

Dated *9th October* 2017

---

**(1) LONDON LUTON AIRPORT OPERATIONS LIMITED**

and

**(2) LONDON LUTON AIRPORT LIMITED**

and

**(3) THE ROYAL BANK OF SCOTLAND PLC**

and

**(4) LUTON BOROUGH COUNCIL**

---

**AGREEMENT**

**Section 106 Town and Country Planning Act 1990 (as amended)**

**Re: London Luton Airport, Airport Way, Luton**

---

Legal Services  
Luton Borough Council  
Town Hall Luton  
LU1 2BQ

Ref: JS/12/01400/FUL  
and 15/00950/VARCON

## Contents

Clause	Page
1. DEFINITIONS .....	4
2. STATUTORY POWER AND ENFORCING AUTHORITY .....	18
3. COMMENCEMENT .....	18
4. THE PLANNING OBLIGATIONS - OPERATOR .....	18
5. THE PLANNING OBLIGATIONS - OWNER.....	19
6. COUNCIL'S COVENANTS.....	19
7. MORTGAGEE'S CONSENT.....	19
8. LEGAL EFFECT .....	20
9. NOTICES.....	21
10. LOCAL LAND CHARGE .....	21
11. INTEREST .....	21
12. VAT .....	22
13. DISPUTE RESOLUTION.....	22
14. GOVERNING LAW.....	22
Schedule 1 Noise Mitigation .....	23
Schedule 2 Traffic and Transportation.....	30
Schedule 3 London Luton Airport Consultative Committee.....	34
Schedule 4 Sustainability.....	35
Schedule 5 Local Employment and Supply Chains.....	37
Schedule 6 Community Fund.....	39
Schedule 7 Monitoring and Reporting .....	40
Schedule 8 Draft Second Planning Permission.....	43

THIS AGREEMENT is made the 9th

day of October

2017

**BETWEEN:**

- (1) **LONDON LUTON AIRPORT OPERATIONS LIMITED** (Company Registration No. 03491213) whose registered office is at Navigation House, Airport Way, London Luton Airport, Luton, Bedfordshire, LU2 9LY (“the Operator”); and
- (2) **LONDON LUTON AIRPORT LIMITED** (Company Registration No. 02020381) whose registered office is at Hart House Business Centre, Kimpton Road, Luton, LU2 0LA (“the Owner”); and
- (3) **THE ROYAL BANK OF SCOTLAND PLC** (Company Registration No. SC090312) whose registered office is at 36 St Andrew Square, Edinburgh EH2 2YB and whose address for service in England and Wales is Syndicated Loans Agency, The Royal Bank of Scotland plc, Level 5, 135 Bishopsgate, London EC2M 3UR (“the Mortgagee”); and
- (4) **LUTON BOROUGH COUNCIL** of Town Hall, Luton LU1 2BQ (“the Council”)

**RECITALS**

- a. The Council is the Local Planning Authority pursuant to the Act and the Local Highway Authority under the Highways Act 1980 for the Borough of Luton
- b. The Operator is the lessee of the Land under leases dated 20 August 1998 and 25 February 1999 between the Owner, the Council (not as local planning authority) and the Operator each for a term of 30 years from 20 August 1998 and these leasehold interests are registered at HM Land Registry under title numbers BD206048 and BD216008 respectively and subject to a charge in favour of the Mortgagee.
- c. The Owner is the freehold owner of the Land and this freehold interest is registered at the Land Registry under title numbers BD180578 and BD200841.
- d. On 18 June 2014, the Operator, Owner, the Mortgagee and the Council entered into the S106 Agreement in connection with the First Planning Permission.
- e. On 23 June 2014 the First Planning Permission was granted by the Council.

- f. On 25 June 2015 the Operator submitted to the Council the Second Planning Application pursuant to section 73 of the Act for variations to condition 11(i) of the First Planning Permission and the Council has resolved to grant the Second Planning Permission subject to ensuring the terms of the S106 Agreement continue to apply to the Second Planning Permission.
- g. The Operator, Owner, Mortgagee and the Council have agreed to reproduce the terms of the S106 Agreement as set out below as a means of ensuring that the terms of the S106 Agreement continue to apply to the Second Planning Permission provided that for the avoidance of doubt from the date of this Agreement either the S106 Agreement or this Agreement (but not both) shall be complied with by the Operator and agreed by the Council.

**NOW THIS DEED WITNESSES** as follows:-

**1. DEFINITIONS**

In this Agreement unless expressly specified otherwise:

- 1.1 "the Act" means the Town and Country Planning Act 1990 as amended at the date of this agreement

**"Actual 55dB Night Contour"** means the most recently published 55 dB LAeq 8h average mode summer night-time (23h00 to 7h00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16 June to 15 September) and which is used for the purposes of determining eligibility for sound insulation in accordance with this Agreement;

**"the Actual 63dB Contour"** means the most recently published 63dB LAeq 16h average mode summer daytime (07h00 to 23h00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16 June to 15 September) and which is used for the purposes of determining eligibility for sound insulation in accordance with this Agreement

**"the Airport"** means the airport situate on the Land known as London Luton Airport

**"Airport Surface Access Strategy"** means the surface access strategy for the Airport produced (and revised and reissued from time to time) in accordance with the Department for Transport's Guidance on Airport Transport Forums and Airport Surface Access Strategies (26 July 1999) (or any replacement or modification of such guidance) and the current version of which is the London Luton Airport Surface

Access Strategy 2012 to 2017

**“Annual Monitoring Report”** means the annual report which the Operator is required to publish and submit to the Council pursuant to Schedule 7 and which shall (to the extent required by the obligations in this Agreement) report on the performance of the Operator in the preceding calendar year against the terms of the Second Planning Permission and this Agreement

**“the Car Park Signage and Monitoring Contribution”** means the sum of £100,000 (one hundred thousand pounds) Index Linked to be paid pursuant to Schedule 2 of this agreement as a contribution towards the cost of the design, provision and maintenance by the Council of a dynamic system of signing to monitor and control the use of the short-term and mid-term car parks and which shall be linked to the traffic signals on the East Luton Corridor

**“Century Park”** means the site known as Century Park and shown for identification purposes coloured green on Plan 3

**“Century Park Access Land”** means the part of the Land coloured blue on Plan 4

**“Century Park Development”** means the comprehensive development of the whole of Century Park predominantly for business industrial and storage uses (use classes B1, B2 and B8)

**“Commencement Date”** means 1 January 2016

**“Community Fund”** means the fund established by the Operator pursuant to Schedule 6 of this agreement and administered by an independent body under which community projects may be funded within the Local Area

**“Conditioned Schemes”** means each of the following:

- (a) the Noise Control Scheme;
- (b) the Noise Control Monitoring Scheme; and
- (c) the Ground Noise Control Scheme.

**“Construction Travel Plan”** means the action plan submitted to the Council on 14 August 2015 and attached at Annexure 2 for travel by construction workers carrying out the Development which shall be aimed at increasing travel by sustainable modes of surface transport including making the best use of public

transport including provision for monitoring of the plan

**"the Contributions"** means the following contributions:

- (a) The Junction 10A Contribution;
- (b) The Off-Site Highways Contribution;
- (c) The Car Park Signage and Monitoring Contribution

**"the Daytime Ground Noise Threshold"** means a free field noise level in excess of 55dB LAeq 16h daytime (07h00 to 23h00) based on the most recently published figures for actual aircraft operations at the Airport for the summer period (16 June to 15 September)

**"the Development"** means the development authorised by the Second Planning Permission subject to Clause 3.2

**"Director of Planning"** means the officer at the Council who for the time being has overall responsibility for management of the Council's service as local planning authority

**"East Luton Corridor"** means the sequence of highway along the corridor between Junction 10A of the M1 motorway and London Luton Airport, including the A1081 and the A505 between Capability Green and the Airport Way/Kimpton Road Roundabout.

**"Employment Skills and Recruitment Plan"** means the plan submitted and approved pursuant to Schedule 5 of this agreement (and attached at Annexure 4) which specifies the measures that will be taken by the Operator to make available to people in the Local Area opportunities to find employment and to improve their skills during the construction and operation of the Development Provided That this shall not compromise the legislative requirements on the Operator and other businesses as employers, and includes any update to the Employment Skills and Recruitment Plan from time to time approved by the Council in accordance with Schedule 5

**"Employment and Training Contribution"** means the sum of £100,000 (one hundred thousand pounds) Index Linked to be paid pursuant to Schedule 5 of this agreement as a contribution towards the cost of the Local Employment and Training Initiative

**“Environment Forum”** means a partnership arrangement between the Operator and third party businesses located within the Airport boundary to promote waste management and recycling and required to be operated pursuant to Schedule 4 of this agreement

**“Environmental Management Contribution”** means the sum of £5,000 Index Linked to be paid pursuant to Schedule 4 of this agreement as a contribution towards grassland and hedgerow management at Wigmore Valley Park

**“Environmental Report”** means a report which the Operator is required to publish and submit to the Council pursuant to Schedule 7 of this Agreement and which shall report on a quarterly basis each year on the environmental information specified in Schedule 7 for the preceding quarter.

**“the First Planning Application”** means the application registered by the Council under number 12/01400/FUL seeking planning permission for the development of the Land comprising:

- (a) Dualling of Airport Way/Airport Approach Road and associated junction improvements;
  - (b) Revisions to circulation in the Central Terminal Area;
  - (c) Extensions and alterations to the terminal buildings at the Airport;
  - (d) Erection of new departures/arrivals pier and walkway;
  - (e) Extensions and alterations to the short-term mid-term and long-term car parks;
  - (f) Construction of a new parallel taxiway and extensions to the existing taxiway parallel to the runway;
  - (g) Extensions to existing aircraft parking aprons;
  - (h) Improvements to ancillary infrastructure including access and drainage;
  - (i) Demolition of existing structures and enabling works; and
- outline planning permission for the development of the Land comprising:
- (j) Construction of a multi-storey car park and pedestrian link building (all matters reserved)

**“the First Planning Permission”** means the planning permission granted pursuant to the First Planning Application dated 23 June 2014 with reference number 12/01400/FUL

**“Ground Noise Control Scheme”** means the scheme concerning ground noise comprised in Section 5.0 of Appendix 2 to the attached Annexure 1 approved by the Council on 2 March 2015 pursuant to condition 14 of the First Planning Permission under reference 14/01519/DOC which forms part of the approved Noise Management Plan and is required by condition 12 of the Second Planning Permission

**“Guidelines”** means the “Guidelines for Airport Consultative Committees” issued by the Department of Transport in April 2014 or such other guidelines that may be issued from time to time modifying extending or replacing them

**“Index Linked”** means any sum so described in this Agreement shall be increased by an amount in proportion to the increase in the All Items Index of Retail Prices (“RPI Index”) issued by the Office for National Statistics from September 2014 until the date on which such sum is paid in accordance with the following formula:

$$X = \text{£Y} \times B/A$$

Where:

X is the sum in question after application of this formula

£Y is the sum due under this Agreement to which this formula is applied

A is the value of the RPI Index last published before the date of the S106 Agreement; and

B is the value of the RPI Index last published before sum (£Y) is paid

- provided that if the RPI Index shall cease to exist, there shall be substituted such other index as shall be specified by the Council acting reasonably

**“Independent Body”** means the Bedfordshire and Luton Community Foundation or any replacement independent body approved pursuant to paragraph 2.1 of Schedule 6

**“Interest”** means interest at 2% per annum above the base lending rate of Lloyds



Bank plc from time to time

**“the Junction 10A Contribution”** shall mean the sum of £2,000,000 (two million pounds) Index-Linked paid to the Council in December 2014 pursuant to Schedule 2 of this Agreement as a contribution towards the costs of implementing the M1 Junction 10a (Grade Separation) Order 2013 (SI 2013/2808)

**“the Land”** means the land known as London Luton Airport, Airport Way, Luton shown edged red on Plan 1

**“LLACC”** means the London Luton Airport Consultative Committee

**“Local Area”** means together the administrative areas of Luton Borough Council, Central Bedfordshire Council, North Hertfordshire District Council, Stevenage Borough Council, St Alban’s District Council, Dacorum Borough Council and Aylesbury Vale District Council

**“Local Employment and Training Initiative”** means the initiative to be co-ordinated by or on behalf of the Council to support the employment and training of local people during the construction and occupation of the Development

**“Local Procurement Protocol”** means a procurement procedure submitted to the Council on 22 April 2015 and attached at Annexure 4 through which businesses in the Local Area are given the opportunity to bid/tender for the provision of goods and services to the Development without compromising commerciality and any legislative requirements, and includes any update to the Local Procurement Protocol from time to time approved by the Council in accordance with Schedule 5

**“Net Environmental Management Contribution”** means the sum of £5,000 Index Linked less the balance available for expenditure by the Council which is identified in the account provided to the Operator under paragraph 8 of Schedule 4

**“the Night-time Ground Noise Threshold”** means a free field noise level in excess of 48dB LAeq 8h night-time (23h00 to 07h00) based on the most recently published figures for actual aircraft operations at the Airport for the summer period (16 June to 15 September)

**“Noise Action Plan”** means the London Luton Airport Noise Action Plan 2013-2018 prepared in response to the Environmental Noise Directive (2002/49/EC) and in accordance with the Environmental Noise (England) Regulations 2006, as amended

and revised from time to time

**“Noise Control Monitoring Scheme”** means the Noise Control Monitoring Scheme comprised in Section 4.0 of Appendix 2 to the attached Annexure 1 approved by the Council on 2 March 2015 pursuant to condition 13 of the First Planning Permission under reference 14/01519/DOC which forms part of the approved Noise Management Plan and is required by condition 11 of the Second Planning Permission

**“Noise Control Scheme”** means the Noise Control Scheme approved on 2 March 2015 pursuant to condition 11 of the First Planning Permission under reference 14/01519/DOC which forms part of the approved Noise Management Plan and the strategy for the reduction of the area of noise contours required by condition 10 of the Second Planning Permission and is comprised in Section 2.0 of Appendix 2 to the attached Annexure 1

**“Noise Management Plan”** means the comprehensive noise management plan submitted to the Council on 22 December 2014 and set out at Section 2.0 of the attached Annexure 1 and which pursuant to Schedule 1 shall be operated continuously by the Operator in order to minimise noise disturbance from aircraft using the Airport incorporating the approved Conditioned Schemes and the approved Noise Action Plan and otherwise the following additional matters:

- (a) the Residential Noise Insulation Scheme;
- (b) the Non-Residential Noise Insulation Scheme;
- (c) the Noise Insulation Fund;
- (d) the operation of LLACC;
- (e) review processes for the Noise Management Plan.

**“Noise Management Plan Review Dates”** means the first, third and fifth anniversary of the Commencement Date and subsequently every five years following such fifth anniversary

**“the Noise Insulation Fund”** means a fund to be established and maintained by the Operator pursuant to Schedule 1 of this Agreement and (unless otherwise agreed) administered by LLACC in order to fund the cost of the Residential Noise Insulation

Scheme and the Non-Residential Noise Insulation Scheme.

**“Noise Insulation Schemes”** means the Residential Noise Insulation Scheme and the Non-Residential Noise Insulation Scheme.

**“Noise Violation Limits”** means the Noise Violation Limits for aircraft established under the conditions attached to the Second Planning Permission

**“Non-Residential Buildings”** means the following types of public buildings in noise sensitive community use and any other types of public building as agreed between the Operator and the Council:

- schools and colleges;
- doctors’ surgeries, health centres, hospitals, nursing homes, care homes;
- libraries, community centres (unless only used as social clubs), meeting halls, village halls;
- churches and other places of religious worship;
- children’s and other day centres crèches and nurseries.

**“Non-Residential Noise Insulation Scheme”** means the scheme submitted to the Council on 22 December 2014 and comprised in Section 4.0 of the attached Annexure 1 and which shall be operated pursuant to Schedule 1 of this agreement for the funding of noise insulation works by the Operator for Non-Residential Buildings which are exposed to the highest airborne noise levels by reference to the most recently published average mode summer daytime (07h00 to 23h00) airborne noise contours or the average mode summer night-time (23h00 to 7h00) airborne noise contours based on actual aircraft movements at the Airport for the summer period (16 June to 15 September) . Such Non-Residential Buildings may be situated in any part of the Local Area. The Non-Residential Noise Insulation Scheme shall incorporate the following:

- The eligibility criteria for Non-Residential Buildings;
- Any restrictions on the number of applications for funding which may be made under the Non-Residential Noise Insulation Scheme;
- A description including the range and specification of the works which may

be funded by the Non-Residential Noise Insulation Scheme and how (if at all) these will vary according to which of the eligibility criteria are met;

- Any exclusions from the eligibility criteria which may for the avoidance of doubt include buildings where the range or specification of works which may be funded by the Non-Residential Noise Insulation Scheme are already met by the condition of the existing building fabric;
- Details of how the Non-Residential Noise Insulation Scheme is to be administered by LLACC including:
  - the address to which applications are to be made;
  - the process by which it will be established whether the eligibility criteria for Non-Residential Buildings are met;
  - independent assessment of applications;
  - the timetable for processing applications; and
  - the maximum amount and timing of payments.
- Measures to publicise the Non-Residential Noise Insulation Scheme and the eligibility criteria.

**“Non-Residential Noise Insulation Scheme Review Dates”** means the date that is three years after the Commencement Date (“the Anniversary”) and subsequently every five years following from the Anniversary

**“the Off-Site Highways Contribution”** means the sum of £2,000,000 (two million pounds) Index Linked payable pursuant to Schedule 2 of this Agreement as a contribution towards the cost of highway improvements on the network in the vicinity of the Airport to the following junctions which are identified in the Transport Assessment submitted with the First Planning Application namely:

- a. Vauxhall Way / Kimpton Road / Airport Way junction
- b. Airport Way/Gypsy Lane

- c. Vauxhall Way/Eaton Green Road roundabout
- d. Vauxhall Way (between Kimpton Road and Eaton Green Road)
- e. Vauxhall Way/Crawley Green Road roundabout
- f. Hitchin Road/Stopsley Way roundabout
- g. Hitchin Road/Stopsley Way/Ashcroft Road roundabout

**“the Operator”** means the first named party to this Agreement London Luton Airport Operations Limited which is the operator of the Airport and shall include any person or persons deriving title to the Land from the Operator

**“the Operator Lease”** means together the leases of the Airport referred to in recital (B) under which the Operator is the lessee

**“the Owner”** means the second named party to this Agreement London Luton Airport Limited and shall include any person or persons deriving title to the Land from the Owner

**“Passenger Travel Plan”** means the action plan submitted to the Council on 26 May 2015 and attached at Annexure 3 for travel by air passengers to and from the Airport aimed at increasing travel by sustainable modes including making the best use of public transport including a programme of implementation of the actions and measures identified in the plan and provision for monitoring and review of the plan to take account of each Phase

**“Phase”** means any phase of the Development identified as part of the phasing plan or programme submitted to and approved by the Council pursuant to the conditions attached to the First Planning Permission and required by the Second Planning Permission

**“Plan 1”** means the plan attached hereto and numbered “1”

**“Plan 2”** means the plan attached hereto and numbered “2”

**“Plan 3”** means the plan attached hereto and numbered “3”

**“Plan 4”** means the plan attached hereto and numbered “4”

**“Plan 5”** means the plan attached hereto and numbered “5”

**“Predicted Road Traffic Noise Increase”** means a predicted road traffic noise increase of not less than 1 dB as a result of the Development which for the avoidance of doubt has been identified in the First Planning Application along the roads coloured blue on Plan 2

**“Quota Count System”** means the quota count system for the Airport established under the conditions attached to the Second Planning Permission

**“the Residential Eligibility Criteria”** means any of the following:

- (a) Airborne Aircraft Noise
  - (i) Any habitable rooms at dwellings within the Actual 63dB Contour; or
  - (ii) Any habitable rooms which are used as bedrooms at dwellings within the Actual 55dB Night Contour; or
  - (iii) Any habitable rooms which are used as bedrooms at dwellings where the airborne noise level in excess of 90 dB SEL occurs externally at an annual average frequency of once or greater during the night-time (23h00 to 07h00).
- (b) Ground Noise
  - (i) Any habitable rooms at dwellings which are exposed externally to the Daytime Ground Noise Threshold; or
  - (ii) Any habitable rooms which are used as bedrooms at dwellings which are exposed externally to the Night-time Ground Noise Threshold.
- (c) Traffic Noise
  - (i) Any habitable rooms at dwellings with a façade incident noise level in excess of 66dB LAeq 16h daytime (07h00 to 23h00); and
  - (ii) which are subject to the Predicted Road Traffic Noise Increase

**“Residential Noise Insulation Scheme”** means the scheme submitted to the Council on 22 December 2014 and comprised in Section 3.0 of the attached Annexure 1 which shall be operated pursuant to Schedule 1 of this Agreement under which noise insulation works to residential dwellings that meet the Residential Eligibility Criteria and are situate in any local authority area will be funded by the Operator incorporating each of the following:

- (a) The Residential Eligibility Criteria and any restrictions on the number of applications for funding which may be made under the Residential Noise Insulation Scheme;
- (b) A description including specification and standard of noise reduction for the works which may be funded by the Residential Noise Insulation Scheme and how (if at all) these will vary according to which of the Residential Eligibility Criteria are met;
- (c) Any exclusions from the Residential Eligibility Criteria which may for the avoidance of doubt include dwellings where the specification and standard of noise reduction for works which may be funded by the Residential Noise Insulation Scheme are already met by the condition of the existing building fabric;
- (d) Details of how the Residential Noise Insulation Scheme is to be administered by LLACC including:
  - (i) the address to which applications are to be made;
  - (ii) the process by which it will be established whether the applicant meets the Residential Eligibility Criteria;
  - (iii) the timetable for processing applications; and
  - (iv) the maximum amount and timing of payments.
- (e) Measures to publicise the Residential Noise Insulation Scheme and the Residential Eligibility Criteria.

**“the RNIS Review Dates”** means the date that is three years after the Commencement Date (**“third anniversary”**) and subsequently every five years from the third anniversary

**“S106 Agreement”** means the Section 106 Agreement dated 18 June 2014 entered into by the Owner, Operator, Mortgagee and the Council in relation to the Land

**“Safeguarding Release Event”** means any one of the following events:

- (a) The expiry of all planning permissions existing at the date of the S106 Agreement (including any extension or renewal of such a permission)

granted for the Century Park Development and the Century Park Development ceasing to benefit from an allocation in the development plan (within the meaning of the Act) for the administrative area of Luton; or

- (b) The grant of planning permission for an alternative means of gaining access to and from the Century Park Development.

**“Second Planning Application”** means the planning application pursuant to section 73 of the Act to amend condition 11(i) of the First Planning Permission in relation to development of the Land under reference number 15/00950/VARCON

**“Second Planning Permission”** means the planning permission to be granted pursuant to the Second Planning Application, substantially in the form of the draft copy of which is included at Schedule 8

**“Staff Travel Plan”** means the plan submitted to the Council on 26 May 2015 and attached at Annexure 3 for travel to and from the Airport by staff employed at the Airport which shall be aimed at increasing travel by sustainable modes including making the best use of public transport and including a programme of implementation of the actions and measures identified in the plan and provision for monitoring and review of the plan to take account of each Phase

**“the Sustainability Strategy”** means the written strategy submitted to the Council on 19 February 2015 and attached at Annexure 5 which has the objective of improving the sustainability of the Airport without compromising the safety of operations at the Airport including (by reference to objectively assessed criteria):

- (a) the introduction or extension of environmental management systems
- (b) influencing supply chains
- (c) energy efficiency
- (d) low carbon generation of heating, cooling facilities and electricity
- (e) waste management and recycling
- (f) water management and efficiency and



(g) biodiversity

- and the strategy shall establish timescales for the assessment of opportunities to improve the sustainability of the Airport in these areas, identification of measures for implementation, timescales for their implementation and performance targets.

**“Track Violation Penalty System”** means a system to be operated pursuant to Schedule 1 of this Agreement through which financial penalties (**“Penalties”**) are levied on an airline on any occasion when the aircraft which it operates at the Airport violate (that is to say fly outside of) the published noise preferential route corridors without specific instruction to that effect from air traffic control or other than due to adverse weather conditions Provided That:

- the Penalty will be set at a maximum of £750 for violations during the day and a maximum of £1,000 for violations between 2300 and 0600; and
- the level of Penalty shall be Index-Linked and subject to review on an annual basis.

**“the Transport Forum”** means the partnership arrangements already established at the date of the S106 Agreement by the Operator between itself, public transport operators, the Council, local people and businesses and other interested parties in accordance with the Department for Transport’s Guidance on Airport Transport Forums and Airport Surface Access Strategies (26 July 1999) or any replacement or modification of such guidance

**“Wigmore Valley Park”** means the park known as Wigmore Valley Park shown for identification purposes coloured green on Plan 5

**“Working Day”** means a Monday through to and including Friday save for bank holidays in the UK

- 1.2 Words importing the singular shall include the plural and vice versa
- 1.3 Words importing one gender include all other genders
- 1.4 Clause headings (if any) are inserted for convenience only and shall not affect the construction of this Agreement and all references to clauses and sub-clauses are to clauses and sub-clauses of this Agreement

- 1.5 References to statutes or statutory instruments include references to any Modification extension or re-enactment of them from time to time
- 1.6 References in this Agreement to the Council shall include any successor to its statutory functions

## **2. STATUTORY POWER AND ENFORCING AUTHORITY**

This Agreement is made as a deed pursuant to Section 106 of the Act and Section 111 of the Local Government Act 1972 and the obligations at Clause 4 and 5 are planning obligations and covenants binding on the Land for the purposes of those statutory provisions and are enforceable by the Council

## **3. COMMENCEMENT**

- 3.1 This Agreement takes effect on the date of grant of the Second Planning Permission.
- 3.2 For the avoidance of doubt from the date of grant of the Second Planning Permission any action taken pursuant to the S106 Agreement (including any act of compliance) shall be deemed to be an action taken pursuant to this Agreement (and any act of compliance shall be deemed to satisfy the corresponding requirements of this Agreement)
- 3.3 In the event that the Council shall at any time hereafter grant a planning permission pursuant to an application made under Section 73 of the Act (or any re-enactment or replacement thereof) in respect of the conditions in the Second Planning Permission (and for no other purpose whatsoever) references in this Deed to the Second Planning Application and the Second Planning Permission and the Development shall be deemed to include any such application and any planning permission granted pursuant to such application, and the resultant development respectively as aforesaid and this Deed shall henceforth take effect and be read and construed accordingly Provided That the Council does not deem it necessary to grant the said permission subject to a new Agreement under Section 106 of the Act.

## **4. THE PLANNING OBLIGATIONS - OPERATOR**

- 4.1 The Operator covenants with the Council so as to bind its leasehold interest in the Land:-
  - (a) to observe and perform and cause to be observed and performed the covenants and restrictions contained in this clause and the Schedules to this

Agreement; and

- (b) to pay on completion of this Agreement the Council's reasonable legal costs in connection with the negotiation and completion of this Agreement; and
- (c) to pay to the Council on the first Working Day following 1 January 2017 and on the first Working Day following the first of each subsequent January (or in either case, if later, within 28 days of the date of receipt by the Operator of an invoice for the same from the Council) the sum of £15,000 (fifteen thousand pounds) in respect of the monitoring by the Director of Planning of the terms of this Agreement and
- (d) subject to Clause 8.7 not to carry out the Development or conduct the operation of the Airport otherwise than in accordance with this Agreement.

## **5. THE PLANNING OBLIGATIONS - OWNER**

- 5.1 The Owner covenants with the Council so as to bind the freehold interest in the Land to observe and perform the covenants and restrictions entered into by the Operator at Clause 4 Provided That the second named party, London Luton Airport Limited (but not those deriving title from London Luton Airport Limited) shall not be obliged to perform its covenants under this Clause except at any time when the Operator Lease is determined and there is no lease or agreement with any person deriving title to the Land from London Luton Airport Limited or the Operator so as to render this agreement enforceable against that person by virtue of section 106(3)(b) of the Act.
- 5.2 Liability under any covenant referred to in this clause shall be limited to the obligations or the parts of the obligations that remain to be performed under this Agreement at the time that the covenant is entered into.

## **6. COUNCIL'S COVENANTS**

The Council covenants with the Owner and the Operator to observe and perform the obligations on its part contained the in the Schedules to this Agreement.

## **7. MORTGAGEE'S CONSENT**

The Mortgagee consents to the creation of the Operator's obligations at Clause 4 and acknowledges that the Land shall be bound by them save that the Mortgagee (or any subsequent mortgagee) shall only be obliged to perform them if it becomes a

mortgagee in possession of the Land. The Mortgagee, and any future mortgagee of the Land, shall have no liability after it has discharged the security or has disposed of the Land which is subject to its security whether by sale or otherwise PROVIDED ALWAYS that the Mortgagee will not be released from any liability incurred prior to this.

## **8. LEGAL EFFECT**

- 8.1 No person shall be liable for any breach of the obligations contained in this Agreement after it has parted with its interest in the Land other than in respect of any breach by it at the time when it held such an interest
- 8.2 No person other than the Council the Operator and the Owner shall have the benefit of or be capable of enforcing any term of this Agreement as a result of the Contracts (Rights of Third Parties) Act 1999
- 8.3 All parties to this Agreement acknowledge that they are under an obligation to act reasonably and (without prejudice to the generality of that obligation) if any certificate consent permission expression of satisfaction or other approval is due from one party to another or any person on their behalf under the terms of this Agreement it shall not be unreasonably withheld or delayed
- 8.4 Nothing in this Agreement shall fetter prejudice or affect the Council's powers to enforce any specific obligation or term or condition nor shall anything contained in this Agreement fetter prejudice or affect any provisions rights powers duties and obligations of the Council in the exercise of its functions as a local planning authority for the purposes of the Act or otherwise as a local authority
- 8.5 No waiver (whether express or implied) by the Council of any breach or default in performing or observing any of the covenants terms or conditions of this Agreement shall constitute a continuing waiver and no such waiver shall prevent the Council from enforcing any of the relevant terms or conditions or from acting upon any subsequent breach or default
- 8.6 If any provision in this Agreement shall in whole or in part be found (for whatever reason) to be invalid or unenforceable then such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions of this Agreement
- 8.7 Nothing in this Agreement shall prohibit or limit the right to develop any part of the

Land in accordance with a planning permission (other than the Second Planning Permission) granted (whether or not on appeal) after the date of this Agreement

8.8 If the Second Planning Permission is quashed revoked or expires the obligations in this Agreement shall (save for sub-clause 4.1(b) of this Agreement) cease to have effect.

## 9. NOTICES

9.1 All notices served under or in connection with this Agreement shall be deemed to have been properly served if sent by recorded delivery to the principal address or registered office (as appropriate) of the relevant party

9.2 The provisions of section 196 of the Law of Property Act 1925 shall apply to any notice to be served under or in connection with this Agreement and any notice to the:

- (a) Council shall be in writing and unless stated otherwise shall be addressed to the Development Control Manager within the Council at Town Hall Luton LU1 2BQ and shall cite the s106 reference numbers S106/12/01400/FUL and 15/00950/VARCON;
- (b) Operator shall be in writing and addressed to Navigation House Airport Way, London Luton Airport, Luton, Bedfordshire, LU2 9LY
- (c) Owner shall be in writing and addressed to Hart House Business Centre, Kimpton Road, Luton, LU2 0LA
- (d) Mortgagee shall be in writing and addressed to The Royal Bank of Scotland plc, Level 9, 250 Bishopsgate, London EC2M 4AA Attention: Brian Tomkins - Syndicated Loans Agency

## 10. LOCAL LAND CHARGE

This Agreement is a Local Land Charge and shall be registered in the Register of Local Land Charges

## 11 INTEREST

11.1 If any payment due under this Deed is paid late, Interest will be payable from the

date payment is due to the date of payment.

## **12 VAT**

- 12.1 All consideration given in accordance with the terms of this Deed shall be exclusive of any value added tax properly payable.

## **13 DISPUTE RESOLUTION**

- 13.1 In the event of any dispute or difference arising between any of the parties to this Agreement in respect of any matter contained in this Agreement (including the refusal of any approval required pursuant to this Agreement) other than the calculation of contribution amounts or the timing of payment of contributions such dispute or difference shall be referred to an independent and suitable person holding appropriate professional qualifications to be appointed (in the absence of an agreement) by or on behalf of the president for the time being of the Chartered Institute of Arbitrators and such person shall act as an expert whose decision shall be final and binding on the parties in the absence of manifest error and any costs shall be payable by the parties to the dispute in such proportion as the expert shall determine and failing such determination shall be borne by the parties in equal shares.
- 13.2 Any expert howsoever appointed shall be subject to the express requirement that a decision is reached and communicated to the relevant parties within the minimum practicable timescale allowing for the nature and complexity of the dispute.

## **14 GOVERNING LAW**

This Deed is governed by and interpreted in accordance with the law of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

**IN WITNESS** of which the Operator the Owner and the Mortgagee have executed this Agreement as a Deed and the Council has affixed its Common Seal the day and year above written

## Schedule 1

### Noise Mitigation

#### **1 Noise Management Plan**

- 1.1 Having obtained the approval of the Noise Management Plan prior to the date of this Agreement, with effect from the date of this Agreement the Operator shall implement and continue to operate the Noise Management Plan subject to such modifications as may be agreed in writing by the Council following review of the Noise Management Plan as provided for in the ensuing subparagraph 1.2 of this Schedule.
- 1.2 The Noise Management Plan shall be subject to periodic review by the Council on the Noise Management Plan Review Dates as follows:
- (a) On or before each of the Noise Management Plan Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Noise Management Plan which shall review the effectiveness of the Noise Management Plan in achieving the principal objective of minimising noise disturbance from aircraft using the Airport and which shall include for the period since the Noise Management Plan was last approved by the Council or since the last Noise Management Plan Review Date (whichever shall be the later date) as a minimum the following:
    - (i) the details of aircraft using the airport including the numbers and types of aircraft taking off and landing at the Airport;
    - (ii) details of any infringements of noise limits specified for arriving and departing aircraft and of any deviations from the tracks to be followed by aircraft using the Airport;
    - (iii) the number of complaints received from the public in relation to noise disturbance, together with their details including their geographic origin and type;
    - (iv) details of any Penalties imposed upon aircraft operators under the terms of the Noise Management Plan;
    - (v) details of the airborne noise and ground noise abatement procedures adopted for the Airport and their effectiveness;

- (vi) the effectiveness of any modifications to the Noise Management Plan or earlier review of it previously implemented
  - (vii) any additional proposed modifications to the Noise Management Plan which may achieve better the principal objective of minimising noise disturbance from aircraft using the Airport.
- (b) The Council shall either:
- (i) approve such report; or
  - (ii) (acting reasonably) request in writing that the report incorporates further or modified information and controls to the extent necessary to be able fully to monitor the operation of the Noise Management Plan or to achieve better the principal objective of minimising noise disturbance from aircraft using the Airport, including (if appropriate) further or alternative modifications to the Noise Management Plan.
- (c) If the Operator receives a written request from the Council pursuant to sub-paragraph 1.2(b)(ii) of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and shall subsequently resubmit the report with further modifications as often as is reasonably necessary until the Council shall have approved in writing the report.
- (d) Any modifications to the Noise Management Plan incorporated in any report approved by the Council under sub-paragraph 1.2 (b) or (c) above shall be implemented by the Operator within three months of that approval.

## **2 Residential Noise Insulation Scheme**

- 2.1 With effect from the date of this Agreement the Operator shall implement and subsequently continue to operate the approved Residential Noise Insulation Scheme in the manner provided for in sub-paragraphs 2.2 and 2.3 of this Schedule subject to such modifications as may be agreed in writing by the Council following review of the Residential Noise Insulation Scheme as provided for in the ensuing sub-paragraph 2.4 of this Schedule.
- 2.2 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the implementation of the approved Residential Noise Insulation



Scheme the same is administered by LLACC and the Operator shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Residential Noise Insulation Scheme.

2.3 Any payments in respect of noise insulation works made under the Residential Noise Insulation Scheme shall be funded using the Noise Insulation Fund.

2.4 The Residential Noise Insulation Scheme shall be subject to periodic review by the Council on the RNIS Review Dates as follows:

(a) On or before each of the RNIS Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Residential Noise Insulation Scheme which shall review the effectiveness of the Residential Noise Insulation Scheme and which shall include for the period since the Residential Noise Insulation Scheme was last approved by the Council or since the last RNIS Review Date (whichever shall be the later date) as a minimum the following:

(i) the number of applications received under the Residential Noise Insulation Scheme, together with details of their geographic origin, the Residential Eligibility Criteria relied upon by the applicant and the outcome of each application;

(ii) the total expenditure under the Residential Noise Insulation Scheme in each year preceding the RNIS Review Date; and

(iii) details of any proposed modifications to the Residential Noise Insulation Scheme to improve its operation.

(b) The Council shall either:

(i) approve such report; or

(ii) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to be able fully to monitor the operation of the Residential Noise Insulation Scheme or to improve its operation, including (if appropriate) further or alternative modifications to the Residential Noise Insulation Scheme.

(c) If the Operator receives a written request from the Council pursuant to subparagraph 2.4(b)(ii) of this Schedule it shall resubmit a modified draft of the

report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council shall have approved in writing the report.

- (d) Where any report approved by the Council under sub-paragraph 2. 4 (b) or (c) above incorporates modifications to the Residential Noise Insulation scheme the Operator shall
  - (i) where the modifications are within the control of the Operator implement them within three months of that approval, or
  - (ii) where the modifications are within the control of LLACC use reasonable endeavours to secure that they are so implemented

### **3 Non-residential Noise Insulation Scheme**

- 3.1 With effect from the date of this Agreement the Operator shall implement and subsequently continue to operate the approved Non-Residential Noise Insulation Scheme in the manner provided for in sub-paragraphs 3.2 and 3.3 of this Schedule subject to such modifications as may be agreed in writing by the Council following review of the Non-Residential Noise Insulation Scheme as provided for in the ensuing sub-paragraph 3.4 of this Schedule.
- 3.2 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the implementation of the approved Non-Residential Noise Insulation Scheme the same is administered by LLACC and the Operator shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Non-Residential Noise Insulation Scheme.
- 3.3 Any payments in respect of noise insulation works made under the Non-Residential Noise Insulation Scheme shall be funded using the Noise Insulation Fund.
- 3.4 The Non-Residential Noise Insulation Scheme shall be subject to periodic review by the Council on the Non-Residential Noise Insulation Scheme Review Dates as follows:
  - (a) On or before each of the Non-Residential Noise Insulation Scheme Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Non-Residential Noise Insulation Scheme which shall review the effectiveness of the Non-Residential Noise Insulation Scheme and which shall include for the period since the Non- Residential Noise Insulation Scheme was last

approved by the Council or since the last Non-Residential Noise Insulation Scheme Review Date (whichever shall be the later date) as a minimum the following:

- (i) the number of applications received under the Non-Residential Noise Insulation Scheme, together with details of their geographic origin, the eligibility criteria relied upon by the applicant and the outcome of each application;
  - (ii) the total expenditure under the Non-Residential Noise Insulation Scheme in each year preceding the Non-Residential Noise Insulation Scheme Review Date; and
  - (iii) details of any proposed modifications to the Non-Residential Noise Insulation Scheme to improve its operation.
- (b) The Council shall either:
- (i) approve such report; or
  - (ii) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to be able to fully to monitor the operation of the Non-Residential Noise Insulation Scheme or to improve its operation, including (if appropriate) further or alternative modifications to the Non-Residential Noise Insulation Scheme.
- (c) If the Operator receives a written request from the Council pursuant to sub-paragraph 3.4(b)(ii) of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council shall have approved in writing the report.
- (d) Where any report approved by the Council under sub-paragraph 3.4 (b) or (c) above incorporates modifications to the Non-Residential Noise Insulation scheme the Operator shall
- (i) where the modifications are within the control of the Operator implement them within three months of that approval, or
  - (ii) where the modifications are within the control of LLACC use

reasonable endeavours to secure that they are so implemented.

#### **4 Noise Insulation Fund**

- 4.1 Having established the bank account for the Noise Insulation Fund, deposited the sum of £100,000 (one hundred thousand pounds) Index Linked and provided the Council with evidence of the deposit of such sum in the bank account prior to the date of this Agreement, the Operator shall maintain the Noise Insulation Fund in the following manner:
- (a) The Operator shall operate the interest-bearing bank account where the Noise Insulation Fund will be maintained;
  - (b) By 31 January 2018 and by 31 January in each subsequent year the Operator shall pay into the bank account for the Noise Insulation Fund such sum of money as shall be necessary to ensure that the balance in that bank account in cleared funds available as at the 31 January date is a minimum of £100,000 (one hundred thousand pounds) Index Linked and shall provide the Council with evidence of the deposit of such sum in the bank account.
- 4.2 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the Commencement Date the Noise Insulation Fund shall be administered by LLACC in conjunction with the Noise Insulation Schemes.

#### **5 Track Violations**

- 5.1 Having established the Track Violation Penalty System prior to the date of this Agreement, the Operator shall operate and maintain the Track Violation Penalty System.
- 5.2 On each anniversary of the Commencement Date the Operator shall submit to the Council for its written approval a report on the operation of the Track Violation Penalty System which shall review the effectiveness of the Track Violation Penalty System and which shall include as a minimum the following for the preceding year:
- (a) the number of Penalties levied by the Operator and the amount of revenue received by the Operator in payment of those Penalties;
  - (b) the categories of the violations by the airlines which gave rise to the Penalties;

- (c) the amount levied against each airline and each aircraft type which operates at the Airport; and
- (d) whether modifications to the level of Penalty under the Track Violation Penalty System are necessary (and so the nature of those modifications) to improve its effectiveness in minimising the noise disturbance of residents.

5.3 The Council shall either:

- (a) approve such report; or
- (b) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to be able fully to monitor the operation of the Track Violation Penalty System or further or alternative modifications to the Track Violation Penalty System in order to improve its effectiveness in controlling the pattern of aircraft operations and minimising the noise disturbance of residents from such aircraft and to improve the operation of the airport.

5.4 If the Operator receives a written request from the Council pursuant to sub-paragraph 5.3(b) of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council shall have approved in writing the report.

5.5 Any modifications to the Noise Management Plan incorporated in any report approved by the Council under sub-paragraph 5.3(a) or paragraph 5.4 above shall be implemented by the Operator within three months of that approval.

5.6 Any sums received by the Operator from airlines under the Track Violation Penalty System shall be paid by the Operator into the Community Fund.

## Schedule 2

### Traffic and Transportation

#### 1 Transport Forum

- 1.1 The Operator shall continue to operate at its own expense and work with members of the Transport Forum to improve access to the Airport by surface transport.
- 1.2 The Operator shall continue to implement the actions and pursue the objectives contained in the Airport Surface Access Strategy.
- 1.3 Annually and as part of each Annual Monitoring Report (which the Operator shall make available to the Airport Transport Forum at the same time at its submission to the Council) and provided that the Council shall have first supplied all relevant data concerning surface access to the Airport which is within its control at least two months prior to the due date for publication of the Annual Monitoring Report the Operator shall report on the operation of the Airport Surface Access Strategy including the progress against each action and objective identified in the Airport Surface Access Strategy and patterns of use of surface transport by staff and passengers travelling to and from the Airport, including:
  - (a) Overall passenger numbers
  - (b) Passenger journeys by time of day
  - (c) Passenger mode shares
  - (d) Passenger catchment area
  - (e) Passenger car and taxi use
  - (f) Staff journeys by time of day
  - (g) Staff mode shares
  - (h) Staff catchment area
- 1.4 The Council covenants with the Owner and the Operator to provide all data within its control which may be relevant to the matters on which the Operator is obliged to report under paragraph 1.3 of this Schedule and shall do so at least two months

prior to the due date for publication of the Annual Monitoring Report in any one year.

## **2 Off-site Highway Works**

- 2.1 The Council acknowledges that prior to the date of this Agreement the Operator has paid the Junction 10A Contribution and the Operator shall pay the following remaining sums in the following manner to the Council :
- (a) The Off-Site Highways Contribution prior to the Commencement of that part of the Development which comprises the dualling of Airport Way and the Airport Approach Road (or if later within 28 days of the date of receipt by the Operator of an invoice for the same from the Council) and the Operator shall not Commence that part of the Development unless and until (if invoiced) the Off-Site Highways Contribution has been paid to the Council; and
  - (b) The Car Park Signage and Monitoring Contribution upon the date that for the first time an Annual Monitoring Report is published which records an annual passenger throughput at the Airport of 13.5 million passengers or more.
- 2.2 The Council covenants with the Owner and the Operator to use the Contributions for the purposes for which they were paid to the Council as soon as reasonably practicable following their receipt and in the event that any part of the Contributions has not been expended within 18 (eighteen) years of the date of receipt of the latest of the Contributions to be received by the Council that part of the Contributions shall be returned by the Council to the person who paid the same together with interest credited at 2% above the Bank of England base rate in force from time to time calculated from date of receipt by the Council to the date of repayment.

## **3 Travel Plans**

- 3.1 With effect from the Commencement Date the Operator shall implement the approved Construction Travel Plan and subsequently until completion of the Development operate and maintain the Construction Travel Plan.
- 3.2 During the period of construction of the Development the Council (as local planning authority and local highway authority) and the Operator shall meet at least every 12 months (beginning with the Commencement Date) and at that meeting review the effectiveness of the Construction Travel Plan for each Phase that is under

construction against their respective objectives and targets and if the objectives and targets in that Travel Plan are not being met use reasonable endeavours to agree revised proposals to achieve those objectives and targets.

3.3 From the date of this Agreement the Operator shall implement the approved Staff Travel Plan and the approved Passenger Travel Plan in accordance with the respective programmes of implementation set out in each of them.

3.4 On the occasion of the second anniversary of the date of this Agreement and subsequently every five years the Operator shall produce and submit to the Council for its written approval a report on each of the Staff Travel Plan and the Passenger Travel Plan which shall:

- (a) identify how the relevant travel plan has been performing against the agreed objectives and targets described in the travel plan; and
- (b) if appropriate, the proposals and remedies to improve performance of the travel plan to meet the agreed the objectives and targets described in the travel plan (including without limitation modal split).

In either case if the report submitted by the Operator pursuant to paragraph 3.4 of this Schedule evidences in the opinion of the Council a travel plan which is not achieving the objectives and targets of the approved Staff Travel Plan or the approved Passenger Travel Plan (as the case may be) and does not include adequate proposals and/or remedies to achieve such objectives and targets, then the Operator shall submit to the Council for its approval in writing modified proposals and/or remedies or modified targets (including without limitation targets for modal split) for the relevant plan. This process shall be repeated as often as reasonably necessary until such revised proposals and/or remedies or such revised targets are approved by the Council.

3.5 Without prejudice to the terms of paragraph 3.4, above, the Operator shall within six months from the date of this Agreement, submit to the Council for its approval an updated Staff Travel Plan and Passenger Travel Plan, incorporating changes reasonably required to comply with the requirements of paragraph 3.4 and within three months of such approval from the Council, each of the updated Staff Travel Plan and Passenger Travel Plan shall be implemented by the Operator.

3.6 The Operator shall implement the approved Staff Travel Plan and the approved Passenger Travel Plan with any approved modifications arising from the review and reporting procedure identified in paragraph 3.4 of this Schedule and shall submit a



copy of any such modified Staff Travel Plan and Passenger Travel Plan (following the review and reporting procedure or otherwise) to the Council.

3.7 During the period between the periodic reviews of the Staff Travel Plan and the Passenger Travel Plan the Council (as local planning authority and local highway authority) and the Operator shall meet at least every 12 months following the date of this Agreement and at that meeting review the effectiveness of the Staff Travel Plan and the Passenger Travel Plan against their respective objectives and targets.

3.8 The Council shall otherwise:

(a) provide support and advice to the Operator in implementing the Staff Travel Plan and the Passenger Travel Plan;

(b) respond to the Operator's draft Staff Travel Plan and draft Passenger Travel Plan and any report or proposals submitted pursuant to the review and reporting procedure in paragraph 3.4 of this Schedule within six weeks of the date of receipt of the same by the Council with either approval or the reasons to explain to the Operator why such report or proposal is not acceptable.

#### **4 Century Park Access Road**

4.1 With effect from the grant of the Second Planning Permission until the date of any Safeguarding Release Event the Operator shall not subject to paragraph 4.2 of this Schedule undertake any permanent development of the Century Park Access Land (including for the avoidance of doubt building or engineering operations and any material change of use) and shall not otherwise do or permit anything which prevents the use of the Century Park Access Land for the construction of an access road leading to and from the Century Park Development.

4.2 Paragraph 4.1 of this Schedule shall not prevent the Operator from undertaking development on or near to the Century Park Access Land with the prior written approval of the Council where such development is either temporary in nature or for which the Council is satisfied that the Operator can be required to remove such development and allow the Century Park Access Land to be used for the purposes of providing access to and from the Century Park Development

### Schedule 3

#### London Luton Airport Consultative Committee

- 1 The Operator shall continue to operate LLACC at its own cost as part of the facilities for consultation which it is obliged to maintain pursuant to its duties under section 35 Civil Aviation Act 1982 as manager of a designated aerodrome.
- 2 Having submitted a revised constitution for LLACC to the Council prior to the date of this Agreement (attached at Annexure 6), the Operator shall, in each year of its publication present the principal findings and conclusions of the Annual Monitoring Report to LLACC and shall provide LLACC with a copy of each Environmental Report at the same time as it is submitted to the Council in accordance with Schedule 7.

## Schedule 4

### Sustainability

- 1 Having obtained the approval of the Sustainability Strategy prior to the date of this Agreement, the Operator shall implement and continue to operate the approved Sustainability Strategy immediately following the date of this Agreement.
- 2 During the operation of the approved Sustainability Strategy, the Operator shall report to the Council annually as part of the Annual Monitoring Report on the performance of the Airport against the targets in the Sustainability Strategy.
- 3 On the occasion of the second anniversary of the date of this Agreement and subsequently every five years the Operator shall produce and submit to the Council for its written approval a report on the implementation of the Sustainability Strategy which shall:
  - (a) describe the measures taken in the preceding five years and assess the outcome of those measures;
  - (b) assess the extent to which the Airport has met the performance targets identified in the Sustainability Strategy; and
  - (c) propose the modifications (if any) which should be made to the Sustainability Strategy in order to ensure that the Airport meets the performance targets identified in the then existing Sustainability Strategy or otherwise to improve the sustainability of the Airport without compromising the safety of operations at the Airport.
- 4 If the report submitted by the Operator pursuant to paragraph 3 of this Schedule:
  - (a) evidences in the opinion of the Council a Sustainability Strategy which is not achieving the performance targets in the approved Sustainability Strategy and does not include adequate modifications to achieve such targets; or
  - (b) does not include sufficiently realistic or challenging performance targets for achieving the objective of improving the sustainability of the Airport without compromising the safety of its operations

- then the Operator shall submit to the Council for its approval in writing further modifications of the Sustainability Strategy and this process shall be repeated as often as reasonably necessary until such modifications are approved by the Council.

- 5 The Operator shall implement the approved Sustainability Strategy with any approved modifications arising from the review and reporting procedure identified in paragraphs 3 and 4 of this Schedule and shall submit a copy of any such modified Sustainability Strategy (following the review and reporting procedure or otherwise) to the Council.
- 6 With effect from the grant of the Second Planning Permission and as part of the Sustainability Strategy the Operator shall continue to operate the Environment Forum at its own cost and shall report annually on the activities of the Forum and its achievements as part of the Annual Monitoring Report.
- 7 On or before 31 January 2017 (or if later within 28 days of receipt by the Operator of an invoice for the same from the Council) the Operator shall pay to the Council the Environmental Management Contribution and on or before 31 January (or if later within 21 days of receipt of the information from the Council identified in paragraph 8 of this Schedule and an invoice from the Council) in each subsequent year the Operator shall pay to the Council the Net Environmental Management Contribution.
- 8 By 10 January in each year following the payment of the Environmental Management Contribution the Council shall provide the Operator with a written account of the expenditure and committed expenditure (if any) since 31 January in the preceding year of the sums received from the Operator pursuant to paragraph 9 of this Schedule and in that account the Council shall state the balance of such sums which it has available for future expenditure.
- 9 The Council shall use the Environmental Management Contribution and any Net Environmental Management Contribution for the purposes of such grassland and hedgerow management at Wigmore Valley Park as the Council's ecologist considers necessary.

## Schedule 5

### Local Employment and Supply Chains

- 1 Having obtained the approval of the Local Procurement Protocol and the Employment Skills and Recruitment Plan prior to the date of this Agreement, the Operator shall carry out the Development in accordance with the approved Local Procurement Protocol and the approved Employment Skills and Recruitment Plan provided that this shall not prejudice the proper and reasonable evaluation and selection of bidders, tenders and candidates by the Operator or its contractors.
- 2 From time to time the Operator may produce and submit to the Council for its approval, an updated Local Procurement Protocol and/or Employment Skills and Recruitment Plan incorporating changes reasonably required for their continued implementation provided that, if an update to the Local Procurement Protocol and/or the Employment Skills and Recruitment Plan is approved by the Council, it shall be implemented by the Operator within three months of that approval.
- 3 Without prejudice to the generality of paragraph 2, above, no later than six months from the date of this Agreement the Operator shall produce and submit to the Council for its approval, an updated Local Procurement Protocol and an updated Employment Skills and Recruitment Plan, to be approved by the Council and accordingly implemented by the Operator within three months of such approval.
- 4 The Operator shall promote the Employment Skills and Recruitment Plan and the Local Procurement Protocol to businesses operating at the Airport and shall use reasonable endeavours to ensure that the Development is Occupied in accordance with the Employment Skills and Recruitment Plan and the Local Procurement Protocol.
- 5 Provided that the Council shall have first supplied all relevant data concerning employment at the Airport which is within its control at least two months prior to the due date for publication of the Annual Monitoring Report the Operator shall report annually on the effectiveness of the Employment Skills and Recruitment Plan and the Local Procurement Protocol as part of the Annual Monitoring Report.
- 6 The Council covenants with the Owner and the Operator to provide all data within its control which may be relevant to the matters on which the Operator is obliged

to report under paragraph 5 of this Schedule and shall do so at least two months prior to the due date for publication of the Annual Monitoring Report in any one year.

- 7 The Operator shall pay the Employment and Training Contribution to the Council within one month of the receipt of a written request for the same Provided That such request is received by the Operator within three years of the Commencement Date and Provided Further such request states either that the Local Employment and Training Initiative is in operation or the date on which the Local Employment and Training Initiative is to commence.
- 8 The Council shall apply the Employment and Training Contribution towards the cost of the Local Employment and Training Initiative and in the event that any part of the Employment and Training Contribution has not been expended within five years of the date of receipt of the same by the Council that part of the Employment and Training Contribution shall be returned by the Council to the person who paid it together with interest credited at 2% above the Bank of England base rate in force from time to time calculated from date of receipt by the Council to the date of repayment.

## Schedule 6

### Community Fund

- 1 Having established the Community Fund prior to the date of this Agreement, the Operator shall operate and shall maintain a Community Fund in the following manner:
- 2 The Operator shall retain the Community Fund in an interest bearing account previously approved by the Council.
  - 2.1 The Operator shall retain the Independent Body (or any future replacement independent body approved in writing by the Council) to administer the Community Fund and shall submit or procure submission by the approved independent body for the written approval of the Council the objectives of the Community Fund and the criteria against which applications for grants or other funding from the Community Fund shall be assessed; and
  - 2.2 By 31 January 2018 and by 31 January in every subsequent year the Operator shall pay into the bank account for the Community Fund the sum of £50,000 (fifty thousand pounds) and shall provide the Council with evidence of the deposit of such sum in the bank account on or before 1 March in each relevant year Provided That the payments shall be in addition to any sums received by the Operator by way of payment under any sanctions imposed on airline operators for failure to act in accordance with noise, track-keeping or other operating requirements at the Airport pursuant to paragraphs 1 and 5 of Schedule 1.
- 3 The Operator shall publicise the availability of the Community Fund to communities in the Local Area.
- 4 The Operator shall report annually on the amount of the expenditure from the Community Fund and the projects funded by the Community Fund as part of the Annual Monitoring Report.

## Schedule 7

### Monitoring and Reporting

1 By 30 June 2018 and subsequently by 30 June in each subsequent year (Provided That the Council shall have first supplied all relevant data concerning surface access to the Airport and employment at the Airport which is within its control at least two months prior to the due date for publication of the Annual Monitoring Report) the Operator shall submit to the Council the Annual Monitoring Report which shall identify and assess the performance of the Airport in the preceding calendar year (January to December) against the information and requirements to include in particular those set out below:

1.1 Noise:

- (a) Annual average summer daytime and night-time noise contours
- (b) Total number of aircraft movements
- (c) Total number of night-time aircraft movements
- (d) Adherence to noise limits and other controls
- (e) Complaints
- (f) Use of a continuous descent approach
- (g) Track keeping
- (h) Number of breaches of noise limits or flying off-track
- (i) Payments from the Noise Insulation Fund
- (j) Aircraft fleet mix

1.2 The operation of the Airport Surface Access Strategy (as required pursuant to Schedule 2 of this Agreement and otherwise as provided for in this paragraph 1.2):

- (a) Overall numbers of air passenger numbers using the Airport
- (b) Numbers and percentages of (i) staff and (ii) passengers travelling by car, bus, train and other modes of transport



- (c) Passenger journeys by time of day
- (d) Passenger catchment area
- (e) Staff journeys by time of day
- (f) Staff catchment area
- (g) Assessment of the need for traffic counting equipment at road junctions and links on the approaches to the Airport and provision for a contribution by the Operator towards the cost of installing such equipment (if any)
- (h) Usage of the short term, mid-term and long term public car parks under the Operator's control
- (i) Usage of staff car parking under the Operator's control
- (j) Performance against actions and targets contained in the Passenger Travel Plan
- (k) Performance against actions and targets contained in the Staff Travel Plan

### 1.3 Sustainability

- (a) As required by Schedule 4 the performance of the Airport against the targets in the Sustainability Strategy;
- (b) As required by Schedule 4 activities of the Environment Forum and its achievements

1.4 The effectiveness of the Employment Skills and Recruitment Plan and the Local Procurement Protocol as required by Schedule 5.

2 The Operator will publish the Annual Monitoring Report on its website and provide copies of the Annual Monitoring Report to each member of LLACC by 30 June in each calendar year when it has been submitted to the Council.

3 In the calendar year following the Commencement Date and in each subsequent calendar year the Operator shall submit to the Council the Environmental Report on or before each of the following dates:

- 1 June in respect of the quarter year from 1 January to 31 March

- 1 September in respect of the quarter year from 1 April to 30 June
  - 1 December in respect of the quarter year from 1 July to 30 September
  - 1 March in respect of the quarter year from 1 October to 31 December
- 4 The Environmental Report shall include details of the following matters for the preceding quarter:
- 4.1 the aggregate number of aircraft movements at the Airport in each month;
  - 4.2 the aggregate number of air passengers using the Airport in each month;
  - 4.3 instances (if any) where daytime Noise Violation Limits have been breached;
  - 4.4 instances (if any) where night-time Noise Violation Limits have been breached;
  - 4.5 quarterly average night-time airborne noise contours;
  - 4.6 the number of night time aircraft movements;
  - 4.7 performance against the Quota Count System including the limits for the night quota period which forms part of the Quota Count System;
  - 4.8 track keeping violations;
  - 4.9 any biodiversity monitoring including surveys and mitigation measures undertaken as part of the Sustainability Strategy.
- 5 The Council covenants with the Owner and the Operator to provide all data within its control which may be relevant to the matters on which the Operator is obliged to report under this Schedule and shall do so at least two months prior to the due date for publication of the Annual Monitoring Report in any one year.

**Schedule 8**

**Draft Second Planning  
Permission**

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) ORDER  
2010

**PLANNING PERMISSION NOTICE**

**Name and Address of Agent (if any):**      **Name and Address of Applicant:**

Neil Trollope  
Everdene House Deansleigh Road  
Bournemouth  
Dorset  
BH7 7DU

London Luton Airport Operations  
Limited  
London Luton Airport  
Navigation House  
Airport Way  
Luton

**Date of Application:** 25th June 2015

**Application No:** 15/00950/VARCON

---

**PARTICULARS AND LOCATION OF DEVELOPMENT:**

Full planning application for dualling of Airport Way/Airport Approach Road and associated junction improvements, extensions and alterations to the terminal buildings, erection of new departures/arrivals pier and walkway, erection of a pedestrian link building from the short-stay car park to the terminal, extensions and alterations to the mid-term and long-term car parks, construction of a new parallel taxiway, extensions to the existing taxiway parallel to the runway, extensions to existing aircraft parking aprons, improvements to ancillary infrastructure including access and drainage, and demolition of existing structures and enabling works. Outline planning application for the construction of a multi-storey car park and pedestrian link building (all matters reserved) 12/01400/FUL - Variation of Condition 11 (i) - Noise violation limits.

London Luton Airport, Airport Way, Luton, Bedfordshire

---

The proposal is in conformity with Policy(ies) LP1, LLA1, ENV9, ENV10, T3, T8 and U3 of the Luton Local Plan. Therefore, in pursuance of their powers under the Town and Country Planning Act 1990, the Council of the Borough of Luton **HEREBY GRANT CONSENT** for the development described above in



DEVELOPMENT CONTROL MANAGER

See Notes for Applicants Attached.

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

accordance with the details given in the application numbered above, subject to the following condition(s):-

- 1 Phase 1 of the development shall be carried out in accordance with the Phasing Scheme approved on 23 April 2015 (ref: 15/00159/DOC) and Phases 2 and 3 shall be carried out in accordance with the Phasing Scheme approved on 28 October 2016 (ref: 16/01484/DOC). Otherwise no development of any phases shall take place until a scheme for the Phasing of Development shall be submitted to the Local Planning Authority. The scheme as submitted shall include the timescales for commencement of each of the phases. The scheme as approved shall be implemented in full and in accordance with the agreed timescales.
- 1 *Reason: To ensure a satisfactory standard of development and to safeguard the amenities of the surrounding area. To accord with the objectives of Policies LP1, ENV9 and ENV10 of the Luton Local Plan and the National Planning Policy Framework.*
- 2 The landscaping scheme shall be carried out in accordance with details approved on 21 May 2015 (ref: 15/00449/DOC). Within one month of the completion of the landscaping scheme written confirmation of the completion date shall be submitted to the Local Planning Authority. If within a period of five years from the initial date of planting of any tree or shrub, any such plant is removed, uprooted or destroyed or dies, or becomes in the opinion of the Local Planning Authority, damaged, diseased or defective, another tree or shrub of the same species and size as that originally planted shall be replanted in the same location or as otherwise detailed in the scheme. The scheme as approved shall be implemented in full within the first planting season following completion of each of the agreed phases within Condition 1.
- 2 *Reason: To ensure a satisfactory standard of development and to safeguard the amenities of the surrounding area. To accord with the objectives of Policies LP1, ENV9 and ENV10 of the Luton Local Plan and the National Planning Policy Framework.*
- 3 The buildings shall be constructed in accordance with the details and samples approved on 12 November 2015 (ref: 15/00160/DOC).
- 3 *Reason: To ensure a satisfactory standard of development and to safeguard the amenities of the surrounding area. To accord with the objectives of*



DEVELOPMENT CONTROL MANAGER

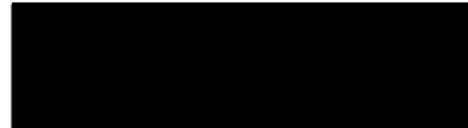
BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

*Policies LP1, ENV9 and ENV10 of the Luton Local Plan and the National Planning Policy Framework.*

- 4 Phase 1 of the development shall be carried out in accordance with the details contained in the Protected Species Management Plan approved on 28 January 2015 (ref: 14/01471/DOC) and Phases 2 and 3 shall be carried out in accordance with the details contained in the Protected Species Management Plan approved on 8 May 2017 (ref: 17/00459/DOC).
- 4 *Reason: To safeguard any populations of these protected species on the application site. To accord with the objectives of Policies LP1 and ENV5 of the Luton Local Plan and the National Planning Policy Framework.*
- 5 Lighting associated with Phase 1 of the development shall be carried out in accordance with the details approved on 4 June 2015 (ref: 15/00451/DOC). No external lighting shall be installed within any subsequent phase of the development, other than in accordance with a scheme to be submitted to and approved by the Local Planning Authority. The scheme as approved shall be implemented in full and shall be subject to review in accordance with such agreed scheme.
- 5 *Reason: In the interests of amenity, aircraft and public safety. To accord with the objectives of Policies LP1, ENV9 and ENV10 of the Luton Local Plan and the National Planning Policy Framework.*
- 6 Phase 1 of the development shall be carried out in accordance with the Construction Environmental Management Plan approved on 14 August 2015 (ref: 15/00452/DOC) and Phases 2 and 3 shall be carried out in accordance with the Construction Environmental Management Plan approved on 8 May 2017 (ref: 17/00460/DOC).
- 6 *Reason: To minimise the environmental impact and disturbance to existing residents, vegetation and wildlife during construction of the development in accordance with Policies LP1 and ENV5 of the Luton Local Plan and the National Planning Policy Framework.*
- 7 The development shall be carried out in accordance with the archaeological Written Scheme of Investigation approved on 24 December 2014 (ref: 14/01496/DOC)



DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

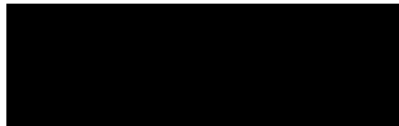
TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/MARCON)

- 7 *Reason: To ensure that the development allows for the recording of potential archaeological information. To comply with Policy ENV6 of the Luton Local Plan and the National Planning Policy Framework.*
- 8 At no time shall the commercial passenger throughput of the airport exceed 18 million passengers in any twelve month period. From the date of this permission the applicant shall every quarter report in writing to the Local Planning Authority the moving annual total numbers of passengers through the airport (arrivals plus departures). The report shall be made no later than 28 days after the end of each quarter to which the data relates.
- 8 *Reason: To enable the Local Planning Authority to exercise proper control over the development, in the interests of securing a satisfactory operation of the development and to safeguard the amenities of the surrounding area. To accord with the objectives of Policy LP1 of the Luton Local Plan and the National Planning Policy Framework.*
- 9 The development shall be operated in accordance with the Noise Control Scheme approved on 2 March 2015 (ref: 14/01519/DOC).

For the avoidance of doubt the controls within that scheme include:

- i) Measures with the purpose of phasing out of night time (2300 to 0700) operations by aircraft with a QC value of greater than 1 on either departure or arrival.
- ii) Monitoring and review of the scheme not later than the 1st and 4th year after its introduction and every subsequent five years.
- iii) Limits during the night time period (2330 to 0600) of:
  - a) Total annual movements by aircraft (per 12 month period) of no more than 9,650 movements; and
  - b) Total annual noise quota movements of no more than 3,500 which, using all reasonable endeavours, shall be reduced at each review until it reaches a point where it does not exceed 2,800 by 2028.
- iv) Limits for the Early Morning Shoulder Period (0600 to 0700) of not more than 7,000 movements in any 12 month period.
- v) Reporting of the actual and forecast total number of aircraft movements for the preceding and next 12 months to the Local Planning Authority every three months.
- vi) Within six months of the commencement of the development, a progressive reduction in the night-time (2300-0700) maximum Noise Violation Limits (NVL) by the noisiest aircraft shall be implemented, as follows:



DEVELOPMENT CONTROL MANAGER

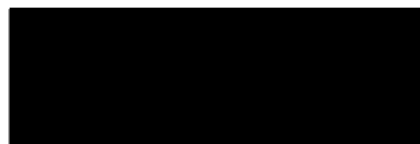
BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- 80dB(A) the date hereof
  - 79dB(A) from 1st January 2020
  - 77dB(A) from 1st January 2028
- vii) Within six months of the commencement of the development, a progressive reduction in the daytime (0700 - 2300) maximum NVL by the noisiest aircraft shall be implemented, as follows:
- 82 dB(A) the date hereof
  - 80 dB(A) from 1st January 2020
- 9 *Reason: To safeguard residential amenity. To accord with the objectives of Policy LP1 and LLA1 of the Luton Local Plan and the National Planning Policy Framework.*
- 10 The development shall be operated in accordance with the Noise report approved on 2 March 2015 (ref: 14/01519/DOC), including providing details of forecast aircraft movements and consequential noise contours as set out in that report.
- The area enclosed by the 57dB(A) Leq16hr (0700-2300) contour shall not exceed 19.4 sq km for daytime noise, and the area enclosed by the 48dB(A) Leq8hr (2300-0700) contour shall not exceed 37.2 sq km for night-time noise, when calculated by the Federal Aviation Authority Integrated Noise Model version 7.0-d (or as may be updated or amended).
- Within five years of the commencement of development a strategy shall be submitted to the Local Planning Authority for their approval which defines the methods to be used by LLAOL or any successor or airport operator to reduce the area of the noise contours by 2028 for daytime noise to 15.2sq km for the area exposed to 57dB(A) Leq16hr (0700-2300) and above and for night-time noise to 31.6 sq km for the area exposed to 48dB(A) Leq8hr (2300-0700) and above.
- 10 *Reason: To safeguard residential amenity. To accord with the objectives of Policy LP1 and LLA1 of the Luton Local Plan and the National Planning Policy Framework.*
- 11 The development shall be operated in accordance with the Noise Control Monitoring Scheme as approved on 2 March 2015 (ref: 14/01519/DOC).

For the avoidance of doubt the controls include:



DEVELOPMENT CONTROL MANAGER



BOROUGH OF LUTON

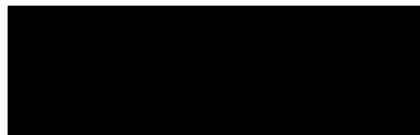
TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- i) Fixed noise monitoring terminals and track keeping system (vertical and horizontal)
- ii) Complaint handling system
- iii) Sanctions to be imposed on infringement by aircraft in respect of track keeping and noise violation limits in accordance with condition 9 (parts vi and vii) of this permission
- iv) Arrangements for the verification of the submitted information

A review shall take place not later than the 1st and 4th year after introduction and every subsequent 5 years.

- 11 *Reason: To safeguard residential amenity. To accord with the objectives of Policy LP1 and LLA1 of the Luton Local Plan and the National Planning Policy Framework.*
- 12 The development shall be operated in accordance with the scheme to control ground noise approved on 2 March 2015 (ref: 14/01519/DOC).
- 12 *Reason: To safeguard residential amenity. To accord with the objectives of Policy LP1 and LLA1 of the Luton Local Plan and the National Planning Policy Framework.*
- 13 The development shall be implemented in accordance with the Comprehensive Surface Water Management Strategy approved on 18 May 2015 (ref: 15/00187/DOC).
- 13 *Reason: To prevent surface and groundwater pollution. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 14 The detailed surface water drainage scheme for Phase 1 shall be carried out in accordance with the details approved on 8 December 2015 (ref: 15/00291/DOC). No subsequent phase of development shall begin until a detailed surface water drainage scheme for that phase has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be generally in accordance with the Flood Risk Assessment (FRA) prepared by Jacobs, reference B1074100/22.2, issue 3, dated November 2012, (within Technical Appendix J of the Environmental Statement submitted with application 12/01400) and the scheme shall include details of soakaways and a restriction in run-off and surface water storage on site. The scheme as approved shall be implemented in full before completion of the relevant phase.



DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- 14 *Reason: To prevent the increased risk of flooding and to improve and protect water quality, habitat and amenity. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 15 Phase 1 of the development shall be carried out in accordance with the details approved on 24 March 2016 in relation to measures to deal with contamination (ref: 15/00756/DOC) and Phases 2 and 3 shall be carried out in accordance with the Contamination Risk Assessment Report approved on 7 April 2017 (ref: 17/00173/DOC).
- 15 *Reason The site is located in a sensitive groundwater area over a Principal Chalk Aquifer within a source protection zone 3. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 16 No phase of the development shall be occupied until a verification report demonstrating completion of works set out in the approved remediation strategy and the effectiveness of the remediation for that phase has first been submitted to and approved, in writing, by the Local Planning Authority. The report shall include results of sampling and monitoring carried out in accordance with the approved verification plan to demonstrate that the site remediation criteria have been met. It shall also include any plan (a "long-term monitoring and maintenance plan") for longer-term monitoring of pollutant linkages, maintenance and arrangements for contingency action, as identified in the verification plan. The long-term monitoring and maintenance plan shall be implemented as approved.
- 16 *Reason: To protect groundwater. To accord with the objectives of Policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 17 If, contamination not previously identified is found to be present at the site during the construction of a phase of development, no further development of the phase shall be carried out until the developer has first submitted a remediation strategy for approval to the Local Planning Authority and that such a strategy shall have been approved in writing. The remediation strategy shall be implemented as approved.
- 17 *Reason: Intrusive investigations will not necessarily capture all contaminants present, hence the need to appropriately address any new source discovered during excavation and development. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*

  
DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- 18 No infiltration of surface water drainage into the ground shall take place other than with the express written consent of the Local Planning Authority first having been obtained. The development shall be carried out in accordance with the approved details in accordance with an agreed timescale and phasing as applicable.
- 18 *Reason: To protect groundwater. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 19 Phase 1 of the development shall be carried out in accordance with the details approved on 18 December 2015 in relation to piling (ref: 15/00756/DOC). No subsequent phase of the development which involves piling or other penetrative methods of forming foundations shall take place other than in accordance with a scheme which shall have first been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented as approved.
- 19 *Reason: To protect groundwater. Piling can create new pathways for pollutants and introduce new contaminants into the subsurface. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 20 Phase 1 of the development shall be implemented in accordance with the measures to protect existing monitoring boreholes approved on 11 May 2015 (ref: 15/00454/DOC) and phases 2 and 3 shall be carried out in accordance with the Borehole Protection Report approved on 28 March 2017 (17/00176/DOC).
- 20 *Reason: To safeguard the existing monitoring arrangements in the interests of the proper planning of the area. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 21 Phase 1 of the development shall be carried out in accordance with the foul drainage details approved on 14 August 2015 (ref: 15/00188/DOC).

Before the commencement of each subsequent phase, full details of the proposed means of foul drainage shall first be submitted to and approved in writing by the Local Planning Authority. The development shall be carried out in accordance with the approved details prior to each phase coming into operation.

  
DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- 21 *Reason: To prevent pollution of the water environment and to ensure a satisfactory form of development. To accord with the objectives of policy ENV14 of the Luton Local Plan and the National Planning Policy Framework.*
- 22 The car parking areas within Phase 1 shall be constructed and managed in accordance with details approved on 21 January 2016 (ref: 15/00659).
- The scheme as approved shall be implemented in full prior to that phase coming into operation. The areas within the application site which are shown to be in use for car parking in the application details shall not be used for any other purpose other than the parking of vehicles by passengers, staff and contractors servicing the airport.
- 22 *Reason: To ensure that adequate provision is made for vehicles to park clear of the highway in the interest of road safety and to prevent unacceptable environmental impact on neighbouring residential areas. To accord with the objectives of Policies LP1 and T3 of the Luton Local Plan and the National Planning Policy Framework.*
- 23 The surfacing and drainage of car parking areas shall be carried out in accordance with the details approved on 22 September 2015 (ref: 15/00455/DOC).
- 23 *Reason: To ensure a satisfactory standard of development and to safeguard the amenities of the surrounding area. To accord with the objectives of policies ENV14 and T3 of the Luton Local Plan and the National Planning Policy Framework.*
- 24 The Passenger and Staff Travel Plan shall be implemented in accordance with the details approved on 23 September 2015 (ref: 15/00761/DOC).
- 24 *Reason: To seek to reduce single occupancy vehicle trips to the site and to accord with the objectives of policy LP1 of the Luton Local Plan and the National Planning Policy Framework.*
- 25 The Highway Improvement Schemes (comprising [i] improvements to the airport access road and [ii] improvements to the Percival Way roundabout) shall be carried out in accordance with the details approved on 8 May 2015 (ref: 15/00456/DOC) or otherwise in accordance with the provisions of the agreement dated 11 November 2015 under Section 278 of the Highways Act 1980 (or any variation to or replacement of such agreement).

  
DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

- 25 *Reason: To ensure that the public highway is not adversely affected by traffic arising from the development in accordance with Policies LP1 and T3 of the Luton Local Plan and the National Planning Policy Framework.*
- 26 The extensions to the passenger terminal hereby permitted shall not be brought into use for passengers unless and until either the approved highway improvement schemes referred to in Condition 25 have been carried out and completed by the applicant in accordance with the approved details or the applicant's obligations have fallen due under the agreement referred to in Condition 25 have been fully complied with.
- 26 *Reason: To ensure that the public highway is not adversely affected by traffic arising from the development in accordance with Policies LP1 and T3 of the Luton Local Plan and the National Planning Policy Framework.*
- 27 The development shall be carried out in accordance with the Renewable Energy Strategy approved on 23 September 2015 (ref: 15/00734/DOC).
- 27 *Reason: In the interests of sustainability and to reduce adverse environmental and energy impacts of the development. To accord with the objectives of Policy (ies) LP1, ENV9 and U3 of the Luton Local Plan and the National Planning Policy Framework.*
- 28 The development hereby permitted shall not be carried out other than in complete accordance with the approved plans and specifications as set out in the schedule of documents and the Environmental Statement contained in the Terence O'Rourke letters dated 30th November and 14th December 2012 submitted with application 12/01400/FUL and with the following documents:
- Noise Impact Assessment, Bickerdike Allen Partners dated 15 May 2015;
  - Contour Methodology Update, Bickerdike Allen Partners dated 14 August 2015;
  - Environmental Statement Addendum, Terence O'Rourke dated July 2015
- 28 *Reason: To ensure a satisfactory standard of development and to safeguard the amenities of the surrounding area. To accord with the objectives of Policy(ies) LP1, LLA1, ENV9, ENV10, T3, T8 of the Luton Local Plan.*

  
DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

The plans/documents which are the subject of this decision can be viewed on the on-line planning system at [www.eplan.luton.gov.uk](http://www.eplan.luton.gov.uk) by entering 15/00950/VARCON into the application search. Please note that the numbers given here are used so that the Document number and number on the decision notice are compatible. They are not the plan numbers on the drawings themselves used by the Applicant/Agent. The documents are viewable on the "Documents" tab and comprise the following Luton Borough Council numbers:-

NOTES

1.1 If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990 within 6 months of the date of this notice or for certain applications from 01.10.13, within the following timescales:-

- a) within 28 days of the date of this notice for a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice [see reference above]
- b) within 28 days of the date of service of the enforcement notice, or within 6 months [12 weeks in the case of a householder appeal] of the date of this notice, whichever period expires earlier if an enforcement notice is served relating to the same or substantially the same land and development as in your application
- c) within 12 weeks of the date of this notice for a decision to refuse planning permission for a householder application or for a minor commercial application
- d) within 8 weeks of the date of receipt of this notice for a decision to refuse express consent for the display of an advertisement

If you want to appeal against your local planning authority's decision then you must do so.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or online at [www.planningportal.gov.uk/pcs](http://www.planningportal.gov.uk/pcs).

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

1.2 If permission to develop land is refused or granted subject to conditions, whether by the Local Planning Authority or by the Secretary of State for the Environment and the owner of the land claims that the land has become incapable of reasonably beneficial



DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any development which has been or would be permitted he/she may serve on the Common Council, or on the Council of the District in which the land is situated as the case may be, a purchase notice requiring that Council to purchase his/her interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

- 1.3 In certain circumstances, a claim may be made against the Local Planning Authority for compensation, where permission is refused or granted subject to conditions by the Secretary of State on appeal or on a reference of the application to him/her. The circumstances in which such compensation is payable are set out in section 114 of the Town and Country Planning Act 1990.

2. Where this notice conveys the grant of planning permission, approval of reserved matters or discharge of condition(s):-

If the development involves the carrying out of works:-

- (i) for the demolition of a building listed under Section 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990, as a building of special architectural or historic interest, or for its extension or alteration, or
- (ii) for the demolition of a building which is within a Conservation Area designated under Section 69 of the Act.

The work may not be carried out without Listed Building Consent under Part 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990 or Conservation Area Consent under Part 11 of the Act. A separate application must be made for this purpose.

Exceptions:

- (i) an excepted building within the meaning of Section 60 of the Act, or
- (ii) a building exempt by direction of the Secretary of State.

Any person who fails to comply with the above provisions is committing an offence and may be prosecuted.

3. This permission or approval does not exempt you from complying with Building Regulations and General Statutory Provisions in force in the District and in particular does not override any public right of way which may exist.
4. The LPA takes a positive and proactive approach to development proposals with the aim of delivering quality outcomes to the benefit of the applicant, the Council and the community at large by providing access to development plan policies, offering a pre-

  
DEVELOPMENT CONTROL MANAGER

BOROUGH OF LUTON

TOWN AND COUNTRY PLANNING ACT 1990  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Continuation (Forming part of Application No: 15/00950/VARCON)

application advice service and where practicable and appropriate through engagement with applicants/agents during the application process in accordance with the requirements of paras.186 and 187 of the National Planning Policy Framework and the Town and Country Planning (Development Management Procedure) (England) Order 2010 Article 31 (as amended) and having regard to the policies of the development plan and other material considerations. In this instance the LPA has worked in a positive way by assessing the application in a prompt and reasonable manner to achieve an acceptable outcome subject to the imposition of appropriate conditions and for the reasons stated above and as set out in the Case Officers report.

DRAFT



DEVELOPMENT CONTROL MANAGER



List of Annexures

Annexure 1 - Report by Bickerdike Allen Partners containing details of the Noise Management Plan, Residential Noise Insulation Scheme, Non-Residential Noise Insulation Scheme, Noise Control Scheme, Noise Control Monitoring Scheme and Ground Noise Control Scheme

Annexure 2 - Construction Travel Plan

Annexure 3 - Passenger Travel Plan and Staff Travel Plan

Annexure 4 - Employment Skills and Recruitment Plan and Local Procurement Protocol

Annexure 5 - Sustainability Strategy

Annexure 6 - Revised Constitution for LLACC

THE COMMON SEAL of LUTON BOROUGH )  
COUNCIL was affixed in the presence of )

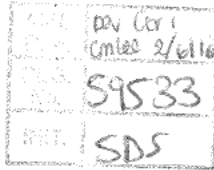


[Redacted signature area]

Authorised signatory

[Redacted signature area]

Authorised signatory



EXECUTED AS A DEED by )  
LONDON LUTON AIRPORT OPERATIONS LIMITED )  
acting by \_\_\_\_\_, a director, )  
in the presence of: )

[Redacted signature area]

Director

Signature of witness: [Redacted signature area]

Name of witness: Consuelo Aguado

Address of witness: London Luton Airport  
Navigation House, Airport Way  
Luton LU2 9LY

Occupation of witness: Personal Assistant

EXECUTED AS A DEED by )  
LONDON LUTON AIRPORT LIMITED )  
acting by )

[Redacted signature area]

Director

~~Rob J. [Redacted]~~ ANDREW MALCOLM

Director/Company Secretary

MARK TURNER

EXECUTED and DELIVERED as a )  
DEED by Brian Tomkins )  
as a duly authorised attorney for )  
and on behalf of THE ROYAL )  
BANK OF SCOTLAND PLC in its )  
capacity as Security Agent for )  
the Finance Parties in the presence of: )



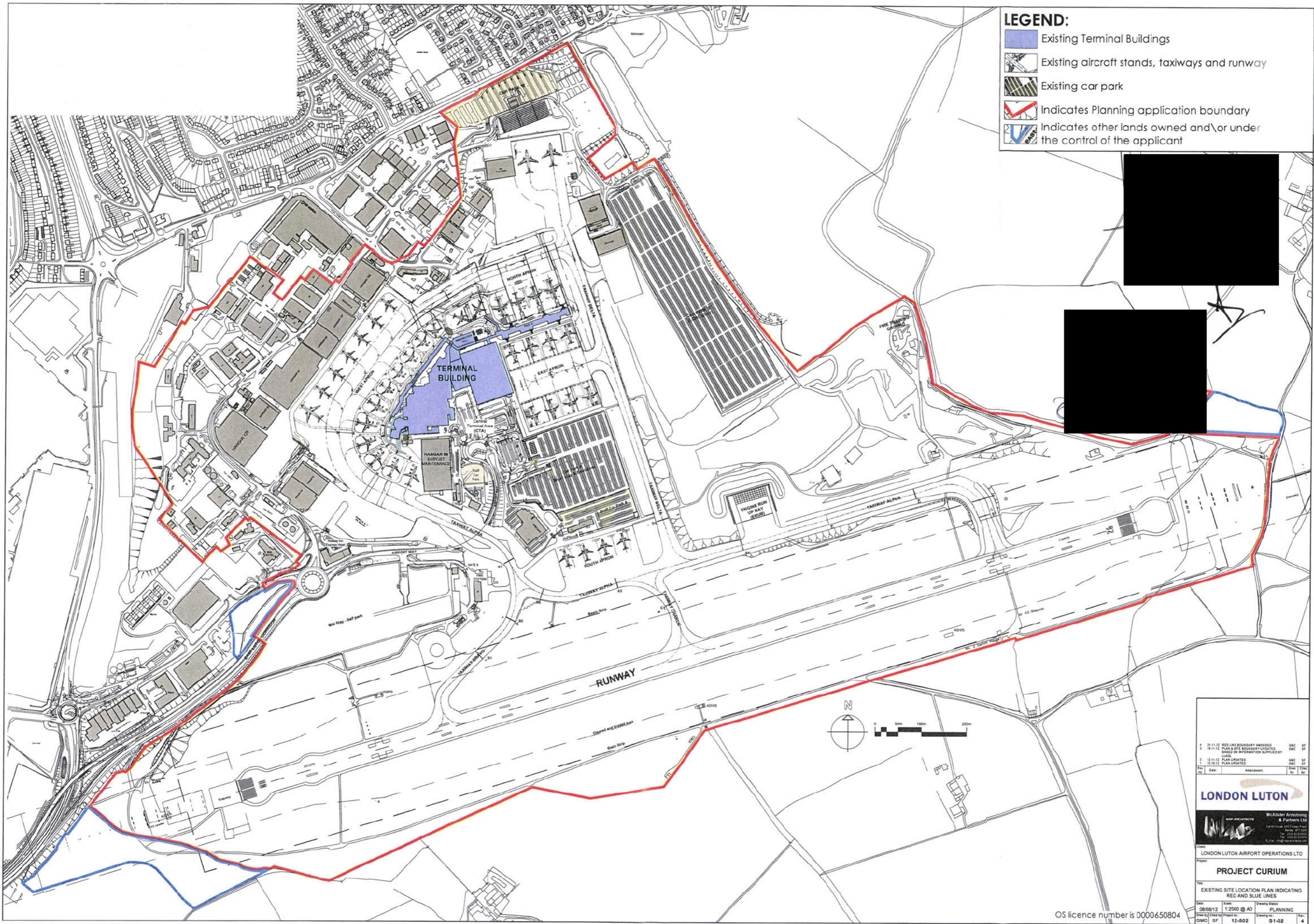
Signature of witness: .....

Name of witness: Junlarro James Losari

Address of witness: ALLEN & OVERY LLP  
ONE BROADSQUARE  
LONDON E1 6AD

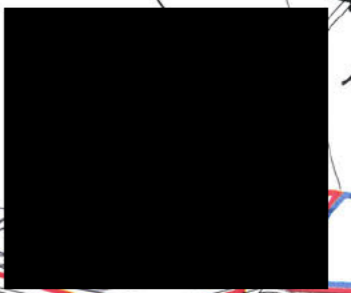
Occupation of witness: [www.allenoverly.com](http://www.allenoverly.com)  
Trainee Solicitor

PLANS



**LEGEND:**

- Existing Terminal Buildings
- Existing aircraft stands, taxiways and runway
- Existing car park
- Indicates Planning application boundary
- Indicates other lands owned and/or under the control of the applicant



4	31.11.12	RED LINE BOUNDARY AMENDED	GAC	SF
3	19.11.12	PLAN & SITE BOUNDARY UPDATES BASED ON INFORMATION SUPPLIED BY LULAC	GAC	SF
2	12.11.12	PLAN UPDATED	GAC	SF
1	15.10.12	PLAN UPDATED	GAC	SF

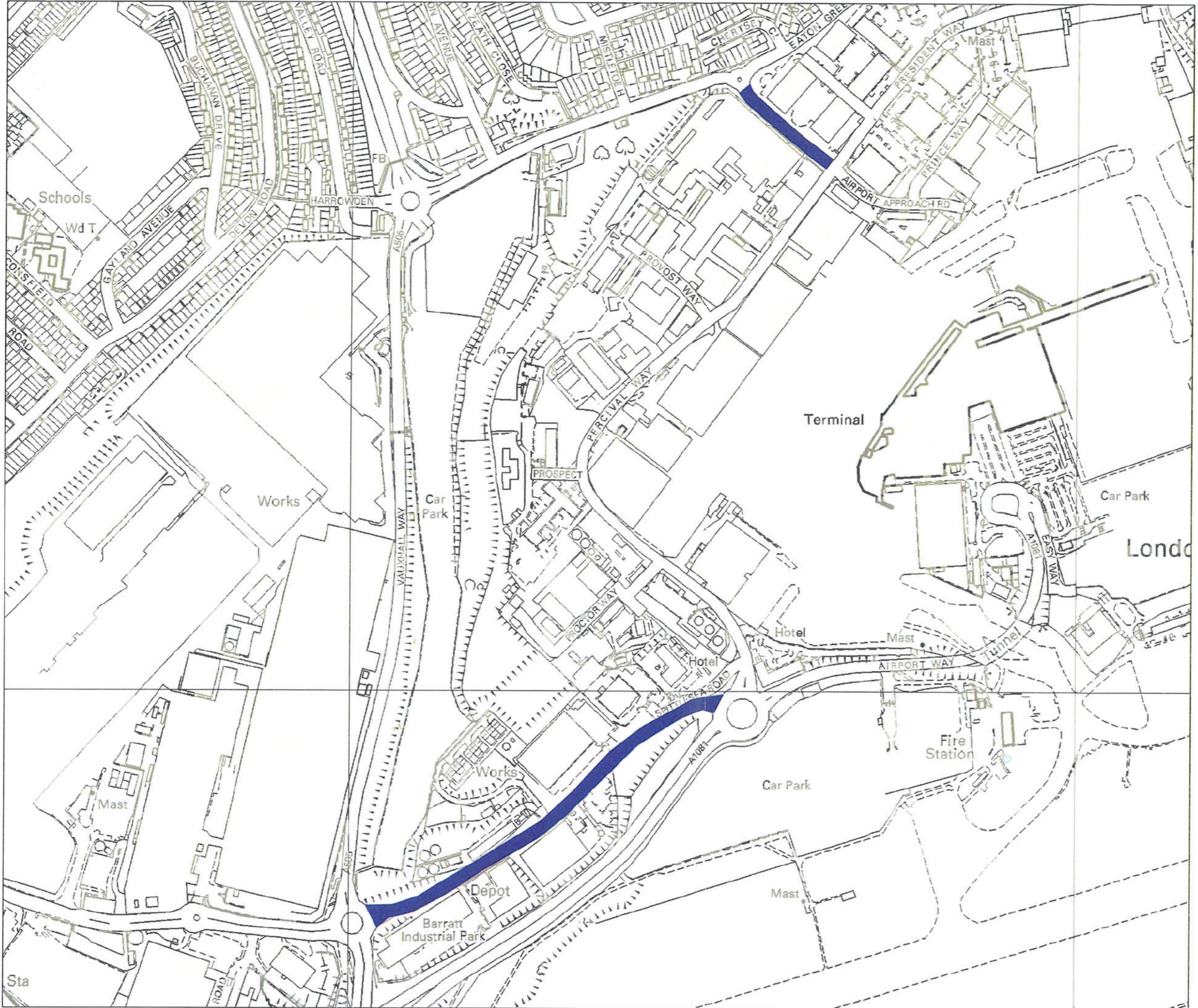
Date: \_\_\_\_\_  
 Scale: \_\_\_\_\_  
 Drawing Status: \_\_\_\_\_  
 Drawn by: \_\_\_\_\_  
 Checked by: \_\_\_\_\_  
 Project no: 12-502  
 Drawing no: 51-02  
 Rev: 4

**LONDON LUTON**

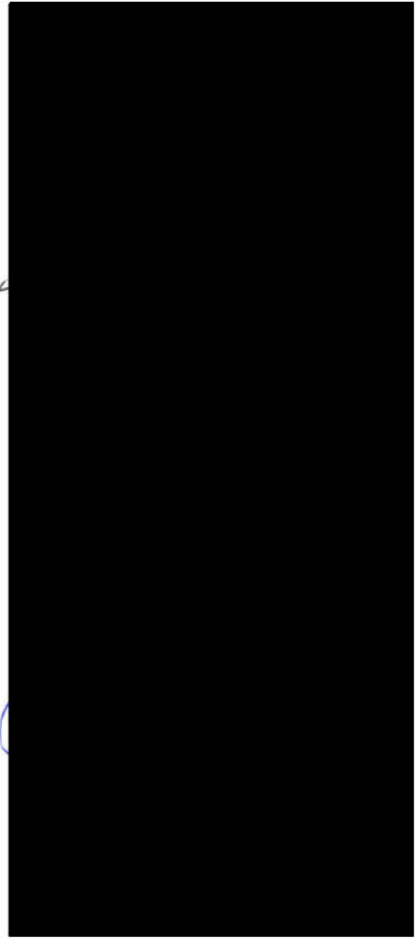
McAlibay Armstrong & Partners Ltd  
 MAP ARCHITECTS  
 LONDON LUTON AIRPORT OPERATIONS LTD

**PROJECT CURIUM**

EXISTING SITE LOCATION PLAN INDICATING  
 RED AND BLUE LINES



**Increase in traffic noise by 2028 of 1 dB(A) or more**



**Plan 2: Road traffic noise plan**

**LLAOL project curium**  
London Luton Airport

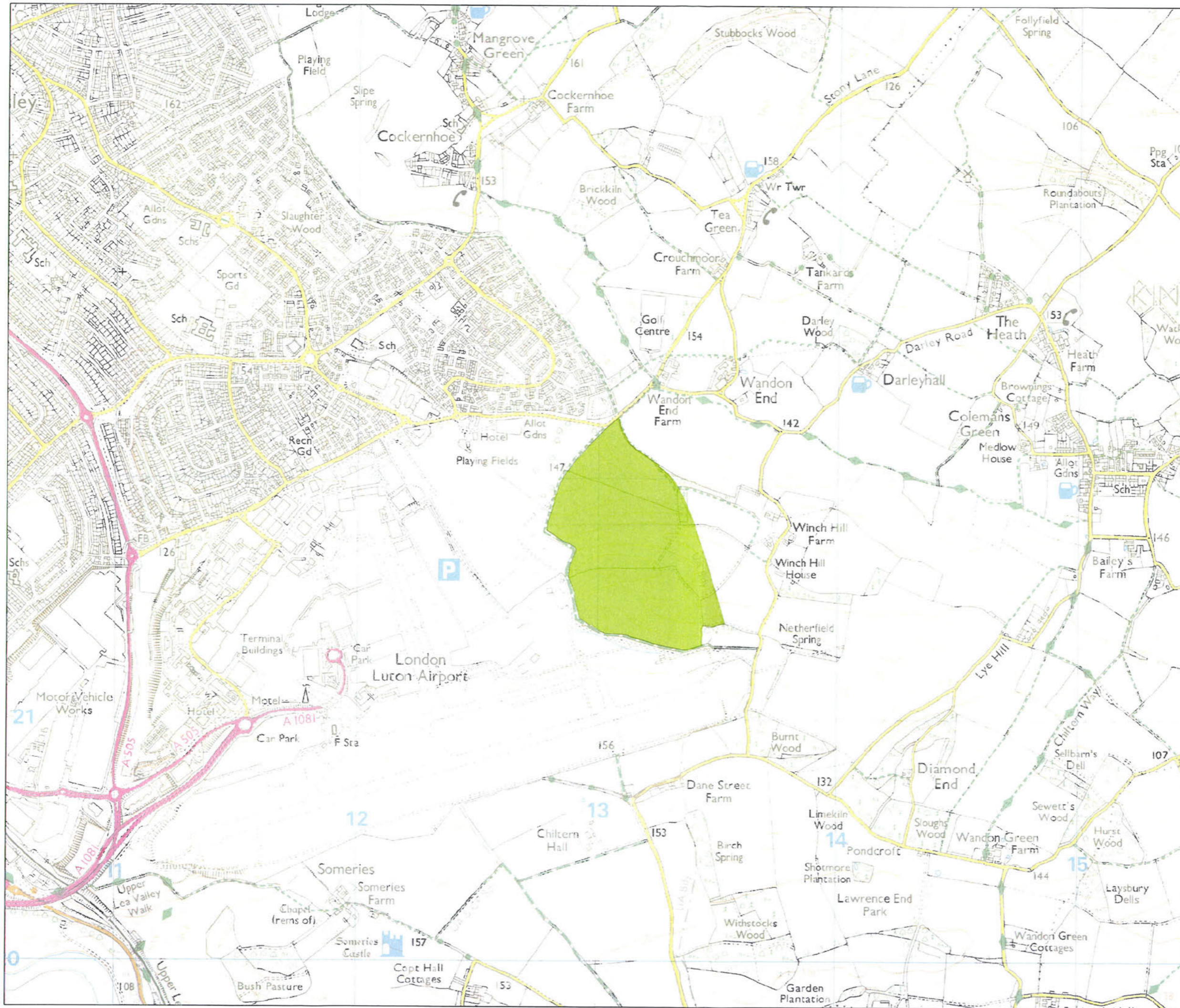


Dwgn/158607K/001	Revision	
21 May 2014	Drawn by: JC	Checked by: NT
Scale: 1:5,000 @A3		

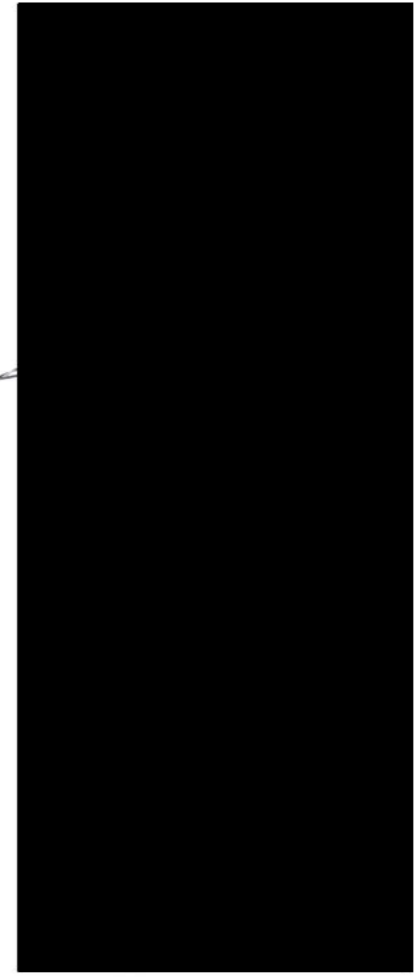
Based upon the 2013 Ordnance Survey 1:25,000 colour raster map with the permission of the Ordnance Survey on behalf of Her Majesty's Stationery Office. © Crown copyright. Terence O'Rourke Ltd. Licence No. 100019960.  
Copyright Terence O'Rourke Ltd. 2014

**Terence O'Rourke**  
Planning Design Environment

London  
3 Whitcomb Street London WC2H 7HA  
Bournemouth  
Everdene House Deansleigh Road Bournemouth BH7 7DU  
020 3664 6755 enquiries@torltd.co.uk www.torltd.co.uk

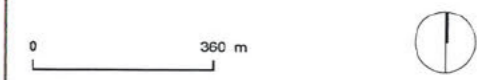


 Wigmore Employment Area



Plan 3: Century Park site (policy EM3)

LLAOL project curium  
London Luton Airport

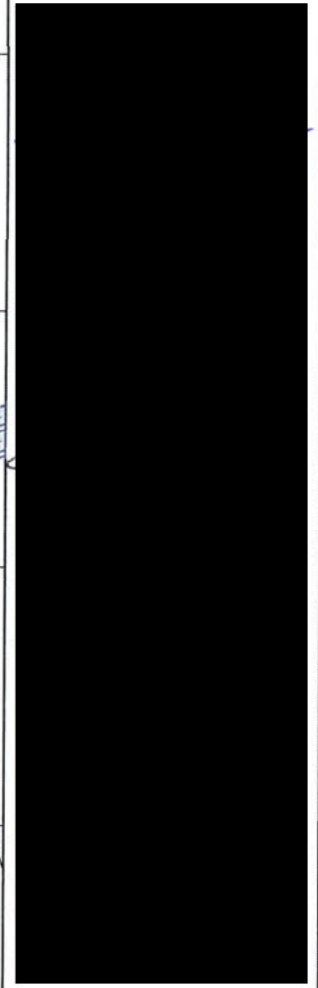
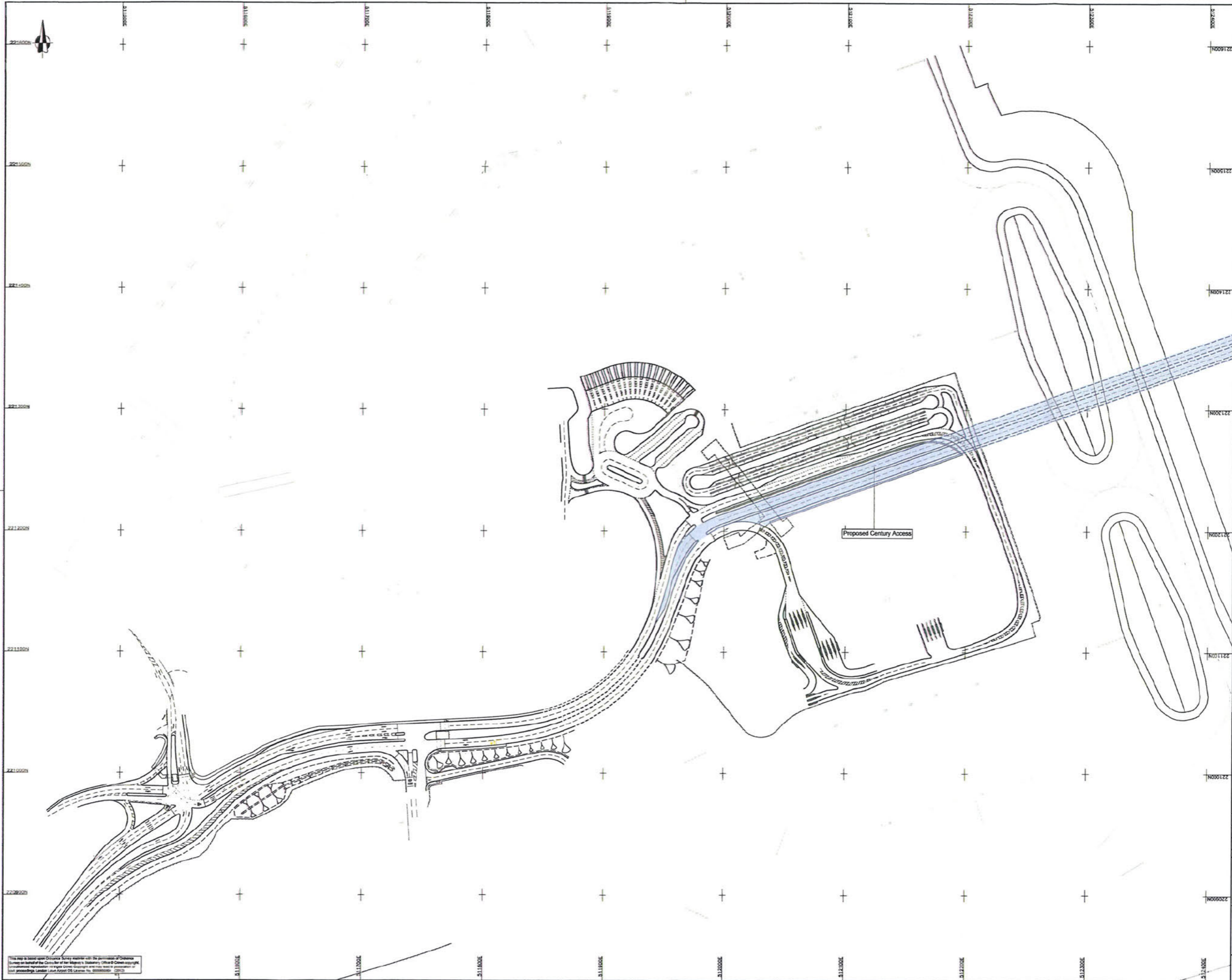


Dwgn/158607K/001	Revision	
19 May 2014	Drawn by: JC	Checked by: NT
Scale: 1:15,000 @A3		

Based upon the 2013 Ordnance Survey 1:25,000 colour raster map with the permission of the Ordnance Survey on behalf of Her Majesty's Stationery Office. © Crown copyright, Terence O'Rourke Ltd. Licence No. 100019980.  
Copyright Terence O'Rourke Ltd. 2014

**Terence O'Rourke**  
Planning Design Environment

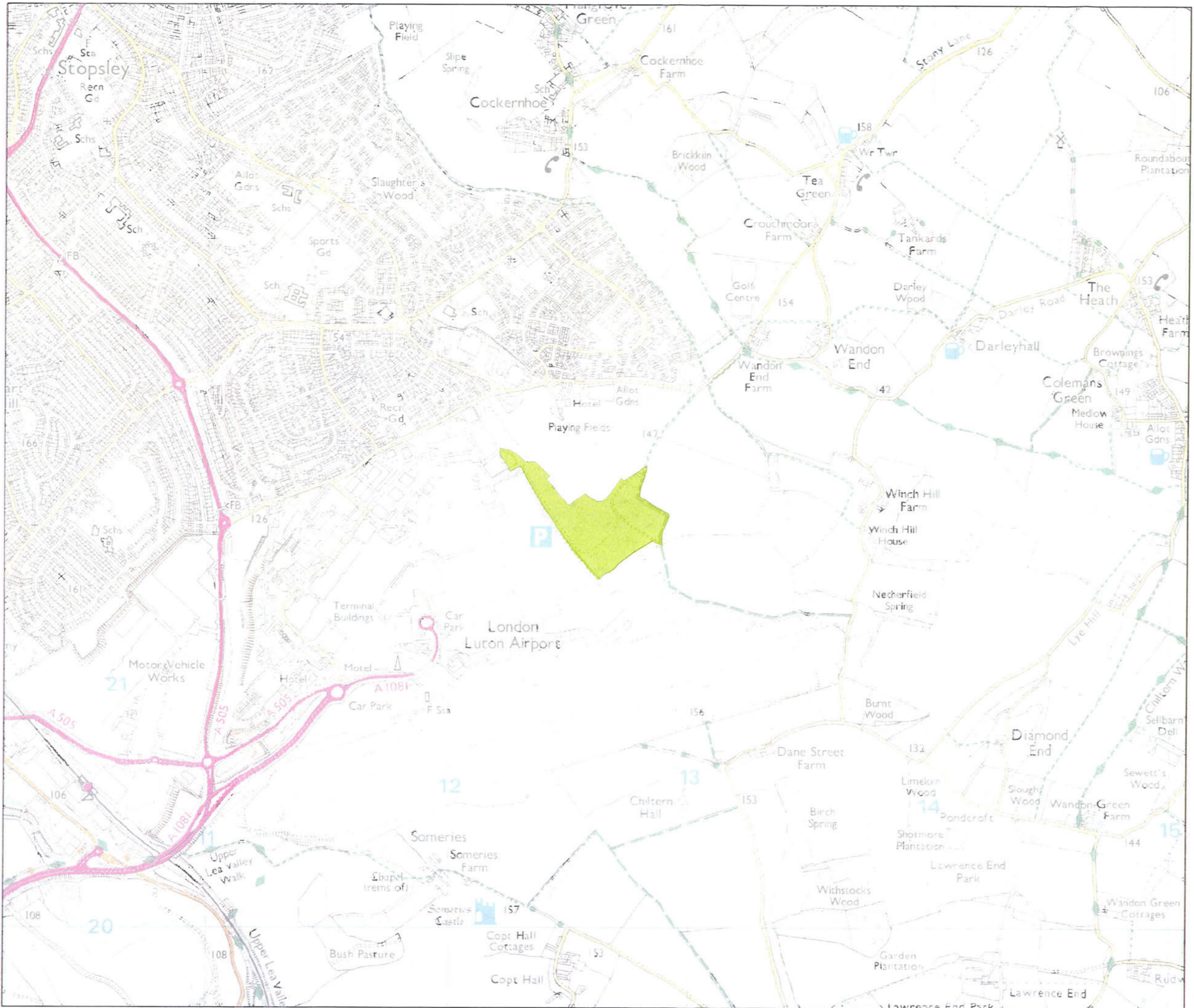
London  
3 Whitcomb Street London WC2H 7HA  
Bournemouth  
Everdene House Deansleigh Road Bournemouth BH7 7DU  
020 3664 6755 enquiries@torfdd.co.uk www.torfdd.co.uk



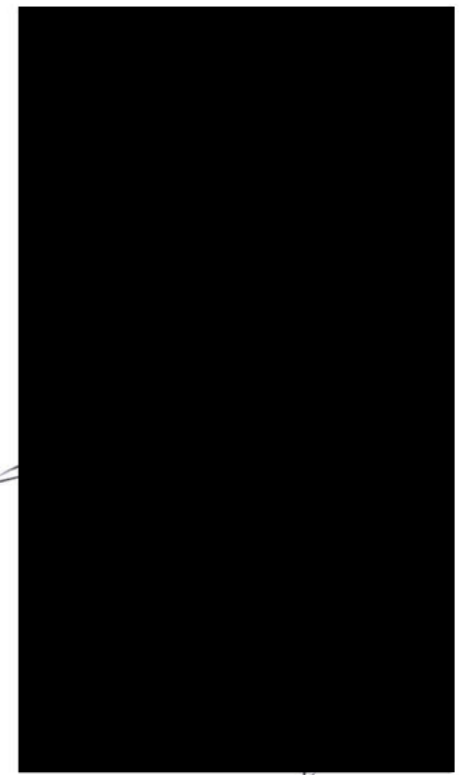
Issued for Information			
Client			
<small>URS Project Name: Luton, Bedfordshire, UK. Tel: +44 (0)1234 345678</small>			
Client Name: BEDFORD			
Design	SDW	Oct 2012	ED Nov 2012
Drawn	JC	Oct 2012	FJW Nov 2012
Original Date	1:1000		Drawn by: AB
DIMENSIONS IN mm UNLESS STATED OTHERWISE. DO NOT SCALE			
Contract			
LONDON LUTON AIRPORT PROJECT CURIUM			
Dp Title			
Proposed Airport Way with Century Park Access Road			
Dp No.	46378017/1/BO/211		Rev No.

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction in any form is prohibited. Licence No. 100030000. 0000



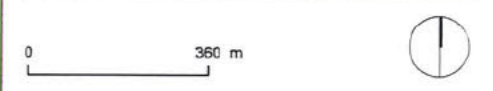


 Wigmore Park Country Wildlife Site



**Plan 5: Extent of Wigmore Valley Park**

LLAOL project curium  
London Luton Airport



Dwgn0/158607K/001	Revision	
19 May 2014	Drawn by: JC	Checked by: NT
Scale: 1:15,000 @A3		

Based upon the 2013 Ordnance Survey 1:25,000 colour raster map with the permission of the Ordnance Survey on behalf of Her Majesty's Stationery Office. © Crown copyright, Terence O'Rourke Ltd. Licence No. 100019986.  
Copyright Terence O'Rourke Ltd. 2014

**Terence O'Rourke**  
Planning Design Environment

London  
3 Whitcomb Street London WC2H 7HA  
Bournemouth  
Everdene House Deansleigh Road Bournemouth BH7 7DU  
020 3664 6755 enquiries@torltd.co.uk www.torltd.co.uk



## LONDON LUTON AIRPORT OPERATIONS LTD

Proposed construction and alterations to Airport Way/Airport Approach Road and associated junctions, terminal buildings, pier and walkway, pedestrian link building, mid-term and long-term car parks, new parallel taxiway, parking aprons, etc.

Application No: 12/01400/FUL

Discharge of Section 106 Obligations

Noise

Report to

London Luton Airport Operations Ltd  
Navigation House  
Luton Airport  
Luton LU2 9LY

A9501-R05-JGC-ZP  
November 2016

121 Salisbury Road  
London NW6 6RG  
T 020 7625 4411  
F 020 7625 0250  
mail@bickerdikeallen.com  
www.bickerdikeallen.com

Bickerdike Allen Partners LLP is a limited liability partnership registered in England and Wales. Registered number: OC402418. Registered office: New Bridge Street House, 30-34 New Bridge Street, London, EC4V 6BJ.

Partners (members)  
Philippa Gavay, Giles Greenhaigh, Peter Henson, Roger Jowett



**Bickerdike Allen Partners LLP** is an integrated practice of Architects, Acousticians, and Construction Technologists, celebrating over 50 years of continuous practice.

**Architects:** Design and project management services which cover all stages of design, from feasibility and planning through to construction on site and completion.

**Acoustic Consultants:** Expertise in planning and noise, the control of noise and vibration and the sound insulation and acoustic treatment of buildings.

**Construction Technology Consultants:** Expertise in building cladding, technical appraisals and defect investigation and provision of construction expert witness services.

**Sustainability Consultants:** Energy Conservation and Environmental Specialists and registered assessors for the Code for Sustainable Homes.

**Contents** **Page No.**

---

1.0	Introduction.....	4
2.0	Noise Management Plan.....	4
3.0	Residential Noise Insulation Scheme.....	5
4.0	Non-Residential Noise Insulation Scheme.....	7
5.0	Track Violation Penalty System .....	9

**Appendices:**

- Appendix 1: Schedule 1: Noise Mitigation, extracted from S106
- Appendix 2: BAP Report: Application No 12/01400/FUL Discharge of Planning Conditions 11, 12, 13 and 14 - Noise
- Appendix 3: London Luton Airport Consultative Committee (LLACC) – Administration of Noise Insulation Fund - Terms of Reference

*This report and all matters referred to herein remain confidential to the Client unless specifically authorised otherwise, when reproduction and/or publication is verbatim and without abridgement. This report may not be reproduced in whole or in part or relied upon in any way by any third party for any purpose whatsoever without the express written authorisation of Bickerdike Allen Partners LLP. If any third party whatsoever comes into possession of this report and/or any underlying data or drawings then they rely on it entirely at their own risk and Bickerdike Allen Partners LLP accepts no duty or responsibility in negligence or otherwise to any such third party.*

*Bickerdike Allen Partners LLP hereby grant permission for the use of this report by the client body and its agents in the realisation of the subject development, including submission of the report to the design team, contractor and sub-contractors, relevant building control authority, relevant local planning authority and for publication on its website.*

## **1.0 INTRODUCTION**

Planning consent was granted in 2014 by Luton Borough Council (LBC) to application 12/01400/FUL submitted by London Luton Airport Operations Ltd (LLAOL). The consent was subject to the imposition of certain planning conditions with respect to several matters including noise. Noise was specifically addressed in planning conditions 11, 12, 13 and 14. A document setting out the noise schemes proposed by LLAOL to discharge the conditions relating to air noise (Conditions 11, 12 and 13 as set out in the planning decision notice) and ground noise (Condition 14 as set out in the planning decision notice) has been submitted to LBC.

LLAOL and London Luton Airport Ltd (LLAL) have also entered into a Section 106 Town and Country Planning Act 1990 (as amended) Agreement with LBC which includes obligations with respect to noise, given in Schedule 1 Noise Mitigation. This report sets out how LLAOL will satisfy the related section 106 Obligation, given in Schedule 1 of the Agreement of 14<sup>th</sup> June 2014, see Appendix 1.

The Section 106 Agreement requires LLAOL to submit 'the draft Noise Management Plan' (Schedule 1 Section 1), 'the draft Residential Noise Insulation Scheme' (Schedule 1 Section 2) and 'the draft Non-Residential Noise Insulation Scheme' (Schedule 1 Section 3) to LBC for approval. It also requires LLAOL to operate a Track Violation Penalty System (Schedule 1 Section 5). (Section 4 of Schedule 1 requires LLAOL to establish a specified noise insulation fund to fund the Noise Insulation Schemes.)

Separate to these matters, the Airport operates in accordance with The Environmental Noise (England) Regulations 2006 and has a Noise Action Plan (NAP) approved by DfT and Defra. The current approved NAP includes 55 noise related measures which form part of the overall noise management scheme. The Airport also operates in accordance with the Luton Byelaws approved by the Secretary of State for Transport.

## **2.0 NOISE MANAGEMENT PLAN**

The LLAOL noise management plan consists of the implementation of the actions given in the current Noise Action Plan approved by DfT and Defra, operating within the Luton Byelaws, and in accordance with the requirements of planning conditions 11, 12, 13 & 14. With respect to the overall noise strategy, the Plan also includes the mitigation discussed below in accord with the obligations of the Section 106, e.g. the Noise Insulation Schemes. The obligations will be met by the actions delineated above; Appendix 2 reproduces the report submitted to LBC to

fulfil the requirements of planning conditions 11, 12, 13 & 14. This contains a glossary of acoustic terminology which is also applicable to this report.

### 3.0 RESIDENTIAL NOISE INSULATION SCHEME

This scheme provides noise insulation works to residential buildings that meet the residential eligibility criteria and have not previously been treated by the Airport. The residential eligibility criteria are any of the following detailed below.

(a) Airborne Aircraft Noise

- (i) Any habitable rooms at dwellings within the 63 dB  $L_{Aeq,16h}$  average mode summer daytime (07.00-23.00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding Calendar year. This will be determined, as part of the Noise monitoring system on an annual basis.
- (ii) Any habitable rooms which are used as bedrooms at dwellings within the 55 dB  $L_{Aeq,8h}$  average mode summer night-time (23.00-07.00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding calendar year. This will be determined, as part of the Noise monitoring system on an annual basis.
- (iii) Any habitable rooms which are used as bedrooms at dwellings where the airborne noise level in excess of 90 dB SEL occurs at an annual average frequency of once or greater during the night-time (23.00 to 07.00). This will be determined on an annual basis.

(b) Ground Noise

- (i) Any habitable rooms at dwellings which are exposed to a free field noise level in excess of 55 dB  $L_{Aeq,16h}$  daytime (07.00-23.00) based on actual aircraft operations at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding calendar year. This will be determined on an annual basis.
- (ii) Any habitable rooms which are used as bedrooms at dwellings which are exposed to a free field noise level in excess of 45 dB  $L_{Aeq,8h}$  night-time (23.00-07.00) based on actual aircraft operations at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding calendar year. This will be determined on an annual basis.

(c) Traffic Noise

- (i) Any habitable rooms at dwellings with a façade incident noise level in excess of 66 dB  $L_{Aeq,16h}$  daytime (07.00 to 23.00); and
- (ii) Which are subject to the predicted Road Traffic Noise Increase of not less than 1 dB as a result of the Development which for the avoidance of doubt has been identified in Plan 2 of the settled Section 106 Agreement.

This will be determined on a biennial basis. Current predictions indicate no eligibility will arise for many years as the traffic related to the Development forms only a minor element of road traffic flows on nearby roads.

The Airport will assess the noise related to the Airport, and determine the residential properties eligible on the basis of the criteria noted above. The Airport will notify the scheme administrator, LLACC, and request that they determine which properties they wish to prioritize for sound insulation works in the first implementation of the Scheme. The Airport shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Residential Noise Insulation Scheme.

The prioritisation is necessary as the scheme is based on a continuous annual programme, allowing the properties deemed most in need to be treated first, with further properties treated in future years. It will involve considering the eligibility based on the criteria detailed above, daytime and night-time noise from airborne aircraft, ground operations noise, and road traffic noise, with any special circumstances. These could include the nature of specific properties, for example mobile homes, or the specific residents, for example night workers, those needing a particularly quiet home environment to work in, or those that have a medical condition which will be seriously aggravated by noise. On resolution of the eligible properties to be considered for works, the Airport will write to the residential property owners to establish whether the owners wish to accept the works. On the basis that the owner wishes to proceed, the Scheme process will be put in place. If the owner does not wish to proceed at this stage, no further approaches will be made for a five year period. If after 5 years the owner decides to proceed, the Scheme will be put in place by LLAOL and works undertaken by a contractor appointed by LLAOL after discussion with LLACC. If after 5 years the owner decides again not to proceed, no further approaches will be made.

The Scheme will provide a grant of up to the value of £3,000.00 Index Linked per property, in order that noise insulation can be provided to up to five habitable rooms. The only rooms excluded are bathrooms and kitchens, although kitchen dining rooms shall be considered as habitable rooms. In exceptional circumstances, as deemed by LLAOL, higher grants maybe available.



The Scheme Grant can only be used for works that will improve the internal noise climate within the residential property. The primary method of improving sound insulation is the installation of secondary glazing. Secondary glazing units provide an additional layer of glass inside the existing external windows. The style of secondary glazing units fitted will be dependent on the existing external window. The design will be such that both sides of the secondary glazing and the inside of the existing window can be cleaned from inside the habitable room.

The Grant may also be used to assist in installation of High-Specification Double Glazed replacement windows, with a glazing specification of 10/12/6.4 acoustic laminate or similar.

Where glazing works are undertaken it will be necessary to install sound attenuated ventilation units. These will provide background ventilation and would normally be fitted to external walls.

The works can also include installation of loft insulation.

The works can provide funds for installation of blinds between the primary and secondary glazing for secondary glazed windows that face south.

Where treated habitable rooms have an external door, the works can provide improved sound insulating external doors.

Excluded from this Scheme are residential properties built after the date of the grant of planning permission for the Development [LBC Ref: 12/01400/FUL].

The Scheme will be advertised on the Airport's website, and that of the LLACC. The advertisement will describe the Scheme, and clarify that eligible property owners will be approached, and so application to the Airport will not be required.

#### **4.0 NON-RESIDENTIAL NOISE INSULATION SCHEME**

This scheme provides noise insulation works to non-residential buildings that meet the Non-residential Eligibility Criteria. Where acoustic insulation cannot provide an appropriate or cost-effective solution, alternative mitigation measures will be considered. Non-residential buildings relate to:

Schools and colleges;

Doctor's surgeries, health centres, hospitals, nursing homes and care homes;

Libraries, community centres (unless only used as social clubs), meeting halls and village halls;

Churches and other places of religious worship;

Children's and other day centres, crèches and nurseries;

Any other types of public building as agreed between the Airport and LBC.

The Non-Residential Eligibility Criteria are any of the following:-

Airborne Aircraft Noise

- (i) Any noise sensitive rooms within non-residential buildings within the 63 dB  $L_{Aeq,16h}$  average mode summer daytime (07.00-23.00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding calendar year. This will be determined, as part of the Noise Monitoring system on an annual basis.
- (ii) Any noise sensitive rooms which are used at night within non-residential buildings within the 55 dB  $L_{Aeq,8h}$  average mode summer night-time (23.00-07.00) airborne noise contour based on actual aircraft movements at the Airport for the summer period (16<sup>th</sup> June to 15<sup>th</sup> September) in the immediately preceding calendar year. This will be determined, as part of the Noise Monitoring system on an annual basis.

The Airport will assess the noise related to the Airport, and determine the non-residential properties eligible on the basis of the criteria noted above. The Airport will notify the scheme administrator, LLACC, and request that they determine which properties they wish to prioritize for sound insulation works in the first implementation of the Scheme. The Airport shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Non-Residential Noise Insulation Scheme.

On resolution of the eligible properties to be considered for works, the Airport will write to the property owners to establish whether the owners wish to accept the works. On the basis that the owner wishes to proceed, the Scheme process will be put in place. If after 5 years the owner decides to proceed, the Scheme will be put in place by LLAOL and works undertaken by the contractor appointed by LLAOL after discussion with LLACC. If the owner does not wish to proceed at this stage, no further approaches will be made for a 5 year period. If after 5 years the owner decides to proceed, the Scheme will be put in place. If after 5 years the owner decides again not to proceed, no further approaches will be made.

The Scheme will provide a grant as appropriate in order that noise insulation can be provided.

The primary method of improving sound insulation is the installation of secondary glazing. Secondary glazing units provide an additional layer of glass inside the existing external window. The style of secondary glazing units fitted will be dependant on the existing external window. The design will be such that both sides of the secondary glazing and the inside of the existing window can be cleaned from inside the treated room.

The Grant may also be used to assist in installation of Double Glazed replacement windows.

Where glazing works are undertaken it may also be necessary to install sound attenuated ventilation units. These will provide background ventilation and would normally be fitted to external walls.

The works can also include installation of loft insulation.

The works can provide funds for installation of blinds between the primary and secondary glazing for secondary glazed windows that face south.

Where treated rooms have an external door, the works can provide improved sound insulating external doors.

Excluded from this Scheme are non-residential properties built after the date of the grant of planning permission for the Development [LBC Ref: 12/01400/FUL].

The Scheme will be advertised on the Airport's website, and that of the LLACC. The advertisement will describe the Scheme, and clarify that eligible property owners will be approached, and so application to the Airport will not be required.

## **5.0 TRACK VIOLATION PENALTY SYSTEM**

### **Track Keeping System**

The Airport will continue to maintain and operate the current Aircraft Noise and Track Monitoring System or one updated. The equipment will continue to identify aircraft which will be deemed to have complied with the current Noise Preferential Routes (NPRs). The NPRs are published in the Annual Monitoring Report (AMR) and cover the departure swathes for both runways to an altitude of 4000ft. Swathe widths vary from 1km either side of the centreline for RNAV1 swathes to 1.5km either side of the centreline for conventional navigation routes. The different types of routes will be described in the AMR.

Once aircraft have attained an altitude of 4000ft they will be considered no longer on the Noise Preferential Route. At that stage the aircraft may be directed by air traffic controllers onto a different heading, a process described often as "radar vectoring". Aircraft may also be turned off the NPR earlier to fly outside the Lateral Swathe by air traffic control due to special requirements, such as weather avoidance due to storm clouds or safety reasons.

### **Track Violations and Investigations**

The Airport will with effect from the Commencement of Development implement and maintain a Track Violation Penalty System. That System will monitor all departures using sophisticated monitoring equipment. The observed radar tracks will be assessed against the published swathes of the NPRs, and where the aircraft is clearly flying outside the swathe, i.e. 250m distant, the aircraft will be identified as causing a "possible" track violation.

On identifying such a “possible” track violation, the Airport’s specialist environmental team will investigate with the airline and air traffic control whether there were any valid justifications for the possible track violation, such as a specific air traffic control instruction or aircraft technical issue. If no valid justification is identified then the aircraft operator will be warned and subject to a nominal fine.

If the same operator operates subsequent departures at Luton Airport with the same generic aircraft type and is observed to cause similar “possible” track violations, which after the investigation are also found to be track violations then the aircraft operator will be subject to the appropriate fine. The fines will therefore take into account the occurrence rate.

Such fines will be paid into the Community Fund.

#### Track Violations Sanction/Fine System

The TVL sanctions to be applied are detailed in Table 1.

Occurrence Rate	Fine per Event	
	Daytime 0700-2259 Local Time	Night-time 2300-0659 Local Time
Any Event	£750	£1000

**Table 1: Track Keeping Violation Sanctions by Time Period**

(N.B. The level of fine will be Index-linked and subject to review on an annual basis).

#### Track Violation Reporting

The Airport will report track violations in both the Quarterly Environmental Reports, and the Annual Monitoring Report. Such reports will identify:-

- the number of “possible” track-keeping violations and those where valid justification has been identified;
- the operator causing violations where there is no justification;
- the aircraft types causing such violations;
- the fines levied and paid into the Community Fund.

#### Track Violation Penalty System Review

On each anniversary of the Commencement of Development the Airport will submit to the Council for its written approval a report on the operation of the Track Violation Penalty System which will review the effectiveness of the Track Violation Penalty System and which will include as a minimum the following for the preceding year:

- (a) the number of fines levied by the Airport and the amount of revenue received by the Airport in payment of those fines, and paid to the Community Fund;
- (b) the categories of the violations by the airlines which gave rise to the fines;
- (c) the amount levied against each airline and each aircraft type which operates at the Airport,

and

- (d) whether modifications to level of fine under the Track Violation Penalty System is necessary (and so the nature of those modifications) to improve its effectiveness in minimising the noise disturbance of residents.

The Airport will develop this System, and will have to take into account the changes occurring in UK, resulting from the introduction of new airspace arrangements, and new navigational methods. The Airport is working with air traffic control, the DfT and the airline operators on introducing two RNAV 1 departures for westerly departures. This will reduce the lateral swathe around the mean track, and so it will be necessary to define the geometry of the lateral swathe when such RNAV routes are put in place at Luton.

It is hoped that the RNAV 1 procedures for departures toward Match (previously Dover/Clacton), will be approved soon and therefore implemented in 2015. Subsequent to that, it is intended to put in place RNAV or RNP procedures for other Luton departure routes in the next few years. The NATS development of London Area Airspace is on-going, for example through LAMP, and LLAOL await details.

**Jeff G Charles**

for Bickerdike Allen Partners LLP

**Peter Henson**

Partner

## APPENDIX 1

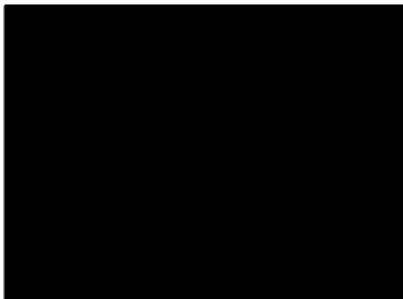
### Schedule 1 Noise Mitigation

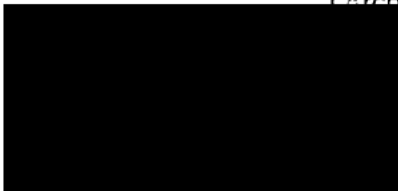
~~(Extract from Section 106)~~

*See pages 23-2a to this Agreement.*



Schedule 1  
Noise Mitigation

- 
- 1 Noise Management Plan
    - 1.1 The Operator shall not Commence Development until it has submitted the draft Noise Management Plan to the Council for its written approval and the Operator shall subsequently use reasonable endeavours to obtain the written approval of the Noise Management Plan by the Council including but not limited to resubmitting a modified draft of the Noise Management Plan within one month of the Council refusing to approve the draft Noise Management Plan or indicating that it requires modification of a previous submitted draft.
    - 1.2 The Operator shall not Occupy any part of the Development until the Noise Management Plan has been approved by the Council and with effect from the Occupation of any part of the Development the Operator shall implement and continue to operate the approved Noise Management Plan subject to such modifications as may be agreed in writing by the Council following review of the Noise Management Plan as provided for in the ensuing sub-paragraph [1.3] of this Schedule.
    - 1.3 Following the Occupation of any part of the Development the Noise Management Plan shall be subject to periodic review by the Council on the Noise Management Plan Review Dates as follows:
      - (a) On or before each of the Noise Management Plan Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Noise Management Plan which shall review the effectiveness of the Noise Management Plan in achieving the principal objective of minimising noise disturbance from aircraft using the Airport and which shall include for the period since the Noise Management Plan was last approved by the Council or since the last Noise Management Plan Review Date (whichever shall be the later date) as a minimum the following:
        - (i) the numbers and types of aircraft taking off and landing at the Airport;
        - (ii) details of any infringements of noise limits specified for arriving and departing aircraft and of any deviations from the routes that should be followed by aircraft using the Airport;
        - (iii) the number of complaints received from the public in relation to noise disturbance, together with details of their geographic origin and type;



- (iv) details of any penalties charged to aircraft operators under the terms of the Noise Management Plan;
  - (v) the airborne noise and ground noise abatement procedures adopted for the Airport;
  - (vi) any proposed modifications to the Noise Management Plan to achieve better the principal objective of minimising noise disturbance from aircraft using the Airport.
- (b) The Council shall either:
- (i) approve such report; or
  - (ii) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to understand fully the operation of the Noise Management Plan or to achieve better the principal objective of minimising noise disturbance from aircraft using the Airport, including (if appropriate) further or alternative modifications to the Noise Management Plan.
- (c) If the Operator receives a written request from the Council pursuant to sub-paragraph [1.3(b)(ii)] of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as as reasonably necessary until the Council has approved the report.
- (d) Nothing in this sub-paragraph 1.3 shall require the Operator to make modifications to matters which are included within the Conditioned Schemes that have been approved by the Council and matters within any Noise Action Plan that has been approved or accepted by the Department for Environment Food and Rural Affairs (or such other successive Government department or body which is responsible for the approval of noise action plans in England).

## 2 Residential Noise Insulation Scheme

2.1 The Operator shall not Commence Development until it has submitted the draft Residential Noise Insulation Scheme to the Council for its written approval and the Operator shall subsequently use reasonable endeavours to obtain the written approval of the Residential Noise Insulation Scheme by the Council as soon as reasonably practicable including but not limited to resubmitting a modified draft of the Residential Noise Insulation Scheme within one month of the Council refusing to approve the draft Residential Noise Insulation Scheme or indicating that it requires modification of a previous submitted draft.



- 2.2 With effect from the first anniversary of the date on which the Development is Commenced or the first anniversary of the date on which the Council approves the Residential Noise Insulation Scheme (whichever shall be later) but in any event prior to the Occupation of any part of the Development the Operator shall implement and continue to operate the approved Residential Noise Insulation Scheme in the manner provided for in sub-paragraphs [2.3 and 2.4] of this Schedule subject to such modifications as may be agreed in writing by the Council following review of the Residential Noise Insulation Scheme as provided for in the ensuing sub-paragraph [2.5] of this Schedule.
- 2.3 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the implementation of the approved Residential Noise Insulation Scheme the same is administered by LLACC and the Operator shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Residential Noise Insulation Scheme.
- 2.4 Any payments in respect of noise insulation works made under the Residential Noise Insulation Scheme shall be funded using the Noise Insulation Fund.
- 2.5 Following the Occupation of any part of the Development the Residential Noise Insulation Scheme shall be subject to periodic review by the Council on the RNIS Review Dates as follows:
- (a) On or before each of the RNIS Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Residential Noise Insulation Scheme which shall review the effectiveness of the Residential Noise Insulation Scheme and which shall include for the period since the the Residential Noise Insulation Scheme was last approved by the Council or since the last RNIS Review Date (whichever shall be the later date) as a minimum the following:
    - (i) the number of applications received under the Residential Noise Insulation Scheme, together with details of their geographic origin, the Residential Eligibility Criteria relied upon by the applicant and the outcome of each application;
    - (ii) the total expenditure under the Residential Noise Insulation Scheme in each year preceding the RNIS Review Date; and
    - (iii) any proposed modifications to the Residential Noise Insulation Scheme to improve its operation.
  - (b) The Council shall either:
    - (i) approve such report; or

- (ii) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to understand fully the operation of the Residential Noise Insulation Scheme or to improve its operation, including (if appropriate) further or alternative modifications to the Residential Noise Insulation Scheme.
- (c) If the Operator receives a written request from the Council pursuant to sub-paragraph [2.5(b)(ii)] of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council has approved the report.

### 3 Non-residential Noise Insulation Scheme

- 3.1 The Operator shall not Commence Development until it has submitted the draft Non-Residential Noise Insulation Scheme to the Council for its written approval and the Operator shall subsequently use reasonable endeavours to obtain the written approval of the Non-Residential Noise Insulation Scheme by the Council as soon as reasonably practicable including but not limited to resubmitting a modified draft of the Non-Residential Noise Insulation Scheme within one month of the Council refusing to approve the draft Non-Residential Noise Insulation Scheme or indicating that it requires modification of a previous submitted draft.
- 3.2 With effect from the first anniversary of the date on which the Development is Commenced or the first anniversary of the date on which the Council approves the Non-Residential Noise Insulation Scheme (whichever shall be later) but in any event prior to the Occupation of any part of the Development the Operator shall implement and continue to operate the approved Non-Residential Noise Insulation Scheme in the manner provided for in sub-paragraphs [3.3 and 3.4] of this Schedule subject to such modifications as may be agreed in writing by the Council following review of the Non-Residential Noise Insulation Scheme as provided for in the ensuing sub-paragraph [3.5] of this Schedule.
- 3.3 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the implementation of the approved Non-Residential Noise Insulation Scheme the same is administered by LLACC and the Operator shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Non-Residential Noise Insulation Scheme.
- 3.4 Any payments in respect of noise insulation works made under the Non-Residential Noise Insulation Scheme shall be funded using the Noise Insulation Fund.

3.5 Following the Occupation of any part of the Development the Non-Residential Noise Insulation Scheme shall be subject to periodic review by the Council on the Non-Residential Noise Insulation Scheme Review Dates as follows:

- (a) On or before each of the Non-Residential Noise Insulation Scheme Review Dates the Operator shall produce and submit to the Council for its written approval a report on the operation of the Non-Residential Noise Insulation Scheme which shall review the effectiveness of the Non-Residential Noise Insulation Scheme and which shall include for the period since the Non-Residential Noise Insulation Scheme was last approved by the Council or since the last Non-Residential Noise Insulation Scheme Review Date (whichever shall be the later date) as a minimum the following:
  - (i) the number of applications received under the Non-Residential Noise Insulation Scheme, together with details of their geographic origin, the eligibility criteria relied upon by the applicant and the outcome of each application;
  - (ii) the total expenditure under the Non-Residential Noise Insulation Scheme in each year preceding the Non-Residential Noise Insulation Scheme Review Date; and
  - (iii) any proposed modifications to the Non-Residential Noise Insulation Scheme to improve its operation.
- (b) The Council shall either:
  - (i) approve such report; or
  - (ii) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to understand fully the operation of the Non-Residential Noise Insulation Scheme or to improve its operation, including (if appropriate) further or alternative modifications to the Non-Residential Noise Insulation Scheme.
- (c) If the Operator receives a written request from the Council pursuant to sub-paragraph [3.5(b)(ii)] of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council has approved the report.

4 Noise Insulation Fund

4.1 Prior to Commencement of Development the Operator shall establish and subsequently shall maintain a Noise Insulation Fund in the following manner:

- (a) Prior to Commencement of Development the Operator shall open an interest-bearing bank account where the Noise Insulation Fund will be maintained and shall provide a copy of the account details to the Council's Director of Planning;
- (b) By 31 January in the year following the Commencement of Development the Operator shall pay into the bank account for the Noise Insulation Fund the sum of £100,000 (one hundred thousand pounds) Index Linked and shall provide the Council with evidence of the deposit of such sum in the bank account;
- (c) By 31 January in each year following payment of the sum referred to in sub-paragraph [4.1(b)] the Operator shall pay into the bank account for the Noise Insulation Fund such sum of money as shall be necessary to ensure that the balance in that bank account in cleared funds available as at the 31 January date is a minimum of £100,000 (one hundred thousand pounds) Index Linked and shall provide the Council with evidence of the deposit of such sum in the bank account.

4.2 The Operator shall procure (unless otherwise agreed in writing by the Council) that with effect from the Commencement of Development the Noise Insulation Fund shall be administered by LLACC in conjunction with the Noise Insulation Schemes.

5 Track Violations

5.1 With effect from the Commencement of Development the Operator shall implement and maintain the Track Violation Penalty System.

5.2 On each anniversary of the Commencement of Development the Operator shall submit to the Council for its written approval a report on the operation of the Track Violation Penalty System which shall review the effectiveness of the Track Violation Penalty System and which shall include as a minimum the following for the preceding year:

- (a) the number of fines levied by the Operator and the amount of revenue received by the Operator in payment of those fines;
- (b) the categories of the violations by the airlines which gave rise to the fines;
- (c) the amount levied against each airline and each aircraft type which operates at the Airport; and

- (d) whether modifications to level of fine under the Track Violation Penalty System is necessary (and so the nature of those modifications) to improve its effectiveness in minimising the noise disturbance of residents.
- 5.3 The Council shall either:
- (a) approve such report; or
  - (b) (acting reasonably) request in writing that the report incorporates further or modified information to the extent necessary to understand fully the operation of the Track Violation Penalty System or further or alternative modifications to the Track Violation Penalty System in order to improve its effectiveness in controlling the pattern of airline operations and minimising the noise disturbance of residents to improve its operation.
- 5.4 If the Operator receives a written request from the Council pursuant to sub-paragraph [5.3(b)] of this Schedule it shall resubmit a modified draft of the report within one month of receiving the written request and subsequently resubmit the report with further modifications as often as reasonably necessary until the Council has approved the report.
- 5.5 Any sums received by the Operator from airlines under the Track Violation Penalty System shall be paid by the Operator into the Community Fund.

## **APPENDIX 2**

### **BAP Report: Application No 12/01400/FUL Discharge of Planning Conditions 11, 12, 13 & 14**

#### **Noise**

## LONDON LUTON AIRPORT OPERATIONS LTD

Proposed construction and alterations to Airport Way/Airport Approach Road and associated junctions, terminal buildings, pier and walkway, pedestrian link building, mid-term and long-term car parks, new parallel taxiway, parking aprons, etc.

Application No: 12/01400/FUL

Discharge of Planning Conditions 11, 12, 13  
and 14

Noise

Report to

London Luton Airport Operations Ltd  
Navigation House  
Luton Airport  
Luton LU2 9LY

A9501-R04-JGC-ZP  
4<sup>th</sup> December 2014

**Partners**

Philippa Gavey, Giles Greenhalgh, Peter Henson, Roger Jowett, John Miller  
Senior Associates Ron Casson, Peter Fung  
Associates David Charles, Rod Jenkins, David Trew, Paul Wiseman  
Consultants Jeff Charles, Barry Josey, Brian Loudon, John Streeter, Roger Walters  
Practice Secretary Brenda Ward-Millar

**Bickerdike Allen Partners** is an integrated practice of Architects, Acousticians, and Construction Technologists, celebrating over 50 years of continuous practice.

**Architects:** Design and project management services which cover all stages of design, from feasibility and planning through to construction on site and completion.

**Acoustic Consultants:** Expertise in planning and noise, the control of noise and vibration and the sound insulation and acoustic treatment of buildings.

**Construction Technology Consultants:** Expertise in building cladding, technical appraisals and defect investigation and provision of construction expert witness services.

**Sustainability Consultants:** Energy Conservation and Environmental Specialists and registered assessors for the Code for Sustainable Homes.

**CDM Coordinators:** Under UK CDM Regulations, a wholly owned subsidiary company Bickerdike Allen (CDM) Ltd.



<b>Contents</b>	<b>Page No.</b>
1.0 Introduction.....	4
2.0 Condition 11 .....	4
3.0 Condition 12 .....	16
4.0 Condition 13 .....	19
5.0 Condition 14 .....	26
 Appendix 1: Glossary of Acoustic Terminology	
Appendix 2: London Luton Airport Byelaws: s 2005	
Appendix 3: Airport Manager’s Operations Safety Instructions	
Appendix 4: Luton Airport Stand Schematic	

*This report and all matters referred to herein remain confidential to the Client unless specifically authorised otherwise, when reproduction and/or publication is verbatim and without abridgement. This report may not be reproduced in whole or in part or relied upon in any way by any third party for any purpose whatsoever without the express written authorisation of Bickerdike Allen Partners. If any third party whatsoever comes into possession of this report and/or any underlying data or drawings then they rely on it entirely at their own risk and Bickerdike Allen Partners accepts no duty or responsibility in negligence or otherwise to any such third party.*

*Bickerdike Allen Partners hereby grant permission for the use of this report by the client body and its agents in the realisation of the subject development, including submission of the report to the design team, contractor and sub-contractors, relevant building control authority, relevant local planning authority and for publication on its website.*

## **1.0 INTRODUCTION**

Planning consent was granted in 2014 by Luton Borough Council (LBC) to application 12/01400/FUL submitted by London Luton Airport Operations Ltd (LLAOL). The consent was subject to the imposition of certain planning conditions with respect to several matters including noise. Noise was specifically addressed in planning conditions 11, 12, 13 and 14.

LLAOL and London Luton Airport Ltd (LLAL) have also entered into a Section 106 Town and Country Planning Act 1990 (as amended) Agreement with LBC which includes obligations with respect to noise, given in Schedule 1 Noise Mitigation.

The Section 106 Agreement requires LLAOL to submit the draft Noise Management Plan, the draft Residential Noise Insulation Scheme and the draft Non-Residential Noise Insulation Scheme to LBC for approval. It also requires LLAOL to operate a Noise Violation Penalty System.

Separate to these matters, the Airport operates in accordance with The Environmental Noise (England) Regulations 2006 and has a Noise Action Plan (NAP) approved by DfT and Defra. The current approved NAP includes 55 noise related measures which form part of the overall noise management scheme. The Airport also operates in accordance with the Luton Byelaws approved by the Secretary of State for Transport.

This document sets out the noise schemes proposed by LLAOL to discharge the conditions relating to air noise (Conditions 11, 12 and 13 as set out in the planning permission notice) and ground noise (Condition 14 as set out in the planning permission notice).

A glossary of acoustic terminology is included as Appendix 1.

## **2.0 CONDITION 11**

Condition 11 set out in the planning permission notice is given below.

**"11**

**(a) Prior to commencement of the development details shall be submitted to the Local Planning Authority of a Noise Control Scheme which shall control the noise of aircraft both during the day (0700 - 2300) and the night (2300 - 0700) period.**

**(b) For the Night Quota Period (2330 to 0600) the scheme shall be based on the Noise Quota System count system (QC System) utilised by other UK Airports including Heathrow Airport.**

**(c) The scheme shall include sanctions in relation to operators of aircraft which land or take-off in breach of the QC System and shall include exclusion of aircraft movements with a QC**

value in excess of QC2 during the night time (2300 to 0700), 6 months and more after commencement of the development. An 'aircraft movement' shall be either a landing or take off by an aircraft.

(d) The scheme shall include details of the procedures to be adopted and shall include measures with the purpose of phasing out of the night-time (2300 to 0700) operations by aircraft with a QC value of greater than 1 on either departure or arrival.

(e) The scheme including the QC System shall be monitored and reviewed on a regular basis. Such a review shall take place, not later than the 1st and 4th year after introduction and every subsequent 5 years.

(f) For the Night Quota Period (2330 - 0600) this shall have the following limits incorporated into the scheme:

(i) Total annual movements by aircraft (per 12 month period) shall be limited to 9,650;

(ii) The total annual noise quota in any 12 month period shall be limited to 3,500 which, using all reasonable endeavours, shall be reduced at each review until it reaches a point where it does not exceed 2,800 by 2028.

(g) For the Early Morning Shoulder Period (06.00-07.00) this shall have the following limit incorporated into the schemes:

(i) Total annual movements by aircraft in any 12 month period shall be limited to 7000.

(h) The actual and forecast total number of aircraft movements for the preceding and next 12 month periods shall be reported to the Local Planning Authority every three months.

(i) Within six months of the commencement of development and in accordance with the approved Noise Control Scheme the maximum Noise Violation Limits (NVL) for all aircraft, as recorded by departing aircraft at the fixed noise monitoring terminals, shall be reduced to values which are determined by the noise classification of individual aircraft as follows:

Aircraft Classification on Departure	NVL (dBA)
QC 4 (daytime only)	85
QC 2	82
QC 1	79
QC 0.5 and below	76

**(j) Within six months of the commencement of the development, a progressive reduction in the daytime (0700-2300) maximum NVL by the noisiest aircraft shall be implemented as follows:**

**(i) 85 dB(A) from the date of the commencement of development**

**(ii) 82 dB(A) from 1st January 2015**

**(iii) 80 dB(A) from 1st January 2020"**

## **2.1 Elements of Luton's Overall Noise Management Pursuant to Condition 11**

This condition supplements Luton's overall noise management that has been developed over many years, is identified in the Airport's Noise Action Plan, and is delineated in the responses given herein to planning condition 12, 13 and 14. Condition 11 introduces a new quota count (QC) system for night noise, new noise violation limits, early morning schedule period controls and the phasing out of QC 2 aircraft operation at night.

## **2.2 Luton's Noise Quota System**

The Airport will operate a Quota Count System (QC system) based on the Noise Quota System utilised by other UK airports, including Heathrow Airport. The Noise Quota System at the other London Area Airports is promulgated in supplements to the Civil Aviation Authority's Aeronautical Information Publication (AIP). The most recent supplement detailing the Noise Quota System *London Heathrow, London Gatwick and London Stansted Airports Noise Restrictions Notice 2014* was published on the 20th March 2014, and includes in Part 2 information on the QC values for various aircraft types. The Part 2 schedule is updated from time to time as new information obtained during the aircraft's noise certification process becomes available. The result is aircraft types, such as the A319 commonly used at Luton, having various noise certification values for an operation (arrival or departure) dependent on the specific engine variant, the installed modifications if any, and for departures the maximum certificated take-off weight.

The Luton System is required to assign to each aircraft operation by a Luton aircraft a QC value. Those values combined with the number of annual movements will be used to determine the annual quota used, which will be compared with the annual budget limit of 3,500. The Luton System also involves restrictions on usage of aircraft based on their QC value, and provides information that is used when the noise levels at the Airport's fixed monitors are reviewed.

-X-X-X-X-X-

## **London Luton Airport Noise Quota System (LLANQS)**

### **1 Citation and Commencement**

- 1.1 This System may be cited as the LLANQS, and shall come into operation as soon as practicable on the commencement of development.

### **2 Interpretation**

- 2.1 For the purposes of this System

‘the Act’ means the Civil Aviation Act 1982;

‘airport authority’ means the person for the time being having the management of Luton Airport as applicable;

‘Annex 16’ means Annex 16 (Volume 1 – Aircraft Noise) to the Convention on International Civil Aviation signed on behalf of the United Kingdom at Chicago on 7 December 1944<sup>1</sup>;

‘appropriate air traffic control unit’, has the meaning ascribed to it by the Air Navigation Order 2009<sup>2</sup>;

‘maximum certificated landing weight’ means the maximum landing weight authorised in the certificate of airworthiness;

‘maximum certificated take-off-weight’ means the maximum take-off weight authorised in the certificate of airworthiness;

‘night period’ means the period from 23.00 hours to 07.00 hours (Local time);

‘night quota period’ means the period from 23.30 hours to 06.00 hours (Local time);

an aircraft is deemed to have taken off or landed during the night period or night quota period, as the case may be, if the time recorded by the appropriate air traffic control unit ‘airborne’ or ‘landed’ respectively falls within that period;

---

<sup>1</sup> 6th Edition published in July 2011 by the International Civil Aviation Organization.

<sup>2</sup> S.I. 2009/3015, to which there is an amendment which is not relevant.

'noise classification' means the noise level band in EPNdB, for take-off or landing, as the case may be, for the aircraft in question, as determined from the individual aircraft's noise certification form coupled with The Schedule of the System.

'quota' means the maximum permitted sum of the quota counts of all aircraft taking off from or landing at the Airport during any twelve months in the night quota period;

'quota count' means the amount of the quota assigned to one take-off or to one landing by the aircraft in question, this number being related to its noise classification as specified in paragraph 3.3 of this system.

- 2.2 References in this system to a moment in time are to Local Time, that is in any period of summer time, to the time fixed by the Summer Time Act 1972<sup>3</sup>, and outside that period to Universal Co-ordinated Time.

### **3 Description of Aircraft**

- 3.1 Aircraft taking off or landing at Luton Airport are described in this system as follows:

- (a) Exempt aircraft;
- (b) Aircraft having a quota count of 0.25;
- (c) Aircraft having a quota count of 0.5;
- (d) Aircraft having a quota count of 1;
- (e) Aircraft having a quota count of 2;
- (f) Aircraft having a quota count of 4;
- (g) Aircraft having a quota count of 8;
- (h) Aircraft having a quota count of 16.

- 3.2 Exempt aircraft for the purpose of paragraph 3.1 above are those aircraft which on the basis of their noise data are classified at less than 84 EPNdB. The provisions of paragraphs 4, 6, 7, 8 and 9 of this system do not apply to the taking off or landing of such aircraft.

- 3.3 Subject to paragraph 3.2, the quota count of an aircraft on taking off or landing is to be calculated on the basis of the noise classification for that aircraft on take-off or landing as appropriate as follows:

---

<sup>3</sup> 1972 c.6, as amended by S.I. 2002/262.

Noise Classification	Quota Count
84-86.9 EPNdB	0.25
87-89.9 EPNdB	0.5
90-92.9 EPNdB	1
93-95.9 EPNdB	2
96-98.9 EPNdB	4
99-101.9 EPNdB	8
Greater than 101.9 EPNdB	16

**4 Prohibitions on taking off or landing**

4.1 Subject to paragraphs 10 and 11, at Luton Airport:

(a) any aircraft which has a quota count of 4, 8 or 16 may not take-off or land during the night period;

4.2 Subject to paragraph 10, at Luton Airport an aircraft may not take-off or be scheduled to land during the night period where:

(a) the operator of that aircraft has not provided (prior to its take-off or prior to its scheduled landing time as appropriate) sufficient information to enable the airport authority to verify its noise classification and thereby its quota count; or

(b) the operator claims that the aircraft is an exempt aircraft within paragraph 3.1(a), but the aircraft is not indicated as such an aircraft in Part 2 of the Schedule to the UK AIP Supplement on Noise Restrictions at other London Area Airports.

**5 Maximum number of occasions on which aircraft may take-off or land**

5.1 Subject to paragraphs 7, 8, 9 and 10, the overall maximum number of occasions on which aircraft of the descriptions specified in paragraphs 3.1(b) to (e) inclusive may take-off or land during the night quota period in any twelve month period is at Luton Airport: 9650.

5.2 Subject to paragraphs 6, 7, 8, 9 and 10, in the night quota period in the specified twelve month period the quota is at Luton Airport: 3500.

5.3 Subject to paragraphs 8, 9 and 10, each take-off or landing by an aircraft at Luton Airport during each night quota period within the twelve month period is to count according to its quota count towards the relevant quota.

**6 Carry-over from the specified twelve month period**

- 6.1 If the number of occasions on which aircraft of the descriptions specified in paragraphs 3.1(b) to (e) inclusive take-off or land at Luton Airport during the previous period is less than the maximum number of occasions specified in paragraph 5.1, the maximum number of occasions on which such aircraft may take-off or land at that aerodrome during the specified period may be supplemented by a number of occasions equal to the shortfall, up to a maximum of 10% of the maximum number of occasions specified in paragraph 5.1.
- 6.2 If any part of the quota specified in paragraph 5.2 remains unused at the end of the previous specified period, the quota for the specified period at Luton Airport may be supplemented by a sum of quota counts equal to the remainder, up to a maximum of 10% of the quota specified in paragraph 5.2.

**7 Overrun of movements in the specified twelve month period**

- 7.1 If, in respect of Luton Airport, the sum of the maximum number of occasions specified in paragraph 5.1 has been exceeded during the previous specified period:
- (a) by up to 10% of the number of occasions specified in paragraph 5.1, the maximum number of occasions on which aircraft of the descriptions specified in paragraphs 3.1(b) to (e) inclusive may take-off or land during the specified period at Luton Airport is to be reduced by the same amount; or
- (b) by more than 10% of the number of occasions specified in paragraph 5.1, the maximum number of occasions on which aircraft of the descriptions specified in paragraphs 3(b) to (e) inclusive may take-off or land during the specified period at Luton Airport is to be reduced by the amount of the excess up to 10% plus twice the amount of the excess over 10%.

**8 Overrun of the quota limits in the previous specified period**

- 8.1 If, in respect of Luton Airport, the sum of the quota specified in paragraph 5.2 has been exceeded during the previous specified period:
- (a) by up to 10% of the quota specified in paragraph 5.2, the quota for the specified period at the Luton Airport is to be reduced by the same amount; or
- (b) by more than 10% of the quota specified in paragraph 5.2, the quota for the specified period at Luton Airport is to be reduced by the amount of the excess up to 10% plus twice the amount of the excess over 10%.



**9 Limits to overrun in the specified period**

9.1 The sum of the maximum number of occasions specified in paragraph 5.1 for Luton Airport and any supplementary number of occasions permitted by paragraph 6.1 must not be exceeded by more than 10% of the number of occasions specified in paragraph 5.1.

9.2 The sum of the quota specified in paragraph 5.2 for Luton Airport must not be exceeded by more than 10% of the quota specified in paragraph 5.2.

**10 Disregarded movements<sup>4</sup>**

10.1 For the purposes of Section 78(4)(a) of the Act, the following circumstances are specified in relation to the taking off and landing of aircraft at Luton Airport, namely:

(a) delays to aircraft which are likely to lead to serious congestion at the aerodrome or serious hardship or suffering to passengers or animals;

(b) delays to aircraft resulting from widespread and prolonged disruption of air traffic.

**11 Exclusion from the provisions of this System for emergency take-offs or landings**

11.1 None of the provisions of this System apply to a take-off or landing which is made in an emergency consisting of an immediate danger to life or health, whether human or animal.

**12 The Schedule**

12.1 The noise classification for an aircraft on take-off or landing as appropriate means

12.1.1 for the purpose of landing:

(a) in the case of an aircraft certified to the standards of Chapters 2, 3, 4 or 5 of Annex 16 (or the equivalent standards), the certificated approach noise level of the aircraft at its maximum certificated landing weight minus 9 EPNdB; and

(b) in the case of a propeller aircraft with a maximum take-off weight not exceeding 5,700 kg and any other aircraft not certificated to the standards of Chapter 2, 3, 4 or 5 of Annex 16 (or the equivalent standards): the noise level indicated in relation to that aircraft in the noise data supplied for this purpose to the CAA.

---

<sup>4</sup> Section 78(4) of the Act enables the person for the time being managing the aerodrome, or a person authorised by him for the purpose, to disregard those occasions which are specified under that section. Paragraph 9 of this Notice specifies those occasions.

12.1.2 for the purposes of take-off:

(a) where the aircraft is certificated to the standards of Chapter 3, 4 or 5 of Annex 16 (or the equivalent standards): half the sum of the flyover and the sideline noise levels in EPNdB as measured at the certification points specified in that Annex during the noise certification of the aircraft at its maximum certificated take-off weight;

(b) where the aircraft is certified to the standards of Chapter 2 of Annex 16 (or the equivalent standards): half the sum of the flyover and the sideline noise levels in EPNdB as measured at the certification points specified in that Annex during the noise certification of the aircraft at its maximum certificated take-off weight, plus 1.75 EPNdB and

(c) where the aircraft is a propeller aircraft with a maximum take-off weight not exceeding 5.700 kg or any other aircraft not certified to the standards of Chapter 2, 3 or 5 of Annex 16 (or the equivalent standards): the noise levels indicated in relation to that aircraft in the noise data supplied for this purpose to the CAA.

~~-X-X-X-X-~~

The Airport will operate the system delineated above and will apply sanctions in relation to operators of aircraft which land or take-off in breach of the London Luton Airport Noise Quota System (LLANQS). The operation of the LLANQS, including movement and quota totals, will be reported within the Airport's Quarterly Environment Reports, Annual Monitoring Reports, and other reports.

By operating the above system Luton Airport will comply with conditions 11(b), (c) and (f)(i).

### **2.3 Quarterly Environment Report (1st March/1st June/1st September/1st December)**

The Quarterly Environment Reports (QERs) have included for many years, details of monthly movements, monthly passengers, runway usage, departure route usage, arrival details including CDA usage, measured departure noise levels, details of any noise violations, track violations, complaint statistics and analysis, and quarterly night noise contours. Twelve months after commencement of the Development, the QER will also include:-

- Actual Total Number of Aircraft Movements for the preceding 12 month period, and a breakdown of monthly totals;  
For the time 00.00 to 24.00 hrs (Overall)  
For the time 23.30 to 06.00 hrs (Night Quota Period)  
For the time 06.00 to 07.00 hrs (Early Morning Shoulder Period)

- Actual Total Noise Quota Usage for the preceding 12 month period, and a breakdown of monthly totals.
- Forecast Total Number of Aircraft Movements in the following 12 month period;  
For the time 07.00 to 23.00 hrs (Day period)  
For the time 23.00 to 07.00 hrs (Night period)
- Instances where daytime and night-time Noise Violation Limits have been breached, if any. (Already reported in Quarterly Environment Reports and Annual Monitoring Reports).
- Instances where Track Violation Limits have been breached, if any.

The future commercial schedules become available for the summer and winter scheduling periods at different times and therefore forecast movements can only be approximately estimated.

The provision of the movement information for the Early Morning Shoulder Period allows it to be confirmed that Luton Airport are complying with condition 11(g). The provision of the forecast total number of aircraft movements in the following 12 month period means Luton Airport will be complying with condition 11(h).

## **2.4 Annual Monitoring Report (31st May)**

The Annual Monitoring Reports (AMRs) have included for many years, detailed information on aircraft movements, aircraft fleets, runway usage, CDA usage, track-keeping, noise monitoring, noise contours, complaints, employment, surface access and planning. The contents and format of the AMR has been resolved between the Airport and the Airport's independent consultative committee, LLACC. Twelve months after commencement of the Development, the AMR will also include:-

- For preceding year total aircraft movements;  
for 23.30 to 06.00 Night Quota Period  
for 06.00 to 07.00 Early Morning Shoulder Period.
- Actual Annual Movements of;  
Marginally compliant Chapter 3 aircraft (00.00-24.00)  
QC 2 aircraft (23.00-07.00)
- Forecast total aircraft movements;  
Summer Period Daytime Period :       07.00-23.00  
Summer Period Night-time Period       23.00-07.00

- |                                 |             |
|---------------------------------|-------------|
| Annual Night quota Period       | 23.30-06.00 |
| Early Morning Shoulder Period : | 06.00-07.00 |
- Actual QC Annual Usage 23.30-06.00
  - Forecast QC Annual Usage 23.30-06.00
  - Actual Noise contours for the Day and Night Period for the preceding summer 92 day period, and details of contour areas and populations within contours.
  - Breaches of noise limits or flying off-track.
  - Payments from the Noise Insulation Fund.

The provision of the movement information for the Early Morning Shoulder Period allows it to be confirmed that Luton Airport are complying with conditions 11(c), 11(d), and 11(f) to 11(h).

## **2.5 Phase out of QC 2 operations [23:00 – 07:00]**

The Airport will adopt the following procedures to achieve a phase out of aircraft operations in the night period, 23.00 – 07.00 by aircraft operations with a QC value of greater than 1, i.e. QC 2 as soon as practical.

- The Airport will monitor the number of QC 2 aircraft operating in the night-time period, 23.00 – 07.00.
- The Airport will then work with the operators of their aircraft to achieve a voluntary phase out of QC 2 aircraft.
- The Airport will incentivize the operators by introducing a lower noise violation limit during night-time i.e. 80 dB(A) as opposed to 82 dB(A). This will differentially penalize QC2 operations as opposed to QC 0.5 operations.
- The Airport will work with existing operators to seek to establish alternative aircraft for those aircraft currently in use with a QC2 rating.
- The Airport will investigate the use of differential landing charges for QC2 as opposed to QC1 and below aircraft for night-time operations, in order to incentivise the use of quieter aircraft during the night.

By adopting the above procedures Luton Airport will comply with condition 11(d).

## **2.6 Luton Airport Noise Control (including QC System)/Noise Control Monitoring Scheme/Noise Management Plan/Ground Noise Control Scheme Review [2016/17 / 2020/21 etc]**

A review will take place not later than the 1st and 4th year after introduction of this comprehensive assembly of Schemes and then every subsequent five years.

The reviews will address the efficiency, effectiveness and achievements of the Luton Airport Noise Control Schemes. The review will seek to highlight possible improvements that could be undertaken to the schemes to reduce noise at night and during the day due to Airport operations. At this initial stage it is envisaged that the review will include:

Updates:

Noise Contour Areas

QC2 Night-time Usage (w.r.t. phase out of QC2 night flights / conditions 11 (d))

QC Budget Usage (w.r.t. reduction of noise quota to 2,800 by 2028 / condition 11 (f)(ii))

Annual movements, night quota period, early morning shoulder period

Annual Movements by Marginally compliant Chapter 3 aircraft

Breaches of noise limits or flying off-track

Payments for Noise Insulation Fund

(The above to be compared against limits)

Performance Analysis of Efficiency of:

Noise Monitoring System

Noise Contouring System

Noise Control Scheme

Noise Quota system

Ground Noise control Scheme

Track Monitoring System

Noise and Track Violation Sanctions

These reviews will mean Luton Airport will comply with condition 11(e).

## **2.7 Noise Violation Limits (Condition 11(i) & 11(j))**

The proposed procedures in relation to noise monitoring / noise violation limits are delineated in the response to Condition 13.

## **3.0 CONDITION 12**

Condition 12 set out in the planning permission notice is given below.

**"12**

**The area enclosed by the 57dB(A) Leq16hr (0700-2300), contour shall not exceed 19.4 sq km for daytime noise, and the area enclosed by the 48dB(A) Leq8hr (2300-0700) contour shall not exceed 37.2 sq km for the night-time noise, when calculated by the Federal Aviation Authority Integrated Noise Model version 7.0.d (or as may be updated or amended).**

**Within five years of the commencement of development a strategy shall be submitted to the Local Planning Authority for their approval which defines the methods to be used by LLAOL or any successor or airport operator to reduce the area of the noise contours by 2028 for daytime noise to 15.2km<sup>2</sup> for the area exposed to 57dB Leq16hr (0700-2300) and above and for night-time noise to 31.6 km<sup>2</sup> for the area exposed to 48 dB(A) Leq8hr (2300-0700) and above.**

**From the 1st January 2014 forecast aircraft movements and consequential noise contours (Day, Night and Quota Periods) for the forthcoming calendar year shall be reported on the 1st December each year to the Local Planning Authority, which shall utilise the standard 92 day summer contour."**

### **3.1 Elements of Luton's Overall Noise Management Pursuant to Condition 12**

The Airport has for many years produced on an annual basis, the conventional summer 92 day noise contours for daytime and night-time. Night-time noise contours have also been produced on a quarterly basis and the Airport will continue to produce this information but supplement it as detailed in Section 3.2.

### **3.2 Noise Contouring**

In light of planning condition 12 Luton Airport will provide on the 1st December of each calendar year, the information listed below.

- $L_{Aeq,16h}$  noise exposure contours for an average summers day for the 16 hour period (07.00 to 23.00 local time, equivalent to 06.00 to 22.00 GMT in the summer period)

commencing at 57 dB(A) and showing increasing values in 3 dB(A) steps for the following cases:

- (a) The current year based on actual ATM data;
  - (b) The following year based on predicted ATM data.
- $L_{Aeq,8h}$  noise exposure contours for an average summers night for the 8 hour period (23.00 to 07.00 local time, equivalent to 22.00 to 06.00 GMT in the summer period) commencing at 48 dB(A) and showing increasing values in 3 dB(A) steps for the following cases:
    - (a) The current year based on actual ATM data;
    - (b) The following year based on predicted ATM data.
  - For each of the cases described above, a comparison of the area enclosed within the 57 dB  $L_{Aeq,16h}$  daytime contours with the value of 19.4 sq km respectively and a comparison of the area within the 48 dB  $L_{Aeq,8h}$  night time contours with the value of 37.2 sq km.
  - An evaluation of the results, including a description of any trends and the identification of any relevant features which have affected the results.
  - The above contours will be calculated using the Federal Aviation Authority Integrated Noise Model version 7.0d (or may be updated or amended);
  - In determining the model split for the average day or night, the actual percentage of westerly and easterly operations for the current summer period will be used, and the rolling five year average will be assumed for the forecast following year.

The above information will be contained in a report to be submitted to the Local Planning Authority each year, detailing the forecast aircraft movements, consequential noise contours, and noise quota usage for the forthcoming calendar year. The movements and contours relate to the forecast activity in the 92 day summer period, 15th June-16th September for the forthcoming year. The quota usage relates to the annual usage in the forthcoming calendar year.

With respect to "Trends" and "relevant features" identified in the annual reports, LLAOL will study any adverse trends or features and seek to establish causes, and what actions need to be taken by operators or LLAOL to avoid repetition. The actions required by operators could address detailed operational decisions which would be resolved at the regular "Flight Ops" Committee meetings.

The issue of these reports to the Local Authority will mean Luton Airport comply with the final paragraph of condition 12, and that it can be confirmed that the first paragraph of condition 12 has also been complied with.

### **3.3 Noise Contour Area Reduction Methodology (Early 2019)**

Within five years of commencement of development a report will be submitted to the Local Planning Authority which shall define methods to be used by the airport operator to reduce the area of the noise contours by 2028 for daytime noise to 15.2 km<sup>2</sup> for the area exposed to the 57 dB L<sub>Aeq,16h</sub>, and above and for night-time noise to 31.6 km<sup>2</sup> for the area exposed to the 48 dB L<sub>Aeq,8h</sub> (2300-0700) and above.

The contour area reduction measures envisaged currently are the improved operational arrangements arising from the London Airspace Management Programme (LAMP), improved operation arrangements arising from introduction of RNAV departure and arrival procedures for all routes, and the introduction of new quieter aircraft, such as the Airbus A320 NEO, Boeing 737 MAX, Boeing 787 etc. The effectiveness of these measures to achieve the target reduction by 2028 will be addressed in the reviews delineated in Section 2.6 above.

The issue of this report will mean Luton Airport comply with the second paragraph of condition 12.

### **3.4 Annual Quota Count**

The Airport will operate a Quota Count System as delineated in the response to condition 11. This will not produce final information for the current year by 1st December. To obtain insight into the annual QC used in the current year, the computation must await completion of the annual period. It is proposed that the QC information for a current year is provided separately to the current year summer contours, specifically within 2 months of the end of the current year. At that time the forecast QC usage for the next year will also be provided. Therefore information to be provided will be by 1st March;

QC Annual Budget Used for previous year,

QC Annual Budget Forecast to be used for current year.

This information will be compared with the total annual noise quota of 3,500. The annual noise quota will be reduced at each review until it reaches 2,800 by 2028.

The QC usage reduction is envisaged to relate to the phase out of QC2 operations at night, and the replacement of existing aircraft by re-engined types over the next few years. The rate of reduction is not definable at this stage whilst, for instance, the rate of introduction of re-



engined aircraft at Luton is not set for all resident airlines. Easyjet have advised they will obtain their Airbus A320neo fleet in the period 2017 to 2022.

By providing this information as required by condition 12, and by reducing the annual noise quota at each review Luton Airport will comply with condition 11(f)(ii).

### **3.5 Information Verification**

The Airport has provided detailed information to LLACC over many years, and that information has not been criticised. The Airport propose to continue their open detailed technical reporting, and will provide full access to the Local Planning Authority to those retained by the Airport and the Airport's Environmental Team who will provide the information.

### **4.0 CONDITION 13**

Condition 13 set out in the planning permission notice is given below.

**"13**

**Within 6 months of the development hereby permitted commencing a Noise Control Monitoring Scheme for the airport shall be submitted to and approved in writing by the Local Planning Authority. The submitted scheme or scheme review as applicable shall include, but shall not be confined to, the following:**

- (i) Details of the fixed noise monitoring terminals and track keeping system (vertical and horizontal).**
- (ii) Details of the complaint handling system.**
- (iii) Sanctions to be imposed on infringement by aircraft in respect of noise limits and track keeping.**
- (iv) Arrangements for the verification of the submitted information.**

**Within six months of either commencement of development or the approval of the scheme by the Local Planning Authority, whichever is the later scheme shall be implemented as approved. Such a review shall take place, not later than the 1st and 4th year after introduction and every subsequent 5 years."**

### **4.1 Elements of Luton's Overall Noise Management Pursuant to Condition 13**

The Airport operates a sophisticated Aircraft Noise and Track Monitoring System. This System includes a network of three permanent noise monitors that measure the noise of individual aircraft movements, and the system is also directly connected to the air traffic control radar

that collects aircraft flight tracks. This allows all to observe the tracks flown by departing aircraft from Luton Airport via a website 'Travis'.

## **4.2 Elements of Luton's Future Overall Noise Management Pursuant to Condition 13**

### **Fixed Noise Monitoring**

The Airport will continue to maintain, calibrate, and operate the current Aircraft Noise and Track Monitoring System or one updated.

LLAOL will continue to carry out noise monitoring at the following locations:

- (i) Pepsal End Farm, Pepsal End, Bedfordshire;
- (ii) Grove Farm, Slip End, Bedfordshire;
- (iii) Frogmore Bottom, Hertfordshire.

Or if these locations become unavailable or not appropriate alternative locations agreed with the local planning authority (Luton Borough Council).

Noise levels of departing aircraft passing in the vicinity of the noise monitors will be recorded and the results analysed, to establish the departure noise level in relation to the aircraft registration. Using the registration the noise certification values for the aircraft will be obtained via the operator. This information will allow the QC value of the aircraft to be determined. ACL will use this information to implement any restrictions on aircraft slots given at the airport.

The Airport will continue to operate a Noise Violation Limit (NVL) system. The Airport has reduced voluntarily the noise violation limits in recent years, and will do so again on 1<sup>st</sup> April 2015 resulting in a day NVL of 82 dB(A) and a night NVL of 80 dB(A). These NVL's will be replaced by those set by LBC within 6 months of the commencement of the development.

This will result in, within six months of the commencement of the development, during daytime the maximum noise made by the noisiest aircraft being limited to:

- 85 dB(A) from the date of commencement of development and reducing
- by 1st January 2015 to 82 dB(A) and then
- by 1st January 2020 to 80 dB(A).

If these departure noise levels are exceeded the aircraft operator will be advised, and requested to explain the exceedance. Unless a valid reason for the exceedance occurrence is given, the airport operator will be subject to a noise fine as delineated in Section 4.3.

The Airport will as required by LBC within six months of the commencement of the development also reduce the departure noise levels at the three fixed noise monitors for aircraft depending on their noise categorisation.

- With respect to aircraft categorised as QC4 under the London Luton Airport Noise Quota System (LLANQS) delineated in Section 2.2 , the noise violation limit will be 85 dB(A) during the daytime. If this departure noise level is exceeded the aircraft operator will be advised, and requested to explain the exceedance. Unless a valid reason for the exceedance occurrence is given, the aircraft operator will be subject to a noise fine as delineated in Section 4.3.
- With respect to aircraft designated as QC2 under the LLANQS, the noise violation limit is 82 dB(A) during the daytime and the night-time. If this departure noise level is exceeded the aircraft operator will be advised, and requested to explain the exceedances. Unless a valid reason for the exceedance occurrence is given, the aircraft operator will be subject to a noise fine as delineated in Section 4.3.
- With respect to aircraft designated as QC1 under the LLANQS, the noise violation limit is 79 dB(A) during the daytime and night-time. If this departure noise level is exceeded the aircraft operator will be advised, and requested to explain the exceedance. Unless a valid reason for the exceedance occurrence is given, the aircraft operator will be subject to a noise fine as delineated in Section 4.3.
- With respect to aircraft designated as QC 0.5 and below under the LLANQS, the noise violation limit is 76 dB(A) during the daytime and night-time. If this departure noise level is exceeded the aircraft operator will be advised, and requested to explain the exceedance. Unless a valid reason for the exceedance occurrence is given, the aircraft operator will be subject to a noise fine as delineated below.

The use of the noise violation limits detailed above will mean Luton Airport comply with conditions 11(i) and 11 (j).

#### **Track Keeping System**

The Airport will continue to maintain and operate the current Aircraft Noise and Track Monitoring System or one updated. The equipment will continue to identify aircraft which will be deemed to have complied with the current Noise Preferential Routes. In particular it will identify aircraft that fly wholly within the Lateral Swathe (LS) of each Noise Preferential Route, NPR. The Airport has currently in effect two lateral swathes for aircraft departing in the most common westerly direction, the swathes deal with traffic on four departure routes to Compton, Clacton, Dover and Detling. When aircraft depart to the east, the Airport has

currently in effect three lateral swathes, one to Olney, one to Compton, and one which accommodates traffic on the Clacton, Dover and Detling routes.

The Lateral Swathes (LS) are defined from the centre-line of the relevant NPR by the closest to the centre-line of a pair of lines either side, each diverging at an angle of 10 degrees from a point on the centre-line of the runway centre-line 2000m from the start of roll; and of a pair of parallel lines representing a distance of 1.5km either side of the route centre-line. The NPRs and consequently the LS include curved sections representing turns.

Once aircraft have attained an altitude of 3000ft during daytime, 4000ft during night-time, they will be considered no longer on the Noise Preferential Route. At that stage the aircraft may be directed by air traffic controllers onto a different heading, a process described often as “radar vectoring”. Aircraft may also be turned off the NPR earlier to fly outside the Lateral Swathe by air traffic control due to special requirements, such as storm clouds.

The Airport will with effect from the Commencement of Development implement and maintain a Track Violation Penalty System. That System will monitor all departures using sophisticated monitoring equipment. The observed radar tracks will be assessed against the Lateral Swathes of the Noise Preferential routes, and where the aircraft is clearly flying outside the LS, i.e. 250m outside, the aircraft will be identified as causing a “possible” track violation.

On identifying such a “possible” track violation, the Airport’s specialist environmental team will investigate with the airline and air traffic control whether there were any valid justifications for the possible track violation, such as a specific air traffic control instruction or aircraft technical issue. If a valid justification is identified the incident will be noted, and reported in the Quarterly Environment Report. If no valid justification is identified then the aircraft operator will be warned and subject to a nominal fine. Such fines will be paid into the Community Fund. The incident will also be noted, and reported in the Quarterly Environment Report.

If the same operator operates subsequent departures at Luton Airport with the same generic aircraft type and is observed to cause similar “possible” track violations, which after the investigation are found to be track violations then the aircraft operator will be subject to the appropriate fine. The fines will take into account the occurrence rate, as delineated in Section 4.3.

#### **Track Violation Penalty System Review**

On each anniversary of the Commencement of Development the Airport will submit to the Council for its written approval a report on the operation of the Track Violation Penalty

System which will review the effectiveness of the Track Violation Penalty System and which will include as a minimum the following for the preceding year:

- (a) the number of fines levied by the Airport and the amount of revenue received by the Airport in payment of those fines, and paid to the Community Fund;
- (b) the categories of the violations by the airlines which gave rise to the fines;
- (c) the amount levied against each airline and each aircraft type which operates at the Airport,

and

- (d) whether modifications to level of fine under the Track Violation Penalty System is necessary (and so the nature of those modifications) to improve its effectiveness in minimising the noise disturbance of residents.

#### **Complaint Handling System**

The Airport has developed an effective complaint handling system and this has been reviewed over recent years by LLACC; LLACC includes representation from the Local Planning Authority. It is proposed that this System be maintained.

The provision of these details of the complaint handling system, coupled with the details given above of the fixed noise monitoring terminals and track keeping system mean Luton Airport complies with conditions 13(i) and 13(ii). The required information on arrangements for the verification of the submitted information, condition 13(iv), are given in Section 3.5.

### **4.3 Sanctions w.r.t. Noise Violation Limits/Track Violations**

#### **NVL Sanction/Fine System**

The Airport will take all reasonable steps to reduce the departure noise levels, and have already in place some measures in the approved Noise Action Plan. As the Airport does not operate the aircraft, the measures require the Airport to work with the airline operators to adopt best practice to minimise noise of departing aircraft.

With regard to the noise violation limit exceedances the Airport will work with the airline operators to minimise occurrences. Unfortunately, the proposed very stringent departure noise violation levels in condition 11 (i) are liable to be exceeded by aircraft of the most modern types, meeting all international and national noise standards and operated in accordance with ICAO advice. It is therefore proposed that the Airport will seek to incentivize best practice, and apply punitive methods only where it is clear that lower noise levels could be achieved, and have been for the same aircraft type at Luton. Therefore in operation of the

System, the average departure noise performance for a specific aircraft type in the previous monitoring period/periods will be a material consideration.

All violations of the NVL will be reported on a three month basis in the Quarterly Environment Reports, and the Annual Monitoring Reports. The reporting will state the noise level excess over the NVL, the aircraft type, the past average noise level for the type concerned, the aircraft operator, the time of occurrence, and the sanction/fine action taken by the Airport.

The NVL system shall be regularly reviewed. Such a review will take place, not later than the 1st and 4th year after introduction of the system and subsequently every 5 years.

The NVL sanctions to be applied are detailed in Tables 1 and 2. Table 1 includes daytime sanctions relating to condition 11(j) and also night-time sanctions that the airport is planning to introduce voluntarily. Table 2 relates to condition 11(i) and so noise at any time.

Excess over Noise Violation Limit ( $L_{max,s}$ )	Frequency	Fine Per Event
For Day Flights until 31 <sup>st</sup> December 2019 - 0700 - 2259 Local Time		
No greater than 3 dB(A)	One isolated event	£100
	Regular <sup>(1)</sup> event	£200
Greater than 3 dB(A)	Any Event	£500
For Night Flights until 31 <sup>st</sup> December 2019 2300 - 0659 Local Time		
No greater than 3 dB(A)	One isolated event	£100
	Regular <sup>(1)</sup> event	£200
Greater than 3 dB(A)	Any Event	£500

<sup>(1)</sup> Regular shall mean greater than six events per 3 month period.

**Table 1: Noise Violation Sanctions by Time Period**

Quota Count of Departure Movement	Noise Violation Limit (NVL) ( $L_{max,s}$ )	Excess over NVL ( $L_{max,s}$ )	Frequency	Fine per Event
QC4 (Daytime only)	85	No greater than 3 dB(A)	Isolated Event	£100
QC2	82		Regular <sup>(1)</sup> Event	£200
QC1	79	Greater than 3 dB(A)	Any	£200
QC0.5 and below	76			

<sup>(1)</sup> Regular shall mean greater than six events per 3 month period.

**Table 2: Noise Violation Sanctions by Quota Count of Departure Movement**

To avoid any confusion, each of the fines in Table 2 can apply to a departure movement with any of the quota counts. For example a movement by an aircraft rated as QC1 on departure which produces a noise level of 81 dB(A)  $L_{max,s}$  on an isolated occasion will be fined £100 unless there is a valid reason for the exceedence.

It should be noted that as Table 2 applies to departures at any time there is the possibility that an aircraft movement will generate a fine from both Table 1 and Table 2. In such an instance both fines would be due.

#### Track Violations Sanction/Fine System

The TVL sanctions to be applied are detailed in Table 3.

Occurrence Rate	Fine per Event	
	Daytime 0700-2259 Local Time	Night-time 2300-0659 Local Time
Any Event	£750	£1000

**Table 3: Track Keeping Violation Sanctions by Time Period**

The Airport will report track violations in both the Quarterly Environmental Reports, and the Annual Monitoring Report. Such reports will identify:-

- the number of track-keeping violations;
- the operator causing such violations;
- the aircraft types causing such violations;
- the fines levied and paid into the Community Fund.

(N.B. The level of fine will be Index-linked and subject to review on an annual basis).

On each anniversary of the Commencement of Development the Airport will submit to the Council for its written approval a report on the operation of the Track Violation Penalty System which will review the effectiveness of the Track Violation Penalty System and which will include as a minimum the following for the preceding year:

- (a) the number of fines levied by the Airport and the amount of revenue received by the Airport in payment of those fines, and paid to the Community Fund;
- (b) the categories of the violations by the airlines which gave rise to the fines;
- (c) the amount levied against each airline and each aircraft type which operates at the Airport, and
- (d) whether modifications to level of fine under the Track Violation Penalty System is necessary (and so the nature of those modifications) to improve its effectiveness in minimising the noise disturbance of residents.

The Airport will develop this System, and will have to take into account the changes occurring in UK, resulting from the introduction of new airspace arrangements, and new navigational methods. The Airport is working with air traffic control, the DfT and the airline operators on introducing two RNAV 1 departures for westerly departures. This will reduce the lateral swathe around the mean track, and so it will be necessary to define the geometry of the lateral swathe when such RNAV routes are put in place at Luton.

It is hoped that the RNAV 1 procedures for departures toward Match (previously Detling), will be approved soon and therefore implemented in 2015. Subsequent to that, it is intended to put in place RNAV or RNP procedures for other Luton departure routes in the next few years. The NATS development of London Area Airspace is on-going, for example through LAMP, and LLAOL await details.

By the submitting these details of the sanctions to be imposed on infringement by aircraft in respect of noise limits and track keeping which will form part of the Noise Control Monitoring Scheme Luton Airport complies with condition 13(iii).

## 5.0 **CONDITION 14**

Condition 14 set out in the planning permission notice is given below.

**“14**

**Before any part of the development hereby permitted is commenced a scheme concerning ground noise associated with aircraft at the airport shall be submitted to and approved in**



writing by the Local Planning Authority. The submitted scheme shall include, but not be confined to, the following:

- i) Measures to limit the ground running of aircraft propulsion engines within Luton Airport between 2300 and 0700
- ii) Preferential use of stands and taxiways for arriving/departing aircraft between 2300 and 0700
- iii) Steps to limit the use of auxiliary power units (including the provision of fixed electrical ground power to stands and or suitably quietened ground power units)
- iv) No ground running of aeroplane engines for testing or maintenance purposes between 2300 and 0700 and designation of areas for such testing between 0700 and 2300.

Within six months of either commencement of development or the approval of the scheme, (or whichever is the later) by the Local Planning Authority, the scheme shall be implemented as approved. A review shall take place, not later than the 1st and 4th year after introduction and every subsequent 5 years."

#### **5.1 Elements of Luton's Overall Noise Management Pursuant to Condition 14**

The Airport in exercise of the powers conferred on it by sections 63 and 64 of the Airport Act 1986, produced and promulgated byelaws, London Luton Airport Byelaws 2005, which were confirmed by the Secretary of State for Transport on 20th November 2005, Appendix 2.

The Byelaws address in Part 5 Control of Aircraft Noise, and advise in Byelaws 5.2 on the controls, including noise which will apply to Ground Running and Testing of Aircraft Engines. The details are given in the schedule attached to Byelaws.

Supplementing Byelaws 5.2 are operational Controls – Engine Ground Running given in the Airport's Night Noise Policy (issue 8) intended to apply from 1st April 2014 to 31st March 2015. Also supplementing these documents are the Airport Manager's operations Safety Instructions, copied in Appendix 3.

The resultant ground noise control scheme has achieved minimal community reaction to ground noise sources over the last few years. It includes for the four main ground noise issues:-

- (a) Ground running of aircraft propulsion engines

The current restrictions are actioned by:-

OSI 19-14 Aircraft Power Back Procedures

OSI 20-14 Cross Bleed Engine Starts

OSI 22-14 Jet Blast

OSI 30-14 Aircraft requiring cross-bleed start on stands 40 + 41R

OSI 46-14 Aircraft Engine Ground Runs + Booking and using the Engine Run-up Bay (ERUB)

They seek to use the minimum engine power whilst on the aprons. Engine ground runs on the aprons are limited to check-starts that do not exceed ground idle power. Engine runs on stand are limited to one engine at a time for a maximum duration of 10 minutes.

(b) Preferential use of stands and taxi ways

The Airport seeks to operate aircraft from the contact stands that abut to the terminal building rather than those non-contact stands on the northern edge of the Airport. The preference cannot apply to the Cargo Apron, as clearly aircraft carrying out cargo operations will need to use that Apron. Appendix 4 copies the current stand arrangement, and shows the stands adjoining the terminal, for example Stand Nos. 1 to 9L, 60 to 61, 20 to 22 and 40 to 48.

The Airport seeks to operate taxiway use in order to minimize times taken for departing aircraft, and so reduce ground noise.

(c) Use of Auxiliary Power Units

OSI 048-14 sets out the rules and procedures for the use of Auxiliary Power Units (APUs) at the Airport. They require that APUs are used for the absolute minimum time, and whenever possible to ensure APUs are used for no more than 5 minutes after arrival on stand, and no more than 30 minutes before planned departure. APUs are not to be used as a substitute for GPUs. The GPUs are subject to OSI 047-14, which requires new GPUs to make low working noise levels a prime requirement in the selection process.

(d) Ground run tests at night and locations for ground run test during the day period

Measures and controls are detailed in:

- Byelaws: Part 5: Para 5.2 and associated schedule;
- Night Noise Policy: Para 4.14-4.17;
- OSI 046-14, Aircraft Engine Ground Runs and Booking and using the Engine Run Up BAY (ERUB).

These indicate that engine ground runs will not normally be permitted during night hours, 23.00-06.00 weekdays and 23.00-07.00 over the weekends, and on Public Holidays. The details of the management and control of engine ground runs and movements to and from ERUB have to be given in advance to the Airport Operations Control Centre, and approval sought.

The ERUB is located adjoining Taxiway A and is located distant from the main residential areas of Luton. For all engine runs by jet aircraft, other than runs at ground idle power setting, the operator has to use the ERUB facility. They are required to keep noise disturbance to a minimum.

## **5.2 Elements of Luton's Future Overall Noise Management Pursuant to Condition 14**

The Airport propose to continue to operate its ground noise control measures as noted in Section 5.1, and seek approval that this complies with condition 14 from the Local Planning Authority.

With planning condition 14 items i) and iv) the measures and controls are detailed in:

- Byelaws: Part 5: para 5.2 and associated Schedule;
- Night Noise Policy: paras 4.14-4.17;
- Airport Managers OSI 046-14, Aircraft Engine Ground Runs + Booking and using the ERUB.

With regard to the planning condition 14 item ii) the Airport will seek to operate aircraft from the contact stands that abut to the terminal building rather than those non-contact stands on the northern edge of the Airport. This preference cannot apply to the Cargo Apron, as clearly aircraft carrying out cargo operations will need to use that Apron.

The Airport will also seek to operate taxiway use in order to minimise times taken for departing aircraft, and so reduce ground noise. The Airport will also work with airlines to minimise noise from aircraft whilst taxiing. The main airline operator at the Airport already seeks to taxi using one engine only.

With regard to the planning condition 14 item iii) the measures and controls are detailed in:

- Airport Manager's OSI 047-14 Ground Power Unit (GPU) Use;
- Airport Manager's OSI 048-14 Auxiliary Power Unit (APU) Use.

Within six months of either commencement of development or the approval of the scheme, (or whichever is the later) by the Local Planning Authority, the scheme will be implemented as approved. A review will take place, not later than the 1st and 4th year after introduction and every subsequent 5 years.

**Jeff G Charles**  
for Bickerdike Allen Partners

**Peter Henson**  
Partner

## APPENDIX 1

### Glossary of Acoustic Terminology

### **The Decibel, dB**

The unit used to describe the magnitude of sound is the decibel (dB) and the quantity measured is the sound pressure level. The decibel scale is logarithmic and it ascribes equal values to proportional changes in sound pressure, which is a characteristic of the ear. Use of a logarithmic scale has the added advantage that it compresses the very wide range of sound pressures to which the ear may typically be exposed to a more manageable range of numbers. The threshold of hearing occurs at approximately 0 dB (which corresponds to a reference sound pressure of  $2 \times 10^{-5}$  Pascals) and the threshold of pain is around 120 dB.

The sound energy radiated by a source can also be expressed in decibels. The sound power is a measure of the total sound energy radiated by a source per second, in watts. The sound power level,  $L_w$  is expressed in decibels, referenced to  $10^{-12}$  watts.

### **Frequency, Hz**

Frequency is analogous to musical pitch. It depends upon the rate of vibration of the air molecules that transmit the sound and is measure as the number of cycles per second or Hertz (Hz). The human ear is sensitive to sound in the range 20 Hz to 20,000 Hz (20 kHz). For acoustic engineering purposes, the frequency range is normally divided up into discrete bands. The most commonly used bands are octave bands, in which the upper limiting frequency for any band is twice the lower limiting frequency, and one-third octave bands, in which each octave band is divided into three. The bands are described by their centre frequency value and the ranges which are typically used for building acoustics purposes are 63 Hz to 4 kHz (octave bands) and 100 Hz to 3150 Hz (one-third octave bands).

### **A-weighting**

The sensitivity of the ear is frequency dependent. Sound level meters are fitted with a weighting network which approximates to this response and allows sound levels to be expressed as an overall single figure value, in dB(A).

## Environmental Noise Descriptors

Where noise levels vary with time, it is necessary to express the results of a measurement over a period of time in statistical terms. Some commonly used descriptors follow.

Statistical Term	Description
$L_{Aeq,T}$	The most widely applicable unit is the equivalent continuous A-weighted sound pressure level ( $L_{Aeq,T}$ ). It is an energy average and is defined as the level of a notional sound which (over a defined period of time, T) would deliver the same A-weighted sound energy as the actual fluctuating sound.
$L_{A90}$	The level exceeded for 90% of the time is normally used to describe background noise.
$L_{Amax,T}$	The maximum A-weighted sound pressure level, normally associated with a time weighting, F (fast), or S (slow)
SEL	The Sound Exposure Level (SEL) is the sound level in dB(A) of a one second burst of steady noise that contains the same total A-weighted sound energy as the whole aircraft noise event.
EPNL	Effective Perceived Noise Level. It's measurement involves analyses of frequency spectra of noise events as well as the duration of sound.
EPNdB	The measurement unit for EPNL, that is used for the noise certification of aircraft, and the subsequent QC determination.

## Aeronautical Terms used in discussion of noise

Statistical Term	Description
PNR	Preferred Noise Routes are pre-defined routes for aircraft leaving an airport. Departing aircraft are asked to stay within defined corridors and wherever possible these are kept away from the most densely populated areas.
Ground Track	The vertical projection of an aircraft flight path onto level ground.
SOR	Start of Roll: The position of a runway where aircraft commence their take-off runs.

ICAO Noise Certification	Noise Certification Measurement Points are for Approach (under a 3 degree descent path 2000m from the runway threshold, Lateral (or Sideline) 450m to the side of the initial climb after lift-off, and Flyover under the departure climb path, 6500m from the start of roll (SOR).
Continuous Descent Approaches (CDA)	For an arriving aircraft to achieve a CDA, the aircraft must achieve a continuous descent with no more than one section of local flight greater than 2.5 Nm in length following descent from an altitude of 5,000ft.
Chapter III	This refers to noise standards for aircraft, specification that given in Volume 1, Part II, Chapter 3 of Annex 16, delineated in terms of levels not to be exceeded at the noise certification measurement points.
APU	An APU is an auxiliary power unit which is installed on an aircraft to provide power when the aircrafts main engines are not in use, for the purpose of enabling aircraft systems to prepare the aircraft for use whilst the aircraft is on the ground.
GPU	A small portable ground power unit, GPU, provides power to allow the aircraft to use its systems when the aircrafts APU is not used. Such units can be effectively silenced.
RNAV1	A more precise navigation system to ensure aircraft fly on a more tightly defined track.
Annex 16	This Annex (Environmental Protection) to the Convention on International Civil Aviation presents Volume 1 Aircraft Noise and Volume 2 Aircraft Engine Emissions.
<b>Committees</b>	<b>Description</b>
“Flight Ops” Committee	A committee set up at Luton Airport to allow detailed dialogue between airlines, airline pilots, NATS and LLAOL Operations Staff.
LLACC	The London Luton Airport Consultative Committee is set up in-line with Department of Transport guidance for Aerodromes to which Section 35 of the Civil Aviation Act 1982 applies, and has representatives from users, Local Authorities and environmental groups.
NTSC	A sub-committee of LLACC, set up to discuss in detail noise and track-keeping issues at Luton Airport. The sub-committee meet four times each year.

## APPENDIX 2

### London Luton Airport Byelaws: November 2005





# London Luton Airport Byelaws

November 2005

## LONDON LUTON AIRPORT OPERATIONS LIMITED BYELAWS

London Luton Airport Operations Limited, in exercise of the powers conferred on it by sections 63 and 64 of the Airports Act 1986 and of all other powers enabling it in that behalf, hereby makes the following byelaws.

### PART 1 GENERAL

#### 1.1 Definitions

(a) In these byelaws:

- (i) "accident" means an unintended occurrence which has an adverse physical result;
- (ii) "aircraft" means a heavier than air power-driven flying machine and includes aeroplane (land plane), aeroplane (sea plane), aeroplane (amphibian), aeroplane (self-launching motor glider), powered lift (tilt rotor) and rotorcraft (helicopter and gyroplane);
- (iii) "aircraft operator" and "operator" mean in relation to any aircraft the person who at the relevant time has the management of that aircraft;
- (iv) "the airport" means that area for the time being constituting London Luton Airport including all areas accessible to aircraft including runways, taxiways, aprons and all grass areas as detailed within the area edged red on the map attached to these byelaws and marked "Map referred to in the London Luton Airport Byelaws 2005"
- (v) "airport official" has the same meaning as in section 63(4) of the Airports Act 1986;
- (vi) "airside area" means that part of the airport lying within the perimeter fence to which access is controlled by security check points and any other authorised entry point and including all stands, aprons, taxiways and the runway;
- (vii) "animal" means any animal wild or domesticated that is brought onto the airport;
- (viii) "authorised person" means any person authorised by law or by an airport official to enter the airport or any part thereof in the course of his duties provided he is entitled to and displays a valid and full access pass issued by LLAOL;
- (ix) "banksman" means any airport official whilst engaged in assisting the driver of any vehicle with visual guidance;
- (x) "CAP 74" means the document issued by the Civil Aviation Authority known as CAP 74 relating to fire prevention and safety measures in the fuelling of aircraft and "CAP 642" means the document also issued by that Authority relating to airside safety management procedures known as CAP 642. Each such reference shall be construed as a reference to that document as amended, reissued, consolidated or replaced and in force from time to time;
- (xi) "commander" in relation to an aircraft means the member of the flight crew designated as commander of that aircraft by the operator thereof, or, failing such a person, the person who is for the time being the pilot in command of the aircraft;

- (xii) "constable" means any person attested as such pursuant to section 29 of the Police Act 1996;
- (xiii) "cultivated area" means any grassed area at the airport and any place at the airport (whether or not situated within a grassed area) in use or laid out for use as a place for the cultivation and display of flowers and/or any shrub;
- (xiv) "Customs and Excise Acts" has the same meaning as in the Customs and Excise Management Act 1979;
- (xv) "designated" means that LLAOL has indicated by markings on the ground, the display of a notice or the issue of a written notification that LLAOL gives permission for the use of that area or facility for a particular purpose;
- (xvi) "designated agent" means any party occupying and managing premises at the airport and being designated as a party authorised to administer lost property;
- (xvii) "emergency services" means the police, security, fire and ambulance services, including any such service provided by LLAOL;
- (xviii) "emergency vehicle" means any vehicle lawfully in use for operational purposes by any of the emergency services;
- (xix) "the facilities associated with the airport" includes all facilities provided at or in the vicinity of the airport (including radio and navigational aids) for the purpose of controlling, guiding or assisting the operation of aircraft either at the airport or in the vicinity of the airport;
- (xx) "incident area" means any area within the airport that has been cordoned off from the rest of the airport by or at the direction of an airport official or a member of the emergency services;
- (xxi) "LLAOL" means London Luton Airport Operations Limited or its successors in title and, where the context of these byelaws so requires, it shall include reference to an airport official;
- (xxii) "lost property office" means any place designated by LLAOL for the safekeeping of lost property;
- (xxiii) "maximum total weight authorised" has the same meaning as in the Air Navigation Order 2000 (SI 2000/1562);
- (xxiv) "night-time" means the period of time commencing at 2300 hours local time each day and ending at 0600 hours local time on the following day unless the following day is a Sunday in which case the period shall end at 0700 hours;
- (xxv) "notice" means any object or device (whether fixed or portable) for conveying warnings, information, requirements, restrictions or prohibitions of any description;
- (xxvi) "permission" means the prior consent of LLAOL except where the context otherwise requires;
- (xxvii) "refuelling bowser" means a mobile receptacle for the storage of fuel and the transfer of the same to an aircraft or a vehicle;

(xxviii) "road traffic enactments" has the same meaning as in section 63 (3) of the Airports Act 1986;

(xxix) "standing" means an area at the airport designated for use as a taxi stand;

(xxx) "taxi" means a hackney carriage licensed under section 37 of the Town Police Clauses Act 1847 by Luton Borough Council;

(xxxi) "vehicle" means any mechanically propelled conveyance or manually operated apparatus on wheels and includes trailers, items of plant that operate as wheeled vehicles and as static apparatus but does not include an aircraft.

(b) These byelaws may be cited as the London Luton Airport Byelaws 2005.

## 1.2 Extent

Except as provided in Part 3, these byelaws shall apply throughout the airport.

## 1.3 Information

A person shall state his correct name and address and the purpose of his being on the airport, if so requested by an airport official or by a constable.

## 1.4 Limitation

No provision in these byelaws shall apply to any member of the emergency services when he is acting in the course of his duty, or to any emergency vehicle being used by any such person so acting.

## 1.5 Defences

In any proceedings under these byelaws, it shall be a defence to prove that the defendant:

- (a) acted with lawful authority or reasonable excuse, or
- (b) took all due care and exercised all due diligence to avoid the commission of an offence.

## 1.6 Authority

An airport official shall produce his identification pass when making any request pursuant to these byelaws.

## **PART 2 PROHIBITED ACTS**

- 2.1 No person shall tamper with any aircraft or anything that causes, or is likely to cause, damage to or interfere with the safe running or security of any aircraft .
- 2.2 No person shall tamper with any vehicle or item of plant, machinery or other piece of equipment.
- 2.3 No person shall enter or get on or attempt to enter or get on any vehicle or item of plant, machinery or other piece of equipment without permission.
- 2.4 No person shall place an aircraft other than in the place and position designated by LLAOL.
- 2.5 No person shall fail to chock properly or otherwise secure any stationary aircraft not in a hangar.
- 2.6 No person shall without permission fuel, service or maintain (and for the avoidance of doubt this shall specifically include fuelling and de-icing) any aircraft, vehicle or equipment or run any engine in areas other than those designated for such purposes.
- 2.7 No person shall take a vehicle into a hangar used for the maintenance or storage of aircraft without permission of the authorised occupier or his authorised servants, employees or agents.
- 2.8 No person shall tamper with or intentionally misuse any lift, escalator, conveyor belt, power-operated gangway, or any mechanical or electrical or electronic apparatus.
- 2.9 No person shall operate or use any radio transmitter, or other thing capable of radiating or generating electrical interference, in such a way as to prejudice the operation of any air traffic control service, including but not limited to communications or navigation systems at the airport.
- 2.10 No person shall tamper with or intentionally misuse any telephone or other apparatus provided for transmitting and receiving messages.
- 2.11 No person shall fail to comply with any notice erected and displayed by LLAOL prohibiting or restricting access to any building, road or any other part of the airport.
- 2.12 No person shall climb any wall, fence, barrier, railing, post, ladder or tower without permission.
- 2.13 No person shall obstruct any person acting in the execution of his duty in relation to the operation of the airport including, without prejudice to the foregoing, the conveyance of passengers, their baggage and other goods and the maintenance and servicing of aircraft.
- 2.14 No person shall sing, dance, shout, play a musical instrument or erect or use any apparatus for transmission, receipt, recording, reproduction or amplification of sound, speech or images after being ordered to cease such activity by LLAOL.
- 2.15 No person shall consume, or continue to consume, alcohol at the airport when requested by an airport official or a constable to desist and no person shall in any event be in such a state of intoxication at the airport as may cause distress or offence to any other person.

- 2.16 No person shall organise or take part in any public assembly, demonstration or procession likely to obstruct or interfere with the proper use of the airport or obstruct or interfere with the comfort and convenience or safety of passengers or persons using the airport.
- 2.17 No person shall walk on any cultivated area.
- 2.18 No person shall drop any litter.
- 2.19 No person shall fail to keep any animal under control or permit a dog to foul a footpath or a building, or fail to keep a dog on a leash.
- 2.20 No person shall enter or leave the airport otherwise than through a gate or entrance or exit for the time being provided for that purpose.
- 2.21 No person shall loiter on, frequent or remain on the airport or any part thereof without reasonable cause.
- 2.22 No person shall allow any vehicle, animal or thing to be on the airport after having been required to remove it, or after its presence on the airport has been forbidden by an airport official or a constable, and no airport official or constable shall forbid the presence of any vehicle, animal or thing unless he has reasonable grounds to believe that its presence has been responsible for or is about to be responsible for the breach of a byelaw or for a criminal offence.
- 2.23 No person shall, without prejudice to byelaw 2.24, enter the airport, except as a bona fide airline passenger or in some other authorised capacity, after he has been served by an airport official with notification in writing by post, by facsimile transmission or by other similar means which produce a document containing the text of the communication withdrawing any licence he may have to enter the airport.
- 2.24 No person shall remain on the airport or any part thereof, after having been requested to leave by an airport official or by a constable, and no airport official or constable shall request a person to leave unless he has reasonable grounds to believe that that person has committed or is about to commit a breach of a byelaw or a criminal offence.
- 2.25 No person shall without permission sell or distribute anything, offer anything for sale or hire or make any offer of services for reward.
- 2.26 No person shall distribute or display signs, advertisements, circulars or other printed or written matter without permission.
- 2.27 No person shall beg or solicit funds or contributions of any kind without permission.
- 2.28 No person shall without permission enter any car park (except as a bona fide airline passenger or other user of the airport or as an employee of LLAOL or an authorised person) for the purposes of parking or collecting a private motor vehicle.
- 2.29 No person shall deposit any waste or refuse container on any part of the airport without permission.
- 2.30 No person shall, in the course of business, take photographs or participate in filming or sound recording at the airport without permission.

- 2.31 No person shall trap wild fauna or remove any wild flora without permission.
- 2.32 No person shall ride a horse or engage in field sports.
- 2.33 No person shall smoke in or otherwise bring into or light any naked flame or create sparks in:
- (a) any place where any such act is prohibited by notice.
  - (b) notwithstanding (a) above, any area not already indicated as a "no-smoking area" which is within 15 metres of any aircraft or of any place where liquid fuel, gas, explosives or other highly flammable material is stored or used.
- 2.34 No person shall light a fire without permission and any permitted fire must be in a place constructed for that purpose.
- 2.35 No person shall without permission fill or discharge liquid fuel from any container, including any part of a vehicle, elsewhere than in a place designated for that purpose by LLAOL.
- 2.36 No person shall fail to evacuate any part of the airport when instructed to do so by an authorised person or a member of one of the emergency services acting in accordance with his employment in any emergency.
- 2.37 No person shall without the written permission of LLAOL store or supply fuel or lubricants for aircraft using the airport.
- 2.38 No person shall enter or attempt to enter any airside area without first obtaining security clearance from LLAOL.
- 2.39 No person shall drive on any apron without first obtaining a valid apron driving permit from LLAOL, unless that person is escorted at all times by the holder of such a permit.
- 2.40 No person shall store or handle hazardous substances in a condition or manner likely to result in a discharge prohibited under byelaw 2.41.
- 2.41 No person shall cause or permit the discharge of any hydrocarbon (whether in the form of grease, oil, fuel or spirit) or other deleterious matter (whether of a solid, liquid or gaseous nature) or of any other substance of whatever nature which might obstruct or be or become a source of damage to drains, sewers or other infrastructure or which may constitute a risk to the environment or public health.
- 2.42 No person, other than a bona fide inbound or outbound passenger, shall enter or work in an airside area, without wearing high-visibility clothing to the standard designated by LLAOL from time to time or such other personal protective equipment as meets prevailing statutory requirements.
- 2.43 No person shall engage in any work in relation to any aircraft other than in a manner which complies with CAP 74.
- 2.44 No person shall remain in an incident area after receiving an instruction immediately to leave that area from an authorised person or from any other person in charge of an emergency vehicle and that person shall not leave any vehicle or other property under his control in such an area when so instructed.

- 2.45 No person shall use any language or make any gesture or commit any other act which is lewd, foul or offensive.
- 2.46 No person shall pass on foot or drive a vehicle behind an aircraft while it is displaying collision lights indicating that it is about to push back.
- 2.47 No person in charge of a vehicle shall reverse that vehicle up to an aircraft without the use of a banksman.
- 2.48 No person shall obstruct the passage of an aircraft refuelling bowser.
- 2.49 No person in charge of a bus or coach shall carry any number of passengers in excess of the number of seats and straps for the use of standing passengers in the bus or coach.
- 2.50 No person shall escort passengers upon any part of the airside area other than in a manner which complies with the provisions of the airside safety management procedures contained in CAP 642.

### **PART 3 PROHIBITED ACTS INVOLVING VEHICLES**

This Part of these byelaws extends only to the parts of the airport to which the road traffic enactments do not apply.

- 3.1 No person shall drive a vehicle otherwise than on a road or area designated by LLAOL for the driving or parking of vehicles.
- 3.2 No person shall drive a vehicle without due care and attention or without reasonable consideration for other persons.
- 3.3 No person shall drive a vehicle at a speed in excess of:
- (a) fifteen miles per hour in the area between Stands 1 to 9L,
  - (b) twenty miles per hour on any other part of the airside area or such other area as may by notice be designated from time to time by LLAOL, or
  - (c) in respect of any part of the above areas such other speed limit as may by notice be designated from time to time by LLAOL.
- 3.4 No person who is under the influence of drink or drugs or other intoxicating substance shall drive or attempt to drive a vehicle.
- 3.5 No person shall fail or refuse to comply with an indication or direction given by either a traffic sign or a road marking or an airport official or a constable.
- 3.6 No person, other than an authorised person acting in the course of his duty, shall wait in, leave or park a vehicle:
- (a) in excess of the published waiting time limit in any area where waiting is restricted by notice erected by LLAOL,



(b) in any area reserved by LLAOL for the use of a particular person or group of persons, or

(c) in any area not specifically allocated for the parking of vehicles.

3.7 No person shall drive a vehicle or operate an item of plant, machinery or other piece of equipment which is not in a roadworthy or safe condition.

3.8 No person shall drive or leave any vehicle or item of plant, machinery or other piece of equipment which is not properly lit in accordance with the lighting requirements applicable to roads to which the road traffic enactments apply.

3.9 Where any accident involving an aircraft occurs:

(a) if present at the time of the accident the aircraft commander (or, if the aircraft is being towed, the tug-driver) shall stop and give:

- (i) his name and address;
- (ii) the name and address of the person who was the operator of the aircraft at the time of the accident;
- (iii) the identification marks of the aircraft; and
- (iv) details of the accident

to an airport official or a constable or any other person having reasonable grounds for requiring them, as soon as practicable but, in any case, no later than 24 hours after the accident;

(b) the driver of any vehicle involved shall stop and give:

- (i) his name and address;
- (ii) the name and address of the owner of the vehicle;
- (iii) the registration number or identification marks of the vehicle; and
- (iv) details of the accident

to an airport official or a constable or any other person having reasonable grounds for requiring them, as soon as practicable but, in any case, no later than 24 hours after the accident.

3.10 No person shall fail to:

(a) stop after having been involved in a traffic accident resulting in personal injury to another person, or damage to another vehicle or to any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent to such land, or

(b) report the details of the accident to an airport official or a constable immediately or as soon as practicable thereafter.

3.11 No person shall drive without a valid driving licence, or without insurance or such a security in respect of third party risks as complies with the requirements of Part VI of the Road Traffic Act 1988.

3.12 No person shall leave any engine of a vehicle, or item of plant, machinery or other piece of equipment running when not in operational use.

3.13 Priority shall be given at all times to emergency vehicles by persons in charge of other vehicles.

#### **PART 4 TAXIS**

- 4.1 No person shall cause or permit any vehicle to be used as a hackney carriage plying for hire on the airport without a permit for that purpose issued by LLAOL and a licence having been obtained for the vehicle under section 37 of the Town Police Clauses Act 1847 from Luton Borough Council.
- 4.2 No person shall park or stand a taxi on any part of the airport for the purpose of plying for hire without a permit for that purpose issued by LLAOL displayed in the vehicle.
- 4.3 No driver of a taxi at the airport shall fail to wear in such a position and manner as to be plainly and distinctly visible, a valid hackney carriage driver's identity card issued by LLAOL.
- 4.4 No person shall park or stand a taxi for the purpose of plying for hire in any area other than the standings.
- 4.5 No person shall, without permission, in the terminal building or other public building, offer his or any other vehicle for hire.
- 4.6 No person shall park or stand a taxi on any standing when the maximum number to stand thereon shown by a notice erected by LLAOL at the head of the standing is thereby exceeded.
- 4.7 No person shall leave a taxi unattended at any time.
- 4.8 No person shall wash down or clean out a taxi whilst it is on a standing.
- 4.9 No person shall carry out any repair or maintenance work to a taxi whilst it is on a standing.

#### **PART 5 CONTROL OF AIRCRAFT NOISE**

##### **5.1 Flight Procedure**

- 5.1.1 Whilst within or directly above the airport, the commander of an aircraft which is landing at or taking-off from the airport, or which is using any of the facilities associated with the airport, shall use the airport or the facilities associated with the airport so as to ensure at all times that such aircraft is operated in a manner calculated to cause the least disturbance practicable.
- 5.1.2 Whilst within or directly above the airport, the commander of a jet aircraft taking off from the airport after a noise abatement power reduction shall maintain a rate of climb of at least 500 feet per minute at power settings which will ensure progressively decreasing noise levels at points on the ground under the flight path.
- 5.1.3 Whilst within or directly above the airport the commander of an aircraft shall not use the airport or the facilities associated with the airport for the purpose of flying training at night-time or on Sundays.

5.1.4 Flying training carried out by the commander of an aircraft shall be subject to the following conditions:

- (a) permission shall be obtained either before departure by telephone communication with Apron Control or (in exceptional circumstances only) by consultation with Apron Control whilst in flight.
- (b) training circuits by all jet aircraft and by all propeller-driven aircraft whose maximum total weight authorised exceeds 5,700 kilograms shall be right hand when using Runway 08 and left hand when using Runway 26, and the minimum circuit height at the airport shall be 1,500 feet above aerodrome level unless otherwise instructed by Air Traffic Control.
- (c) the minimum circuit height at the airport for all jet aircraft and for all propeller-driven aircraft whose maximum total weight authorised does not exceed 5,700 kilograms shall be 1,000 feet above aerodrome level.

5.1.5 The operator or commander of any aircraft shall ensure that no jet aircraft shall take-off or land at night-time without notification having first been given by LLAOL that the take-off or landing is within the limit on the number of movements from time to time determined by LLAOL. Such notification is not required for

- (a) the landing at night-time of jet aircraft diverted to the airport or
- (b) the departure from the airport of such diverted aircraft where that departure is within the number of movements determined by LLAOL and allocated to the operator of that aircraft.

5.1.6 Before operating a jet aircraft of a type not previously operated at the airport by that operator, the operator concerned shall have satisfied LLAOL that the aircraft will be flown into and out of the airport in a manner calculated to cause the least noise disturbance practicable.

5.2 The ground running and testing of the engines of any aircraft shall be carried out only in any area or areas approved from time to time by LLAOL and subject to the conditions set out in the Schedule to these byelaws.

5.3 Any person who departs from any provision of this Part of these byelaws to the extent necessary for the purpose of securing the safety of aircraft in flight or the safety of aircraft, persons or property on the ground shall be deemed not to contravene that provision, but in that event he shall give or cause to be given full details of any such departure in writing to LLAOL within seven days of being required to do so.

## **PART 6 LOST PROPERTY**

6.1 Part 6 of these byelaws shall apply in relation to the safe custody, re-delivery and disposal of any property, animal or thing (except a motor vehicle as defined in section 11 of the Refuse Disposal (Amenity) Act 1978) which, while not in proper custody, is found on any part of the airport to which the public have access or in any vehicle owned or operated by or on behalf of LLAOL but excluding any property, animal or thing found on board an aircraft in a taxi or on premises let by LLAOL.

6.2 Subject to the provisions of the Customs and Excise Acts any person other than a member of staff of the airport company, an airport official or a constable who finds property to which these byelaws apply shall forthwith hand it in the state in which he found it to a member of staff of the airport company, an airport official, a constable or a designated agent and inform that person of the place and circumstances in which it was found.

- 6.3 (a) Subject to any provisions of the Customs and Excise Acts and to paragraph (b) any member of staff of the airport company, airport official or constable to whom property is handed pursuant to byelaw 6.2 or who himself finds any property to which these byelaws apply shall, as soon as reasonably practicable and in any case before leaving the airport, deliver such property for safe custody in the state in which it came into his possession to the lost property office or to a designated agent and inform a member of staff of the airport company or airport official at the lost property office or a designated agent of the circumstances in which it was found.
- (b) If before any lost property shall have been delivered for safe custody to the lost property office or a designated agent under this byelaw it is claimed by a person who satisfies the member of staff of the airport company or airport official or constable as the case may be that he is the true owner, it shall be returned to that person forthwith without fee on giving his name and address to the member of staff of the airport company or airport official or constable who shall as soon as possible report the facts and give the claimant's name and address and a description of the lost property to the lost property office or a designated agent.
- 6.4 Any lost property delivered to the lost property office shall be retained in safe custody by LLAOL until claimed by the owner thereof or disposed of in accordance with these byelaws and LLAOL shall keep for a period of not less than 12 months a record showing particulars of the lost property (whether delivered to the lost property office or a designated agent or disposed of pursuant to the provisions of byelaw 6.3), the circumstances in which it was found and recording the ultimate disposal of the property.
- Provided that:
- (a) any official document, including a licence or passport shall, wherever practicable, be returned forthwith to the appropriate government department, local authority or other body or person responsible for issuing it or for controlling or dealing with it;
- (b) where the name and address of the owner of any lost property, other than the documents referred to in the preceding proviso, are readily ascertainable LLAOL shall forthwith notify the owner that the lost property is in its possession and may be claimed in accordance with these byelaws.
- 6.5 If any lost property, while it is retained by LLAOL in safe custody, is claimed and the claimant proves to the satisfaction of LLAOL that it belongs to him and he gives his name and address to the lost property office, it shall be handed to him at the lost property office (or such other location as shall be notified) upon payment of such storage and administration charges as shall be calculated by reference to LLAOL's standard prevailing rates or (if upon request LLAOL shall deem it appropriate having regard to size and weight and subject to the payment of such storage and administration charges as aforesaid and a reasonable additional sum to cover postage and packaging) sent to the claimant by first class mail (if practicable) or otherwise by parcel post.
- 6.6 (a) If any lost property deemed by LLAOL to be of more than negligible value and retained by LLAOL for safe custody is not re-delivered to a person pursuant to byelaw 6.5 within three months of the date when it was delivered to the lost property office, LLAOL shall notify the finder in writing offering it for sale to the finder at such reasonable price as shall be specified in the notification. If the finder shall within fourteen days from (and including) the date of service of the notice pay the purchase price to LLAOL, LLAOL shall cause the relevant item of lost property to be delivered to the finder in the most appropriate manner at the risk of the finder. If the finder does not so respond within the above-mentioned time limit of fourteen days LLAOL shall use reasonable endeavours to sell it for the best

price reasonably obtainable, and if it shall not have been able to do so within a further two months LLAOL shall be free to dispose of it as it thinks fit.

- (b) Notwithstanding the foregoing provisions of these byelaws, if any lost property retained by LLAOL is of negligible value and if, within fourteen days from the time when it was found, it has not been re-delivered to a person pursuant to byelaw 6.5, LLAOL shall be entitled to sell it at the best price that can be reasonably be obtained or to dispose of it as it thinks fit.
- (c) Notwithstanding the foregoing provisions of these byelaws, if any lost property retained by LLAOL for safe custody is of a perishable nature and if it has not been re-delivered to a person pursuant to byelaw 6.5 within forty eight hours from the time when it was found, LLAOL shall be entitled to re-deliver it to its finder or to sell it at the best price that can reasonably be obtained or in the case of property of negligible value to dispose of it as it thinks fit.
- (d) Notwithstanding the foregoing provisions of these byelaws, any lost property which is or which becomes objectionable may forthwith be destroyed or otherwise disposed of in a reasonable manner.
- (e) A sale under this byelaw shall not prejudice the right, for a period of twelve months from the date on which the property came into the custody of LLAOL, of any true owner whose rights have been divested by the sale to be paid the proportion due to him of the residue of the proceeds of sale after deduction of any charge by LLAOL for the safe custody of the lost property and LLAOL's reasonable costs in connection with the sale.

6.7 Where any lost property is contained in a package, bag or other receptacle LLAOL may cause such receptacle to be opened and the contents examined for the purpose either:

- (a) of identifying and tracing the owner of the property, or
- (b) of ascertaining the nature of the contents.

6.8 Any of the matters contained in byelaws 6.5, 6.6 and 6.7 that may be carried out by LLAOL may be carried out by a designated agent.

## **PART 7 PENALTIES**

7.1 Any person contravening byelaws 2.1, 2.5, 2.9, 2.10, 2.33, 2.34, 2.35, 2.36, 2.37, 2.38, 2.39, 2.40, 2.41, 2.42, 2.43, 2.44, 2.45, 2.46, 2.47, 3.2, 3.4, 3.7, 3.9, 3.10 and 3.13 and any byelaws in Part 5 and the Schedule shall be liable on summary conviction to a fine not exceeding level 4 on the standard scale<sup>1</sup>.

7.2 Any person contravening any of the byelaws in Parts 2, 3, 4, and 6 except the byelaws referred to in byelaws 7.1 and 7.3 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale<sup>1</sup>.

7.3 Any person contravening byelaw 4.3 shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale<sup>1</sup>.

<sup>1</sup>As at the date of these byelaws the relevant levels of the standard scale are, by virtue of section 37(2) of the Criminal Justice Act 1982, as follows:

Level 2 - £500

Level 3 - £1,000

Level 4 - £2,500

These levels are, however, subject to amendment from time to time by statute or by an Order under section 143 of the Magistrates' Court Act 1980.

## **PART 8 REVOCATION OF BYELAWS**

- 8.1 The byelaws which were made by London Luton Airport Limited under sections 63 and 64 of the Airports Act 1986 on the 6th August 1997 and which were confirmed by the Secretary of State for Transport on the 16th October 1997 are hereby revoked.

### **SCHEDULE**

#### **Byelaw 5.2**

##### **Ground Running and Testing of Aircraft Engines**

1. For all engine runs by jet aircraft, other than runs at ground idle power setting, the operator of the aircraft concerned shall:
  - (a) ensure that the aircraft is positioned in the area prescribed by LLAOL,
  - (b) comply with any instructions or clearance issued by Air Traffic Control before commencement of the run,
  - (c) notify Air Traffic Control by radio at the commencement and cessation of each run.
2. The operator of the aircraft concerned shall ensure that, subject to paragraph 1, the aircraft is positioned in such a manner that the jet blast will not impinge on any runway, taxiway, aircraft, equipment installation or other property of the airport or third party.
3. LLAOL will give permission for an engine run under paragraph 2 between 0800 and 2000 hours local time on Mondays to Saturdays inclusive. In addition, LLAOL may at its absolute discretion grant permission for such runs:
  - (a) between 0600 and 0800 hours and between 2000 and 2300 hours local time on Mondays to Saturdays inclusive, and on Sundays between 1230 and 1800 hours local time, and
  - (b) in respect of aircraft fitted with high by-pass engines at any time.
4. Subject to paragraph 5, the operator of the aircraft and/or its employees, servants or agents as the case may be shall ensure that where a high by-pass engine is fitted to the NN/C (Chapter III) range of aircraft, piston and turbo-prop aircraft, engine runs other than at ground idle power settings are carried out with the engine positioned in the area prescribed by Air Traffic Control and that noise disturbance is kept to the minimum.
5. A single or double engine run at ground idle power settings may be undertaken if:
  - (a) the aircraft is positioned so as to cause no damage or inconvenience to persons or property;
  - (b) the engine run does not exceed 10 minutes;
  - (c) a qualified person is at all times in attendance outside the aircraft to ensure the safety of persons and property during the engine run;

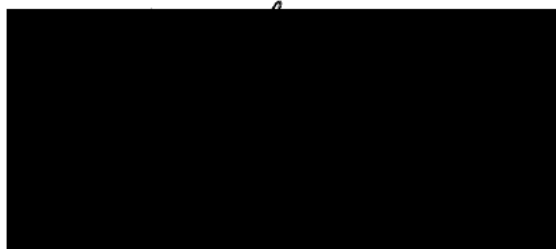
- (d) continuous radio contact is maintained with Air Traffic Control, from whom permission to start the engine(s) must be obtained and to whom notification must be given when the engine run is completed;
- (e) not more than two engines at a time are run; and
- (f) prior to commencing the run the following information is given to LLAOL (Apron Control):
  - (i) the aircraft's registration number or letters;
  - (ii) the aircraft's position on the airport;
  - (iii) the percentage power setting anticipated;
  - (iv) the expected duration of the engine run.



THE COMMON SEAL of LONDON LUTON )  
AIRPORT OPERATIONS LIMITED was )  
hereunto affixed this 3<sup>rd</sup> day of October )  
2005 in the presence of:- )

Director

Company Secretary



K:\Legal\Vale\LLA-Byelaws  
13.6.05

The foregoing byelaws are hereby confirmed by the Secretary of State for Transport and shall come into operation on 20 November 2005

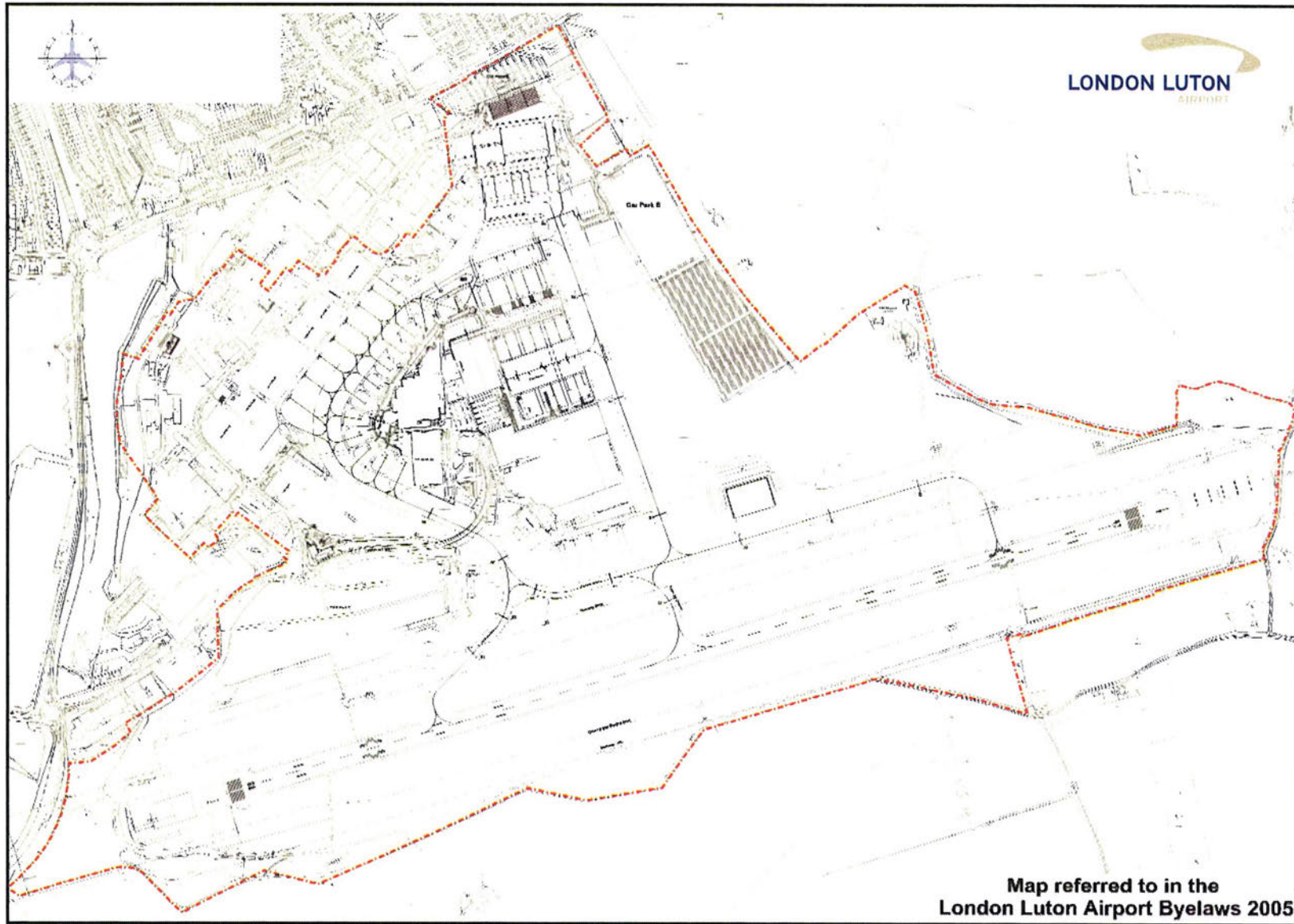
SIGNED BY



Jonathan Sharrock  
Head of Airports Policy Division  
by authority of the Secretary of State for Transport

17 October 2005





## APPENDIX 3

### Airport Manager's Operations Safety Instructions

OSI 19-14	Aircraft Power Back Procedures.
OSI 20-14	Cross Bleed Engine Starts.
OSI 22-14	Jet Blast.
OSI 30-14	Aircraft requiring cross-bleed start on stands 40 + 41R.
OSI 46-14	Aircraft Engine Ground Runs + Booking and using the Engine Run-up Bay (ERUB).
OSI 47-14	Ground Power Unit (GPU) Use.
OSI 48-14	Auxiliary Power Unit (APU) Use.

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with instructions raised by LLAO. All employers are responsible for bringing the contents of this instruction to the attention of their employees.*

## Operations Safety Instruction 019-14

# Aircraft Power Back Procedures

**Effective:** May 1st 2014

### Introduction

Aircraft power back procedures are not approved for any aircraft in any parking location without the prior and specific approval of LLAO.

FOD, blast damage to persons, buildings and equipment the weather conditions, particularly rain, snow and ice shall be considered as part of a risk assessment process.

### Instruction

The LLAO Airport Manager must be approached, via the Airport Operations Control Centre, for all power back requests. Such requests may or may not be approved.

LLAO must be satisfied that any power back manoeuvres carried out are conducted safely, in accordance with an agreed procedure and with minimum disturbance to other apron users.

The aircraft captain or pilot in command must confirm that the aircraft is capable and permitted to perform a power back manoeuvre and that the crew is trained.

Where a power back is permitted, the LLAO Operations Duty Manager (ODM) must attend prior to and during any power back manoeuvre until it is complete.

Before a power back operation commences ground crews must ensure that the area into which any aircraft blast or propeller wash is going to be directed is clear of staff, passengers, vehicles and equipment and that there is no risk to property.

Without exception, tail guide must be employed to safeguard the rearward movement of the aircraft, ensure safe wing tip clearances and to avoid collisions.

The minimum engine power settings should be used, sufficient to get/keep the aircraft moving.

<b>Authority</b>
Airport Manager

London Luton Airport  
OSI 019-14

2014 version 1  
Uncontrolled when printed

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with instructions raised by LLAO. All employers are responsible for bringing the contents of this instruction to the attention of their employees.*

## Operations Safety Instruction 020-14

### Cross Bleed Engine Starts

**Effective:** May 1st 2014

#### **Introduction**

In circumstances where an aircraft Auxiliary Power Unit (APU) is unserviceable, a procedure known as a Cross-Bleed Start must be performed.

#### **Instruction**

Cross bleed start on stand should only be considered if no other options exist to perform the procedure.

A request does not constitute permission and no cross bleed start on stand may commence without express permission of ATC

Cross-bleed starts may be permitted on stand up to and including the Boeing 737-800 / Airbus A321 size aircraft

All cross-bleed starts by larger aircraft must be undertaken on the adjacent taxiway centerline or as approved by ATC.

Cross bleed starts are forbidden to take place during the pushback process.

All aircraft performing cross-bleed starts must be positioned so as not to risk the cause of damage to any person, structure, aircraft or equipment.

Cross-Bleed Starts are NOT permitted on the Cargo Apron due to the proximity of cargo equipment and materials in the vicinity.

**Authority**

Airport Manager

London Luton Airport  
OSI 020-14

2014 version 1  
Uncontrolled when printed

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with Instructions raised by LLAO. All employers are responsible for bringing the contents of this Instruction to the attention of their employees.*

## Operations Safety Instruction 022-14

# Jet Blast

**Effective:** May 1st 2014

### Introduction

Jet engine efflux and propeller or rotor wash is a potential hazard from the blast created by all aircraft engines. It is common when applying breakaway power to get the aircraft moving that temporarily a high or medium power setting is required.

There may be an increase of thrust when an arriving aircraft is turning on to the stand centreline. The risk is further increased if for any reason the aircraft stops, then applies the additional thrust required to breakaway and continue the manoeuvre. Ideally, the aircraft should be kept moving to ensure that breakaway power is not required.

An aircraft positioning onto stand with an unserviceable engine, may make unpredictable and unfamiliar thrust inputs to enable the aircraft to manoeuvre. There is the increased potential for the power input to be much higher than normal.

### Instruction

All employers shall induct staff, visitors and contractors, operating on the aprons, concerning the risks associated with aircraft engines, rotors and propellers.

Ground crews must ensure that the area immediately behind an aircraft, plus the zone immediately in front of the engine intakes, is clear before giving clearance for engine start.

Ground crews must notify pilots of any potential hazard that could be created by the starting of engines.

As a matter of routine, aircraft are permitted to make a turn on some selected stands or parking areas where dimensions permit. In this event, aircraft shall be marshalled into position.

Consideration shall be given to other parked aircraft when positioning an aircraft for nose out and self manoeuvre departure.

---

An aircraft shall not be permitted to make a 90° turn, or less, onto a stand from stationary if one or more engines are inoperable or not serviceable. If breakaway power cannot be achieved at normal thrust levels alternative methods to manoeuvre the aircraft must be deployed.

Aircraft are to keep all engines running (notwithstanding any fuel economy measures) in order to limit the need for high thrust levels. Ideally, the aircraft should be kept moving to ensure that break-away power is not required. If this cannot be achieved within the confines of the aprons, an aircraft may be asked to shut down engines and a push or tow initiated to manoeuvre the aircraft.

Engines must not be run for test reasons when the aircraft is on stand, except as an approved ground idle engine run. Engines should be shut down as soon as operationally practicable once the aircraft is parked. Aircraft anti-collision beacon(s) must remain on until the engines have run down.

Pilots must use the minimum power necessary to get/keep the aircraft moving, particularly when in the Apron Area.

<p><b>Authority</b></p> <p>Airport Manager</p>
--

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with Instructions raised by LLAO. All employers are responsible for bringing the contents of this Instruction to the attention of their employees.*

## Operations Safety Instruction 030-14

# Aircraft requiring cross-bleed start on stands 40 & 41R

Effective: May 1st 2014

### Introduction

In preparation for a cross bleed start due to an unserviceable APU from Stands 40 and 41R aircraft will start one engine on stand before pushing back to face west to perform the Cross-Bleed

### Instruction

All aircraft that have started an engine on stand from stands 40 and 41R must be instructed to push back to face West. In exceptional circumstances (i.e. Taxiway Echo closed to the West of stand 40), ATC ground movement controllers may authorise the aircraft to be pushed back toward D4, and then pulled forward on taxiway Delta, to hold at D3 facing South. The cross-bleed must only take place once the aircraft is at D3.

Please ensure that prior notification of any aircraft with a known unserviceable APU is communicated at the earliest opportunity to the AOCC so that they may ensure the aircraft is parked on alternative Stands to 40 or 41R to minimise the necessity for this restriction. In the event that an APU failure becomes apparent on stand this information should be passed to ATC when requesting departure clearance.

Authority

Airport Manager

London Luton Airport  
OSI 030-14

2014 version 1  
Uncontrolled when printed

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with Instructions raised by LLAO. All employers are responsible for bringing the contents of this instruction to the attention of their employees.*

## Operations Safety Instruction 046-14

# Aircraft Engine Ground Runs & Booking and using the ERUB

**Effective:** May 1st 2014

### Introduction

This instruction sets out the rules and procedures for Aircraft Engine ground runs and using the Engine Run up Bay (ERUB)

### Instruction

Due to the environmental impact of engine running, particularly at night, it must be strictly controlled and the number of ground running operations kept to an absolute minimum

The use of the term 'Engine Run' within the context of this instruction is a generic term that applies to any combination of the following:

#### Aircraft Engine Ground Run:

Any engines start up not followed immediately by the departure of the aircraft concerned (including engine dry running and cross bleed starts).

#### Auxiliary Power Unit Run:

Any APU start up that is not immediately concerned with the pre-flight or post flights sequence for an aircraft.

#### Ground Power Unit Run:

Any GPU start up that is not immediately concerned with the pre-flight sequence or post flights sequence, this includes GPU maintenance runs of greater than 2 hours.



Table 1 Engine ground runs WILL normally be permitted within the following periods	
Weekdays	Between 0600-2300 hours local
Saturdays, Sundays and Public Holidays	Between 0700-2300 hours local
Table 2 Engine ground runs will NOT normally be permitted within the following periods	
Weekdays	Between 2300-0600 hours local
Saturdays, Sundays and Public Holidays	Between 2300-0700 hours local
Armistice Day and Remembrance Sunday	No engine running permitted between 1055 – 1105 hours local.

Any engine running between the times published in Table 2 will only be allowed with prior approval from the Airport Manager via the AOCC. Engine ground runs will not be approved within these times unless the aircraft concerned is required for a service departing LLAOL during the first wave of flights of the day. Flight details will need to be provided in addition to the details listed above. Positioning flights are excluded from this proviso.

#### Responsibilities

Prior notification is essential for the management and control of engine ground runs and movements to and from the engine run up bay.

Applications for engine runs are to be submitted in ADVANCE with a minimum of 1 hours notice to the Airport Operations Control Centre (AOCC) who can be contacted on 01582 395255.

Application for an engine run does not necessarily mean that approval will be given. The following information MUST be provided when seeking approval to carry out any engine run. If the information is incomplete, approval will not be issued.

Company
Aircraft type
Reg
Level % power to be used
Engineers/contact name
Tug movement
Planned start time
Expected duration
Order number

---

AOCC will confirm the times requested or alternatively advise other times if the ERUB has already been booked.

AOCC will pass the information detailed above in advance to ATC by creating an electronic flight strip.

Any changes to the details given must be subject to a further application and approval.

On the aprons, engine ground runs will be limited to check-starts that do not exceed ground idle power. For checks requiring the use of higher power settings, a move to ERUB will be required.

Ground running must not take place when passengers are being embarked / disembarked on any adjacent stands.

Engine runs on stand are limited to one engine at a time for a maximum duration of 10 minutes each engine.

If applicable, the rear of stand road must be closed to safeguard vehicular traffic, before any approved engine run is permitted.

Permission to start engine(s) must be obtained from Air Traffic Control. Aircraft must remain in 2-way contact with ATC throughout the duration of the ground run.

Approved ground running operations will be monitored by ATC and LLAO Airfield Operations. If the parameters contained within the approval detail are not adhered to, the operation will be terminated by LLAOL AOCC through ATC.

All personnel concerned with engine ground running must be fully conversant with this instruction, which must be complied with at all times.

A trained member of airline, operating company or handling agent staff is to be positioned on the stand in verbal contact with the flight deck. They will communicate by the R/T or interphone with the flight deck to ensure that the engine(s) are shut down if persons or vehicles move into the danger area in front of, behind or in the vicinity of a live engine. For this purpose and if the R/T or inter-phone link is unserviceable, hand signals by day and lit signals by night may be used.

The Airfield Operations Department are also required to conduct a visual inspection of the ERUB surfaces and blast screen panels prior to and after each engine run period.

The person in charge of the ground run must ensure that the aircraft is adequately restrained so that it cannot move under any circumstances.

Due to the proximity of the ERUB to Taxiway Alpha and the runway, the aircraft must be positioned so that the jet blast is directed either, due East, North or West. The jet blast must not impact the operation of Taxiway Alpha.

In the event that an engine run is requested when the prevailing wind speed and direction makes it impossible for the above requirements to be met, AOCC will then liaise with ATC to

London Luton Airport  
OSI 046-14

2014 version 1  
Uncontrolled when printed

---

identify a suitable time for an engine run to take place, however this will not be made available at the expense of scheduled aircraft movements on either the parallel taxiway or runway.

In the event that an engine run can only be carried out with jet blast directed towards Alpha Taxiway or the runway the aircraft operator will be asked to reduce engine power to idle thrust for each runway movement or taxiway movement on Taxiway Alpha in the vicinity of the ERUB.

Propeller aircraft that require pre-take off engine power checks must pay particular attention to the location of adjacent aircraft, equipment, buildings and persons prior to commencing the power check. Blast effects produced by such power checks must be minimised.

<p>Authority</p> <p>Airport Manager</p>
---

LONDON LUTON

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with Instructions raised by LLAO. All employers are responsible for bringing the contents of this instruction to the attention of their employees.*

## Operations Safety Instruction 047-14

### Ground Power Unit (GPU) Use

**Effective:** May 1st 2014

#### **Introduction**

This instruction sets out the rules and procedures for the use of aircraft Ground Power Units (GPU's).

#### **Instruction**

Constantly running GPU's can cause high noise levels on the apron and are an additional obstruction to free movement around a parked aircraft.

Operators are to ensure that when GPU's are in use, the connection cable between the GPU and aircraft is routed, so that as far as is reasonably practicably, it does not present a trip hazard to persons.

Operators are to ensure that the GPU's are maintained so that they do not present a safety or environmental hazard (i.e. emissions), in addition all associated cabling must be adequately shielded.

When purchasing new GPU's, Airlines and Handling Agents are encouraged to make low working noise levels a prime requirement in the selection process.

**Authority**

Airport Manager

London Luton Airport  
OSI 047-14

2014 version 1  
Uncontrolled when printed

*It is a condition of use of London Luton Airport Operations Ltd (LLAO) that all operators comply with Instructions raised by LLAO. All employers are responsible for bringing the contents of this Instruction to the attention of their employees.*

## Operations Safety Instruction 048-14

### Auxiliary Power Unit (APU) Use

**Effective:** May 1st 2014

#### Introduction

This instruction sets out the rules and procedures for the use of Auxiliary Power Units (APU's)

Aircraft APU's generate high levels of noise and significant fumes, which can cause disturbance to nearby apron areas, buildings and residential areas.

#### Instruction

Airlines and handlers are to ensure that APU's are used for the absolute minimum time necessary to meet operational needs. Wherever possible, airlines / operators and handlers are to ensure that APU's are used for no more than 5 minutes after arrival on stand and no more than 30 minutes before planned departure. Also, wherever possible, APU's are not to be used whilst passengers are embarking / disembarking.

*APU's are not to be used as a substitute for GPU's.*

Authority

Airport Manager



## **APPENDIX 3**

### **London Luton Airport Consultative Committee (LLACC)**

#### **Administration of Noise Insulation Fund**

#### **Terms of Reference**

## LONDON LUTON AIRPORT CONSULTATIVE COMMITTEE

### ADMINISTRATION OF NOISE INSULATION FUND

#### Terms Of Reference

##### Introduction

Planning permission was given by LBC in 2014 for development of the Airport. The permission conditioned the approval with planning conditions 11, 12, 13 and 14, which address noise monitoring, management and control, and with Section 106 Obligations with regard to noise mitigation measures. These include the setting up of a Noise Insulation Fund, and its use in respect to both a Residential Noise Insulation Scheme and a non-residential Noise Insulation Scheme. The involvement of LLACC has been sought to ensure the Noise Insulation Fund is used appropriately in line with local community needs. The list below seeks to summarize the terms of reference and actions required of LLACC.

##### Obligation of LLAOL

LLAOL shall procure (unless otherwise agreed in writing by the Council) that with effect from the Commencement of Development the Noise Insulation Fund shall be administered by LLACC in conjunction with the Noise Insulation Schemes.

The Noise Insulation schemes are to be submitted to the LBC prior to commencement of the Development for approval, and implemented with effect from the first anniversary of the date on which the development commenced or the first anniversary of the date on which the council approves the schemes. Also LLAOL is required to procure (unless otherwise agreed in writing by the Council) that with effect from the implementation of the approved Noise Insulation Schemes the same is administered by LLACC and the operator shall provide any necessary support and assistance reasonably requested by LLACC with the administration of the Schemes.

##### Programme

Based on current progress with detailed dialogue with the Planning Authority, it is envisaged that with regard to LLACC's administration the probable programme is:

Prior to April 2015, LLAOL sets up the bank account where the Noise Insulation Fund will be maintained. LLAOL submits to the Council the draft Residential Noise Insulation Scheme and the Non-residential Noise Insulation Schemes for approval.

Assuming approval is obtained, LLAOL with effect from the first anniversary of the date on which the development is commenced (probably April 2016) implements the Noise Insulation Schemes, and the



same schemes are administered by LLACC with LLAOL support and assistance. Any payments in respect of noise insulation works made under the schemes shall be funded using the Noise Insulation Fund.

By 31<sup>st</sup> January in the year following the Commencement of Development (probably January 2016) LLAOL will pay into the bank account for the Noise Insulation Fund the sum of £100,000 (one hundred thousand pounds).

#### Obligations of LLACC

LLACC is to be responsible for the administration of the Noise Insulation Fund, the residential Noise Insulation Scheme, and the Non-residential Noise Insulation Scheme. It is envisaged that they will put in place a noise insulation sub-group who will make recommendations/nominations for insulation, in response to detailed technical information provided by LLAOL.





**London Luton Airport**

# **Construction Travel Plan**

**London Luton Airport**

**12/01400/FUL**

**London Luton Airport Operations Limited**

**Version: 1.0**

**Date: August 2015**

## 1.0 Introduction

This Construction Travel Plan (the Plan) is submitted in accordance with Schedule 2, Section 3.1 of the Section 106 Agreement dated 18 June 2014. The overall objective of the Plan is to encourage and monitor the use more environmentally-friendly transport options. The Plan contains five specific objectives:

- *to set out measures that will enable the appointed contractors to meet the target car/employee ratio as pre-agreed*
- *to enhance corporate social responsibility and environmental image*
- *to promote the benefits of sustainable modes of transport*
- *to reduce unnecessary travel; and*
- *to ensure that all staff are aware of the Construction Travel Plan and the most efficient modes of transport.*

The Plan relates to journey patterns by construction-related staff and aims to improve site accessibility, reduce travel costs, improve health and wellbeing and minimise carbon associated with transport.

## 2.0 Objectives

The objectives of the Plan are:

**2.1 To set out measures that will enable contractors to meet the target car-pooling percentage.** The target is for 20% of construction worker journeys to be made by car-pooling and to achieve year and year improvement.

**2.2 To enhance corporate social responsibility and environmental image**  
Demonstrating LLAOL's commitment to encourage sustainable transport by its contractors and to use Construction Travel Plans to encourage this.

**2.3 To encourage the use of more sustainable modes of transport**

The target is for 30% of construction worker journeys to be made either by car-pooling, public transport, cycling or other sustainable modes of transport, and to achieve year on year improvement.

## **3.0 Implementation**

In order to implement the Plan the following will be established:

### **3.1. Travel Plan Coordinator**

Each contractor will nominate a Travel Plan Coordinator. The role of the Coordinator will be as follows:

- To oversee the development and implementation of the Plan
- To obtain and maintain commitment and support from site supervisors and site personnel
- To design and implement effective marketing and awareness raising campaigns to promote the Plan
- To co-ordinate the necessary data collection exercise required to develop the Plan
- To act as a point of contact for all staff requiring information
- To liaise with different levels of the site team
- To coordinate the monitoring programme for the Plan
- To prepare a business case to secure a budget for Construction Travel Plan development and ensuring its efficient and effective use.

### **3.2 Site Transport Restrictions**

#### **3.2.1 Access**

As London Luton Airport will remain operational during all phases of construction, LLAOL and its contractors will seek to minimise disruption to passengers and staff during this period.

#### **3.2.2 Parking**

Parking for the contractor, subcontractor consultants and employees, will be restricted to designated areas in accordance with an approved Construction Environmental Management Plan (CEMP).

To minimise the number of vehicles onsite, car-pooling and use of public transport or other sustainable transport methods will be encouraged at induction stage and throughout the construction period through regular 'tool box' training sessions (see appendix 3).

## **4.0 Travel Plan Measures**

The target audience for this Travel Plan is construction staff. It is essential that all aspects of the Plan are effectively communicated to all workers based at the site. A vital part of the success of this Plan will be to communicate the effectiveness of the Plan regularly. This will be achieved by communicating information during the induction of staff and displaying information (updated every month where necessary) on boards/posters displayed on noticeboards (see appendices).

### **4.1 Establishing a baseline: staff survey**

The following information will be recorded using the staff survey in section 5 of this report. This will enable construction worker travel patterns to be recorded:

- Home postcode / miles travelled to site
- Method of travel – e.g. car pool, single occupancy vehicle, or use of public transport or other sustainable transport
- Suggestions to improve facilities/ initiatives at the site
- Awareness of the Travel Plan

### **4.2. Measures to continually improve performance year on year**

- Issue sustainable travel information pack at each staff induction.
- Display the Construction Travel Plan onsite to increase awareness.
- The Travel Plan Coordinator will analyse staff travel survey results every 6 months to ascertain how sustainable travel can be improved – e.g. by analysing post code data and mapping travel to work patterns, which will be displayed on noticeboards onsite.
- The Travel Plan Coordinator will update staff with the latest travel information via the noticeboards on a monthly basis. Travel patterns will be analysed and potential car sharing opportunities and public transport routes communicated to staff.
- The Travel Plan Coordinator will prepare a bi-annual bulletin of whether objectives have been achieved. If targets have not been achieved, more incentives will be implemented here to ensure more sustainable travel is encouraged, including free car wash, free MOT, prize draws etc.

## 5.0 Survey of Staff Travel

### Local Labour Analysis

*(for site staff and operatives only; visitors need not complete this form)*

As part of site sustainability monitoring, information will be gathered regarding distances travelled to work by site staff. Please complete the following to the best of your ability. This information is for monitoring purposes and will be kept confidential.

1. Name of Sub Contractor/Business: \_\_\_\_\_

2. Your home post code: \_\_\_\_\_

3. Miles travelled one way to site: \_\_\_\_\_ Miles.

4. Usual mode of transport (Circle One):

Single Occupancy Vehicle Car Pool (2 or more in vehicle)

Public Transport

Bicycle Walk

Taxi

Motor Bike

Other \*

\*If your journey to site requires a flight or ferry ride, please indicate below the number of times per week you make this journey and what ports you travel between.

If you circled "Other" please state transport mode \_\_\_\_\_

5. Place Of Birth: \_\_\_\_\_

6. Is English your first language?

Yes/No

If no, what is your preferred language? \_\_\_\_\_

## 6.0 Appendices

### Appendix 1

To plan your route to work at London Luton via Transport for London public transport, see below link.

<https://tfl.gov.uk/plan-a-journey/>

To view maps and routes to and from work at London Luton, see below link. This include all methods of public transport by Transport for London.

<https://tfl.gov.uk/maps>

To view information on travel options around Luton, see below link.

<http://travelluton.co.uk/>

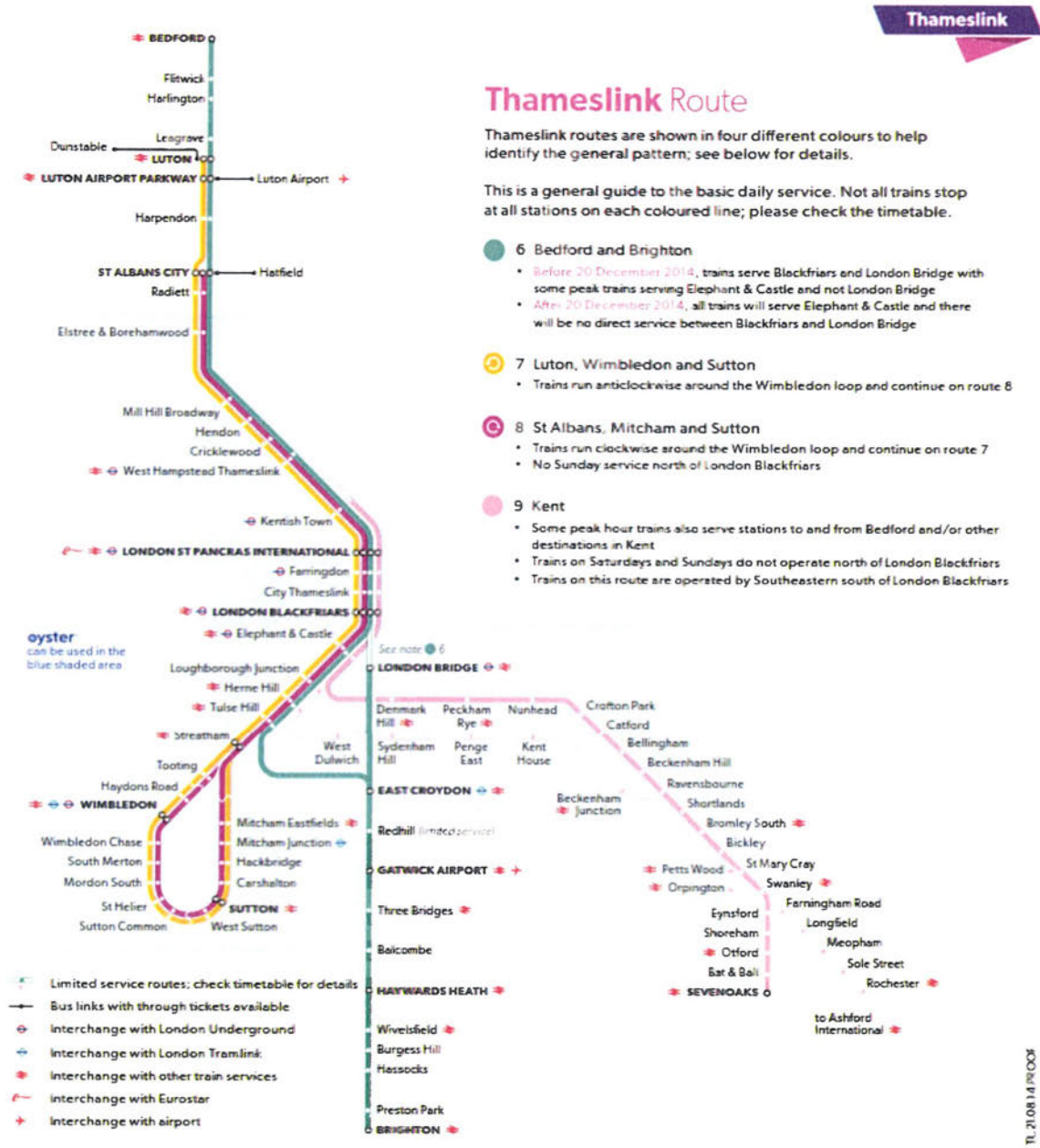
Any staff with airport passes will be able to take advantage of the discounts available to airport staff, info on which can be found here using the link below.

<http://www.london-lutoninthecommunity.co.uk/content/1/40/staff-discount-travelcard.html>



## Appendix 2

The most available train route to London Luton is via Thameslink trains, see below Thameslink route map.



## TOOLBOX TALK



### SUSTAINABLE TRAVEL

**Sustainable transport modes:** encouraging the use of walking, cycling, public transport systems, corporate mini-buses and car-pooling, as opposed to single-occupancy vehicles.

#### Why should we consider sustainable travel to our workplace?

- Transport systems account for 20-25% of world energy consumption and carbon dioxide emissions
- Road transport is one of the main contributors to air pollution and smog globally
- Social costs of increased vehicle activity are RTA's, reduction in physical inactivity and increase in respiratory disease
- The economic cost of congestion is profound, as it slows down the delivery of goods and services, thus increasing product prices

#### Short and long-term benefits

- Improved fuel efficiency and lower vehicle emissions
- Promoting the transition from fossil-based energy to renewable alternatives
- Increased mobility within urban centres and lower costs of commuting
- Improving the sustainability of the transport network helps create more vibrant and livable urban environments.

#### MCLH Case Study: RVH Phase 2b, Belfast, Northern Ireland

The average mileage travelled to site by individual car users was factored into the example of the potential cost and carbon savings that may have been achieved by sub-contractors employees, over a typical six month contract period (Table 4.1). It indicates that operatives could save almost £90 per month if they chose to carpool rather than drive a single occupancy vehicle, and this would offset a highly significant 3.4 tonnes of carbon during a six-month working period.

Table 4.1: Cost-Carbon Benefit of Using Sustainable Transport

Example of Potential Cost/Carbon Savings over 6 Months (\$6.28 per gallon, 50 mpg)						
Transport Mode	Days on Site	Miles per day	Cost per mile(£)	Total cost (£)	Total Carbon(tG)	
Car	123	53.21	1.126	804.51	2107.06	
Carpool	123	53.21	1.042	368.17	782.35	
			Savings	£56.34	1484.71	

**SAVE MONEY & REDUCE CARBON!**



**PARSONS  
BRINCKERHOFF**

May 2015

PASSENGER AND STAFF TRAVEL PLAN

*London Luton Airport Operations Limited*

287599A-PTL

**Final**

**Prepared for**  
Tessa Beadman, Environment Manager  
London Luton Airport Operations Limited  
Navigation House  
Airport Way  
Luton  
Bedfordshire  
LU2 9LY

**Prepared by**  
Parsons Brinckerhoff  
6 Devonshire Square  
London  
EC2M 4YE  
44-(0)20-7337-2462 [www.pbworld.com](http://www.pbworld.com)

**CONTENTS**

		<b>Page</b>
<b>1</b>	<b>INTRODUCTION</b>	<b>5</b>
<b>2</b>	<b>VISION</b>	<b>8</b>
<b>3</b>	<b>POLICY CONTEXT</b>	<b>10</b>
3.1	Introduction	10
3.2	National	10
3.3	Local	10
<b>4</b>	<b>EXISTING TRAVEL FACILITIES</b>	<b>13</b>
4.1	Introduction	13
4.2	Bus and Coach	13
4.3	Rail	17
4.4	Road Access	20
4.5	Car Parking	21
4.6	Taxis	23
4.7	Walking and Cycling	23
4.8	Accessibility	24
4.9	Onward Travel Centre	24
4.10	Staff Travelcard Scheme	24
4.11	Employee Car Share Scheme	25
4.12	Proposed Development Phasing	25
<b>5</b>	<b>EXISTING TRAVEL PATTERNS</b>	<b>28</b>
5.1	Passengers	28
5.2	Staff Travel	32
<b>6</b>	<b>OBJECTIVES AND ACTION PLANS</b>	<b>36</b>
6.1	Introduction	36
6.2	Passengers	36
6.3	Staff	45
6.4	Review of the ASAS and further actions	51
<b>7</b>	<b>TARGETS, PENALTIES AND REPORTING</b>	<b>53</b>
7.1	Targets	53
7.2	Penalties	53
7.3	Reporting	53
	<b>APPENDIX A</b>	<b>54</b>
	<b>APPENDIX B</b>	<b>55</b>
	<b>APPENDIX C</b>	<b>56</b>

SECTION 1

**INTRODUCTION**

**1 INTRODUCTION**

1.1.1 London Luton Airport is the fifth busiest passenger airport in the UK, with passenger numbers of 10.5 million passengers per annum (mppa) in 2014. The Airport has excellent transport links connecting it to London, the South East, the East of England and the South Midlands.

1.1.2 The Airport has received planning consent (reference 12/01400/FUL) for a proposed development (Curium) that includes improvements to the terminal building and the adjacent public transport hub, the dualling of Airport Way between the Holiday Inn roundabout and the Central Terminal Area (CTA), new car parking facilities including a new multi-storey car park and a pedestrian link to the terminal, together with new aircraft manoeuvring and parking infrastructure including a new taxiway.

1.1.3 This document is intended to address Condition 26 of the planning consent:

*A scheme comprising a Framework Travel Plan shall be submitted to the Local Planning Authority prior to the development commencing. The scheme shall include the following:*

- *Review of the Framework Travel Plan*
- *Passenger Travel Plan*
- *Details of monitoring and improvements*
- *Targets to be met*
- *Penalties for failure to meet target*

*The scheme as approved shall be implemented in full and be subject to a review following the 1st and 3rd year and subsequently each following 5 years, the details of which shall be submitted to and approved by the Local Planning Authority.*

*Reason: To seek to reduce single occupancy vehicle trips to the site and to accord with the objectives of policy LP1 of the Luton Local Plan and the National Planning Policy Framework.*

1.1.4 For its assessment year of 2028 the Transport Assessment for the proposed development used mode shares reflecting the achievement of two objectives of the Airport Surface Access Strategy (ASAS) 2012-2017:

- Objective 1: to increase the proportion of air passengers travelling to and from London Luton Airport by public transport to more than 40% by 2017
- Objective 2: to reduce the proportion of staff travelling alone by car to and from London Luton Airport to 60% or lower by 2017

1.1.5 Based on the most recent information available, 31.6% of passengers travel by public transport (2013 data) and 66.0% of staff drive alone (2012 data). The proposed development is expected to increase passenger numbers from 10.5 mppa in 2014 to 18 mppa in 2031 and staff numbers from 8,400 in 2013 to 13,350 in 2031.

- 1.1.6 The challenge is to increase sustainable travel against a background of increasing travel demand. To achieve the ASAS 2012-2017 objectives the existing number of public transport journeys will need to more than double.
- 1.1.7 This Passenger and Staff Travel Plan is based on the ASAS 2012-2017, however it also looks further ahead at some other potential opportunities. It incorporates the two mode share objectives, the actions intended to help achieve those objectives, and adds an update on progress against those actions.
- 1.1.8 This Passenger and Staff Travel Plan addresses both passenger and staff travel in a single document, in recognition that many travel facilities are relevant to both. It supersedes the Framework Travel Plan that was submitted as part of the planning application and addressed staff travel only.
- 1.1.9 It is intended that this will be a 'live' document, updated as travel facilities and patterns change, and as the proposed development is implemented. The document will be reviewed regularly, initially following the first year after it has been implemented. It is intended that all employers at the Airport should be able to draw on this document to adopt their own Travel Plans more easily, and take advantage of many of the measures set out in this document. Table 6.2 includes an action to promote this.
- 1.1.10 This document is divided into the following sections:
1. **Introduction**
  2. **Vision** – the over-arching vision for this Travel Plan
  3. **Policy Context** – relevant national and local policies
  4. **Existing Travel Facilities** – current surface access options and facilities
  5. **Existing Travel Patterns** – a detailed examination of passenger and staff travel patterns
  6. **Objectives and Action Plans** – new objectives to continue to deliver success, and action plans for achieving those objectives
  7. **Targets, Penalties and Reporting** – London Luton Airport's approach to delivering the actions and how progress will be monitored



SECTION 2

**VISION**

**2 VISION**

- 2.1.1 Our vision for London Luton Airport, as reaffirmed in the Community Engagement Strategy (2013-2018), is to support the creation of growth, productivity and development in the region's economy whilst operating in a safe and ethical way, building sustainable communities.
- 2.1.2 From a Travel Plan perspective, our objective is to improve access to London Luton Airport, particularly by public transport. For air passengers, the objective is to increase the proportion travelling to and from London Luton Airport by public transport to more than 40% in 2017. Due to a combination of the growth forecast in passenger numbers through London Luton Airport and the objective to increase public transport mode share, there will be an increase of approximately 118% in the number of passenger journeys required by public transport. For staff travelling to and from the Airport, the objective is to reduce the proportion of staff traveling alone by car to 60% or lower by 2017.
- 2.1.3 Enhanced surface access links to and from London Luton Airport, combined with greater public transport use, will deliver social, economic and environmental benefits for the surrounding community. Furthermore, improved public transport links can help to reduce the significant contribution that airport surface access journeys make to total airport-related CO<sub>2</sub> emissions at London Luton Airport.
- 2.1.4 To ensure delivery against this vision, and achieve the two objectives outlined above London Luton committed to the following aims in the ASAS 2012-2017 and re-commits to them in this Travel Plan:
- Work with our partners to deliver sustainable transport solutions, whilst discouraging less sustainable travel behaviour;
  - Work with stakeholders, including public transport operators and transport authorities, to ensure a co-ordinated approach to meeting the above challenge;
  - Build on the Airport's function as a regional interchange centre to further improve public transport services in the area;
  - Set challenging targets for reducing dependence on the private car;
  - Identify specific actions to encourage greater use of public transport and more sustainable travel behaviour within the timeframe of this document; and
  - Monitor progress against targets and report annually.
- 2.1.5 The vision and aims are also broadly in line with the Luton Local Transport Plan vision and aims, as described in Section 3 of this Travel Plan.
- 2.1.6 Successfully delivering against this vision will therefore ensure London Luton Airport performs its function as an international gateway, whilst providing maximum benefit to the local area and wider region.

SECTION 3

**POLICY CONTEXT**

---

**3 POLICY CONTEXT****3.1 Introduction**

3.1.1 It is important that the ASAS and Travel Plan sit within a national and local policy framework. The documents must provide a positive contribution towards the wider social, economic and environmental progress of the surrounding community. This section summarises the policy documents considered in preparation of the documents.

**3.2 National**

3.2.1 In March 2013 the coalition government published its Aviation Policy Framework (APF), which sets out the government's policy to allow the aviation sector to continue to make a significant contribution to economic growth across the country. It provides the baseline for the current Airports Commission to take into account on important issues such as aircraft noise and climate change. It sets out government's objectives on the issues which will challenge and support the development of aviation across the UK. It includes appendices that contain guidance about Airport Transport Forums (ATF) and Airport Surface Access Strategies (ASAS).

3.2.2 The APF 2013 sets out that when public transportation services at existing airports are being upgraded to cope with an increase in passengers travelling through the airport, developers and airport operators should pay the cost of the upgrade work. Additional public funding from the Government and other relevant stakeholders will be considered on a case-by-case basis when there is a wider range of beneficiaries.

3.2.3 The government's wider transport policy continues to reflect sustainability goals as well as its localism agenda. The local transport white paper, *Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen* (2011), sets out its vision for a transport system that is an engine for economic growth, but one that is also greener and safer and improves quality of life in communities. Local Transport Plans remain in place although with more flexibility available than before.

**3.3 Local**

3.3.1 The Luton Local Transport Plan 3 (LTP) was published in March 2011. It includes a long-term strategy for the period up to 2026 and an Implementation Plan covering the period to 2015.

3.3.2 The LTP's vision for the long-term strategy involves providing a more sustainable transport system which supports economic regeneration, prosperity and planned growth in the Luton conurbation. The vision also involves reducing unnecessary car use and carbon emissions while enhancing the environment and improving the community's health and quality of life.

3.3.3 To achieve that vision, the LTP has a number of aims, including: "Supporting Luton's growth as an international gateway in the context of both the growth of London Luton Airport and ease of access to the new Channel Tunnel Rail Link terminus at St Pancras".

3.3.4 The main LTP priority at the strategic level is to improve east-west connectivity, particularly between Luton and Dunstable/Houghton Regis but also on other strategic corridors depending on the timing of major developments. The main focus for managing congestion and reducing emissions will be through the intensive application

of Smarter Choices measures to encourage modal shift from single-occupancy cars to more sustainable modes.

- 3.3.5 Under the Sustainable Transport Strategy of The Luton Local Plan (2011–2031) the strategic objectives for Luton Borough are to:
- Retain and enhance Luton’s important sub-regional role as a place for economic growth and opportunity.
  - Establish an effective network and hierarchy of town, district and neighbourhood centres to serve as the heart of local communities; improving health and wellbeing through improved access by train, bus, walking and cycling to a mix of uses including shopping, services and jobs.
  - Improve accessibility, connectivity, sustainability and ease of movement to, from and within the borough.
- 3.3.6 The Luton Local Plan refers directly to London Luton Airport and the Borough’s continued support for the economic success of the Airport as a transport hub through:
- Measures to ensure there is capacity at strategically important junctions.
  - Sustainable modes of transport via the Airport Surface Access Strategy.
- 3.3.7 Although London Luton Airport is situated within the Borough of Luton, it adjoins Hertfordshire and also has close ties to Central Bedfordshire.
- 3.3.8 The Hertfordshire LTP places a high priority on making better use of the existing road network rather than building new roads. Among the key challenges it sees are supporting economic development and housing growth, improving transport opportunities for all, achieving modal shift, enhancing the quality of life and environmental quality, and safety and security. The County Council will promote and where possible facilitate a modal shift of both airport passengers and employees towards sustainable modes.
- 3.3.9 The Central Bedfordshire LTP refers to the council’s growth agenda to help Central Bedfordshire develop as an economic powerhouse. The LTP seeks to create an integrated transport system which is safe, sustainable and accessible for all. It will manage the anticipated increase in travel demand in Central Bedfordshire by providing new capacity, making better use of existing provision, and reducing the need to travel. The LTP’s objectives include increasing the ease of access to employment by sustainable modes.

SECTION 4

**EXISTING TRAVEL FACILITIES**

## 4 EXISTING TRAVEL FACILITIES

### 4.1 Introduction

4.1.1 London Luton Airport currently offers passengers an extensive choice of both scheduled and charter services including frequent departures to over 90 destinations, including services to Europe, Africa and the Middle East. Scheduled airlines currently operating from London Luton include EasyJet, Ryanair, Wizz Air, Atlasjet, Monarch Scheduled, El Al, Blue Air and Taron, whilst Thomson and Monarch operate charter services<sup>1</sup>.

4.1.2 London Luton Airport's national, regional and local multi-modal transport links include a well-developed coach network, excellent rail connections via the dedicated Luton Airport Parkway Station, and high quality connections to the local and strategic highway network. Justification for future proposed developments to travel facilities are outlined within the Transport Assessment report. The following section summarises the comprehensive surface transport links currently available to passengers and staff at London Luton Airport.

### 4.2 Bus and Coach

4.2.1 London Luton Airport's bus and coach network connects to key towns and cities across the country. A dedicated bus and coach interchange, situated directly in front of the terminal building, offers convenient public transport facilities. As a result the use of bus and coach as a modal choice for both passengers and staff has grown in recent years. In 2005 the modal choice of those travelling to the Airport by bus and coach was 10%, and this increased to 14% by 2009, however the rate of increase slowed in more recent years and peaked at 16.3% in 2012, before taking a slight dip to 15.6% in 2013. There is currently a restriction on the amount of space available at the CTA and this is acting as a barrier to the expansion of bus and coach services. However with the development of a new canopy and improved boarding conditions the overall passenger experience will be improved.

#### **Coach**

4.2.2 Comprehensive coach services operate to and from London Luton Airport provided by Green Line, National Express and Stagecoach.

4.2.3 The connections between London Luton Airport and London Victoria via coach links have increased in recent years. The Green Line 757 in conjunction with Terravision offers a service that operates 24 hours a day giving direct access to Central London. Since 2008 the frequency of the service has reduced from 77 daily weekday services to 44. This reduction is a consequence of increased competition on the route from National Express. The scheduled journey time has also changed from 75 minutes to 80 minutes<sup>2</sup>.

4.2.4 National Express in conjunction with EasyBus offers express coach links from London Luton Airport to Central London operating 24 hours a day, with 61 daily services. The scheduled journey time is 80 minutes<sup>3</sup>. National Express connects London Luton

<sup>1</sup> Source: <http://www.london-luton.co.uk/en/content/8/226/airport-history.html>

*This and other information in this chapter was correct at time of preparation in 2014.*

<sup>2</sup> Source: Greenline 757 timetable <http://www.greenline.co.uk/timetables-search/757-755/>

<sup>3</sup> Source: National Express A1 timetable 2015

Airport with destinations across the country including major cities and airports. The destinations available directly from London Luton Airport include:

- Service A1 to London
- Service 707 to Northampton
- Service 737 to High Wycombe and Oxford
- Service 240 & 230 to Leicester and Nottingham
- Service 777 & 422 to Coventry and Birmingham
- Service 787 to Cambridge

4.2.5 Many of these National Express services call at the Milton Keynes Coachway. Regular services are also provided to Stansted, Heathrow and Gatwick airports directly from London Luton Airport.

4.2.6 EasyBus started a minicoach link between London Luton Airport and London Liverpool Street (Commercial Road) in October 2014, which serves the Airport from 4.00 to midnight.

4.2.7 Stagecoach operates an hourly express coach service between London Luton Airport and Milton Keynes. The service operates seven days a week. In 2008 the typical weekday frequency was 22 services per day. This has reduced to 16 services per day<sup>4</sup>. However the weekday frequency has since increased to 19 services per day<sup>5</sup> with the potential for further increases.

---

<sup>4</sup> Source: *Express Coach Route timetable to and from London Luton Airport, 17 May 2009 until further notice.*

<sup>5</sup> Source: *Stagecoach Bus Route 99 timetable to and from London Luton Airport 19 Jan 2015 until further notice.*



4.2.8 Table 4.1 summarises these coach services.

Table 4.1 Coach Services. Source: coach service timetable information (June 2014). Table shows typical, approximate advertised journey times. Some journeys may have different timings.

Operator	Destination	Typical Daily Weekday Frequency	Typical Journey Time (mins)
EasyBus	London Liverpool Street	46 Services	70
Green Line	London Victoria	44 Services	81
National Express	London Victoria	61 Services	80
Stagecoach	Milton Keynes	19 Services	45
National Express	Northampton	9 Services	75
National Express	Cambridge	10 Services	95
National Express	Oxford	8 Services	120
National Express	High Wycombe	8 Services	75
National Express	Leicester	8 Services	110
National Express	Nottingham	8 Services	145
National Express	Birmingham	11 Services	150
National Express	Coventry	11 Services	100
National Express	Stansted Airport	22 Services	90
National Express	Heathrow Airport	27 Services	65
National Express	Gatwick Airport	11 Services	145

**Local Bus Services**

4.2.9 Local buses serving London Luton Airport are operated by Arriva offering direct access to Luton town centre, Houghton Regis, Dunstable, Hitchin and Stevenage. Table 4.2 below summarises the local bus services available directly from London Luton Airport. A guided bus service is also in place within Luton Borough with several lines connecting to Luton Station Interchange. The Busway A service from London Luton Airport via the Interchange to Houghton Regis. The Arriva operated bus route 321 from Watford was recently curtailed to terminate at Luton Station Interchange and from here connections are available to London Luton Airport.

Table 4.2 Local Bus Service operated by Arriva. Source: Arriva bus timetable (May 2014).

Route	Key Towns Served	Operating Days	Peak Weekday Route Frequency
A	Houghton Regis, Dunstable, Luton	Mon-Sun	15 min
100/101/102	Hitchin, Stevenage, Luton	Mon-Sun	20 min

4.2.10 Local buses to Colwell Rise, Stopsley, Wigmore Lane and Luton town centre also operate via Eaton Green Road, near the Airport<sup>6</sup>. These services are operated by

<sup>6</sup> Source: <http://centrebust.info/Pages/Luton.aspx>

Centrebus and may be used by staff as an alternative to the routes which serve the terminal building. The Centrebus local bus services available near London Luton Airport are summarised in the Table 4.3.

Table 4.3 Local Bus Service operated by Centrebus. Source: Centrebus bus timetable (May 2014).

Route	Key Towns Served	Operating Days	Peak Weekday Route Frequency
17 & 17A	Luton - Colwell Rise - Telescombe Way - Stopsley - Wigmore Lane	Mon-Sat	30 min
19		Mon-Sat	30 min
19A	Luton - Wigmore - Luton	Mon-Fri	30 min
19B		Mon-Sat	30 min

- 4.2.11 Local bus routes (including those serving Eaton Green Road) are displayed in Appendix B.
- 4.2.12 Centrebus also operates buses from Luton town centre, allowing access to Wigmore, Slip End, Markyate and Hemel Hempstead by interchanging with a route that runs between London Luton Airport and the town centre<sup>7</sup>. Additional local connections are available from Luton Airport Parkway Station to Hatfield, Stevenage and Capability Green.

**Operating Hours**

- 4.2.13 Most bus and coach routes operate daily. Service frequencies tend to be similar on all days, although local bus routes Busway A and 100 have a reduced frequency on Sundays<sup>8</sup>. Service spans are also broadly similar on each day, although some routes have additional services around midnight on Sunday night/Monday morning. There are opportunities to improve frequencies and/or service spans on some routes. Some of the key actions of this Travel Plan are to encourage and support bus operators and other stakeholders to deliver an improved bus service. This includes extra evening services on some routes and have services run for longer hours and with improved frequencies.

**Luton-Dunstable Busway**

- 4.2.14 The Luton-Dunstable Guided Busway opened in September 2013, aiming to facilitate important links between residential areas within the conurbation and London Luton Airport. It comprises a network of four routes and Busway 'A' serves London Luton Airport offering 52 daily services at a frequency of up to four services per hour as noted in Table 4.2 above.
- 4.2.15 The Airport website promotes the Guided Busway and links to LBC's Busway.net website, and the Guided Busway services are promoted as part of the Staff Travelcard. The Staff Travelcard is open to all employees at the Airport.

<sup>7</sup> Source: <http://lutonbus.com/bustimes.aspx>

<sup>8</sup> Source: <http://www.arrivabus.co.uk/serviceInformation.aspx?id=12755>

*On-site Bus Services*

- 4.2.16 In addition to scheduled services providing access to regional and local destinations, airport employees are encouraged to travel around the Airport site on car park buses and the rail air shuttle service, which helps to reduce the need for private car use. EasyJet also runs a shuttle bus for its staff from their car park on Eaton Green Road. London Luton Airport operate shuttle buses from both the medium and long stay car park for passengers, however not from the short stay car park due to its proximity to the terminal building. A shuttle bus also operates from the car hire centre and staff car park.

*Proposed Development*

- 4.2.17 The proposed development includes improvements to the Public Transport Hub adjacent to the terminal<sup>9</sup>. The current layout of the Public Transport Hub consists of 11 dedicated bus parking bays. This will be amended to provide a total of 18 dedicated bus parking bays forming an arc fronting the terminal building. Buses will drive into and reverse out of the bays and each will have a raised pavement area for passengers. The method by which the buses and coaches circumnavigate will be reviewed to provide the most efficient situation for all those using the area. The proposed changes to the Public Transport Hub will reduce potential for conflict for buses and pedestrians and will provide a significantly improved pedestrian environment.

**4.3 Rail**

- 4.3.1 Luton Airport Parkway station, situated on the Midland Mainline route between St Pancras International and the Midlands, offers rail services for passengers and staff. The station opened in 1999 and is served by East Midlands Trains and Thameslink Railway services, providing connections to London, the South Coast, the Midlands and the North of England. Around 16% of airport passengers travelled by rail to and from London Luton Airport in 2013, and this percentage has varied between 15% and 19% for the last 8 years.
- 4.3.2 The station itself is operated by Govia Thameslink Railway (GTR). A rail-air shuttle service runs between the station and the main terminal area. The service has benefited from completion of the East Luton Corridor project which includes a new bus-only slip road from the station onto Airport Way. The rail-air shuttle service is operated by London General on behalf of GTR and is available to both passengers and staff travelling to the Airport. The service runs 24 hours a day, however due to a reduced passenger demand there is a lower frequency through the night. Despite this frequent service, this interchange deters some passengers from travelling to the Airport by rail.

<sup>9</sup> Source: London's Local Airport Planning Application Summary, November 2012.

4.3.3 The Govia Thameslink Railway franchise operates the Thameslink Railway and provides direct trains to destinations including:

- Bedford
- St Albans
- London St Pancras
- London Bridge
- East Croydon
- Brighton

4.3.4 **Table 4.4** summarises the Thameslink Railway services from Luton Airport Parkway.

**Table 4.4 Thameslink Railway Services - Key Destinations.** Source: Thameslink Railway timetable information (Sept 2014). Table shows typical advertised journey times. Some journeys may have different timings.

Station	Typical Weekday Frequency	Typical Journey Time
Bedford	4 trains per hour	28 mins
St Albans	6 trains per hour	12 mins
London St Pancras	6 trains per hour	32 mins
Brighton	4 trains per hour	117 mins
Sutton	2 trains per hour	110 mins

4.3.5 East Midlands Trains operates services between London St Pancras and destinations in the east Midlands, some of which call at Luton Airport Parkway. Key destinations are summarised below, with their typical journey time detailed in **Table 4.5**. London St Pancras can be reached in as little as 20 minutes by the fastest trains.

- Nottingham
- Leicester
- London St Pancras

Table 4.5 East Midlands Trains Services - Key Destinations. Source: East Midlands train timetable information (May 2014). Table shows typical advertised journey times. Some journeys may have different timings.

Station	Typical Direct Services Weekday Frequency	Typical Journey Time
Nottingham	1 trains per hour	90 mins
Leicester	1 trains per hour	60 mins
London St Pancras	1 trains per hour	24 mins

4.3.6 Apart from four early morning trains, East Midlands Trains no longer operate a direct service to Derby, with Nottingham now being the direct destination instead<sup>10</sup>. Derby can still be reached from Luton Airport Parkway but requires a change at Leicester.

**Thameslink Programme**

4.3.7 The £6.5bn Thameslink Railway Programme is currently in progress, and the government's commitment to complete it was reaffirmed in November 2010 with the announcement that the full programme, including the purchase of new trains, would go ahead.

4.3.8 The programme aims to relieve congestion across London's transport network by allowing longer, more frequent trains to run to and through, the capital. It will also open up additional direct journey opportunities.

4.3.9 Milestones so far have included:

- Completion of platform extension work at Luton Airport Parkway in 2008.
- Closure of the Moorgate branch in 2009, with additional cross-London services instead. As part of this change, Luton Airport Parkway has gained through services to Sevenoaks during peak periods.
- The introduction of 92 additional carriages for Thameslink Railway services in 2009.
- The introduction of twelve-carriage trains in 2011, an increase from the previous maximum of eight carriages.
- The installation of a new junction to the north of St Pancras International.
- Completion of four rebuilt platforms at London Bridge in 2014.

4.3.10 More twelve-carriage trains came into service from 2015 when a new fleet entered service<sup>11</sup>. This provided additional passenger capacity to and from Luton Airport Parkway and relieved existing crowding on trains.

<sup>10</sup> Source: East Midlands Trains Timetable 1, 12 Dec 2014 to 16 May 2015

<sup>11</sup> Source: First Capital Connect. <http://www.thameslinkprogramme.co.uk/cms/pages/view/70>

- 4.3.11 From December 2014 to January 2018 Thameslink trains will not call at London Bridge due to construction work. Completion of the programme in 2018 will allow all peak-period Bedford-Brighton services to call at London Bridge. This will improve the connections between Luton Airport Parkway and the developing area around London Bridge station.
- 4.3.12 All trains will also call at St Pancras International, Farringdon, City Thameslink and London Blackfriars.
- 4.3.13 The final Thameslink Programme timetable is still under development; however, the proposed Thameslink Services from December 2018 onwards are displayed in **Appendix C**.
- 4.3.14 The Airport engaged with the Department for Transport during consultation on the franchise renewal, raising issues such as the need for more early morning services and greater luggage accommodation. The Airport will continue working with Govia Thameslink Railway (GTR) during the implementation of improvements such as new, more frequent trains.
- 4.3.15 The long-term benefits of the Thameslink Programme to train services to/from Luton Airport Parkway will help build upon the growth of rail use already achieved by London Luton Airport.
- 4.4 Road Access**
- 4.4.1 London Luton Airport is well connected to the strategic highway network. 50.8% of passengers travelled to the Airport in private cars in 2013. The M1 is only two miles to the west, connected via the A505 East Luton Corridor. To the east, the A505 provides connections to the A1(M), M11 and East Anglia.
- 4.4.2 Works to widen the M1 to a four lane motorway between Junctions 6a and 10, reduced congestion and improved both safety and journey time. This work began in March 2006 and was completed in December 2008.
- 4.4.3 Between Junctions 10 and 13, the Highways Agency's scheme to allow Hard Shoulder Running (HSR) began construction in December 2009 and was completed in 2013. To maximise the benefit of the HSR scheme, the capacity of Junctions 11 and 12 was also increased. Work on these Junctions began in February 2011 and was completed in 2013.
- 4.4.4 Local access to the Airport is provided by the A6 to Bedford, A505 to Leighton Buzzard, Hitchin and Letchworth, the A1081 to Harpenden and St Albans and the B653 to Harpenden.
- 4.4.5 To facilitate traffic movements across the local area, the East Luton Corridor scheme was completed in 2009. This provided an enhanced dual carriageway link to the Airport. The scheme included a bus-only slip road from Luton Airport Parkway Station to enhance reliability of the rail-air shuttle service. A cycle lane has also been built alongside the main corridor. The scheme has therefore improved multi-modal access to the south and east of Luton, as well as to London Luton Airport.
- 4.4.6 Upgrade works on the existing M1 Junction 10a were completed in spring 2015. The roundabout connects the M1 spur to Airport Way and London Road and connects Luton to the M1 and wider motorway network. This has relieved the Junction will be

relieved of significant congestion, particularly at peak travel times. Improvements have also been made to cycle facilities at the roundabout.

4.4.7 Further measures to reduce congestion on the local highway network include improvements on the A5-M1 Link Road with the support of the government.

4.4.8 The proposed development includes works to smooth flows around the CTA in order to improve access from the Holiday Inn roundabout and the approach roads to it<sup>12</sup>. This will be achieved by dualing the entrance road and making improvements to the internal road layout within the CTA.

4.4.9 These road works will comprise improvement of Airport Way to dual two-lane 7.3m wide carriageway from Percival Way roundabout up to the CTA, improving access for cars, taxis, buses and coaches.

#### 4.5 Car Parking

4.5.1 London Luton Airport operates three on-site passenger car parks, which are classified according to length of stay:

- Short-Term – Situated minutes from the terminal building. Suitable for passengers with short trip durations and for pick-up purposes
- Mid-Term – Located on the main approach to the Airport, with a free bus to the terminal. Drop-off, pick-up and 30 minutes' parking are free in this car park
- Long-Term – Suitable for stays of three days or more. Accessed by airport bus.

4.5.2 A 'Priority Parking' valet service for pre-booked customers is also available near the terminal. Parking bays for disabled people with Blue Badges are available in each car park.

4.5.3 Employee parking facilities are provided partly by London Luton Airport in communal employee car parks, or within individual business premises on the Airport, outside the Airport's direct control.

4.5.4 The capacity of each car park, including the additional staff car parking areas, is detailed in **Table 4.6**. These figures have changed slightly since the ASAS was published due to an extension of the long-term car park and reconfiguration of the short and mid-term car parks to incorporate additional facilities.

---

<sup>12</sup> Source: London's Local Airport Planning Application Summary, November 2012.

Table 4.6 On-site Parking Facilities. Source: London's Local Airport Planning Application Summary, November 2012.

Passenger	Spaces
Short-Term	1,059
Mid-Term	2,301
Long-Term	4,205
<b>Passenger Total</b>	<b>7,565</b>
<b>Staff Total</b>	<b>3,835</b>
<b>Total</b>	<b>11,400</b>

- 4.5.5 In addition to official on-site car parks, a number of off-site car parks exist, although not operated by London Luton Airport (Table 4.7). Whilst these car parks provide a service to some airport passengers, they place additional pressure on London Luton Airport facilities and the surrounding road network, particularly as these operators are increasingly offering a premium 'valet' service, which involves returning the passenger's car to them at the Airport.

Table 4.7 Off-site Parking Facilities. \* Numbers of spaces given relates to the number approved as part of planning conditions. Source: Luton Borough Council

Operator	Spaces*
Airparks (Slip End)	3,510
Central Car Storage	216
Airport Carparkz	425
<b>Total</b>	<b>4,151</b>

- 4.5.6 In June 2009 London Luton Airport introduced a charge for using the drop-off zone in the CTA. This demand management measure encourages some passengers and employees to either park or use public transport and in turn help to reduce the proportion of kiss-and-fly drop-offs.
- 4.5.7 To facilitate drop-offs and pick-ups a period of 30 minutes free parking is available at the mid-term car park, which is located on the main approach to the Airport and a free shuttle bus provides transfer to and from the terminal building.



**Proposed Development**

- 4.5.8 The proposed development will provide an overall net increase of 2,910 passenger car parking spaces<sup>13</sup> including:
- An increase of 1,137 spaces in the capacity of the long-term car park on an area adjacent to the existing long-term car park.
  - An extension of the mid-term car park to increase to 2,513 passenger spaces providing a net increase of 212 spaces.
  - A new multi-storey car park structure on the location of the existing short-term car park. This new structure will be of a maximum of 4 storeys and it will include approximately 1,500 multi-storey spaces and 1,120 surface parking spaces, resulting in a net increase of 1,561 passenger spaces.

**4.6 Taxis**

4.6.1 Currently, 17% of airport passengers use taxi/minicabs to access the Airport, although a much higher proportion of passengers originating from the Luton area choose to access the Airport by taxi/minicab. A large number of local taxi/minicab companies serving London Luton Airport and the surrounding areas specialise in airport trips and offer attractive rates for local passengers and staff. In addition, there is a dedicated taxi pick-up rank outside the main terminal building and 101 taxis are currently licensed to use this rank. As a result, taxis/minicabs remain a convenient mode of transport for many airport users.

4.6.2 The proposed development includes a new taxi drop-off area.

**4.7 Walking and Cycling**

4.7.1 Whilst walking and cycling play a limited role in passenger access, the 2012 employee travel survey indicated that 6% of staff travel to the Airport on foot, while 2% cycle. Luton and Central Bedfordshire Councils have jointly developed a local cycle map for Luton and Dunstable, which is available online. While there is no cycle route direct to the Airport terminal, there are routes within the area. The Airport Way road has an on-road cycle lane and smaller access roads in the area have shared use cycle paths. National Cycle Network Route 6 provides direct access to Luton Airport Parkway Station. There are cycle parking facilities located at the station and staff and passengers can use the rail-air shuttle service to reach the Airport.

4.7.2 Local topography may represent a barrier to encouraging walking and cycling from some directions. Some employees walk from their homes to Luton Airport Parkway Station and board the rail-air shuttle.

4.7.3 In 2011 London Luton Airport reinvigorated its cycle-to-work scheme with a new commercial partner bringing benefits including on-site cycle repairs. Since then cycle parking facilities have been installed at three locations around the Airport; at Navigation House, Hangar 24 and at the Cargo Centre.

---

<sup>13</sup> Source: London's Local Airport Planning Application Summary, November 2012.

**4.8 Accessibility**

4.8.1 London Luton Airport prides itself on encouraging accessibility for staff and passengers alike from all parts of the community.

4.8.2 All on-site passenger car parks include Blue Badge spaces. In line with current regulations, each car park currently provides 5% of its spaces for Blue Badge holders and the mid- and long-term car parks are served by fully accessible buses. As the development of the new short term and multi-storey car parks progress this 5% will be maintained. Blue Badge holders are offered 45 minutes for the cost of 30 minutes in the short-term car park and the drop-off area provides dedicated spaces for people with reduced mobility.

4.8.3 Public transport operators also increasingly provide modern and accessible buses and coaches. Multimedia help points allow mobility and visually-impaired visitors to call for assistance. London Luton Airport will continue to engage with stakeholders to improve accessibility at onward points in the journey.

**4.9 Onward Travel Centre**

4.9.1 The Onward Travel Centre (OTC), in the main arrivals hall, provides passengers and employees with a 'one stop shop' for multi-modal travel information and ticket sales. The OTC includes a rail ticket desk, Green Line/National Express/Terravision desks, as well as car hire services. The OTC also provides automated ticket machines as well as the latest coach and rail travel information. LLAOL and Luton Borough Council will work together to coordinate information provided at the OTC, the coach area and Luton Airport Parkway Station, so to provide accurate departure and arrival times and relevant onward travel information at each area. There is also potential for coordination of information between the Travel Centre at the Luton Town station Interchange and the OTC at the Airport.

4.9.2 The OTC will be relocated during the development, however the number of ticket desks and machines available will not decrease.

**4.10 Staff Travelcard Scheme**

4.10.1 London Luton Airport, in collaboration with local transport operators and Airport employers, has developed an innovative and highly-successful employee Staff Travelcard scheme (STC). The scheme, launched in 2004, seeks to incentivise employees to use public transport. On presentation of a validated staff identity card, discounts are available from a variety of rail and bus/coach operators. The Travelcard has been instrumental in increasing the proportion of airport employees using public transport. **Table 4.8** below shows the increase in staff awareness, ownership and usage between 2010 and 2012. In 2012 further marketing of the Travelcard was undertaken, targeting Airport employers with a large number of car drivers and with low awareness of the scheme.

Table 4.9 Staff Travel Card awareness, ownership and usage comparison, 2010-2012.

Staff Travel Survey Result	2010 Survey	2012 Survey	Change
STC Awareness	46%	54%	+5%
STC Ownership	13%	15%	+2%
STC Regular Use	8%	9%	+1%

#### 4.11 Employee Car Share Scheme

4.11.1 London Luton Airport operates an airport-wide car share scheme. The web-based system (LondonLuton.Liftshare.com) was established over 10 years ago in partnership with Liftshare.com, a national car sharing network. The scheme is open to all 8,400 airport employees and is promoted through the various employers at London Luton Airport. It also allows air passengers to join together as car share partners for a trip. This was the UK's first airport car share scheme for passengers and staff<sup>14</sup>. 332 staff members are currently registered on the system and this includes 41 new members in 2014. 373 staff registered journeys have taken place through liftshare, and 17% of these made or received contact from another liftshare member.

4.11.2 The car share scheme was launched as a direct result of feedback received from airport employees. Whilst many staff did not feel that public transport use would necessarily suit their individual circumstances, others expressed a willingness to car share if a formal system existed.

4.11.3 The scheme aims to not only reduce the number of single occupancy vehicles, but also:

- Reduce congestion during peak periods
- Reduce CO<sub>2</sub> emissions from passengers and staff commuting
- Deliver economic benefits to car sharers
- Reduce demand for car parking facilities
- Enhance cross-employer links

#### 4.12 Proposed Development Phasing

4.12.1 London Luton Airport's proposed development will provide for the anticipated development of the Airport to 2031 and result in significant benefits for passengers and businesses. The proposals have been designed to be as efficient and effective as possible and to make best use of existing infrastructure.

4.12.2 The proposed development is expected to be implemented in three main phases of work as summarised in Table 4.9. Phase 1 focusses on landside travel infrastructure while Phases 1b, 2 & 3 focusses on build airside improvements. Appendix A provides greater detail of the proposed development phasing, and within it Appendix 3 provides a plan of the landside travel infrastructure to be built in Phase 1.

<sup>14</sup> Source: londonluton.liftshare.com

Table 4.9 London Luton Airport proposed development phases.

Construction Phase	Works Completed
Phase 1	<p>Planned to commence in April 2015 and be complete by May 2017</p> <ul style="list-style-type: none"> <li>• Dualling of the Airport access road</li> <li>• Minor changes to the Holiday Inn Roundabout to accommodate the new road</li> <li>• Remodelling of the Central Terminal Area (CTA) and the Drop-Off Zone and Taxi Rank</li> <li>• Remodelling of the junction into the Mid-Term Car Park (MTCP)</li> <li>• Construction of the multi-storey car park</li> <li>• Construction of the pedestrian bridge link across the CTA to the short term car park or any agreed alternative</li> <li>• Construction of the link building between the old and new terminals</li> <li>• Other terminal improvements</li> </ul>
Phase 1b	<p>Planned to commence later than the main Phase 1 works, in April 2016, but will be complete by May 2017 as the at the same time as the main Phase 1 works:</p> <ul style="list-style-type: none"> <li>• Airside improvements</li> <li>• Extension to the MTCP</li> </ul>
Phase 2	<p>Planned to commence in 2017 and be complete by 2019:</p> <ul style="list-style-type: none"> <li>• Airside improvements</li> <li>• Monitoring the need for Holiday Inn Roundabout improvement to determine future requirements</li> </ul>
Phase 3	<p>Planned to commence in 2019 and be complete by 2025:</p> <ul style="list-style-type: none"> <li>• Airside improvements</li> <li>• Monitoring the need for Holiday Inn Roundabout improvement to determine future requirements</li> </ul>

SECTION 5

**EXISTING TRAVEL PATTERNS**

**5 EXISTING TRAVEL PATTERNS**

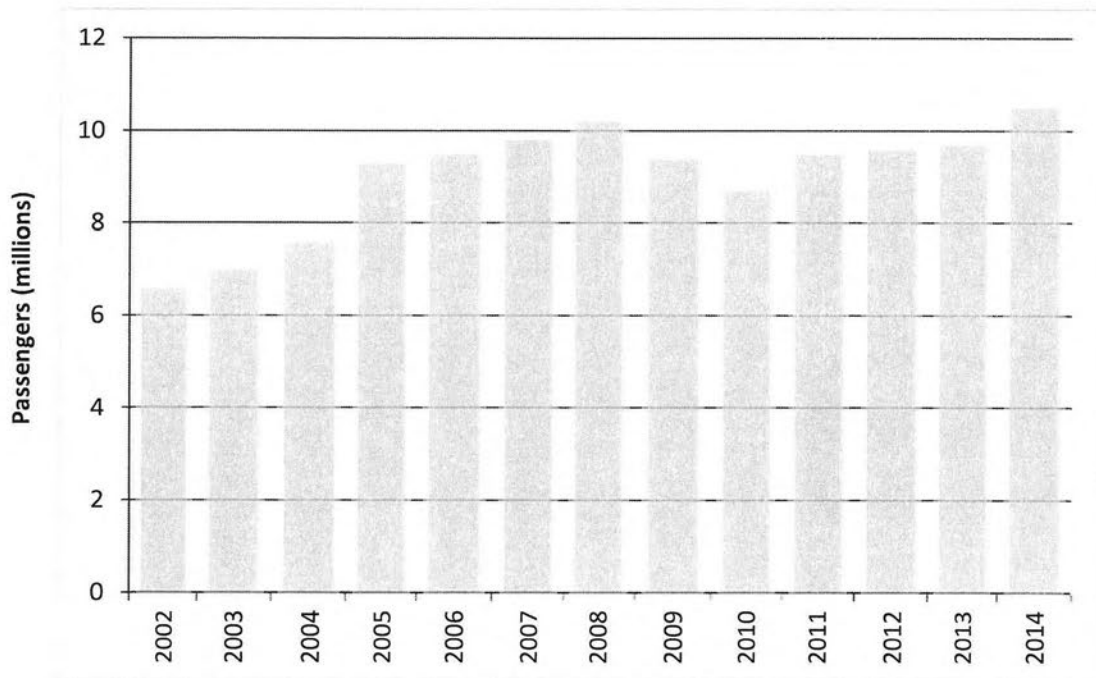
**5.1 Passengers**

***Passenger Numbers***

5.1.1 London Luton Airport grew substantially during the first decade of the 21<sup>st</sup> century when it was one of the fastest growing airports in the UK (see Figure 5.1). This growth was helped by the Airport's excellent connections to London and a strong local catchment with a high propensity to travel 'low cost'. The recent economic downturn led to passenger numbers falling from the peak of 10.2 million passengers per annum (mppa) in 2008, to 8.7 mppa in 2010 (based on terminal passengers, i.e. excluding passengers transferring between flights). From 2011 passenger numbers have increased steadily, reaching 10.5 mppa by 2014.

5.1.2 The proposed development is expected to increase the Airport's capacity to 18 mppa by 2031.

Figure 5.1 Total passengers (2000-2013). Sources: CAA Airport Statistics (2010), table 10.3; 2011 by LLAOL, 2012 and 2013 data from Annual Monitoring Report 2013. Terminal passengers only.



***Passenger Mode Shares***

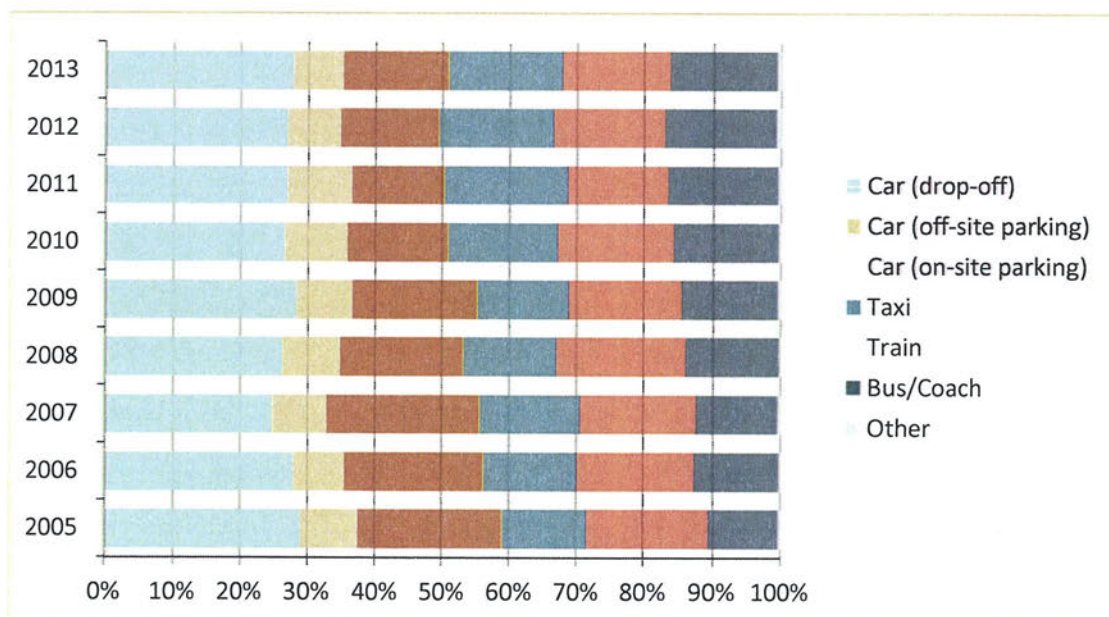
5.1.3 The Civil Aviation Authority's (CAA's) Passenger Survey programme provides data on passengers' mode of travel to the Airport as well as demographic data. The survey data includes weightings that match the survey population to the volume of passengers on each air route. This section summarises key data from recent survey results.

5.1.4 As shown in **Table 5.1** and **Figure 5.2**, more than 30% of passengers arrive or depart London Luton Airport by public transport (rail or bus/coach). The share of passengers using public transport has fluctuated since 2005 when the level was 28.1%. There was a noticeable increase to 31.6% in 2013, however the peak occurred in both 2008 and 2012 when the percentage of passengers using public transport was 32.8%. The objective is to build upon this and achieve a mode share of 40% of passengers using public transport by 2017.

**Table 5.1 Passenger mode share trend (2005-2013).** Source: CAA Passenger Surveys (2005-2013). Weighted data.

Mode	2005	2006	2007	2008	2009	2010	2011	2012	2013
Car (drop-off)	28.9%	27.9%	24.7%	26.2%	28.3%	26.5%	26.9%	26.9%	27.8%
Car (off-site parking)	8.5%	7.6%	8.1%	8.6%	8.3%	9.3%	9.6%	7.9%	7.4%
Car (on-site parking)	21.5%	20.8%	22.8%	18.4%	18.7%	15.1%	13.8%	14.7%	15.7%
Taxi	12.5%	13.8%	14.9%	13.7%	13.5%	16.2%	18.2%	16.9%	16.9%
Train	17.8%	17.2%	17.0%	19.1%	16.6%	17.2%	14.8%	16.5%	16.0%
Bus/Coach	10.3%	12.5%	12.0%	13.7%	14.1%	15.3%	16.1%	16.3%	15.6%
Other	0.4%	0.3%	0.5%	0.3%	0.5%	0.4%	0.5%	0.8%	0.7%

**Figure 5.2 Passenger mode share (2005-2013).** Source: CAA Passenger Surveys (2002-2013). Weighted data.



5.1.5 Mode choice varies strongly by journey purpose and by whether the passenger is a UK or non-UK resident, as shown in **Table 5.2**. Business passengers are less likely

than leisure passengers to travel by public transport. UK passengers are more likely to travel by car than non-UK passengers.

Table 5.2 Passenger mode share, by type of passenger (2013). Source: CAA Passenger Survey (2013). Weighted data.

	Business non-UK	Business UK	All Business	Leisure non-UK	Leisure UK	All Leisure	All non-UK	All UK	All Passengers
<b>% of all passengers</b>	<b>4.20%</b>	<b>9.00%</b>	<b>13.20%</b>	<b>22.00%</b>	<b>64.80%</b>	<b>86.80%</b>	<b>26.20%</b>	<b>73.80%</b>	<b>100.0%</b>
Car (drop-off)	16.20%	15.20%	15.50%	33.50%	28.40%	29.70%	30.80%	26.80%	27.80%
Car (off-site parking)	0.50%	5.10%	3.70%	0.20%	10.50%	7.90%	0.20%	9.90%	7.40%
Car (on-site parking)	13.50%	31.80%	26.00%	6.30%	10.60%	14.10%	7.40%	18.60%	15.70%
Taxi/Mini-cab	26.70%	23.10%	24.20%	12.90%	16.70%	15.70%	15.10%	17.50%	16.90%
Train	23.30%	17.30%	19.20%	19.80%	14.00%	15.50%	20.40%	14.40%	16.00%
Bus / Coach	17.50%	6.90%	10.30%	26.60%	12.90%	16.40%	25.20%	12.20%	15.60%
Other	2.20%	0.60%	1.10%	0.70%	0.70%	0.70%	0.90%	0.70%	0.70%



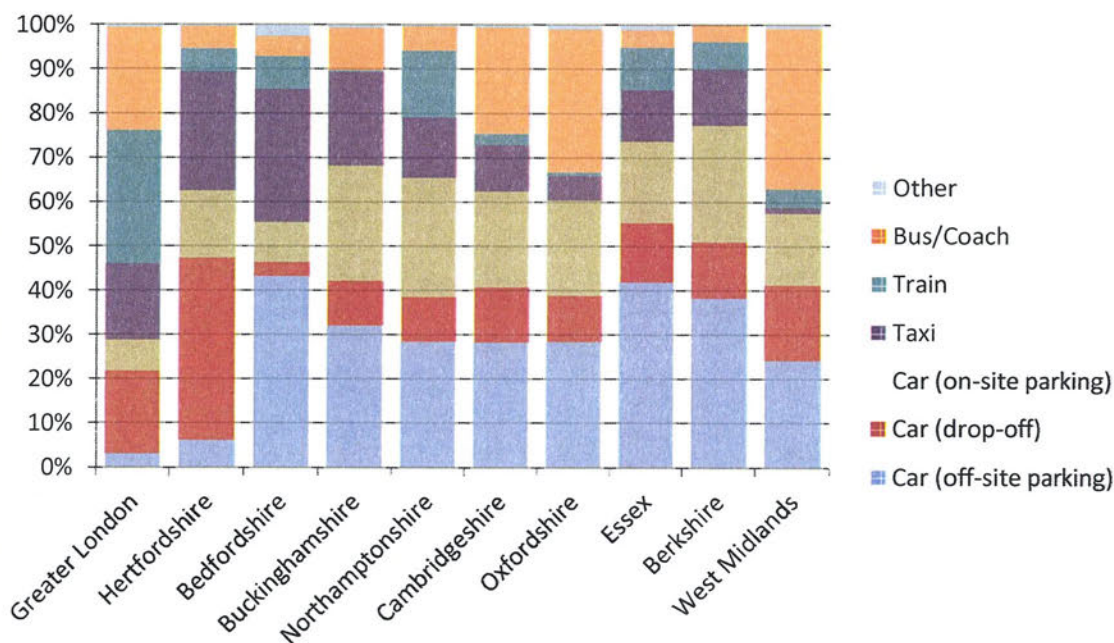
**Passenger Catchment**

5.1.6

The passenger mode share varies by catchment area (Figure 5.4), reflecting both the nature of the passengers and the transport options available in each area. Key findings include:

- Greater London has a public transport mode share of 55%, reflecting both the strong bus/coach and train links and the contribution of non-UK leisure travellers to this catchment.
- Taxi/minicab use is unsurprisingly strong in the Airport's adjoining counties of Hertfordshire and Bedfordshire, at above 20%.
- Public transport's mode share is strong in the West Midlands (41.2%) and Oxfordshire (34.1%), almost entirely due to the coach services to/from Birmingham/Coventry and Oxford respectively.

**Figure 5.3 Passenger surface access mode share by county, for top counties (2013).**  
Source: CAA passenger survey (2013).



***Achieving Mode Shift***

5.1.7 The CAA survey data confirms that passenger origins/destinations are relatively widespread and that the mode split varies widely by location. This reflects the Airport’s passenger base and the variability in public transport services available on particular ‘corridors’. To achieve a shift to more sustainable modes, a range of approaches will be needed including:

- Targeting the areas with most car use, to explore opportunities for additional public transport services or promoting use of existing services.
- Taking opportunities to further increase public transport use in locations where it is already a strong product – for example, targeting the broadly 20-30% non-public transport shares in central London boroughs.
- Measures under either or both of the categories above could be focused on ‘corridors’ where a series of locations have been identified as having potential for modal shift.
- Efforts to address the ‘long tail’ of origins that are individually small but collectively significant. These would be measures that apply to all users of a particular mode, such as changes to parking charges or improved ticketing offers.

**5.2 Staff Travel**

***Staff Numbers***

5.2.1 More than 8,000 people are employed by a variety of different companies at London Luton Airport, including airlines. Table 5.3 below illustrates the breakdown by employment sector for all current employees at the Airport. Consequently, whilst employee travel does not generate as many trips as passengers, it is an important consideration for this Travel Plan. Due to the frequent nature of their need to commute to work, London Luton Airport employees opting for a more sustainable travel choice will have a frequent positive influence on the daily number of sustainable trip made to and from the airport.

Table 5.3 Standard Industrial Classification 2007, employment per sector (2013). Source: Annual Monitoring Report 2013

Section	Total Employees
Accommodation and Food Services Activities	400
Administrative and Support Service Activities	1,800
Manufacturing	1,400
Transportation and Storage	4,400
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	300
Other	100
<b>Total</b>	<b>8,400</b>

5.2.2 The proposed development is expected to increase the number of staff employed at the Airport to approximately 13,350 by 2031.

**Staff Mode Shares**

5.2.3 The 2012 Staff Travel Survey showed a stable balance between private car use and sustainable modes (Table 5.4) In 2012 two-thirds of staff continued to commute by driving alone. Among the sustainable modes, staff travel by bus/coach and walking increased, and all other sustainable modes decreased slightly. Following on from the Staff Travel Survey 2012, recommendations were shared with the Airport Transport Forum, including modifications to the survey format. It is the current objective to reduce the number from two thirds of staff commuting by drive alone to below 60% by 2017.

Table 5.4 Staff mode share (2000-2012). Source: Staff Travel Surveys. \* 2000 data only available as integers. 2010 and 2012 data based on 727 and 956 responses respectively.

	2000*	2008	2010	2012
Drive alone	78%	72.0%	66.2%	66.0%
Car Share	11%	9.7%	11.7%	7.9%
Taxi	1%	1.7%	1.2%	1.0%
Motorcycle	2%	0.8%	1.2%	1.0%
Rail	2%	5.4%	5.2%	4.6%
Bus/Coach	2%	6.1%	7.5%	9.5%
Cycle	1%	1.0%	2.3%	2.0%
Walk	3%	3.4%	4.5%	6.2%

5.2.4 The number of drive alone staff has fallen 12% since 2000, from 78% to 66% in 2012. This drop can be linked to the introduction of the Staff Travel Card scheme and guided busway service and improved bus and coach services. Staff using bus/coach to get to and from work has seen a 7.4% increase since 2000. Improved bike facilities have also been installed around the Airport estate, and the cycle-to-work scheme introduced in 2011 has increased the number of staff cycling to work.

**Staff Catchment**

5.2.5 Unlike the passenger distribution, the staff distribution is relatively compact (Table 5.5). Approximately half of staff live in Luton postcodes (broadly including Luton, Dunstable, Houghton Regis and Leighton Buzzard). These staff also represent nearly half of the drive alone trips. However, a significant proportion travel some distance to the Airport. This increased distribution of staff will represent a challenge to formulating measures to influence staff modes of travel.

Table 5.5 Staff catchment by postal area for shift and non-shift staff (2012). Source: Staff Travel Survey. Based on 759 responses.

Postal Area	Name	% of shift workers	% of non-shift workers	Total number of Respondents (Shift and non-shift)	% of Respondents
LU	Luton	64.7%	48.3%	428	56.4%
SG	Stevenage	11.0%	15.8%	102	13.4%
MK	Milton Keynes	10.7%	10.6%	81	10.7%
AL	St Albans	4.3%	10.4%	56	7.4%
HP	Hemel Hempstead	3.5%	5.7%	35	4.6%
NN	Northampton	3.7%	2.1%	22	2.9%
CB	Cambridge	1.3%	3.4%	18	2.4%
CM	Chelmsford	0.8%	3.6%	17	2.2%
	<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>759</b>	<b>100.0%</b>

5.2.6 Shift workers are more concentrated in Luton postcodes, underlining the particular need for travel options from local areas to serve shift patterns with non-office and/or irregular hours.

***Achieving Mode Shift***

5.2.7 The survey results therefore confirm the importance of targeting employees who are Luton area residents for potential modal shift. These employees represent a large potential market for modal shift by having the widest range of feasible alternative modes (with much of Luton being within walking and/or cycling distance), available. However, alternative modes need to be encouraged at a wide range of times to match staff shift patterns.

SECTION 6

**OBJECTIVES AND ACTION PLANS**

**6 OBJECTIVES AND ACTION PLANS**

**6.1 Introduction**

6.1.1 This section describes the proposed objectives, which are drawn from the ASAS 2012-2017. The overall aim of the objectives is to promote modal shift for passengers and staff towards sustainable modes, while also reflecting the Airport’s commercial and operational needs.

6.1.2 Meeting these objectives will help to ensure that London Luton Airport delivers against its vision and that wider benefits are realised for the local community. It will also contribute to the Government’s goal of improving the overall passenger experience at airports, as noted in Section 3. However, success is not guaranteed and requires the support of key partners stakeholders.

6.1.3 These objectives also mirror what was assumed in the Transport Assessment for the planning application in terms of the mode share forecast. The Transport Assessment assumed the mode share provided in Table 6.0.

**Table 6.0 Passenger and staff mode share (2028).** Future mode share as modelled in the Transport Assessment.

Mode	Passengers	Staff
Car	42.7%	60.0%
Car share	Minimal	13.0%
Taxi	16.2%	1.2%
Motorcycle	Minimal	1.2%
Rail	21.3%	5.8%
Bus/Coach	19.4%	10.9%
Cycle	Minimal	2.4%
Walk	Minimal	5.1%
Other	0.4%	0.2%
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

**6.2 Passengers**

6.2.1 **Objective 1: to increase the proportion of air passengers travelling to and from London Luton Airport by public transport to more than 40% by 2017.**

6.2.2 Steady progress has been made since 2000 in achieving a modal shift away from the private car towards public transport. The previous objective, set in 2009, was for a 40% modal share for public transport by 2011, based on unweight333ed CAA data<sup>15</sup>,

<sup>15</sup> The CAA undertakes surveys of departing air passengers at major airports including London Luton Airport. These surveys include questions on mode of travel to the Airport, and are the main source of passenger mode

which at the time was the most representative way of measuring London Luton Airport's passenger mode share. In 2008 the figure was at 37% (unweighted), close to being achieved. The share fell back to 35% (unweighted) in 2009, possibly in part a result of disruption to weekend and evening train services coupled with the underlying economic conditions.

- 6.2.3 Following recent improvements to the weighting methodology, weighted data is now considered to be the most representative way of measuring London Luton Airport's passenger mode share. Weighted data is shown in **Section 5** and will also be used for future analysis.
- 6.2.4 The proposed new objective is for a minimum 40% mode share, based on weighted data, by the end of the ASAS period in 2017. This represents a greater, but still achievable, challenge than the existing target as the weighted data (31% in 2009) shows a lower mode share than the unweighted data (35% in 2009).
- 6.2.5 **Table 6.1** details the action plan provided in the ASAS 2012-2017 in support of this objective. This table uses the 2009 data as the base for the 'target contribution' figures as the 2009 data was the most recent available when the analysis was undertaken for the ASAS. The last column of the table describes the progress which has been made against the actions, some of which have been completed since the ASAS was published.
- 6.2.6 London Luton Airport will work with stakeholders over the course of the ASAS period to develop, implement and refine these actions, and to also produce a subsequent ASAS in 2017 which will again run for 5 years and will review these targets, identifying further actions necessary to improve the sustainability of the mode share over time. This approach ensures the Framework Travel Plan aligns with the guidance published by the DfT for airports with regards to their Airport Surface Access Strategies.

---

share data for these airports. The data include weightings to reflect the volume of passengers, compared to the number of survey respondents, on each air route.

Table 6.1 Proposed action plan to support the passenger travel objective

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Buses and Coaches	1	Continue to deliver, with Luton Borough Council, a marketing strategy encouraging passengers and staff to use services along the Guided Busway.	This and suggested flexible service (see below) targets the 3.9% of passengers (340,000 annually) travelling from Luton borough by car. Also targets some of the 0.7% (63,000) annually from the former South Bedfordshire, which includes Dunstable. Assume targeting 4.5%, of whom 25% switch to bus.	1%	Dec 2012	Completed: London-Luton.co.uk promotes the Guided Busway and links to LBC's Busway.net website. The Guided Busway services are promoted as part of the Staff Travelcard, and the 2014 Staff Travel Survey has questions asking about awareness and usage of the Guided Busway. Improved signage and real time passenger information (RTPI) has been installed at the existing bus stand for the Busway A service.
	2	Support bus operator and other stakeholders to deliver improved service (half-hourly/extra evening services/potential additional stop) on 99 corridor to Milton Keynes.	This targets 3.5% of total passengers, who travel from Milton Keynes district to London Luton Airport by car or taxi. Assume 10% of these switch to bus (equivalent of 30,000 annually).	0.35%	Dec 2013	Completed: An assessment was conducted of potential demand from Milton Keynes and a report was produced and shared with bus operators. Stagecoach are providing additional services and upgraded coaches from January 2015.
	3	Raise awareness of journey opportunities from Milton Keynes Coachway.	Potential for a wide catchment area however the proportion of passengers is based on the Milton Keynes district only. Assume a further 10% switch to bus from this total.	0.35%	Dec 2013	Completed: Awareness was raised among bus operators, who were seen as the most effective target for this action. An assessment was conducted of potential demand from Milton Keynes and a report was produced and shared with bus operators.



Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Buses and Coaches	4	Support bus operator to deliver improved service (longer hours and/or improved frequency) on 321 corridor to Harpenden and St Albans.	Targets the 2.5% of passenger (215,000 annually) travelling from St Albans district by car or taxi. Assume 20% of these switch to bus.	0.5%	Dec 2012	Superseded: Arriva has upgraded bus service 321 with new 'Sapphire' buses featuring next stop information displays, wi-fi and plug sockets. Bus service 321 now runs every 20 minutes during Monday to Saturday daytimes and hourly during the evenings and on Sundays. However bus service 321 has been curtailed to Luton Station where it connects with the frequent Busway A service. There will not be sufficient bus stand capacity for both bus services to serve Luton Airport until the new Public Transport Hub is completed.
	5	Set up working group to review set down and pick up capacity, and bus stop accessibility for passengers with reduced mobility, at terminal.	Enabling action, will not in itself, increase public transport share but will contribute to other actions.	n/a	Dec 2012	Completed: Passengers with reduced mobility are represented on the Passenger Services Subcommittee of the Airport Consultative Committee and also the Airport Transport Forum. It is established that the existing bus station is operating at full capacity, however increased bus stand capacity will be provided by the new Central Terminal Area as part of the Curium development.
	6	Support coach operator to introduce new route and/or additional stops serving Barnet.	Targets the 2.7% of passengers (230,000 annually) travelling from London Borough of Barnet by car or taxi. Assume 20% of these switch to bus.	0.5%	Dec 2014	Completed: A new metroline bus service 714 will come into operation in June 2015, running from Barnet to Luton Airport.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Buses and Coaches	7	Support coach/bus operator(s) to deliver improved service to Hemel Hempstead (possibly a new local bus service).	Targets many of the 2.3% of passengers (200,000 annually) travelling from Dacorum district by car or taxi. Assume 15-20% of these switch to bus/coach.	0.5%	Dec 2014	Completed: An assessment was conducted of potential demand from Hemel Hempstead and a report was produced. It is envisaged that the report will be shared with bus operators once the new Public Transport Hub is completed, when the necessary bus stand capacity will become available. However the report showed it would be difficult for a bus service to compete against car travel via the M1.
	8	Support coach/bus operator(s) to deliver improved service to Northampton (additional 707 services).	Targets the 1.8% of passengers (160,000 annually) travelling from Northampton district by car or taxi. Assume 15-20% of these switch to bus.	0.25%	Dec 2016	Not yet started: Work to address this action will be undertaken in early 2016.
	9	Support bus operator to deliver improved service (longer hours and/or improved frequency) on 321 corridor beyond St Albans to Watford.	Targets the 1.1% of passengers (95,000 annually) travelling from Watford district by car or taxi. Assume 20% of these switch to bus.	0.25%	Dec 2016	Superseded: Arriva has upgraded bus service 321 with new 'Sapphire' buses featuring next stop information displays, wi-fi and plug sockets. Bus service 321 now runs every 20 minutes during Monday to Saturday daytimes and hourly during the evenings and on Sundays. However bus service 321 has been curtailed to Luton Station where it connects with the frequent Busway A service. There will not be sufficient bus stand capacity for both bus services to serve Luton Airport until the new Public Transport Hub is completed.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Buses and Coaches	10	Support local transport operators to introduce a flexible bus service for local passengers not served by buses along the Guided Busway.	See discussion of Guided Busway (above).	0.25%	Dec 2014	In progress: A brief has been produced and a consultant commissioned to conduct an assessment of potential demand, produce a report and share it with bus operators.
	11	Support bus operators to promote journey opportunities involving bus-bus transfer at Luton Airport Parkway.	Assume small contribution depending on wider bus network coverage.	0.1%	Dec 2012	Completed: This has been raised during discussions with bus operators, however they did not wish to explore opportunities for through-ticketing.
Rail and Rail+Bus	1	Support rail industry's Thameslink programme, delivering 12-car trains (Dec 2011), improved evening and weekend service (May 2012), and new carriages (2015).	Based on returning to 2008 rail mode share (19.1%) from 16.6% share in 2009.	2.5%	Dec 2015	Completed: The Airport engaged with the Department for Transport during consultation on the franchise renewal, raising issues such as the need for more early morning services and greater luggage accommodation. The Airport will continue working with Govia Thameslink Railway (GTR) during the implementation of improvements such as new, more frequent trains.
	2	Support bus and rail operators to deliver improved offer for passengers to travel via rail to Hitchin station then bus to airport (e.g. through-ticketing).	Targets the following passengers travelling by car; <ul style="list-style-type: none"> <li>• North Hertfordshire 1.4% (125,000 annually)</li> <li>• Eastern part of former Mid-Beds district 2.3% (205,000 annually) (figures for entire district)</li> <li>• Huntingdonshire 0.8% (65,000 annually) Assume targeting 3.2% (290,000). Assume less than 10% of these switch to rail/bus.</li> </ul>	0.25%	Dec 2014	Completed: This has been raised during discussions with bus operators, however they did not wish to explore opportunities for through-ticketing.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Rail and Rail+Bus	3	Support rail industry to increase fast train frequency to 2 trains per hour.	Small contribution based on combination of more frequent service to some existing destinations, and direct service to new destinations.	0.05%	Dec 2012	Completed: An assessment of rail connectivity was conducted and a report titled London Luton Airport Rail Connectivity was produced, which demonstrated that the timetable could accommodate an increase to two and to four fast trains per hour, however East Midlands Trains continue to operate one train per hour to Luton Airport Parkway.
	4	Support rail industry to increase fast train frequency to 4 trains per hour.	As examples, 0.3% (27,000) of passengers travel from Corby district by car/taxi, and 0.2% (14,000) from Derby.	0.05%	Dec 2014	Completed: An assessment of rail connectivity was conducted and a report titled London Luton Airport Rail Connectivity was produced, which demonstrated that the timetable could accommodate an increase to two and to four fast trains per hour, however East Midlands Trains continue to operate one train per hour to Luton Airport Parkway.
Passenger experience (all modes)	1	Improve access to Central Terminal Area to address potential service issues.	Benefits all passengers, not specifically public transport, therefore no contribution to mode split target is assumed. However, there will be benefits to bus journey times and reliability.	n/a	July 2012	In progress: The redevelopment will provide improved access roads and a new Public Transport Hub, which will improve access to the Central Terminal Area for passengers travelling by a range of transport modes.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Passenger experience (all modes)	2	Where needed, improve wayfinding and onward travel facilities for passengers inside and outside the terminal building.	Targets all passengers, increases attractiveness and visibility of services.	0.25%	Dec 2013	In progress: Significantly improved signage for rail passengers has been installed to coincide with the start of the new Govia Thameslink Railway (GTR) franchise. Prominent wayfinding signage and information panels have been installed in the Airport terminal and at Luton Airport Parkway Station. Improved signage and real time passenger information (RTPI) is to be installed at the existing bus stand for the Busway A service. The new Public Transport Hub will provide a larger, covered passenger waiting area and information screens for all bus services.
	3	Survey and report with actions on issues relating to luggage that may discourage public transport use.	Targets all passengers, increases attractiveness of services.	0.15%	Dec 2015	Not yet started: Work to address this action will be undertaken in 2015.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Promotion and journey planning (all modes)	1	Agree and initiate marketing campaign to raise profile of public transport to/ from airport. May include refreshed or additional on-train advertising (targeted at wider rail travel market), and/or promotions aimed at target demographic groups.	Targets all passengers, increases attractiveness and visibility of services.	1.5%	Dec 2013	Completed: A major, targeted marketing campaign has been commissioned to coincide with the start of the new Govia Thameslink Railway (GTR) franchise. This includes signage at GTR's central London station, on-train advertisement panels on GTR and London Underground trains, and inserts in the Evening Standard, Metro and City AM.
	2	Provide journey planning page/link on airport website, to give passengers a point to point journey plan, focusing on sustainable transport options.	Targets all passengers, increases visibility of services.	0.1%	Dec 2013	Completed: A Traveline journey planner webpage is embedded in London-Luton.co.uk, in addition to links to National Rail, train operator and bus operator websites. Links to Travelluton.co.uk and busway.net have also been included on the website.
	3	Working with airlines, rail industry and bus industry, agree and initiate at least one improvement to cross-selling of public transport tickets.	Targets all passengers, increases visibility of services.	0.1%	Dec 2014	Completed: Through discussions at the Airport Transport Forum, and number of opportunities were highlighted for the cross-selling of tickets. Govia Thameslink Railway (GTR) is in discussions with airlines to implement cross-selling and Arriva have offered space for a rail ticket machine that GTR are currently in the process of securing approval for from the DfT.
<b>Total contribution</b>				<b>9%</b>	<b>Notes about baseline:</b> Passenger figures are from 2009 CAA survey data. Percentages refer to passengers travelling by car/ taxi to/from the area stated, as a percentage of all passengers using all modes. * Contribution = indicative figure to show the potential contribution of each action to achieving Objective 1. This is an initial figure which can be refined as each action is developed.	
<b>Existing public transport mode share (2009)</b>				<b>31%</b>		
<b>Target</b>				<b>40% min.</b>		

**6.3 Staff****6.3.1 Objective 2: to reduce the proportion of staff travelling alone by car to and from London Luton Airport to 60% or lower by 2017.**

6.3.2 The number of staff working at the London Luton Airport is expected to increase significantly with the development of the Airport. The objective to reduce the proportion of staff travelling alone by car to and from work will be necessary of both the current staff and also the new staff.

6.3.3 Progress has also been made since 2000 in achieving a modal shift away from driving alone by staff. Although this is a positive trend, it is not enough to meet the 60% objective established for 2011 in the Interim ASAS 2009. However, the responses to the Staff Travel Survey 2012 showed there was latent support for alternatives to driving alone, and planned initiatives to promote the Staff Travel Card and car sharing present an opportunity to make progress towards the objective. The bus industry and local government are facing financial challenges that may make it difficult to improve or even maintain existing service levels. However, the opening of the Luton-Dunstable Guided Busway in September 2013 has presented a major opportunity to promote increased bus use to staff along this corridor.

6.3.4 **Table 6.2** lists the proposed action plan in support of this objective, which again are drawn from the ASAS 2012-2017. The last column of the table describes the progress which has been made against the actions. These actions are aimed at increasing the use of public transport across all organisations that work at London Luton Airport including airlines, not just LLAOL employees. London Luton Airport will work with stakeholders over the course of the ASAS period to develop, implement and refine these actions.

Table 6.2 Proposed action plan to support the staff travel objective.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Buses and Coaches	1	Deliver, with Luton Borough Council, a marketing strategy encouraging passengers and staff to use services along the Guided Busway.	Staff travel survey suggested approximately 29% of staff drive alone from Luton postcodes. Most of these are in the Luton-Dunstable urban area. Targeting 10% of these in conjunction with action no.3 below.	-2.5%	Dec 2012	Completed: London-Luton.co.uk promotes the Guided Busway and links to LBC's Busway.net website. The Guided Busway services are promoted as part of the Staff Travel Card, and the Staff Travel Survey 2014 has questions asking about awareness and usage of the Guided Busway. Improved signage and real time passenger information (RTPI) has been installed at the existing bus stand for the Busway A service.
	2	Improved service on 321 corridor to St Albans.	Staff travel survey suggested approximately 2.4% of staff drive alone from St Albans or Harpenden. Targeting 10% of these.	-0.25%	Dec 2012	Superseded: Arriva has upgraded bus service 321 with new 'Sapphire' buses featuring next stop information displays, wi-fi and plug sockets. Bus service 321 now runs every 20 minutes during Monday to Saturday daytimes and hourly during the evenings and on Sundays. However bus service 321 has been curtailed to Luton Station where it connects with the frequent Busway A service. There will not be sufficient bus stand capacity for both bus services to serve Luton Airport until the new Public Transport Hub is completed.
	3	In partnership with local agencies, introduction of at least one bus or taxibus service aimed at staff. Particular focus on shift patterns and/or areas of the Luton/Dunstable conurbation such as Marsh Farm. Could be a flexible service if conventional service is not viable.	As noted above in relation to Luton postcodes.	-0.5%	Dec 2015	In progress: A brief has been produced and a consultant commissioned to conduct an assessment of potential demand, produce a report and share it with bus operators.



Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Staff Travel Card	1	Raise awareness of the Staff Travel Card.	Potential overall impact of package of actions.	-0.5%	Dec 2012	Completed: A publicity campaign has taken place to increase awareness of the Staff Travel Card. The Staff Travel Survey 2012 showed that since 2010 awareness had increased from 46% to 54%, ownership had increased from 13% to 15%, and regular use had increased from 8% to 9%. The Staff Travel Survey 2014 will investigate again whether awareness has reached the 70% level. Publicity is likely to be an ongoing requirement.
	2	Engaging with transport operators, review Staff Travel Card offer (routes and discount). Implement at least one improvement to the offer.			Dec 2013	Completed: The Staff Travel Card now offers a discount on Guided Busway services. Additionally National Express discount cards have been offered to staff at no cost.
	3	Identify, and raise awareness of public transport by, employee groups and clusters of home locations where Staff Travel Card take-up is lower than expected.			Dec 2013	Completed: An analysis of take up was conducted and a report titled Staff Travel Card Report was produced, which can be used to inform future targeted promotion of the Staff Travel Card.
Walking and Cycling	1	Develop a strategy for improving walking and cycling access to the Airport, starting with an assessment of the existing infrastructure to identify opportunities for improvement.	Staff travel survey suggested approximately 29% of staff drive alone from Luton postcodes, some of whom will be within walking/cycling distance (taking account of topography).	-0.5%	Dec 2014	Not yet started
	2	Develop a strategy for improving facilities at the Airport for cyclists and walkers, starting with an assessment of the existing facilities to identify opportunities for improvement.			Dec 2014	In progress: Cycle parking provision has been increased using funding from LBC and showers are available to LLAOL, NATS and Thomson staff. However a wider assessment of existing facilities at all workplaces at the airport has not yet been conducted, and could be informed by written comments submitted in response to the Staff Travel Survey.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Car sharing	1	Provide priority parking spaces (most convenient part of car park) for LLAOL car-sharers.	Based on increasing airport-wide mode share from 12% to 13% (approx. 80 people).	-1%	Dec 2012	In progress: Priority parking spaces for staff car sharers will be considered as part of the redevelopment, which includes a new multi-storey car park and extensions to existing car parks.
	2	Promote the Liftshare scheme by advertising in communal areas and local intranet.			Dec 2013	Completed: LondonLuton.Liftshare.com has been promoted on advertising in communal areas and on London-Luton.co.uk. LLAOL will continue to promote the Liftshare scheme within these areas.
	3	Provide Guaranteed Ride Home scheme for LLAOL car sharers. Other employers could also buy-into the scheme.			Dec 2013	Not yet started: The Airport would like to propose replacing this with an action to investigate taxi/minicab discounts for all staff, which could be used by walkers and cyclists in addition to car-sharers. Additionally the Airport would like to propose investigating implementing taxi/minicab sharing for staff and passengers, which could reduce fares and increase income for taxi/minicab drivers, while also reducing vehicle trips and emissions. This will be investigated and results and conclusions will be known by December 2016.
Travel planning and incentives (all modes)	1	Introduce scheme to reward staff who choose more sustainable modes (e.g. bike shop discounts or vouchers).	Potential overall impact of package of actions.	-0.75%	Dec 2013	Completed: LLAOL has participated in LBC's 'Travel Luton Workplace Cycle Challenge' which offers rewards such as free bike lights, a £25 voucher and discounted servicing in local bike shops. Other employers at the Airport have also been in discussions with LBC about its 'cycle to work' scheme. LLAOL offers a salary-sacrifice tax-free cycle purchase scheme to its staff. There is an action above which involves developing a strategy for improving facilities at the Airport for cyclists and walkers, and this action may include investigating which other employers at the Airport offer tax-free cycle purchase schemes.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)
Travel planning and incentives (all modes)	2	Develop journey planning page/link on airport website, to provide staff with a point to point journey plan focusing on sustainable transport options.	Potential overall impact of package of actions.	-0.75%	Dec 2013	Completed: A Traveline journey planner webpage is embedded in London-Luton.co.uk, in addition to links to National Rail, train operator and bus operator websites including travelluton.co.uk and busway.net.
	3	Offer personalised travel planning by supporting Luton Borough Council's programme.			Dec 2013	Completed: A personalised travel planning event was held for staff. Over a two day period staff benefited from printed resources such as cycling maps and bus timetables and also challenged themselves to try out sustainable modes of transport to get to work.
	4	Have in place an airport-wide Framework Travel Plan, and have three major employers signed-up to promoting sustainable travel under the framework. Framework Travel Plan provides a basis on which individual employers can easily adopt their own Travel Plans, taking advantage of incentives and schemes already introduced by LLAOL.			Dec 2013	In progress: There will be direct engagement with three of the Airport's major employers with an aim to sign them up to the Framework Travel Plan within six months of it being approved.

Mode	Priority within mode	Action	Basis of target contribution	Target Contribution*	Target Month	Progress (red/amber/green)		
Travel planning and incentives (all modes)	5	Provide travel option information for new staff, emphasising the sustainable options available.	Potential overall impact of package of actions.	-0.75%	Dec 2015	Not yet started: The Airport provides Staff Travel Card information to new staff. The travel requirements and preferences of staff are different from those of passengers, and it is recognised that compared with other major airports that have dedicated 'commuter' websites, information about staff travel to London Luton Airport is less well organised. This action could include creating a dedicated commuter travel portal as part of london-lutoninthecommunity.co.uk.		
							<b>Total contribution</b>	<b>-6%</b>
							<b>Existing drive-alone mode share (2010)</b>	<b>66%</b>
							<b>Target</b>	<b>60% max.</b>

**Notes about baseline:** Data are from Staff Travel Survey 2010.  
 \* Contribution = indicative figure to show the potential contribution of each action to achieving Objective 2. Many of the actions are mutually supportive. These figures should therefore be seen as collectively indicating the overall feasibility of the objective.

**6.4 Review of the ASAS and further actions**

6.4.1 The Travel Plan actions are drawn from the ASAS 2012-2017. The next ASAS will be published in 2017, following a review and update. This update will coincide with the requirement to review this Framework Travel Plan one year after implementation, scheduled for the second half of 2016. Reporting requirements and penalties will also be reviewed in 2017 and modified as appropriate based on the extent to which the objectives of the Travel Plan have been achieved. This will therefore occur before the second phase of construction is due to commence and before passenger numbers rise significantly.

6.4.2 The Framework Travel Plan will then be reviewed in 2019 and 2022, then every 5 years subsequently.

6.4.3 Throughout the life-span of each ASAS, where further opportunities present themselves LLAOL will be proactive in promoting the objectives of the ASAS and this Framework Travel Plan. The list of actions above is therefore not an exhaustive list, but just provides a framework.

6.4.4 Actions that will be explored moving forwards include:

- Continual improvement of the information regarding transport options provided to passengers before arrival and on arrival at London Luton Airport.
- Supporting and feeding into the Station Travel Plans being developed by Luton Borough Council.
- Encouraging new bus and coach operators to introduce new services to the Airport making use of the additional bus stand capacity, and assessing passenger and staff needs in relation to this based on travel patterns.
- Liaising with the Travel Centre at Luton Station Interchange to integrate and co-ordinate way finding information for passengers.
- Supporting Luton Borough Council in any infrastructure changes at Luton Airport Parkway Station that would improve arrangements for the rail-air shuttle bus, including a pick-up on the north side of the station.
- Continue to work with rail operators to improve the service to Luton Airport Parkway Station for airport passengers.

This is however not an exhaustive list, and LLAOL will be proactive in assessing passenger and staff travel patterns moving forward to maximise sustainable travel and minimise the impact of increasing number of passengers on the road network.

SECTION 7

**TARGETS, PENALTIES AND REPORTING**

## 7 TARGETS, PENALTIES AND REPORTING

### 7.1 Targets

7.1.1 It is important that progress towards the Travel Plan objectives is driven by challenging but attainable targets. It is proposed that the targets should be the actions set out in **Section 6** that remain 'in progress' or 'not yet started'.

7.1.2 In terms of mode share, passenger mode share is assessed by the CAA annually. The staff travel survey is currently completed once every 2 years and it is proposed to continue this moving forward.

### 7.2 Penalties

7.2.1 It is proposed that penalties should be imposed on the Airport by LBC where no significant progress has been made against Travel Plan actions and no valid justification has been provided for failing to meet an action's target date.

7.2.2 The penalties for not completing actions should be proportionate to the cost of the action which has not been completed, so that the Airport has no financial incentive for avoiding Travel Plan actions. It is proposed that the penalties should be:

- The Airport taking a new, replacement action to promote sustainable travel; or
- The Airport spending additional money to promote sustainable travel beyond its existing Travel Plan commitment.

7.2.3 It is important that targets and penalties are founded on actions that are within the Airport's control. The Airport can influence but cannot control the travel behaviour of passengers and staff, or the services of bus and train operators. Passenger travel behaviour is subject to external factors such as demand for air travel and the mix of passenger types that the Airport's airlines attract. Staff travel behaviour is also subject to external factors, and it is noted that the majority of staff at the Airport are not employed by LLAOL.

### 7.3 Reporting

7.3.1 The Travel Plan Coordinator is Tessa Beadman, Environment Manager.

7.3.2 The Airport will report progress against Travel Plan actions in its Annual Monitoring Report (AMR), which the Airport is required to publish in June each year. It should be noted that due to the publication date of CAA survey data, each AMR is based on CAA survey data from one year earlier, i.e. AMR 2014 is based on CAA 2013 survey data.

7.3.3 The first AMR which reports on the progress made by the Airport against Travel Plan actions will be published in June 2016. This will inform discussions with LBC about actions which have been completed, remain in progress or have not been started.

**APPENDIX A – PROPOSED LONDON LUTON AIRPORT DEVELOPMENT PHASING**



**LONDON LUTON AIRPORT OPERATIONS LIMITED**  
PLANNING PERMISSION: 12/01400/FUL  
DISCHARGE OF PLANNING CONDITIONS

CONDITION 3: PHASING

DATED: 13 APRIL 2015

Rev E

## Planning Condition 3

### Condition 3 states:

No development shall take place until a scheme for the Phasing of Development as set out in Chapter 3 (Development Proposals) of the Environmental Statement shall be submitted to Local Planning Authority. The scheme as submitted shall include the timescales for commencement of each of the phases. The scheme as approved shall be implemented in full and in accordance with the agreed timescales.

### 1. Introduction

- 1.1 This submission provides the information required to discharge Condition 3 of planning permission 12/01400/FUL in part. Approval is sought for the Phase 1 and Phase 1B details. Approval of details relating to phases 2 and 3 will be sought in due course. These works are designed to allow for the growth of the airport to 18mppa and to improve efficiency and the passenger experience.
- 1.2 There are a number of planning conditions attached to planning consent 12/01400/FUL that are linked to the phasing of development and which require the approval of details of a technical nature. These include conditions 6 (ecological mitigation), 7 (archaeology), 16 (detailed surface water drainage), and 17 (contamination). These conditions will be discharged in part on a phased basis, in accordance with the approved phasing strategy.
- 1.3 Condition 27 requires the approval of highway improvement schemes for the airport access road and the Percival Way roundabout. The details submitted to discharge condition 27 together with the related s278 agreement will reflect the phasing of development as approved.
- 1.4 On 8 October 2014, Luton Borough Council part-discharged planning condition 3 in relation to Phase 1. This original anticipated phasing has been slightly modified, to take account of refinement of survey requirements and the business plan.
- 1.5 Three main phases of work are still planned. Phase 1 will now include (see Appendix 1):
  - a. Dualling of the Airport access road
  - b. Minor changes to the Holiday Inn Roundabout to accommodate the new road
  - c. Remodelling of the Central Terminal Area (CTA) and the Drop-Off Zone and Taxi Rank
  - d. Remodelling of the junction into the Mid-Term Car Park (MTCP)
  - e. Construction of the multi-storey car park
  - f. Construction of the pedestrian bridge link across the CTA to the short term car park or any agreed alternative
  - g. Construction of the link building between the old and new terminals
  - h. Extension of the baggage reclaim area within the terminal
  - i. Construction of the walkway to Stand 9L/60
  - j. Infills to Pier A
  - k. Construction of new Pier B.

- 1.6 These works will take place over two years between April 2015 and May 2017.
- 1.7 Within Phase 1, the dualling of the Airport access road will increase the built footprint of the airport. All other works in Phase 1 are within the existing built footprint of the airport and do not reduce the area of the grassed, permeable surfaces.
- 1.8 The physical extent of the terminal and CTA works is shown on the Plan at Appendix 2.
- 1.9 In advance of the main part of Phase 1, Enabling Works will be undertaken.
- 1.10 Further construction details will be provided in the Construction and Environmental Management Plan to be submitted in line with the requirements of Condition 8. In addition, as some works will affect airside areas, the full requirements of the CAA will be met in risk assessing and management of airside construction.

## **2. Enabling Works**

- 2.1 Enabling works do not constitute the commencement of development (as defined in Section 56(4) of the Town and Country Planning Act 1990).
- 2.2 The enabling works for Phase 1 will include surveying, environmental and hazardous substance testing and sampling (including the making of trial boreholes, window sampling and test pits in connection with such testing and sampling), soil tests, pegging out, tree removal, demolition and removal of buildings and other structures on the site, site clearance, service diversions and / or disconnections and / or temporary service provision, excavation of known below-ground obstructions, perimeter fencing and security and signage.
- 2.3 These works, together with the provision of temporary buildings for contractors' compounds and the creation of temporary access routes, under Part 4 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 will take place prior to the formal commencement of the Phase 1 works.
- 2.4 Similar enabling works will take place prior to the formal commencement of subsequent phases.
- 2.5 Additional enabling works relate to the terminal improvements. These are necessary to create the space to enable the built improvements to take place. They include provision of a temporary arrivals hall in the currently fallow area in the Old Terminal Building, changes in access to the building, demolition of the current arrivals hall, preparation for the new security screening area and the relocation of security equipment, preparation and repair of dilapidations on the first floor, the erection of hoardings and other internal re-organisations.

### 3. Phase 1

#### ***Landside access and circulation improvements***

- 3.1 Items a – f above all relate to landside access and circulation. It is critical that the works are undertaken so as to minimise disruption and congestion. This is critical to the Airport operations as well as to the Highway Authority. All elements of the access and circulation works will therefore be undertaken in stages that have been carefully planned to meet this objective (see Appendix 3).
- 3.2 The construction of the Airport Way dual carriageway and the first part of the Short Term Car Park (STCP) will be commenced at the same time.

#### ***Airport Way improvements***

- 3.3 The construction of the Airport access road will take place 'off-line' as far as possible because the new carriageway will predominantly be constructed to the south of the existing carriageway. This will minimise disruption to the daily operation of the airport and existing services and infrastructure. The construction of the dual carriageway will include associated works including pavement construction, installation of ducts for road lighting and traffic signals, and drainage.
- 3.4 Works are expected to commence adjacent to the STCP with the earthworks cut on the south side of Airport Way. On completion of the earthworks, construction of the off-line carriageway in Phase 1.1 will be progressed.
- 3.5 It is expected that the Airport Way improvements on the south side of the Taxiway Alpha Underpass will run concurrently with the works on the north side. This will include the diversion of the access road to Emergency Gate 6. Either a steepened earthworks slope with installation of soil nails or a retaining wall will be constructed between the underpass and the access to the MTCP. The construction of the modified balancing pond / soakaway at the Holiday Inn Roundabout will be undertaken as the carriageway between the MTCP and the roundabout is constructed. The Holiday Inn Roundabout works include slight carriageway realignment.
- 3.6 Whilst the majority of the improvement works along Airport Way will be carried out offline (i.e. without directly affecting traffic flow), the carriageway tie-ins at the Holiday Inn Roundabout, the upgrading of the MTCP Junction and the CTA Junction will require single lane running under traffic signal control. These operations and required traffic management will be coordinated to minimise the impact on the operation of the Airport (i.e. overnight/off-peak). Nevertheless, access along the existing Airport Way and into the MTCP will be maintained at all times.

#### ***Short-Term Car Park improvements and Multi-storey Car Park***

- 3.7 The works on the STCP will involve the demolition of the existing buildings and diversion of services (Phase 1.1). Once these works are progressed, development of new parking in Phase 1.2 will commence. These works will be completed as the Airport Way improvements (Phase 1.1) are completed. At this

time, the area of the existing STCP identified as Phase 1.3 will be closed off, and vehicles will park on the new areas (phases 1.1 and 1.2) and part of the existing Drop Off Zone (DOZ).

- 3.8 The Phase 1.3 area will be re-levelled and re-surfaced, and re-marked. Once completed, the area denoted as Phase 1.4 will be closed off, and all vehicles will park on the newly expanded STCP. At this stage, a temporary access road for the STCP will be constructed.
- 3.9 The existing Drop Off Zone (DOZ) will remain operational during the construction of the first part of the new DOZ (Phase 1.4). Once these works are completed, the whole DOZ operation will be relocated to the new area.
- 3.10 The area of the now former DOZ (Phase 1.5) will be remodelled to allow the completion of the new DOZ loops and the construction of the last part of the access road to the DOZ/STCP, including the link to the main dual carriageway. These works will include the construction of the new taxi ranks and the first stage of the forecourt. The foundations of the pedestrian bridge, or any agreed alternative arrangement, will be constructed during this phase.
- 3.11 Once the taxi operation is relocated to the new taxi rank, works will commence on the first part of the Central Transport Area (CTA) (Phase 1.6). These works will allow sufficient capacity to cope with the existing demand. Once completed, the entire bus operation will be allocated in this area.
- 3.12 Phases 1.7 and 1.8 will comprise the works to complete the CTA, building the expanded capacity and the approach to the Goods In-Waste Away facilities on the south west side of the Terminal Building. The final links between the dual carriageway and the remaining roads will be completed.
- 3.13 The MSCP and the pedestrian bridge between the terminal entrance and the STCP, or any agreed alternative arrangement, will commence following Phase 1.8 and will be completed by mid-2016.
- 3.14 Overall, the landside access and circulation works will take twelve months to complete. Work will be planned to avoid the peak busy times as far as possible.

#### ***Terminal building improvements***

- 3.15 Items g-k in paragraph 1.5 above all relate to improvements to the terminal building.
- 3.16 The works to the terminal building will commence with the construction of the walkway to Stand 9L and the infills to Pier A. The extension of the baggage reclaim area will follow. The main construction of the Link Building will commence in summer 2015 when all of the internal reorganisation and the provision of some additional internal capacity has been completed. The most significant element of the construction is the new Pier B and link to it, which will commence towards the end of 2015 and take some sixteen months to complete.
- 3.17 Completion of the terminal construction works and therefore Phase 1 is due in

early 2017.

- 3.18 The first phase of the foul and surface drainage works details of which will be submitted to satisfy the drainage conditions will relate to the drainage necessary to serve the terminal building, CTA, car parks and new access road.

#### **4. Phase 1B**

- 4.1 Phase 1B comprises the first phase of airside improvements together with the extension to the MTCP.
- 4.2 Phase 1B works will commence later than the main Phase 1 works, in April 2016, but will be completed by May 2017 at the same time as the main Phase 1 works. These works will comprise:
- a. Extension to the MTCP
  - b. Extension to the parallel taxiway at the western end of the runway
  - c. Extensions to the South Apron
  - d. Extensions to the East Apron

- 4.3 An overview of the intended Phase 1B works is provided at Appendix 4. Further details for Phase 1B will be submitted for approval at the appropriate time.

- 4.4 In addition, Phase 1B detailed drainage proposals will be submitted prior to the commencement of the construction of these works.

#### **5. Phase 2**

- 5.1 Phase 2 comprises the construction of Taxiway Foxtrot and the extension to the West Apron.

- 5.2 The potential need for the Holiday Inn junction improvement will be monitored during phase 2 of the development to determine future requirements, and implemented if necessary in accordance with the S278 agreement.

- 5.3 These works are planned to commence in 2017 and be complete by 2019.

- 5.4 An overview of the intended Phase 2 works is provided at Appendix 5. Further details for Phase 2 will be submitted for approval at the appropriate time.

- 5.5 In addition, Phase 2 detailed drainage proposals will be submitted prior to the commencement of the construction of these works, in accordance with condition 16.

#### **6. Phase 3**

- 6.1 Phase 3 will include the extension of the parallel taxiway at the eastern end and the provision of additional stands on the northern apron.

- 6.2 If not implemented in phase 2, the potential need for the Holiday Inn junction improvement will be monitored during phase 3 of the development to determine future requirements, and implemented if necessary in accordance with the S278

agreement.

- 6.3 These works are planned to commence in 2019 and be complete by 2025.
- 6.4 An overview of the intended phase 3 works is provided at Appendix 6. Further details for Phase 3 will be submitted for approval at the appropriate time.
- 6.5 In addition, Phase 3 detailed drainage proposals will be submitted prior to the commencement of the construction of these works in accordance with condition 16.

Appendix 1

Phase 1 overview

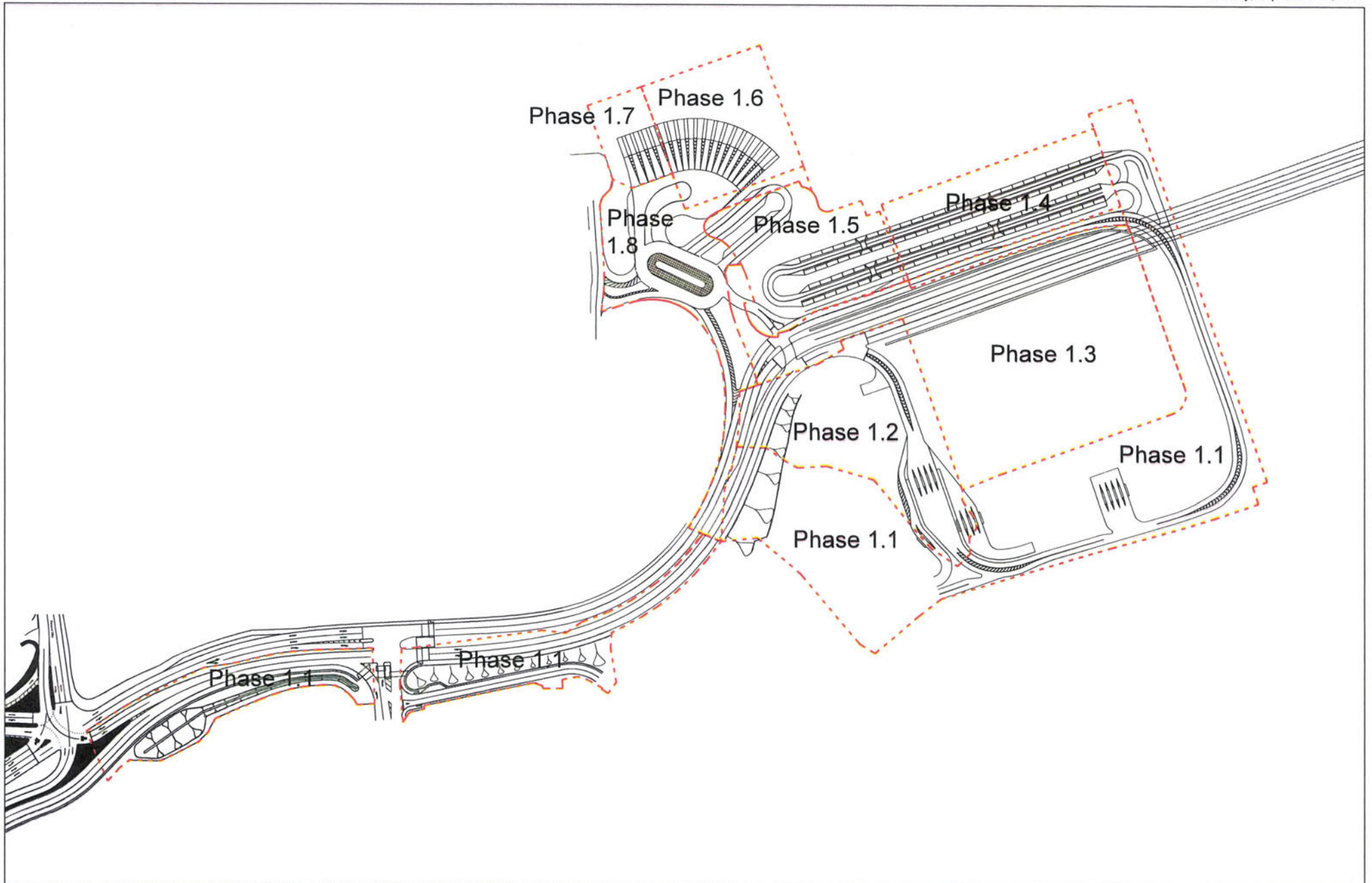




# Appendix 2

## Phase 1 - Plan of Terminal Building Footprint





Phase 1 - intended detailed phasing of landside civils work at Airport Way and the CTA

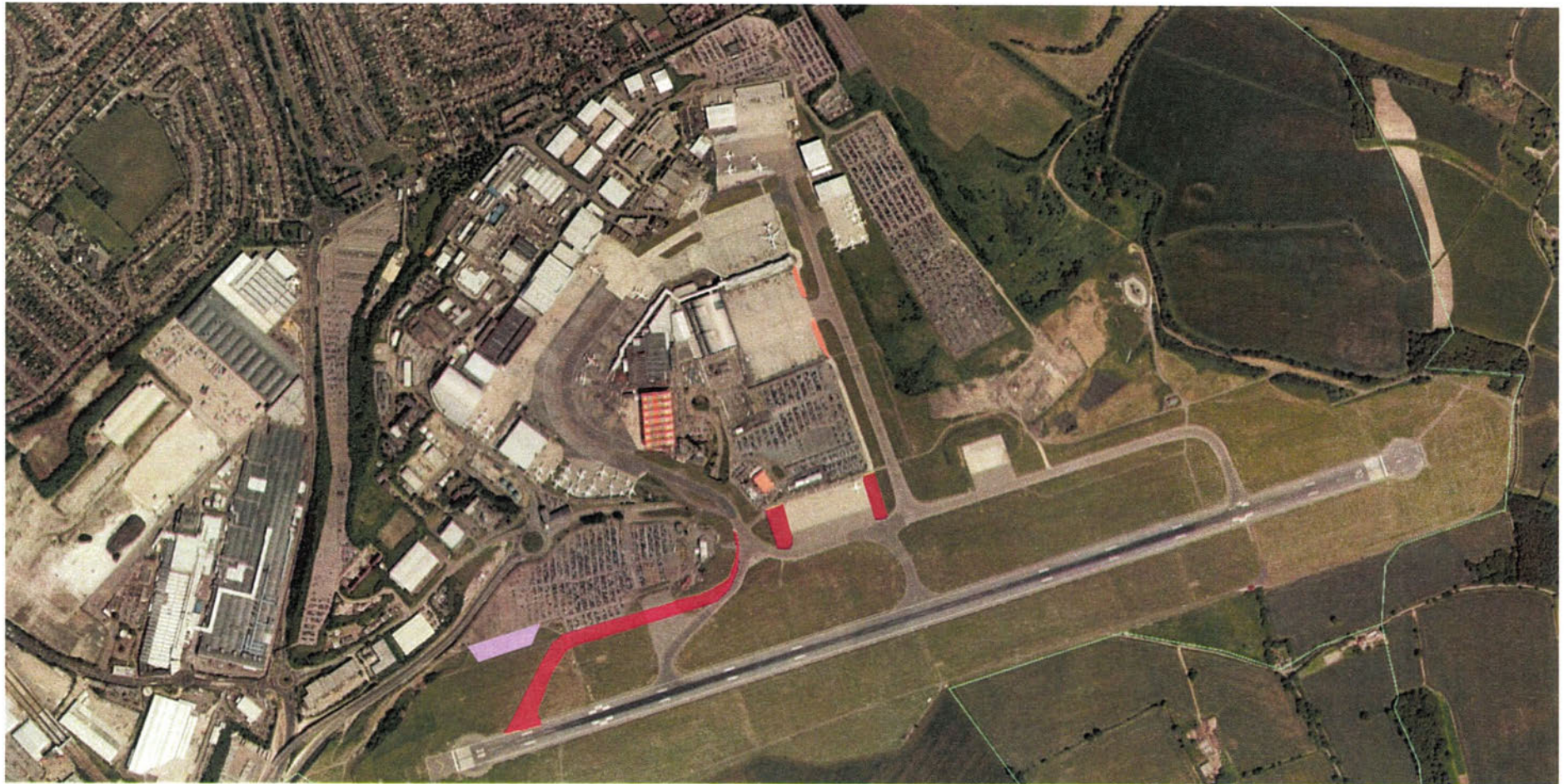
1:2000



LTN-PDAD007-C-001-001

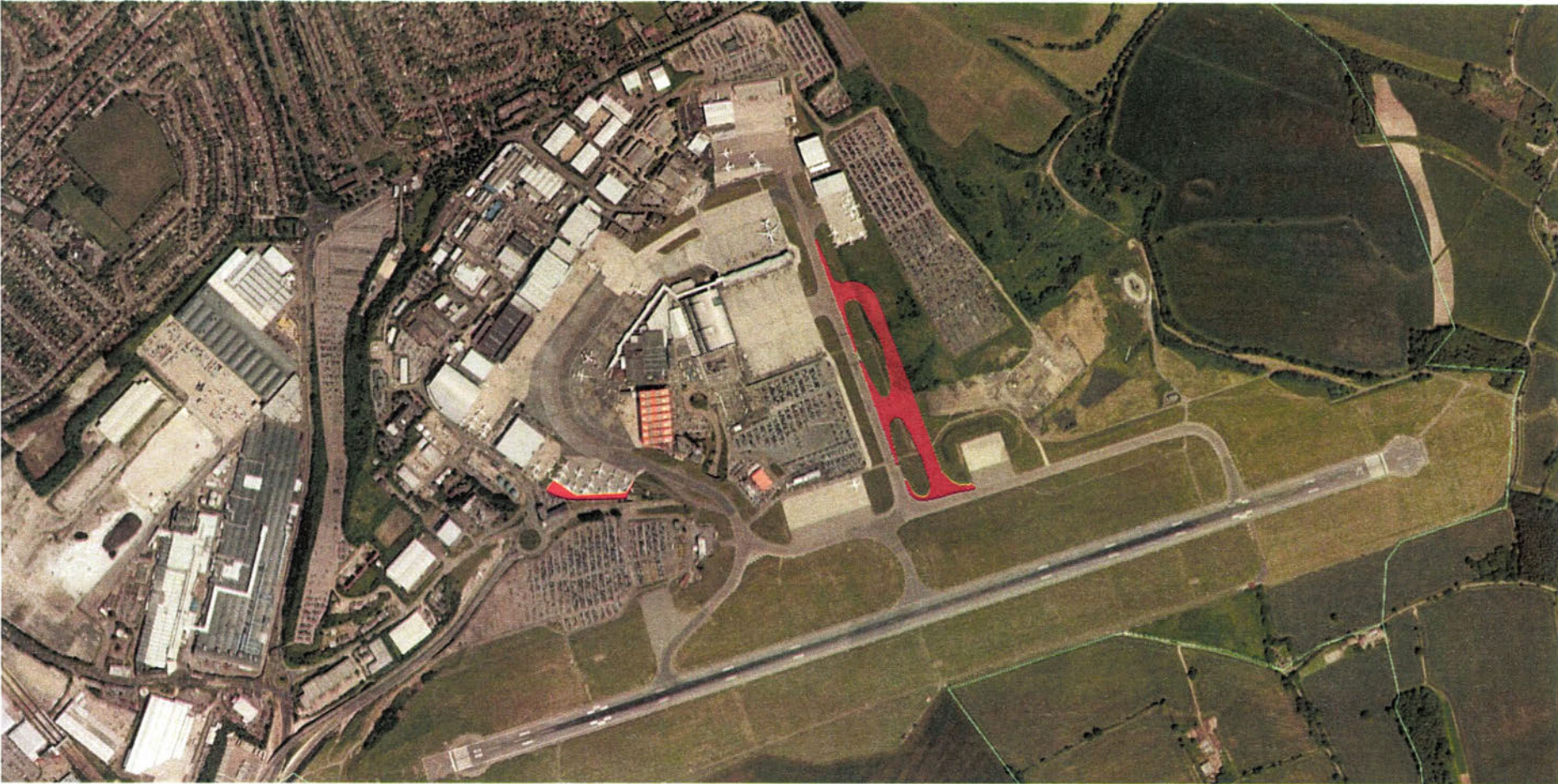
Appendix 4

Phase 1b overview



Appendix 5

Phase 2 overview

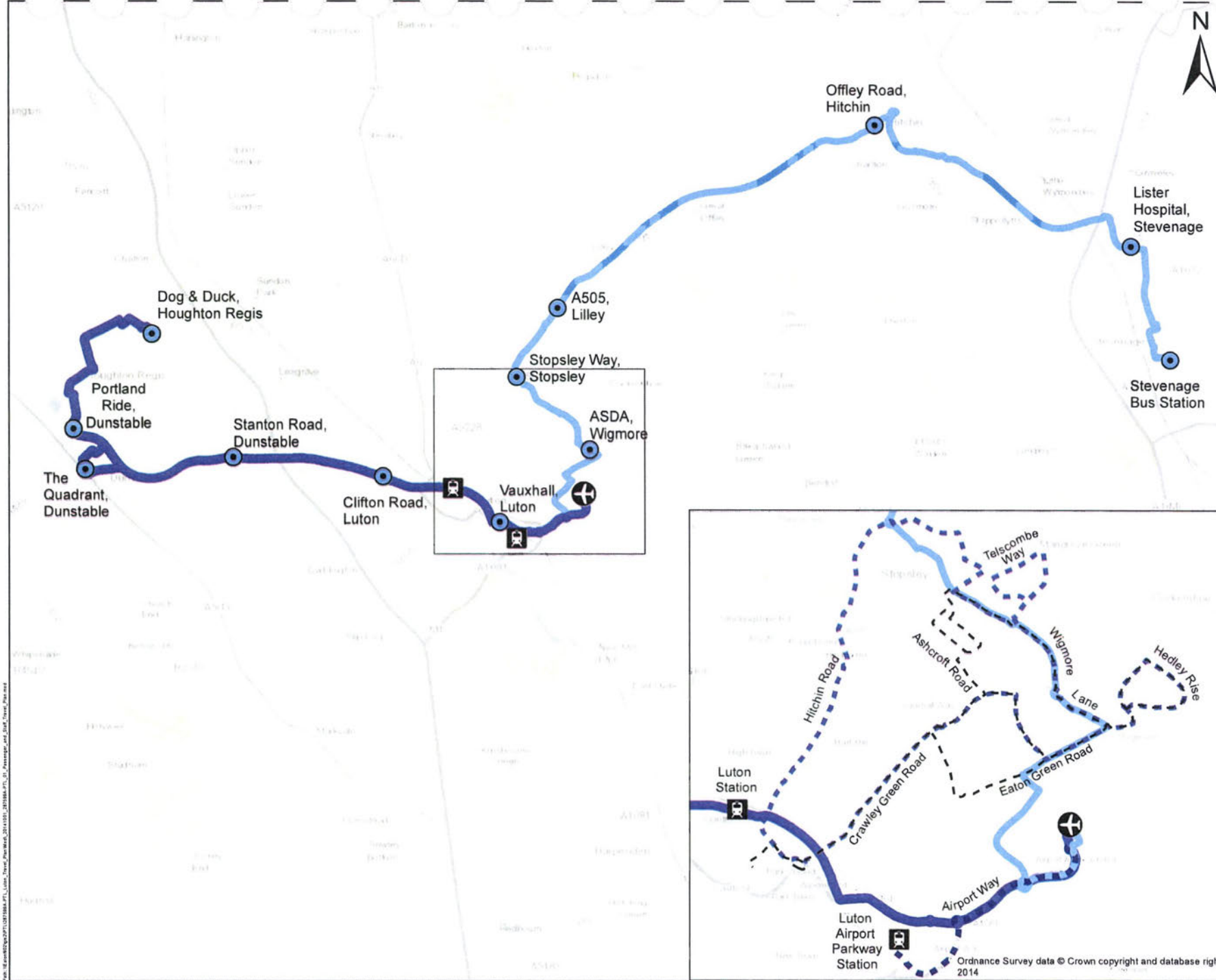


Appendix 6

Phase 3 overview



**APPENDIX B – LOCAL BUS SERVICES**



THIS DRAWING MAY BE USED ONLY FOR THE PURPOSE INTENDED AND ONLY WRITTEN DIMENSIONS SHALL BE USED

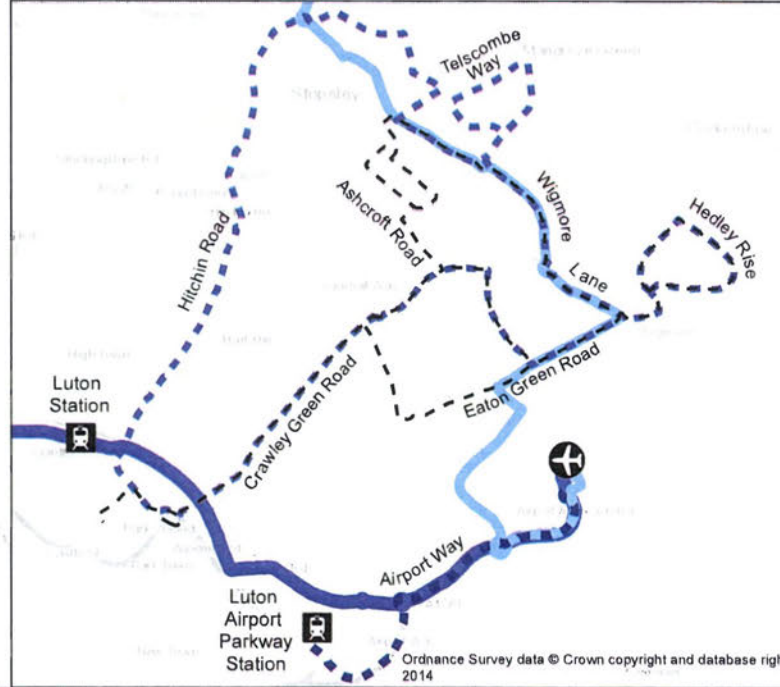
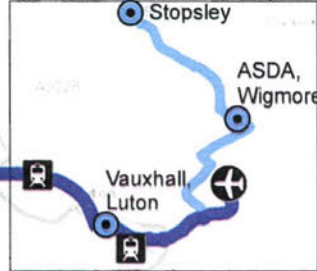
**Notes**

- Bus Stops
- Luton Airport
- Train Station

**Bus Routes**

- A - Luton Airport to Dunstable/Houghton Regis, Arriva
- 100 - Luton to Stevenage, Arriva
- 1919A/19B - Luton to Wigmores, Centrebuses
- 1717A - Luton to Wigmores Lane, Centrebuses
- 888 - Luton Airport Parkway to Luton Airport Shuttle Service, First

**Copyright**  
 This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationary Office.  
 © Crown copyright  
 Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
 Contains Ordnance Survey data  
 © Crown copyright and database right 2014



Revision Details			
Drawing Status			
<b>FINAL</b>			
Job Title			
<b>Passenger and Staff Travel Plan</b>			
Drawing Title			
<b>Local Bus Services</b>			
Scale at A3			
<b>1:70,000</b>			
Drawn	CB	Originated	
Stage 1 check	CD	Stage 2 check	DF
			Date 14/10/2014
<b>PARSONS BRINCKERHOFF</b> 6 Devonshire Square London, EC3N 4YE Tel: 020 7337 1700 Fax: 020 7337 1701			
Drawing Number			Rev
287599A-PTL_01			-

File: \\saw02\c27\10293866\_PTL\_Luton\_Town\_Plan\_Works\_2014\101\_287599A-PTL\_01\_Passenger\_and\_Staff\_Travel\_Plan.dwg

Ordnance Survey data © Crown copyright and database right 2014

**APPENDIX C – PROPOSED THAMESLINK SERVICES FROM DECEMBER 2018**

Source: [http://assets.goaheadbus.com/media/cms\\_page\\_media/1254/Proposed%202018%20Thameslink%20service%20pattern.pdf](http://assets.goaheadbus.com/media/cms_page_media/1254/Proposed%202018%20Thameslink%20service%20pattern.pdf)



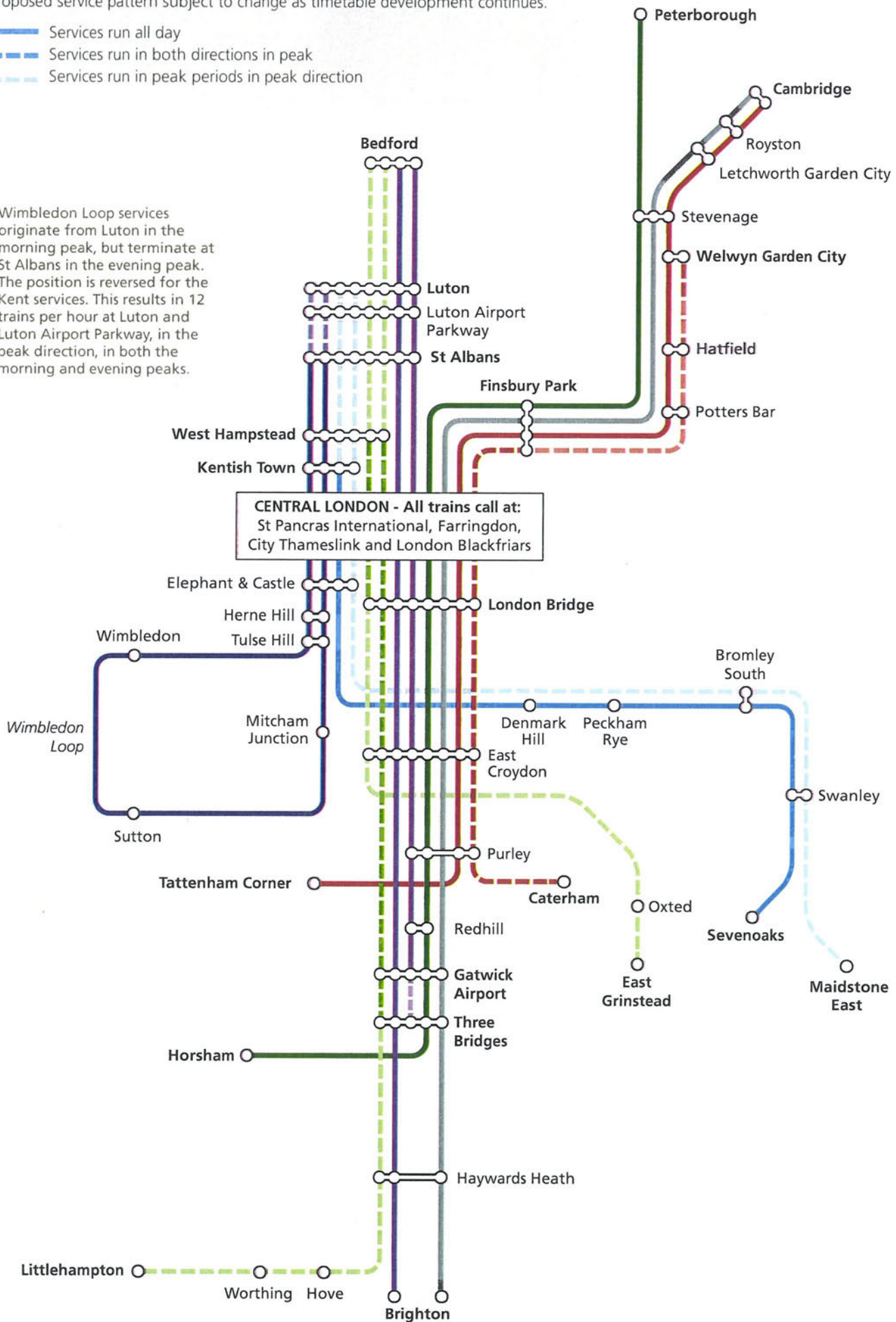
# Proposed Thameslink service pattern

## Weekdays, December 2018 onwards

Each line represents a half-hourly service in each direction. Only principal calling points are shown - some services will call at more intermediate stations. Proposed service pattern subject to change as timetable development continues.

- Services run all day
- - - Services run in both directions in peak
- - - Services run in peak periods in peak direction

Wimbledon Loop services originate from Luton in the morning peak, but terminate at St Albans in the evening peak. The position is reversed for the Kent services. This results in 12 trains per hour at Luton and Luton Airport Parkway, in the peak direction, in both the morning and evening peaks.







## **London Luton Airport Operations Limited London Luton Airport Planning Application: 12/01400**

### **Employment Skills and Recruitment Plan & Local Procurement Protocol**

#### **1. Introduction**

This Employment Skills and Recruitment Plan & Local Procurement Protocol is submitted in accordance with Schedule 5 of the approved Section 106 Agreement, dated 18 June 2014, for planning application 12/01400.

'Employment Skills and Recruitment Plan' is defined in the Section 106 as a plan that specifies the measures that will be taken by the operator to make available to people in the local area opportunities to find employment and to improve their skills during the construction and operation of the development provided that this shall not compromise the legislative requirements on the operator and other businesses as employers.

'Local Procurement Protocol' is defined by the agreement as a procurement procedure through which businesses in the local area are given the opportunity to bid/tender for the provision of goods and services to the development without compromising commerciality and any legislative requirements.

The Section 106 defines the 'local area' as the administrative areas of Luton Borough Council, Central Bedfordshire Council, North Hertfordshire District Council, Stevenage Borough Council, St Albans District Council, Dacorum Borough Council and Aylesbury Vale District Council.

#### **2. Objectives**

The objectives are to:

- Assist in reducing economic inactivity in the local area by providing opportunities for local residents to access employment opportunities created during the construction phase of the development and subsequent operation
- Where economically and practically feasible, support the local economy by procuring goods and services from local contractors, sub-contractors and suppliers
- Support the development of skills within the local community by promoting training and career development opportunities

These objectives are consistent with Luton Borough Council's (LBC) Skills and Employability Strategy. London Luton Airport Operations Limited (LLAOL) is supportive of the LBC's vision to drive forward a substantial change by up-skilling the workforce in Luton.

### 3. Delivery

#### Employment

##### **Construction phase**

The proposed development is estimated to generate approximately 100 full-time equivalent jobs during the construction phase (Halcrow 2012).

LLAOL has advertised construction tender contracts to companies and organisations based in the borough by screening local companies who are fit to tender and preparing a directory of local companies in construction-related trades. The selection of preferred contractors is ongoing.

LLAOL will work closely with the preferred contractors during tender negotiations to ensure construction jobs will be made available to people in the defined local area where reasonably practicable.

Contractors will be encouraged to use reasonable endeavours to employ people from the defined local area using LLAOL's recruitment protocol described below.

##### **Operational phase**

The proposed development will generate an estimated 5,100 jobs directly during the operational phase by 2028, as summarised in the table below.

Employment	Existing	With development (2028)	Growth
Gross Direct	8,250	13,350	5,100
Gross Indirect and Induced	2,700	4,400	1,700
<b>Total Gross Employment</b>	<b>10,950</b>	<b>14,700</b>	<b>6,800</b>

Source: Halcrow (2012)

##### **Recruitment Protocol**

LLAOL will use reasonable endeavours to employ people from the local area where practically possible. This will be achieved by adopting the following recruitment protocol:

- Advertise construction jobs at Jobcentre Plus centres and recruitment agencies within the local area
- Advertise job opportunities in newspapers within the local area and online
- Issue press releases at key stages to highlight new stages of the expansion when job opportunities are being advertised
- Encourage airport based companies and tenants also to focus their recruitment on the local area
- Continue to promote the accessibility of the airport utilising public transport and the employee incentive measures to use public transport to travel to and from work

## **Procurement of goods and services**

### ***Construction phase***

The appointed contractor will be encouraged to procure goods and services from the local area where possible. LLAOL will maintain monthly contact with lead contractors, obtaining updates on their procurement activity and securing tender activities for local companies. LLAOL will formally monitor both tender enquiries officer to local companies together with tender awards and report results to LBC annually.

LLAOL will organise “meet the buyer events” for buyers and suppliers to have scheduled one to one meetings. These events will be recorded and their success monitored annually.

### ***Operational phase***

LLAOL already seeks to procure its goods and services from the local area. In 2014, 36% of total spend was through local suppliers based within 35 miles of the airport. LLAOL will use reasonable endeavours to provide opportunities for local businesses to bid/tender for the provision of facilities management services and other post-construction supply of goods and services by adopting the following procurement protocol:

- Nominate a LLAOL staff member to promote local procurement
- Create and maintain a database of local businesses and their capabilities to improve understanding of local supply base/chains
- Undertake a mapping exercise to identify all suitable companies in the local area
- Obtain at least one quote from local suppliers for all quotations above £10,000
- Of total spend, target a local procurement spend of 50% annually by 2017
- Encourage other businesses and operators based at the Airport to undertake similar measures

## **Training and career development**

### ***Construction phase***

During the construction phase, LLAOL will encourage the appointed contractor to deliver a scheme to employ apprentices and trainees and to maintain a record of all staff employed, their qualifications and any training / courses undertaken.

### ***Operational phase***

During the operation of the development, LLAOL will promote training and career development opportunities for local people by:

- Working in partnership with the local authorities, training providers and education institutions in the local area, including LBC, University of Bedfordshire, Luton Sixth Form College and Central Bedfordshire College to promote apprenticeship schemes. Target at least 5 new apprenticeships each year.
- Recording and monitoring training opportunities in respect of new jobs created

- Undertaking at least 5 careers presentations at education institutions in the local area annually.
- Targeting at least 5 work experience placements annually, working in partnership with education institutions in the local area
- Publicise success stories of local employees who have gained promotions or qualifications or undertaken particular challenges or achieved other milestones or successes. LLAOL will provide at least four such stories a year for newsletters, the website or through newspapers in the local area.
- Encourage other businesses and operators based at the Airport to undertake similar measures.

#### **4. Monitoring and reporting**

In accordance with Schedule 5 of the Section 106 Agreement, LLAOL will report annually on the effectiveness of the Employment Skills and Recruitment Plan & Local Procurement Protocol.



## Sustainability Strategy

### 1. Purpose

Planning consent was granted in 2014 by Luton Borough Council (LBC) to application 12/01400/FUL submitted by London Luton Airport Operations Ltd (LLAOL). LLAOL and London Luton Airport Ltd (LLAL) have also entered into a Section 106 Town and Country Planning Act 1990 (as amended) Agreement with LBC which includes obligations with respect to sustainability, given in Schedule 4 - Sustainability.

The Section 106 Agreement requires LLAOL to submit a draft Sustainability Strategy to LBC for approval. This document has therefore been produced to satisfy that requirement.

### 2. Introduction

London Luton Airport is the fifth largest and among the fastest growing of the UK's airports. In 2013 it served over 9.7 million passengers and facilitated the movement of 29,000 tonnes of cargo, with nearly 98,000 aircraft movements. The airport is also an important landmark in Luton and plays a major part in its economy. It is the single largest centre of employment in the area, contributing 8,400 direct jobs and nearly £1 billion to the region each year.

LLAOL is committed to operating in a way that maximises the socio-economic benefits for the local and regional area whilst minimising our environmental impact. To ensure this vision is shared and supported, we work closely with airlines, stakeholders and business partners to promote this approach across the airport, ensuring that the full benefits that London Luton Airport can bring to the region are realised.

This Sustainability Strategy sets out our proposal for managing sustainability, and sets objectives and targets that we will strive to achieve across the airport.

### 3. Aviation policy and guidance

LLAOL's vision for sustainability mirrors the vision outlined in the Department for Transport's (DfT) *Aviation Policy Framework* published in March 2013, which aims to support sustainable development within aviation. The framework explains "*This means making the necessary decisions now to realise our vision of stimulating economic growth and tackling the deficit, maximising wellbeing and protecting our environment, without negatively impacting on the ability of future generations to do the same*".

### 4. Environmental Management System

London Luton Airport Operations Ltd operates an Environmental Management System that covers all aspects of operations. The international environmental standard ISO14001 was obtained in September 2013 demonstrating a commitment to the continual improvement of environmental performance across the site.



The Environment Policy is published on the LLAOL website, making a public commitment to minimising the environmental impacts associated with the business activities. The current policy is provided in Appendix A.

*Assessment of opportunities and measures for implementation:*

Internal audits covering all requirements of ISO14001 are undertaken annually across all departments to identify opportunities for improvement. An audit is also undertaken annually by the external certification body, through which opportunities for improvement are also suggested.

Improvements will be made to the Environmental Management System promptly once identified.

*Performance Target:*

- Maintain ISO14001 accreditation.

## 5. Influencing Supply Chains

Sustainability is considered throughout the procurement process at London Luton Airport for contracts of a substantial value. Where feasible and taking into account other relevant considerations such as safety and commercial factors, London Luton Airport consider sustainable procurement options for equipment, materials and services that:

- are non-hazardous;
- have a low carbon footprint;
- have a low water footprint
- are low in embodied energy;
- are recyclable;
- are reused, refurbished or recycled;
- are from renewable or sustainable sources;
- minimises the transport impact (i.e. sources from within a 30 mile radius of the airport)
- provides local employment or economic benefit

Companies are also assessed to determine whether they are accredited to ISO14001 or whether they uphold the same commitments and aspirations as those detailed in LLAOL's environment policy (Appendix A).

This assessment is undertaken using an evaluation matrix during the procurement process to compare companies.

*Assessment of opportunities and measures for implementation:*

During the Curium development, further measures will be taken to ensure sustainable procurement is fully integrated into the project. The principal contractor must operate their own ISO14001 accredited Environmental Management System (EMS), and 100% of suppliers and subcontractors must also either operate their own ISO14001 accredited EMS or demonstrate their ability to comply with the principal contractor's. Contractors will be required to demonstrate that wood is procured from an FSC (Forestry Stewardship Council) accredited source, and that aggregates used are recycled or secondary aggregates (unless not made possible due to the design specification).

Opportunities for further improvements will be assessed throughout the Curium development project.

*Performance Target:*

- The principal contractor and all subcontractors will comply with the requirements of an ISO14001 accredited Environmental Management System
- 100% of wood used during Curium will be procured from a sustainable source (FSC certified or equivalent)
- 100% of aggregates used during Curium will be recycled or secondary aggregates

## 6. Energy Efficiency

Climate change is one of the most significant challenges that the aviation industry will face in the coming decades. With energy prices also rising year on year and legislation increasingly putting pressure on companies to cut their emissions, energy efficiency is high on LLAOL's agenda.

Emissions are divided into the following categories:

- Scope 1 - direct emissions from LLAOL operations i.e. gas consumption and petrol/diesel in company owned vehicles (t CO<sub>2</sub>)
- Scope 2 - indirect emissions from consumption of electricity either within our own assets or within tenanted facilities (t CO<sub>2</sub>)
- Scope 3 - emissions from aircraft movements, passenger and staff travel to the airport, airside activities, waste disposal, etc.

Electricity, gas and fuel consumption (scope 1 and 2) is monitored across the airport, along with the associated carbon footprint. Whilst LLAOL mainly focus on improving energy efficiency which is under our direct control, we also work with business partners such as airlines, handling agents, retail companies and transport operators to reduce their energy usage too. Further information on how this is achieved is provided in Section 10.

*Assessment of opportunities and measures for implementation:*

LLAOL will undertake an energy review to determine areas of significant energy use, and identify, prioritise and record opportunities for improving energy performance. From this review, an action plan will be produced designating responsibility and outlining a timescale for implementation. This review will be undertaken annually from 2015, and include energy usage contributing to emissions under scopes 1, 2 and 3, thereby implementing measures to reduce our own energy usage as well as continuing to work with partners to reduce their emissions.

Energy efficiency will also be integrated into the design and development of the terminal building. The design will include energy efficient lighting, inverter motor drives and heat recovery measures.

*Performance Targets:*

- Achieve accreditation to ISO50001 – Energy Management by the end of 2015.
- Reduce scope 1 and 2 carbon emissions per m<sup>2</sup> of indoor space by 5% by 2020, compared to a baseline of 2014.
- Energy-efficient lighting, inverter motor drives and heat recovery incorporated into the terminal design.

### Low Carbon Generation of Heating/Cooling Facilities and Electricity

VRF heat recovery systems will be included in the terminal design. More information will be available at a later design stage.

*Performance Target:*

- Derive at least 10% of the total energy requirements of the terminal extension from renewable or low carbon sources.

## 7. Waste Management and Recycling

LLAOL has developed a waste management strategy for the Airport as part of the environmental management system. Central to this strategy is the need for LLAOL to comply with all legal requirements, including the waste management hierarchy.



A range of initiatives are in place at the Airport to reduce waste generation and encourage re-use and recycling. Textiles are also collected and donated to LLAOL's charity of the year via a dedicated clothes bin, and on average approximately 2 tonnes of textile waste are generated per month. There are recycling points for passenger waste throughout the landside and airside areas of the terminal, as well as all staff areas. These recycling points provide passengers, employees and business partners with the opportunity to recycle plastic, metal, cardboard, paper and glass. Retail units are also provided dedicated recycling facilities, which extend to food waste, oils and glass.

This encourages the segregation of recyclables at source, however waste is also sorted manually on site and off site to ensure as much waste as possible is diverted from landfill.

Waste that arises throughout construction activities will be managed separately. Excavated material will be reused on site where possible, and where waste is sent off site it will be recycled or disposed of via a licensed waste contractor.

*Assessment of opportunities and measures for implementation:*

LLAOL audits all aspects of the Environmental Management System annually, and measures to reduce the amount of waste generated and increase recycling rates are identified through this process.

LLAOL will operate an Environment Forum starting in 2015, where LLAOL and third party businesses located within the Airport boundary will meet to promote waste management and recycling.

*Performance Targets:*

- 40% annual recycling rate by 2015 for waste arising from operational activities, and 55% by 2020.
- 90% of construction waste to be reused or recycled throughout the development.

## 8. Water Management and Efficiency

Climate change is a strategic driver for London Luton Airport, and the airport is committed to reducing its impact to help contribute to a sustainable future. The increase in passenger numbers as a result of the development will increase water usage at the Airport. Climate change is anticipated to increase the likelihood of drought, and therefore the availability of water may be affected in the coming decades. London Luton Airport will monitor water usage across the site, and minimise site water demands to mitigate this impact where possible.

Water management issues relating to flooding, the foul network and surface water run-off will be detailed through the discharge of planning conditions.

### *Assessment of opportunities and measures for implementation:*

LLAOL audits all aspects of the Environmental Management System annually, and measures to reduce the amount of water used are identified through this process.

Opportunities for water minimisation have also been identified through the design phase. Low-water usage appliances will be included in the terminal development and sub-metering will also be installed.

### *Performance Targets:*

- Improve water metering facilities.
- Reduce water usage per pax by 5% by 2020, compared to a baseline of 2014.
- Low-water usage appliances incorporated into the terminal design.

## 9. Biodiversity

The maintenance and enhancement of biodiversity is a key sustainability issue. In the context of London Luton Airport however, the airport's constrained footprint and operational use mean that the site itself has limited ecological value.

Through the Community Trust Fund, requests for grants will be considered from local schools and community-led organisations for projects that support and enhance biodiversity at appropriate locations in the airport's catchment. The fund is managed by Bedfordshire and Luton Community Foundation, and information on how to apply is available on the London Luton Airport website.

An Environmental Management Contribution of £5,000 shall also be provided to Luton Borough Council annually for the purposes of grassland and hedgerow management at Wigmore Valley Park as the Council's ecologist considers necessary.

## 10. Promoting sustainability across the Airport

Sustainability is promoted not just throughout LLAOL's activities but across all organisations that work at the Airport. This is reflected in LLAOL's Environment Policy (Appendix A) which states that London Luton Airport will seek collaboration from its service partners to operate in compliance with their regulatory obligations and will encourage the adoption of industry best practice. This is achieved through a variety of ways, a number of which are detailed below. London Luton Airport's surface access strategy (ASAS) promotes the use of sustainable forms of transport to and from the airport for all staff working on the site. As well as working with transport operators to provide the best service possible for staff and passengers, we undertake a staff travel survey every two years to help identify areas for improvement. We also work with operators to ensure staff receive discounts

on bus, coach and train travel, and operate a lift-share scheme across the site. More information on how sustainable modes of transport are promoted among staff is available in the ASAS published on the LLAOL website.

Concessionaires are required to follow the Concession Design Criteria when fitting out their units. Through the design criteria, consideration is given to energy efficiency and materials used. Concessionaires are also required to follow the waste hierarchy. Recycling facilities are provided, and organisations are incentivised to use this through lower rates of disposal.

Contractors working on the Airport site are required to comply with LLAOL's Contractors Code of Practice. This covers areas including pollution control, waste management and noise.

Pollution control is a key issue across the Airport apron. LLAOL work closely with airline and aircraft servicing companies to ensure pollutants such as fuels and de-icers do not enter the surface water drains. All organisations participate in an incident and near miss reporting system to ensure proactive measures are taken to control pollution as well as reactive measures where necessary.

Airlines and air traffic control also works closely with LLAOL to help minimise the environmental impacts and maximise the sustainability of the departure and arrival routes from London Luton Airport. Operations are continually reviewed to ensure noise impacts and fuel burn are minimised as far as possible. In the last few years new flight routes have been trialled which would save 885 tonnes CO<sub>2</sub> annually and reduce the number of people overflow along these routes by nearly 80%. An application has been submitted to the CAA with support from airlines and air traffic control to adopt these changes, and other routes will be assessed for similar modification in the next year.

## 11. Monitoring

Throughout the operation of the approved Sustainability Strategy, the Operator shall report to the Council annually as part of the Annual Monitoring Report (AMR) on the performance of the Airport against the targets in this Sustainability Strategy. The activities and achievements of the Environment Forum will also be reported annually through the AMR.

Appendix A: Environment Policy (2015)



# ENVIRONMENTAL POLICY

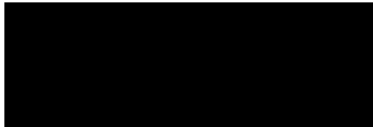
**London Luton Airport Operations Ltd (LLAOL) recognises and accepts its responsibility to minimise the environmental impacts of its business activities. London Luton Airport will continuously review its environmental performance to manage those impacts.**

**In pursuit of this objective, London Luton Airport commits to:**

- Ensure our environmental activities are safe for our employees, customers, visitors and others who come into contact with our business.
- Assess the potential environmental impacts of all operations and remove or mitigate these risks where possible.
- To comply with and or seek to exceed where possible relevant legislation, regulations and other requirements to which LLAOL subscribes in relation to its environmental aspects.
- Strive to achieve continual environmental improvement and prevention of pollution at London Luton Airport.
- Ensure LLAOL's Environmental Management System is documented, implemented, reviewed and maintained.
- Respect and adapt to the environment and ensure prudent use of natural resources.
- Improve energy efficiency and reduce associated carbon emissions where possible.
- Minimise waste generation, reuse and recycle where practicable.
- Undertake, set and review LLAOL's environmental policies, objectives and targets annually.
- Assign clear responsibilities within the organisation for all environmental management.
- Actively participate where possible in local, national or international activities aimed at mitigating the environmental impact of airports.
- Communicate this policy to all persons working for or on behalf of the organisation and make it available to the public.
- Assess all environmental impacts when improving or developing London Luton Airport.
- Ensure all employees working on behalf of LLAOL have a full understanding of their environmental responsibilities and that they are trained and competent to fulfil what is being asked of them.
- Retain ISO14001:2004 accreditation status.

This Environmental Policy encompasses those business activities, services and locations directly under the control of London Luton Airport, and is given effect through an environmental management system that meets the requirements of ISO14001:2004.

Whilst not detracting from or diminishing the responsibility of others, London Luton Airport will seek collaboration from its service partners to operate in compliance with their regulatory obligations and will encourage the adoption of industry best practice and the principles within this policy.



**Nick Barton**  
Chief Executive Officer  
London Luton Airport

January 2015







## CONSTITUTION AND STANDING ORDERS

Revised 13 October 2008

Amended April 2012

Amended April 2015

*[Note: this Constitution and these Standing Orders shall adopt the defined terms set out in Schedule 4.]*

### PART A

#### CONSTITUTION

##### 1 Terms of Reference

1.1 The London Luton Airport Consultative Committee (the "Committee") is an advisory body constituted in respect of London Luton Airport (the "Airport") in accordance with section 35 of the Civil Aviation Act 1982 (as amended).

1.2 The Committee terms of reference and purpose are as follows:

- to enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
- to allow the concerns of interested parties to be raised and taken into account by the aerodrome operators with a genuine desire on all sides to resolve any issues that may emerge; and
- to complement the legal framework within which the aerodrome operates.

However, consultation is not intended to detract from or constrain the responsibility of the aerodrome owner and/or operator to manage the aerodrome, nor to prevent interested parties from raising concerns directly with the aerodrome or through other channels.

##### 2 Membership of the Committee

*[Note: the Civil Aviation Act 1982 governs the constitution of the Committee and this Standing Order is subject to section 35 of the Act.]*

##### Composition of the Committee

2.1 The Committee shall consist of representatives of the Member organisations listed in Schedule 1a and such other Members who are accepted for membership in accordance with paragraphs 2.10 to 2.14.

- 2.2 Each Member shall be entitled to appoint such number of representatives for the Committee as is set out in Schedule 1 by notice in writing to the Administrator.
- 2.3 In the event of any change the Administrator shall update Schedule 1a immediately to ensure that it accurately reflects the Membership of the Committee and the names of the nominated representatives.
- 2.4 If a representative of any Member organisation shall fail to attend (or be represented at) three consecutive Committee meetings, that Member's right of representation on the Committee or any Sub-Committee will be deemed to have lapsed and the Secretary shall inform the Member organisation and update Schedule 1a accordingly. The Chairman will, if required, adjudicate after consultation with the Committee. However, it will be the duty of the Administrator to advise the Member organisation, in writing, after any Member has missed two meetings.
- 2.5 The Membership of the Committee will be reviewed by the Committee at its Annual Meeting.
- 2.6 A Member may resign at any time in writing to the Administrator who will report the resignation to the Committee and update Schedule 1a accordingly.

### **Substitutes**

- 2.7 A representative who is unable to attend a Meeting may send a substitute to the Meeting.
- 2.8 At the beginning of each meeting all substitutes, if not mentioned during 'Apologies', will identify themselves to the Chairman.
- 2.9 Substitutes shall, for all purposes, be bound as representatives and may speak and vote at Meetings.

### **Applications for Membership**

- 2.10 The Administrator will circulate applications for Membership to the Committee for review in advance of the Meeting at which the application is to be considered.
- 2.11 Applications to join the Committee from companies, organisations or groups should contain details of particular interest in securing membership, the history of the body, its constitution, membership and terms of reference and must be received by the Administrator no later than 14 days prior to the Meeting.
- 2.12 Admission of any company, organisation or group shall be decided on by a simple majority of the votes cast at the Meeting at which the relevant application is considered.
- 2.13 In determining an application for membership the Committee shall consider the following:-
  - (a) the provisions of Section 35 of the Civil Aviation Act 1982 (or any statutory modification or re-enactment thereof);
  - (b) the Guidelines for Airport Consultative Committees issued by the Department for Transport (the "DfT Guidelines") ;
  - (c) the status of the applicant (e.g. local authority, town council or residents

- association);
- (d) the objectives of the applicant (e.g. its statutory function or its purpose by reference to a constitution and its particular interest in securing membership of the Committee);
  - (e) the membership of the applicant by reference to the number of members and the geographical area covered;
  - (f) the existing membership of the Committee and in particular:
    - (i) whether or not a member of the Committee already represents this interest to which the applicant refers;
    - (ii) the balance of representation in the Committee (e.g. by geographical area and/or by population); and
    - (iii) the size of this Committee and its ability to function effectively.

2.14 A representative of an applicant may speak for up to 5 minutes at any Meeting at which its membership is being considered.

### **3 Officers of the Committee**

#### **Chairman**

*[Note: The Civil Aviation Act 1982 empowers the Airport Operator to appoint the Chairman of the Committee and this Standing Order is subject to that power.]*

- 3.1 The Chairman shall be independent and shall be appointed by the Airport Operator subject to consultation and formal approval by the Committee.
- 3.2 The Chairman's role is to preside over Meetings of the Committee.
- 3.3 The Chairman's term of office is for a period of 3 years, renewable for further periods of three years. Any time spent served as Joint Chairman is to be counted when reckoning time in office. In accordance with DfT Guidelines the Committee should consider limiting a Chairman's total period in office to 10 years. While the appointment is in the gift of the Airport operator, acceptance by the Members will be indicated by a simple majority of votes cast at the Meeting by a show of hands.
- 3.4 When considering the appointment of a new Chairman, the Airport Operator will seek nominations for the position from persons who are independent of the Airport Operator but with a record of public service and an interest in aviation. When the process to appoint a new Chairman of the Consultative Committee is commenced, the Vice Chairman shall be given a reasonable opportunity to help confirm that an appropriate process is followed. The Vice Chairman shall take no part in the selection and shall not divulge the name of any candidate.
- 3.5 In circumstances where there is a Joint Chairmanship, the Joint Chairmen will only have one (casting) vote on the Committee.
- 3.6 The name and address of the current Chairman of the Committee, together with the Chairman's date of appointment and review date, are found in Schedule 3 of this Constitution.

#### **Vice-Chairman**

- 3.7 The Vice-Chairman shall be elected from the membership of the Committee for a one year term at the Annual Meeting.

- 3.8 The Vice-Chairman must be nominated and seconded before his or her nomination is put before the vote of the Committee.
- 3.9 Nominations for the position of Vice-Chairman must be received by the Administrator of the Committee at least two weeks before the Annual Meeting.
- 3.10 The Administrator will circulate details of the nominations received to the Committee with the Agenda for the Annual Meeting, if there are no nominations the matter will be resolved at the Meeting.
- 3.11 The existing Vice-Chairman can be re-elected for further terms.
- 3.12 The Vice-Chairman will act as the substitute for the Chairman at meetings where the Chairman is unable to attend and in such circumstances will act in an independent and impartial manner and will not have a separate vote as Vice-Chairman.
- 3.13 The name and address of the current Vice-Chairman of the Committee, together with the Vice-Chairman's date of appointment are found in Schedule 3 of this Constitution.

### **Administrator**

- 3.14 The Administrator will be appointed by the Airport Operator in consultation with the Committee and after consideration of the DfT Guidelines (attached at Schedule 2 for ease of reference).
- 3.15 In the event of a change, the Administrator shall update Schedule 3 immediately to ensure that it is an accurate record of the name and address of the Chairman, Vice Chairman and Administrator of the Committee.
- 3.16 The Administrator will take the minutes at the Meetings and record the decisions of the Committee. The Administrator will circulate the draft minutes, together with the relevant agenda and papers, seven days prior to the next formal meeting of the Committee.
- 3.17 The Administrator will deal with all correspondence addressed to the Committee in the first instance.
- 3.18 The name and address of the current Administrator are found in Schedule 3 of this Constitution.

## **4 Expenses and budgets**

- 4.1 Where Members attend as representatives of a local authority or other organisation, that body will meet its representative's expenses.
- 4.2 The Airport Operator will meet the travelling expenses of the Chairman.
- 4.3 Where travelling expenses are met, it is on the basis of the cost of public transport
- 4.4 The Airport Operator will meet the reasonable secretarial and administrative costs of the Committee.
- 4.5 The Committee may maintain a fund of Member contributions from which additional items of expenditure approved by the Committee (e.g. the appointment of an independent noise consultant) are met.
- 4.6 Where financial contributions are required, the following members of the Committee will be levied in proportion to the number of their representatives and reviewed annually:
- Buckinghamshire County Council
  - Central Bedfordshire Council
  - Hertfordshire County Council
  - Luton Borough Council
  - Aylesbury Vale District Council
  - Dacorum Borough Council
  - North Hertfordshire District Council
  - St. Albans District Council
  - Stevenage Borough Council
- 4.7 Any financial contributions required will be set at the AGM for the following financial year.

## **5 Amendment and Interpretation of the Constitution**

- 5.1 This Constitution may and shall be deemed to be amended by formal resolution by at least two thirds of the votes cast.
- 5.2 The independent Chairman, if required, will adjudicate, after consultation with the Committee on questions on constitutional matters.
- 5.3 Every Member shall be entitled to receive notices of Meetings at the usual address of such Member as notified in writing to the Administrator from time to time.
- 5.4 Notices may be sent by any visible form on paper including facsimile and electronic mail and a notice sent by such forms of immediate transmission shall be deemed given at the time of transmission. A notice given by post (which may be first or second class) shall be deemed to have been received 2 days (if sent by first class post) or 4 days (if sent by second class post) after posting.

## **PART B**

### **STANDING ORDERS**

#### **6 Meetings**

##### **Timing**

- 6.1 Ordinary Meetings shall be held quarterly in April, July, October and January each year, normally on the second Monday afternoon in that month or such date in the relevant month as shall be notified in writing by the Administrator to the Members at least 21 days prior to the Meeting.
- 6.2 The Committee's Annual Meeting shall be held in October each year or such date as shall be notified in writing by the Administrator to the Members at least 21 days prior to the date of the Meeting.
- 6.3 The Chairman is authorised to cancel an Ordinary Meeting by at least 7 days notice in writing in circumstances where at the Chairman's discretion there is insufficient business to merit the Meeting.
- 6.4 An Extraordinary Meeting may be held at the discretion of the Chairman or if the Administrator receives a written request for such an Extraordinary Meeting from at least five members. The Administrator shall notify the Members at least 21 days prior to the date of any Extraordinary Meeting.

##### **Procedure at Meetings**

- 6.5 At a meeting the Committee will usually:
  - (a) Amend, if appropriate, the draft minutes of the previous meeting and approve as a correct record;
  - (b) Receive minutes of the Sub-Committees;
  - (c) Consider regular reports on the following:
    - (i) Airport Managing Director's Statement;
    - (ii) Quarterly Planning, Environmental Management & Surface Access Report;
    - (iii) Quarterly Monitoring Report; and
    - (iv) Quarterly Economic Report;
  - (d) Consider any other business specified on the agenda.
- 6.6 The Chairman's ruling on procedural matters shall be in accordance with the Constitution and will be final and binding on the Members.

##### **Code of Conduct**

- 6.7 The DFT Guidelines set out a Code of Conduct for Committees which are adopted in full by the Committee. They are:
  - Respect: Committee members should treat each other with respect and courtesy at all times.

- **Commitment:** Committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.
- **Conflicts of Interest:** Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.
- **Participation:** Members should participate fully in meetings. They should listen to what others have to say and keep an open mind while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back at the next meeting.
- **Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.
- **Confidentiality:** Members should respect the status of any confidential issues they discuss.

### **Agenda and Supporting Papers**

- 6.8 Members shall notify the Administrator in writing of any major matter which they wish to raise at a Meeting 14 days before the Meeting for inclusion on the agenda and shall provide paperwork which supports their notification.
- 6.9 The Administrator shall circulate the agenda and supporting papers to Members electronically or by other written means to be received approximately 7 days before the Meeting. Members shall notify the Administrator if they wish to receive the agenda and supporting papers in hard copy.

### **Quorum**

- 6.10 No business shall be conducted at a Meeting unless at least five Members are present.

### **Voting**

- 6.11 In keeping with DfT Guidelines for ACCs (see Schedule 2) it is expected that all business will be decided through consensus and the Committee should only vote on issues of membership. Where appropriate, voting will be decided by a simple majority of votes cast at a Meeting by a show of hands.
- 6.12 The Chairman of the Meeting shall not vote but will have a casting vote where the votes are equal.

### **Attendance of the Public**

- 6.13 The public and representatives of the press may attend and observe Meetings but the Committee reserves the right for the discussion of any particular item to take place in private if, at the discretion of the Chairman, such a direction is appropriate having regard, for example, to the confidential nature of that item.

## **7 Sub-Committees**

- 7.1 The Committee may from time to time appoint such Sub-Committees as appropriate to assist the work of the Committee and shall determine their Terms of Reference.

- 7.2 All issues within the remit of a Sub-Committee will be considered in the first instance by that Sub-Committee unless the matter is urgent and a meeting of the Committee falls before the next meeting of the relevant Sub-Committee.
- 7.3 At present two Sub-Committees exist – the Noise and Track Sub-Committee and the Passenger Services Sub-Committee.

### **The Noise and Track Sub-Committee**

- 7.4 The Noise and Track Sub-Committee's terms of reference are:
  - (a) to consider on its own initiative or by direction of the Consultative Committee any question in connection with the Airport affecting noise and flight paths;
  - (b) to act as an advisory body to the Consultative Committee on such matters; and
  - (c) to report to the Consultative Committee on their considerations and, where appropriate, to make recommendations.
- 7.5 The Noise and Track Sub-Committee shall meet quarterly, normally at least four weeks prior to the full LLACC Meeting.
- 7.6 The Noise and Track Sub-Committee shall comprise the Chairman, Vice-Chairman and up to 10 members of the Main Committee, together with non voting members as detailed in Schedule 1(b) or their substitutes.
- 7.7 The Committee members of the Noise and Track Sub-Committee shall be elected at the Annual Meeting of the main Committee.

### **The Passenger Services Sub-Committee**

- 7.8 The Passenger Services Sub-Committee's terms of reference are:
  - (a) To consider on their own initiative, or by directions of the Consultative Committee, any questions in connection with the Airport affecting passengers/user interests.
  - (b) To monitor the facilities available to passengers; taking special note of the requirements for those with reduced mobility.
  - (c) To identify any issues arising from passenger experiences and make recommendations.
  - (d) To consider procedures for handling and responding to passenger complaints.
  - (e) To provide a passenger overview on airport developments at the design stage.
- 7.9 The Passenger Services Sub-Committee shall meet quarterly, normally at least four weeks prior to the full LLACC Meeting.
- 7.10 The Passenger Services Sub-Committee shall comprise the Chairman, Vice-Chairman and up to 10 members of the Main Committee, together with invited specialists such as the UKBA, and non voting members as detailed in Schedule 1(c) or their substitutes.
- 7.11 As the Passenger Services Sub-Committee is a voluntary committee there is no requirement for the members to be elected at the Annual Meeting of the main Committee, but the Committee will note the membership at that time.



## Schedule 1(a)

### Membership of London Luton Airport Consultative Committee

<b>Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
Independently appointed Chairman	1	Mr Martin Routledge
Buckinghamshire County Council	2	Clr Netta Glover Clr Avril Davies
Central Bedfordshire Council	2	Clr Dr Rita Egan Clr David Bowater
Hertfordshire County Council	2	Clr David Barnard Clr David Williams
Luton Borough Council	2	Clr Michael Dolling Clr David Taylor
Aylesbury Vale District Council	1	Clr Sir Beville Stanier
Dacorum Borough Council	1	Clr David Collins
North Hertfordshire District Council	1	Clr Michael Muir
St. Albans City & District Council	1	Clr Albert Pawle
Stevenage Borough Council	1	Clr Joan Lloyd
Bedfordshire Association of Town and Parish Councils	1	Vacant
Buckinghamshire and Milton Keynes Association of Local Councils	1	Clr Rachel Webb
Hertfordshire Association of Parish and Town Councils	1	Vacant
Luton and District Association for the Control of Aircraft Noise (LADACAN)	1	Dr John Davis
London Luton Airport Town & Villages Communities Committee (LLATVCC)	1	Mr Michael Nidd
People Against Aircraft Intrusive Noise (PAIN)	1	Mr David Godfrey
Breachwood Green Society	1	Mrs Lis Greet

<b>Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
General Aviation Representative (BBGA)	1	Mr Kerry Besgrove
easyJet Airline Company Limited	1	Mr Huw Thomas
Airline Operators (other than easyJet Airline Co Limited)	1	Vacant
Chamber of Commerce	1	Mrs Cheryl Smart
National Air Traffic Services (NATS)	1	Mr David Heely
London Luton Airport Branch TGWU	1	Mr Glen Gayle
Freight Airline Representative	1	Mr Peter Hewett

<b>Non Voting Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
LLAOL Managing Director	1	Mr Nick Barton
LLAOL Operations Director	1	Mr Neil Thompson
LLAOL Finance Director	1	Mr Elliot Renton
LLAOL Airline Service Delivery Manager	1	Mr James Dontas
LLAOL Airfield Environment Manager	1	Ms Tessa Beadman
LLAOL Airfield Environment Officer	1	Mrs Karen Goodman
Bickerdike Allen Partnership	1	Mr Jeff Charles
Central Bedfordshire Council	1	Vacant
Buckinghamshire County Council	1	Mr Darl Sweetland
Hertfordshire County Council	1	Mr Paul Donovan
Aylesbury Vale District Council	1	Mr Richard Hiscock

<b>Non Voting Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
Dacorum Borough Council	1	Ms Laura Wood
Luton Borough Council	1	Ms Wendy Rousell
North Hertfordshire District Council	1	Ms Naima Ihsan
St Albans City & District Council	1	Mr Manpreet Kanda
Stevenage Borough Council	1	Ms Caroline Danby

## Schedule 1(b)

### Membership of London Luton Airport Consultative Committee Noise & Track Sub Committee

<b>Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
Chairman	1	Mr Martin Routledge
Vice-Chairman & North Hertfordshire District Council	1	Cllr Michael Muir
Hertfordshire County Council	1	Cllr David Williams
Central Bedfordshire Council	1	Cllr David Bowater
Aylesbury Vale District Council	1	Cllr Chris Poll
St Albans District Council	1	Cllr Albert Pawle
Dacorum Borough Council	1	Cllr David Collins
Hertfordshire Association of Town and Parish Councils	1	
Airline Operator	1	Rotational
Freight Airline Operators	1	Mr Peter Hewitt
London Luton Airport Town & Villages Communities Committee (LLATVCC)	1	Mr Michael Nidd
Luton and District Association for the Control of Aircraft Noise (LADACAN)	1	Mr Andrew Lambourne
People Against Aircraft Intrusive Noise (PAIN)	1	Mr David Godfrey

<b>Non Voting Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
LLAOL Operations Director	1	Mr Neil Thompson
LLAOL Airline Service Delivery Manager	1	Mr James Dontas
LLAOL Airfield Environment Manager	1	Ms Tessa Beadman
LLAOL Airfield Environment Officer	1	Mrs Karen Goodman
Bickerdike Allen Partners	1	Mr Jeff Charles
Aylesbury Vale District Council	1	
Central Bedfordshire Council	1	
Hertfordshire County Council	1	Mr Paul Donovan
Luton Borough Council	1	Ms Wendy Rousell

NATS Luton	1	Mr David Heeley
NATS Terminal Control	1	Mr Andrew Burke

## Schedule 1(c)

### Membership of London Luton Airport Consultative Committee Passenger Services Sub Committee

<b>Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
Chairman	1	Mr Martin Routledge
Vice-Chairman (PSSC) & Central Bedfordshire Council	1	Cllr Dr Rita Egan
Hertfordshire County Council	1	Cllr David Barnard
Vice-Chairman (LLACC) & North Hertfordshire District Council	1	Cllr Michael Muir
Member of the Consumers' Association – Which?	1	Mr Iain Wilson
UK Border Force	1	Mr Bird
Luton Borough Council Passenger Services	1	Mr Ken Toye

<b>Non Voting Members</b>	<b>Number of Representatives</b>	<b>Name of Current Representatives</b>
LLAOL Operations Director	1	Mr Neil Thompson
LLAOL Airfield Environment Manager	1	Ms Tessa Beadman
LLAOL General Manager Customer Services	1	Ms Kim Kennedy
LLAOL Accessibility Manager	1	Mr Ian Briggs
Luton Borough Council	1	Ms Wendy Rousell

## Schedule 2

### Guidelines for Airport Consultative Committees issued by the Department for Transport in April 2014

#### Purpose of these guidelines

1. The Government expects all aerodromes<sup>1</sup> to communicate openly and effectively with their local communities and users of the airport about the impact of their operations. Airport Consultative Committees (ACCs) are a well-established way in which airports can engage with key stakeholders in the local area and beyond.
2. These guidelines are intended to assist those involved in establishing, running and participating in airport consultative committees. While the Government recognises that each airport consultative committee should work in a way that best suits the local circumstances within which it operates, this document sets out some particular principles and standards that committees can use to ensure they operate in an effective and constructive way.
3. These guidelines are intended to be applicable to all aerodromes with a consultation process, not only those designated under Section 35 of the Civil Aviation Act 1982 (see paragraph 1.2). We recognise the differences in circumstance between individual aerodromes and that arrangements and procedures for one committee may not be appropriate for another. Committees should determine how best to apply these guidelines for their specific circumstances, however, we expect that the basic underlining principles (as described in section 2) will be applicable across all committees.
4. The guidance is also intended to be useful for not only aerodromes that have, or intend to, set up a consultative committee, but also those who sit on the committees and other parties with an interest in the consultative procedures of airports.
5. These Guidelines supersede the previous version published by the Department in December 2003.

---

<sup>1</sup> In these guidelines 'aerodrome' applies to any aerodrome, irrespective of the size of operation. The term 'airport' is used interchangeably in this document.

## 1. The Basics

### What are Airport Consultative Committees?

- 1.1 ACCs are structured forums that provide an opportunity for the exchange of information between aerodromes and interested parties. They make recommendations to the aerodrome management and other bodies when appropriate as well as being a place where there is an opportunity to reach common understanding between interested groups about the nature of the aerodrome operation in the hope that issues can be resolved amicably.
- 1.2 There are 51<sup>2</sup> aerodromes throughout England, Wales and Scotland that are designated under section 35 of the Civil Aviation Act 1982 to provide "facilities for consultation". The Aerodromes Designation (Facilities for Consultation) Order 1996 as amended (SI 2002/2421) provides the list of airports that are designated. Separate arrangements exist for the designation of airports in Northern Ireland, namely Article 20(1) of the Airports (Northern Ireland) Order 1994.

---

<sup>2</sup> The Government is aware that the list of airports in *The Aerodromes Designation (Facilities for Consultation) Order 1996 (SI 1996/1392)* as amended (SI 2002/2421) currently includes airports that are no longer in operation.



## Legislative and Policy Context

### **Section 35 of the Civil Aviation Act 1982 (as amended)**

- 1 This section applies to any aerodrome which is designated for the purposes of this section by an Order made by the Secretary of State.
- 2 The person having the management of any aerodrome to which this section applies shall provide:-
  - a. for users of the aerodrome,
  - b. for any local authority (or, if the person having the management of the aerodrome is a local authority, for any other local authority in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome), and
  - c. for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated,
  - d. adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.
- 3 The reference in subsection (2)(b) above to any local authority includes in relation to the area of Greater London a reference to the Mayor of London acting on behalf of the Greater London Authority.

- 1.3 The Government considers that the best means of ensuring fair treatment of the different categories of statutory consultees is through a consultative committee formed for this purpose. This provides an opportunity for the aerodrome to consult relevant groups simultaneously as well as allowing those groups to engage with each other directly.
- 1.4 However, the Government would not expect the absence of statutory designation to be a barrier to effective consultation, as it should be a matter of good practice at airports.
- 1.5 The Aviation Policy Framework states that:

*"The Government expects all airports and aerodromes to communicate openly and effectively with their local communities about the impact of their operations."*<sup>3</sup>

### **Users of the aerodrome**

- 1.6 These will vary depending on the specific aerodrome in question. For many airports, passengers are obviously among the most central user groups, along with the airlines that carry them and the other associated services. Consultative committees are well placed to ensure passenger interests are represented and communicated to the airport. At the largest airports, having a passenger-focused sub-group might be appropriate to consider these issues in detail.

- 1.7 As far as possible, a full range of users of the airport should be represented on committees, or at least their views taken into account. This may include, but is not limited to, passengers, airlines (or their representative associations), retailers, training schools, freight companies, ground services, as well as those involved in any general aviation operating from the airport.

### **Local Authorities**

- 1.8 Local Authority members have an important representational role on behalf of their constituents, particularly when they represent communities close to or affected by the airport's operations. They should represent the full range of issues relevant to their authority, including planning, economic and environmental interests. Membership on a consultative committee may also enable local authorities to better consider how the airport features in local authority plans and policies through the knowledge gained by being represented on the committee.

### **Others with an interest**

- 1.9 The third category of Section 35 refers to any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated. While both the size of the locality and the type of organisation will vary according to local circumstances, this category would include community organisations such as local environmental groups and residents associations, local business and enterprise groups as well as tourism and consumer bodies.

## **The Role of Committees**

- 1.10 Committees are made up of representatives from the three "categories" mentioned above - users of the airport, local authorities in the vicinity of the airport and other organisations from the community surrounding the airport that have an interest in the operations and management of the airport.
- 1.11 They should promote greater understanding both to the surrounding community about airport operations and to the airport operator about the impact of those airport operations and any proposed operations. Topics discussed at meetings can vary widely, but often include environmental issues, airport development, updates on airport operations, an overview of any passenger service issues and surface access.
- 1.12 The nature of consultative committees and, indeed, of "adequate facilities for consultation" will depend upon the type and scale of the aerodrome and is likely to be site specific.
- 1.13 Committees should recognise the wider role of the airport as an important local employer and influential driver in the local economy, as well as considering the local environmental impacts of an airport, including noise.<sup>4</sup> They can also play a vital role in protecting and enhancing the passenger experience at airports.
- 1.14 While committees are not dispute resolution forums and they do not

have any executive or decision-making power over the aerodrome, they can facilitate constructive discussion and help resolve differences while maintaining an overview of trends. They also do not prevent interested parties from raising concerns directly with the airport.

- 1.15** Although the committees do not have any executive power, they should be holding airports to account by monitoring the implementation of commitments made by the airport and challenging their performance when necessary. For example, the Government expects committees to monitor the implementation of airports' commitments made under statutory Noise Action Plans, where relevant. They also have a role in protecting and enhancing facilities for passengers.
- 1.16** While many committees operate to fulfil a legislative requirement, there are examples of committees being set up at airports that are not designated under section 35 which demonstrates the value committees can have in helping various interests reach a common understanding of the impact of airport operations.

### The purpose and benefits of consultation

- 1.17** Consultation has many benefits for the local community, the users of airports, local authorities and aerodrome operators. For example, it can:
- enable aerodrome operators, communities in the vicinity of the aerodrome, local authorities, local business representatives, aerodrome users and other interested parties to exchange information and ideas;
  - enable aerodrome operators to identify, take account of and monitor trends, perceptions and potential challenges that may arise over time with specific groups of interests;
  - allow the local community and users of the airport to influence the aerodrome operator's decision-making process in areas of mutual interest and increases the effectiveness of decisions by drawing on local knowledge and expertise;
  - minimise unnecessary and costly conflict;
  - allow the concerns of interested parties to be raised and taken into account by the aerodrome operators, with a genuine desire on all sides to resolve any issues that may emerge;
  - allow the local community, users of the airport and other interested parties to better understand the aerodrome's operations;
  - complement the legal framework within which the aerodrome operates;
- 1.18** However, consultation is not intended to:
- detract from or constrain the responsibility of the aerodrome owner

and/or operator to manage the aerodrome;

- prevent interested parties from raising concerns directly with the aerodrome, or through other channels.



## 2. Principles for Airport Consultative Committees

- 2.1 We recognise that committees vary widely in size and scope as do the specific operating procedures and arrangements and what works for one aerodrome will not necessarily work at another. However committees do, at their heart, have a similar role and purpose and thus can operate to a common set of principles.

### Independent

- 2.2 While the onus is on airports to provide facilities for and (usually) fund airport consultative committees, it is important that they are and they are perceived as being independent from the airport in order to maintain the confidence of all interested parties. Committees should be free to say what they think on issues. Committees should, as far as possible, be transparent about how and why they are funded, and chairs should be appointed through an open and transparent process.

### Representative

- 2.3 Section 35 of the Civil Aviation Act 1982 specifies the categories of bodies or organisations that should be consulted and it is important that a committee comprises an appropriate range of views that is representative of those affected by, or involved in, the operations of the airport.
- 2.4 Committees could also consider the need for independent representatives, who are not affiliated with any organisation, when it comes to representing passenger interests.

### The size of a committee

- 2.5 While the exact size of the committee will depend upon local circumstances, the committee should be a manageable size. Where there are a number of organisations that have a similar interest in the operations of the airport, thought should be given to ways in which those interests can be appropriately represented without making the committee unwieldy.
- 2.6 Although personal experience can be useful, members should represent the views of their wider organisation (unless they have been appointed as independent members of the committee), consulting with other members of the organisation before meetings and feeding back afterwards.

### Making sure the mix is appropriate

- 2.7 There must be sufficient representation from each of the three discrete groups identified at section 35 of the Civil Aviation Act 1982 to ensure that the views of that group are adequately expressed. There should be fair and equitable treatment of the different categories with no one interest dominating the committee, however it is more important to

ensure that there is a representative balance of interests rather than to attempt equal numeric representation. Subject to ensuring adequate representation for each group, each committee has discretion to decide on the scope and level of representation based on local circumstances and practice.

- 2.8** The groups represented will vary between aerodromes: the users at an airport with a mixture of commercial air transport and general aviation (GA) flights may encompass a wider spectrum of interested parties than either a major airport or a small GA aerodrome. The scale of interest from the local community and local authorities is also likely to be more significant at larger aerodromes as the positive and negative impacts are likely to cover a wider geographic area.

### **Ensuring organisations are representative**

- 2.9** It can sometimes be difficult to judge whether a community organisation is truly representative of the community they claim to represent. Organisations should be clear about who they represent, as well as their aims and objectives. Ideally organisations represented on the committee should have a written constitution and documented membership to help secure the legitimacy of representatives.

### **Knowledgeable**

- 2.10** While it is not expected that members themselves are experts on every subject the committee discusses, members should seek to gain a general understanding of the issues involved and should have a more in depth knowledge of the area they represent. All members should take an interest in the issues being discussed at meetings and be prepared to seek advice from others (such as officers from across the different organisational interests in the case of local authority representatives).

### **Specialist expertise**

- 2.11** It is often useful, especially at the larger airports' committees, if members are permitted to be accompanied by technical advisers (for example, elected council members may be supported by officers). Such advisers should not, however, intervene in committee proceedings unless invited to do so by the Chairman.
- 2.12** Depending on the size of the aerodrome and the subject matter for consideration, the committee could consider appointing an appropriate consultant having aviation and/or other relevant expertise to act as a specialist adviser to the committee as a whole.

### **Transparent**

- 2.13** Committees should be as open and transparent as possible about the issues they discuss and the conclusions they come to.
- 2.14** The wider local community and airport users should be made aware of the existence of the consultative committee and its role in relation to

aerodrome operations as well as how to contact at least the Secretary of the committee.

- 2.15** The existence and role of the committee, as well as members of the committee and the organisations they represent, should be easily accessible to the community online through a section on the airport's own website or on a dedicated website. If the committee has its own website, the airport should provide appropriate signposting from its website. The website should also include a schedule of the committee's meetings as well as minutes of the meetings themselves.
- 2.16** Committees may also wish to explore different ways of communicating with interested parties (such as through social media or e-newsletters) that could provide opportunities to engage more effectively with the people they represent.
- 2.17** Committees are encouraged to open their meetings to the public, unless there is a legitimate reason why it is inappropriate to do so. The manner in which the public are admitted to attend meetings should be decided by the committee according to local circumstances.

### **Balancing confidentiality and transparency**

- 2.18** There may be times where the committee wishes to discuss matters that are confidential in nature. This can be handled in a variety of ways, from closing part of the meeting to the public to discussing confidential matters in a separate meeting (such as a steering group or a sub-group).

#### **Examples of the ways in which committees open to the public**

- Some committees allow the public to attend every meeting, although they are not permitted to ask questions.
- Other committees allow the public to attend meetings and ask questions in advance, to be answered during the meeting.
- One committee has one meeting open to the public per year.

### **Constructive and Effective**

- 2.19** The wide variety of issues that consultative committees can get involved in, and the passion that some of those issues can invoke in people have the potential to lead to unproductive meetings. As far as possible, the committee should take a constructive role in issues, taking the opportunity to influence matters where appropriate. As the committee does not have executive powers, its role is more along the lines of a "critical friend", to offer advice and encourage the airport to act on its

advice by pointing out things that are working well, as well as being objectively (as far as possible) critical of areas where the airport could make improvements.

- 2.20** Airport managers should take the opportunity to engage with the committee at an early enough stage of future plans in order for the committee to take a constructive role in advising the airport and where the airport can take advantage of the specific knowledge and expertise committee members have. The airport management should be willing to be influenced by the discussions and opinions of the committee in order to make the process of consultation meaningful. The airport is expected to take the committee's views into account when making decisions on matters about which the committee has been consulted.
- 2.21** The airport should be clear about areas where decisions have already taken place or where the committee's views cannot influence the situation.
- 2.22** When the views of the committee are expressed in response to being consulted, the presence of any significant minority opinion should be made clear, as well as those areas where there is agreement.
- 2.23** Committees could consider setting up an annual work plan that identifies priorities to help ensure work and discussions remain focused or publishing a short annual report detailing what has been achieved by the committee in the past year.
- 2.24** To ensure committees remain effective they should periodically review both their terms of reference and their membership. As part of this review, committees could also consider seeking feedback on their work from those they represent.



### 3. Effective Committees

#### Set Up

##### **Funding**

- 3.1 The funding of committees is one issue that has the potential to be seen as compromising the independence of committees, as for many committees the administrative costs are covered by the airport. While there is little evidence that this is the case in practice, and as it is the airports that are legally responsible for providing facilities for consultation, committees should be transparent about how and why they are funded and seek to demonstrate how independence is achieved despite the financial ties.

##### **Chairs**

- 3.2 One of the most important ways in which committees can ensure their independence is by appointing a chair through an open and transparent process, with the involvement of the committee itself. The chair should not be closely identified with any sectional interest. Thought should also be given to a term limit for chairs (for example, two terms of a maximum of five years), or at least reviewing the chairmanship periodically.
- 3.3 It is important that consultative committees have an effective chair who is able to gain the respect of the other committee members and should have the ability to draw together a wide range of views into a coherent conclusion.

##### **Secretariat**

- 3.4 The Secretary should not be closely identified with any sectional interest.
- 3.5 A properly resourced secretariat should be appointed to ensure the effective working of the committee. A local authority (ideally, not a planning authority for the airport) may be suitably placed to carry out this function although other arrangements (such as an independent secretary) could also be appropriate. The necessary secretarial support will depend upon the size of the committee and the volume and nature of the business handled. The duties of the secretariat should include:
- prepare minutes of the committee and distribute them to all members;
  - issue notices of meetings of the committee and to place on the agenda any matters that are proper for the committee to consider;
  - circulate relevant documents;
  - publicise the output of the committee and maintain the committees website (where airport is not responsible for this)
  - assist the committee on policy and technical issues, where appropriate.

## **Airport management**

- 3.6** It is essential that the airport management participate fully in the committee proceedings by offering items for the agenda, attending meetings and by providing relevant information on the operation of the airport, answering questions and responding to points raised by the committee. Those attending on behalf of the airport should be at an appropriately senior level (for example CEO or Managing Director).

## **Frequency of meetings**

- 3.7** The consultative committee should meet at least three times a year, unless the committee is satisfied that fewer meetings would suffice. This ensures committees can respond to issues in a timely manner and in a way that adds the most value. Members should be given as much notice as possible as to the time and place of meetings.

## **Venue**

- 3.8** Unless otherwise agreed by the committee, the management of the aerodrome should arrange adequate facilities for meetings (as they have the legal duty to provide the facilities), having regard to travel convenience of members from the whole catchment. Venues should be accessible by public transport where reasonably possible.

## **Terms of reference**

- 3.9** The terms of reference of the committee should be sufficiently widely drawn to allow it to consider all matters arising from the management and administration of the aerodrome. The exact terms of reference will be at the discretion of the committee but would be expected to cover existing and proposed facilities and services at the airport (especially those concerning passengers), input into environmental monitoring of the aerodrome, surface access, responses to formal consultation papers issued by government and other regulatory authorities, and consideration of the economic, social and environmental impact of airport operations.

**Example items to include in the terms of reference:**

- To foster communication and build understanding between the airport and its users, local residents and the business community.
- To stimulate the interest of the local population in the development of the aerodrome.
- To consider and comment upon the impacts of the airport's administration, operation and development in relation to:
  - The environment
  - Surface access issues associated with the airport
  - Employment
  - The local, regional and national economy
  - The circumstances of local communities and their residents.
- To protect and enhance the interests of users of the aerodrome, particularly those of passengers.
- To consider and, if appropriate, comment upon any factual and consultative reports, from Governmental and other sources, that are material to the future character, operation and development of the airport.

**Sub Groups**

- 3.10** Some committees (particularly at the larger airports) may find it useful to form sub-groups to deal with specific issues or areas. This allows more detailed discussions to take place regarding specific issues (such as those encountered by passengers) between interested members of the committee. It also may allow those not directly represented on the committee to be involved in an issue that affects them, for example some passenger sub-groups include independent passenger representatives who do not sit on the main committee. Sub-committees should report back to the main committee on issues discussed and any actions being taken. The need for sub-groups will depend on the scale of activities and the local circumstances of the particular airport.

### **Examples of sub-groups**

- Passenger or user experience group: can monitor passenger facilities and procedures, identify any gaps in services or issues arising from passenger experiences and make recommendations for improvement. They can also provide a passenger perspective on airport developments, particularly at the design stage.
- Noise and track keeping group: to oversee the airport's production of statistics, information and complaint handling relating to aircraft noise and assist the airport to improve the impact of aircraft noise on the community around the airport.
- Committee Steering Group: can be formed from a representative selection of members from the main committee to give preliminary consideration to new or major issues and make recommendations for the agenda of the main committee as well as deal with urgent matters on behalf of the main committee.
- Ad-hoc groups: committees could consider convening a temporary sub-group to deal with specific issues that arise, such as changing the committee's terms of reference or dealing with a new airport development.

## Preparation

### **Agenda and Papers**

- 3.11 If possible all members should make available to the committee (through the Secretary) at as early a date as possible details of any matter of concern to that member which he or she wishes to raise at a meeting of the committee. Provided that a matter is within the terms of reference, it is recommended that all committee members be able to propose agenda items for discussion. However, there may be times where a case can be made not to accept an item, for instance if it involves an issue that has been discussed fully at a previous meeting where there is no new information and further discussion would not be constructive.
- 3.12 Papers should be circulated well in advance to allow representatives to prepare fully and obtain technical advice if necessary. The secretariat will need to ensure that the circulation of papers does not breach copyright, privacy or data protection.

### **Items for Discussion**

- 3.13 The issues that committees discuss will vary from meeting to meeting and from aerodrome to aerodrome, some will be standing items on agendas while others will be in response to ad hoc issues that arise. There should be an appropriate balance of issues discussed at meetings.
- Updates from airport management on operations at the airport,

including passenger numbers and new services, runway utilisation, complaints, noise and track keeping

- Updates from local authorities on local plans and policies that may impact upon the airport
- Community noise and local air quality monitoring
- Passenger service issues
- Noise insulation schemes
- Surface access
- Airport development
- Airspace changes<sup>5</sup>
- Noise Action Plans<sup>6</sup>
- Responding to consultations
- Community initiatives
- Updates from any sub-groups

---

<sup>5</sup> Airport Consultative Committees are listed as one of those who should be consulted with on airspace changes where there is potential for significant detrimental impact in the 'Guidance to the Civil Aviation Authority on environmental objectives relating to the exercise of its air navigation functions'

<sup>6</sup> Where relevant.

## Proceedings

### Participation

- 3.14 Members should be given guidance on how the committee works as well as the standards of behaviour expected of consultative committee members. To ensure the effective operation of the committee it may be considered useful to have a commitment from all members, including airport management, the Chair and the Secretary, to participate actively in the work and discussions of the committee. To help with this, we have included a suggested Code of Conduct that can be used and adapted by committees to ensure members understand what is expected of them.

#### **Code of Conduct**

**Respect:** Committee members should treat each other with respect and courtesy at all times.

**Commitment:** Committee members should dedicate sufficient time to prepare for and attend meetings, including seeking advice and views from others in their organisation where appropriate.

**Conflicts of Interest:** Members should identify and declare any conflicts of interest (actual, potential or perceived), particularly where members do not represent an organisation.

**Participation:** Members should participate fully in meetings. They should listen to what others have to say and keep an open mind while contributing constructively to discussions. Actions assigned to members should be fulfilled in a timely manner and progress reported back at the next meeting.

**Openness and Accountability:** Members should be open and accountable to each other and the organisations and communities they represent about their work on the committee.

**Confidentiality:** Members should respect the status of any confidential issues they discuss.

### Discussion

- 3.15 During meetings it is important that members should be given adequate opportunity to represent the views of those whom they represent and that no organisation or one group should dominate proceedings. Chairs should ensure discussion is on topic while members should make their point in a concise and constructive manner.

### Voting

- 3.16 It is expected that matters would be resolved by consensus. In general, the Chairman should avoid taking votes on matters other than those relating to the membership of the committee and its sub-groups.

## Minutes and Actions

- 3.17 The minutes of the meeting should be concise, but representative of the issues and views discussed. Committee publications should reflect the range of views and advice and/or recommendations to the airport operator put forward by members and should not merely reflect the majority viewpoint on any issue. Actions should also be recorded and followed up on at subsequent meetings.

## Complaints

- 3.18 While the airport should have an agreed formal procedure for recording complaints about aircraft noise as well as passenger service issues, committees are well placed to monitor trends or patterns of complaints (both noise related and from customers), to consider specific issues (for example how the airport responds to persistent complainants), and to monitor the airport's ongoing performance in dealing with complaints. The number, and for noise complaints general location, should be made available to the committee.
- 3.19 Passenger complaints could be reviewed by a passenger services sub-committee if the committee has established one.
- 3.20 Airports might suggest that complainants, if dissatisfied with the airport response on a matter of wider interest, could contact the committee to raise the matter for discussion. However, it should be remembered that the consultative committee is not an arbiter of last resort, and its recommendations are not binding on the aerodrome. So, it should not be the committee's function to investigate individual complaints as a matter of routine.

## Disputes

- 3.21 Disputes involving members of the committee or the working of the committee should be handled within the committee in the first instance. While the Department wishes to see committees work effectively, it is expected that in the majority of instances a solution should be found at the local level. It is the airport that has the ultimate statutory responsibility for ensuring the three discrete groups identified at section 35 of the Civil Aviation Act 1982 are consulted equally and therefore has an interest in ensuring committees are working effectively.

## 4. Sharing Best Practice and Knowledge

### Sharing best practice

- 4.1 The sharing of best practice and information between consultative committees is strongly encouraged. For committees at larger airports, the Liaison Group of UK Airport Consultative Committees (UKACCs) is an ideal way to do this.
- 4.2 For committees at smaller aerodromes, sharing best practice on an informal and ad hoc basis may be appropriate. To facilitate this, committees should ensure their contact details are available on their websites.
- 4.3 All committees are encouraged to welcome members of other committees who wish to see examples of other committees in action by observing meetings. Committees should also consider working together on issues of common interest by sharing information or ways of handling specific issues.

### Sharing knowledge

- 4.4 Committees should also work with other organisations on issues where they have specific expertise to offer. This could include working with Local Authorities to inform Local Plans; the CAA on consumer issues through its Consumer Panel; or with the Department for Transport on specific policy issues.
- 4.5 When responding to consultations as a committee, the response should show where there is agreement between the different interests represented on the committee as well as the range of views held on an issue.
- 4.6 It is recognised that the Department, CAA and NATS should also proactively engage with consultative committees on issues of common interest.



## Schedule 3

### Details of Officers of the Committee

#### **Chairman:**

Mr Martin Routledge

Date of Appointment: 1 August 2009

Re-appointed 1 August 2012

c/o London Luton Airport Operations Limited  
Navigation House  
Airport Way  
Luton  
Bedfordshire  
LU2 9LY

#### **Vice Chairman:**

Cllr Michael Muir

Date of First Appointment: 12 October 2009

Re-appointed: 11 October 2010

Re-appointed: 17 October 2011

Re-appointed: 15 October 2012

Re-appointed: 14 October 2013

Re-appointed: 13 October 2014

#### **Committee Administrator:**

Tricia Harris

c/o London Luton Airport Operations Limited

Navigation House

Airport Way

Luton

Bedfordshire

LU2 9LY

Tel: 01582 395 049

## Schedule 4

### Definitions

In this Constitution and these Standing Orders the defined terms used shall have the following meaning:

Airport Operator	London Luton Airport Operations Limited
Annual Meeting	a meeting of the Committee called in accordance with Article 6.2
Extraordinary Meeting	a meeting of the Committee called in accordance with Article 6.4
Meeting	a meeting of the Committee called in accordance with Article 6.1, 6.2 and/or 6.4
Member	a member of the Committee, as listed in Schedule 1
Ordinary Meeting	a meeting of the Committee called in accordance with Article 6.1
Representative	a representative of any Member