



SPECIAL EVENTS BRIEFING NOTES 2010

Slot Bookings

Quick Turn Arouns

Given continued limits to available apron space during the continuing redevelopment of the heliport site (2 spots only and limited parking for aircraft push-backs) passenger pick-up slots will be restricted to a 5 minute quick-turn-around with a safety-margin time buffer between each batch of movements during peaks of demand.

Delays – aircraft/ passengers

No planned parking of event-related aircraft traffic permitted on the day. Operators should not plan for push-back of their aircraft should their full compliment of passengers not arrived and checked in ready for their designated slot time.

Pick-up slot times will be enforced where demand is heavy and continuous. Therefore where passengers are delayed or arriving helicopters do not conform to their agreed slot times the aircraft concerned may be turned away and not permitted to land or may be held off in preference to those conforming to their slot times.

In all cases safety and the smooth flow of traffic will be upper-most in our minds which should ensure the minimum delays for your aircraft and passengers. Where aircraft are permitted to land and passengers do not attend before the arrival of aircraft with later slots then the aircraft may be asked to leave and return later.

Late changes to requested slot times

Operators are asked to assist heliport operations by keeping them advised as much as possible of any requested change to agreed slot times or delays in arrival of passengers. If your customer is delayed or ahead of schedule please advise the heliport operations and where necessary request a revised slot time.

Fuel Uplifts

Not available during peak periods of slot demand for passenger pick-ups for aircraft en route to events. Fuel uplifts for returning aircraft may be possible but must be requested in advance at initial booking stage or before departing the special event venue to return to Battersea. Any requests for rotors-running refuels will only be possible if prevailing operational conditions at the time of refuel satisfy our stated policy (see heliport website if not familiar).

Rotor Brakes

Please keep heliport operations/ATC advised of any aircraft not equipped with a rotor-brake or any unserviceability which may extend shut-down times in order that this can be into slot planning (See Section 3.5 of latest edition [Issue 1.3] of London Heliport Conditions of Use) .

Security

Site access

A full list of passenger names / company name will be requested to ensure site security and that passengers are correctly boarded. Please ensure ground transport support staff are fully briefed of names of people to be dropped or collected.

Car Parking / Taxis

Strictly no car parking will be available. Taxi transport can be arranged for onward journeys for returning passengers but should be requested in advance specifying lead passenger names and destinations. Requests to ATC from aircrew via VHF for taxi transport will be disregarded.

Luggage

Whilst we would normally try to help your regular known customers in occasional pre-notified holding of luggage on their behalf, for security reasons we cannot extend this service to one-off special event day passengers .

Passengers

Please ensure all passengers are registered at the heliport a minimum of 15 minutes prior to the planned arrival time of your aircraft. Heliport operations staff will then be able to assemble your passengers ready for expeditious boarding and provide them with a safety briefing if required. Passenger safety briefing cards will be available to boarding passengers (copies available as a download from "Operations" page of London Heliport website). Briefings will be made to groups of passengers prior to going airside for boarding.

Passengers will be escorted to and from aircraft by ground handling staff and where necessary assisted with boarding and securing of seat belts departure. Since most pick ups and drop-offs will be rotors running, passengers should be pre-warned to secure belongings in their possession which may be affected by helicopter downwash (e.g. loose articles of clothing, hats, papers, event passes etc...)

On returning to the London Heliport post-event aircrew are asked to:

- advise passengers for drop-off to remain seated and not to attempt disembarkation until heliport handlers are in attendance to assist.
- ensure that mobile phones remain switched off and not used until passengers are safely landside.
- advise the heliport if they have any concerns over the health of any passengers (e.g. affected by alcohol consumed at the event).

Aircrew

Familiarisation

All pilots must have carried out a prior familiarisation flight (with an approved pilot) into the London Heliport accompanied by a detailed briefing with the duty ATCO and also signed and returned the acknowledgement page of the London Heliport conditions of use, countersigned by the approving pilot.

ATC Permission / Marshalled Assistance

ATC Permission is required for all manoeuvres, engine starts, rotor starts /stops. All inbound and outbound ground taxiing and hovering is to be carried out with marshalled assistance and should be at no more than a brisk walking pace. Please refer to the latest issue of our Conditions of Use (Feb 09) for recently expanded relevant Section 3.2 on this subject.

In order to expedite turnarounds and speed of obtaining clearance ATC may ask aircrew, where appropriate, to pick-up or deposit their passengers on the FATO/ landing platform.

Special Event (Jockey) call-signs

To avoid confusion and delays, where required, please use the assigned call-sign allocated by the event organisers. Please advise heliport operations of any late allocation of call-signs or substitution of aircraft caused by changes to planned operations (e.g. aircraft technical faults)

Environmental Policy

We have a responsibility to our neighbours living in the environs of the heliport and beyond to manage the flow of air traffic so that aircraft are not held unnecessarily on the ground or in the air. We ask you to help us with this by conforming to local circuit and joining instructions.

Any pilots who are not regular visitors or who have not flown into Battersea for some time should be fully re-briefed. Please refer to the latest issue of our Conditions of Use (Feb 09) for recently expanded relevant sections as follows:

- 3.19 Noise Abatement Procedures
- 3.20 FATO wind variance/turbulence

Circuit Height & Pattern

Circuit height is 1,000ft a.m.s.l.

The traffic pattern is non-standard and flown over the river.

All turns should be made, as far as is practical over the river above 500ft

Normal circuit pattern - between Battersea (road) Bridge and Wandsworth (road) Bridge.

Extended circuit pattern - between Chelsea (road) Bridge and Putney (railway) bridge (not to be used without permission from ATC – due to co-ordination with SVFR/ Thames Radar).

Offset Approaches

Take Off, Climb and Approach Profile - is offset by 15 degrees away from shoreline (so as to remain over the centre of the river for as long as is safe so to do).

NOTAMS

Please check current NOTAMS

Low-flying Area (LFA)

Trials are underway between Heliport ATC and TC SVFR & TC Thames using abbreviated departure clearances to expedite aircraft turnaround. N.B. Phraseology clearances between ATC and aircrew will remain unabbreviated.

Direct –track releases for “Due North”, “Alexandra Palace”, “Brookmans Park” will be at 1500ft due to R157 (1400ft). All other direct-track releases (“Brent”, “South”, “Biggin”) will be not above 1000ft.