

AOP 28 – *Safeguarding Procedures*

Document Control

Version	Amendment Date	Amended By
1.0	01/08/2020	AOUS

1 SECTION 1 - Safeguarding Procedure

1.1 Aims and Objectives

The aerodrome shall be safeguarded in accordance with advice issued by the CAA and Local Planning authority procedures and the requirements of CAP 764 and CAP 738. LBA will endeavour to ensure that the aerodrome obstacle limitation surfaces remain clear of all permanent and semi-permanent obstructions.

Safeguarding is the process used in order to ensure that the operation and development of Leeds Bradford Airport is not inhibited by buildings, structures, erections or works that infringe protected surfaces, obscure runway approach lights or have the potential to impair the performance of aerodrome navigation aids, radio aids or telecommunication systems; by lighting that has the potential to distract pilots; or by developments that have the potential to increase the number of birds or the bird hazard risk.

LBA shall establish and maintain contact on safeguarding issues with the local planning authorities. These authorities will consult with LBA before granting permission for developments that may potentially have an impact on the safe operation of the aerodrome.

1.2 LBA Safeguarding Considerations

The risks caused by human activities and land use which are assessed and mitigated should include:

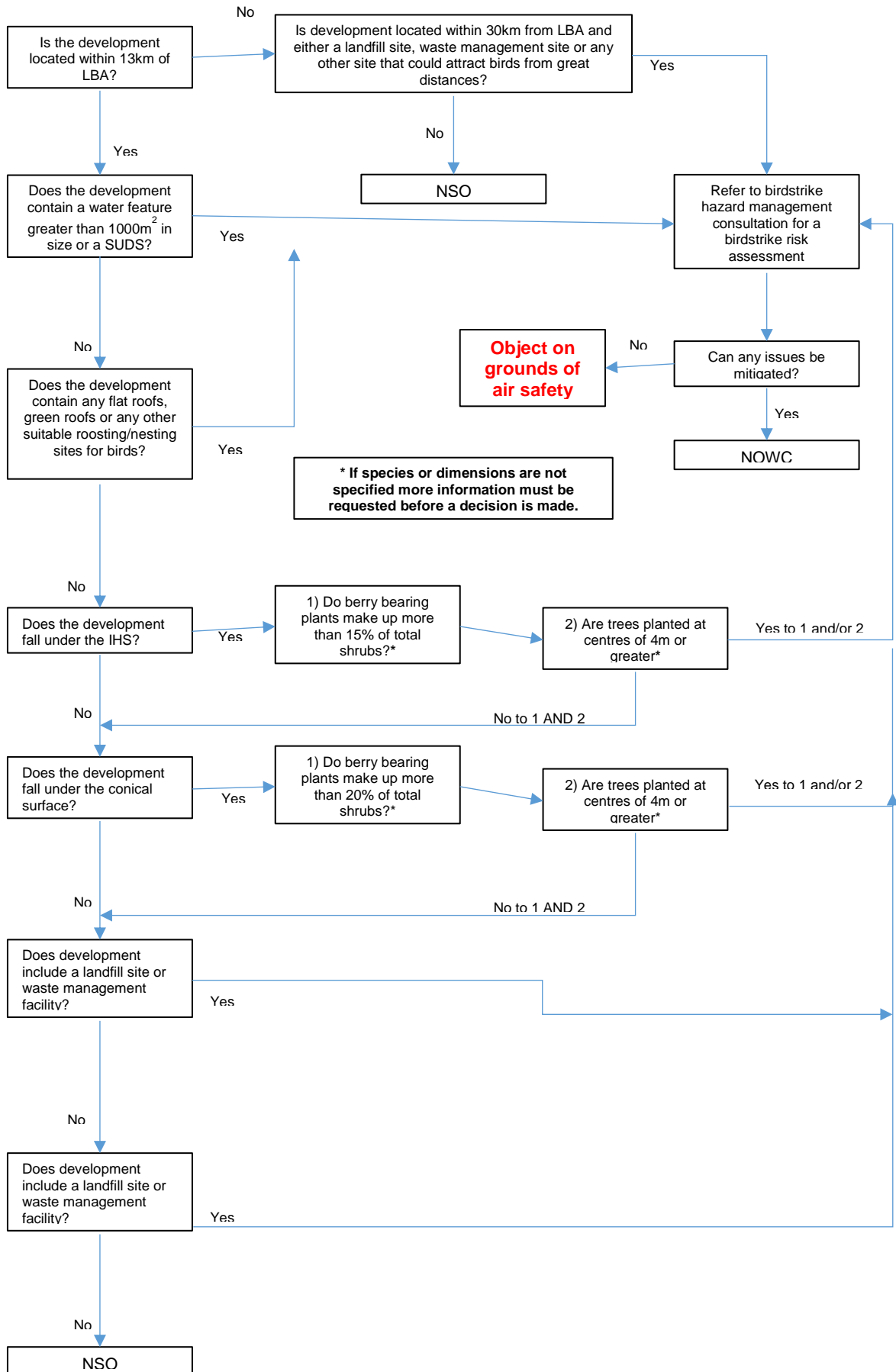
- obstacles and the possibility of induced turbulence;
- the use of hazardous, confusing, and misleading lights;
- the dazzling caused by large and highly reflective surfaces;

- sources of non-visible radiation, or the presence of moving, or fixed objects which may interfere with, or adversely affect, the performance of aeronautical communications, navigation and surveillance systems; and
- non-aeronautical ground light near an aerodrome which may endanger the safety of aircraft and which should be extinguished, screened, or otherwise modified so as to eliminate the source of danger

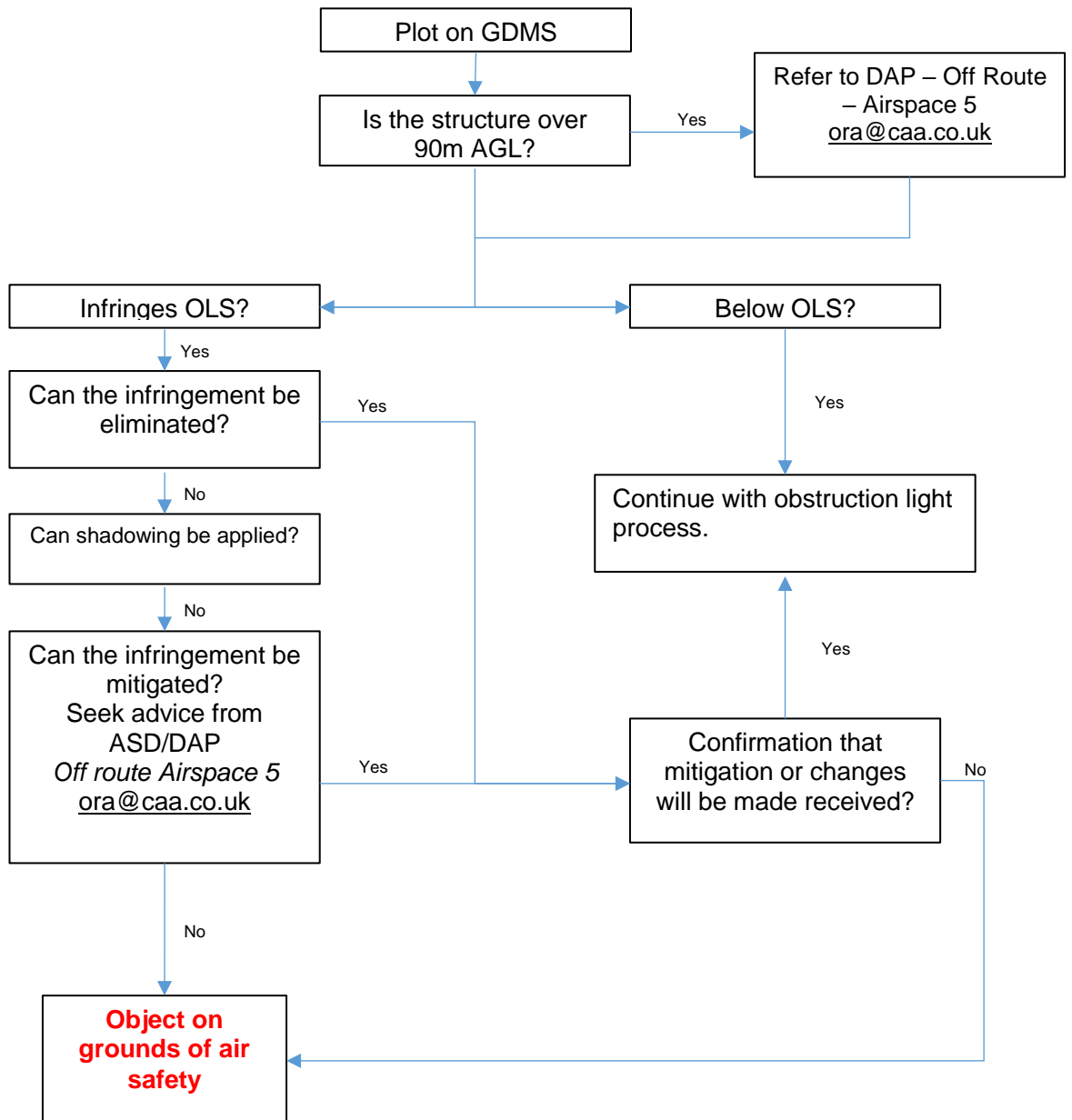
NB: Consideration should be given to obstacles or developments that may require prior approval from the CAA on accordance with ADR.OR.B.040

The following flow charts provide considerations for LBA when conducting reviews for planning applications against safeguarding criteria.

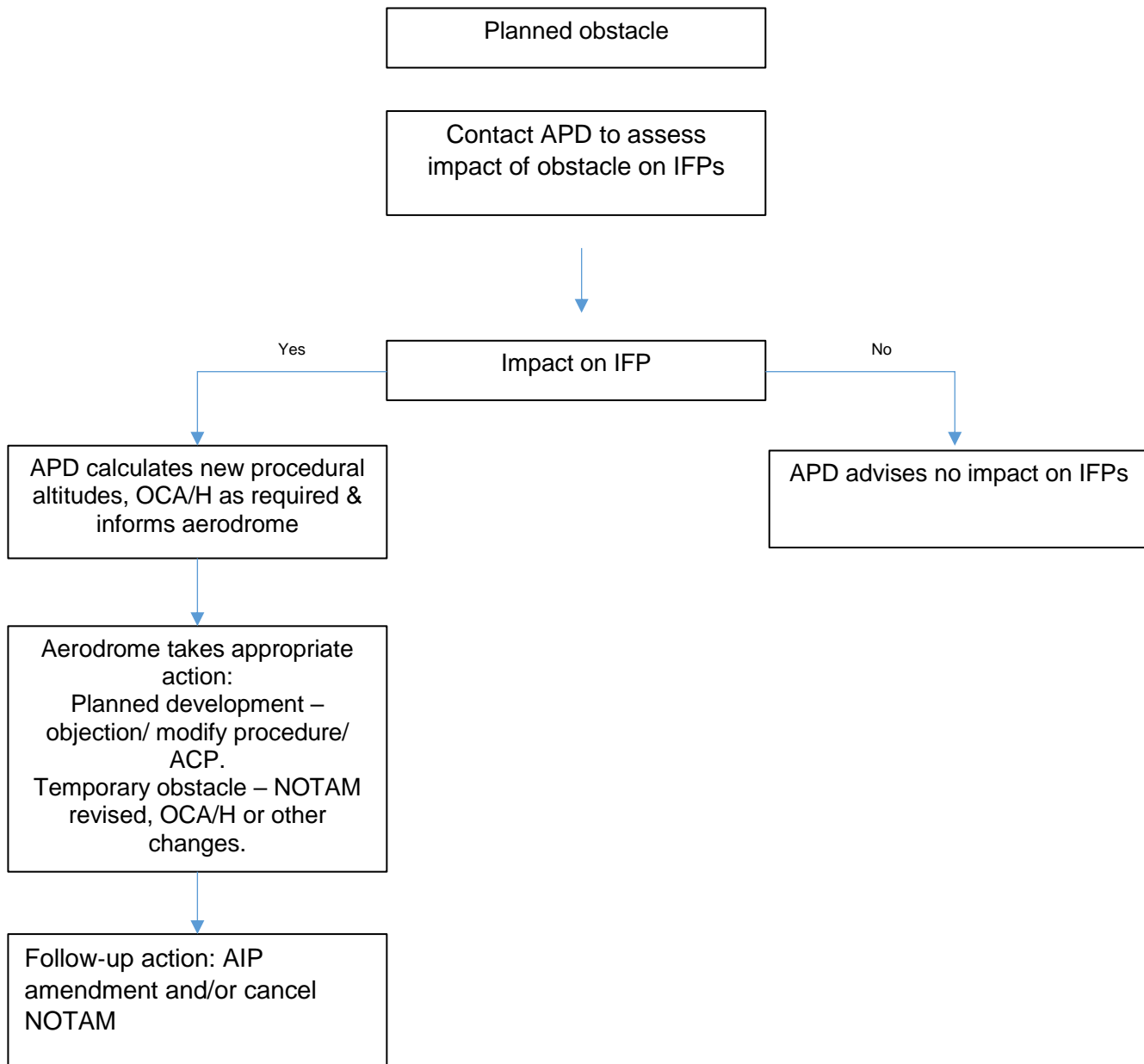
1.2.1 Birdstrike Hazard



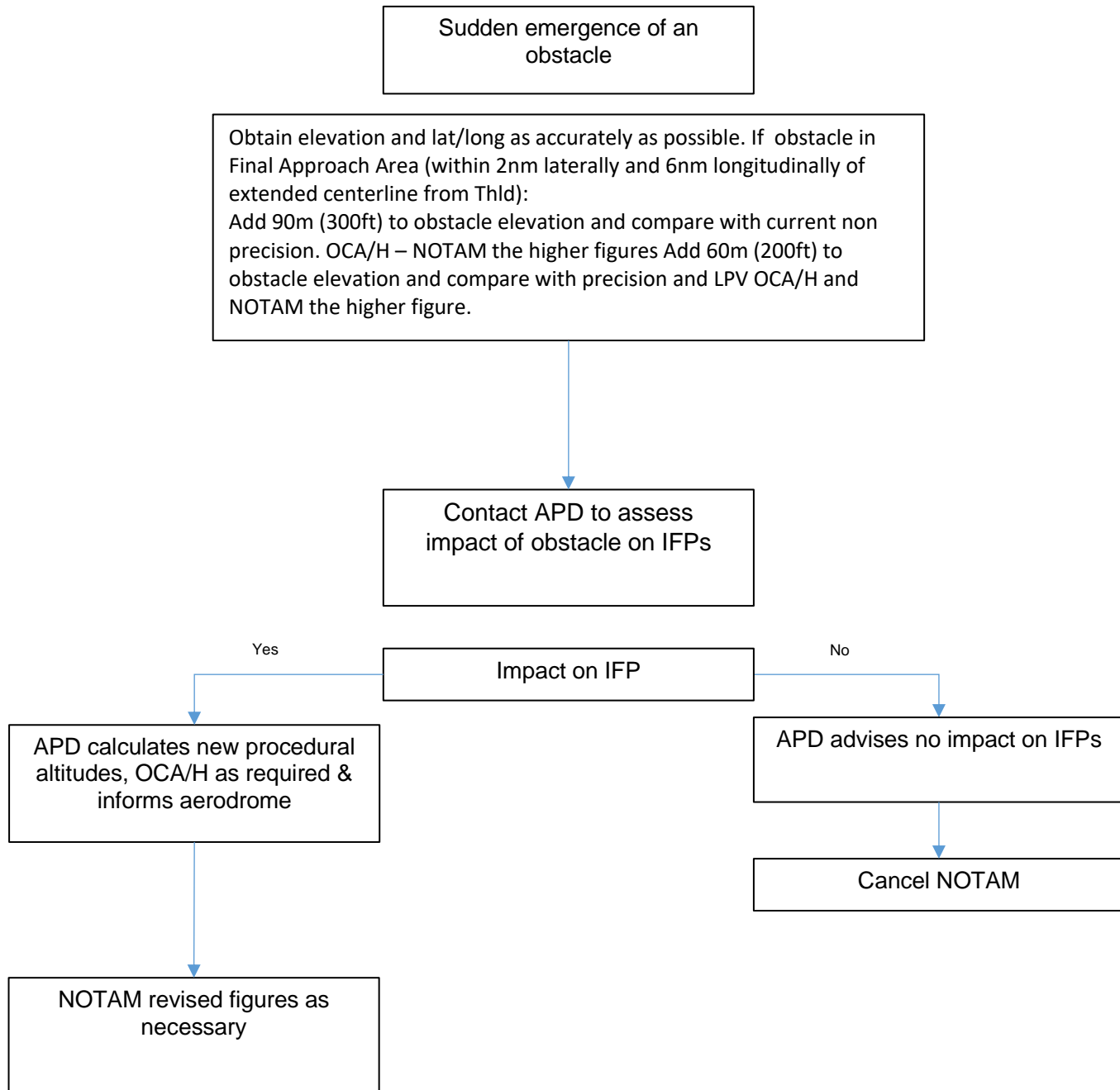
1.2.2 Height Assessments



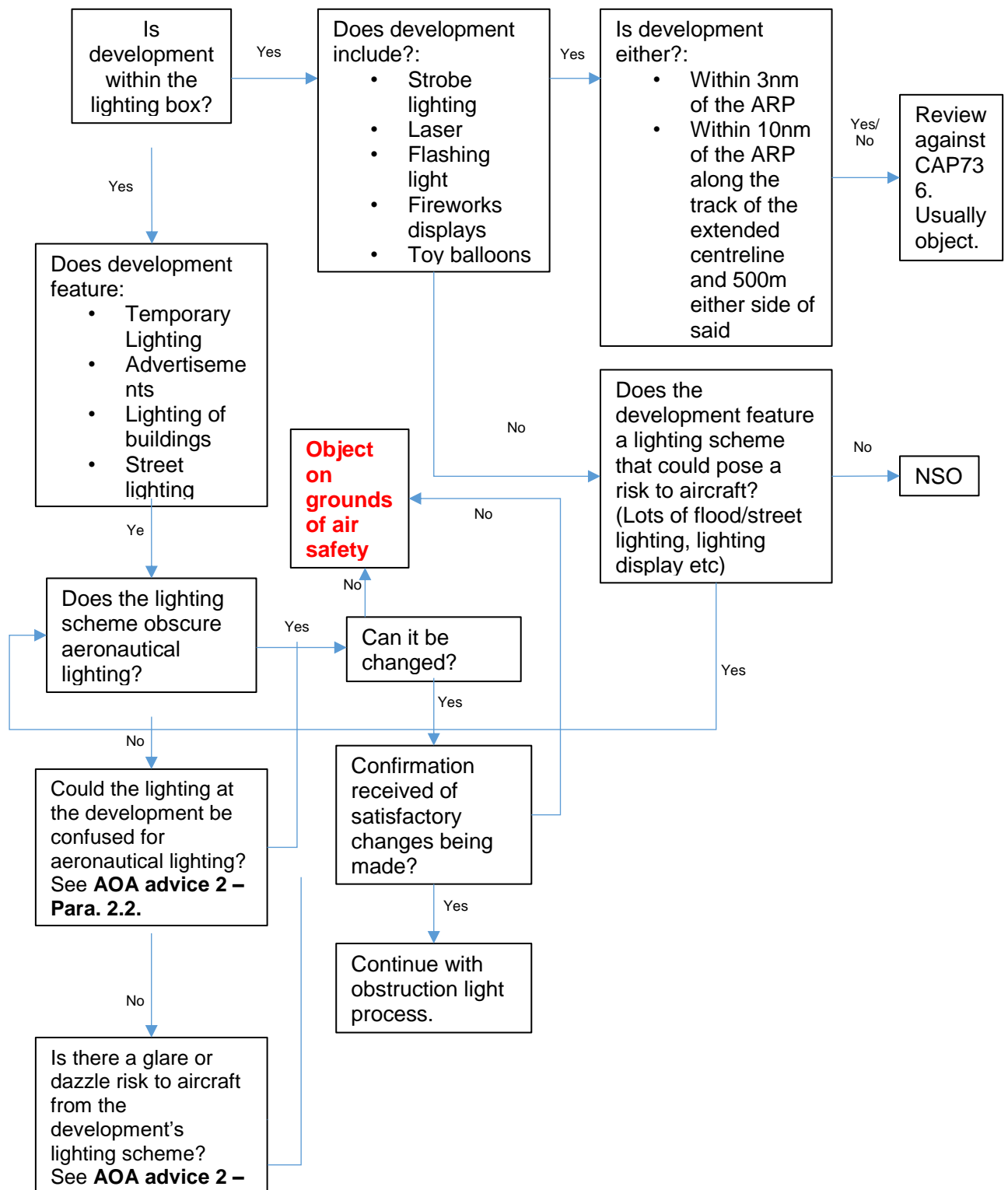
1.2.3 Instrument Flight Procedures (IFPS) – Planned Obstacle



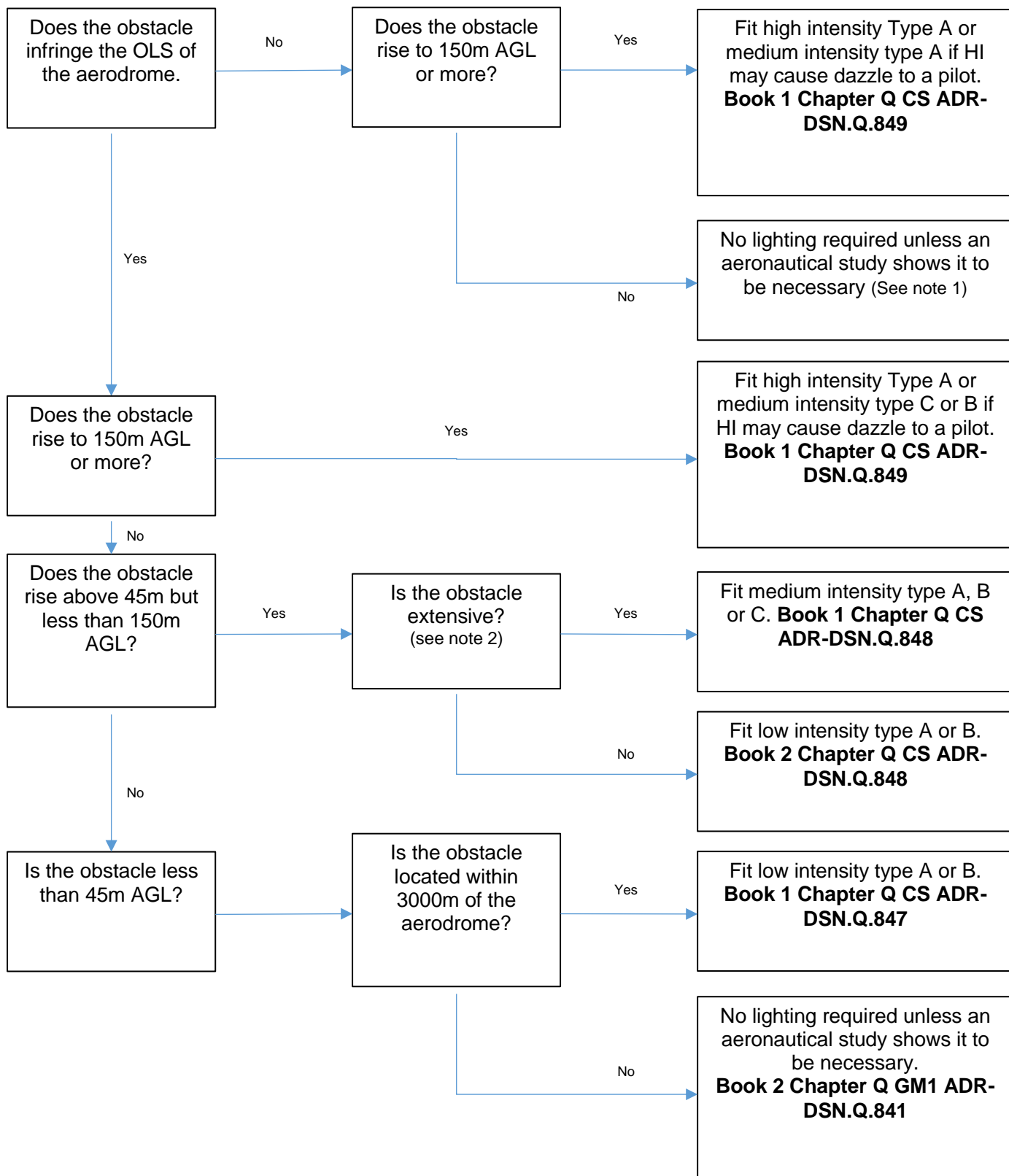
1.2.4 Instrument Flight Procedures (IFPS) – Sudden Emergence of Obstacle



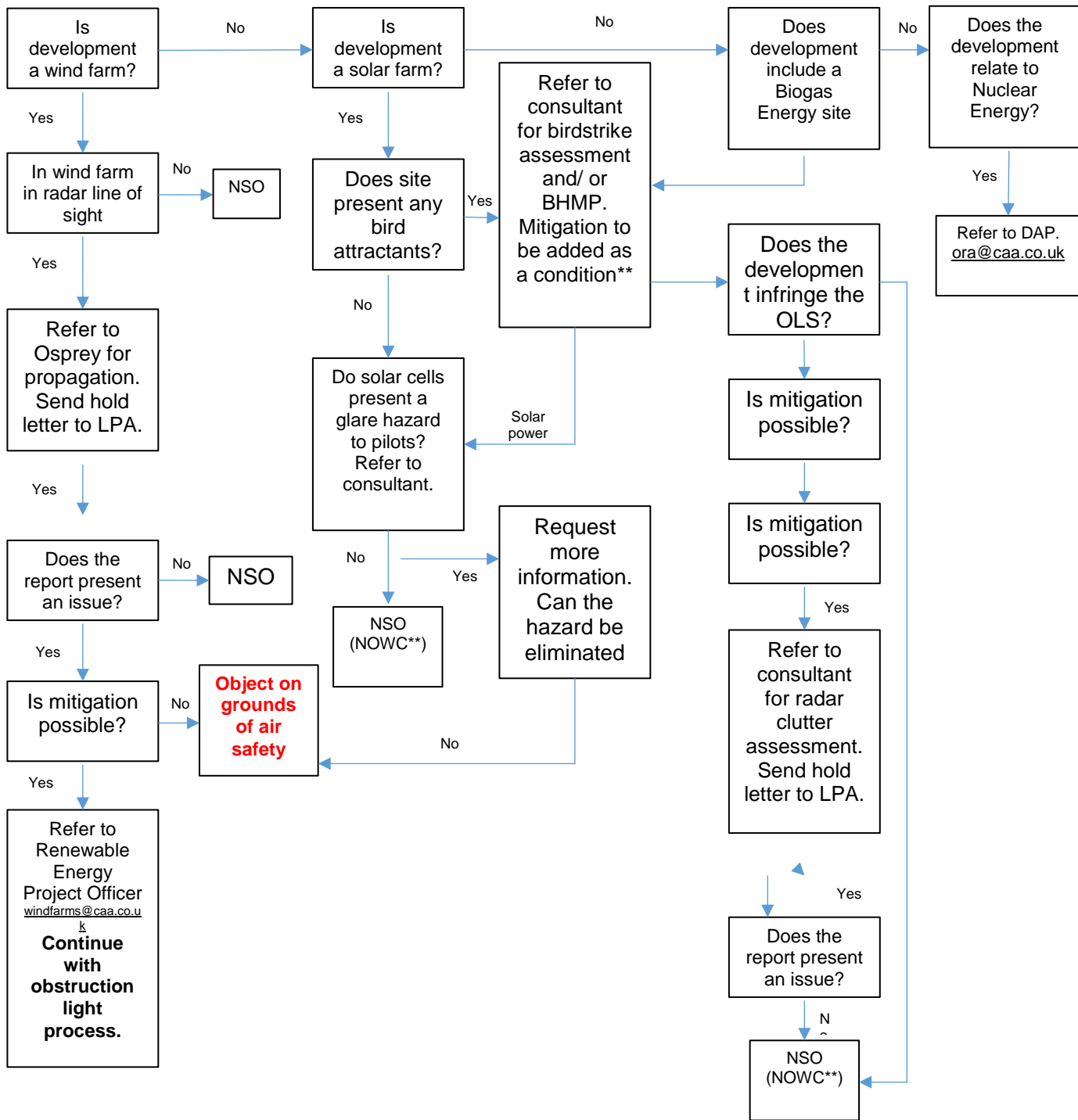
1.2.5 Lighting Schemes



1.2.6 Obstacle Lighting



1.2.7 Renewable Energy



1.3 APPENDIX 38 – Safeguarding Procedure

No	Process Activity	Responsibility
A1	Planning Application document received by Safeguarding Team	Safeguarding Team
A2	Case number allocated to application from chronological list in SharePoint database. Details of application entered onto database against the unique reference number. Case processed using any of the tools available (GDMS, LoS, Google Maps, Grid Ref Finder).	Safeguarding Team
A3	Any applicable or relevant documents to be saved using the unique reference followed by the document name. These can include drawings, maps, and also the GDMS test and LoS.	Safeguarding Team
A4	If the application is a wind farm case, Safeguarding Team will advise whether to pass to a consultant for further assessment. Letter advising developer/planning authority to speak to consultant advised by LBA. Safeguarding Case parked pending further information	Safeguarding Team
A5	Decision taken on referral if insufficient information available to make a decision. If further information is required, the relevant specialist will be consulted. <ul style="list-style-type: none"> – ATC issues refer to HoATS – Bird attractant refer to HAS – Potential to impair the performance of aerodrome navigation aids, radio aids or telecommunication refer to SATE. The SATE will then assess the application against the requirements of ICAO Annex 10. – Lighting considerations, refer to SAGLE 	AOM/aTSM/ Safeguarding Team
A6	Decision on application reached on either Objection/No Objection / Objection + Conditions.	AOM/ Safeguarding Team
A7	If the case is a referral, the Safeguarding Team is to request additional information.	Safeguarding Team
A8	Safeguarding Team raise a No Objection/ Objection + Conditions/Objection letter raised Letter signed by HATS.	Safeguarding Team /AOM
A9	Database updated with decision information Copy of letter added to SharePoint All documents and analysis stored on SharePoint, not hardcopy files.	Safeguarding Team
A10	There is a system in place for crane permits which are issued on a form, an illustration of which can be seen in APPENDIX 39.	Safeguarding Team /AOU

1.4 APPENDIX 39 – Crane Permit



Aerodrome Safeguarding

Issued: 29th March 2019

Crane Permit Application Form

Companies and contractors who require to operate cranes within **6 kilometres** of an Aerodrome boundary and at heights of more than **10 metres AGL** or that of surrounding structures or trees, if higher, must receive prior permission from the Aerodrome operator.

Legislation controlling the use of cranes and lifting equipment in the vicinity of Aerodromes.

- The Air Navigation Order
- CAP 168 Licencing of Aerodromes
- BSI Code of Practise for the safe use of Cranes, BS 7121: Part 1, paragraph 9.3.3 Crane Control in the vicinity of Aerodromes.

Application Date	
Crane Operating Company Name & Contact Details	
Crane Operator / Supervisor Name	
On Site Contact Details	
Crane Type and Dimensions	
Crane Lift Location (Address AND co-ordinates/Grid ref or Satellite/Map image required)	
Max Operating Crane Height (Above Ground Level)	
Crane Operating Start Date	
Crane Operating End Date	
Crane Operating Times	
Is red aviation obstacle light fitted to crane?	

Please complete this form in full and return to safeguarding@lba.co.uk along with any site maps, satellite images or drawings that will assist in expediting the processing of this application.