



**KAPITI
COAST
AIRPORT**

Operational Conditions of Use

Kapiti Coast Airport Holdings Ltd

AMENDMENT RECORD SHEET

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1. GENERAL

1.1 INTRODUCTION

This Operational Conditions of Use document is produced under the auspices of Kapiti Coast Airport Holdings Ltd (KCAHL). Some parts are descriptive and directive to pilots, operators and other users (the “Users”) who use Kapiti Coast Airport (the “Airport”). It brings together information and practices that have evolved over time including information that has appeared in a variety of publications.

Any user that elects to use the airport and its facilities agrees to comply with these Operational Conditions of Use.

Kapiti Coast Airport is a busy aerodrome that requires the utmost co-operation between Users to enable safe, orderly and expeditious flow of traffic.

This document is freely available on the Kapiti Coast Airport website to all Users and other interested persons:

kapiticoastairport.co.nz/Pilot-Information

This document will be updated periodically to reflect any changes that KCAHL determines are in the best interests of the safe and efficient operation of the Airport and its environs.

PLEASE NOTE: Time references throughout this document are in local time, not UTC.

DISCLAIMER: Policies, procedures, rules, restrictions, limitations and operational conditions contained herein **DO NOT** supersede any rules or limitations promulgated by the CAA or AIPNZ.

While every effort has been made to ensure the accuracy of all information in this document, the changing nature of aviation requirements could result in sections of this publication becoming outdated. In the event of conflict, Civil Aviation Rules and the AIPNZ take precedence.

For further information, or to advise of any alterations, revisions or inclusions that you consider may be appropriate, please contact:

Post: The Airport Manager
Kapiti Coast Airport Holdings Ltd
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Paraparaumu 5032

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1.2 ABBREVIATIONS

| | |
|--------------|---|
| AC | Advisory Circular(s) – <i>issued by the CAA</i> |
| AEP | Airport Emergency Plan |
| AFIS | Aerodrome Flight Information Service (<i>Airways Corporation of New Zealand Limited</i>) |
| AGL | Above Ground Level |
| AIPNZ | New Zealand Aeronautical Information Publication |
| AMSL | Above Mean Sea Level |
| ANMP | Airport Noise Management Plan |
| AVGAS | Aviation Gasoline |
| AVTUR | Aviation Turbine Fuel (Jet-A1) |
| CAA | Civil Aviation Authority of New Zealand |
| CAR | Civil Aviation Rule(s) – <i>issued by the CAA</i> |
| COF | Certificate of Fitness |
| ECT | Evening Civil Twilight (<i>sunset</i>) |
| EPA | Environmental Protection Authority |
| FATO | Helicopter Final Approach and Take-off Area |
| FOD | Foreign Object Debris |
| HSNO | Hazardous Substances and New Organisms Act 1996 |
| HSWA | Health and Safety at Work Act 2015 |
| IATA | International Air Transport Association |
| ICAO | International Civil Aviation Organisation |
| IFR | Instrument Flight Rules (<i>aircraft operating under instrument rules and procedures</i>) |
| JSA | Job Safety Analysis |
| KCAHL | Kapiti Coast Airport Holdings Limited |
| MCT | Morning Civil Twilight (<i>sunrise</i>) |
| MOU | Memorandum of Understanding |
| NORDO | An aircraft flying without a radio, or has experienced a radio failure in flight |
| NOTAM | Notice to Airmen (<i>or Airwomen</i>) |
| NZPP | ICAO designated airport code for Paraparaumu Aerodrome (<i>Kapiti Coast Airport</i>) |
| OSH | Occupational Safety and Health |
| PAL | Pilot Activated Lighting |
| PAPI | Precision Approach Path Indicator (lights) |
| PCBU | Person Conducting a Business or Undertaking |
| RPAS | Remotely Piloted Aircraft System (<i>'Drone' / 'UAV'</i>) |
| SAA | Sports Aircraft Association |
| SC | Safety Certificate |
| SDS | Safety Data Sheet |
| SSSP | Site Specific Safety Plan |
| SWMS | Safe Work Method Statement |
| TLOF | Helicopter Touch-down and Lift-off Area |
| VFR | Visual Flight Rules (<i>aircraft operating under visual rules and procedures</i>) |
| WOF | Warrant of Fitness |

1.3 DEFINITIONS

| | |
|--|---|
| Aerodrome, Airport or Kapiti Coast Airport: | All that area of land located in and around 60 Toru Road, Paraparaumu that is designed and intended to be used either wholly or partly for the landing, departure, and surface movement of aircraft, and includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the Airport or its administration. |
| Airport Manager: | The Airport Manager of Kapiti Coast Airport. |
| Airside or Airside Operational Area: | All that area within the Airport's security perimeter fence provided for the safety of aircraft operations that includes operational, movement and safety areas, any ground installation or facility, adjacent terrain and buildings or portions thereof, where access to which is restricted. |
| Apron(s): | Those areas intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, refuelling, parking or maintenance. |
| Authority: | A person or organisation having regulatory power or control such as the Civil Aviation Authority (CAA), NZ Police, WorkSafe NZ. |
| Contractor or Subcontractor: | Any person or business contracted directly or indirectly to undertake works or services at the Airport, such as construction, repairs, maintenance, inspections, surveying, deliveries, or any other service. |
| Landside: | All that area outside the Airport's security perimeter fence to which the general public has unrestricted general access that includes car parks, vacant land, open spaces, adjacent terrain and buildings or portions thereof, where access to which is not restricted. |
| Manoeuvring Area: | That part of the Airport used for the take-off, landing and taxiing of aircraft, but does not include maintenance areas and aprons. |
| Movement Area: | That part of the Airport used for the take-off, landing and taxiing of aircraft, consisting of the Manoeuvring Area, maintenance areas, and aprons. |
| Operator: | Any person, business or organisation undertaking an activity or operation on or in the vicinity of the Airport, that includes but is not limited to, aircraft operators, maintenance providers, air traffic service providers, or other organisations certificated by the CAA in accordance with Civil Aviation Rules (CAR), Contractors or Subcontractors. |
| Pilot-in-command: | The pilot responsible for the operation and safety of an aircraft. |
| Runway(s): | A defined rectangular area on the Airport prepared for the landing and take-off of aircraft. This includes: <ul style="list-style-type: none"> • Paved Runway 16/34 (1187 x 45m); • Grass Runway 16/34 (555 x 30m); • Grass Runway 30 (485 x 35m). |
| Runway Strip: | A defined rectangular area, the central portion of which includes the runway along its length, that is to provide obstacle protection for aircraft during take-off or landing operations. |
| Safety Manager | The Safety Manager of Kapiti Coast Airport |
| Taxiway(s): | A defined grass or paved path for aircraft on the Airport connecting runways with aprons, hangars, terminals and other facilities. |

User: Any Operator (including Contractors or Subcontractors), any Operator’s employee, pilot, aircraft owner, club member, worker, or any other person using, operating or associated with any aircraft, vehicles, equipment or Airport facilities.

1.4 KAPITI COAST AIRPORT HOLDINGS LIMITED

- 1.4.1 Kapiti Coast Airport Holdings Limited (KCAHL) is the privately owned operator of Kapiti Coast Airport, also known as Paraparaumu Aerodrome. The allocated ICAO airport code is NZPP.
- 1.4.2 KCAHL is the holder of a Civil Aviation Rule Part 139 Aerodrome Operator Certificate issued by the Civil Aviation Authority (CAA).
- 1.4.3 Kapiti Coast Airport is a privately owned aerodrome.
- 1.4.4 Kapiti Coast Airport is a non-security designated aerodrome.
- 1.4.5 KCAHL is an “Airport Authority” in terms of Section 2 of the Airport Authorities Act 1966.
- 1.4.6 KCAHL is a network utility operator within the definition of that term in Section 166 of the Resource Management Act 1991 and has gazetted approval as a Requiring Authority under that Act.
- 1.4.7 As an Airport Authority, KCAHL has the authority to:
- Establish and carry on, maintain or manage the Kapiti Coast Airport activities.
 - Improve, add to, alter or reconstruct the Airport or any part thereof.
 - Operate and manage the Airport as a commercial undertaking.
 - Enter into and carry out any agreement or arrangement, necessary for the exercise of any power or function as conferred by the Airport Authorities Act 1966.
 - Make by-laws effective within the Airport boundaries.
 - Change and or set such fees, charges and dues, after consultation with the defined Users of the Airport, for the use and operation of the Airport, its services or associated facilities.
 - Promulgate rules for use of Airside Operational Areas.
- 1.4.8 KCAHL provides facilities and services at Kapiti Coast Airport for use by Users.

1.5 LIMITATIONS AND OPERATIONAL CONDITIONS

- 1.5.1 **Civil Aviation Rule (CAR) 91.127 – Use of Aerodromes** states: *“No person may operate an aircraft at an aerodrome unless – (1) that person complies with any limitations and operational conditions on the use of the aerodrome notified by the aerodrome operator...”*
- 1.5.2 The limitations and operational conditions contained in this document set out the standards and operational procedures under which Users shall use the facilities and services at Kapiti Coast Airport.
- 1.5.3 The limitations and operational conditions shall continue in force until amended or waived by KCAHL.
- 1.5.4 The limitations and operational conditions will be deemed to be varied to the extent necessary to give effect to any restrictions, instructions, directions or orders published from time to time in the Aeronautical Information Publication New Zealand (AIPNZ). These are available to view in the AIPNZ Volume 4 – NZPP AD2, and on the AIPNZ website – aip.net.nz > *Aerodrome Charts: Paraparaumu*.

- 1.5.5 In the event of an inconsistency between the limitations and operational conditions contained in this document and any legislation or direction by any Authority, the legislation or direction by any Authority will prevail.
- 1.5.6 KCAHL may amend or waive any of the limitations and operational conditions at any time:
- after consultation with an Operator or relevant industry body; or
 - where required by law; or
 - where KCAHL considers such amendment or waiver is reasonably necessary or desirable in the circumstances.
- 1.5.7 Where KCAHL agrees to amend or waive any of the limitations and operational conditions, it will do so:
- by entering into a variation agreement in writing with an Operator; or
 - with immediate effect if:
 - a) a change to any legislation occurs; or
 - b) a mandatory direction is issued by any Authority; or
 - c) to give effect to any specific corrective or preventative action in relation to hazards, to the extent necessary to give effect to such legislative change, direction or action.

1.6 BREACH OF LIMITATIONS AND OPERATIONAL CONDITIONS

- 1.6.1 If a User does not comply with any of the limitations and operational conditions or any applicable safety or security requirements KCAHL may give the User 7 days' notice in writing requiring the User to comply with the relevant obligation or cease using the facilities and services. KCAHL may also refuse to allow the User access, or limit the User's access to the Airport.
- 1.6.2 Nothing in this clause limits KCAHL's right to take any other action that may be available to KCAHL.

1.7 USING KCAHL FACILITIES AND SERVICES

- 1.7.1 When using KCAHL facilities and services at Kapiti Coast Airport, Users shall comply with:
- all legislation, including the Health and Safety at Work Act 2015 and associated Regulations and Guidelines;
 - all NZ Civil Aviation Authority rules;
 - all directions from any Authority;
 - all applicable rules, limitations and procedures contained in the AIPNZ – NZPP AD2;
 - the limitations and operational conditions contained in this document;
 - the Airport Emergency Plan (AEP);
 - all directions related to pavement restrictions;
 - local flying restrictions;
 - Kapiti Coast Airport noise abatement procedures as per Civil Aviation Rule Part 93E (Paraparaumu Aerodrome) and AIPNZ – NZPP AD2;
 - any other conditions, instructions, orders, procedures and directions issued by KCAHL which are necessary for the safe and/or efficient day to day operation of activities at Kapiti Coast Airport.

1.7.2 Users shall not do anything that causes KCAHL to be in breach of any legislation or in contravention of a direction by any Authority.

1.7.3 KCAHL is not responsible for the security of a User's aircraft or other property.

1.8 PROHIBITED AIRCRAFT AND ACTIVITIES

1.8.1 No person shall operate the following aircraft at Kapiti Coast Airport without the prior permission of the Airport Manager:

- Gliders.
- Hot air balloons.
- Model aircraft.
- Gyrocopters.
- Remotely Piloted Aircraft Systems (RPAS).

1.8.2 No person shall perform the following activities at Kapiti Coast Airport without the prior permission of the Airport Manager:

- Aerobatics.
- Parachuting.
- Banner towing.
- Single engine simulated engine failure after take-off during the hours of darkness (ECT to MCT).
- Simulated engine failure after take-off below 500ft AMSL unless the aircraft remains above the runway throughout, and that the aircraft after the exercise returns to 500ft AGL or above as quickly as possible.
- Helicopter training or repetitive helicopter circuits.
- Helicopter practice auto-rotations
 - When approved they are to be conducted within the FATO area only and with an entry height of 800ft. Helicopters should make a radio call on final approach when performing an auto-rotation.
 - Helicopter practice auto-rotations must not be initiated if other aircraft are established on finals, upwind, or on Runways 16/34 (grass and paved).
- Helicopter 'sling loading' or 'slope landing' –
 - a) within the boundaries of the Airport. Where approved the operation may only be conducted for a short duration; or
 - b) within the vicinity of the Airport, unless the prior permission of the land owner over whose property the activity is to be conducted has been obtained, the operation is well clear of the Airport, the Airport's published circuits and other aircraft operations, and the Airport Manager is notified prior to the activity taking place.
- Any activity or operation undertaken by a new Airport based Operator, or an existing Airport based Operator in addition to their current approved operations, without prior approval from KCAHL.

1.9 MOVING AIRCRAFT

- 1.9.1 KCAHL may, (subject to any operational guidelines issued for the use of facilities and services) direct a User to move an aircraft to another position at the Airport, or remove an aircraft from the Airport at the User's cost and within a specified time, being a period that KCAHL considers to be reasonable.

1.10 AERODROME FLIGHT INFORMATION SERVICE (AFIS)

- 1.10.1 Kapiti Coast Airport has an Aerodrome Flight Information Service (AFIS) operated by Airways NZ on 118.30 MHz.
- 1.10.2 From information received and visual observation, the AFIS provides **advice** and **information** only for the purpose of the safe and efficient operation of:
- aircraft landing and taking off, or flying in the vicinity of the Airport;
 - aircraft, vehicles, and persons, operating on the manoeuvring area;
 - and any obstructions on the manoeuvring area.
- 1.10.3 Standard hours of operation are published in the AIPNZ Supplement and by Notice to Airmen (NOTAM) for temporary amendments.

1.11 AIRPORT CLOSURE OR SERVICES UNAVAILABLE

- 1.11.1 KCAHL will endeavour to keep facilities and services at the Airport available for use, however KCAHL may limit, restrict or prevent access or use of the Airport or any facilities or services at any time where considered necessary:
- for operational purposes;
 - for maintenance purposes;
 - for development works;
 - for special events;
 - in the event of any circumstances beyond KCAHL's reasonable control;
 - where KCAHL is required to do so by any legislation or direction by any Authority.
- 1.11.2 To the extent reasonably practicable, KCAHL will endeavour to notify Users before any service or facility at the Airport is declared unavailable. KCAHL will endeavour to balance the needs of all Airport Users when deciding to declare any part or the Airport unavailable for use.
- 1.11.3 KCAHL is not liable to reimburse Users for costs incurred as a result of services or facilities not available for use.

1.12 AIRPORT EMERGENCY PROCEDURES

- 1.12.1 Detailed Kapiti Coast Airport emergency procedures are contained in the Kapiti Coast Airport - Airport Emergency Plan (AEP). This manual is distributed to all Operators based at Kapiti Coast Airport, and is also available to view on the Kapiti Coast Airport website – kapiticoastairport.co.nz/Pilot-Information
- 1.12.2 The Kapiti Coast Airport AEP contains emergency response plans for:
- KCAHL
 - Fire and Emergency NZ
 - NZ Police

- Ambulance Service
- AFIS
- Operators

and is to be read in conjunction with the Emergency Procedures and Standard Operating Procedures belonging to each.

1.13 FLY FRIENDLY CODE OF CONDUCT

1.13.1 KCAHL operates a Fly Friendly programme at Kapiti Coast Airport.

The Fly Friendly procedures are implemented with the support of the aviation community at Kapiti Coast Airport. The implementation of the Fly Friendly procedures is subject to safety and operational considerations. For further information, refer to the Kapiti Coast Airport website – kapiticoastairport.co.nz/Pilot-Information

1.13.2 The aim of the Fly Friendly programme is to promote a harmonious relationship between aviation activities and the Airport's neighbours.

1.13.3 The Fly Friendly programme aims to encourage safe flying behaviour while minimising the impact of aircraft operations on the surrounding community and without unduly restricting the use of the Airport.

1.13.4 Kapiti Coast Airport is a busy aerodrome. Many people flying from and in vicinity to the Airport do not hold full pilot licences as they are undertaking training. In such an environment this may result in delays or frustrations for some Operators.

To this end KCAHL encourages those using Kapiti Coast Airport to adhere to the following elements of good aviator practice:

- Show patience and tolerance towards other Users.
- Be considerate to all other Users and local residents by exhibiting a professional attitude and a high standard of airmanship.
- Listen out before transmitting.
- Clearly explain intentions using standard RTF phraseology and accurate position reports.
- Allow sufficient spacing for commercial aircraft to arrive or depart the Airport without delays.
- Remain vigilant and ensure situational awareness remains high at all times. Confirm there is no conflicting traffic prior to entering a runway.
- All pilots should be briefed and familiar with NZPP pages from AIPNZ Volume 4.
- Ensure up to date weather and NOTAMs have been checked.
- Adhere to the provisions of the Operational Conditions of Use at all times, except when flight safety considerations override.
- Comply with noise abatement procedures unless operational safety will be compromised.
- Conform to the rules with operating within the MBZ (refer CAR 91.135).
- Avoid unnecessary radio chatter (local aircraft traffic is inherently busy).

2 SAFETY AND SECURITY

2.1 HEALTH AND SAFETY AT WORK ACT 2015

2.1.1 All Users are required to adhere to the **Health & Safety at Work Act 2015 (HSWA)** and associated Regulations and Guidelines.

The following links provide details on the HSWA requirements –

- worksafe.govt.nz/laws-and-regulations/acts/hswa
- hsu.caa.govt.nz/assets/Uploads/Worksafe-Introduction-to-HSWA.pdf

2.1.2 All Operators (including Contractors) must ensure, so far as is reasonably practicable, that their workplace, the means of entering and exiting their workplace, and anything arising from their workplace are without risks to the health and safety of any person.

2.2 AIRPORT AIRSIDE SAFETY

2.2.1 No person (including employees of Operators, pilots, aircraft owners, club members, visitors, Contractors, Subcontractors) shall enter the Airside Operational Area unless they adhere to the following:

- the **HSWA** and associated Regulations and Guidelines (where applicable); and
- all applicable rules promulgated by the CAA and AIPNZ including NZPP AD-2; and
- the limitations and operational conditions contained in this document; and
- all observed safety and security signs or notices; and
- any instructions or directions given by KCAHL.

2.2.2 All Users must maintain a safety conscious attitude to all aspects of their operations including safety of their employees, visitors, the public, Contractors and other workers, facilities and equipment.

2.2.3 All Users must provide their visitors or Contractors with a safety briefing prior to first entering the Airside Operational Area to inform them of hazards that may be present, e.g. aircraft. All persons must wear a high-viz safety vest in accordance with clause 2.3.2.

2.2.4 All Users must report any safety related incident, near miss incident, or occurrence in accordance with clause 2.4.

2.2.5 The utmost caution is required to avoid any situation that could result in injury to persons or damage to aircraft, facilities and equipment. Extreme care is necessary at all times particularly in the vicinity of aircraft propellers. A slowly turning propeller will have sufficient energy to inflict serious injury or death on impact with a person.

2.2.6 Users should ensure the aircraft anti-collision lights and/or beacon is used as a danger warning to workers and visitors, and it is essential that this warning is always understood and heeded.

2.2.7 When the aircraft anti-collision lights and/or beacon are on:

- immediately prior to engine start, persons must immediately move away clear of the extremities of the aircraft;
- on arrival persons must not approach the aircraft forward of the main wing until propellers are completely stopped and the anti-collision lights and/or beacon are turned off.

2.2.8 Aircraft and baggage trolleys may only be moved towards an aircraft after it has come to a complete standstill, the engines shut down with propellers stopped and the anti-collision lights and/or beacon are turned off.

- 2.2.9 Foreign Object Debris (FOD) is the responsibility of everyone who operates in the Airside Operational Area. FOD is any object that could damage or endanger an aircraft. Common types of FOD include small and large pieces of breaking pavement, any rubbish such as plastic, cans, tools, etc. Any loose material is a hazard to aircraft and must be picked up immediately and securely disposed of.
- 2.2.10 Ground equipment is to be parked with brakes on (if fitted) or made secure by other means, at a safe distance clear of aircraft taxiing.
- 2.2.11 Smoking is strictly prohibited within the Airside Operational Area.

2.3 AIRPORT AIRSIDE SECURITY

2.3.1 Authority to access the Airside Operational Area.

The following persons are authorised to be Airside at Kapiti Coast Airport:

- a) Kapiti Coast Airport employees or employees of Operators approved by KCAHL who need to be Airside in the course of their duties;
 - b) Persons with statutory authority to be Airside who hold the appropriate delegations and identification;
 - c) Passengers embarking or disembarking from flights who must remain under the control and supervision of the Pilot-in-command or a person authorised in clause 2.3.1 (a) or (b);
 - d) Visitors, club members, or other persons without appropriate delegations and identification who must remain under the control and supervision of a person authorised in clause 2.3.1 (a), (b) or (f);
 - e) Emergency services responding to an Airport emergency or participating in emergency training;
 - f) Contractors or other persons as authorised by the Airport Manager or Safety Manager operating in accordance with instructions given.
- 2.3.2 During the periods the Airport is unattended Users are reminded of the responsibility they have to be observant and ensure that security access gates are closed and locked.
 - 2.3.3 All persons operating within the Airside Operational Area must wear a high-viz safety vest, and establish two-way communication with AFIS if operating anywhere beyond an apron or facility.
 - 2.3.4 Users must escort their passengers and visitors at all times and take due caution around any equipment, vehicle or aircraft.
 - 2.3.5 Users must ensure no passenger or member of the public is able to enter Airside unattended through an Operator's facilities, and/or is left unattended Airside.
 - 2.3.6 No other persons without appropriate security identification are permitted to be in the Airside Operational Area.
 - 2.3.7 All security gates must be closed and locked if not being used at any given time by an authorised person or vehicle.
 - 2.3.8 All Users shall adhere to the rules applying to Airside access and actively bring these to the attention of their employees, visitors and membership (if applicable), and mandate strict adherence. The successful management of Airside access by all is essential to ensure that a continual high level of security and safety on the Airport is maintained without the need for further restrictions.
 - 2.3.9 Users shall immediately report suspicious or unauthorised persons to the Airport Manager, AFIS or Police.

2.4 INCIDENT AND OCCURRENCE REPORTING

- 2.4.1 All Users must report any incident, near miss incident, or occurrence (including bird strikes and near strikes) to the Airport Manager as soon as practicable and not more than 48 hours following the event regardless of its magnitude.
- 2.4.2 Reports for any incident, near miss incident, or occurrence to the Airport Manager shall be in writing via email. In addition, the Airport Manager is to be notified of any serious incident or near miss incident without delay via telephone.
- 2.4.3 Users shall carry out their own investigation into all incidents, near miss incidents, or occurrences they are party to without delay. This is important to provide a more comprehensive understanding of the risks associated with the activity to help prevent future workplace accidents or near misses that have the potential to cause illness or injury.
- 2.4.4 Users are expected to report incidents and regulatory non-compliance in accordance with their requirements under CAR Part 12.
- 2.4.5 Where information is requested from the Airport Manager for investigation of any incident or occurrence in accordance with CAR Part 12 and Part 139, such details and any follow up actions taken by the User are to be forwarded to the Airport Manager in writing in a timely manner.
- 2.4.6 Where necessary, KCAHL may as a result of any incident or occurrence, or actual or alleged breach of Civil Aviation or Airport rules, determine and implement without prior notice measures to ensure the safety and security of Airport operations.
- 2.4.7 Users or Contractors must notify WorkSafe NZ when certain work-related safety events occur. A notifiable safety event includes where any of the following occurs as a result of work:
- a death;
 - a notifiable injury (*someone that has been seriously injured as a result of work or in a place of work*);
 - a notifiable illness (*someone that has become seriously ill as a result of work*); or
 - a notifiable incident (*a serious or immediate risk to the health and safety of any person because of an unplanned or uncontrolled work incident*).

The following link provides a summary of Notifiable Event reporting requirements:

- [worksafe.govt.nz/notify-worksafe](https://www.worksafe.govt.nz/notify-worksafe)

2.5 WORKS

- 2.5.1 Users including Contractors must ensure any works (includes construction, repairs or maintenance on any building, facility, aircraft, vehicle, equipment or land) on KCAHL owned property (including Airside and Landside areas, Airport buildings, leased office space or buildings, leased land with tenant owned buildings) are planned and managed sufficiently to meet the obligations of the HSWA, in particular the obligations of a Person Conducting a Business or Undertaking (PCBU).

As a PCBU, Operators are required to ensure, the health and safety of workers. This includes their employees, Contractors, and Subcontractors. Operators shall ensure that their workers have the required systems and capability to keep people safe in accordance with the requirements set out in the legislation.

As the owner of the land, and in some cases buildings, KCAHL has a responsibility as a PCBU to ensure these safety obligations are met, and will do so by regular monitoring and performing due diligence as required.

- 2.5.2 All Operators (including Contractors) seeking to undertake such works shall provide suitable and sufficient health and safety information to KCAHL. In most cases this will be provided by the Contractor or Subcontractor engaged to do the work.

This shall include:

- a) At a **minimum**:
 - **Health and Safety Policy** for the parties carrying out the works;
 - **Hazard/Risk Register** with listed hazards and risks applicable to the work, and work site etc;
 - Copies of applicable **Insurances** per clause 2.5.3 below;
 - Any **other documentation** as requested by KCAHL (may include those in (b) below).

- b) In addition to 2.5.2 (a) above, for all regular work, and/or work that is determined by KCAHL as **hazardous risk** (*includes but not limited to working at heights above 2.0 meters, working with vehicles or machinery, working with power equipment, hot works, confined space entry*) the following shall be provided:
 - **A Site Specific Safety Plan (SSSP)**;
(Note: KCAHL can provide a SSSP template or the current [SiteSafe SSSP](#) template may be used)
 - **Safe Work Method Statements (SWMS)**;
(Note: if unavailable, a JSA identifying all the tasks associated with the works will suffice)
 - **Job Safety Analysis (JSA)** specific to the work site. Can be included in a SSSP or SWMS;
(Note: a JSA shall detail the inherent risks associated with the tasks (worst case scenario without safety measures in place) and the controlled risks (once mitigation measures are put in place) using the appropriate consequences and likelihoods)
 - **Evidence of Training and Competency** for those persons undertaking hazardous work;
(i.e: Working at Heights qualification, EWP Certificate, Electrical Trade Certificate, Hazardous Substance Handling Licence, Confined Space Entry)
 - **Public Management Plan** for any hazardous works undertaken in publicly accessible places;
 - **Traffic Management Plan** for any works in proximity to moving vehicles on Airport roads and driveways;
 - Copies of **WorkSafe Particular Hazardous Work Notifications** for all notifiable work, lodged within 7 working days of the work commencement date.
(Note: the HSAW Act requires an employer as well as the person who controls a place of work to notify WorkSafe of certain work that is more than usually dangerous before it is started. Refer to the WorkSafe NZ website – worksafe.govt.nz/notifications/hazardous-work)

- c) In addition to 2.5.2 (a) and (b) above, for all work that is determined by KCAHL as significant work and/or **critical risk** (*includes but not limited to working at heights above 5.0 meters, working with multiple heavy vehicles or machinery*) the following shall be provided:
 - **Contractor Prequalification** (*Note: WorkSafe has clarified that prequalification is one of five critical steps in good contractor management in its best practice contractor management guideline. KCAHL recommends Contractors undertake this process through Prequal – prequal.co.nz*);

2.5.3 Operators (including Contractors and Subcontractors) must provide documentation to demonstrate that satisfactory insurances are in place (*i.e: public liability, professional indemnity, and vehicle insurances as applicable*).

- 2.5.4 Contractors and Subcontractors need to be able to demonstrate to Operators and KCAHL that they understand the legal obligations they have under the HSWA and have systems in place to ensure they can work safely, protecting their own workers and sub-contractors, and the Operator's workers.
- 2.5.5 All planning for works shall establish the worker's commitment to safety, demonstrate good systems to identify and manage risks, and the capability to work safely.
- 2.5.6 All health and safety documentation provided must be approved by KCAHL prior to the work being undertaken.

2.6 HAZARDOUS SUBSTANCES AND CHEMICALS

- 2.6.1 Any substance or chemical that triggers controls under the **Health and Safety at Work (Hazardous Substances) Regulations 2017** and the **Hazardous Substances and New Organisms Act 1996** (herein together referred to as the "**Hazardous Substance Regulations**") must be managed by the Operator (including Contractors) in full accordance with the both of the Hazardous Substance Regulations and any other relevant Regulations. This includes the transport, handling, storage, labelling and disposal of the product.

Examples of such substances and chemicals are (but not limited to):

- fuels e.g. AVGAS, Jet-A1;
- oils and lubricants;
- paints and thinners;
- flammable gases and liquids.

The following links provide useful information on the Hazardous Substance Regulations –

- [worksafe.govt.nz/topic-and-industry/hazardous-substances](https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances)
- [hazardoussubstances.govt.nz](https://www.hazardoussubstances.govt.nz)

- 2.6.2 The storage, handling, and disposal of any hazardous substance or chemical which may be detrimental to the health or safety of any person must be in accordance with the approved code of practice for the management of substances hazardous to health in the place of work, and all statutory regulations including specific Environmental Protection Authority (EPA) requirements and adherence to the Hazardous Substance Regulations.
- 2.6.3 All Operators (including Contractors) are required to maintain an up to date register of hazardous substances or chemicals. That register is to be held on site where any hazardous substances or chemicals are located on the Airport. When requested for this information, Operators (including Contractors) shall provide this in writing to KCAHL, without delay.
- 2.6.4 A register of hazardous substances or chemicals shall contain applicable Safety Data Sheets (SDS), be less than two years old, be assessed for any additional first aid consumables, and include:
 - the trade and technical name of the product;
 - the category and other applicable details of the substance being stored;
 - the volume of the substance being stored;
 - its location on site;
 - the means of storage;
 - the hazard(s) and health risks the substance presents and the controls that are in place.
- 2.6.5 All copies of Hazardous Substance Regulations registration reports and certificates are to be provided to KCAHL in writing within 14 days of issue, or at KCAHL's request. Any further Hazardous Substance Regulations information requested by KCAHL shall be promptly provided.

- 2.6.6 Jet A-1 or AVGAS fuel storage and mobile fuel tankers operated by any User and/or any refuelling agency must comply and be maintained at all times with applicable current regulatory requirements, specifications, procedures and maintenance manual regimes. Any person operating such equipment must be appropriately trained and competent. **Static leads must be used when refuelling.**
- 2.6.7 Copies of any updates to an Operator's procedures and maintenance manual shall be provided to KCAHL within 14 days of the update.
- 2.6.8 Jet-A1 or AVGAS fuel storage and mobile tankers are not permitted to be parked or stored on Airport property (Landside and Airside) unless:
- a) they are approved prior by KCAHL; and
 - b) a copy of the Operator's procedures and maintenance manual for the storage or mobile tanker is provided and acceptable to KCAHL prior; and
 - c) if required by KCAHL, be sufficiently banded to accommodate in excess of the full contents of the fuel stored; and
 - d) have a suitable spill kit to handle the contents of the fuel stored; and
 - e) if a mobile fuel tanker, meet the requirements of clause 5.5 below (Trailers and Trolleys).
- 2.6.9 Unless otherwise required by KCAHL, clause 2.6.8 (a) and (b) does not apply to fuel storage and mobile tankers only for the time necessary to carry out the refuelling of the fuel storage or mobile tanker.
- 2.6.10 Hazardous substances and chemicals, including storage of fuels in containers (*i.e. jerry cans*) shall:
- a) be stored in a suitable and secure container with a capacity of no more than 25 litres, that is clearly labelled for the contents within; and
 - b) be stored in a suitable and secure location (*i.e. locked cabinet*); and
 - c) not be accessible to any unauthorised persons; and
 - d) if the combined quantity of the hazardous substances and chemicals (including fuels) in the container or containers held are greater than **50 litres**:
 - i. require prior approval from KCAHL before storage on the Airport; and
 - ii. require a Location Compliance Certificate from WorkSafe NZ; and
 - iii. be sufficiently banded in accordance with 2.6.8 (c) above; and
 - iv. if a flammable liquid (*i.e. AVGAS or JET-A1*), stored in a secure storage facility not within any Airport building (*i.e. a standalone shed or container*) approved by KCAHL, or a suitable fire-proof cabinet designed for the storage of the fuel or hazardous chemical and its quantity.
- 2.6.11 Refer to clauses 4.4.6 and 4.4.7 for handling of waste fuel and oil.

3 AIRCRAFT OPERATIONS

Pilots of all aircraft operating at Kapiti Coast Airport are expected to be familiar with Civil Aviation Rules appropriate to their operation, as well as all published rules and preferred arrival/departure procedures in AIPNZ – NZPP AD2.

3.1 NOISE ABATEMENT PROCEDURES

- 31.1 Under the Kapiti Coast District Council’s District Plan, KCAHL has a responsibility to monitor and manage noise generated from Airport activities. The standards and procedures required by the District Plan are prescribed in the KCAHL Airport Noise Management Plan (ANMP). These rules are designed to ensure that the levels of aircraft noise in and around the vicinity of the Airport are within specified “acceptable” parameters. Noise abatement procedures are promulgated for aircraft operating in the vicinity of Kapiti Coast Airport for the purposes of landing at, or taking-off from, the Airport to meet the requirements of the ANMP. (Refer: *CAR Part 93 – Subpart E, AIPNZ – NZPP AD 2 31.1 & 31.2, and the [Kapiti Coast Airport Noise Management Plan](#) – section 2.5).*

3.2 NIGHT FLYING

- 3.2.1 Paved Runway 16/34 is the only lit runway at Kapiti Coast Airport. Runway lights are activated by AFIS (or on request) during AFIS hours of watch (refer *AIP Supplement for AFIS hours*), or when outside of AFIS hours of watch by a Pilot Activated Lighting (PAL) system on 118.30 MHz. (For more information on Kapiti Coast Airport’s lighting refer to *AIPNZ – NZPP AD2 – 52.1*).
- 3.2.2 Kapiti Coast Airport has night curfew restrictions. (Refer *AIPNZ – NZPP AD 2 – 31.1*)
- 3.2.3 Pilots tasking multiple night cross-country flights are requested to vary routes to help mitigate any community noise concerns.

3.3 TAXIING

- 3.3.1 All aircraft shall conform to all applicable rules promulgated in AIPNZ – NZPP AD 2.
- 3.3.2 In addition, aircraft shall conform to the following:
- 1) Taxiing operations are to be confined to paved areas and marked grass taxiways.
 - 2) Aircraft are expected to stop at the taxiway hold points regardless of circuit traffic and seek updated circuit traffic information and advice from AFIS on 118.30 MHz prior to entering or crossing a runway.
 - 3) Caution should be exercised when using grass runways and taxiways after periods of rain or showers due to possible standing water and “soft” ground. Braking action may be reduced.
 - 4) Aircraft with low propeller clearance are advised to exercise caution when transiting between grass and paved areas, over rough patches on grass taxiways, and in the use of paved areas.
 - 5) Taxiing aircraft are to give way to aircraft vacating the runway.
 - 6) Aircraft shall limit their taxi speed to suit the conditions of the ground in order to manoeuvre safely, and to be able to be stopped promptly if required. Aircraft should taxi in a fashion that is safe with respect to persons, property, vehicles and other aircraft, and in any event not at a speed greater than 25kts.
 - 7) Engine run ups should be conducted on the downwind side of a taxiway or on grass run up areas clear of the holding point so that prop blast does not affect other aircraft and the aircraft is not blocking access to or from the runway (to minimise noise and ensure health and safety in hangars, no run ups or engine testing shall be carried out within 75 metres of any hangar).

3.4 CIRCUIT AND RUNWAY OPERATIONS

3.4.1 All aircraft shall conform to all applicable rules promulgated in AIPNZ – NZPP AD 2.

3.4.2 In addition, aircraft shall conform to the following:

- 1) Each Pilot-in-command shall ascertain the runway “in use” prior to entering any runway. AFIS designate the preferred runway in use as determined by surface wind direction. Pilots must still make their own decision on which runway to use, and are encouraged to conform to the designated runway in order to standardise the flow of traffic within the circuit. Aircraft on long finals or short finals have priority over aircraft opting to use the non designated runway
- 2) Aircraft should conform to the same runway direction in use unless traffic and/or weather conditions permit otherwise: i.e. if paved Runway 34 is in use, then aircraft choosing to use the grass runway shall use grass Runway 34. Aircraft must not enter or use the non designated runway until complete situational awareness has been provided by traffic established in the circuit.
- 3) Aircraft taking off or landing on paved Runway 16/34, grass Runway 16/34, or FATO 16/34 must ensure there is adequate spacing between aircraft taking off or landing on the same or parallel runway/FATO. Horizontal spacing of at least 600m between aircraft is advised.
- 4) Published runway circuit’s minimum altitude is 1000ft AMSL. Helicopter FATO circuit 800ft. Low level circuits and low level crosswind, base or final leg turns should be avoided for noise abatement reasons.
- 5) Conform to the rules with operating within the MBZ (refer CAR 91.135), including making the following broadcasts on 118.3MHz:
 - the aircraft callsign;
 - position;
 - altitude if airborne (if joining or after departure from the circuit);
 - and the pilot’s intentions for flight when joining the circuit, when downwind in the circuit, before entering a runway for take-off, and at least at 10 minute intervals whilst operating within the MBZ.

3.4.3 Use of Grass Runway 12/30:

- 1) Runway 12 is closed to all operations.
- 2) Grass Runway 30 is restricted to imperative landings only.
(Refer AIPNZ – NZPP AD 2 – 51.1)
- 3) Aircraft in the 16/34 circuit are encouraged to accommodate aircraft who wish to arrive on grass Runway 30 in strong crosswind conditions.
- 4) Aircraft using grass Runway 30 should be aware of grass Taxiway Golf and grass Runway 16/34 that intersects through the central section of grass Runway 30.
- 5) Aircraft should exercise caution with the rough transition when transiting over paved Runway 16/34 and Taxiway Bravo.

3.4.4 Use of Grass Runway 16/34, Paved Runway 16/34 and Helicopter FATO:

- 1) All aircraft shall circuit to the west of Kapiti Coast Airport when operating on grass and paved Runways 16/34, and the helicopter FATO Area.

3.5 RUNWAY CHANGES

- 3.5.1 Pilots should liaise with AFIS and/or other traffic prior to initiating any runway change, to ascertain local and circuit traffic. A pilot may elect for a runway change due to wind changes or sun-strike. Airborne aircraft have priority in any runway selection decision.
- 3.5.2 Student pilots below PPL standard are encouraged not to attempt an airborne runway change but land and taxi to the holding point of the new runway.

Note: Each Pilot-in-command shall ascertain the runway “in use” prior to entering any runway. AFIS designate the preferred runway in use as determined by surface wind direction. Pilots must make their own decision on which runway to use, and are encouraged to conform to the designated runway in order to standardise the flow of traffic within the circuit.

3.6 CIRCUIT PRIORITISATION

- 3.6.1 Subject to civil aviation right-of-way rules (CAR Part 91.229), where practicable pilots should endeavour to make spacing for, or give way to the following traffic:
- Non-powered aircraft
 - Air Ambulance flights
 - IFR/GPS traffic on approach, particularly in low visibility
 - Jet aircraft
 - Air Transport aircraft, particularly high speed
 - High Speed aircraft (defined as aircraft with a stall speed exceeding 70kts with a typical approach speed above 100kts).
- 3.6.2 Pilots of powered aircraft are expected to follow the aircraft ahead in sequence.
- 3.6.3 Aircraft joining the standard runway circuits in the downwind leg are expected to be at 1000ft AMSL.
- 3.6.4 Helicopters joining the published FATO circuit in the downwind leg are expected to be at 800ft AMSL.
- 3.6.5 Any aircraft overtaking slower traffic should broadcast their intentions to overtake accordingly. KCAHL does not encourage aircraft overtaking other aircraft.

3.7 ASYMMETRIC TRAINING

- 3.7.1 All aircraft shall conform to all applicable rules promulgated in AIPNZ – NZPP AD 2 – 31.2.
- 3.7.2 All asymmetric training is to be conducted using standard circuit height (1000ft AMSL) and profiles.

3.8 HELICOPTER OPERATIONS

Certain helicopter operations are not permitted without prior approval from the Airport Manager. (Refer to AIPNZ – NZPP AD 2 – 35.1 and 35.2).

- 3.8.1 All helicopters shall conform to all applicable rules promulgated in AIPNZ – NZPP AD 2.

3.9 JET OPERATIONS

- 3.9.1 Taxiing jet aircraft are reminded that extended holding on paved taxiways may melt the tarmac and also that holding on or adjacent to grass areas in summer may cause fires.
- 3.9.2 Jet aircraft should call “ready and holding” when at the holding point to prompt circuit traffic to make spacing and facilitate take-off without undue delay.

3.10 EQUIPMENT REQUIREMENTS

- 3.10.1 All aircraft must have a serviceable VHF radio capable of transmitting on 118.30 MHz, and where equipped, shall activate their landing lights in addition to anti-collision lights.
- 3.10.2 Refer to AIPNZ for procedures in the event of a radio failure.
- 3.10.3 Refer to AIPNZ for procedures for a NORDO departure in the MBZ.
- 3.10.4 Pilots shall set their transponder (when equipped) to mode C (ALT) when operating above 1500ft and set squawk code in accordance with AIPNZ Table ENR 1.6-1 (unless a unique squawk code has been assigned) when operating in the Paraparaumu MBZ.

3.11 AVIATION EVENTS & DISPLAYS

- 3.11.1 Club competitions, dawn raids, fly-ins or "Open Day" flying activities etc. are to be coordinated with the Airport Manager and in consultation with all other Operators that may be affected.
- 3.11.2 Aircraft activities that are not included or specifically permitted in this document require prior approval from the Airport Manager.
- 3.11.3 Aircraft activities subject to prior approval do require certain information to be provided to KCAHL to satisfy that all health, safety and environmental requirements have been met before any approval may be granted. Such information required is dependent on the particular activity. Contact the Airport Manager for details of the information that will be required.

3.12 BIRD HAZARDS

- 3.12.1 KCAHL does not accept liability for any damage to an aircraft, or any consequential effect as a result of a bird strike.
- 3.12.2 It is the pilot's sole responsibility to observe and assess bird conditions present at the Airport prior to committing to a take-off or landing.
- 3.12.3 All Users must report any bird strike or near bird strike incident or occurrence to AFIS and the Airport Manager as soon as practicable following the event regardless of its magnitude. Reports to the Airport Manager shall be in writing via email as soon as practicable and not more than 48 hours following the event regardless of its magnitude.

4 AIRCRAFT PARKING

4.1 GENERAL

4.1.1 Itinerant and private aircraft are expected to park in the designated aircraft parking area on the grass area south of the Kapiti Districts Aero Club. (Refer AIPNZ – NZPP AD 2 – 53.1)

4.1.2 Overnight parking is available. Refer to the Kapiti Coast Airport website (kapiticoastairport.co.nz) under Pilot Information for fee structure.

4.1.3 Except for accommodating diverted turbo-prop aircraft, taxiways are to be kept clear at all times - no parking permitted.

4.1.4 All access ways to hangars and fuel installations are to be kept clear at all times.

4.1.5 No responsibility is taken by KCAHL for security or any other occurrences in relation to aircraft parked on the Airport.

4.1.6 APRONS

- **Western Apron** – Refer to Section 5.3 for aircraft parking on and around the Western Apron.
- **Northern Apron** (Aero Club Apron) – Aircraft parking on the paved Apron and aircraft tie-downs is available upon request with the Kapiti Districts Aero Club – Ph. (04) 902 6536.
- **Eastern Apron** – the Eastern Apron is permanently closed to aircraft operations other than limited aircraft parking made with the specific approval of the Airport Manager, KCAHL.
- **Sports Aircraft Association (SAA) Area** – Aircraft parking near the SAA hangars is not permitted unless by arrangement with the SAA or where prior approval from KCAHL has been obtained.

4.1.7 Aircraft parking on any other location within the Airside Operational Area is not permitted unless prior approval from KCAHL has been obtained.

4.2 WESTERN APRON MANAGEMENT

4.2.1 KCAHL sets and monitors Rules for use of the Western Apron to ensure the safe and efficient use of the apron and its associated facilities. These Rules apply to all Users wishing to utilise the Western Apron.

4.2.2 The Rules for Use of the Western Apron are under constant review to ensure the safe and efficient use of the Western Apron, and as such may be changed from time to time at KCAHL's discretion.

4.2.3 Any concerns or query's about use of the Western Apron are to be directed to the Airport Manager, KCAHL.

4.2.4 STAND 1:

- Air Chathams is granted priority use of Stand 1. Any use by other Users is at KCAHL's discretion.
- KCAHL may provide approval for a User to utilise Stand 1 provided:
 - a) The aircraft is removed from Stand 1 no less than 30 minutes prior to a Code 3 aircraft's scheduled landing time, or at the request of KCAHL;
 - b) They have a crew member in the immediate vicinity to remove an aircraft in the event of an unscheduled Code 3 aircraft arrival.

4.2.5 STAND 2:

- KCAHL may provide approval for a User to utilise Stand 2, if not required by a Code 3 aircraft, provided:
 - a) The User has an appropriate person on call and can remove the aircraft in a time not exceeding 10 minutes of notification in the event of an unscheduled Code 3 aircraft arrival, or at the request of KCAHL; and
 - b) No more than **two** aircraft are positioned on Stand 2 at any given time and are well clear of the Stand 1 equipment line; and
 - c) The parking of each aircraft does not conflict with other scheduled passenger aircraft also requiring use of Stand 2.

4.2.6 AREA ON WESTERN APRON IN FRONT OF THE MAIN HANGAR:

- KCAHL may provide approval for a User to utilise a position on the Western Apron in front of the Main Hangar provided they abide by the following rules:
 - a) Only one scheduled aircraft, or non-scheduled twin-engine aircraft is permitted to park at any one time provided they remain well clear of Stands 1 and 2 (outside equipment lines), clear of all routes to taxiways, and does not obstruct vehicle access through the security gate, or any aircraft operations including access for other aircraft to the fuel pumps and Main Hangar; and
 - b) Only one scheduled aircraft at any given time is permitted to park overnight between the hours of 1700 and 0800 local time.

4.2.7 ALL AREAS ON WESTERN APRON EXCEPT STANDS 1 AND 2:

- Light aircraft are permitted to park on the Western Apron provided:
 - a) It is only for a time not exceeding 1 hour and the aircraft remains well clear of Stands 1 and 2 (outside equipment lines), clear of all routes to taxiways, and does not obstruct any aircraft operations including access for other aircraft to the fuel pumps and Main Hangar, and does not obstruct vehicle access through the security gate; and
 - b) The aircraft is parked so not to be affected by prop-wash by any aircraft using Stands 1 or 2; and
 - c) The aircraft is not parked overnight.
- KCAHL may provide approval for a User to utilise a position on the grass areas south of Stands 1 and 2, adjacent to the long term car park provided:
 - a) No aircraft is parked within 25 metres of the fuel pumps (unless for refuelling purposes); and
 - b) Aircraft are kept at a safe distance from other aircraft.

4.2.8 Users must make prior arrangements for use of the Stands directly with KCAHL.

4.2.9 In addition to Stands 1 and 2, Regular Transport Operators (airlines) have priority on the Western Apron. No other User has priority over another.

4.2.10 KCAHL reserves the right to request an aircraft to be moved at any time.

4.2.11 Users must escort their passengers between their aircraft and the Airport Terminal ensuring they walk along the painted designated passenger walkways, or as directed by KCAHL, or by airline ground staff, and take due caution around any equipment which may include power cables and fuel hoses.

4.2.12 All Users must ensure no passenger is left unattended on the apron and allowed to approach any aircraft unless applicable to the User and duly supervised.

- 4.2.13 All Users must follow all directions given by KCAHL.
- 4.2.14 Overnight parking on the Western Apron may incur a fee. Refer to the Kapiti Coast Airport website (kapiticoastairport.co.nz) under Pilot Information for fee structure. The User is responsible to report details of aircraft parked overnight on the Western Apron to the Airport Manager by no later than the end of the week following.
- 4.2.15 KCAHL reserves the right to introduce a 'per hour parking charge' for daylight operations.
- 4.2.16 No responsibility is taken by KCAHL for security or any other occurrences in relation to aircraft parked overnight.
- 4.2.17 Parking for light aircraft is available on the grass parking area between the Western Apron and the Northern Apron. Refer to the Ground Movements page in the AIP ([NZPP AD2 - 53.1](#)).

4.3 ACCOMODATING DIVERTING AIRCRAFT

In the event of unscheduled turbo-prop aircraft diverting to Kapiti Coast Airport, the following procedures are to be followed:

- 4.3.1 All medium-sized passenger aircraft (as defined by CAR) are permitted to use Stands 1 and 2 to disembark passengers and must then move off the Stand if requested by KCAHL:
- Air Chathams aircraft may park on paved Taxiways Charlie, Delta and Foxtrot (clear of the grass and paved Runway 16/34 hold points) where available and at the discretion of the pilot (*note: Taxiway Delta is 11.7m wide*).
 - Parking for any aircraft on the Western Apron is not permitted unless otherwise arranged with KCAHL.
 - No more than **three** Code 3 aircraft to be parked on the Western Apron unless otherwise arranged with KCAHL.
- 4.3.2 A maximum of **eight** aircraft with over 30 passenger seats (in addition to regular scheduled passenger aircraft) will be accepted into the Airport in the event of a diversion from other airports.

4.4 AIRCRAFT REFUELLING

- 4.4.1 Refuelling of any aircraft is to conform to Civil Aviation Rule requirements as applicable to the type of aviation fuel, type of aircraft and operation.
- 4.4.2 Pilots are reminded that refuelling with the engine running is not permitted when using Class 3.1A fuel (AVGAS), and is only permitted when using Classes 3.1C and 3.1D fuel (AVTUR, i.e. Jet-A1) – refer CAR Part 91.15.
- 4.4.3 No person is permitted to be embarking, on board or disembarking an aircraft during refuelling, regardless of fuel type used.
- 4.4.4 Static leads **must** be used when refuelling.
- 4.4.5 Helicopters operating to and from refuelling points are to exercise caution by not hovering over fuel pumps or within close proximity to other aircraft.
- 4.4.6 All Users are reminded that they are required to properly dispose of waste fuel or oil (including fuel drain samples) in an approved manner, and not cause any discharge of these or other environmentally damaging products on to the ground. It is the Operator's responsibility to ensure an appropriate method for properly disposing of waste fuel or oil is in place and adhered to.

- 4.4.7 Waste fuel or oil is not permitted to be collected and stored within proximity of any Z Energy fuelling facility, unless written approval is obtained from Z Energy and KCAHL. Storage of unapproved fuel at these locations can potentially compromise Z Energy's site certification and registered hazardous atmosphere zones.
- 4.4.8 Users are to rewind fuel hoses and static leads after refuelling and ensure no safety hazard is left for other Users.
- 4.4.9 Users are requested to report any malfunctions, leaks or other safety hazards with refuelling equipment to Z Energy Fuel Stop Maintenance – [0800 969 767](tel:0800969767) – **and** AFIS in the first instance, or otherwise the Airport Manager, to ensure appropriate action can be taken without delay to eliminate or isolate the issue, and arrange for rectification and promulgation of a NOTAM if appropriate.

5 VEHICLES

KCAHL is required under CAR Part 139 to establish procedures for limiting and controlling access by ground vehicles to the Operational Area of the Airport. These procedures must ensure vehicle access to the Operational Area is strictly limited to only those vehicles that are necessary for airport or aircraft operations. The procedures must also ensure that all personnel who operate a ground vehicle on any portion of the Airside Operational Area is familiar with, and complies with, the notified procedures.

5.1 AIRSIDE VEHICLE USE

- 5.1.1 Only those vehicles authorised by the Airport Manager or Safety Manager and that have been granted a valid **Airside Vehicle Permit** or are supervised by KCAHL personnel may be operated Airside. Refer clause 5.2.
- 5.1.2 Vehicle operations are restricted to those vehicles that are essential for the servicing of aircraft or essential for other Airside operations.
- 5.1.3 The following safety rules are to be observed:
- **Right of Way** – Aircraft have absolute right of way. Emergency vehicles or equipment responding to an incident also have right of way over all other vehicles.
 - **Never** drive in front of or behind an aircraft which has its anti-collision lights operating.
 - **No Smoking** – The Airside Operational Area at Kapiti Coast Airport is designated 'No Smoking'. Smoking is also prohibited in vehicles operating Airside.
 - **Drugs and Alcohol** – Drivers must not operate a vehicle while under the influence of drugs or alcohol.
 - **Speed Limits** – Drivers must adhere to the following speed limits:
 - **Walking pace** (max 8 km/h) within 15 metres of any aircraft, or around other personnel including members of the public.
 - **15 km/h** whilst towing an aircraft or trailer.
 - **30 km/h** on all grass, unpaved, and paved surfaces (excl. paved Runway 16/34).
 - **60 km/h** on paved Runway 16/34 only.
- 5.1.4 All vehicles must be driven around the Airport perimeter (designated routes close by to security fences) unless authorised to do otherwise by KCAHL personnel.
- 5.1.5 Unless otherwise approved by KCAHL, all persons and vehicles must remain sufficiently clear of the Runway Strip for any runway when an aircraft is taking off, on final approach, or landing on that runway.

The minimum acceptable clearance distances are:

- **Paved Runway 16/34:**
 - **55m** from the paved runway edge.
(indicated by the eastern edge of grass Taxiway Alpha, and the western edge of grass Runway 16/34)
 - **15m** from the paved runway edge for approved Operators only, and not during Code B or C, or IFR aircraft operations.
(indicated by the closest PAPI light to paved Runway 16/34)
- **Grass Runways 16/34 and 30:**
 - **20m** from the grass runway edge.
(indicated by the western edge of grass Taxiway Golf for grass Runway 16/34)

- 5.1.6 Persons operating vehicles on a runway or within a runway strip must operate in accordance with a briefing provided by the Airport Manager and any promulgated rules or procedures.
- 5.1.7 If AFIS is on watch, any person operating a vehicle beyond an apron or hangar facility shall notify AFIS either by radio on 118.30MHz OR by phone on 04 297 1170 of their intentions and remain available for two-way communication.
- 5.1.8 Where two-way communication between the vehicle and AFIS is not available, the vehicle must be accompanied by a person authorised in clause 2.3.1(a) or (f).
- 5.1.9 When at all possible, vehicles should not be driven on any grass taxiway or grass runway to avoid unnecessary damage and wear to the grass surface.
- 5.1.10 Any person vacating a vehicle within or adjacent to the Manoeuvring Area must wear a high-viz safety vest, with at least one person remaining in two-way communication with AFIS and supervising any additional persons.
- 5.1.11 Unless otherwise approved by KCAHL, vehicles must have a current Warrant of Fitness (WOF), Certificate of Fitness (COF) or Safety Certificate (SC) or, if none of these apply to the vehicle, must meet mechanical and road-worthiness requirements of the Land Transport Authority and, in the case of golf carts, quad bikes, and specialist airport vehicles and equipment, must meet recognised industry standards and/or IATA specifications.
- 5.1.12 All vehicles must be maintained in a good state of repair with regular inspections documented. Maintenance history must be available on or in the vehicle, or if requested by KCAHL. Vehicle exhausts must be fitted with mufflers to minimise sound emissions. Vehicles must not discharge oil or fuel onto the ground.
- 5.1.13 All vehicles being operated within the operational area of the Airport shall display an amber flashing light, and/or turn their hazard lights on.
- 5.1.14 Persons are not permitted to travel in or on vehicles unless there is a securely fitted seat and use that seat. Similarly, persons when travelling in a vehicle must use the vehicle's seatbelt, where provided.
- 5.1.15 Drivers are responsible for the load they carry, which must be secure. The driver must ensure the load is adequately covered and secured to prevent spillage. Foreign Object Debris (FOD) is a serious hazard to aircraft. Any material lost from the load must be picked up immediately.
- 5.1.16 **All emergency access points must be kept clear** of debris, vehicles and equipment at all times.
- 5.1.17 Unless otherwise approved by KCAHL, driving with headlights on high beam is prohibited. Drivers must ensure that their lights or beacons do not affect a pilot or another driver's night vision capability (including vehicles driving on Kapiti Road).
- 5.1.18 Aircraft propellers can be a hazard to people or unsecured objects behind the aircraft. For this reason, vehicles are not permitted to drive behind or in front of an aircraft with its propeller operating and/or operating its anti-collision lights.
- 5.1.19 If, when driving Airside, the driver becomes lost or disorientated or the vehicle becomes immobilised, **STOP and call for assistance**.
- 5.1.20 If passengers are observed walking to or from an aircraft and they are in the vehicle driver's intended route then the vehicle driver must stop and let the passengers proceed.

5.2 AIRSIDE VEHICLE PERMITS

- 5.2.1 Unless otherwise approved by KCAHL, or supervised by KCAHL personnel, vehicles being operated Airside are required to hold and display a current Airside Vehicle Permit issued by

- KCAHL. Permits from other aerodromes are not valid, except for drivers involved in the delivery of airside fuel services.
- 5.2.2 To be granted an Airside Vehicle Permit, Users are to request from KCAHL an Airside Vehicle Permit application form.
- 5.2.3 Issue of a new or reissued permit is not guaranteed or automatically approved, and may be subject to a request for further information and/or have new conditions imposed. Any request for a new or reissued permit must allow for a processing time of at least 10 business days following the date the request has been received by the Airport Manager or Safety Manager.
- 5.2.4 **It is the permit holder's responsibility to request a reissue of their Airside Vehicle Permit prior to, or after, it has expired.**
- 5.2.5 KCAHL reserves the right to decline a request for a new or reissued permit.
- 5.2.6 Issued permits may be valid for short duration or up to one year maximum, subject to the purpose for which the permit was requested for.
- 5.2.7 The Airside Vehicle Permit label must be displayed on the right hand side of the windscreen or in a readily visible position at the front of the vehicle.
- 5.2.8 A vehicle is only permitted to be operated in the areas defined on the front face of the Airside Vehicle Permit.
- 5.2.9 Airside Vehicle Permits are not transferable from one vehicle to another or from one User to another.
- 5.2.10 All Airside Vehicle Permit holders are responsible for the safe operation of vehicles or equipment they are operating. Vehicles must be operated in accordance with the manufacturer's specifications and instructions.
- 5.2.11 Any vehicle observed to be operated in a careless, reckless or dangerous manner may have its Airside Vehicle Permit withdrawn immediately by KCAHL.
- 5.2.12 Airside Vehicle Permit holders must promptly notify KCAHL of all defects or malfunctions of vehicles and equipment which may void the Airside Vehicle Permit.
- 5.2.13 KCAHL may inspect or authorise inspection at any time, of any vehicle or equipment that is operated Airside.
- 5.2.14 KCAHL may have a suitably qualified third party inspect and check vehicles and may suspend any vehicle considered by KCAHL to be unsafe until any necessary repairs are made. Where a vehicle is declared unsafe by any such third party, the User must inform KCAHL of the details.
- 5.2.15 KCAHL may issue a Notice of Removal to the driver and/or User responsible for operating defective or unsafe vehicles and equipment on the Airport. If a defective vehicle is identified and the driver cannot be located, then the Airside Vehicle Permit for that vehicle may be terminated immediately.
- 5.2.16 No vehicle or equipment can enter the operational area once a Notice of Removal has been issued for it. That vehicle may only be used in operational areas once KCAHL is satisfied that recognised safety standards have been met such that the Notice of Removal has been withdrawn.
- 5.2.17 KCAHL may withdraw or suspend an Airside Vehicle Permit at any time for reasons of safety, security, or environmental (e.g. Oil leaks) until any necessary vehicle repairs are made.
- 5.2.18 Vehicles with an expired, suspended, withdrawn or cancelled Airside Vehicle Permit are prohibited from entering and being operated Airside.
- 5.2.19 Airside Vehicle Permit conditions, either specific or implied, are issued without prejudice to the vehicle operator's contractual or legal obligations.

5.3 VEHICLE ACCIDENTS OR NEAR MISS INCIDENTS

- 5.3.1 Any incident involving a vehicle in the Airside area, including accidents and near miss incidents, must be reported immediately to the Airport Manager or Safety Manager.
- 5.3.2 Where information is requested by the Airport Manager or Safety Manager for investigation of any incident, such details and any follow up actions taken by the User are to be forwarded to the Airport Manager or Safety Manager in writing by email without delay.
- 5.3.3 The Airside Vehicle Permit may be withdrawn or suspended in respect of any vehicle involved in an incident until any necessary investigation is concluded and/or repairs are made to the vehicle.

5.4 AIRSIDE VEHICLE PARKING

- 5.4.1 Vehicles must not be parked where they will obstruct aircraft, other vehicles, fuel installations, equipment, access ways to hangars or any access doors to/from the Airport Terminal or other Operator facilities.
- 5.4.2 Vehicles within or adjacent to the Manoeuvring Area or within the equipment lines on the Western Apron must not be left unattended. Drivers of the vehicle must remain in two-way communication with AFIS on 118.30MHz and be prepared to move the vehicle immediately upon request.

5.5 TRAILERS AND TROLLEYS

- 5.5.1 All trailers and trolleys must be maintained to a good state of repair and must meet recognised industry standards and/or IATA specifications where applicable. If equipment is not found to be in a good state of repair, it may be required to be removed from the Airport until it is repaired.
- 5.5.2 All trailers and trolleys that carry dangerous goods must meet OSH standards and/or IATA specifications where applicable, and shall only be parked in locations suitable for such dangerous goods.
- 5.5.3 Every driver towing a trailer or trolley must ensure that they operate it in a safe manner, including ensuring that the coupling is securely and correctly attached before towing commences so that the trailer or trolley does not separate from the towing or lead vehicle.
- 5.5.4 Some Airside pavement areas can be uneven and drivers with trailers/trolleys shall reduce speeds to suit the conditions. In any event all drivers shall drive to the conditions.

5.6 GOLF CARTS AND QUAD BIKES

- 5.6.1 Only golf carts or quad bikes authorised by the Airport Manager or Safety Manager may operate on the Airport (Airside and Landside).
- 5.6.2 Golf cart or quad bike operations are restricted to servicing aircraft or other essential Airside operations.
- 5.6.3 Any person operating a golf cart or quad bike must adhere to the following speed limits:
- **Walking pace** (8 km/h) within 15 metres of any aircraft, or around other personnel including members of the public.
 - **15 km/h** whilst towing an aircraft or trailer.
 - **30 km/h** anywhere on the Airport including all grass, unpaved and paved surfaces.

- 5.6.4 Operators must ensure that all personnel have the knowledge and skills (including hold any licenses) necessary to operate the golf cart or quad bike safely before operating that vehicle. Quad bikes are not to be used at the Airport without complying with the KCAHL Quad Bike Standards. A copy of the KCAHL Quad Bike Standards is available from the Airport Manager or Safety Manager.
- 5.6.5 Any person operating a golf cart or quad bike shall notify AFIS of their intentions if operating beyond an apron.
- 5.6.6 Two-way communication between the golf cart or quad bike and the AFIS must be available or the vehicle must be accompanied by a person authorised in clause 2.3.1(a) or (f).
- 5.6.7 Any person operating a golf cart or quad bike shall wear a high-viz safety vest.
- 5.6.8 Any person operating a quad bike shall wear at all times a suitable safety helmet that meets the New Zealand Standard for a quad bike safety helmet, including whilst towing any aircraft or trailer.
- 5.6.9 Golf carts or quad bikes are not permitted to be operated from ECT to MCT (outside daylight hours) unless equipped with two functioning dipped headlights.
- 5.6.10 Headlights, if equipped, shall always be operated outside daylight hours and on low beam only. Any person operating a golf cart or quad bike must ensure that their lights or beacons do not affect a pilot or another driver's night vision capability.

5.7 OTHER VEHICLES OR EQUIPMENT

- 5.7.1 Bicycles, motor bikes (except authorised quad bikes used for operational purposes only), caravans, boats, kites, and any other recreational vehicle or equipment that is not essential to airport or aircraft operations are not permitted within the Airside Operational Area unless authorised by KCAHL.