



## **Ancillary Activity Guidelines**

### **Introduction**

Airports offer unique facilities that at times are sought after for non aeronautical ancillary activity because of their location, facilities, flying activity and available space.

The ancillary activity may include use of terminal facility, use of hangars and the use of taxiway and runways for a variety of reasons including:

- Industry meetings
- product launches
- open days
- movie production
- television production
- producing educational material
- producing safety material
- airport tenant promotions
- still photography
- functions
- transport incident investigations

Ancillary activity can be either a commercial or non commercial activity.

### **Facilitation of Ancillary Activity**

The facilitation of ancillary activity will be accommodated where possible as the majority of activity can co-exist with airport activity.

Sydney Metro Airports (SMA) will consider each application and assess the activity in regards to safety, security, operational continuity, environment, community and building control regulations this applies to both commercial and non commercial activity.

### **Applying for Ancillary Activity**

All proponents must contact SMA as early as possible to discuss the concept of their operation and if appropriate apply for permission to carry out ancillary activity at SMA. Applications in general will not be accepted less than ten (10) business days before the proposed activity. The application will require sufficient detail to assess the activity including but not limited to:

- Company details
- Description of activity
- Date & hours of activity
- Number of personnel involved / expected
- External props
- Insurance

Applications for ancillary activity should be directed to:

Jason Rainbird

Airport Operations and Compliance Manager

[Jason.rainbird@bankstownairport.com.au](mailto:Jason.rainbird@bankstownairport.com.au)

Tel 02 87099408

### **Assessing an Activity Application**

All applications require an assessment to ensure the overall integrity of airport operations is considered.

Activities are assessed against operational continuity, safety, security, environment, community welfare and building control regulations.

The assessment process should identify and assess potential risks and where possible mitigate that risk by varying the activity and or varying airport operations.

As a result of the assessment process it is not uncommon for SMA to modify or refuse applications for ancillary activity.

### **Communication of impending activity**

Where an activity is approved and has an impact on airport operations SMA will advise all potentially affected stakeholders of the activity.

Initial communications will be by e-mail and take place two (2) weeks ahead of the activity. The communication will include a brief description of the activity's potential impact and mitigation initiatives if required.

A second communication by e-mail will be circulated 48 hours prior to the event confirming the activity and including any references to formal notifications.

Formal notification if required will be via NOTAM and is required to be in place 48 Hours prior to the activity.

### **Grievance Procedures**

Should a stakeholder be grieved by the planed activity they should contact SMA as soon as practical to discuss their concern. Where a mitigation strategy has been developed this should be communicated to the stakeholder. Alternatively SMA should consider any other practical way of resolving the grievance including modifying the activity. Where this is not possible the stakeholder will be advised that their grievance on this occasion cannot be satisfied.

### **Summary**

It is not uncommon for airports to support ancillary activities due to their unique location and facilities.

Similarly to all other operations, facilitation of ancillary activities are assessed to ensure a safe, secure and successful outcome for all parties.

The majority of ancillary activities do not have any impact on airport operations. Any activity that may have operational impact is planned to ensure minimal, if any disruption to airport operations. All activity is communicated in advance to all concerned parties and on the occasion the activity causes concern to airport stakeholders' resolutions to concerns is usually achieved.