

**APPLICATION FORM - OUT OF HOURS INDEMNITY**

IN CONSIDERATION of the permission relating to the use out of notified hours of certain specified HIA airports to be granted to me/us by Highlands and Islands Airports Limited. I/we being the owner or operator of aircraft registration details overleaf, acknowledge that in the event of making a landing at, or take off from, **the said airports outside the operational hours published in the UK AIP neither Air Traffic Control/Flight Information Service facilities nor Rescue and Fire Fighting Services will be available.**

**I/WE HEREBY UNDERTAKE AND AGREE:**

1. **to make no claim against the Company or any member, officer or agent of the Company in respect of personal injury** (including injury resulting in death) or loss of or damage to my/our aircraft or any property therein which may arise out of or in connection with the use of any airport pursuant to such permission, howsoever such injury, loss or damage may be caused;
2. **to indemnify** the Company and any member, officer, servant or agent of the Company -
  - (i) in respect of **injury** (including injury resulting in death) to any member, officer, servant or agent of the Company;
  - (ii) in respect of any **damage to the runways or tracks of any airports and any loss of or damage to the Company buildings, stores, equipment or other property thereon, including loss of use thereof;**
  - (iii) **against any claim for personal injury, damage or loss** which may be made against the Company or any member, officer, servant or agent of the Company by any person whosoever including but without prejudice to the generality of the foregoing any passenger in my/our said aircraft and any tenant or licensee of premises on any airport;  
which may arise out of or in connection with the use of any airport pursuant to the said permission, however such injury, loss or damage may be caused, except to the extent that such injury, damage or loss is the result of the negligence or wilful act or omission of the Company, its servants or agents whilst acting in the course of their employment;
3. **to pay the Company a sum equal to any sum which may be paid by the Company** in respect of the death or injury of any member, officer, servant or agent of the Company which may arise out of or in connection with the use of any airport pursuant to the said permission, being a payment made in accordance with the conditions of service for the time being in force (whether legally enforceable or not) providing for the continuance of pay or for payment of sick pay of any allowance to or for the benefit of any member, officer, servant or agent of the Company or their families or dependants;
4. and to **maintain in force at all times throughout the period during which the said permission is operative a valid policy of insurance covering all risks defined in paragraph 2 above, for each and every landing or take off by my/our said aircraft and to produce the said policy for inspection upon request.**  
**The expression "claim" herein includes all actions, proceedings or demands including claims for costs.**

**CONDITIONS OF USE:-**

1. The standard conditions under which aircraft may land, be parked, housed or otherwise dealt with on airports under the control of the Company shall apply;
2. A pilot wishing to use the Permit must contact the person in charge of the Airport either by telephone, fax or in writing before the flight takes place.
3. The aircraft shall be covered by Insurance in compliance with EC Regulation 785/2004. Acceptable evidence of this insurance must be produced to the Company for inspection upon request.
4. No flight shall be made pursuant to the Permit during the hours between half an hour after sunset and half an hour before sunrise, sunset and sunrise being determined at surface level.
5. Landing charges will be paid at the rates and under the conditions applicable as published. Further information can be obtained from the Finance Department, HIAL, Head Office (see UK AIP GEN 4-1-2). For this purpose, the Airport concerned must be informed in writing of the details of the aircraft movement.
6. This permission may be revoked by the Company in the exercise of its sole discretion at any time without prior notice.

**ACCEPTED BY OWNER/OPERATOR OF AIRCRAFT:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signature*

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*For Highlands and Islands Airports Limited* *Version: 01 May 2009*

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7. All local regulations should be observed and NOTAMs and AIP Supplements should be consulted in addition.
8. A flight under HIA out of hour's permission, the pilot must call the destination airport from a range of at least 10 miles on the notified frequency to check whether it is manned. If no reply is received, attempts to make RT calls should be continued on the proper frequency to make presence known to any other aircraft in the vicinity. As part of this condition, operators are required to satisfy themselves that their radio equipment is serviceable prior to departure. Aircraft which do not have radio equipment fitted do not comply with the conditions of the Scheme.
9. The Permit will be applicable to all flights made for purposes other than those defined in Articles 126 (2) (a), (b) and (c) of the Air Navigation Order 2005, i.e. movements which do **not** require a LICENSED AERODROME. In addition, fixed wing aircraft which exceed 5,700 kgs will **not** qualify under this Permit scheme.
10. Pilots should note there may be surface contamination which could include FOD.
11. The presence of bird activity on or adjacent to, the airport can create a serious risk of birdstrike. There is **no** on-site staff to provide a deterrent for bird activity outwith the published opening hours. Localised flocks of birds, particularly Geese and Gulls are especially evident at Islay and Kirkwall but could occur anywhere.
12. This permit scheme excludes Barra, Campbeltown and Sumburgh Airports.

**NOTE: The Company strongly recommends that owners and operators request that rescue and fire fighting services be provided by the Company. Owners and operators are referred, where appropriate to the current Notices to AOC Holders.**

AIRCRAFT REGISTRATION	AIRCRAFT TYPE	MAXIMUM PERMISSIBLE WEIGHT – KGS
<b>HOME AERODROME:</b>		
<b>NAME OF REGISTERED OWNER/OPERATOR:</b>		
<b>ADDRESS:</b>		
<b>SIGNED:</b> _____ for Registered Owner/Operator		
<b>DATE:</b> _____		

*For HIA Use Only:*

<b>THIS PERMISSION IS VALID - FROM: TO: UNLESS PREVIOUSLY REVOKED.</b>	
<b>AIRPORTS THAT THIS PERMISSION IS VALID FOR:</b>	BENBECULA, INVERNESS, ISLAY, KIRKWALL, STORNOWAY, TIREE, WICK

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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**INSTRUCTIONS FOR APPLICATION OF OUT OF HOURS FORM**

- ⇒ Please read carefully through Application Form and complete as indicated.
- ⇒ £30.24 inclusive of VAT is due for payment in lieu of each renewal or new application made to the Company, regardless of the amount of aircraft on the Permit concerned.
- ⇒ A copy of the valid aircraft certificate of insurance must be provided with the completed application form.
- ⇒ Fixed wing aircraft which exceed 5,700 kgs will not qualify for a Permit.
- ⇒ Those owners/operators who wish to apply for more than one aircraft may do so by submitting all of their aircraft details and required documentation at the same time. Should additional aircraft be required (ie in addition to 2), a schedule of aircraft details should be prepared and authorised by the company concerned.
- ⇒ Once the application has been approved and documentation has been passed for processing into a Permit, an invoice/receipt will be completed by the Company and sent attached to the Permit.
- ⇒ Applicants are advised that the normal turnaround time to process an application is 36 hours. Any usage of HIA airfields by the aircraft concerned, during the given interim period will incur an Out of Hours Charge in accordance with the specific Airport's charges and invoiced accordingly.

**METHODS OF PAYMENT:**

- (a) **Cheques** - Should be made out to "Highlands and Islands Airports Limited".
- (b) **BACS Transfer.**  
*Bank Name* - Royal Bank of Scotland, Inverness (29 Harbour Road)  
*Bank Account* - 00175776  
*Sort Code* - 83-23-10  
*Account Name* - Highlands and Islands Airports Limited
- (c) **Credit Cards** - Visa/Mastercard/Eurocard/American Express are accepted. Payment can be arranged via telephone and are widely accepted at HIAL airfields. Should you wish to pay by this method of payment, **please refer below.**
- (d) **Standing Order** - For Permit holders who intend to renew their Permits on an annual basis.

<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Eurocard	<input type="checkbox"/> American Express
<b>CARD NUMBER:</b>			
<b>CARD ISSUE NUMBER (If Embossed):</b>			
<b>EXPIRY DATE / START DATE:</b>			
<b>SECURITY CODE:</b>			
<b>CARDHOLDER'S NAME &amp; TELEPHONE NUMBER</b>			
<b>ADDRESS:</b>			
<b>Postcode:</b>			
I authorise HIA to charge my credit card account for £30.24, inclusive of VAT, in respect of Out of Hours Permit Admin Handling Charges, which I have incurred.			
I authorise HIA to charge my credit card account for landing and other associated charges incurred.			
<b>AUTHORISING SIGNATURE:</b>			

**Office Use Only:**

**Date Received:**

**Indemnity Form:**

Aircraft Registration:  Aircraft Weight:  Signed:

**Insurance Certificate**

Aircraft  Period Valid To: \_\_/\_\_/\_\_ Third Party Liability Cover £.....

**Admin Handling Charge** £.....

Receipt Raised  Passed to Accounts

**Approved?** \*YES/NO

Date Processed:

MAIL and/or FAX

\* Delete as Appropriate