

Information for Third Party Handling and Self-Handling Authorisations for flights at Billund Lufthavn

Information for applicants

Responsible for additional information:

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1. General

Following EU Groundhandling Directive 96/67 dated 15th October 1996 the Danish Authorities has issued BEK. Nr. 933 dated 12th December 1997 to implement the directive in Denmark.

The overall handling obligation is in force at Billund Airport, meaning that all flight operations of scheduled and charter flights as well as in general and business aviation, must be handled according to BEK nr. 933/97 and the Ground Handling – standard terms Billund Lufthavn A/S.

Basis for all handling activities is a Handling Authorisation (Third Party Handling Authorisation or Self Handling Authorisation) issued by Billund Lufthavn A/S.

A Self-Handling Authorisation authorises a handling agent to handle his own flight operations.

A Third Party Handling Authorisation authorises a handling agent to handle his own flight operations and also to offer these services to third parties.

On basis of the Operation Regulations of Billund Airport (Appendix 1), Handling Authorisations may be granted. All handling agents with Third Party Authorisation are published at www.bl.dk.

The Handling Authorisation sets the rules especially for

- The right to execute handling activities at Billund Airport
- The obligations of the handling agent
- The remuneration, especially for the use of general infrastructure and central infrastructure and commercial fees and
- Minimum quality standards

Third Party and Self Handling Authorisation

The activities displayed in shaded grey are subject to limited market access according to "Ground Handling – standard terms Billund Lufthavn A/S" and "Ground Handling Conditions Billund Lufthavn A/S".

The following chart defines the handling activities in detail according to BEK 933/97. Each authorisation is issued for seven years and the applicant shall apply by highlighting the activities that he plans to execute at Billund Airport.

	Handling activity	Activities applied for	
		Self handler	Third party handler
1	Ground handling administration and supervision		
1.1	Representation and liaison with local authorities etc.	-----	-----
1.2	Load control, messaging and telecommunication	-----	-----
1.3	Handling, storage and administration of unit load devices	-----	-----
1.4	Any other supervision services before, during or after the flight and any other administrative service requested by the airport user	-----	-----
2	Passenger services		
2.1	Check-in counter/gate	-----	-----
2.2	Boarding	-----	-----
2.3	Baggage determination	-----	-----
2.4	Weight & balance	-----	-----
2.5	Document checks	-----	-----
2.6	Special passenger services	-----	-----

	Handling activity	Activities applied for	
		Self handler	Third party handler
3	Baggage handling		
3.1	Handling of baggage in the baggage sorting facilities	Limited market access	
3.2	Transportation of baggage between sorting facilities and output facilities	-----	-----
4	Handling of freight and mail		
4.1	a. Handling of freight	-----	-----
	b. Handling of freight documents	-----	-----
	c. Customs formalities	-----	-----
	d. Security measures as agreed between the parties or required by the circumstances	-----	-----
4.2	Transportation of freight (from and to aircraft)	-----	-----
4.3	a. Handling of mail	-----	-----
	b. Handling of respective documents	-----	-----
	c. Security measures as agreed between the parties or required by the circumstances	-----	-----
4.4	Transportation of mail (from and to aircraft)	-----	-----
5	Ramp services		
5.1	Marshalling the aircraft on the ground at arrival and departure	Limited market access	
5.2	Assistance to aircraft parking and providing handling equipment	-----	-----
5.3	Communication between aircraft and the airside service provider	-----	-----
5.4	a. Aircraft loading and unloading	-----	-----
	b. Passenger transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	-----	-----
	c. Crew transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	-----	-----
	d. Baggage transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	-----	-----
5.5	Assistance in engine start-up	-----	-----
5.6	Push back and towing	-----	-----
5.7	a. Transport of catering	-----	-----
	b. Loading and unloading of catering	-----	-----
6	Cleaning/aircraft service		
6.1	a. Inboard and outboard cleaning	-----	-----
	b. Toilet and water services	-----	-----
6.2	a. Cooling and heating of cabin	-----	-----
	b. Disposal of snow and ice	-----	-----
	c. Aircraft de-icing	-----	-----
6.3	Rearrangement of the cabin with suitable cabin equipment and the storage of this equipment	-----	-----
7	Fuelling		
7.1	a. Organisation of fuelling and un-fuelling	-----	-----
	b. Carrying out fuelling and un-fuelling	-----	-----
	c. Storage, quality and quantity checks of fuel supply	-----	-----
7.2	a. Organisation of refill of oil and other fluids	-----	-----
	b. Carrying out refill of oil and other fluids	-----	-----
8	Aircraft maintenance		
8.1	Routine services performed before flight	-----	-----
8.2	Non-routine services requested by the airport user	-----	-----

	Handling activity	Activities applied for	
		Self handler	Third party handler
8.3	Storage and administration of maintenance material and spare parts	-----	-----
8.4	Request for or reservation of parking position or hangar space	-----	-----
9	Flight operations and crew administration		
9.1	Preparation of the flight at the departure airport or at any other point	-----	
9.2	In-flight assistance, including re-dispatching if needed	-----	-----
9.3	Post-flight activities	-----	-----
9.4	Crew administration	-----	-----
10	Surface transportation		
10.1	Transportation between terminals (not from and to aircraft)	-----	-----
10.2	Any special transport requested by the airport user	-----	-----
11	Catering		
11.1	Liaison with suppliers and administrative management	-----	-----
11.2	Storage of food and beverages and of the equipment needed for their preparation	-----	-----
11.3	Cleaning of equipment	-----	-----
11.4	Preparation and delivery of equipment as well as of bar and food supplies	-----	-----

2. Requirements to Applicants

Applicants manifest their interest by filling in the questionnaire. They have to hand in the following documentation:

a) Address of Record and Legal Form

Only applicants that have their address of record in a member state of the European Union. The address of record has to be verified by handing in an actual extract of the commercial register or an equivalent document that also states the applicant's legal form. At the time of application, the documentation may not be older than three months.

b) Business Plan

The applicant has to hand in a detailed business plan concerning the handling activities at Billund Airport for the following five years. The business plan shall include the applicant's actual and estimated future customer structure.

c) Insurance

For exercising groundhandling at Billund Airport, applicants have to hand in proof of a business liability insurance with sufficient coverage. At the time of application, the documentation may not be older than three months and it shall prove the coverage at the operating site Billund Airport at least for the next six months. Billund Airport has to be displayed as co-insured party.

d) Compliance

The applicant has to hand in a written statement that confirms compliance to all

regulations valid for Billund Airport, especially to the effective "Ground Handling – standard terms Billund Lufthavn A/S".

e) Reliability

The applicant and its management have to be reliable.

The reliability is given, if the applicant guarantees that his business is managed in line with the effective legislation and that his employees and the public will be kept from hazards that may arise of the applicant's operations.

f)

Reliability is to be denied

- if the applicant is finally convicted because of a severe violation of penalty law or business law
- if the applicant has severely and repeatedly violated labour or social obligations or if he operated against safety, environmental or traffic regulations

The reliability has to be proven by handing in the criminal records of the applicant's executives responsible for groundhandling operations. The records may not be older than three months from the date of application.

g) Financial Performance

The financial efficiency of the applicant has to be proved.

The financial efficiency is ensured if the necessary financial resources to manage and operate the groundhandling services are available.

The financial efficiency is not ensured especially in the following cases:

- If there are significant liabilities in taxes or contributions to social insurances, due to the applicants operations
- If there are significant liabilities to Billund Airport in airport charges, lease or rental fees or other fees that arise out of the utilisation of the airport and its infrastructure, including traffic area, or that arise out of groundhandling licenses

The proof of financial efficiency has to be provided by handing in

- an extract from the enforced payment collection register records not older than three months from the date of application
- the applicant's balance sheets of the past three business years and
- the audit certificates of the past three business years

h) Professional qualification

The applicant and its deputies have to be verifiably qualified for groundhandling operations.

The professional qualification is given if the applicant can prove several years of professional experience in groundhandling and if his employees responsible for groundhandling can prove their special knowledge in their respective area of responsibility.

The applicant is required to hand in the following documentation to prove his professional qualification:

- Contacts that Billund Airport A/S might consult as references on the applicant's proper execution of groundhandling
- Declaration on number and function of his employees during the last three years.
- Declaration on the deployable number of staff and operation means in order to fulfil the self handling obligations.

3. Other Requirements and Obligations

3.1 Admission by Authorities

The applicant has to regard that the Civil Aviation Authority may require official admissions for certain groundhandling activities according to BEK 933/97 at any time. This requirement may also be introduced during the duration of already valid groundhandling authorisations. In such cases, the applicant will be granted a suitable amount of time to fulfil the criteria of such admission.

3.2 Execution of Ground Handling Activities

Groundhandling activities are to be executed by the applicant's own personnel. Subcontracting is allowed only with approval by Billund Lufthavn A/S.

3.3 Claim to Infrastructure

Billund Lufthavn A/S provides its infrastructure for groundhandling activities whenever possible. Applicants cannot require any additional infrastructure. Billund Lufthavn A/S reserves the right to assign certain infrastructure to the applicant based on criteria being relevant, objective, transparent and non-discriminatory.

3.4 Bindingness of Information

By handing in the entirely filled-in application documents, the applicant confirms that he is willing to execute the respective groundhandling activities. He also accepts the present information material as integrated component of his application and he confirms, that he has answered all questions at the best of his knowledge.