

**NEWCASTLE INTERNATIONAL
AIRPORT
BYELAWS 2009**

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1. INTRODUCTION

Newcastle International Airport Limited in exercise of the powers conferred on it by sections 63(1) to (5) and 64 of the Airports Act 1986 and section 37 of the Criminal Justice Act 1982, makes the following byelaws which shall apply within Newcastle International Airport.

2. INTERPRETATION

Where the following words or phrases appear in these byelaws those words or phrases are to have the following meaning:

“Accident” means an unintended occurrence which has an adverse physical result;

“Aircraft” means any power-driven flying machine;

“the Airport” means the area of land including buildings and works for the time being constituting Newcastle International Airport shown delineated in red on the plan, including the Restricted Zone and Controlled Areas;

“Airport car parks” means together the Short Stay Car Park, the Short Stay Fast Track Car Park, the Long Stay Car Park, the Pick Up and Drop Off Car Park, the south side parking and the Park and Fly Offsite Car Park;

“Airport Official” means a person authorised by the Company to act in that capacity;

“Airside” means the area inside the security fence and beyond the Terminal Building Security Controls;

“Animal” means any animal, wild or domesticated, that is either present within or has been brought into the Airport;

“Authorised Standing” means that part of the Airport indicated by the Sign “authorised standing for taxis” or a place designated by the Company for use by Taxis;

“Commander” in relation to an Aircraft means the member of the flight crew designated as Commander of that Aircraft by the Operator or, failing such a person, the person who is for the time being the pilot in command of the Aircraft;

“the Company” means Newcastle International Airport Limited;

“Constable” includes any person having the powers and privileges of a Constable;

“the Customs and Excise Acts” has the same meaning as in the Customs and Excise Management Act 1979;

“Lost Property Office” means any building or part of a building at the Airport which has been designated for that purpose by the Company;

“Operator” in relation to any Aircraft means the person who at the relevant time has the management of the Aircraft;

“Passenger Transit System” means the transit system for the movement of people between a car park, the Airport and the Terminal Building;

“Plan” means the plan attached to these byelaws;

“Pick up/Drop off areas” means the areas designated from time to time for the picking up and dropping off of passengers;

“Portable Entertainment Equipment” means a radio, cassette player, compact DVD or mini disk player, television, computer game or any other device capable of transmitting audio sounds,

“Private Hire Vehicle” means a vehicle, other than a Taxi or public service vehicle, which is used for the purpose of carrying passengers for hire or reward and which is licensed under the Local Government (Miscellaneous Provisions) Act 1976,

“Road Traffic Enactments” has the same meaning as in section 63(3) of the Airports Act 1986,

“Service Road” means the area at the front of the Terminal building shown shaded grey on the plan,

“Taxi” means a hackney carriage licensed under section 37 of the Town and Police Clauses Act 1847,

“Terminal Building” means the building or buildings at the Airport used as terminals for passengers arriving at or departing from the Airport,

“Terms and Conditions” means the terms and conditions of parking or stopping exhibited at the entrance to and at various locations within the Airport Car Parks and the Pick Up/Drop Off area

- 2.1 These byelaws may be cited as the Newcastle International Airport Byelaws 2009
- 2.2 No provision in these byelaws shall apply to any member of a Fire, Police or Ambulance Service when acting in the course of duty, or to any emergency vehicle being used by such a person.

3. PENALTIES

- 3.1 Any person contravening any of the following byelaws or anyone assisting or procuring others to do so shall be liable on summary conviction to a fine which, in respect of a contravention of:
 - 3.1.1 byelaws 4.11 or 5.19 shall not exceed level 2 on the standard scale,
 - 3.1.2 byelaws 4.1, 4.2, 4.26, 4.7, 4.8, 4.9, 4.10, 5.1, 5.2, 5.5, 5.14, 5.8, 5.11, 6.1, 6.1.2, 6.1.3, 6.7, 6.8 or 6.12 shall not exceed level 4 on the standard scale,
 - 3.1.3 any other byelaw shall not exceed level 3 on the standard scale
- 3.2 As at the date of these byelaws the relevant levels of the standard scale, by virtue of Section 37(2) of the Criminal Justice Act 1982, are as follows:
 - 3.2.1 level 2 - £500,
 - 3.2.2 level 3 - £1,000,
 - 3.2.3 level 4 - £2,500
- 3.3 These levels are, however, subject to amendment from time to time by statute or by an order under section 143 of the Magistrates' Courts Act 1980.
- 3.3 Where any person parks or leaves a vehicle in contravention of any of byelaws 6.2 to 6.6, 6.10, 6.16 to 6.18, 7.1, 7.2 or 7.7, or otherwise contravenes any of those byelaws in relation to a vehicle, the Company or its agents may (in its/their absolute discretion) either:

3.3.1 **Apply a Parking Charge Notice**

3.3.1.1 A Parking Charge Notice (PCN) may be issued in respect of the vehicle. The PCN will specify:

- 3.3.1.1.1 the sum the registered keeper is required to pay;
- 3.3.1.1.2 the time within which the payment must be made; and
- 3.3.1.1.3 the address to which the payment must be sent.

3.3.1.2 The PCN will also explain that unless payment is made in accordance with its terms, court action may be commenced to recover sum due from the registered keeper under the PCN together with costs, interest and any other sums legally recoverable; or

3.3.2 **Apply a wheel clamp to the vehicle**

3.3.2.1 The Company, its servants and agents adhere to the British Parking Association's Code of Practice for the clamping of vehicles.

3.3.2.2 Where any vehicle is clamped notices will be displayed giving a contact telephone number and also specifying the fee to be paid for the removal of the wheel clamp. On payment of the sum the clamp will be removed as soon as reasonably practicable, or

3.3.3 **Remove the vehicle**

The Company shall be entitled to remove any vehicle from an area of the Airport where a sign is displayed advising that any vehicle parked contrary to these byelaws will be removed by the Company. The signs will display a contact telephone number and will also specify the fee to be paid for the release of the vehicle. On payment of the fee the vehicle will be released as soon as reasonably practicable.

4. ACTS WHICH ARE PROHIBITED ABSOLUTELY

No person shall:

4.1 Tampering with Aircraft

Tamper or interfere with any aircraft or anything used in connection with any aircraft.

4.2 Entering Aircraft without Authority

Enter, climb upon or board any Aircraft without authority of the person in charge of it.

4.3 Tampering with equipment regulating access

Tamper or interfere with or misuse any equipment, apparatus etc used for or in connection with the control of access of persons or vehicles to any part of the Airport.

4.4 Parking Aircraft

Except in the case of emergency, place or park an Aircraft otherwise than in the place and position designated for that Aircraft by any Airport official.

4.5 Security of Aircraft

Fail to secure any Aircraft against movement, or against any unauthorised entry into it, or tampering with it.

4.6 Emergency stop switches

Except in the case of any emergency, intentionally tamper or interfere with, or misuse, or operate any emergency stop switch or other operating control of any escalator, travelator, lift or any other automatic conveyance for the use of passengers upon or near to which a notice is displayed which states that the switch or control is only to be operated in case of emergency

4.7 Interfere with communication and navigation systems

Operate or use any radio transmitter or other thing capable of emitting electrical interference in such a way as to affect adversely, or that is likely to affect adversely, the operation of any communications, navigation or other system at the Airport or in an aircraft present there

4.8 Tampering with communications systems

Tamper with or misuse any telephone, telecommunications or other apparatus provided for transmitting and receiving messages at the Airport

4.9 False warnings and alarms

Knowingly by any means give a false bomb or fire threat or warning, or any other false alarm, either to the Airport, to the authorities or to any other person or organisation regarding the Airport, its activities or any organisation or person using the Airport

4.10 Smoking

Smoke in, or bring a naked light into, or light any naked flame in:

- 4.10.1 any place other than a place or places specifically designated by notice for that purpose, or
- 4.10.2 any place where such an act is prohibited by notice, or
- 4.10.3 any other place or places where he knows or has reasonable grounds to suspect or believe that any such act is or is likely to be prohibited, or
- 4.10.4 any part of Airside

4.11 Notices

Fail to observe or to comply with any notice prohibiting or restricting access to any part of the Airport

4.12 Direction by Airport Officials

Whether on foot or whilst driving neglect, fail or refuse to comply with an indication or direction given by any Airport official, or Constable or by any notice exhibited by or on behalf of the Company

4.13 Terms and Conditions

Fail or refuse to comply with any terms or conditions set by the Company regarding access to Airport premises

4.14 Entrance to Airport

Enter the airport, except for a bona fide purpose, and must leave the Airport once that purpose is discharged or when asked to do so by a Constable or Airport official

4 15 Animals

Fail to keep any animal under control or permit any animal to foul any footpath or building. This includes failure to ensure that animals, including birds and game, do not access the airfield where they may become a hazard to aircraft

4 16 Intoxication

Be drunk or under the influence of drugs or other intoxicating substance whilst on Airport land or property.

4 17 Consumption of alcohol

Consume alcohol or be in possession of any open alcohol container on Airport land, except in bar areas.

4 18 Spitting

Spit on the floor, side or wall of any vehicle, passenger transit system, car or in any building, or on any pavement within the Airport, and any chewing gum must be disposed of in a responsible manner.

4 19 Demonstrations and Processions etc

Organize or take part in any demonstration, protest, procession or public assembly likely to obstruct or interfere with the proper use of the Airport or obstruct or interfere with the comfort, convenience or safety of passengers or persons using the Airport.

4 20 Flags, notices and emblems

Display any flags, banners, notices or emblems likely to cause a breach of the peace on any part of the Airport.

4 21 Obstruction or Interference

4 21.1 Intentionally obstruct or interfere with the proper use of the Airport or with any person acting in the execution of his duty in relation to the operation of the Airport, or

4 21.2 intentionally obstruct any other person in the proper use of the Airport.

4 22 Misuse of Equipment

Interfere with, touch, operate or in any way use any fixed or mobile equipment or plant or any other machinery or fittings, unless authorised to do so by an Airport Official or otherwise on behalf of the Airport. If authorised to do so, he must operate any such item of equipment etc. in compliance with the manufacturer's operating instructions or with the operating procedures set down by the Airport.

4 23 Refuse etc

Leave uncovered refuse containers on any part of the Airport or drop, leave, throw or otherwise deposit anything where doing so would or might cause, contribute to, or [tend to] lead to damage to property (including Aircraft) or to the defacement by litter, pollution or waste substances of any part of the Airport. In particular, no food waste that might become a bird attractant is to be so dropped, left, thrown or deposited.

4 24 Baggage Trolleys

Remove from the Airport any baggage trolley provided for passenger use.

- 4.25 Wheelchairs
Remove from the Airport any wheelchair provided for passenger use
- 4.26 Loitering
Loiter or remain on the Airport without good reason to do so
- 4.27 Emergency entrances and exits
Obstruct, tamper with or otherwise interfere with any of the emergency entrances or exits at the Airport
- 4.28 Evacuation
In an emergency, remain in or fail to evacuate, any building or place on the Airport either when instructed to do so by a Constable, a member of the Fire Service or an Airport Official, or upon hearing an alarm requiring persons to evacuate the Airport or any part of the Airport
- 4.29 Person required to leave
Remain on the Airport after having been requested by a Constable or an Airport official to leave. No Constable or Airport Official 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 criminal offence
- 4.30 Persons not to return for 24 hours
Having left the Airport upon the instruction of a Constable or Airport Official not to return, re-enter the Airport within a period of twenty-four hours thereafter except as a bona fide passenger
- 4.31 Prohibited persons
Without the written consent of the Company, enter the Airport whilst having been prohibited from doing so in writing by the Company
- 4.32 Permanent Exclusion
Enter the Airport whilst having been permanently prohibited from doing so. A person who has been either:
- 4.32.1 convicted by a court in England and Wales of an offence in relation to these byelaws, or of any other offence contrary to the laws of England and Wales committed on Airport premises or involving the Airport's activities or operations, or
- 4.32.2 issued with a caution by, or received a reprimand or warning from, a Police Force in England and Wales in respect of any such offence,
- may be permanently excluded from the Airport and if so, written notice shall be given by the Company to that person setting out the exclusion
- 4.33 Request to remove vehicles or animals
Allow any vehicle, animal or thing to be on the Airport after its presence on the Airport has been forbidden by a Constable or an Airport official provided that no Constable or

Airport Official shall forbid the presence of any vehicle, animal or other thing unless he has reasonable grounds to believe that its presence has been responsible for or is about to be responsible for a criminal offence or breach of any byelaw.

4.34 Return after request to remove vehicles or animals

Having removed any vehicle, animal or other thing at the request of a Constable or Airport Official, allow that vehicle, animal or other thing to re-enter the Airport for a period of twenty-four hours thereafter and in any event without complying with any conditions of re-entry stipulated by a Constable or Airport Official.

4.35 Unattended Baggage

Leave any baggage or other item unattended anywhere within the Airport for any reason.

4.36 Reporting damage to Aircraft

Without reasonable excuse fail to report damage howsoever caused to an Aircraft, to a person in charge of it or an Airport Official.

4.37 Driving

Drive a vehicle in any part of the Airport without first being in possession of a current Full UK driving licence together with any valid driving permit issued by the Company authorising the holder to drive on the Airport or in any specified part of it.

4.38 Authorised Taxi Stand

Cause or permit any vehicle other than a taxi to stand on an authorised taxi stand.

4.39 Abandonment of Vehicles

Abandon any vehicle on any part of the Airport.

4.40 Private Hire Vehicles

Cause or permit a Private Hire Vehicle except a Private Hire Vehicle authorised by the Company to enter the Airport for the purpose of loading passengers provided that it shall not be an offence for a pre-booked Private Hire Vehicle to load passengers at the Airport.

5. ACTS WHICH ARE PROHIBITED WITHOUT CONSENT

Unless the written permission of the Company has been first obtained no person shall:

5.1 Cleaning of Aircraft

Clean, service or maintain Aircraft or any vehicle or other equipment in areas where such activities are prohibited.

5.2 Running Aircraft engines

Run an Aircraft engine in a hangar or in any area which is not designated by the Company for that purpose.

5.3 Taking vehicles into hangars

Take any vehicle into a hangar used for the manufacture, maintenance or storage of Aircraft.

- 5.4 Lighting Fires
By any act or omission, cause or permit a fire to occur except in a place constructed for that purpose.
- 5.5 Refuelling
Fill or discharge from any container, including any part of a vehicle, liquid fuel in any place that is not approved for the purpose by the Company.
- 5.6 Annoyance to others
Sing, dance, shout, play a musical instrument, operate portable entertainment equipment, portable public address equipment or behave in such a way as to give reasonable cause for annoyance to any other person.
- 5.7 Entering and Leaving the Airport
Enter or leave the Airport otherwise than through any authorised or designated gate or entrance or exit.
- 5.8 Unauthorised Areas
Enter any part of the Airport to which members of the public are not for the time being admitted.
- 5.9 Public Service Vehicles
Enter the Airport with a Public Service vehicle not being a public service vehicle hired as a whole.
- 5.10 Airside Driving
Drive a vehicle airside elsewhere than in areas designated for the driving of such vehicles.
- 5.11 The Aircraft Manoeuvring Area
With or without a vehicle enter that part of the Airport known as the Aircraft manoeuvring area without first obtaining the permission and clearance of Air Traffic control.
- 5.12 Walls, fences and barriers
Climb any wall, fence, barrier, railing or post, or breach any restricted area.
- 5.13 Electronic Equipment
Use any equipment for the transmission, receipt, recording, reproduction or amplification of sound, speech or images.
- 5.13.1 for commercial purposes, or
- 5.13.2 in or around security barriers or security search areas.
- 5.14 Selling
Sell or distribute anything, offer anything for sale or hire or make any offer of the provision of services for payment or reward.

- 5.15 Vehicle for hire
Offer his or any other vehicle for hire or perform any services in relation to the supply or hire of a vehicle.
- 5.16 Advertising
Post, distribute or display any notice, advertisement, sign, circular or other written or printed material.
- 5.17 Begging
Beg or solicit funds or contributions of any kind.
- 5.18 Betting and Gaming
Engage in bookmaking, gaming, betting or wagering, or pay, receive or settle bets with any other person.
- 5.19 Passes and Permits
Fail to wear a pass or permit issued to him by or on behalf of the Company so that it is reasonably visible at all times.
- 5.20 Buildings and other structures
Remove, displace, deface or alter any structure, building or other property (including any notice) forming part of, or provided for or in connection with, the Airport.
- 5.21 Grazing of animals
Allow the grazing of animals on Airport property.

6. PROHIBITED ACTS ON PRIVATE AIRPORT ROADS ETC.

On any private Airport road or other part of the Airport to which the Road Traffic Enactments do not apply, no person shall:

- 6.1 Conduct while driving
Drive a vehicle:
- 6.1.1 dangerously (for the purpose of this byelaw "dangerously" has the same meaning as in section 2A of the Road Traffic Act 1988), or
 - 6.1.2 without due care and attention, or without reasonable consideration for other persons or in a way which inconveniences other persons using the Airport, or
 - 6.1.3 whilst drunk or under the influence of drink or drugs or other intoxicating substances, or
 - 6.1.4 in excess of the speed indicated by a notice displayed on or adjacent to the road in question.
- 6.2 Parking in Time restricted Areas
Leave or park a vehicle or cause it to wait for a period in excess of the permitted time in an area where the period of waiting is restricted by notice.
- 6.3 Parking in Prohibited Areas
Wait in, leave or park a vehicle where waiting or parking is prohibited by notice.

6.4 Nuisance

6.4.1 Use, cause or permit to be used, any vehicle in such a way as to cause or to be likely to cause, danger or nuisance to any person.

6.4.2 Walk on any designated perimeter road.

6.5 Causing Obstruction

Except in an emergency, when in charge of a vehicle cause or permit the vehicle to stand so as to cause any obstruction, or so as to be likely to cause danger to any Aircraft, person or property.

6.6 Parking Brake

Cause or permit any vehicle to be left unattended unless the parking brake or restraining device with which the vehicle is fitted is properly engaged.

6.7 Road Traffic Enactments

Use or cause or permit to be used any vehicle which fails to comply with any braking, steering, lighting, tyre or electrical requirements which would apply to that type of vehicle if it were to be operated on a road to which the Road Traffic Enactments apply.

6.8 Fuel and exhaust systems

Use or cause or permit to be used any vehicle unless the condition of the fuel and exhaust system is at all times such that no danger or nuisance is caused or is likely to be caused to any person or property.

6.9 Observe Signs

Without reasonable excuse either when on foot or whilst using, driving or propelling a vehicle, neglect, fail or refuse to comply with an indication or direction given by:

- 6.9.1 a traffic or pedestrian sign erected and displayed by or with the consent of the Company placed on or near a private Airport road,
- 6.9.2 any road marking on such a road, or
- 6.9.3 an Airport Official or Constable for the time being engaged in the regulation of traffic or pedestrians.

6.10 Safety

Use or cause or permit a vehicle to be used

6.10.1 if it is in a condition that causes or is likely to cause, to any person in or on the vehicle or in the airport, any danger by reason of:

- 6.10.1.1 its condition,
- 6.10.1.2 the number of passengers carried by it,
- 6.10.1.3 the manner in which any passengers are carried in it,
- 6.10.1.4 the weight, distribution, packing or adjustment of the vehicle's load, or

6.10.2 if any load carried by the vehicle causes or is likely to cause danger or nuisance to any person or property by reason of the load or any part of it falling or being blown from the vehicle.

6 11 Driving in designated areas

Without permission of the Company use, drive, park, wait in or leave any vehicle otherwise than in the area designated by the Company

6 12 Driving in Aircraft Manoeuvring areas

Except in an emergency, cause or permit vehicles, Aircraft servicing equipment or persons to enter those parts of the Airport designated for the surface movement of Aircraft including the manoeuvring area, aprons and any part of the Airport provided for the maintenance of Aircraft except those parts specifically designated by the Company for use by vehicles, Aircraft servicing equipment or persons

6 13 Stopping when requested to do so

Fail to stop when required to do so by a Constable or Airport Official

6 14 Stopping after an Accident

Being the driver of any vehicle involved in an accident, fail to stop and give his name and address, the name and address of the owner of the vehicle, the identification marks of the vehicle and the details of the accident to a Constable or any Airport Official as soon as reasonably practicable and, in any event, before leaving the Airport

6 15 Following directions and regulations

Fail to comply with any direction for the regulation of traffic given by a Constable, Airport Official or any notice or sign

6 16 Parking in designated areas only

Park a vehicle other than in a place designated by the Company for that purpose

6 17 Request for removal of Vehicle

When in charge of a vehicle, fail to remove it from any parking place when required to do so by a Constable or an Airport Official

6 18 Leaving vehicles unattended

Leave any vehicle either:

6 18.1 unattended when its engine is running, or

6 18.2 without removing the ignition key from the vehicle

7. TAXIS

7.1 Authorised taxis only

No person shall cause or permit a Taxi to be hired or to be available for hire unless

7.1.1 authorised in writing to do so by the Company, and

7.1.2 he does so from an Authorised Taxi Stand

7.2 Maximum permitted number of Taxis

No person shall cause or permit a Taxi to stand on an authorised taxi stand in excess of the maximum permitted number of taxis as indicated by any notice displayed there

or as may be provided in contractual arrangements between the Company and the taxi company.

7.3 Entering Buildings

No person shall, for the purposes of plying for hire with a taxi or obtaining fares, enter any building or intentionally obstruct any carriageway, footpath or building, or act in such a manner as to give reasonable grounds for annoyance to any other person.

7.4 To be available for immediate hire

No person shall leave a taxi on any authorised taxi stand unless the taxi is available for immediate hire.

7.5 Disabled Taxis

No person shall allow a taxi that is disabled to be left on an authorised taxi stand longer than is reasonably necessary to effect the removal unless such disablement is temporary and is remedied without delay.

7.6 Cleaning Taxis

No person shall wash or clean out a taxi on an authorised taxi stand.

7.7 Badge

No person shall, when operating as a taxi driver from an authorised taxi stand, fail to display or produce his badge to a Constable or Airport Official when requested to do so upon arrival at the stand.

7.8 Conduct on Authorised Taxi Stand

Where an authorised taxi stand is laid out or marked in such a manner that taxis may only stand one behind the other, as soon as the first taxi in this line is hired, the drivers of all other taxis remaining on the authorised taxi stand shall each move their vehicles forward by one space, and the spaces shall not be filled in any other manner.

7.9 Assisting passengers

A taxi driver shall, when requested by a person who hires or seeks to hire his taxi

- 7.9.1 provide reasonable assistance in loading and unloading any luggage, and
- 7.9.2 convey only a reasonable quantity of luggage.

7.10 Taxi Driver Duties

All taxi drivers shall:

- 7.10.1 take reasonable steps to avoid risks to the health and safety of themselves, the public or airport employees and to comply with any recommendations arising from risk assessments; and
- 7.10.2 use in the correct manner the tag in/out equipment that is provided at authorised taxi stands for the use of taxis.

8. ACCIDENTS

8.1 Accident on Company Property

Where any accident involving a vehicle occurs on any part of the Airport which is not a public road and results in either:

- 8.1.1 injury to any person, or
- 8.1.2 damage to any vehicle, animal or other property,

the driver shall stop and as soon as reasonably practicable, but in any event no later than two hours after the accident, provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.1.3.

8.1.3 The details to be provided by a driver following an accident are:

- 8.1.3.1 his name and address;
- 8.1.3.2 the name and address of the registered keeper or owner of the vehicle;
- 8.1.3.3 the registration number or identification marks of the vehicle; and
- 8.1.3.4 details of the accident.

8.2 Accidents involving Aircraft

8.2.1 Where any accident involving an Aircraft on the ground occurs at the Airport, the Aircraft Commander if present at the time of the accident, or if the aircraft is being moved by any other person, that person (including the tug driver if the Aircraft is being towed) shall stop and as soon as reasonably practicable, but in any event no later than two hours after the accident, provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.2.2.

8.2.2 The details to be provided by the Aircraft Commander or tug driver, as the case may be, following an accident are:

- 8.2.2.1 his name and address;
- 8.2.2.2 the name and address of the person who is the operator of the Aircraft at the time of the accident;
- 8.2.2.3 the identification marks of the Aircraft; and
- 8.2.2.4 details of the accident.

8.2.3 The driver of any vehicle involved in an accident concerning an Aircraft shall stop and as soon as reasonably practicable, but in any event no later than two hours after the accident, provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.2.4.

8.2.4 The details to be provided by a driver following an accident concerning an Aircraft are:

- 8.2.4.1 his name and address;
- 8.2.4.2 the name and address of the owner of the vehicle;
- 8.2.4.3 the registration number or identification marks of the vehicle;
- 8.2.4.4 details of the accident; and
- 8.2.4.5 details of third party insurance cover applicable to him or to the vehicle.

9. LOST PROPERTY

9.1 Application of byelaws

These byelaws shall apply in relation to the safe custody, re-delivery and disposal of any property (except a motor vehicle as defined in section 11 of the Refuse Disposal (Amenity) Act 1978), animal or thing which, while not in proper custody, is found on any part of the Airport to which the public or passengers have access or in any vehicle owned or operated by or on behalf of the Company ("lost property"), excluding any property or thing found on board an Aircraft, in a taxi or on premises let by the Company.

9.2 Obligations of finder

Subject to the provisions of the Customs and Excise Acts, any person (other than a member of staff of the Company, an Airport Official or a Constable) who finds any lost property shall hand it in as soon as reasonably practicable in the state in which he found it to a member of staff of the Company, an Airport Official or a Constable and inform that person of the place and circumstances in which it was found.

9.3 Obligations of recipient

9.3.1 Subject to the provisions of the Customs and Excise Acts, and to byelaw 9.3.2, any member of staff of the Company, Airport Official or Constable to whom lost property is handed pursuant to byelaw 9.2 or who himself finds any lost property 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 and inform a member of staff of the Company or an Airport Official at the Lost Property Office of the circumstances in which it was found.

9.3.2 If before any lost property shall have been delivered for safe custody to the Lost Property Office under byelaw 9.3.1 it is claimed by a person who produces evidence to the reasonable satisfaction of the member of staff of the Company, an Airport Official or a Constable, as the case may be, that he is the true owner, it shall be returned to that person, forthwith, without fee, provided he gives his name and address.

9.4 Lost property records

All lost property shall be kept for a period of not less than three months and a record shall be kept showing particulars of the lost property including details of the circumstances in which it was found.

9.5 Where ownership is ascertainable

Where the identity of the owner of any lost property is ascertainable the Company shall notify the owner that the lost property is in its possession and may be claimed in accordance with these byelaws.

9.6 Exception to Byelaw 9.5

Where official documents, including licences and passports, are found the Company shall wherever practicable return these forthwith to the appropriate Government department, local authority or other body or person responsible for issuing them or for controlling or dealing with them.

9.7 Claims

If any lost property is claimed and the claimant provides evidence to the reasonable satisfaction of the Company that he is the owner and gives his name and address to

a member of the staff of the Lost property Office or to an Airport Official, the lost property shall be returned to him upon payment by him of such reasonable charge as the Company may from time to time fix for the return of any lost property

9.8 Disposal of Property

9.8.1 Subject to byelaws 9.8.2 and 9.8.3, if any lost property is not, within three months of the date when it was delivered to the Lost Property Office, claimed by, or re-delivered to its owner pursuant to byelaw 9.7, the Company shall be entitled to sell it for the best price that can reasonably be obtained, or in the case of items of negligible value, dispose of it as it thinks fit

9.8.2 The Company shall be required to retain property of a negligible value for fourteen days after which the Company shall be entitled to sell it at the best price that can reasonably be obtained or dispose of it as it thinks fit

9.8.3 The Company shall be required to retain property of a perishable nature for forty-eight hours after which, the Company shall be entitled to sell it at the best price that can reasonably be obtained or dispose of it as it thinks fit

9.8.4 The Company shall:

9.8.4.1 be entitled to deduct from the proceeds of the sale of any lost property its reasonable storage and sale costs,

9.8.4.2 retain the balance for twelve months from the date of the sale in case of any claim by the true owner, and

9.8.4.3 after twelve months from the date of sale, pay the proceeds of the sale of the lost property to a charity of its choice.

9.9 Opening packages

Where any lost property is contained in a package, bag or other receptacle ("package"), the Company is entitled to cause such package to be opened and the contents examined, or to require the claimant to open it and submit it and its contents for examination.

10. SEARCH

Whilst anywhere on the Airport, any member of the Company's staff or any other person who, by virtue of his employment by other organisations is based at the Airport, shall when requested by a Constable to do so, submit to a personal search, or to a search of his belongings, private motor vehicle or any other item under his control.

11. GENERAL

11.1 Where a Constable or Airport Official reasonably suspects that an offence against any of these byelaws either is being or has been committed by any person, that person shall, upon being required to do so by the Constable or Airport Official, correctly state his name and address and the purpose of his being on the Airport

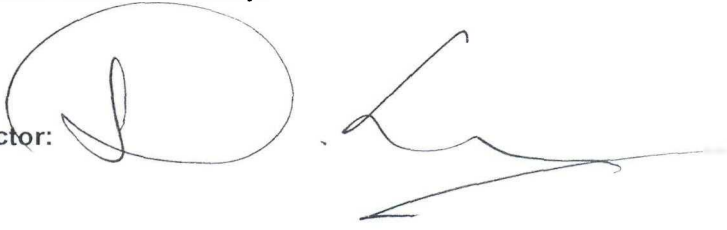
11.2 No Airport Official shall exercise any powers under any of these byelaws without producing written evidence of his authority if required to do so.

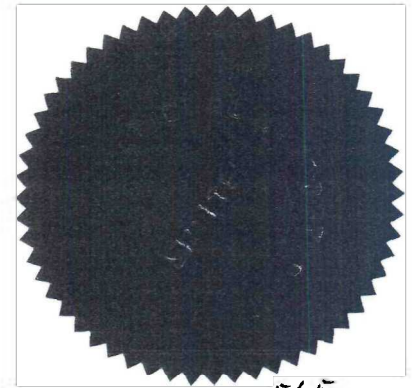
12 REVOCATION OF BYELAWS

The Newcastle Airport Byelaws 1991 are revoked.

The **COMMON SEAL** of
NEWCASTLE INTERNATIONAL AIRPORT LIMITED

Affixed is authenticated by:

Director: 



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Secretary: 

These byelaws are confirmed by the Secretary of State for Transport and shall come into force on 11th February 2010.

Signed By



John Parkinson
Head of Airports Policy Division by Authority of the Secretary of State