

## General

Following EU Groundhandling Directive 96/67 dated 15th October 1996 the Danish Authorities has issued BEK. Nr. 933 dated 12th December 1997 to implement the directive in Denmark. The overall handling obligation is in force at Billund Airport, meaning that all flight operations of scheduled and charter flights as well as in general and business aviation, must be handled according to BEK nr. 933/97 and the Ground Handling – standard terms Billund Lufthavn A/S. Basis for all handling activities is a Handling Authorisation (Third-Party-Handling Authorisation or Self-Handling Authorisation) issued by Billund Lufthavn A/S.

A Self-Handling Authorisation authorises a handling agent to handle own flight operations.

A Third Party Handling Authorisation authorises a handling agent to handle own flight operations and also to offer these services to third parties.

A Fixed Base Operator (FBO) is an organisation granted the right by Billund Lufthavn A/S to operate at the airport and provide aeronautical services such as fuelling, parking, aircraft maintenance and similar services in accordance with the authorisation issued by Billund Lufthavn A/S as a self- or third-party-handling organisation.

On basis of the Operation Regulations of Billund Airport (Appendix 1), Handling Authorisations may be granted. All handling agents with Third Party Authorisation including FBO are published at [www.bll.dk](http://www.bll.dk).

The Handling Authorisation sets the rules especially for

- The right to execute handling activities at Billund Airport
- The obligations of the handling agent
- The remuneration, especially for the use of general infrastructure and central infrastructure and commercial fees
- Minimum quality standards
- Approval as FBO

## Requirements to Applicants

Applicants manifest their interest by filling in the questionnaire. They have to hand in the following documentation:

a) Address of Record and Legal Form

Only applicants that have their address of record in a member state of the European Union. The address of record has to be verified by handing in an actual extract of the commercial register or an equivalent document that also states the applicant's legal form. At the time of application, the documentation may not be older than three months.

#### b) Business Plan

The applicant has to hand in a detailed business plan concerning the handling activities at Billund Airport for the following five years. The business plan shall include the applicant's actual and estimated future customer structure.

#### c) Insurance

For exercising ground handling at Billund Airport, applicants have to hand in proof of a business liability insurance with sufficient coverage. At the time of application, the documentation may not be older than three months and it shall prove the coverage at the operating site Billund Airport at least for the next six months. Billund Airport has to be displayed as co-insured party.

#### d) Compliance

The applicant has to hand in a written statement that confirms compliance to all regulations valid for Billund Airport, especially to the effective "Ground Handling – standard terms Billund Lufthavn A/S".

#### e) Reliability

The applicant and its management have to be reliable.

The reliability is given if the applicant guarantees that their business is managed in line with the effective legislation and that employees and the public will be kept from hazards that may arise from the applicant's operations.

Reliability is to be denied

- if the applicant is finally convicted because of a severe violation of penalty law or business law
- if the applicant has severely and repeatedly violated labour or social obligations or if he has operated against safety, environmental or traffic regulations

The reliability has to be proven by handing in the criminal records of the applicant's executives responsible for ground handling operations. The records may not be older than three months from the date of application.

#### f) Financial Performance

The financial efficiency of the applicant has to be proved.

The financial efficiency is ensured if the necessary financial resources to manage and operate the ground handling services are available.

The financial efficiency is not ensured especially in the following cases:

- If there are significant liabilities in taxes or contributions to social insurances, due to the applicants operations
- If there are significant liabilities to Billund Airport in airport charges, lease or rental fees or other fees that arise out of the utilisation of the airport and its infrastructure, including traffic area, or that arise out of ground handling licenses

The proof of financial efficiency has to be provided by handing in

- an extract from the enforced payment collection register records not older than three months from the date of application
- the applicant's balance sheets of the past three business years and
- the audit certificates of the past three business years

g) Professional qualification

The applicant and its deputies have to be verifiably qualified for ground handling operations.

The professional qualification is given if the applicant can prove several years of professional experience in ground handling and if employees responsible for ground handling can prove their special knowledge in their respective area of responsibility.

The applicant is required to hand in the following documentation to prove professional qualification:

- Contacts that Billund Airport A/S might consult as references on the applicant's proper execution of ground handling
- Declaration on number and function of employees during the last three years.
- Declaration on the deployable number of staff and operation means in order to fulfil the handling obligations.

h) Admission by Authorities

The applicant has to regard that the Civil Aviation Authority may require official admissions for certain ground handling activities according to BEK 933/97 at any time. This requirement may also be introduced during the duration of already valid ground handling authorisations. In such cases, the applicant will be granted a suitable amount of time to fulfil the criteria of such admission.

i) Execution of Ground Handling Activities

Ground handling activities are to be executed by the applicant's own personnel. Subcontracting is allowed only with approval by Billund Lufthavn A/S.

j) Claim to Infrastructure

Billund Lufthavn A/S provides its infrastructure for ground handling activities whenever possible. Applicants cannot require any additional infrastructure. Billund Lufthavn A/S reserves the right to assign certain infrastructure to the applicant based on criteria being relevant, objective, transparent and non-discriminatory.

*Note: Use of Billund Lufthavn A/S-parking facilities to FBO-activities are not included unless agreed with Billund Lufthavn A/S in advance.*

k) Bindingness of Information

By handing in the entirely filled-in application documents, the applicant confirms that it is willing to execute the respective ground handling activities. It also accepts the present information material as integrated component of the application and confirms, that it has answered all questions at the best of its knowledge.

## **Third party or Self-Handling Authorisation for flights at Billund Lufthavn A/S**

Application for a Third-party or Self-Handling Authorisation and FBO for the execution of ground handling activities for flights at Billund Lufthavn.

Application Documents

The completely filled-in application documents and supplements are to be handed-in to the following address:

Billund Lufthavn A/S  
Passagerterminalen 10  
DK-7190 Billund  
Denmark

Tel: +45 7650 5050

E-Mail: [info@bll.dk](mailto:info@bll.dk)



**Responsible for safety and security:**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address (if different to chapter 1): \_\_\_\_\_

**5. Contacts for commercial reference:**

\_\_\_\_\_

\_\_\_\_\_

**6. Quality management:**

How does the company ensure quality in order to constantly maintain a high level of operational safety and customer satisfaction and to take responsibility for environmental issues?

\_\_\_\_\_

\_\_\_\_\_

**7. Accident insurance:**

Have there been any operational accidents that have caused an accident insurance institution to reduce or neglect its benefits because of non-compliance to its regulations?

\_\_\_\_\_

(The applicant agrees to Billund Lufthavn A/S obtaining the respective information at the accident insurance institution)

**8. Minimum wages / collective labour agreements:**

a. Does the applicant without exceptions pay the minimum wages that are customary in the branch and does it comply to the customary employment conditions?

\_\_\_\_\_

b. Has the applicant signed a collective labour agreement? If yes - which agreement?

\_\_\_\_\_

c. If the applicant has not signed a collective labour agreement - does it nevertheless comply to such agreement? If yes - which agreement?

\_\_\_\_\_

## 9. Third Party and Self Handling activities

The activities displayed in shaded grey are subject to limited market access according to "Ground Handling – standard terms Billund Lufthavn A/S" and "Ground Handling Conditions Billund Lufthavn A/S".

Please highlight the activities your company applies for  
(ref. Annex to Council directive 96/67/EC, dated 15.10.1996)

	Handling activity	Activities applied for	
		Self handler	Third party handler
<b>1</b>	<b>Ground handling administration and supervision</b>		
1.1	Representation and liaison with local authorities etc.	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Load control, messaging and telecommunication	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Handling, storage and administration of unit load devices	<input type="checkbox"/>	<input type="checkbox"/>
1.4	Any other supervision services before, during or after the flight and any other administrative service requested by the airport user	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	<b>Passenger services</b>		
2.1	Check-in counter/gate	<input type="checkbox"/>	<input type="checkbox"/>
2.2	Boarding	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Baggage determination	<input type="checkbox"/>	<input type="checkbox"/>
2.4	Weight & balance	<input type="checkbox"/>	<input type="checkbox"/>
2.5	Document checks	<input type="checkbox"/>	<input type="checkbox"/>
2.6	Special passenger services	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	<b>Baggage handling</b>		
3.1	Handling of baggage in the baggage sorting facilities	Limited market access	
3.2	Transportation of baggage between sorting facilities and output facilities	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Handling of freight and mail</b>		
4.1	a. Handling of freight	<input type="checkbox"/>	<input type="checkbox"/>
	b. Handling of freight documents	<input type="checkbox"/>	<input type="checkbox"/>
	c. Customs formalities	<input type="checkbox"/>	<input type="checkbox"/>
	d. Security measures as agreed between the parties or required by the circumstances	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Transportation of freight (from and to aircraft)	<input type="checkbox"/>	<input type="checkbox"/>
4.3	a. Handling of mail	<input type="checkbox"/>	<input type="checkbox"/>
	b. Handling of respective documents	<input type="checkbox"/>	<input type="checkbox"/>
	c. Security measures as agreed between the parties or required by the circumstances	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Transportation of mail (from and to aircraft)	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Ramp services</b>		
5.1	Marshalling the aircraft on the ground at arrival and departure	Limited market access	
5.2	Assistance to aircraft parking and providing handling equipment	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Communication between aircraft and the airside service provider	<input type="checkbox"/>	<input type="checkbox"/>
5.4	a. Aircraft loading and unloading	<input type="checkbox"/>	<input type="checkbox"/>
	b. Passenger transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	<input type="checkbox"/>	<input type="checkbox"/>
	c. Crew transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	<input type="checkbox"/>	<input type="checkbox"/>
	d. Baggage transport (from and to aircraft, prevention of handing over dangerous materials according to NASP)	<input type="checkbox"/>	<input type="checkbox"/>

	Handling activity	Activities applied for	
5.5	Assistance in engine start-up	<input type="checkbox"/>	<input type="checkbox"/>
5.6	Push back and towing	<input type="checkbox"/>	<input type="checkbox"/>
5.7	a. Transport of catering	<input type="checkbox"/>	<input type="checkbox"/>
	b. Loading and unloading of catering	<input type="checkbox"/>	<input type="checkbox"/>

	Handling activity	Activities applied for	
		Self handler	Third party handler
<b>6</b>	<b>Cleaning/aircraft service</b>		
6.1	a. Inboard and outboard cleaning	<input type="checkbox"/>	<input type="checkbox"/>
	b. Toilet and water services	<input type="checkbox"/>	<input type="checkbox"/>
6.2	a. Cooling and heating of cabin	<input type="checkbox"/>	<input type="checkbox"/>
	b. Disposal of snow and ice	<input type="checkbox"/>	<input type="checkbox"/>
	c. Aircraft de-icing	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Rearrangement of the cabin with suitable cabin equipment and the storage of this equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<b>Fuelling</b>		
7.1	a. Organisation of fuelling and un-fuelling	<input type="checkbox"/>	<input type="checkbox"/>
	b. Carrying out fuelling and un-fuelling	<input type="checkbox"/>	<input type="checkbox"/>
	c. Storage, quality and quantity checks of fuel supply	<input type="checkbox"/>	<input type="checkbox"/>
7.2	a. Organisation of refill of oil and other fluids	<input type="checkbox"/>	<input type="checkbox"/>
	b. Carrying out refill of oil and other fluids	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>Aircraft maintenance</b>		
8.1	Routine services performed before flight	<input type="checkbox"/>	<input type="checkbox"/>
8.2	Non-routine services requested by the airport user	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Storage and administration of maintenance material and spare parts	<input type="checkbox"/>	<input type="checkbox"/>
8.4	Request for or reservation of parking position or hangar space	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<b>Flight operations and crew administration</b>		
9.1	Preparation of the flight at the departure airport or at any other point	<input type="checkbox"/>	<input type="checkbox"/>
9.2	In-flight assistance, including re-dispatching if needed	<input type="checkbox"/>	<input type="checkbox"/>
9.3	Post-flight activities	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Crew administration	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<b>Surface transportation</b>		
10.1	Transportation between terminals (not from and to aircraft)	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Any special transport requested by the airport user	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Catering</b>		
11.1	Liaison with suppliers and administrative management	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Storage of food and beverages and of the equipment needed for their preparation	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Cleaning of equipment	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Preparation and delivery of equipment as well as of bar and food supplies	<input type="checkbox"/>	<input type="checkbox"/>

<b>12</b>	<b>FBO activities</b>	Yes	No
12.1	Own apron	Mandatory	
12.2	Facilities for immigration control	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Facilities for customs	Mandatory	



<b>12</b>	<b>FBO activities</b>	Yes	No
12.4	Handling of weapons airside	<input type="checkbox"/>	<input type="checkbox"/>
12.5	Aircraft are affixed during parking	Mandatory	
12.6	Agreement with the Airport for issuing unique PPR	Mandatory	
12.7	Agreement with the airport for payment of passenger- and take-off charges	Mandatory	
12.8	Access to relevant information, including MET-information, NOTAM etc.	Mandatory	
12.9	FBO as self-handler	<input type="checkbox"/>	<input type="checkbox"/>
12.10	FBO as third-party-handler	<input type="checkbox"/>	<input type="checkbox"/>

### 13. Additional documentation to be handed in with the application

In addition to this questionnaire, the applicant has to hand in the following documents. Please note that at the date of application the documentation shall not be older than three months.

- a) **An actual extract of the commercial register** or an equal document
- b) **A detailed business plan** concerning the ground handling activities at Billund Lufthavn for the following five years
- c) Proof of a **business liability insurance** with sufficient coverage
- d) A **written statement** that confirms the applicant's compliance to all regulations valid for Billund Lufthavn, especially to the effective Operation Regulations
- e) **The criminal records of the applicant's executives responsible for ground handling operations.**
- f) Proof of the applicant's financial performance:
  - an **extract from the enforced payment collection register records** not older than three months from the date of application
  - the applicant's **balance sheet** of the past three business years and
  - the **audit certificates** of the past three business years
- g) Proof of the applicant's professional qualification
  - Contacts that Billund Lufthavn A/S might consult as **references** on the applicant's proper execution of ground handling
  - Declaration on **number and function of employees** during the last three years.
  - Declaration on the **deployable number of staff and operation means** in order to fulfil the self handling obligations.

### 14. Confirmation

The applicant herewith confirms the correctness of the information given in this application.

The application will only be processed,

- If the applicant has answered all questions
- If all information given in the application are correct
- If all documentation are submitted in original or in a copy of the original (in case of a copy, Billund Lufthavn A/S may ask for insight to the original documentation)

- If the applicant has signed the application personally and effectually.

Place, date

Company / stamp / signature

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