**ATC EXTERNAL EVENT REQUEST FORM**

**(This form may be used to request permission from Jersey ATC for OUTDOOR LASER SHOWS, SEARCHLIGHTS, FIREWORK DISPLAYS, HELIUM –FILLED TOY BALLOON RELEASES or SKY LANTERN RELEASES)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| APPLICANT DETAILS | | | | | | | | | | | | | | | |
| Name: | | | | | | | Job Title/Organisation: | | | | | | | | |
| Tel. Number: | | | | | | | E-mail: | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| EVENT DETAILS | | | | | | | | | | | | | | | |
| Brief Description of Event: | | | | | | | | | | | | | | | |
| Date(s) of Event: | | | | | Daily Period (in local time) From:       To: | | | | | | | | | | |
| Event Website: | | | | | | | | | | | | | | | |
| If there are multiple events or testing prior to the event please give details below: | | | | | | | | | | | | | | | |
| DCA Permit Number (*if submission has been previously made)*: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| LOCATION DETAILS | | | | | | | | | | | | | | | |
| GPS: Lat: | | Long: | | | | or, Tel. Directory Map ref: Map Number: | | | | | | | | Grid Ref: | |
| Site Address: | | | | | | | | | | | | | | | |
| Postcode: | | | | | | | | | | | | | | | |
| Contact Name on Site: | | | | | | | | | Contact Telephone Number on Site: | | | | | | |
| ***EVENT SPECIFIC INFORMATION*** | | | | | | | | | | | | | | | |
| FIREWORK DISPLAY | | | | | | | | | | | | | | | |
| Maximum Display Height: | | | | | | | | | AGL ft *(Above Ground Level)* | | | | | | |
|  | | | | | | | | | | | | | | | |
| TOY BALLOONS *(Note: Balloons must be made of Latex/Rubber, NOT metallic or with metallic finish)* | | | | | | | | | | | | | | | |
| Quantity to be released: | | | | | | | Method of release:       Batch       Mass       Individual | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| SKY LANTERNS | | | | | | | | | | | | | | | |
| Quantity to be released: | | | | | | | | | Colour(s): | | | | | | |
|  | | | | | | | | | | | | | | | |
| DECLARATION | | | | | | | | | | | | | | | |
| I, as the event organiser, declare that I have checked the above information and that to the best of my knowledge it is correct, and I am aware of my obligations under the Air Navigation (Jersey) Law 2014 and agree to conform to any restrictions imposed by ATC, DCA or local authorities. | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | Date: | | | |
|  | | | | | | | | | | | | | | | |
| OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY OFFICE USE ONLY | | | | | | | | | | | | | | | |
| Received and Risk Assessed by: | | |  | | | | | | | Date: | | |  | | |
| DCA Permission required? | | | \* | | | | | If Yes: Applicant is to be advised and a copy of this form is to be forwarded to DCA for Action | | | | | | | |
| DCA Permit No. / Date | | |  | | | | | | | ATC Permit No. | | |  | | |
| Restrictions Imposed: | | | | | | | | | | | | | | | |
| PROMULGATION | | | | | | | | | | | | | | | |
| Event Organiser: |  | | | ATC Diary: | | | | |  | | NOTAM: | | | |  |
| Coastguard: |  | | | Joint Control: | | | | |  | | DCA: | | | |  |
| Promulgated By:       Date Complete: | | | | | | | | | | | | | | | |

*Guidance for applicants on reverse - Once completed, please email this form to* [*atc.info@ports.je*](mailto:atc.info@ports.je)

**Guidelines for applications**

**Helium Filled Toy Balloons:**

All Helium Filled Toy Balloon releases will be co-ordinated by Air Traffic Control in order to minimise risk to Aviation. Seven days notice is normally required for releases of 1,000 or less balloons.

Releases in excess of 1,000 balloons require specific permission from the Director of Civil Aviation under the Air Navigation (Jersey) Law 2014 and will require 28 days notice.

Balloons **MUST** be made of latex/rubber, **NOT** metallic or with metallic finish.

Balloons are not to be tied together and it is strongly recommended that plastic inserts are not used to close the balloons, nor lengths of string, streamers or ribbons.

The Event Organiser or on site contact will be required to contact ATC in order to de-conflict the release from any aircraft operating in the vicinity. Some delay may be required.

**Sky Lanterns:**

Sky Lanterns pose a risk to aviation both through airborne engine ingestion, or on the ground as Sky Lantern debris has the potential to produce FOD. In response to these risks Sky Lanterns are **not** permitted to be released during the operational hours of Jersey Airport. This includes any extension period.

The Event Organiser or the site contact will be required to contact ATC in order to establish the closing time of the airport prior to any release being permitted.

**Fireworks:**

Firework displays can vary from the small scale garden event to a major commercial occasion; they have the potential to distract and confuse aircrews or damage aircraft during flight operations.

Higher risk areas are anywhere within 3nm of Jersey Airport, along the extended runway centreline or anywhere on the Island where the highest projectiles may reach in excess of 400ft agl.

The Event Organiser or on site contact may be required to contact ATC in order to de-conflict the display from any aircraft operating in the vicinity. Some delay may be necessary.



**Searchlights / Laser Shows:**

It is of prime importance that Light/Laser displays are never directed at or towards aircraft or the aerodrome.

Higher risk areas have been identified as being within 3nm of Jersey Airport or along the extended runway centreline (as per Fireworks above) however, due to the nature and power of these devices it is likely that their use will be restricted to operation outside the hours of Jersey Airport unless alternative mitigation can be achieved to suitably de-conflict the activity from aircraft movements.

**Unmanned Aerial Vehicles:**

The use of unmanned aerial vehicles for the purposes of “Aerial Work” should be notified to ATC on JJ-Form-241 copies of which are available from the ATC Supervisor on 446086.

**Other Events:**

For any other unusual Aerial Events the organiser should contact Air Traffic Control directly on +44 1534 446074, 446084 as early as possible in order that suitable co-ordination and planning can take place.