



AIRSIDE INFORMATION NOTICE

Reference	AIN 2021/13		
Date Issued	08/09/2021		
Issued By	Dan Jones	Position	Airside Operations and Safety Manager
Subject	PARKING ON THE AIRSIDE TERMINAL FORECOURT		

An Airside Information Notice (AIN) will be issued to notify airfield users of pertinent operational or administrative information, such as a general or routine reminder of airfield procedures/instructions, the promotion of safety campaigns and changes to airfield infrastructure, signs or markings. It is the responsibility of all employers to ensure that relevant AINs are brought to the attention of their staff.

1. OBJECTIVE

To formalise the parking arrangements for drivers that are authorised to access the airside terminal forecourt, and to ensure unrestricted access for cobus drivers to pick up or drop off passengers.

2. SCOPE

This notice is relevant to all drivers authorised to access the airside terminal forecourt, pictured below.

3. INFORMATION

New parking bays have been painted on the forecourt which are allocated to certain users and vehicle types, marked with stencils. These are shown on the diagram below.

OCS (Cobus)	There are four spaces on the forecourt for Cobus parking, from the mid-point to the eastern end. Cobus can drop off outside domestic arrivals / CTA but not remain parked in that location. Access to the forecourt for Cobus must be maintained at all times.
OCS (Minibus)	There are three spaces on the forecourt for PRM minibus parking. No other vehicles are permitted to park here.
ICTS Security	ICTS have two spaces at the western end of the forecourt outside the domestic arrivals doors. Any additional ICTS vehicles must be parked at the eastern end of the terminal building (old TCP yard).
Contractors / Engineers	There are allocated spaces at the south-west corner of the Forward Coaching Lounge. Contractors or engineers must not park on the forecourt without prior agreement with Airside Operations or OCS. Contractors or engineers can temporarily stop on the forecourt to load or unload heavy equipment but must not prohibit Cobus access.

4. GENERAL ENQUIRIES

Any enquiries should be addressed to **Airside Operations** on **01275 473705** or **07712 792235**.

