

APPLICATION FOR A VEHICLE AUTHORISATION FOR BILLUND AIRPORT A/S

This application for a vehicle authorisation should be sent to bilpas@bll.dk or delivered at Check Point North, Nordvej 1.

Guidelines for vehicle authorisations

According to Regulation (EU) 139/2014 and Regulation (EU) 1998/2015, Billund Airport A/S is required to issue a vehicle authorisation to those who have an operational need to access the airport's restricted area in a vehicle.

You may apply for the following vehicle authorisations:

- "Tårn-Porten" (yellow marking): Only grants the vehicle access via Tårn-Porten for parking.
- "Airside" (green marking): Grants the vehicle access to the southern part of the airport.
- "C-SRA" (red marking): Grants the vehicle access to the entire airport.

Access

A valid vehicle authorisation serves as access for the vehicle.

The vehicle must, as a minimum, be registered and insured in accordance with current legislation.

The vehicle must comply with Regulation (EU) 139/2014, Annex IV – Part-ADR.OPS.C.007 regarding the maintenance programme.

The vehicle authorisation must be displayed visibly whenever the vehicle is within the airport's restricted areas.

All persons within the airport's restricted area must have their own ID-card or be accompanied by a person with a BLL ID-card.

Driving authorisation

Users of the vehicle must have completed and passed both a theoretical and practical driving course before being permitted to drive in the airport's restricted area. Application for a driving authorisation can be located via www.bll.dk (Business to Business).

Price

See prices for a vehicle authorisation at www.bll.dk (Business to Business).

Expiry date

A vehicle authorisation is valid for 5 years from the date of issue or for a shorter period in the case of time-limited projects.

Misuse/Disappearance/Changed needs/Expired vehicle authorisations

The vehicle authorisation will be revoked and must be returned immediately to Check Point North/Hovedvagten if:

- Billund Airport requests it;
- The vehicle no longer has an operational need for access to the airport's restricted areas;
- The vehicle authorisation has expired;
- The requirements for the maintenance programme are not met.

Please note that the company will be charged a fee for any vehicle authorisation not returned by the expiry date at the latest.

In case of loss or theft of the vehicle authorisation, this must be reported immediately to Check Point North/Hovedvagten.

Processing time

An e-mail will be sent to the company's ID-card responsible when the vehicle authorisation is ready.

If the vehicle authorisation has not been collected within 3 months of notification from Check Point North, and no specific agreement has been made, the vehicle authorisation will be cancelled and a new application must be submitted.

Reason for issue (TO BE COMPLETED BY ID-CARD RESPONSIBLE)

- | | |
|---|---|
| ☐ New vehicle authorisation | ☐ New registration/license plate |
| ☐ Renewal of vehicle authorisation | ☐ Lost vehicle authorisation |

Purpose (TO BE COMPLETED BY ID-CARD RESPONSIBLE)

Description of operational purpose

Contact person at Billund Airport if available**Access needed** (TO BE COMPLETED BY ID-CARD RESPONSIBLE)

- | | | |
|--------------------------------------|----------------------------------|--------------------------------|
| ☐ Tårn-Porten | ☐ Airside | ☐ C-SRA |
|--------------------------------------|----------------------------------|--------------------------------|

Vehicle information (TO BE COMPLETED BY ID-CARD RESPONSIBLE)

License plate

- | | |
|--|--|
| ☐ Private vehicle | ☐ Company vehicle |
|--|--|

Private vehicle, name of user :

- | | | |
|------------------------------|------------------------------------|---------------------------------------|
| ☐ Car | ☐ Van/Truck | ☐ Other: _____ |
|------------------------------|------------------------------------|---------------------------------------|

Phone number of the vehicle user or the responsible of the vehicle

Expected frequency of use at Billund Airport?

Time-limited period in case of projects :

- | | | |
|--------------------------------|---------------------------------|----------------------------------|
| ☐ Daily | ☐ Weekly | ☐ Monthly |
|--------------------------------|---------------------------------|----------------------------------|

Vehicle authorisation order by (TO BE COMPLETED BY ID-CARD RESPONSIBLE)

Company Name & VAT number

Name

Email

Phone (direct)

Date

Company stamp & Signature

Issuing authority (TO BE COMPLETED BY BILLUND AIRPORT)

Made by	Experation date
Issued on	Provided by
Issued to (name)	

I hereby declare, by statutory declaration upon collection of a vehicle authorisation for use at Billund Airport, that I/the company comply with the requirements in accordance with Regulation (EU) 139/2014 concerning the maintenance of vehicles.

This means that the vehicle is maintained in accordance with the vehicle manufacturer's maintenance instructions and is in operational condition and suitable for the intended operation. A daily inspection of the vehicle must be carried out before it is used within the airport area.

Documentation for the daily inspection must be available for the previous 3 months in the form of a Logbook/driver's log, either in digital or paper format.

The maintenance programme must also be documented and presented during audits and/or spot checks.

The vehicle must be equipped with a map of the airport, which must be easily accessible in the driver's cabin.

Date

Signature