

## External Event Application Form

Section 1						
General Details						
<b>Event Name:</b>	Enter the full name of the event here					
<b>Event Type:</b> (see notes section)	<b>Flying Display <sup>(1)</sup></b>	<input type="checkbox"/>	<b>Special Event <sup>(2)</sup></b>	<input type="checkbox"/>	<b>Firework Display <sup>(3)</sup></b>	<input type="checkbox"/>
	<b>Sky Lantern Release <sup>(4)</sup></b>	<input type="checkbox"/>	<b>Balloon Release <sup>(5)</sup></b>	<input type="checkbox"/>	<b>Searchlights / Laser Shows <sup>(6)</sup></b>	<input type="checkbox"/>
	<b>UAV Operation <sup>(7)</sup></b>	<input type="checkbox"/>	<b>Other (state) <sup>(8)</sup></b>	Enter event type here		
<b>Is It A Public Or Private Event?</b>	<b>Public Event</b>		<input type="checkbox"/>	<b>Private Event</b>		<input type="checkbox"/>
<b>Event Date(s):</b>	Enter the event date(s) here					
<b>Event Start and Finish Times:</b>	Enter the start and finish times here					
<b>Event Location:</b>	Provide a Perry's guide reference and full address of where the event is to be held					
<b>Event Organiser:</b>	Provide the name of the organising company or individual					
<b>Event Organiser Experience And Qualifications:</b>	Provide the experience and qualifications of the event organiser					
<b>Event Contact Name:</b>	Provide the full name of primary contact for the event here					
<b>Primary Contact Number:</b>	Enter the primary contact telephone number here including all regional codes					
<b>Alternative Contact Number:</b>	Enter an alternative contact telephone number here including all regional codes					

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<b>Section 2</b>				
<b>DCA Approval</b>				
<b>Is An Aviation Permit Required To Be Issued By The DCA?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
	<b>If yes state Aviation Permit number:</b> Please type the number here. The format is usually YYYY-GY-NNN			
<b>Provide The Dates The Aviation Permit Is Valid For</b>	Click here to enter the date(s). If an Aviation Permit is not required please state N/A			
<b>Who Has The Aviation Permit Been Issued To?</b>	Provide the full name of the organisation or person the Aviation Permit has been issued to. If an Aviation Permit is not required please state N/A			
<b>List The Special Conditions Attached To The Aviation Permit</b>	Please provide a full list of the special conditions attached to the aviation permit. If an Aviation Permit is not required please state N/A			

<b>Section 3</b>				
<b>Event Insurance</b>				
<b>Please Provide Details Of The Insurance Cover In Place For The Event:</b>				
<b>Insurance Type</b>	<b>Insurer</b>	<b>Limit Of Indemnity</b>	<b>Expiry Date</b>	<b>Copy Provided to Guernsey Airport? (tick if a copy will be provided)</b>
State the insurance type here e.g. Public Liability Insurance	Provide the insurer name	State the limit of indemnity	Click here to enter the expiry date.	<input type="checkbox"/>
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<b>Section 4</b>			
<b>Event Risk Assessment And Event Brief</b>			
<b>Has A Risk Assessment Been Completed For The Event?</b> (a copy should be submitted to Guernsey Airport with this application form)	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
<b>Has An Event Brief Been Completed?</b> (a copy should be submitted to Guernsey Airport with this application form)	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>

<b>Notes</b>	
<b>(1) Flying Display</b>	A Flying Display is defined by CAP 403 as “any flying activity deliberately performed for the purpose of providing an exhibition or entertainment at an advertised event open to the public”.
<b>(2) Special Event</b>	<p>A Special Event is defined by CAP 403 as “any flying activity during which aircraft may not necessarily comply with the Rules of the Air and normal air traffic control rules and which requires consideration of one or more of the following:</p> <ul style="list-style-type: none"> <li>• the issue of special procedures;</li> <li>• the level of an ‘air traffic service’ to be provided;</li> <li>• the establishment of Restriction of Flying Regulations.</li> </ul>
<b>(3) Firework Display</b>	<p>Firework displays can vary from the small scale garden event to a major public occasion; they have the potential to distract and confuse aircrews or damage aircraft during flight operations.</p> <p>Higher risk areas are anywhere on Alderney, within 3nm of Guernsey Airport, and along the extended Guernsey runway centrelines (between Pleinmont and Fermain Bay) or anywhere on the Islands where the highest projectiles may reach in excess of 400ft agl.</p> <p>The Event Organiser or on site contact may be required to contact ATC in order to de-conflict the display from any aircraft operating in the vicinity. Some delay may be necessary.</p>
<b>(4) Sky Lantern Release</b>	<p>Sky Lanterns pose a risk to aviation both through airborne engine ingestion, or damage on the ground from residual debris. There is also a potential risk to third parties and property from burning debris falling to the ground.</p> <p>In response to these risks, Sky Lanterns are not permitted to be released during the operational hours of Guernsey or Alderney Airports. This includes any extension period.</p> <p>The Event Organiser or on site contact will be required to contact ATC in order to establish the closing time of the airport prior to any release being permitted.</p>

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<b>Notes (continued)</b>	
<b>(5) Balloon Release</b>	<p>All Helium Filled Toy Balloon releases will be co-ordinated by Air Traffic Control in order to minimise risk to Aviation. 7 days' notice is normally required for releases of 1000 or less balloons.</p> <p>Releases in excess of 1000 balloons require specific permission from the Director of Civil Aviation and will require 28 days' notice.</p> <p>Balloons must be made of Latex/Rubber, not Metallic or with Metallic finish.</p> <p>Balloons are not to be tied together and it is strongly recommended that plastic inserts are not used to close the balloons, nor lengths of string, streamers or ribbons.</p> <p>The Event Organiser or on site contact will be required to contact ATC in order to de-conflict the release from any aircraft operating in the vicinity. Some delay to release time may be required to ensure the safety of aircraft is not eroded.</p>
<b>(6) Searchlights / Laser Shows</b>	<p>It is of prime importance that Light/Laser displays are never directed at or towards aircraft or the aerodrome.</p> <p>Higher risk areas have been identified as being within 3nm of Guernsey and Alderney Airports or along the extended runway centrelines (as per Fireworks above) however, due to the nature and power of these devices it is likely that their use will be restricted to operation outside the hours of Guernsey and Alderney Airports unless alternative mitigation can be achieved to suitably de-conflict the activity from aircraft movements.</p>
<b>(7) Unmanned Aerial Vehicles (UAVs)</b>	<p>Unmanned Aerial Vehicles ('drones') being operated for commercial purposes must obtain an aviation permit issued by the Director of Civil Aviation and coordinate with Guernsey and Alderney Airports prior to operation.</p> <p>Private UAV operators must ensure that they comply with the guidance and restrictions published on the Guernsey Airport website, being mindful of the risk to aircraft, persons and property, and Data Protection legislation.</p>
<b>(8) Other</b>	<p>Applies to a proposed event other than the events defined to be held at Alderney or Guernsey Airport or within air space under the airport's control.</p>