requires crane operator(s) to consult with aerodromes for permission to work if a crane is to be used within 6 km of the aerodrome and its height exceeds 10 metres or that of surrounding structures or trees....'

And

Article 55 of the Air Navigation Order makes it '... an offence for a person to act recklessly or negligently in a manner likely to endanger aircraft....'

Should you intend to use a crane which exceeds 10 metres in height or the height of the surrounding structures or trees (whichever is the higher) within six kilometres of an aerodrome you should notify the aerodrome in the following manner:

A written request should be sent to Air Traffic Control with the following details:

1. A map showing the intended location of the crane
2. The national grid reference of the site
3. The maximum height of the crane and span of its jib during the operation
4. The date(s) on which the crane will operate
5. The earliest and latest times of operation
6. Name, address and telephone number of the company responsible
7. Site manager's name and contact number requests should be submitted as early as possible to allow sufficient time for them to be considered by the aerodrome management.

CAA SRG expects Brighton City Airport Limited (BCAL) to follow a process in order to satisfy the aerodrome safeguarding requirements and confirm that a formal assessment against the Airport's Obstacle Limitation Surfaces (OLS) is undertaken. Further, depending on size and location of the obstacle, an assessment of the impact upon the Instrument Flight Procedures (IFP's) might also be required. These technical assessments are undertaken by approved design organisations which will provide a technical report for each application.

Upon receipt of the completed notification form (see page 3 Part A), the Airport Company will make a preliminary evaluation to establish the type of assessment (if any) that is needed. If it is established that a formal assessment is required, the applicant will be informed and advised of the charge to be levied. This written confirmation will be accompanied by a proforma invoice

For each crane location, the following charges will apply and must be paid before the formal assessment takes place.

- Check against OLS surfaces only - £300+vat
- Check against OLS surfaces and IFP's - £1500+vat

The applicant should confirm that he/she wishes to proceed and should make the payment to the bank account stated on the proforma invoice. Once paid, the Airport Company will proceed with the assessment and issue a VAT invoice. Also, the applicant will be notified of the anticipated schedule for completion of the assessment.

You should notify the Aerodrome in good time to allow your submission to be assessed and, where appropriate, for the safeguarding mitigations to be agreed and implemented.

Subsequently, you will be informed of:

- the results of the assessment (in the form of a short report)
- whether the crane can be accepted at the times / locations requested
- mitigations required to comply with the ANO in order to ensure aircraft safety.

Application Proforma

Part A of the notification form on Page 3 should be completed with as much detail as possible. Failure to complete all boxes will delay the application and the safeguarding process. Completed applications should be returned to the Airport Company via email to: airtraffic@flybrighton.com

The results of any formal assessment will be recorded at Part B and, where applicable, a BCAL Permit number will be issued which should be quoted on all correspondence. The Permit number should also be retained by the driver/operator of the crane to be used as evidence that the correct process has been followed should the site manager be challenged by the civil and/or planning authorities.

Expiry Date of Permits Issued

It should be noted that the Permit (when issued) will be valid to the 'end date' as specified by the applicant on the application form. Any extension beyond the requested date must be notified and approved by the Airport Company who will not unreasonably withhold or delay the renewal. It should be noted that a permit shall not be valid for longer than 12 calendar months from the date of issue. When a permit expires, a new application must be submitted and the process as set out in this document followed.

Application Form Part A

Notice submitted by:		Date of submission:	
Postal address - location of crane operation:			
2	The grid reference (WGS84) of the crane location If possible, please add a map showing the intended location of the crane	Latitude (WGS84): Degrees/Minutes/Seconds	Longitude (WGS84): Degrees/Minutes/Seconds
3	The maximum height of the crane and span of jib during the operation	Max Height in feet above ground: Above Ordnance Datum (AOD):	Max Span in feet:
4	The date(s) on which the crane will start and finish the operation	Start date:	End date:
5	The earliest and latest times of operation	Start time:	End time:
6	Does the crane have an obstruction light fitted? <i>(fixed tower cranes should have a permanently lit obstruction beacon fitted as standard to the highest point & jib end)</i>		
7	Name, address and telephone number of the crane company and type of crane/or equipment.	Details Here:	
8	Site manager's name and contact number	Details Here:	
9	The name and emergency contact number of the responsible person in charge of, and available on site at the time of the operation.	Details Here:	

Application Result – Part B

FOR INTERNAL USE ONLY		
Obstruction / Crane Assessed by:		
Charges Applied	OLS – Yes / No	OLS & IFP – Yes / No
Application reference:	BCAL Permit No: BCAL/P	
Approved / Not Approved	Authorised by: Date confirmed:	