

## **Table of Contents**

### **Usage Regulations**

- 1. Applicability of the Usage Regulations**
- 2. Entering and/or Traversing the Airport with Aircraft, Surface Vehicles and Equipment; Ground Handling Services**
  - 2.1 Use of the airport by aircraft
  - 2.2 Noise protection
  - 2.3 Taxiing and towing
  - 2.4 Ground handling aprons and hangar aprons
  - 2.5 A-CDM
  - 2.6 Ground handling services
  - 2.7 Parking and storage
  - 2.8 Provision of fuels and machine fluids
  - 2.9 Maintenance work, washing and de-icing
  - 2.10 Immobile aircraft
- 3. Other Entry and Traversal of the Airport**
  - 3.1 Roads, paved areas and entrances
  - 3.2 Vehicular traffic (general)
  - 3.3 Not generally accessible facilities
  - 3.4 Accompanying animals
  - 3.5 Cargo Terminal Usage Regulations
  - 3.6 Baggage
  - 3.7 Assemblies
  - 3.8 Camera monitoring and data protection
- 4. Other Activities**
  - 4.1 (Commercial) activities at the airport
  - 4.2 Collecting money, advertising, distributing printed material
  - 4.3 Storage
  - 4.4 Construction work
- 5. Safety and Security Regulations**
- 6. Objects Found at the Airport**

- 7. Environmental Protection**
  - 7.1 Pollution
  - 7.2 Waste water
  - 7.3 Waste
  - 7.4 Air pollution
  - 7.5 Reduction of energy consumption levels
- 8. Insurance**
- 9. Violation of the Airport Usage Regulations and Authorisations**
- 10. Place of Fulfilment and Competent Jurisdiction**
- 11. Person Authorised to Accept Service of Documents**
- 12. Reservation of the Right to Modification**

**Regulations referred to (in their currently valid form):**

- 1. Waste Disposal Regulations**
- 2. Security Pass Regulations**
- 3. Fire Protection Regulations of Flughafen Hamburg GmbH**
- 4. Aerodrome Manual**
- 5. Cargo Terminal Usage Regulations for Flughafen Hamburg GmbH**
  
- 6. List of Responsibilities and Technical Specifications for the Provision of Ground Handling Services**
- 7. Safety and Security Regulations**
- 8. Terms and Conditions of Payment**
- 9. Central Infrastructure Facilities**
- 10. Rules for Admission to, and Traffic on, Airport Operational Areas**
- 11. Definitions of Terminology Used**

## **Airport Usage Regulations for Hamburg Airport**

### **Usage Regulations**

This description of the airport and amendments thereto will be published in the Notices to Airmen ("Nachrichten für Luftfahrer" or "NfL") and the Aeronautical Information Publication AIP AD-2-EDDH ("Luftfahrtbuch Deutschland").

#### **1. Applicability of the Usage Regulations**

- 1.1 All usage of the Airport, including but not limited to entering or traversing the Airport with or without aircraft, vehicles or other equipment, is subject to these usage regulations and to all stipulations and instructions issued by the airport operator for the purpose of implementing these regulations (Flughafen Hamburg GmbH, hereinafter "FHG"). Instructions issued by the airport operator and its personnel must be obeyed unconditionally; decisions are made on the basis of assessing the individual situation with reference to the applicable regulations. Hamburg Airport's Fire Protection Regulations must be observed.
- 1.2 Airport facilities, surfaces, rooms and other aspects of the central infrastructure which are not individually assigned for long-term use but rather only temporarily (e.g. check-in counters, gates, parking positions) are allocated by the airport operator on the basis of operational need and availability, with attention to fair and equitable treatment. These facilities must be handled in line with regulations; the airport operator must be notified immediately of any damages. After completion of a ground handling operation, no equipment or materials may be left in the areas, rooms or facilities. See the "List of Responsibilities" (especially point 4.5).
- 1.3 All services provided by the airport operator are chargeable. Where the charges have not been published, enquiry should be made with the responsible office. The "Terms and Conditions of Payment" shall apply
- 1.4 Where regulations and instructions apply to an aircraft operator, they apply to the owner of the aircraft as well as to those persons who are using the aircraft or who are responsible for ground handling of the aircraft at the airport, without necessarily being the operator or owner of the aircraft. Joint and several liability for fees and charges rests with the airlines under whose airline code and flight number the respective flights are operated, code-sharing airlines, the aircraft operator, the aircraft owner, and the natural or legal person currently making use of the aircraft without being either operator or owner, such as renter or

lessor.

Passengers are only permitted to board an aircraft from the waiting area after complete payment of the airport fees due, unless an alternative agreement has been entered into.

## **2. Entering and/or Traversing the Airport with Aircraft, Surface Vehicles and Equipment; Ground Handling Services**

### 2.1 Use of the airport by aircraft

2.1.1 The aircraft operator and/or its appointed representative(s) must notify the airport operator sufficiently in advance of planned flights to and from Hamburg, providing all information necessary to ensure the effective allocation of flight operation facilities and personnel, e.g. flight times, aircraft type, current flight progress.

2.1.2 Usage of the airport is permitted subject to payment of the appropriate charges as specified in the "Schedule of Fees & Charges". The Airport's "Terms of Payment" as constituted at the time of usage shall also apply.

The utilisation restrictions imposed in the Authorisation to Operate an Airport, as published in the edition of the Aeronautical Information Publication (AIP) for Germany ("Luftfahrthandbuch Deutschland" – AIP-AD-2-EDDH) current at the time of usage, including maps, must be observed.

An emergency landing resulting from technical problems or failures encountered on an aircraft, or from a threatened or real act of violence, or from the provision of assistance in the case of physical danger or the risk of death for a person or persons, shall not be subject to landing, take-off or passenger charges, provided the Airport was not the scheduled destination of the flight in question. The provision of medical assistance in the case of an illness, where immediate medical attention is not absolutely necessary, represents a precautionary landing. Precautionary landings, diverted landings and refuelling stops are not emergency landings.

### 2.1.3 Restrictions on night flying

For jet aircraft without noise certification according to ICAO Annex 16, take-offs and landings between the hours of 2000 and 0700 local time are not permitted.

For jet aircraft with ICAO noise certification (Volume 1, Part II, Chapter 2), take-offs between the hours of 2000 and 0700 local time and landings between the hours of 2100 and 0700 local time are not permitted.

For jet aircraft with ICAO noise certification (Volume 1, Part II, Chapter 3), propeller aircraft and other aircraft not covered by the stipulations above, take-offs and landings between the hours of 2300 and 0600 local time are not permitted.

Further regulations and supplementary provisions may be found in the Aeronautical Information Publication ("Luftfahrthandbuch") for Germany (AIP - AD-2-EDDH).

- 2.1.4 The aircraft operators are responsible to provide the Airport with all documents necessary for the assessment of utilisation entitlement and for the calculation of charges.
- 2.2 Noise protection
  - 2.2.1 Aircraft operators must restrict noise pollution arising from aircraft engines at the airport and in its vicinity to the unavoidable minimum. This shall apply in particular at times subject to restrictions on flight operations (clause 2.1.2). Aircraft operators must make use of noise protection facilities whenever necessary to protect the population from danger, significant disadvantage and excessive noise pollution. In this context, the following regulations must be observed:
    - 2.2.2 Reverse thrust may only be used in the landing process to the extent necessary for safety reasons. The "idle reverse thrust" setting is not affected by this regulation.
    - 2.2.3 Engine tests which do not make use of the airport's noise protection facilities may only be conducted with prior permission and specific instructions from the Department of Economic Affairs, Transport and Innovation (BWVI). Idle engine tests with the engine power set to "ground idle" between the hours of 0600 and 2300 local time are not affected by this regulation. The provisions of the "Safety and Security Regulations of Flughafen Hamburg GmbH" as valid at the time must be observed.
- 2.3 Taxiing and towing
  - 2.3.1 The airport operator operates an Apron Control service. This service, supported by FHG leader vehicles, is responsible for radio coordinated movement control and traffic supervision on Aprons 1, 2, 3 and 4, including all movement of surface vehicles and persons. The more detailed regulations and provisions in the "Rules for admission to and traffic upon airport operational areas" must be observed.
  - 2.3.2 All taxiing and towing operations are subject to authorisation being obtained from central Apron Control (radio call sign: HAMBURG APRON, frequency 121.700 or 121.975 MHz).

Should it not be possible to establish a radio connection, authorisation is to be obtained from HAMBURG APRON by telephone (internal line 2571 / telephone conversations relating to air traffic control are to be recorded (Art. 24 of FSDurchführungsV)) or by vehicle radio. Instructions issued by HAMBURG APRON must be followed. More detailed provisions are also included in the "Regulations for the provision of ground handling services".
  - 2.3.3 Aircraft may only be taxied under their own power by persons authorised to do

so. Aircraft must not be taxied in or out of maintenance and/or parking hangars and workshops under their own power. Towing aircraft into and out of hangars may only be carried out by the airport operator and is subject to charge. Exceptions require written permission.

2.3.4 In the apron area, aircraft may only be taxied with the absolutely essential minimum engine speed.

2.3.5 Where necessary, Apron Control shall notify the aircraft operator that the aircraft must be towed to another position, and the time during which this is to be done. The aircraft operator must commission an authorised service provider to carry out the towing operation within the specified time. In the event that the aircraft is not removed from the position in time, the aircraft operator is entitled to take alternative measures at the expense of the aircraft operator.

The aircraft operator must provide the personnel needed to secure the aircraft. The aircraft operator must ensure a functional tow bar suitable for its aircraft is available at the airport. At the time of usage, the tow bar must fulfil the generally recognised technical regulations and requirements and be regularly inspected, maintained and repaired. If towing is carried out by the airport operator, the aircraft operator shall provide the necessary towing instructions. In the course of every towing operation, the aircraft operator must continually follow all orders issued by the airport operator.

2.3.6 For further regulations, see the Aeronautical Information Publication Germany (AIP AD-2-EDDH).

2.4 Ground handling aprons and hangar aprons

2.4.1 Ground handling aprons serve to facilitate ground handling of aircraft. Any other usage is subject to the approval of the airport operator.

2.4.2 The ground handling aprons include the whole of Apron 1, the eastern section of Apron 2 (two parking rows with aircraft guidance lines L5 and L6). Apron 4 and the western section of Apron 2 are available for general aviation.

- 2.4.3 Aprons 5 and 6 are located on the premises of the Lufthansa Technik Base and separated from the rest of the airport site by a fence and gates. No aircraft movements under own power may be carried out on Apron 6. When taxiing under own power on Apron 5, the maximum wingspan restrictions in the eastern and western sections of the apron (see ground markings) along with the instruction to stop taxiing (see ground markings) must be observed. For further regulations, see the Aeronautical Information Publication Germany (AIP AD-2-EDDH).
- 2.4.4 Ground handling positions will be assigned by the airport operator according to operational requirements. The airline itself is responsible for ground handling at the position. The parking of aircraft at ground handling positions is completed in accordance with the marshaller's signals; parking at pier positions is completed with the automatic docking system.
- 2.4.5 The APU must be deactivated as soon as an arriving aircraft has reached the parking position if external power supply is available. At pier positions, power is supplied using the available central infrastructure for air conditioning and electricity (see clause 2.5.4). At remote positions, mobile equipment is to be provided by the ground handling service providers and requested by the aircraft operators.  
The APU must remain switched off throughout the entire parking period.  
The APU may only be started 8 minutes before the expected time of leaving a Pier parking position and 5 minutes before the expected time of leaving a remote position.  
For the safety of ground handling personnel, an electric connection between fixed or mobile ground power units and aircraft may only be established when the engines are switched off.
- 2.4.6 Exceptions to the ban on APU usage may only be issued by Apron Control(HAMBURG APRON on frequencies 121, 700 and 121.975 MHz).
- 2.4.7 Aircraft must be towed out of nose-in positions. The use of reverse thrust or variable-pitch propellers is prohibited. Aircraft operators must take appropriate precautions.
- 2.4.8 The area in front of the hangar doors is to be kept clear, so as not to impede the towing of aircraft into and out of hangars.

## 2.5 A-CDM

The airport operator operates an A-CD (Airport Collaborative Decision Making) system at Hamburg Airport. Details are specified in the Aeronautical Information Publication (AIP AD2 EDDH), where they shall also be updated. Airlines operating flights to the airport are required to cooperate with the operation of this system and to reach an agreement to this effect with the airport operator. The provisions of the Aeronautical Information Publication (AIP) are to be observed.

## 2.6 Ground Handling Services

- 2.6.1 The airport operator is entitled to carry out ground handling services in accordance with the Index of Ground Handling Services (Appendix 1 of BADV). Aircraft operators themselves and service providers are authorised to carry out ground handling services, within the scope stipulated in the applicable authorisation contract, in accordance with the Index of Ground Handling Services (Appendix 1 of BADV). Licensed ground handlers must park their ground handling equipment exclusively in the parking spaces assigned by the airport operator. Parking and storage are subject to the legal provisions relating to rent (§535ff. of the German Civil Code or BGB). An obligation on the part of the airport operator to provide storage facilities exists only where a special written agreement on this matter has been reached.

After concluding a licensing agreement with the airport operator, a service provider or self-handling carrier is entitled to make use of Hamburg Airport's facilities – with the exception of individually tenanted rooms and space and the central infrastructure facilities (clause 2.5.4), for which special provisions apply – to conduct the authorised activities.

More specific, binding regulations are found in the "List of Responsibilities", which is incorporated in the licensing agreement.

- 2.6.2 The airline shall bear comprehensive responsibility for handling at its assigned handling position. This shall include, as well as responsibility in terms of aviation law for the orderly execution of the entire handling process, the authority to issue instructions relating to health and occupational safety for all persons involved in the handling.

In order to fulfil the requirements of this coordinatory responsibility, it is necessary that the airline, the pilot, or a designated representative (e.g. ramp agent) is present at the handling position for the entire duration of the handling process. This responsibility for coordination shall last until the position has been vacated and cleared and is available for re-allocation.

- 2.6.3 The airline must inform the airport operator without delay of all deviations from plan which have an effect on flight operations and/or handling, along with the reason for the delay.

2.6.4 The airport operator may require notification as to the ground handling service providers from the airlines when serves organisational purposes and helps to ensure smooth and orderly operations. In such cases, the airline must state which company is responsible for each ground handling operation, e.g.:

- handling of passengers
- ramp handling
- cargo handling
- exclusively on code-share flights
- late night check-in
- loading and baggage transportation only
- baggage conveyor loading and unloading
- passenger bus transport
- push-back
- cabin cleaning
- catering
- refuelling

A contact person with telephone number must be nominated in each case.

The airport operator is to be notified of changes to responsibilities without delay.

2.6.5 The following facilities are central infrastructural facilities in the sense of Art. 6 of BADV.

1. Shuttle bus services, where operated for collective transport between passenger handling buildings and not for individual flight events
2. Waste disposal system
3. Faeces disposal system
4. Jetbridges
5. Baggage transportation system
6. Stationary air conditioning facilities
7. Stationary electricity (ground power) facilities
8. the system for the provision of fresh water

The central infrastructural facilities are provided, maintained and operated exclusively by the airport operator or its designated service provider (in accordance with the provisions of the "Definitions of Central Infrastructural Facilities"). Wherever and whenever services of this nature are required, the central infrastructural facilities shall be used, subject to a fee. No guarantee can be provided for the uninterrupted availability of central infrastructure facilities.

In cases where an airline does not use the waste disposal system as part of the service provided by a ground handling service, leaving cabin waste either on the jetbridge or on airstairs, this waste will be disposed of and charged to the responsible party.

## 2.7 Parking and storage

2.7.1 The securing of the parked or stored aircraft is the responsibility of the aircraft operator. This shall include ensuring sufficient visibility of a parked aircraft at dawn and dusk, during hours of darkness, and whenever the light conditions otherwise require.

2.7.2 Parking and storage of aircraft are subject to the legal provisions relating to rent (Art. 535ff. of the German Civil Code or BGB). An obligation on the part of the airport operator to provide storage facilities exists only where a special written agreement on this matter has been reached. There is no guarantee or liability whatsoever on the part of the airport operator.

2.7.3 Users must handle aircraft hangars and their facilities with care and observe the "Safety and Security Regulations". Wherever hangar rules are in place, these must be observed.

2.7.3.1 Technical facilities, installations and equipment belonging to the airport operator, in particular facilities for the provision of electricity, cranes and scaffolding may only be used with the agreement of the airport operator.

2.7.3.2 The hangar doors may only be operated by persons authorised to do so by the airport operator.

2.7.3.3 The airside parking, storage and repair of automobiles, other surface vehicles and other items is subject to the agreement of the airport operator.

**2.8 Provision of fuels and machine fluids\***

Companies providing fuel \* to aircraft, vehicles or equipment may only do so with the approval of the airport operator. These companies along with vehicle operators must observe the safety regulations (in particular the Hazardous Materials and Operational Safety Regulations) and the currently applicable rules for dealing with fuels and machine fluids. They are further obliged to ensure that all personnel during the provision of fuels and machine fluids are instructed and practised in the use of fire alarm facilities, emergency stop switches, firefighting and the correct procedures to be taken in the event of spillage of fuels or machine fluids.

**2.9 Maintenance work, washing and de-icing**

Maintenance work on aircraft, the refuelling and defuelling of aircraft, surface vehicles, machinery and other equipment, and washing, cleaning and de-icing of aircraft may only be carried out at the locations allocated by the airport operator for this purpose. In order to avoid endangering persons and the risk of interactions with waste water treatment plants, materials used must be agreed with the airport operator.

**2.10 Immobile aircraft**

2.10.1 Should an aircraft remain immobile at the airport, the airport operator may, without request from the aircraft operator, remove it from the Movement Area if this is necessary for air traffic purposes. The aircraft operator shall be liable for the costs of this operation. The airport operator shall only be liable for damages where it has caused these deliberately or through gross negligence; this shall also apply when the aircraft operator has requested the airport operator to remove an immobile aircraft from the operational area to a location specified by the airport operator, or to assist in said removal.

2.10.2 Should the immobility of an aircraft result in property damages being incurred by the airport operator, the airport operator may require the aircraft operator to make good these damages, unless the aircraft operator is not liable for the incident.

---

\* Fuels, hydraulic fluids, lubricating oils, motor oil, additives, etc.

### **3. Other Entry and Traversal of the Airport**

All publicly accessible areas and facilities are made available to all users exclusively for the purpose for which they have been established within the limits of opening hours and/or actual availability; any action which impedes the safety of air traffic operations and/or handling operations is prohibited.

Obligations and duties on the part of the airport operator for the benefit of the user's contractual partners or other third parties cannot be derived from any usage relationship subject to these Airport Usage Regulations (contracts with protective function for the benefit of third parties are not permitted). Therefore, notwithstanding tortious and other legally justified claims, neither the user's contractual partners nor any other third parties are entitled to derive claims from such usage relationship.

#### **3.1 Roads, paved areas and entrances**

3.1.1 The roads and paved areas of the airport are not intended for general traffic. The section of the operating premises which is not defined as a Security Sensitive Area is to be treated as a public area. All legal provisions and regulations shall apply here as in public road traffic. Users are required to observe the Road Regulations ("StVO"), even in those areas of the airport which are not accessible to general traffic, except where the airport operator has specified a deviation from these regulations in the "Rules for admission to and traffic on airport operational areas".

3.1.2 The airport may only be entered, whether by vehicle or on foot, at the designated entry points defined by the airport operator, and in each case only by those persons authorised to use a particular entry point.

3.1.3 Anyone shipping freight to or from the airport by land is required to inform the airport operator (or its assigned agent), upon request, of the value and other information relating to the shipment.

#### **3. Vehicular traffic (general)**

3.2.1 The operators of surface vehicles are responsible for the traffic safety of vehicles used at the airport. The use of M+S tyres (winter tyres) at times of icy conditions, snow and slush is mandatory for all vehicles, other than where exceptions are stipulated by law. Changes to the Road Traffic Regulations (StVO) are to be observed.

3.2.2 Loading and unloading, along with embarking and disembarking, of surface vehicles may only take place at the roadside adjacent to terminals and ground handling buildings and in the appropriately marked parking and stopping spaces. Freight may only be loaded and unloaded in front of the cargo buildings (see also the "Cargo Terminal Usage Regulations"). Exceptions require the agreement of the airport operator. Freight must be continually supervised. Further regulations, in particular with relation to the Security Sensitive Area, are contained with "Rules for admission to and traffic on airport operational areas".

- 3.2.3 (Motorised) vehicles may only be parked within clearly identified areas and, where appropriate, only when the appropriate entitlement pass has been issued. Vehicles, including bicycles and motorcycles, not parked in accordance with the regulations will be removed/towed at the cost and risk of the respective owner and/or driver. The airport operator shall only be liable for damages when these have been caused by deliberate or grossly negligent action on the part of the airport operator.
- 3.2.4 The use of powered means of transportation is prohibited within buildings, with the exception of electric vehicles operated by the German Red Cross or Passenger Services and of (self-propelled) invalid wheelchairs of third parties; also exempted are means of transport, the usage of which has been permitted in advance by the airport operator.
- 3.3 Not generally accessible facilities
- 3.3.1 General
- 3.3.1.1 Facilities within the enclosed airport premises which constitute security controlled areas as defined in the Definitions of Terminology Used may only be entered, whether on foot or by vehicle, with the consent of the airport operator and, where appropriate, other agencies (German Air Traffic Services, Lufthansa) entitled to make such a decision. These facilities include in particular:
- a) the Manoeuvring Area (including those areas and traffic zones assigned for taking-off, landing)
  - b) the Perimeter Road
  - c) the aprons
  - d) the aircraft hangars
  - e) the gates and waiting areas
  - f) the transit areas along with other rooms and areas used for ground handling purposes;
  - g) the baggage and freight areas
  - h) the garages and workshops
  - i) the work and maintenance yards
  - j) the building sites
  - k) the service roads
  - l) Aprons 5 and 6 on the Lufthansa maintenance base premises
  - m) service rooms for technical facilities and installations.

Clause 1 applies where appropriate for sites and facilities (e.g. for Air Traffic Services and emission measurement) outside the enclosed airport premises. Entry to the security controlled areas is subject to an official examination of trustworthiness and an Entitlement Pass.

In order to obtain an Entitlement Pass, all persons must have participated in the required training courses for apron safety and air traffic security, in conjunction with "Basic Training for Safety Management (SMS)", conducted by FHG. Fees are charged for both of these training courses. More detailed regulations are found in FHG's "Rules for Admission to and Traffic on Airport Operational Areas".

- 3.3.1.2 The airport operator may grant and, for important reasons, revoke consent with immediate effect according to clause 3.3.1.1 either in general or for a specific situation.

Entitlement Passes issued for vehicles or persons, along with driving permits (Apron Driving Licenses), must be carried when in restricted access areas of the operating premises, and must be presented when requested by FHG's authorised agents in the course of inspection and monitoring duties.

- 3.3.1.3 In the security-controlled areas, Entitlement Passes must be carried at all times. Visitors must be issued with the necessary security passes. Issuance of Entitlement Passes is subject to the currently valid edition of the airport operator's Security Pass Regulations. Visitors may only enter these areas when under the responsible leadership of an authorised person, observing the applicable security and safety provisions. The airport operator must be informed of visitors to these areas in advance. Aircraft may not be touched.

When dangerous items (Art. 11 Aviation Safety Act) have been brought into to the security-controlled area for the purpose of essential work being carried out by tradespersons or other authorised persons, and insofar as these items are to remain in the security-controlled area during periods of interruption to the work being carried out, the items must be made inaccessible to unauthorised persons.

- 3.3.1.4 Aviation Supervision Office personnel, officers and representatives of the aviation, security, customs, passport and health authorities, German Air Traffic Services and the German Meteorological Service are entitled to enter the facilities and security controlled areas by foot or with their work vehicles in the exercise of their official duties; they should inform the airport operator in advance.

- 3.3.1.5 An aircraft may only be entered with the consent of the aircraft operator.

- 3.3.1.6 Vehicles operating within the security-controlled areas of the airport must, if required to do so by the airport operator, be specially marked and fitted with safety devices.

- 3.3.1.7 The airport operator's written approval is required for every vehicle to be operated in the security-controlled area (application by email to [ausweisstelle@ham.airport.de](mailto:ausweisstelle@ham.airport.de)). This approval may be refused on reasonable grounds. Approval may also, where necessary, be restricted to certain parts of the airport infrastructure.

3.3.1.8 The "Traffic Regulations and Conditions of Entry" issued by the airport operator (see also 3.1.1) are binding for all vehicular traffic.

3.3.1.9 It is mandatory that high-visibility protective clothing fulfilling the current safety standards is worn at all times by all persons on the aprons, on the Manoeuvring Area and in the Cargo Terminal. More detailed regulations are found in FHG's "Safety & Security Regulations" and "Cargo Terminal Usage Regulations".

### 3.3.2 Manoeuvring Area

3.3.2.1 In addition to the consent of the airport operator, entry to the Manoeuvring Area (other than with an aircraft) also requires clearance from German Air Traffic Services. Such approval is issued on an individual, case-by-case basis upon request. Instructions from Air Traffic Services issued by radio, light signals and signalling must be followed in accordance with the regulations governing radio traffic.

3.3.2.2 Documentary evidence must also be provided to Traffic Management in order to prove that the driver has successfully undertaken a runway incursion prevention training course as specified in the "European Action Plan for the Prevention of Runway Incursions (EAPPRI)." The "Notice about verbal radio communications" (in the currently valid edition as published in the Notices for Airmen, NfL) must be observed and all requirements contained therein fulfilled.

Vehicles must be equipped with a Mode-S transponder.

Any driver of a control vehicle, leader vehicle or security vehicle driving on the Manoeuvring Area (= runway system) must be in possession of a "limited authorisation for aircraft radio" (German: "beschränkt gültiges Zeugnis für den Flugfunkdienst (BZF)") issued in the driver's own name or have taken part in a training course determined by FHG. The authorisation or confirmation of training must be shown to Traffic Management. A BZF 2 authorisation shall suffice so long as the frequency required remains in operation.

The airport operator may issue written exemptions from these regulations in individual cases.

3.3.2.3 An officer or representative of one of the authorities listed in clause 3.3.1.4 wishing to enter the Manoeuvring Area, whether on foot or in a vehicle, must, in addition to informing the airport operator, obtain permission from German Air Traffic Services and follow the stipulations of clause 3.3.2.1.

3.3.2.4 The Manoeuvring Area may only be traversed by vehicles which:

- maintain continuous radio contact with Air Traffic Services (Tower) and have their warning lights activated so that all movement can be monitored by Air Traffic Services (Tower), or
- are being led by a leader vehicle, provided the driver of the leader vehicle fulfils the requirements of clauses 3.3.2.1 and 3.3.2.2.

The airport operator can, in agreement with German Air Traffic Services, permit exceptions.

3.3.2.5 Cyclists and pedestrians are generally prohibited from entering the Manoeuvring Area. In areas where the Perimeter Road ("Umlaufstrasse") crosses taxiways or taxilanes, an exemption may be granted in justifiable, exceptional cases and with special conditions applying. Under no circumstances may they deviate from the Perimeter Road ("Umlaufstrasse").

### 3.3.3 Aprons

3.3.3.1 The maximum speed permitted on the aprons is 30 km/h, except where traffic signs explicitly specify otherwise. The speed limit does not apply to emergency services vehicles and equipment clearly identifiable, by means of activated warning lights, as in active deployment for an incident or situation.

3.3.3.2 The aprons may only be traversed by vehicles licensed by the airport operator for the ground handling of aircraft, by leader vehicles, fire trucks, security vehicles, medical and rescue vehicles, site management and maintenance vehicles, snow and ice clearance vehicles and vehicles belonging to the responsible authorities. For all other vehicles, special consent is required from the airport operator.

3.3.3.3 The aprons may only be entered, whether on foot or in a vehicle, by persons in possession of an Entitlement Pass. The Entitlement Pass is issued by the airport operator upon completion of a course of training (clause 3.3.1.1).

3.3.4 The parking, storage and repair of automobiles, other surface vehicles and other items in hangars is subject to the agreement of the airport operator.

### 3.4 Accompanying animals

Animals must be restrained at all times. The only exceptions are for animals being used by the airport operator within the framework of security tasks, by third parties acting on the airport operator's behalf, by the Federal Police or by Customs.

## 3.5 Cargo Terminal Usage Regulations

The current edition of the Cargo Terminal Usage Regulations applies.

## 3.6 Baggage

For security reasons, baggage must not be left unattended. Costs arising from security measures taken because of baggage which was either deliberately or negligently left unattended, along with any further damages arising as a result, may be charged to the person responsible; this also applies to the misuse of emergency facilities including emergency call facilities (see clause 5.5).

## 3.7 Assemblies

Assemblies must not threaten to disrupt the safety, security and proper functioning of airport operations at any time. Assemblies must be held exclusively in areas where there is no risk to the safety, security or proper functioning of airport operations. Any assembly to be held on the airport premises in the terminal areas must be notified in writing to the airport operator (email: FA/VVD@ham.airport.de) a minimum of 48 hours before the public announcement of the assembly; this is in addition to the regulatory requirement to register the assembly with the administrative authority responsible for assemblies and demonstrations. Should the cause for an assembly arise at short notice (urgent assembly), the assembly must be notified to the airport operator no later than when it is publicly announced. Notification of an assembly must include the nature and reason for the assembly, the names of the persons responsible, and details of the location, time and expected number of participants.

## 3.8 Camera monitoring and data protection

Surveillance cameras are installed on the operating premises. In some cases, these have been installed by public authorities. Some of the data recorded is stored.

Cameras are installed on the aprons to aid the airport operator in monitoring activities on taxiways and at parking positions so as to maintain the highest possible safety and security in the authorisation and conduct of taxiing movements and in ground handling activities at parking positions. This results in the collection of personal data (video images) of persons and companies involved in the ground handling process. There is no storage of such data.

The legal basis for data processing is provided by EU-GDPR Art. 6f.

Data from ground handling positions may be made available to all companies involved in the ground handling process for a fee. Companies involved in the ground handling process are required to inform their employees of the video surveillance and to obtain the consent of those employees. This duty applies regardless of whether the respective company itself makes use of the data.

Further information is available from the FHG Data Protection Officer

(datenschutz@ham.airport.de).

## **4. Other Activities**

### **4.1 4.1 (Commercial) activities at the airport**

The airport operator's prior written consent is required for the installation of sales stands, mobile or otherwise, along with the sale or distribution of goods and similar activities, the creation of photographic, video, audio or film recordings for commercial purposes, and for any advertising events, user questionnaires or other surveys. Commercial activity on the airport premises is only permitted on the basis of an agreement with the airport operator. Permits issued are subject to a fee. This also applies to audio and visual recording and broadcasting. A commercial activity is also being practised on the airport premises when it is only being partially practised there.

#### 4.2 Collecting money, advertising, distributing printed material

The airport operator's prior written consent is required before any signage, advertising, notice or similar is posted or installed at the airport, before any advertising or propaganda material or similar is distributed, before any gatherings or assemblies are held, before any (live) music is performed and before any event or similar is held.

All forms of noise nuisance, spraying, writing, drawing, pasting of stickers or posters, soiling and otherwise defacing or misusing fittings, surfaces, ceilings, walls, etc., along with begging, or otherwise harassing airport users and, in particular, excessive use of intoxicating substances are strictly prohibited.

#### 4.3 Storage, provision and transshipment of good/materials

4.3.1 Dangerous Goods in the sense of Art. 27 of the Air Traffic Act ("Luftverkehrsgesetz"), Art. 11 of the Aviation Security Act ("Luftsicherheitsgesetz"), Art. 2(1) and (2) of the Dangerous Goods Transportation Act ("Gefahrgutbeförderungsgesetz") and those regulations enacted to enforce their provisions, in particular nuclear fuels and other radioactive materials may only be stored and transhipped in those rooms authorised for the purpose, under full observance of legal requirements, and only with the consent of the airport operator or its delegated agent. The transshipment of dangerous goods and materials is fundamentally permissible at all aircraft ground handling positions. The airport operator shall announce any restrictions in a suitable manner.

4.3.2 Storage of freight, boxes and cartons, containers, building material, machinery etc. outside of those areas and rooms rented for the purpose is subject to the consent of the airport operator. Freight must be continually supervised.

4.3.3 When dealing with water-hazardous substances, the relevant regulations (e.g. "AwS", the "Ordinance on installations for handling water-polluting substances and on specialist companies") must be observed. (Safety information sheets must be supplied).

4.3.4 The airport operator must be informed of planned storage of water-hazardous materials, and also of the nature and extent of planned interaction with such materials.

4.3.5 Persons dealing with water-hazardous materials are responsible to ensure that the pollution of natural waterways along with other disadvantageous changes in those waterways cannot occur, by observing the applicable legal requirements. Such persons are individually responsible for obtaining permission from, and fulfilling their duty to report to, the relevant authorities. Any official permission granted for the storage, interaction with or usage of water-hazardous materials must be notified to the airport operator.

4.3.6 Throughout the time whilst the transshipment and/or storage of dangerous goods is taking place, a representative of the airline or the shipping agent, able to provide all necessary information relating to the dangerous goods, must be reachable. In the case of an accident involving dangerous goods, the fire brigade must be informed immediately. The fire brigade is responsible for the coordination of response and for the protection against dangers to public safety. Those responsible for causing the incident shall be liable for all associated and resultant costs.

#### 4.4 Construction work

Before commencement, construction work must be agreed with the airport operator sufficiently in advance. The coordination and safety obligations on the part of those carrying out the work must be observed. The special regulations applying to construction work in water protection areas must be observed. The airport operator's permission or approval must be obtained where required for special activities on the operating premises (e.g. working with sources of heat, fire permit, electrical and shaft/excavation work).

### **5. Safety and Security Regulations and EASA Regulations**

5.1 Throughout the airport site (including in leased areas), radio-based means of communication may only be used when they are licensed and the airport operator has expressly agreed to their use (with the exception of aircraft equipment). Radio-based communication in the Manoeuvring Area and radio-coordinated sections of the aprons, except on the roads and parking areas, may only take place using the radio system made available by FHG. This requirement is not affected by the clearance obtained from Air Traffic Services (control tower) (see also clause 3.3.2). All vehicles operating in the above-named areas must be reachable using this radio system, and must therefore be appropriately equipped. Frequencies shall be assigned by the airport operator. Instructions issued by Central Apron Control using these frequencies must be followed immediately.

5.2 It is prohibited to bring items which have not been subjected to a security inspection into the security-controlled area of the airport (e.g. passing post over the fence).

5.3 The safety and security regulations, based on law and/or other statutory provisions (in particular on regulations referred to in these Airport Usage Regulations), and the "Fire Protection Regulations", each in the respective current edition, must be observed at all times.

The airport operator is responsible for operating and maintaining the airport in accordance with regulatory requirements and the principles of technical safety. In accordance with the requirements of ICAO Annex 14 and Annex 19 and of EU Regulation 139/2014, the airport operator has established and operates a Safety Management System (SMS). Persons, companies and authorities are required to cooperate with the provisions of this framework. This cooperation entails an obligation to ensure that, for all activities and processes within their field of responsibility, the regulations and guidelines of the airport operator with reference to the SMS are observed. Details may be found in the Aerodrome Manual. The SMS is subject to continuous enhancement and optimisation. The obligations arising from the SMS may change at any time. Person, companies and authorities are required to ensure they stay informed and abreast of changes as appropriate. The relevant information and documents may be viewed at the airport operator's offices during normal business hours. In the case of violation – especially where the SMS is ignored or dismissed – the airport operator may refuse access to the airport premises or, specifically, to the security-sensitive area, by means of blocking individual airport ID passes or all airport ID passes for the personnel of the company or authority, or by other means.

- 5.4 EASA (the European Aviation Safety Agency) issues binding regulations affecting aviation in the wider sense, serving to ensure and improve security and safety with regard to aviation. Regulations issued by EASA are to be observed. Every delivery or provision of service to the airport operator must conform to the applicable EASA regulations.
- 5.5 The misuse of alarm and emergency equipment (see clause 3.6) is prohibited, as is the filming and photographing of the security checkpoints along with the blocking of rescue and escape routes.

## **6. Objects Found at the Airport**

Items found on the airport premises must be handed over to the airport operator without delay (e.g. at the landside Hamburg Welcome Center or the Auskunft/Information point). The provisions of Articles 965 - 977 of the German Civil Code (BGB) apply.

## **7. Environmental Protection**

### **7.1 Pollution**

Contamination or pollution of airport facilities must be avoided. Overfilling when refuelling already represents an environmental offence. Wherever necessary, oil catchpans must be used. Contamination and pollution must be correctly and properly removed by the persons responsible for causing them; should this not occur, the airport operator may arrange for the removal of the pollution or contamination at the expense of those responsible. Under all circumstances, the Airport Fire Brigade must be informed of the incident without delay (call 112 on internal phones, or +49 40 5075 112 from mobile telephones).

Culpable contamination, mess or soiling may result in a charge of at least €20.00 for cleaning expenses; this also applies to soiling caused by dogs. Proof that the actual damage was less than this is not relevant to this regulation.

## 7.2 Waste Water

7.2.1 Except where the airport operator has ordered otherwise, only normal waste water may be allowed into the waste water drains. The current edition of "General rules for the discharge of waste water into sewerage facilities" applies (Official Gazette / Amtlicher Anzeiger No. 97 from 11 Dec. 2009, pp. 2378f). Discharges which do not consist of normal waste water, along with the relocation of a facility, which will have a significant effect on the nature or quantity of waste water, require without exception official approval from the relevant authorities and the written agreement of the airport operator.

To ensure orderly waste water disposal, the airport operator may establish further regulations. In particular, the airport operator may regulate the quantity and nature of waste water generated by individual airport users. Violators must indemnify the airport operator from third party claims.

7.2.2 Employees of the airport operator shall be granted access to service and operational rooms for the purpose of monitoring and inspecting installations and/or removing improper discharges at all times. The airport operator must be notified about the storage of water-hazardous materials. The airport operator may issue more specific instructions.

7.2.3 Only CFC-free detergents, cleaning materials and lubricants may be used.

7.2.4 Aircraft de-icing material may only be used with the prior permission of the airport operator and only in the areas designated for the purpose. The airport operator shall be informed of the chemical composition of the aircraft de-icing material when permission is applied for. This information shall take the form of an experts report in accordance with Appendix 1 of the document, "De-icing material in waste water from airports Guidelines", produced by the Federal-State Management Group in line with the provisions of Art. 7a of the Water Resources Act (WHG, "Wasserhaushaltsgesetz").

### 7.3 Waste

The production of waste is to be kept to a minimum. Pollutants in waste shall be reduced as far as possible or avoided completely. Searching through rubbish bins and waste containers along with taking items from them is strictly prohibited, as is the disposal of waste other than in the containers provided for the purpose or in any other way causing any form of contamination or mess. The collection of bottles or cans with refundable deposit from waste containers and other such containers is also prohibited. FHG tolerates such collection of bottles or cans provided it does not cause any significant disruption for users of the airport and persons working at the airport. FHG is entitled to forbid individuals or all persons from collecting bottles and cans at any time when this is in the interest of airport operations. For more specific information and regulations, see the current edition of the "Waste Disposal Regulations" (Appendix 1).

### 7.4 Air Pollution

7.4.1 Motors should only be left running when it is absolutely necessary.

7.4.2 As of 1 December, 2013, irrespective of the place of manufacture, the motors deployed in vehicles and equipment must, at the time of entering service within the airport premises, fulfil the European and EuroMot Regulations appropriate to the year of manufacture. Other than in exceptional circumstances, vehicles and equipment being newly deployed on the airport premises should not be older than five years.

7.4.3 Smoking outside the specially marked smoking zones and smoking cabins is prohibited. This also applies to e-cigarettes and similar products.

### 7.5 Reduction of energy consumption levels

Flughafen Hamburg GmbH is certified according to EMAS, ISO 14001 and the Airport Carbon Accreditation scheme. One of the aims of these certification programmes is the ongoing reduction of energy consumption and/or the attainment of climate-neutral growth. Every user of the airport site is therefore required to be careful in the use of energy.

**8. Insurance**

Any company engaging in commercial or other activities at the airport must have sufficient operational liability insurance and environmental liability insurance. For vehicles deployed in the security-controlled area, third party liability insurance with the highest possible coverage level must be taken out to cover the operation of the vehicles on the airport site.

**9. Violation of the Airport Usage Regulations and Authorisations**

9.1 Any violation of these Usage Regulations or of instructions issued by the airport operator on the basis of these Usage Regulations may result in expulsion and banning from the airport premises, criminal prosecution and/or damage claims.

9.2 In such cases where the operational processes at the aerodrome are endangered or interrupted by behaviour imputable to a service provider or self-handling carrier (according to Art. 2 of BADV) or where the requirements of Art. 8 of BADV are not fulfilled, the Airport Operator is entitled to take whatever actions are necessary. The service provider or self-handling carrier involved in the situation shall be given the opportunity to make a statement in advance. The airport operator's right to terminate the contractual relationship with the service provider or self-handling carrier without notice remains unaffected by these provisions. (Art. 10 Para. 2 BADV).

9.3 All agreements, licenses and permissions required by these Usage Regulations must be obtained in advance.

**10. Place of Fulfilment and Competent Jurisdiction**

The place of fulfilment and the competent jurisdiction for obligations and legal disputes arising from these Usage Regulations is Hamburg.

**11. Person Authorised to Accept Service of Documents**

Aircraft operators neither resident nor having a registered branch office in Germany must nominate for the airport operator upon demand a person authorised to accept service of documents.

**12. Reservation of the Right to Modification**

The airport operator reserves the right to make changes and amendments to the Airport Usage Regulations, in particular when such is required because of the public law status of the airport (including the airport operating license).

This edition is effective as of 1 August 2018 and shall be published accordingly in NfL I. The edition published in NfL I 1-1031-174 is hereby annulled from the date on which this edition comes into force.

Hamburg, 24 July, 2018

Flughafen Hamburg  
Gesellschaft mit beschränkter Haftung

Michael Eggenschwiler  
Chief Executive Officer

Manfred Schernus  
Authorised Signatory

Hamburg, 31 July 2018

Approved:

Dr Judith Reuter

Seidel on behalf of Dr Olaf Pawlitzki

Free and Hanseatic City of Hamburg  
Department of Economic Affairs, Transport and Innovation  
Office of Innovation and Structure Policy, Small Business, Port  
Office for Aviation Policy, Aviation Administration,  
Aviation Safety Authority, Air Legislative Planning Authority