

London Luton Airport
Document PPO5
Procedures for Requesting Prior Permission to Operate
Version 1.4 - issued 25th February 2009

1. Introduction

- 1.1. All **fixed wing** aircraft flights at London Luton Airport (LLAO) are required to secure Prior Permission to Operate from Airport Coordination Limited (ACL) or, as a last resort, the London Luton Airport Operations Control Centre. This document sets out the procedures for requesting a PPO time at London Luton Airport.
- 1.2. Diverted arrivals and all emergency, rotary wing and ILS check flights are exempt from the requirement for a PPO time.
- 1.3. The objectives of the Prior Permission to Operate system are:
 - 1.3.1. To make full use of available capacity for the mutual benefit of all types of traffic in accordance with prevailing rules and regulations.
 - 1.3.2. To ensure that all requests for operations are administered in a neutral, non-discriminatory and transparent way.
 - 1.3.3. To prevent congestion due to over-scheduling from impacting upon the efficient operation of the airport runway, taxiways, parking stands and terminals.
- 1.4. ACL has been appointed by LLAO to process all PPO time requests for operations at the airport and the Online Coordination System (OCS) is available at all times. In the event of OCS being unavailable then PPO time responsibilities will be assumed by the London Luton Airport Operations Control Centre – **see Annex 1: Contact Details.**

2. Definitions

The following definitions apply to terms used in these procedures:

- 2.1. **LLAO** - London Luton Airport Operations Ltd. – the airport operator
- 2.2. **ACL** - Airport Coordination Ltd. - the appointed schedules facilitator for LLAO.
- 2.3. **PPO** - Prior Permission to Operate.
- 2.4. **OCS** - Online Coordination System – a web based system for the securing of PPO time.
- 2.5. **PPO time** - a request by ACL (on behalf of LLAO) to an operator to operate a flight at a specific time that will optimise traffic to the overall benefit of all airport users. Issued by ACL on behalf of LLAO.

A PPO time will only differ from the operators preferred time in order to avoid over-scheduling which would lead to congestion of the airport runway, taxiways, parking stands or terminals.

The aircraft operator chooses to comply voluntarily with the PPO time but LLAO reserves the right to surcharge operators who choose not to abide by the PPO time, as a legitimate

reflection of the added costs of a non-optimised operation. Applicable surcharges will be published in the LLAO Charges and Conditions of use.

- 2.6. **Regular Series Flight** - a recurring flight which operates on the same day of week and time of day over a period of successive days or weeks in any season where PPO times for the entire series are requested at the same time.
- 2.7. **Ad Hoc Flight** - a one-off flight of any type which does not recur on the same day of week and time of day over a period of successive days or weeks in any season.
- 2.8. **Public Passenger Flight** – a Commercial Air Transport flight, either regular series or ad hoc, carrying passengers and on general sale to the public either directly or through a third party. Private, non-commercial or chartered general aviation flights are not considered Public Passenger Flights.
- 2.9. **SSIM** - Schedule Standards Information Manual, an IATA document that defines the schedule coordination request message formats (SSIM Chapter 6).
- 2.10. **OCS** - Online Coordination System, a web based system for requesting and allocating slots at fully coordinated airports and PPO time at schedules facilitated airports.

3. **Ad Hoc Flight Availability**

- 3.1. The runway capacity available for ad hoc operations in any operating season will only be established after all requests for regular series flights in that operating season have been processed.
- 3.2. Approval of PPO time requests for ad hoc operations will therefore not be confirmed before February (for forthcoming summer season) and September (for forthcoming winter season).
- 3.3. Details of available airport capacity are published and continuously updated on the ACL website <http://www.online-coordination.com>. All operators are encouraged to review the details of available airport capacity prior to making a request for permission to operate and to target their requests to times where capacity is available.

4. **PPO time Requests**

4.1. **General**

- 4.2. A request for a PPO time should be made as far in advance of the intended day or time of operation as possible.
- 4.3. PPO time for arriving flights must be secured **prior to the aircraft departing** from its point of origin.
- 4.4. Rotary wing movements, emergency flights, ILS check flights and diverted arrivals do not require a PPO time.
- 4.5. Departing flights following a diversion require a PPO time for their subsequent departure.
- 4.6. Speculative PPO time requests should be avoided and where uncertainty exists about likely time of operation then a PPO time should not be applied for until the time of operation is known with reasonable certainty. For an indication of “reasonable certainty” see clause 5.6 below.

4.7. The issuing of a PPO time by ACL automatically creates an entry for that flight in the airports' operational management system and in the case of public passenger flights also updates the airports' flight information displays.

4.8. PPO time times are on/off block times – not runway times.

4.9. Airlines

4.9.1. All airline requests for PPO time must be submitted to ACL electronically. Requests should be made via SITA in SSIM format or by EMAIL messages in SSIM format or by using OCS (<http://www.online-coordination.com>) which is available at all times.

4.9.2. Urgent requests outside ACL office hours should be made via OCS.

4.9.3. As a last resort these may be made by FAX to the Luton Airport Operations Control Centre using the form - **Annex 4: Out of Hours Request for Permission to Operate** – which is attached to these procedures, or as an absolute last resort, by telephone. Note all such requests remain subject to clause 4.3 above.

4.9.4. LLAO reserves the right to levy an administrative charge for the booking of a PPO time through the LLAO Operations Centre as detailed in the London Luton Airport Charges and Conditions of use.

4.10. General and Business Aviation

4.10.1. General and Business Aviation operators who have their own Online Coordination accounts may submit their PPO time requests directly to ACL but must keep their Handling Agent at the airport fully informed of the status of these requests.

4.10.2. All other General and Business Aviation operation PPO time requests must be submitted by their authorised Handling Agents to ACL electronically using OCS (<http://www.online-coordination.com>) which is available at all times.

4.10.3. Each Handling Agent will use their own prefix and assign a 'flight' number as follows;
Signature SIG number range 100-799
Harrods MVI number range 100-799
Ocean Sky OCS number range 100-799

4.10.4. If the Handling Agent wishes to book a PPO time on behalf of customers/ operators who have their own prefix the Handling Agent they should send the details to ACL and an authorisation for the Handling Agent to use the prefix for PPO time booking will be activated in the OCS system.

4.10.5. All PPO time requests should be in turnaround format wherever possible.

4.10.6. For details of PPO time data requirements, please see **Annex 2: Prior Permission Requests - Data Requirements** and **Annex 3: Use of Service Types Codes**.

4.10.7. Handling agents must **not** re-assign PPO time permissions between different operators.

5. PPO time Management, PPO time Tolerance and Surcharges for non-compliance

5.1. All operators are expected to operate as closely as possible to their PPO time to minimise congestion and delays.

- 5.2. **Public Passenger Flights** (regular series or ad hoc) **are not** required to re-clear a PPO time in the event of an operational delay **unless** the delay extends beyond 0600 hours the following day because the allocation of a PPO time by ACL automatically updates the airports' flight information displays. Rescheduling a delayed passenger service could, therefore, cause confusion as the flight entry may not match the ticket details
- 5.3. **Regular Series** flights **are not** required to re-file their PPO time in the event of schedule disruption or flight delay **unless** the delay extends beyond 0600 hours the following day.
- 5.4. **Ad Hoc** flights **are** required to cancel and re-book their PPO time if they are unable to operate to their allocated PPO time within the following windows of tolerance:
- For arriving flights:
- 5.4.1. with a flight time of up to 6.5 hours : PPO time -20 to +40 minutes
- 5.4.2. with a flight time of greater than 6.5 hours : PPO time -40 to +80 minutes
- For departing flights:
- 5.4.3. for all departing flights: PPO time -10 minutes to +30 minutes
- 5.5. Evidence of intent not to comply with a PPO time - e.g. planning and/or repeated operating to a time of 0615 when the PPO time is 0555, without the prior approval of ACL, will be subject to a per flight surcharge as a legitimate reflection of the added costs of a non-optimised operation. Applicable surcharges will be published in the LLAO Charges and Conditions of use.
- 5.6. LLAO reserves the right to surcharge operators who choose not to abide by the PPO time, subject to the above tolerance as a legitimate reflection of the added costs of a non-optimised operation. Applicable surcharges will be published in the LLAO Charges and Conditions of use.
- 5.7. Approval to not comply with a PPO time will normally only be granted where the operation is constrained by slot requirements at a down-line Level 3 co-ordinated airport and where ACL is satisfied that every effort has been made by the aircraft operator to secure an optimised compatible timing at the down-line airport. In such a circumstance ACL may block a nearby vacant PPO time, if available, to ensure that airport operations overall are not prejudiced.
- 5.8. As soon as it becomes apparent that a flight with an existing PPO time is not going to operate then the PPO time for this flight should be cancelled immediately to allow the capacity to be re-allocated.

ANNEX 1: CONTACT DETAILS

Airport Coordination Limited

Capital Place
120 Bath Road
Hayes
Middlesex UB3 5AN

Office Hours: Monday-Friday (excluding UK Bank Holidays)
0900 – 1700 local time

Telephone: +44(0)20 8564 0614
Fax: +44(0)20 8564 0691

Email: LONACXH@acl-uk.org
SITA: LONACXH

Website: <http://www.online-coordination.com/> (for Slot Availability and submitting requests)

London Luton Airport Operations Control Centre

Telephone: +44(0)1582-395087 / 395089 / 395092
Fax: +44(0)1582-395121
Airport Operations Duty Manager: Tel: +44(0)1582-395451

Email: Operations.Control@ltn.aero

ANNEX 2: PRIOR PERMISSION ONLY - DATA REQUIREMENTS

All requests for ad hoc operations must include the following data:

Basic Information:

- Arrival/Departure Flight Number
(General and Business Aviation must use the Handling Agent prefix and assigned number, unless the operator has an approved ICAO prefix)
- Date of operation (arrival if an overnight stay)
- Number of seats (use 0 if no passengers on board)
- Aircraft type
- Origin/Last station
- Arrival/Departure time requested
- Turnaround days (if the departure is 1 or more days after arrival)
- Next station/Destination
- Arrival/Departure Service Type

Supplementary Information:

- Aircraft Registration – mandatory for non-airline requests
- Timing flexibility

ANNEX 3: USE OF SERVICE TYPE CODES

Commercial Passenger Service

J	Scheduled passenger service
G	Additional passenger
Q	Scheduled passenger/cargo combi service
C	Charter passenger service

Commercial All-Cargo Service

F	Scheduled cargo service
M	Mail only service
H	Charter cargo service
A	Additional freight/mail service

Air Taxi and General/Business Aviation

D	General/Business Aviation service
N	Air Taxi service – empty
V	Air Taxi service – with passengers

Other

I	VIP/Official Flight
E	Government charter service
U	Air Ambulance service (use N for positioning leg unless Medical Crew aboard)
W	Military
P	Other positioning
T	Air Test
K	Training
X	Technical stop

ANNEX 4 URGENT FAX – LONDON LUTON OUT OF HOURS REQUEST FOR PERMISSION TO OPERATE

FROM:

FAX NO:

TEL NO:

TO/FROM: AIRPORT OPERATIONS

FAX: +44 (0)

TEL: +44 (0)

ALL TIMES UTC

	ARRIVAL	DEPARTURE	REMARKS	AIRPORT OPERATIONS USE ONLY
Flight Number	<input type="text"/>	<input type="text"/>		Actioned by AIRPORT OPERATIONS
A/C Registration	<input type="text"/>			Name:
Date	<input type="text"/>	<input type="text"/>		Date:
Time Requested	<input type="text"/>	<input type="text"/>		Replied to Originator: Yes/No
Flexibility Range	<input type="text" value="-"/>	<input type="text" value="-"/>		
Time Offered	<input type="text"/>	<input type="text"/>		
Aircraft Type	<input type="text"/>			Entered in : OCS Yes/No
No of Seats	<input type="text"/>	Enter 0 if no pax		
Origin / Destination	<input type="text"/>	<input type="text"/>		
Service Type	<input type="text"/>	<input type="text"/>		
Previous Permitted Time	<input type="text"/>	<input type="text"/>		