



Crane Operation Contractors Notification Form

Please email the completed form to: airtraffic@flybrighton.com

Submissions to be made in accordance with the timeline guidance provided by ACOMS

Overview

The UK Civil Aviation Authority (CAA) advises that notification is required if a crane is:

- To be used within 6 kms of an airport and its height exceeds 10m above ground level (AGL) or that of surrounding structures or trees (if higher); or
- To be operated at or above a height of 100m AGL regardless of location or height of surrounding structures.

If the crane is to be positioned in the vicinity of an aerodrome and it is planned to operate at 100m AGL or higher, the CAA also needs to be informed as described below. Moreover, if this tall crane is to be in situ for more than 90 days, the Defence Geographic Centre should also be informed together with the aerodrome and CAA. The hirer of the crane (principal or other contractor) is responsible for notifying relevant aerodromes and the lighting of the crane.

CAA ACOMS

All crane operators are required to notify the CAA (via the Airspace Co-ordination and Obstacle Management System - ACOMS) of the intent to utilise a crane which exceeds 10 meters in height. Applicants should use the link [Crane notification | Civil Aviation Authority \(caa.co.uk\)](https://www.caa.co.uk/airtraffic/airtraffic-portal) to access the CAA Customer Portal and complete an online submission. The landing page to the Portal explains the CAA's expectations and requirements.

In addition to the CAA's ACOMS process, the CAA expects Brighton City Airport Limited (BCAL) to follow its process to satisfy the aerodrome safeguarding requirements. In particular, that a formal assessment against the Airport's Obstacle Limitation Surfaces (OLS) is undertaken as a minimum and, depending on size and location of the obstacle, an assessment of the impact to the published Instrument Flight Procedures (IFP's) might also be required. The technical assessments of the impact to the OLS and IFP are undertaken by approved third-party organisations; the OLS by Airport Safeguarding Limited and the IFP by our Approved Procedure Design Organisation (APDO). Technical reports are provided as determined by the identified impact.

BCAL Crane Safeguarding Process

Each proposal to establish a crane operation within 6 kms of the Airport must be notified to the Airport using an application form (ASL-006 BCAL Crane Permit Application). Sections 1 to 4 of the application form must be completed with as much detail as possible and then sent (as a Word document) to airtraffic@flybrighton.com. Failure to complete all boxes will delay the application and the safeguarding process. 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.

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 the IFP surfaces - £2-4000+vat (charge fee varies depending on complexity of the crane operation and its impact)

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 Airport Company 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

The results of any formal assessment will be recorded at Part 5 of the Application form. The Airport Company will add comment in the Appendix to explain the terms and conditions under which it will accept the operation of the crane. The completed document is then issued as a 'PERMIT' with a unique Permit number and this should be referenced 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.

The Airport Company will issue appropriate NOTAMs and/or notify the obstacle in the UK AIP.

Expiry Date of Permits Issued

It should be noted that the Permit (when issued) will be valid for a period of 12 calendar months from the date of issue. It is appreciated that some semi-permanent crane operations might have an 'end date' which exceeds the 12-month limit. Where such a requirement exists, the Airport Company will agree with the applicant how to manage the permit which will be subject to periodic review to accommodate the extended time; a renewal will not unreasonably withhold or delayed. A renewal fee will need to be paid before a new permit is issued.

Where a crane operator allows a permit to expire and does not engage the Airport Company in the review/renewal methodology, a new application must be submitted and the process as set out in this document followed.