

## **Southampton International Airport Limited**

### **Sundry Charges**

To apply from 1<sup>st</sup> April 2021

### **Southampton International Airport Limited (hereinafter "SIAL")**

Wide Lane  
Southampton  
Hampshire  
SO18 2NL

Tel: 023 8062 7180

Fax: 023 8062 7294

### **Registered Office of the above company is:**

Wide Lane  
Southampton  
Hampshire  
SO18 2NL

### **Any queries relating to the payment of charges should be addressed to:**

AGS Finance Department  
Erskine Court  
St Andrews Drive  
Glasgow  
PA3 2SW

Tel: 0141 848 4872

### **Sundry Charges Payment Terms:**

1. These charges are exclusive of VAT
2. A standard 14 days credit from the date of invoice applies to all charges included in this schedule.

**Section Contents:**

1. Staff Car Parking Passes
2. Security Passes
3. Airside Vehicles, Driving Permits and Driving Escorts
4. Airside Spillage
5. Engineering Services / Escorting of Contractors
6. Utilities, Waste Disposal
7. Telephone & IT charges
8. Aerodrome Safeguarding Pre-Planning Application Advice
9. Aerodrome Safeguarding Pre-Planning Application Advice
10. Fixed Electrical Ground Power (FEGP)

## 1. Staff Car Parking Passes

	Quarterly £ (ex VAT)
<b>Long Stay parking pass</b>	68.40
<b>Short Stay parking pass upgrades</b> (i.e.: payable in addition to Long Stay Parking pass rate):	
Winter (1 October – 31 March)*:	71.00
Summer (1 April – 30 September) *:	126.65

Passes for staff parking in the short stay multi-storey car park are strictly limited to parking on the top floor (open deck) of the car park only and only whilst on duty at Southampton Airport. In the event this requirement is not complied with the staff pass may be suspended or withdrawn.

*Upgrades to the Short Stay car park is controlled by a Proximity Card. Any new issues of cards or replacements for lost or damaged cards (excluding fair wear and tear) will be subject to a charge of £10 (ex VAT). Cards are non-transferable and no refund is given for returned cards.*

All passes are sold subject to availability.

In the event that capacity is at risk of being reached in the short stay multi-storey car park, short stay car park passes may be revoked and affected airport staff may be required to transfer temporarily or permanently to the long stay car park. In this case a pro rata refund for the short stay parking pass upgrade will be issued.

\* If a requested pass straddles the seasonal periods then the price for that pass will be determined by using a per day rate derived from the seasonal rates and applied pro-rata.

Passes may be cancelled by the staff member at any time for a refund of the unexpired element however there will be no refund of the card issuance charge element.

## 2. Security Passes

<b>Full 5 year pass</b>	£
Initial Issue	78.50
Re-issues	
Replacement of expired card	72.45
Change of particulars (appearance, name, signature, job title, logo)	39.00
Damaged card	70.95
Lost or Stolen	70.95
Reinstatement of card	22.00
<b>Tools of the Trade (including all re-issues)</b>	22.90
<b>Temporary ID Passes – Verification Charge (using ID Gateway), per pass:</b>	20.25

## Application Process

All pass applications must be submitted via the ID Gateway online service. All authorised signatories will be supplied with log in details to the service on completion of authorised signatory training. *All pass applications not submitted via this system will be rejected or in the case of 1-5 day temporary passes, be subject to a charge of £50.00 per manual pass issued:*

Temporary ID Passes issued otherwise than by the use of ID Gateway, per pass: £55.75

### Un-surrendered Passes

It is required that ID passes of staff of any airport employer are surrendered and returned to the ID Centre within 5 working days of any such staff member leaving employment. Charges to apply where this period is exceeded are:

	£
Pass returned between 6 working days to 10 working days from date of leaving employment:	30.40
Pass returned 11 working days or more from date of leaving employment or is not returned:	60.80

### Authorised Signatory Training

Initial Training (mandatory requirement)	60.80
Refresher Training (refresher course 2 years after initial training or as required by I.D centre)	42.55

### Appointment No Shows / Late Arrivals

Missed appointment or arrivals more than 10 minutes after assigned appointment time at ID Centre.	25.35
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### Un-escorted Temporary Pass Holders

Unescorted Temporary pass holders in the Security Restricted Area - Critical Part (fine per un-escorted employee charged to employer).	110.45
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## 3. Airside Vehicles, Driving Permits and Driving Escorts

<b>Vehicle permits (using ID Gateway)</b>	Annually
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	£
Band A – Electrical +++	55.75
Band B – Petrol & Diesel	111.45
Band C – Red Diesel and other high emissions vehicles	258.35
Renewal of lost or damaged permit	65.85
Reissue of a revoked permit	65.85

<b>Driving Permits</b>	Annually
	£

Blue "A" Apron driver training course + permit (per person)	97.25
Yellow "M" Manouvering area driver training course + permit (per person)	118.50
Red "R" Runway driver training course + permit (per person) (including annual competence assessments)	172.25
Cancelled Apron driving course (<48 hrs)	97.25
Cancelled Apron driving course (48 hrs - 7 days)	48.65

Cancelled Apron driving course (>7 days)	0.00
Cancelled Manoeuvring area driving course (<48 hrs)	118.55
Cancelled Manouvering area driving course (48 hrs - 7 days)	59.75
Cancelled Manouvering area driving course (>7 days)	0.00
Certification of Approved Apron Driving Training company - Initial application assessment	215.75
Approved Apron Driving Training company - Annual fee (<100 drivers pa)	537.95
Approved Apron Driving Training company - Annual fee (100+ drivers)	861.00
Permit application & issue (per permit)	32.40
Lost/Stolen/Reissued permits	13.15

**Escorting of drivers of an airside vehicle with an airside vehicle permit who do not have a valid airside driving permit**

Per half hour or part thereof: Min charge: 1 hour	£19.25
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**Application Process**

All vehicle permit applications must be submitted via the ID Gateway online service. All authorised signatories will be supplied with log in details to the service on completion of authorised signatory training. All vehicle permit applications not submitted via this system will be rejected.

**4. Airside Spillage**

It is the responsibility of all airside users to remedy any spills caused by them and each such party should ensure they the appropriate materials and processes for the prompt cleaning up of a spillage. Refer Section 12 of ODI 168/20

“Environmental Control”.

Where there is evidence of a failure to take reasonable precautions to prevent the spillage SIAL reserves the right to levy a fine of £100 against the party responsible for the spillage.

Where SIAL is required to clear a spillage, all its costs incurred in relation to the removal of each spill such as consumables, labour and all other costs necessarily incurred (including, but not limited to, tankers, removal of hazardous waste, environmental fines etc.) will be recharged at 100% of SIAL’s cost, subject to a minimum charge in each instance of £1665.00.

**5. Engineering Services / Escorting of Contractors**

Repairs and maintenance, carried out for third parties at the Airport by the Airport engineering team will be charged for as listed below:

	£
Southampton Airport Multi-skilled Technician per half hour or part thereof:	42.55
Parts, consumables or 3 <sup>rd</sup> party contractors	Cost + 10%

Out of hours induction of contractors (17:00 - 07:00 Mon – Fri, all day Sat, Sun and Bank Holidays) up to and including 3 persons:	85.95
Each additional person:	25.35

Booked out of hours inductions cancelled with less than four hours notice will be charged in full.

Where escorting of contractors etc is required to be undertaken by SIAL staff the charge to be made to the third party engaging the contractor, or the contractor itself , as applicable, shall be per half hour or part thereof:	42.55
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## 6. Utilities / Waste Disposal

Utilities	Total Charge
	£
Electricity Per Kwh	0.27
Gas per m3	0.66
Water per m3	3.85
For indication only:	
Gas per Kwh	0.061
<b>Waste Disposal</b>	<b>£</b>
General waste per bag:	0.76
Recycling waste:	No charge
Electrical (WEEE) per item:	
• Small (e.g. kettle):	20.25
• Medium (e.g. TV / monitor):	32.45
• Large (e.g. small fridge):	65.85

### Fly-tipping

Fly-tipping is the disposal of waste anywhere other than in designated facilities as stated in ODI 171/20 Airport waste disposal and will be enforced with a fine of £1,000 plus additional costs for removal, disposal and clean up.

## 7. Telephone & IT Charges

An enhanced range of IT and telephony infrastructure products and services is now available at Southampton Airport. Please refer to our separate schedule of charges and fees available on the SIAL website.

## 8. EchoFour Training

### Mandatory Health & Safety Training

Mandatory Health & Safety Training is provided in 3 areas / modules: Health, Safety and Environment, Fire Safety and Airside Safety. The charges for this training are:

Per delegate (£):

All 3 modules in a single session ("3 in 1")	£82.00
2 modules in a single session	£71.00
1 module	£37.50
Adhoc urgent session NEW	£147.00

## 9. Aerodrome Safeguarding Pre-Planning Application Advice

The following charges apply for Aerodrome Safeguarding Pre-Planning Application advice. To obtain these services or obtain further information on the services provided please e-mail: [sousafeguarding@southamptonairport.com](mailto:sousafeguarding@southamptonairport.com).

The prices below are minimum prices only and the charges to apply in each case will be dependent on the complexity of the specific request.

Cranes and other tall construction equipment that penetrate the safeguarded obstacle limitation surfaces:	£172.00
Applications with less than 48hrs notice	£284.00
Applications with less than 24hrs notice	£395.00
Crane extensions	£61.00
Site wide crane permit (more than 2 locations)	POA
Non domestic wind turbine related applications including single turbines and wind farms:	£1,810
Solar Photovoltaic Panel Farm enquiries	POA
General pre-planning advice for new developments within a 13km radius of Southampton International Airport £202 per hour with minimum charge of £404	
Full radar and navigational aid impact assessment	POA
Aircraft Performance assessment	POA

#### **10. Fixed Electrical Ground Power (FEGP)**

SIAL can offer Fixed Electrical Ground Power to airline customers for a fee £0.37 per minute