

# DE VERE

## Helicopter Landing Arrangements

Charter Company: \_\_\_\_\_

Aircraft Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Emergency Contact  
Telephone Number: \_\_\_\_\_

Name of Passengers: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Time of Arrival: \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Signature: \_\_\_\_\_

Arrangements for Helicopter Landings will be as follows:

1. Please provide Licenses and Certification as required by the Civil Aviation Authority. Please also provide a copy of your public liability insurance.
2. Landings are at the operator's own risk – please advise how you are assuring the security of the aircraft whilst it is on the ground.
3. Under no circumstances are helicopter movements allowed without prior permission and prior contact on the day of landing with the General Manager or a member of senior management.
4. Landings must take place in the location advised by the General Manager or a member of senior management.

Please complete this form and return to the property at least 14 days prior to arrival. If you require further information please contact the General Manager or a member of senior management on:

**Tel:**

**Web:** [www.devere.co.uk](http://www.devere.co.uk)

### Landing and Take off Checklist:

1. Ensure required information has been received and checked;
2. Ensure that a safe area (at least 50 metres from any building) has been identified and marked with a letter 'H' (use spray marker or flour) 3m x 1.8m. This area should be firm and level;
3. Ensure that any rubbish, general debris or nearby items (parasols etc.) which could lift during the landing are cleared;
4. Ensure that neighbouring properties with livestock are notified at least 48hrs prior to landing;
5. Designate two senior members of staff to supervise the area prior to arrival ensuring that the area is clear of any person, animals or loose items which could lift during landing. Staff will need to be provided with hi-vis vests and ear protection. The same level of supervision will be required during take off. Wherever possible any routes leading to the designated landing/take off point should be cordoned off and 'no unauthorised access' signs displayed;
6. Ensure that staff are aware that they are not to approach the helicopter unless the rotor blades have completely stopped and the pilot has acknowledged their presence. If an approach is required the approach should be toward the front of the helicopter (see diagram) with the pilot in visual contact at all times;
7. Ensure that nobody is smoking within 30m of the helicopter;
8. Ensure that all persons are safety clear of the helicopter or safety inside the helicopter before giving the pilot a signal to start his engine and rotate the rotor blades.

### Approaching a helicopter diagram

