



**MARLBOROUGH AIRPORT LIMITED
(NZWB)**

AERONAUTICAL CONDITIONS OF USE

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Record of Amendment and Revision

Significant amendments to this manual shall be Authorised by the Chief Executive.

Change No.	Reason for Amendment	Incorporated and Effective Date
1	New Issue	01 September 2010
2	Amendment Schedule 3	01 August 2014
2.1	Amendment Schedule 3	01 September 2014
3	Amendment Schedule 3	01 October 2016
4	Amended Terms & Schedule 3	01 December 2017
5	Amendment Schedule 3	01 December 2018
6	Amendment Schedule 3	01 July 2019
7	Amendment Schedule 3	01 July 2020
8	Amendment Schedule 3	01 December 2020
9	Amendment Schedule 3	01 July 2021
10	Amendment Schedule 3 & Formatting	01 July 2022
11	Amendment Schedule 3	01 August 2023
12	Amendment Schedule 3 & Formatting	17 December 2024

Change Notice

Change 1 - First Revision.

Change 2 - Amendment to Charges for Aeronautical Services.

Change 3 - Amendment to Charges for Aeronautical Services.

Change 4 - Amendment to Terms and Conditions, plus Charges for Aeronautical Services.

Change 5 - Amendment to Charges for Aeronautical Services.

Change 6 - Amendment to Charges for Aeronautical Services.

Change 7 - Amendment to Charges for Aeronautical Services.

Change 8 - Amendment to Charges for Aeronautical Services.

Change 9 - Amendment to Charges for Aeronautical Services.

Change 10 - Amendment to Charges for Aeronautical Services and formatting.

Change 11 - Amendment to Charges for Aeronautical Services.

Change 12 – Introduces the following changes and formatting;

- Para 3.4 - Security Fobs/Cards.
- Para 3.5 – Grass runways, no night operations.
- Para 3.7 – Security of Pets airside.
- Para 3.8 – Dogs in the terminal.
- Para 3.9 – Commercial Filming.
- Schedule 2 – Addition of CAT 5 RFS to Services.
- Schedule 3 – Update Charges for Aeronautical Services and Security Fob/Card Charges.

MARLBOROUGH AIRPORT LIMITED (NZWB)

AERONAUTICAL CONDITIONS OF USE

1 Conditions of Use

- 1.1 These Conditions of Use sets out the terms and conditions under which you may use *Marlborough Airport* and the *Facilities and Services* at the Airport. By using the *Airport* or *Facilities and Services* you agree to be bound by these Conditions of Use, as amended from time to time in accordance with clause 1.3.
- 1.2 These conditions take effect from 01 December 2017 and continue in force until Marlborough Airport Limited (MAL) changes, replaces or waives them.
- 1.3 We may change, replace or waive any of these Conditions of Use (including the charges at Schedule 3) at any time.
- (a) By providing you at least 30 days prior notice of the change.
 - (b) After consultation with you or *Relevant Industry Bodies*, where required by law, under the *Pricing Consultation Documents* or where we consider such consultation is reasonably necessary or desirable in the circumstances.
 - (c) Following a review of the *Charges* in accordance with the principles, assumptions and process specified in the *Pricing Consultation Documents*.
 - (d) Following the commissioning of Development Assets (if applicable).
 - i. The introduction of Development Assets Charges.
 - ii. An annual review of the Development Assets Charges.
 - (e) By entering into a variation agreement in writing with you in accordance with the principles, assumptions and process specified in the *Pricing Consultation Documents*.
 - (f) With immediate effect if;
 - i. A change to *Legislation* occurs.
 - ii. A mandatory direction is issued by any *Authority*.
 - iii. To give effect to any specific corrective or preventative action in relation to hazards, to the extent necessary to give effect to such legislative change, direction, or action.

- 1.4 These *Conditions of Use* will also be deemed to be varied to the extent necessary to give effect to any restrictions, instructions, directions, or orders published from time to time in the New Zealand Aeronautical Information Publication (AIP).
- 1.5 *Italicised* terms used in this agreement have the meaning set out in the Dictionary and sets out other Rules of Interpretation of these Conditions of Use.

2 Dictionary and Rules of Interpretation

- 2.1 In this agreement:

Airport means *Marlborough Airport, Marlborough, New Zealand*.

Aerodrome Emergency Plan (AEP) means the manual that forms part of our certification documentation, which prescribes the procedures for the preparation, response and recovery regarding *Airport* emergencies.

Aerodrome Security Programme means the document that prescribes the security procedures for compliance with the provision of the National Aviation Security Programme to protect the security, regularity and efficient of the *Airport*.

Airside means:

- (a) That part of the *Airport* that is used for the surface movement of aircraft, which includes the *Apron*; and
- (b) Any other areas designated as such by MAL in accordance with any relevant *Legislation*.

Airside Safety Regulations means regulations issued by MAL from time to time, which forms part of our certification documentation, required under Civil Aviation Rule Part 139.

Apron means that part of the aerodrome used to accommodate aircraft for the purpose of loading or unloading passengers & cargo, refuelling, parking and maintenance.

Authority means and includes every governmental, local, territorial and statutory which has legal authority pursuant to *Legislation* from time to time in relation to the *Airport* or which provides a service at the *Airport*.

Baggage Make-Up means the area used to perform baggage make-up from the *BHS* but does not include transport of the baggage to aircraft.

BHS means the physical baggage handling system which transports baggage from check-in counters along conveyor belts to the *Baggage make-up* area but does not include the transport of baggage to aircraft.

Business Day means every day except Saturdays, Sundays, or a public holiday in Marlborough.

Certificate of Registration means the certificate of registration for an aircraft.

Check-in counter equipment means the baggage injectors, baggage scales, PA system and FIDS equipment.

Child means a passenger 12 years of age or younger but excludes *Infants*.

Departure Gate Equipment means departure gate counters, PA system controls & microphones, and FIDS controls & display devices.

Disembarking Passengers means all passengers on board an arriving aircraft. This includes *Transit Passengers*, *Transfer Passengers*, *Children*, *Infants*, *Domestic-On-Carriage* and *Positioning Crew*, but excludes *Operating Crew*.

Domestic Service means a regular air transport operation operating wholly within New Zealand.

Domestic-On-Carriage (DOC) means a passenger on an international flight who travels from one New Zealand port to another.

Embarking Passengers means all passengers on board a departing aircraft. This includes *Transit Passengers*, *Transfer Passengers*, *Children*, *Infants*, *Domestic-On-Carriage* and *Positioning Crew*, but excludes *Operating Crew*.

Facilities and Services means the MAL facilities and services as set out in Schedule 2 except to the extent that those facilities are provided to you under a separate contract, lease, license, or other authority from MAL.

FIDS means Flight Information Display System.

General Aviation means any air operation other than *Regular Air Transport Operations*.

Ground Handling Agent means an operator licensed by us to provide *Ground Handling Services* at the *Airport* in accordance with our standard ground handling license.

Ground Handling Services means those services that are listed in Annex A of the IATA standard ground handling agreement, 63rd Edition, date January 2022, or such later edition as may be approved by us and notified to licensed ground handlers from time to time.

GST means any goods and services tax levied under the Goods and Services Tax Act 1985.

IATA means the International Air Transport Association.

Infant means a child seated on another passenger's lap who has not paid to occupy a seat on an aircraft.

Legislation means all Acts of Parliament, regulations, rules, orders, by-laws, ordinances and any other order, or directions of any government or statutory body relevant generally or determination specifically to the Airport, or aircraft, vehicles, or equipment using it, as amended, re-enacted, or replaced from time to time.

We mean Marlborough Airport Limited (MAL).

MAL mean Marlborough Airport Limited.

MDC means the Marlborough District Council.

MCTOW means for an aircraft the lower of its Maximum Certified Take-Off Weight as specified by the manufacturer (or as approved by the Civil Aviation Authority) and the maximum authorised operating weight as specified by MAL.

Operating Crew means your employees operating as flight or cabin crew on an arriving or departing aircraft.

Our Equipment means any equipment (including without limitation counters) supplied by us under these conditions but does not include the terminal equipment supplied by the airline, aircraft operator or *Ground Handling Agent*.

PA system means our public address system throughout the Airport Terminal.

Passenger Processing Facilities means *Our Equipment* and facilities as set out in Schedule 2 except to the extent that those facilities are provided to you under a separate contract, lease, license, or other authority from us.

Personnel includes an employee, officer, agent, or contractor of either party and anyone else under the control or direction of such party (other than a passenger or a member of the public).

Positioning Crew means your flight and cabin crew, other than *Operating Crew*, arriving at, or departing from, the Airport on company duty travel for the purpose of positioning for, or returning from, crewing duties.

Regular Air Transport Operations means a flight forming part of a series of flights performed by aircraft for the transport of passengers, cargo, or mail between the Airport and one or more points in New Zealand or in any other country or territory, where the flights are so regular and frequent as to constitute a systematic service, whether or not in accordance with a published timetable, and which are operated in such a manner that each flight is open to use by members of the public.

Relevant Industry Bodies means a body listed or described in Schedule 6.

Safety Management System (SMS) Manual means the relevant components of the MAL manuals as required under Civil Aviation Rules Parts 100 and Part 139 to provide for the safe, secure and sustainable *Airport* operations through the effective use of this safety management system, as amended, as made available or otherwise provided to you, from time to time.

Standards and Operations Procedures Manual means the relevant components of the MAL manuals as required under Civil Aviation Rule Part 139 regarding the operations of the *Airport* as amended, as made available or otherwise provided to you, from time to time.

Transfer Passenger means a passenger who connects from one international flight to another without being processed by the New Zealand Customs Service at the Airport.

Transit Passenger means a passenger whose origin and destination are at another port, serviced by the same flight.

We or **us** or **our** means Marlborough Airport Limited (MAL) and includes our successors and assigns.

Website means our world wide web page at the URL; www.marlboroughairport.co.nz

You or **your** means, in the case of *Regular Air Transport Operations* aircraft, the holder of the Air Operator Certificate at the time our *Facilities and Services* at the Airport are used or in the case of *General Aviation* and other non-*Regular Air Transport Operations* aircraft, the person identified as the “Owner” in the movement request form or if no one is identified as the holder of the *Certificate of Registration* at the times our *Facilities and Services* at the Airport are used then will include your executors, administrators, successors and assigns.

- 2.2 If you are, at any time, made up of more than one person or company, then an obligation of those person or companies is joint and several and a right of those persons or companies is held by each of those persons or companies separately, so that (for example) a representation, warranty or undertaking is given by each of them separately.
- 2.3 Except where a contrary intention is expressed, a reference to:
- a) A document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or notated.
 - b) Anything (including a right, obligation, or concept) includes each part of it.
 - c) “Include” (in any form) or “such as” when introducing a list of items does not limit the meaning of the words to which the list relates to those items or to items of a similar kind.
 - d) The singular includes the plural, and the plural includes the singular; and
 - e) A party or a body is a reference to that party’s or body’s successor or permitted assign.
- 2.4 If any part these conditions are unenforceable, these conditions are taken to be modified to remove that part. The rest of these conditions are not affected by that part being removed.
- 2.5 If an example is given of anything (including a right, obligation, or concept), such as by saying it includes something else, the example does not limit the scope of that thing.

3 Using our Facilities and Services

3.1 The facilities and services as set out in Schedule 2.

3.2 When using our *Facilities and Services* at the *Airport*, you must comply with:

- (a) All *Legislation*, including the *Health and Safety at Work Act 2015* and associated Regulations.
- (b) All directions from any *Authority*.
- (c) These *Conditions of Use*.
- (d) The *Safety Management System (SMS) Manual*.
- (e) The *Standards and Operations Procedures Manual*.
- (f) The *Airside Safety Regulation*.
- (g) The *Aerodrome Security Programme*.
- (h) The *Aerodrome Emergency Plan*.
- (i) All directions related to pavement restrictions.
- (j) Local flying restrictions.
- (k) Noise management procedures and or regulations in place from time to time by the relevant *Authority*.

3.3 CAA Part 139 approval specifications determined by the CAA Director, pertaining to Regular Air Transport Passenger (RTP) services for 30+ seat aircraft, who may only use the airport during promulgated hours of ATC, RFS and terminal services as per the NZAIP Supplement, unless extended out-of-hours services have been arranged by the airline (Note: positioning flights or nominated alternate aerodromes do not require these services out of hours).

3.4 Airside access is restricted to AVSEC ID holders and security gate/door access is managed by the use of security Fobs/Cards, issued by MAL. Loss or failure to return the security Fobs/Cards to MAL will incur a charge set out in Schedule 2.

3.5 Grass runways used for regular ATOs are only permitted for aircraft under 5700kgs. The Grass runways have no runway lighting, therefore cannot be used at night.

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- 3.6 For the safe, secure, and efficient day to day operation of activities at the Airport all arriving and departing passengers must enter and exit the apron through the terminal and must be always under direct supervision and escort of a company ground handler or the aircrew.
- 3.7 All aircraft operators must ensure that all pets arriving or departing from *Marlborough Airport* are always secured within an approved cage while airside or while flying.
- 3.8 Dogs are not permitted in the terminal unless they are a guide dog. Dogs must be on a lead while checking in for flight or transiting through the terminal from arriving aircraft.
- 3.9 Commercial filming within the airport terminal or of the airfield requires prior written permissions by the airport authority.
- 3.10 Additionally, comply with any other conditions, instructions, orders, procedures and directions issued by us which are necessary for the safe or efficient day to day operation of the Airport.
- 3.11 You must not do anything that puts us in breach of any *Legislation* or in contravention of a direction by an *Authority*.
- 3.12 In the event of an inconsistency between these conditions and any *Legislation* or direction by any *Authority*, the *Legislation* or direction by any *Authority* will prevail.
- 3.13 In the event of an inconsistency between these conditions and any written agreement we have entered into with you, the provisions of such agreement will prevail to the extent of any inconsistency.

4 Acknowledgements

- 4.1 You acknowledge and accept that:
- (a) Use of the *Facilities and Services* is subject to the demands of other users of the *Airport*, space constraints and *Airport* planning requirements.
 - (b) You will not in any manner obstruct or cause interference to the movement of equipment owned, leased, licensed and operated by other users at the *Airport*.
 - (c) We have the sole right to determine the priority of use of the *Airport* or, subject to any other specific agreement between us and you, any parts of the *Airport* by you and others.

(d) You have read and understood the *MAL Safety Management Systems Manual* and the *Standards and Operations Procedures Manual*.

(e) We are not responsible for the security of aircraft or your other property.

5 Excluded Services

5.1 For the avoidance of any doubt, the *Facilities and Services* we provide do Not include the following:

(a) Air traffic services (provided by Airways).

(b) Air Navigation Services.

(c) Meteorological Services.

(d) Engineering Services.

(e) Hangar Facilities.

(f) Quarantine Waste Disposal.

(g) *Apron and Ground Handling Services*.

(h) Passenger control between the terminal, other buildings or access points and parked aircraft.

5.2 Our charges do not include fees for these services or fees for other services provided outside the scope of these conditions.

6 Information we require before you use our Facilities and Services

6.1 If you conduct *Regular Air Transport Operations* at the *Airport* you must provide us with all the information set out in Schedule 8.

6.2 You must provide us with the details of any changes made to information described in clause 6.1 within 30 days of such change.

6.3 *Non-Regular Air Transport Operations* and *General Aviation* operations wishing to park aircraft at the *Airport* will be subject to a parking fee and must contact MAL in advance of operations to advise length of stay and to confirm availability of parking.

- 6.4 Prohibited types of operations on the aerodrome (without prior written approval from Marlborough Airport Limited).
- a) Model aircraft.
 - b) Parachuting.
 - c) Hot air balloons.
 - d) Gyroplanes.
 - e) Remotely Piloted Aircraft Systems (RPAs) or Unmanned Aerial Vehicles (UAVs).
 - f) Helium party balloons under 1.5m³ each and a mass of 2kg or less, and not within the vicinity of an aerodrome, do not need CAA authorisation but Air Traffic Control to be advised.

7 Flight schedule information

- 7.1 Marlborough Airport is classified as a Non-Coordinated Airport (Level 1) in accordance with the airport levels classifications contained in the IATA Worldwide Scheduling Guidelines.
- 7.2 If you conduct *Regular Air Transport Operations* at the Airport, you must provide us with your planned schedules in accordance with the IATA Worldwide Scheduling Guidelines for Level 1 airports. Information must be provided and maintained in the format prescribed in the *IATA Standards Schedule Information Manual (SSIM)*.
- 7.3 We must be advised by you of any amendments to the flight schedule data you provided us under this clause as soon as practicable after any such amendment. We reserve the right to decline any such amendment where we reasonably believe it impacts upon the safe or efficient operation of the *Airport*.

8 Provision of Information Relating to Charges

Regular Air Transport Operators

- 8.1 If you provide *Regular Air Transport Operations* at Marlborough Airport you must provide to us, and in the format directed by us (as set out in Schedule 3), within five (5) business days of the of the end of the month in which you used our *Facilities and Services*, the following information, for the purposes of calculating the charges payable by you:
- (a) The number of *Embarking and Disembarking Passengers* on your aircraft operating at the airport for the previous month.

- (b) Any further disaggregation of passenger numbers we are required to reasonably determine the charges payable by you under Schedule 3.
- (c) Details of the type of each aircraft, which you use at the Airport, if you have not already done so.

8.2 If you provide Regular Air Transport operations at Marlborough Airport and do not comply with clause 8.1 (a) to 8.1 (c), then you agree that we may charge you for use of our *Facilities and Services* for that month on the basis that each seat on aircraft operated by you over that period was in fact occupied by a passenger.

General Aviation Operators

8.3 If you operate *General Aviation* aircraft or helicopters at Marlborough Airport then you must provide to us, and in the format directed by us (as set out in Schedule 3), within five (5) business days of the end of the month in which you used our *Facilities and Services*, the following information, for the purposes of calculating the charges payable by you:

- (a) The number of *Embarking and Disembarking Passengers* on your aircraft operating at the airport for the previous month.
- (b) Any further disaggregation of passenger numbers we required to reasonably determine the charges payable by you under Schedule 3.
- (c) Details of the type, registration and MCTOW of each aircraft, which you use at the Airport, if you have not already done so.

8.4 If you operate *General Aviation* aircraft or helicopters at Marlborough Airport and do not comply with clause 8.3 (a) to 8.1 (c), then you agree that we may charge you for use of our *Facilities and Services* for that month on the basis that each seat on aircraft operated by you over that period was in fact occupied by a passenger.

8.5 You acknowledge that we may verify from time-to-time information you have provided to us by means including, but not limited to:

- (a) Reference data collected by Airways New Zealand Limited.
- (b) Allowing us (or our agents or accountants) on reasonable notice, to audit, inspect and copy your records and systems relating to your use of the *Facilities and Services*.
- (c) Directly counting passengers embarking or disembarking aircraft operated by you.

- 8.6 You must use your best endeavours to assist us to identify the reason for any differences between the information provided to us under clauses 8.1 or 8.3 (as applicable) and the information collected by us under Clause 8.5.
- 8.7 If requested by us, you must within 45 days of its request, give us certified quarterly statements from your independent auditors verifying the accuracy of information you have given to us under this Clause 8.
- 8.8 If we find, we have:
- (a) Overcharged you, we will within 10 days of becoming aware of the error and on the basis of supporting documentation provided by you, refund the amount of the overpayment or, at its discretion, allow that amount as a credit on subsequent account.
 - (b) Undercharged you, we may include an amount and appropriate supporting documentation in a subsequent invoice to recover the amount of the undercharge.
 - (c) If the amount of an undercharge equals to, or is more than, 5% of the actual charge due for the relevant month and the undercharge was caused by a discrepancy or error in the information provided by you for that month, you must reimburse the full costs of any audit conducted by us.
- 8.9 We will use our best endeavours to maintain the confidentiality of any information that you provide to it, which you advise is commercially sensitive, subject to the following:
- (a) We may use the information for the purpose of *Airport* capacity planning and forecasting (including disclosing the information to its professional advisers on a confidential basis for this purpose).
 - (b) We may use the information for aggregation into 'total domestic passenger' data for the *Airport*, which we may disclose into the public domain. In using the information for this purpose, we will not release any other data in relation to the *Airport* which will enable the information you provide it to be disaggregated from the 'total domestic passenger' data (unless you consent in writing to us to do so or we are required to do so by law).
 - (c) We may disclose the information you agree in writing, or if it is required to do so by law.

9 Charges

9.1 If you:

- (a) Conducting *Regular Air Transport Operations* at *Marlborough Airport*, you must pay charges for using our *Facilities and Services* which, subject to any written agreement to the contrary, are calculated in accordance with:
 - i. Schedule 3, as varied from time to time.
 - ii. The *Pricing Consultation Documents*, as applicable.
- (b) Conducting *General Aviation or Helicopters* at *Marlborough Airport*, you must pay us charges for using our *Facilities and Services* which, subject to any written agreement to the contrary, are calculated in accordance with:
 - i. Schedule 3 as varied from time to time.

9.2 The charges for using our *Facilities and Services* at the Airport:

- (a) Accrue from day to day.
- (b) Are payable in New Zealand dollars.

9.3 Subject to clause 11, you must pay the charges shown on the invoice as owing by the later of:

- (a) The 20th day of the month after the month to which the invoice relates; and
- (b) 14 days after the date you receives the invoice.

9.4 In the event that further costs are incurred by us on account of your operations, we reserve the right to include such further costs in the charges payable by you.

10 GST

- 10.1 Unless otherwise indicated, all consideration for a supply under these Conditions of Use are quoted exclusive of any GST imposed on the supply.
- 10.2 If GST is imposed on a supply under these Conditions of Use, the recipient of the supply on receipt of a tax invoice will on request pay to the supplier an additional amount equal to the GST imposed on the supply.
- 10.3 GST applicable to the charges must be paid at the same time the charges are paid under these Conditions of Use.

11 Late Payments and Non-Payment

- 11.1 If you do not pay any amount you owe on time that is not subject of a bona fide dispute, we may do any one or more of the following (without limiting any other remedies we may have):
- (a) Charge you interest on the amount payable from and including the day the amount becomes payable to and including the day you pay the amount, at the rate of 18% per annum, capitalising on the first day of each calendar month.
 - (b) Refuse to allow any or all of your aircraft to use our *Facilities and Services* at the *Airport*.
 - (c) Require payment in one or more instalments of outstanding amounts as a condition of your further use of the *Facilities and Services*.
 - (d) Use any reasonable means to detain any of your aircraft until you have paid all due charges and interest provided that:
 - i. We have first sought to negotiate in good faith, any dispute about charges in accordance with clause 11.2.
 - ii. We have first sought to recover any outstanding charges from you.
 - iii. We have given you 7 days' notice in writing either during or after the 21-day period that we intend to do this.
 - (e) Commence proceedings against you for all monies due and payable, in which case you must pay all our costs on a full indemnity basis.

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- 11.2 If you notify us in writing that you dispute any charge shown in an invoice within 14 *business days* after receiving that invoice, and in our reasonable opinion you have grounds to dispute it, then the parties will use reasonable endeavours to negotiate a resolution to the dispute, provided that:
- (a) If you do not dispute any amount shown in an invoice within 14 *business days* after receiving that invoice, you cannot thereafter dispute that amount; and
 - (b) Any undisputed amounts, or portions, are to be paid within the time required by the invoice.
- 11.3 Unless we give you express written consent you are not permitted to make any set-off against or deduction from any amount payable.

12 Information Generally

- 12.1 You can contact us at the addresses and by any of the means set out in Schedule 1.
- 12.2 We prefer to receive information electronically where possible. You must let us know as soon as practicable if there is any change to the information you have given us.
- 12.3 The following details are available from us upon request:
- (a) *Safety Management System Manual (SMS)*.
 - (b) *Standards and Operations Procedures Manual*.
 - (c) *Aerodrome Emergency Plan* and associated procedures.
 - (d) The *Facilities and Services* available at the *Airport* for you to use.
 - (e) ICAO Type A Obstacle Limitation Surface Chart.
- 12.4 We may charge a reasonable fee for the supply of copies of the ICAO Type A Obstacle Charts and for any other publications of information requested by you under these conditions.
- 12.5 If we provide you with information and ask that you hold it on a secure basis and only disclose it to authorised persons, you must comply with our request.

13 Airport Closed or Services Unavailable

13.1 We will endeavour to keep our *Facilities and Services* at the *Airport* available for you to use, however we may limit, restrict or prevent your access or use of the *Airport* or any *Facilities or Services* at any time where we consider this necessary:

- (a) For operational purposes.
- (b) For maintenance purposes.
- (c) For development works.
- (d) For special events.
- (e) In the event of any circumstances beyond its reasonable control.
- (f) Where it is required to do so by any *Legislation*.

13.2 To the extent reasonably possible, we will endeavour to notify you before we make any service or facility at the airport unavailable, and we will use our reasonable endeavours to identify alternative *Facilities and Services* which might be available for use by you. Any use by you of such alternative *facilities or services* shall be at your sole discretion. You acknowledge that, in doing so we will need to balance all the needs of the affected parties as far as reasonably possible.

14 Passenger Processing Facilities

14.1 Subject to any agreement we have entered into with you to the contrary, if you use our *Passenger Processing Facilities* for checking in or processing passengers you must comply with our Common User Conditions, as contained in Schedule 7.

15 Ground Handling

15.1 We may require you to nominate a licensed *Ground Handling or Ground Crew Agent(s)* for the provision of *Ground Handling/Ground Crew Services* for your aircraft at the *Airport*.

15.2 Any person or company that provides *Ground Handling/Ground Crew Services* to your aircraft at the *Airport* must be licensed by us in accordance with our standard *Ground Handling/Ground Crew License*.

16 Moving Aircraft

16.1 We may, (subject to air traffic clearances and any operational guidelines issued by it for the use of its *Facilities and Services*), at your cost and within a specified time, being a period that we consider, in all the circumstances, to be reasonable, direct you to:

(a) Move an aircraft to another position at the *Airport*.

(b) Remove an aircraft from the *Airport*.

16.2 If you do not comply with our order within the specified time, and provided we have made all reasonable efforts to contact you, we may move or remove the aircraft in accordance with the procedures at Schedule 5 and:

(a) You must pay our reasonable costs of having the aircraft moved or removed and any costs incurred by us as a result of having the aircraft moved or removed; and

(b) You are liable and you indemnify us, our officers, employees and agents against any personal injury, death, loss, or damage caused or contributed to by your failure to comply with our order.

17 Breach of these Conditions of Use

17.1 In addition to clause 11 we may, subject to our obligations under any *Legislation*, give you seven (7) days' notice in writing, not to use our *Facilities and Services* at the *Airport* if you do not comply with these conditions.

17.2 If you do not comply with any of the safety or security requirements, we may give you notice in writing, requiring you to comply with the relevant obligation or stop using the *Facilities and Services* immediately and refuse to allow you access or limit your access to the *Airport* or any *Facilities and Services*.

17.3 We may stop you from using our *Facilities and Services* at the *Airport* if you do not comply with any notice given to you by us pursuant to this clause.

17.4 Nothing in this clause limits our right to take any other action that may be available to us, including our right to seek injunctive relief to stop you using the *Airport* or its *Facilities and Services*.

18 Liability and Indemnities

18.1 You will be liable for and indemnify us, our employees, officers, agents and contractors, arising wholly or in part by reason of any act or omission by you or your employees, officers or agents, or a related body corporate of yours, or its employees, officers, or agents, against:

- (a) Any damage caused to our property or the property of any other person at the *Airport*.
- (b) Any costs we incur in detaining of your aircraft under clause 11.1(d).
- (c) Any claim for personal injury or death to employees of ours or any other person at the *Airport*.
- (d) Any loss of use of property in connection with damage, injury, death or loss referred to in (a) or (c) of this clause.

18.2 You agree that we are not liable for and, to the full extent permitted by law, you release us and our employees, officers, agents and contractors from all liability, unless, and then only to the extent, caused by our gross negligence, wilful default, or fraud, in connection with:

- (a) Damage caused to any aircraft, its load, equipment or other property of yours or your crew or passengers at the *Airport*.
- (b) Claims for personal injury or death to your employees, air or ground crew, contractors or passengers at the *Airport*.
- (c) Any loss of use of property in connection with damage, injury or death referred to in (a) or (b) of this clause.
- (d) Subject to clause 20.3, any breach of any warranty, representation, obligation or other provision of these Conditions by MAL.

18.3 You agree that we are not liable for, and to the full extent permitted by law you release MAL, its employees, officers, agents and contractors from all liability in connection with:

- (a) Any loss you suffer, or any person claiming through you suffers, as a result of closure of the *Airport* or any part of it or as a result of any of the *Facilities and Services* being unavailable.
- (b) Any loss you suffer, or any person claiming through you suffers, as a result of delays in the movement or scheduling of aircraft.
- (c) Any indirect, special or consequential loss in connection with the use or the closure of the *Airport* or any part of it referred to in (a) or (b) of this clause.

18.4 You indemnify and hold us harmless against all claims, actions, losses and expenses of any nature which we may suffer or incur or for which it may become liable in respect of or arising out of a breach by you of any *Legislation*.

19 Warranties and conditions

19.1 Subject to this clause, we do not make any representation or warranty in connection with the use of the *Airport* or the *Facilities and Services*.

19.2 If a warranty or condition is implied under any *Legislation* in connection with the goods and services we provide and it can be excluded, we exclude to the maximum extent possible and if we cannot exclude it, then its liability for breach of that warranty or condition is limited to:

- (a) In the case of goods, any of the following:
 - i. The replacement of the goods or the supply of equivalent goods.
 - ii. The repair of the goods.
 - iii. The payment of the cost of replacing the goods or of acquiring equivalent goods.
 - iv. The payment of the cost of having the goods repaired.

(b) In the case of services:

- i. The supplying of the services again.
- ii. The payment of the cost of having the services supplied again.

19.3 You acknowledge that any goods or services supplied by us are for business purposes and that the provisions of the *Consumer Guarantees Act 1993* shall not apply.

20 Insurance

20.1 You must at all times have and maintain current insurance in accordance with the minimum insurance requirements set out in Schedule 4.

20.2 These minimum requirements are not a limit of your liability but merely the reasonable minimum amount of insurance we require you to maintain.

20.3 You must upon request produce evidence to us reasonable satisfaction of the insurances required under clause 20.1.

21 Miscellaneous

21.1 These conditions constitute an agreement between the parties as to its subject matter.

21.2 These conditions are to be governed by and construed in accordance with the laws of New Zealand. Both parties irrevocably and unconditionally agree that the Courts of New Zealand have jurisdiction to hear and determine any proceedings brought in relation to these conditions.

21.3 These conditions do not create any lease, tenancy or interest in the *Facilities and Services* at the airport.

Schedule 1 - Contact Information
(Clause 12.1)

Address for service of notices on us:

By post:

Steve Holtum
Operations and Safety Manager
Marlborough Airport Limited
PO Box 1101
Blenheim 7240
New Zealand

By e-mail:

maintenance@marlboroughairport.co.nz

By telephone:

+64 (3) 572 8651 #6

Schedule 2 - Facilities and Services

Marlborough Airport - Airside Movement Facilities and Services

- Airside grounds, runways, taxiways and *aprons*, and associated markings.
- Airside roads/access routes.
- Airside lighting.
- Airside safety as prescribed in our *Standards and Operations Procedures Manual*.
- Aerodrome serviceability inspections and reporting.
- Aircraft parking areas.
- Visual navigation aids.
- Wind direction indicators.
- Rescue and Fire Services are provided at CAT 5, during the promulgated hours of ATC watch.
- Information published in the Aeronautical Information Publication New Zealand (AIP).

Marlborough Airport - Passenger Processing Facilities

- Passenger queuing areas.
- *Check-in* counters.
- *Departure Gates* (Gate 1, 2 & 3).
- Terminal lounge.
- Public address systems, audio loop system, closed circuit surveillance systems and security systems.
- *Baggage make-up*, baggage handling systems and baggage reclaim.
- Public areas in terminal, public amenities.
- Landside roads, landside lighting and covered walkways.

Schedule 3 - Schedule of Charges for Aeronautical Services

(Clause 8)

Subject to written agreement to the contrary, the following charges apply to the use of *Facilities and Services* at the *Airport*.

a) Charges for aircraft with maximum take-off weight (MCTOW) of less than 3,000kg are compiled of:

- i. A fixed Landing Charge.

Table 1 – Landing Charge per aircraft with MCTOW of less than 3,000kg.

Charge	Rate - Per Landing (Excl GST)
Landing Charge	\$35.03

b) Charges for aircraft with maximum take-off weight (MCTOW) of greater than 3,000kg are compiled of:

- i. A Landing Charge based on MCTOW; plus,
- ii. A Reseal Levy based on MCTOW.

Table 2 – Landing and Reseal Charge per aircraft with MCTOW equal to or greater than 3,000kg.

Landing and Reseal Charge	Rate - Per Tonne (Excl GST)
Landing Charge (L)	\$19.41
Reseal Charge (R)	\$4.19
Total	\$23.60

Passenger Movement Charge

- c) Charges for aircraft with maximum take-off weight (MCTOW) of greater than 3,000kg, using the terminal, are compiled of:
- A per Passenger Movement Charge for the base airfield services; plus
 - A per Passenger Movement Charge for the terminal; plus
 - A per Passenger Movement Charge for the terminal redevelopment.

Table 3 – Passenger Movement Charge for aircraft with MCTOW equal to or greater than 3,000kg, using the terminal.

Passenger Movement Charge	Rate per passenger movement. (Excl GST)
Rescue Fire Service – Category 5	\$13.38

Minimum Charge

Marlborough Airport Limited (MAL) reserves the right to impose a rate per tonne charge for the Airfield Terminal and Services Charge, where air transport operations are carrying passenger numbers which render the rate per passenger movement charge uneconomical for MAL to recover costs.

Information Requirements

Each Operator of aircraft subject to the above charges, will advise us of information on their flights into and out of Marlborough Airport for each calendar month.

This information is required by the fifth day of business of the following calendar month, for the purposes of allowing us to determine the charges payable by that Operator. The information will be as per the form below or as otherwise advised.

In accordance with the above, all Operators of services subject to the above charges must provide the following information in the form specified in this publication, as applicable to the Operator.

Aircraft Parking Charges

Prior approval is required from Marlborough Airport Limited (MAL) for non-scheduled aircraft parking.

Hard Standing Parking

Marlborough Airport has limited hard standing parking available and aircraft parking is by arrangement only prior to arrival by contacting the airport manager.

Table 4 – Hard Standing Parking Charges

MCTOW	Parking Charge (Excl GST)
Regardless of weight	\$75/day (or part thereof)

General Aviation (GA) Parking Charges

Marlborough Airport has limited grass parking available for General Aviation (GA), and aircraft parking is by arrangement prior to arrival by contacting the airport manager.

The grass area parking is subject to closure due to surface conditions, being notified by NOTAM.

Table 5 – General Aviation Parking Charges

MCTOW	Parking Charge (Excl GST)
Regardless of weight	\$30/day (or part thereof)

Security Fob/Card Charges

Security Fob/Cards are issued to AVSEC ID holders for airside access at no cost.

Loss or failure to return the security Fobs/Cards to MAL will incur a charge of \$15.00.

Return For All Operators
(Including fixed wing, rotary wing, & charters)

Name of Operator: _____

Period of Operations/ Calendar Month: _____

Number of landings and passenger seats per aircraft type in period of operations.

All Operators Complete this Table:

		Landing Charge	Passenger Movement Charge (if applicable)
Type of Aircraft	MCTOW (kg)	Number of landings in period	Number of arriving passenger seats in period (aircraft equal to or greater than 3,000kg MCTOW only)

Name: _____

Title / Position: _____

Signature: _____

Date: _____

Email: _____

Phone: _____

Return completed form to Marlborough Council Accounts: admin@marlboroughairport.co.nz

Schedule 4 - Minimum Public Liability Insurance Requirements

(Clause 20)

You must maintain insurance with a minimum single limit for third party liability for any one accident/incident occurrence being of no less than:

1. 10,000 kg *MCTOW* or less NZD\$2,000,000
2. 10,001 kg – 28,000 kg *MCTOW* NZD\$10,000,000
3. 28,001 kg *MCTOW* and greater NZD\$50,000,000

Schedule 5 - Procedure for the Moving/Removing Aircraft by MAL

(Clause 16.2)

In the event that we are required to move/remove an aircraft as a result of a failure by you to comply with an order issued to you under these conditions:

1. We will, where applicable, follow procedures for the recovery of disabled aircraft set out in the *Standards and Operations Procedures Manual*.
2. In all circumstances, we will provide you with as much notice as is reasonably practicable:
 - (a) That we intend to move/remove the aircraft.
 - (b) The proposed location to which the aircraft is to be relocated.
 - (c) The means by which we intend to move/remove the aircraft.
 - (d) Any conditions which may apply to the recovery of the aircraft.
3. In the event that the notice referred to in paragraph 2 above is not practicable, we will notify you as soon as possible that:
 - (a) We have moved/removed the aircraft.
 - (b) The location to which the aircraft has been moved.
 - (c) Any conditions which may apply to your recovery of the aircraft.

Schedule 6 - Relevant Industry Bodies

(Clause 1.3)

Industry bodies referred to in these conditions include:

- Board of Airline Representatives New Zealand.
- Aviation Industry Association.
- International Air Transport Association.
- Any other organisation that we agree, in writing, is to be considered an industry body for the purposes of this document.

Schedule 7 - Common User Conditions

(Clause 14.1)

These common user conditions apply to the *Passenger Processing Facilities* at the Airport.

If you use our *Passenger Processing Facilities* for checking in or processing passengers, you must comply with the conditions in this Schedule 7.

Ground Handling Agents

Where you have an agreement with a *Ground Handling Agent*, the terms of that agreement must not be inconsistent with any terms of these *Conditions of Use*, and you must inform them of your obligations under these conditions.

Repairs and Maintenance

You must pay us for any repairs to our *Passenger Processing Facilities* or any other property due to neglect, misuse or damage by you, your employees, agents, or contractors.

We will repair and maintain our *Passenger Processing Facilities* at our own expense in circumstances other than those set out in this Schedule 7.

You or your handling agent must:

- (a) Take proper care of our *Passenger Processing Facilities* and follow our reasonable direction for their use.
- (b) Inform us immediately if any of our *Passenger Processing Facilities* are faulty, inoperative, or damaged, so we can arrange for repair/replacement as soon as practicable.
- (c) Do not allow any person except our employees, contractors, or agents to repair, repair or modify our *Passenger Processing Facilities*.
- (d) Provide our employees, contractors, or agents reasonable access to inspect and or repair the *Passenger Processing Facilities*.
- (e) Prevent your employees, contractors, and agents from using any unserviceable or unsafe *Passenger Processing Facilities*.

Allocation of our *Passenger Processing Facilities*

We will:

- (a) Allocate our *passenger processing facilities* to you in accordance with our allocation rules and these conditions.
- (a) Use our best endeavours to allocate your requested *passenger processing facilities* having regards to your flight schedules and to historical load factor information available to us.

The allocations will be at our absolute discretion, to achieve efficient operation of the Airport.

General conditions

You, or your handling agent must:

- (a) Take proper care of our *Passenger Processing Facilities* and follow our reasonable directions for their use.
- (b) Leave our *Passenger Processing Facilities* in a tidy condition.
- (c) Ensure rubbish is put in the bins provided and is not dropped or left on our *Passenger Processing Facilities*.
- (d) Ensure large items such as cardboard boxes are flattened to optimise use of any rubbish containers provided by us.
- (e) If required by us, remove your equipment or stationery at the end of a period of use.
- (f) Do nothing which may adversely affect the efficiency of our *Passenger Processing Facilities*.
- (g) Take all reasonable precautions when using our check-in counters to prevent unauthorised entry into the check-in counter area and the baggage handling system.
- (h) Comply with the baggage handling system operational requirements as notified by us.
- (i) Ensure that the last employee or agent ensures that the baggage doors and terminal doors closed.

-
- (j) Ensure that your *Personnel* operating our *Passenger Processing Facilities* are trained to operate them safely and, in a manner, to avoid damage to it, to other property and personnel.
 - (k) Accept responsibility for the training of your *Personnel* or your *Ground Handling Agent's Personnel* in the use of our *Passenger Processing Facilities*.
 - (l) Act reasonably in the use of the public address system and, without limitation, restrict announcements to whatever is operationally required.
 - (m) Ensure that any check-in counter in use by you, whether temporarily or at the end of a period of use, is left in a secure condition.

Termination

We may terminate your right to use our *Passenger Processing Facilities* immediately:

- (a) By giving you written notice if you omit or fail to observe a material condition and do not remedy the breach within 14 days of receiving a written notice from us to do so.
- (b) When you cease to conduct or provide *Regular Air Transport Operations* at the Airport.

Schedule 8 - Information required prior to use (Clause 6)

Prior Use Information

1. Your name, address and contact details.
2. Evidence that you have a security programme that meets the requirements of our security arrangements and any relevant requirements of the Civil Aviation Authority.
3. Reasonable evidence that you have emergency procedures that comply with *Airport* emergency requirements and applicable laws.
4. Certification confirming that you have in place a Safety Management System (SMS) to ensure the health, safety and welfare of all persons you may be affected by your operations at the Airport.
5. The names, addresses, telephone numbers, facsimile numbers, e-mail addresses and all other contact details of your key *Personnel*, so we can contact them any time about emergencies, security, operational or financial matters, in connection with your use of the *Airport*.
6. Evidence of insurance policies you hold that are consistent with the requirements of Schedule 4 and confirmation that these policies will remain current at all times when you are using the *Facilities and Services* at the *Airport*.
7. Your Ground Handling arrangements.
8. Arrangements for the removal of disabled aircraft.
9. Details of the type, registration and MCTOW of each aircraft, which you intend to use at the Airport.