

# **LGW Local Rule 3: Ad hoc and Urgent/Time-Critical operations**

Adopted by LGW Coordination Committee: 07 December 2024 (replaces previous Local Rules 3 & 5).

## **1. Introduction**

- 1.1 Ad hoc operations are those which do not form a series as defined in Article 2 (k) of the UK Slot Regulation.
- 1.2 This document sets out local guidelines adopted by the Gatwick Airport Coordination Committee pursuant to Article 8 (5) of the UK Slot Regulation.
- 1.3 This guidance seeks to ensure that ad hoc operations are administered in a neutral, non-discriminatory, and transparent way while preventing ad hoc operations from increasing congestion and impacting upon the efficient operation of the airport.
- 1.4 The appointed Coordinator is responsible for the approval of all ad hoc operations at Gatwick Airport. Outside normal office hours, ACL delegates its responsibilities for approving short notice ad-hoc requests to AFL a department of GAL – **see Annex 1: Contact Details.**

## **2. Capacity for all ad-hoc operations (excluding urgent and time critical ops)**

- 2.1 The runway capacity available for ad hoc operations consists of pool slots where two or more slots are available in each hour. This is based on the declared hourly runway movement (R60) constraint.
- 2.2 Slot availability for Gatwick Airport is published on the Online Coordination System (OCS) portal: [www.online-coordination.com](http://www.online-coordination.com). All operators are encouraged to consult OCS for slot availability prior to making an application and target requests at times where slots are available.
- 2.3 The allocation of pool slots for ad hoc operations commences after the HBD in **mid-February** (summer season) and **mid-September** (winter season). Operators can request ad hoc slots in advance of these dates and they will be added to the waitlist until allocation commences. Operators are encouraged to remove slots from the waitlist if they do not have the intention to operate them.
- 2.4 Shortly before allocating ad-hoc slots, a secondary hourly runway total movement constraint (R60) will be introduced applicable against ad-hoc slots only which is to be set at the declared hourly runway totals limit minus two slots.
  - i.e. **“R60 ADHOC” Totals = “R60” Totals – 2 slots.**This is to apply in every hour of every day of the scheduling season.
- 2.5 Ad hocs will be allocated in compliance with the “R60 ADHOC” Totals constraint and all other applicable declared scheduling constraints for the flight type being requested.
- 2.6 Operators requesting ad-hoc slots which are to operate through either the North or South passenger terminals must provide a minimum of **30 days’ notice** for flights scheduled during the months of **July, August** and **December**.

## **3. Additional criteria for General Aviation ad-hoc movements**

- 3.1 The following clauses 3.2 – 3.5 will also apply for General and Business Aviation (GABA) ad hoc operations.
- 3.2 ACL will approve GABA ad-hoc slots up to **ten** days prior to the planned date of operation. As instructed by GAL under the Traffic Distribution Rules.

- 3.3 GABA ad-hoc slot requests submitted more than ten days in advance of the planned date of operation will be added to the waitlist and coordinated at the ten-day horizon.
- 3.4 GABA ad hoc slots must be submitted in **linked arrival and departure** slot format.
- 3.5 All ad-hoc slots which are to be handled by Signature Flight Support are to be coordinated by Signature Flight Support via OCS to ensure that the facilities for GABA flights are suitably coordinated.

#### 4. **Urgent or Time critical operations - Exempt flight types**

4.1 Some ad hoc operations are urgent or time critical by nature. By virtue of Article 2(g) of the Slot Regulation, the following ad hoc operations may operate without a slot allocated by the coordinator if there is a time critical element. Where such operations are not urgent or time critical, it is expected that they be coordinated as per the procedures set out in this document.

**A) State flights** – Flights carrying the Monarch, Government Ministers or visiting Heads of State/Dignitaries from abroad on an official visit, as confirmed by the Foreign, Commonwealth & Development Office.

**B) Emergency landings** - Diversions or Quick Returns after take-off and police emergencies. Emergency landings must be notified to the Coordinator as soon as possible after the event for monitoring purposes.

**C) Humanitarian flights** - Medical Emergencies, Donor Flights, Search and Rescue, Air Ambulance flights where the condition of the patient is urgent or acute.

4.2 For other urgent or time critical operations, the coordinator may consider overbooking the declared constraints (all constraints) subject to the slot availability situation around the required time in the following circumstances:

**A) Technical (calibration) flights** - Radar and ILS calibration flights, Air Tests limited to daylight hours for technical reasons and where no feasible slots are available.

**B) Recovery flights**

Departures to continue a planned commercial service with passengers aboard on the same day following a Diversion or Quick Return.

**C) Positioning flights** of Gatwick-based air carriers to replace an unserviceable aircraft or other unforeseeable schedule disruption (e.g., severe weather) and resume a planned commercial passenger service, **limited to the following circumstances:**

- Inbound positioning to recover a planned Gatwick departure service.
- Outbound positioning to recover a Gatwick-based air carrier's own service. Limited to a maximum of 2 movements per day per Gatwick-based air carrier. For example, movement of an aircraft to recover EDI-ATH-EDI.
- The return of a Gatwick-based recovery aircraft to resume planned operations.

Where doing so would not result in the R60 demand exceeding the higher of 55 movements per hour or the R60 declared capacity plus 2 movements.

4.3 Following consultation with the air carrier, the Coordinator may decide to overbook the "R60 ADHOC" constraint only but not the other declared constraints in circumstances such as:

- Outbound positioning to recover another air carrier's service, i.e. a sub-charter or ACMI operation.
- Positioning to replace an aircraft undergoing planned maintenance, including instances of a maintenance overrun.
- Any planned positioning of an aircraft

## **5. Suspending ad hoc allocation**

- 5.1 Gatwick Airport Limited (GAL) reserve the right to suspend the allocation of ad hoc slots to protect the airport operation. For example, if anticipated adverse operating conditions (e.g. severe weather), a special event (e.g. major sporting event or state occasion), or a temporary loss of airport infrastructure (e.g. a runway closure) which is likely to lead to significant and prolonged disruption or delay.
- 5.2 Upon making the decision to suspend the allocation of ad hoc slots, the head of operations at GAL will inform ACL and the Coordination Committee in **writing** of the reasons for the suspension, the date range and time period that the suspension is applicable and any other special measures that are to be put in place. ACL will immediately apply measures to prevent the addition of any new flights over the period stated by GAL.
- 5.3 If operational resilience is threatened, GAL may request operators to withdraw allocated ad hoc slot(s) up to 12 hours prior to operation by informing ACL and the relevant operator involved through written confirmation.

## **6. Slot Monitoring**

- 6.1 The coordinator will monitor slots to identify potential slot misuse as required in the UK Enforcement Code. Slot misuse may result in a financial penalty or a lower priority being afforded to subsequent requests.

## **7. Return of Pools Slots**

- 7.1 All operators must return any unwanted Pool Slots as soon as possible for re-allocation to those on the waitlist. Often slots can be recycled even at short notice.

ACL regularly monitors slot use to ensure that slots are returned when not required. Any regular failures to do so are reported to the Gatwick Slot Performance Committee.

## **8. Definitions**

- a) ACL – Airport Coordination Limited, the Coordinator.
- b) Ad Hoc Operation – any operation that is not part of a Series of slots.
- c) AFL – Airside Flow Lead, the provider of slot allocation services outside ACL’s office hours.
- d) GAL – Gatwick Airport Limited, the airport operator.
- e) Gatwick Based Carrier – as of November 2023, the recognised carriers include:
  - a. BA Euroflyer,
  - b. British Airways,
  - c. easyJet,
  - d. Norse,
  - e. Titan Airways,
  - f. TUI,
  - g. WizzAir.
- f) HBD – Historics Baseline Date: the reference date used for the 80% usage calculation to determine historic precedence, being 23:59 UTC on 31 January (summer) and 23:59 UTC on 31 August (winter).
  - a. Pool Slot – an available slot within the declared seasonal runway scheduling limits.

- g) Slot – as defined in Article 2(a) of Council Regulation No 95/93 as amended (“the Slot Regulation”)
- h) Series of slots – as defined in Article 2(k) of the Slot Regulation.
- i) UK Enforcement Code – MISUSE OF SLOTS ENFORCEMENT CODE made by the Coordinator under Regulation 18 of The Airports Slot Allocation Regulations 2006 (SI 2006 No 2665).
- j) UK Slot Regulation - AIRPORTS SLOT ALLOCATION (AMENDMENT) (EU EXIT) REGULATIONS 2021 OF DECEMBER 2021 amending Council Regulation (EEC) No 95/93 on common rules for the allocation of slots at United Kingdom airports as amended including by EU Regulation 2020/459 of 30 March 2020 and by Commission Delegated Regulation 2020/1477 of 14 October 2020.

## **Annex 1: Contact Details**

### **Airport Coordination Limited**

Watermans Business Park

The Causeway

Staines-Upon-Thames

TW18 3BA

United Kingdom

ACL Office Hours: Monday-Friday (excl. Bank Holidays)

0900 – 1700 local time

Slots UK: [LONACXH@acl-uk.org](mailto:LONACXH@acl-uk.org)

OCS Website: [www.online-coordination.com](http://www.online-coordination.com)

### **GAL Apron Control**

For urgent requests outside ACL office hours to operate on the same or next day of the out-of-hours period (e.g. for weekends, including flights on the Monday):

Telephone: +44 (0)1293 503 089 / 221

Email: [flow.planners@gatwickairport.com](mailto:flow.planners@gatwickairport.com)