**WORK PERMIT AUTHORISATION FORM**

**SECTIONS 1 AND 2: TO BE COMPLETED BY APPLICANT**

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| **WIP DETAILS** |
| Date(s) of operation (inclusive) | Click or tap here to enter text. |
| Times of operation (inclusive) | Click or tap here to enter text. |
| Description of work activity/task | Click or tap here to enter text.  |
| Works Location  | Click or tap here to enter text.  |
| Equipment/Plant to be used | Click or tap here to enter text. |
| Development Team PM / Work originator | Click or tap here to enter text. |
| Have escorts been arranged (if required) | YES [ ]  NO [ ]  N/A [ ]  |
| Escorting company and department (if required): |  Click or tap here to enter text. |
| Applicant’s Name |  Click or tap here to enter text.  | Contact Phone Number | Click or tap here to enter text.  |
| Onsite Works Contact (if different from above) | Click or tap here to enter text.  | Onsite Works Contact Number (if different from above) | Click or tap here to enter text.  |
| Email Address | Click or tap here to enter text.  | Company | Click or tap here to enter text.  |
| *Contractors must have an Engineering E-Permit in place in addition to an Airside Work Permit. Contractors should contact the Engineering team for further information on this.* | E-Permit Reference:  |
| Airside Insurance Coverage: Indicate the amount insured for, for Airside Liabilities **and provide a copy of the insurance cover note with this application**. \*OR the BRS originator must advise in writing if BRS are covering the insurance. | £40m [ ]  £50m [ ]  BRS COVER\* [ ]  |

**Continue to Section 2 overleaf**

**SECTION 2: OPERATIONAL IMPACT ASSESSMENT/SAFEGUARDING**

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| **Assessment** |
| List ALL the identified specific **hazards to aviation** Operations that you consider are associated with this proposal (EG FOD, Contractor Unfamiliarity, etc): | Click or tap here to enter text. |
| Specific actions to be employed by the contractor to mitigate against the hazards listed above: | Click or tap here to enter text. |
| Have any Airside Temporary Storage Areas been agreed?Agreed Location(s) (if applicable) | YES [ ]  NO [ ] Click or tap here to enter text. |
| Access routeing to working area | Click or tap here to enter text. |
| Is an additional Crane Permit required (for use of a HIAB or CRANE) (NB: This will require a separate application to be made): | YES [ ]  NO [ ]  |
|  HOT Works requirement (Additional hot works restrictions apply to any form of works involving a naked flame, such as welding, brazing, heating of material, etc). | YES [ ]  NO [ ]  |
| For HOT Works only:Type of HOT work and type of extinguishing agent | Click or tap here to enter text. |
| Restrictions to be placed upon HOT works: | Click or tap here to enter text. |

**After completing sections 1 and 2, email to:** **airsidewp@bristolairport.com**

Bristol Airport will endeavour to assess all applications as soon as possible, however it is a requirement that applicants apply at least five working days prior to the planned start date, to allow for any procedures for restrictions to be agreed with stakeholders. **This Permit is only valid once Section 3 (overleaf) has been completed and signed by Bristol Airport Airside Operations, and returned to the applicant.** Any questions or queries in relation to permit completion should be raised to airsidewp@bristolairport.com.

**We are committed to looking after your personal data, which we need to collect as part of this application.** When we collect personal data, we are obliged to provide you with certain information and this is called the “Right to be Informed”, which is set out in a specific Privacy Notice. The Privacy Notice explains that we will only share your data with those who have a right to see it, for the purposes of safely completing the airside works for which you are applying. It also who we need to share your personal data with, and why. Please contact opsteam@bristolairport.com for a full copy of the Privacy Notice in relation to Airside work permits.

**SECTION 3: WORK PERMIT APPROVAL**

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| **APPROVAL DETAILS** |
| Work Permit number: | Click or tap here to enter text. |
| Conditions placed on operation: | Click or tap here to enter text.  |
| Airside Operations Pre-briefing Required:  | YES [ ]  NO [ ]  |
| Pre-brief content (if required) |  |
| Airside Operations post-works handover assessment: | YES [ ]  NO [ ]  |
| Other Details: |
| Click or tap here to enter text. |

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| **AUTHORISED BY** |
| Name | Click or tap here to enter text. | Date Authorised | Click or tap here to enter text. |

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| **LVP CONDITIONS** |
| **Type of visibility phase** | **Can WIP take place during the visibility phase**  | **Mitigation (if required)** |
| Low Visibility Safeguarding (≤ 1500m RVR ≤ 300ft Cloud ceiling) | YES [ ]  NO [ ]  | Click or tap here to enter text. |
| Low Cloud Operations (LCO) (≤ 200ft Cloud ceiling) | YES [ ]  NO [ ]  | Click or tap here to enter text. |
| Low Visibility Operations (LVO) (≤ 1200m RVR ≤ 200ft Cloud ceiling) | YES [ ]  NO [ ]  | Click or tap here to enter text.  |

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| **DISTRIBUTION** |
| Click or tap here to enter text.  | Click or tap here to enter text.  | Click or tap here to enter text.  | Click or tap here to enter text.  |