

Clerk's Report 21 January 2021

- Surrey Wildlife Trust have completed their bat roost suitability assessment of trees scheduled for medium priority tree surgery, and a quotation is awaited for ecologist support during the tree surgery.
- A quotation for further tree survey work has been requested from WBC to be carried out once the vegetation and ivy has been cleared during the medium priority tree works in February.
- The improvements to the adult football pitch have been halted due to poor ground conditions.
- The base for the extension to the CCTV system cannot be installed due to poor ground conditions.
- The drainage system in the cemetery cannot be installed due to poor ground conditions.
- The street lights at Snoxhall Fields were finally working again after waiting 20 days for the repair by UK Power Networks.

Assets
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Review Date	Responsibility	Separate Documentation
1	Assets	Protection of physical assets	M	Assets recorded on Fixed Asset Register. Location of deeds and leases recorded on Fixed Asset Register.	Fixed Asset Register available in Excel for staff, Councillors and members of the public to access. Local Authority Land Register is up to date and all properties are registered with HM Land Registry.	January annually	Clerk	Fixed Asset Register
				Ensure new purchases throughout the year are added to the Fixed Asset Register and insurance schedule.	A separate spreadsheet of additions and deletions is maintained to enable easy reconciliation for the statement of variances at year-end.	Ongoing	Clerk	
				Ensure all assets on the Fixed Asset Register appear on the insurance schedule	Review insurance schedule every time the Fixed Asset Register is updated and reconcile in January prior to insurance renewal.	January annually	Clerk	Insurance Schedule
				Buildings insured.	Buildings insurance valuations should be done every five years. Properties re-valued in June 2019. Re-value all properties June 2024	June 2024	Clerk	Valuation dates on Fixed Asset Register
1.1	Assets	Security of buildings, equipment etc	H	All buildings kept locked. Admin Clerk for F&P maintains key safe and register. Grounds Manager has separate key safe. Intruder alarms maintained on a service contract.	Blue metal key fobs for master keys, red metal key fobs for loan keys. New key sets created for loan of keys for hirers and contractors. Grounds Manager to create separate key register.	January annually	Admin Clerk FP GM	Key Register
1.2	Assets	Maintenance of buildings etc	M	Detailed risk assessment of property and buildings annually for Health and Safety Risk Assessment in January.	Update Risk Assessments annually and report any actions to the Clerk.	January annually	Clerk	Risk Assessment file.
				Quarterly basic visual inspection of property and buildings for defects.	Maintain written record of checks and any actions required. Notify the Clerk.	Quarterly	GM	Inspection records through IPAD app.

Assets
January 2021

PAT Testing carried out annually.	Check certification is up to date for PAT testing operative. Ensure all electrical equipment is tested in buildings including hirers equipment. Maintain log of tested equipment.	December annually	Admin Clerk for F&P	PAT Testing Certificates
Future maintenance considered when setting the budget annually in October.	Look at capital reserves held for buildings.	October annually	Clerk GM	Reserves spreadsheet
The Admin Clerk for F&P requests a copy of all contractors public liability insurance certificates annually.	Contractors liability certificates will be requested as they require renewal.	Ongoing	Admin Clerk for F&P	Contractors Liability Certificates file
Fire Risk Assessments	Review Fire Safety Policy annually. Professional Fire Risk Assessments done in June 2020, due again June 2023	Jun-23	Clerk	Fire Risk Assessment file.
Fire Warden training	Ensure Fire Warden training is updated every three years	Done Feb 2018	Clerk GM	Staff records
Fire alarm systems	Automatic fire alarm and detection systems with remote monitoring and service contract. Key holding service for call outs.	January annually	Admin Clerk for F&P	Contracts file
Fire extinguishers	Provide training every three years for all staff on the use of fire extinguishers for a means of escape. Done Aug 2020 Ensure fire extinguishers are maintained on a service contract every August	Aug 2023 August annually	Admin Clerk for F&P Admin Clerk for F&P	Staff records Contracts file

Assets
January 2021

				Electrical Safety in Buildings	Ensure all buildings have a five yearly electrical safety inspection by a NICEIC registered electrician. Use an electrician certified to work at height for five yearly inspection of Village Hall stage lighting and ceiling lights. Annual electrical safety inspection of Village Hall stage lighting - await safe access after vaccination clinic	Dec 2021 Due now	Admin Clerk for F&P	Electrical Safety Inspection File
				Gas Safety in Buildings	Ensure all buildings supplied with gas have an annual inspection by a Gas Safe registered engineer. Check that it includes gas cooker and gas heaters in sports hall.	April annually	Admin Clerk for F&P	Gas Safety Inspection File
				Legionella control	Full Legionella Risk Assessments carried out every two years. Done Jan 2020 Ensure water systems are inspected as part of legionella control contract	January 2022 Annually	Admin Clerk for F&P	Legionella file
				Asbestos	Maintain asbestos register and provide a copy to all contractors working on buildings. Review asbestos inspection annually.	November annually	Admin Clerk for F&P	Asbestos file
1.3	Assets	Vehicles	H	Licensing	Ensure all staff using vehicle have necessary licence to drive vehicle - obtain copy annually to check for disqualifications, convictions	November annually	Admin Clerk for F&P	Staff File
				Training	Ensure staff have training before commencing use of vehicle	Ongoing	Admin Clerk for F&P	Staff Training Records
				Tax and MOT	Ensure vehicle is taxed and has up to date MOT if required.	January annually	Clerk	Vehicle file
				Maintenance	Maintain schedule of routine and extraordinary maintenance	January annually	GM	Vehicle file

Assets
January 2021

				Use on public highway	See Tractor/Trailer Risk Assessment before using vehicle on public highway	January annually	GM	Risk Assessment file.
1.4	Assets	Open Spaces	H	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor.	Weekly basic visual inspection of open spaces including benches and litter bins and play areas by contractor. Defects reported immediately verbally to Council Office.	Weekly	GM	Open Spaces Inspection records
				Annual inspection of play areas by Council's insurers as mandatory part of insurance cover. Records maintained.	Report filed electronically and in folder. Grounds Manager to review report with Clerk and prioritise actions.	June annually	GM Admin Clerk for F&P	Open Spaces Inspection records
				New play equipment.	Consider ROSPA post installation inspection and Risk Assessment.		Clerk	
				Two yearly health and safety inspections of all Parish Council trees.	Basic tree survey due	June 2022	Clerk	Tree Survey records
1.5	Assets	Cemetery	H	Weekly basic visual inspection of cemetery by Sexton.	Defects rectified immediately or reported to Council Office for further action	Ongoing	Sexton	
				Quarterly basic visual inspection by the Admin Clerk	Reported through IPAD app	Quarterly	Admin Clerk	Cemetery inspection records
				Carry out Memorial Safety Inspections every five years	Memorial safety inspection training completed in 2018.	Due now	GM	Memorial Safety Inspection records
				Minimum memorial safety repairs.	Endeavour to contact memorial owners before commencing repairs. Ensure at least four weeks notice of repairs is given to members of the public and owners of memorials by advertising the inspection on posters, in the local press and Council website.	Due now	Admin Clerk	Memorial Safety Inspection records
1.6		Allotments	L	Quarterly basic visual inspection by Admin Clerk.	Rectify any defects immediately or report defects requiring further action to Council Office.	Quarterly	Admin Clerk	Allotments Inspections file

Finance
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
2.1	Finance	Banking	M	Petty cash book maintained. All expenditure supported by a receipt. Petty cash book balanced monthly and petty cash counted by two members of staff and book signed to agree cash and book balance. Petty cash spreadsheet presented with cheque for approval monthly. Petty cash receipts kept in accounts for payment file.			Clerk	
				Receipts recorded in Rialtus Suite Omega software.			Clerk	
				Payments by cheque require two signatories and signatories to initial cheque book stub. Clerk to countersign cheques.			Clerk	
				Accounts for payment circulated to all members of the Council and signed as approved by the Chairman at the Council meeting at which they are approved for payment. Approved accounts for payment filed with the signed minutes of the Council meeting.			Clerk	
2.2	Finance	Financial Controls	M	Bank accounts reconciled monthly against Omega.			Clerk	
				Cashbook reconciled monthly against Omega.			Clerk	
				Monthly bank reconciliation circulated to all Councillors and approved and signed by a Councillor other than the Chairman or a cheque signatory.			Clerk	

Finance
January 2021

				Reserves updated each time there are movements to or from reserves, and included in the cashbook reconciliation.			Clerk	
				Monthly cashbook reconciliation circulated to all Councillors to enable members to understand Council's complete financial position monthly.			Clerk	
2.3	Finance	Internal Audit	M	Internal Auditor is appointed annually.		April annually	Clerk	
				Internal Auditor reviewed every three years in accordance with Financial Regulations.	Reviewed January 2020, but Council wish to review again 2021.	January 2021	Clerk	
				Two internal audits conducted annually. October for mid year reconciliations and April for year-end accounts.			Clerk	
				Internal Auditor report circulated to all Councillors and advice considered by the Council. Appropriate action taken as considered necessary.			Clerk	
				Two Councillors appointed annually to review effectiveness of the Internal Audit.			Clerk	
				Internal Auditor reports sent to External Auditor with Annual Return.			Clerk	
2.4	Finance	Budgetary Controls	M	Spreadsheet of invoices issued maintained and record of payments received.			Admin Clerk for F&P	
				Monthly analysis of budget income and expenditure against actual income and expenditure and circulated to all Councillors.			Admin Clerk for F&P	

Finance
January 2021

				Quarterly budget report on income and expenditure taken to Finance Committee.			Admin Clerk for F&P	
				Mid year reconciliation of budget income and expenditure against actual made to assist the Finance Committee with preparation of revenue budget for next year.			Admin Clerk for F&P	
2.5	Finance	Financial Records	M	The Council approves monthly accounts for payment and Chairman signs payments spreadsheet filed with minutes of the meeting.			Clerk	
				Where appropriate for large purchases, the power to make the expenditure is recorded in the minute approving the expenditure.			Clerk	
				Publish expenditure over £500 on Council website in accordance with the Code of Practice on Data Transparency		Monthly	Clerk	PC website
2.6	Finance	Salaries	M	Clerk calculates monthly salaries for submission to Mulberry & Co for payment to employees. Checked by Mulberry & Co.		Monthly	Clerk	
				Annual review of salaries conducted by Personnel Committee		December with budget setting	Clerk	
				Calculations for backdated pay increase carried out by Clerk before submission to Mulberry & Co for checking and payment.			Clerk	
				Payment of PAYE tax and NI	Clerk arranges payment to HMRC in accordance with payments specified by Mulberry & Co	Monthly	Clerk	

Finance
January 2021

				Payment of superannuation	Clerk arranges payment to Surrey County Council in accordance with payments specified by Mulberry & Co	Monthly	Clerk	
2.7	Finance	Precept	M	Ensure precept claim is submitted to WBC by 31 January annually.		January annually	Clerk	
2.8	Finance	VAT - Comply with Customs and Excise Regulations	M	Input and output VAT recorded with every transaction in Omega financial software.			Clerk	
				Quarterly VAT return submitted electronically.			Clerk	
				Annual de-minimis calculation for VAT.	Calculation done by a contractor	April annually	Clerk	
				Advice sought from HMRC Helpline when unsure.			Clerk	
				HMRC Guidance books in Council Office Library.			Clerk	
2.9	Finance	Borrowing Approvals	L	Current loan will be re-paid in full this month.	Loan re-paid in full 2020			
2.10	Finance	Charitable Funds	H	The Council nominates two Councillors to be individual Trustees of the Henry Smith charity. The Clerk is the Clerk to the Trustees.	Councillors to ensure they declare any interests arising from their Trusteeship of the charity.		Clerk	
				The Council is the Sole Managing Trustee of the Snoxhall Fields charity.	The Council has a s297 agreement for a term of five years for the charity for Council to manage the charity's funds in its own bank account. External Auditor has confirmed this is satisfactory.	March 2024	Clerk	
				Ensure the Charity Commission annual return is submitted by 31 January annually.	Council submits annual return to Charity Commission for the Henry Smith charity and Snoxhall Field charity.	January annually	Clerk	

Finance
January 2021

2.11	Finance	Risk of consequential loss of income	M	Business interruption insurance cover to the sum of £35,000 for additional expenses which would provide for the cost of finding & renting new premises whilst the existing premises is rebuilt/repared, associated staffing costs and reconstitution of computer records.				
				Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.	Identify safe storage of original deeds.			
2.12	Finance	Fidelity Guarantee	M	Level of Employee Dishonesty £750,000	Review Employee Dishonesty cover annually when insurance cover reviewed in January.	January annually	Clerk	

Liability
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
3	Liability	Risk to third party, property	M	Public Liability insurance cover up to £10 million in place.				
3.1	Liability	Legal liability as consequence of asset ownership (Open Spaces, buildings, vehicles, cemetery, allotments)	H	Public Liability insurance cover up to £10 million in place.				
3.2	Liability	Hirers Liability	M	Ask commercial hirers for a copy of their liability cover. Ask outside hirers to provide the Council with a copy of their Event Safety Management plan	Ask for a copy of commercial hirer's public liability certificate.	Ongoing	Admin Clerk for F&P	Hirers Liability Certificates Records

Employer
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
4	Employer Liability	Comply with Employment Law	M	NALC DIS, LCR and The Clerk source of updates. Clerk is member of SLCC and attends regional conference and Surrey branch meetings. Clerk attends SALC Clerk's Networking Day and Legal and Finance Day		Quarterly	Clerk	
4.1	Employer Liability	Staff Handbook	L	Staff Handbook		Apr-22	Clerk	Staff Handbook
4.2	Employer Liability	Staff Appraisal	M	Hold annual appraisal with all employees individually. Find out if there are elements of their role that they have concerns about or difficulty in achieving.		June annually	Clerk	Staff files
4.3	Employer Liability	Staff Training	M	Linked with the Staff Appraisal – find out if there are any areas where staff might benefit from training.			Clerk	Staff files
				Consider Training Strategy for staff.	Training and Development Policy adopted.	April 2022	Clerk	
				Aspire for all Clerks (regardless of seniority) to achieve the Local Council Certificate in Administration.			Clerk	
4.4	Employer Liability	Comply with Inland Revenue requirements	M	Ensure Mulberry & Co complete and submit a P35 Annual Return to HMRC before 19 May annually.		May annually	Clerk	Payroll file
				Ensure Mulberry & Co supply all employees with a P60 annually.		May annually	Clerk	Payroll file
4.5	Employer Liability	Comply with Pension Regulations	M	Automatically enrol all eligible employees in to the LGPS Complete annual return to SCC	Re-enrolment completed January 2019, due January 2022	Ongoing April annually	Clerk	Pension file

Employer
January 2021

4.6	Employer Liability	Personal Accident	M	Personal accident insurance cover limited to £100,000 for any one person.			Clerk	Insurance file
				Ensure Councillors over the age of 80 provide a letter from their GP.		January annually	Clerk	
				Ensure grounds staff wear appropriate protective and high visibility clothing at all times.	Review grounds staff protective and high visibility clothing annually and replace any worn or defective clothing.	January annually	GM	
				Maintain supply of safety gloves and equipment.	Review grounds staff protective and high visibility clothing and equipment annually and replace any worn or defective clothing and equipment.	January annually	GM	
				Appointed First Aiders.	Ensure appointed First Aiders training up to date. Ensure First Aid kits are kept up to date, used stocks replaced and out of date stocks replaced.	January annually	Admin Clerk for F&P Admin Clerk	Training Records
				Safe usage of chemicals.	Ensure COSHH assessments are kept up to date for all chemicals used. Remember to request COSHH assessments for contractor's cleaning materials too. DSEAR updated annually for machine shed chemicals.	January annually January annually	GM Clerk	COSHH Assessment records
				Lone Working	See separate Risk Assessment for lone working.		Clerk	
				Maintain safe systems of working records	Update annually Ensure new employees sign safe system working acceptance	January annually	GM Clerk	Safe systems of working file
4.7	Contractors Liability	Personal Accident	M	Ask contractors for method statement of work and risk assessment		Ongoing	Admin Clerk for F&P	

Employer
January 2021

			Ask for details of professional registration.		Ongoing	Admin Clerk for F&P	
			Request copy of public liability insurance		Ongoing	Admin Clerk for F&P	
			Request copy of Health and Safety Policy and RAMS		Ongoing	Admin Clerk for F&P	

Legal
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
5	Legal Liability	Ensuring activities are within legal powers	H	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Powers for large projects recorded in the minutes when project approved.			Clerk	
5.1	Legal Liability	Proper and timely reporting via the Minutes	M	Council and Committee meetings minuted. Draft minutes are distributed to all Councillors and then approved at next meeting. Chairman of Meeting signs minutes as a correct record.			Clerk	
				Minutes are kept in a loose leaf minute book. Pages are consecutively numbered by hand.			Admin Clerk	
				Approved Minutes made available to press and public via the web site and library.			Clerk	
5.2	Legal Liability	Responsibility	H	Ensure all staff are aware of their responsibility for a particular service provided by the Council and clear management reporting.			Clerk	

Propriety
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Separate Documentation
6	Councillors Propriety	Code of Conduct	H	All Councillors are required to abide by the Members' Code of Conduct adopted on 16 May 2019.	Maintain copies of signed declarations of acceptance of office and agreement to abide by the Code of Conduct.		Declarations of Acceptance of Office File
6.1	Councillors Propriety	Register of Members' Interests	H	Councillors are reminded at the start of every meeting by an agenda item to declare any interests or changes to their Register of Members' Interests.	Maintain copies of registers and send a copy to Waverley Borough Council.		Register of Members Interests File
6.2	Councillors Propriety	Register of Members' Interests	H	Ensure all Councillors complete the Register of Members' Interests update form every May	Maintain copies of update forms and send a copy to Waverley Borough Council.	May annually	Register of Members Interests File
6.3	Councillors Propriety	Registers of Interests and gifts and hospitality in place	H	Councillors are required to complete a Gifts and hospitality register on receipt of a gift or hospitality.			Gifts and Hospitality Register
				Staff also maintain a voluntary register of gifts or hospitality.		Ongoing	Gifts and Hospitality Register
6.4	Councillors Propriety	Members Allowances	L	The Council has not adopted a Scheme of Members' Allowances.	No allowances can be paid.	May annually	Members Allowances File
6.5	Councillors Propriety	Member/Officer Protocol	H	The Council is bound by employment law. It is important that both members and staff remember the Council's protocol during meetings and at work in the Council office.	Supply all new members and staff with a copy of the Dignity at Work policy.		Councillor/Staff Protocol

Propriety
January 2021

6.6	Councillors Propriety	Dignity at Work Policy	H	Working for a Council can expose members, staff and the public to situations where allegations of bullying, harassment or anti-social behaviour can arise. The Council has adopted a policy to deal with such allegations.	Supply all new members and staff with a copy of the Dignity at Work policy.		Dignity at Work Policy
6.7	Councillors Propriety	Complaints	H	The Council has a policy for handling complaints made against the Council as a corporate body, individual Councillors and members of staff.			
6.8	Councillors Propriety	New Members	L	Provide all new members with the latest edition of the Members Manual			
6.9	Councillors propriety	Local Council Award Scheme	M	Consider accreditation.			

Form and Function
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
7	Form and Function	Procedures	M	Standing Orders are reviewed regularly, a check is made annually to see if NALC have updated Standing Orders.	NALC issued model Standing Orders in 2013, Standing Orders reviewed 21 May 2020.	May annually	Clerk	Standing Orders
				Financial Regulations are reviewed regularly, a check is made annually to see if NALC have updated Financial Regulations.	Financial Regulations reviewed May 2020	May annually	Clerk	Financial Regulations
				This Risk Assessment is reviewed annually in January by the Clerk, then presented to the Council for approval.		January annually	Clerk	Risk Assessment
				The insurance schedule is reviewed annually in January by the Clerk, then presented to the Council for approval.		January annually	Clerk	Insurance Schedule
7.1	Form and Function	Legislation	M	The Council subscribes to NALC DIS for the latest changes in legislation.			Clerk	
				The Clerk attends the quarterly meetings of the Surrey branch of SLCC for updates on legislation.			Clerk	
				The Clerk attends the regional conference of SLCC for legislation updates.			Clerk	
				The Clerk is registered as a Fellow of the Institute of Local Council Managers and is completing a Continuous Professional Development Portfolio.			Clerk	

Form and Function
January 2021

7.2	Form and Function	Council Records	H	Ensure all original deeds and leases are kept in safe custody.	Location of some original deeds and leases are unknown. Copies and originals kept in filing cabinet in the Clerk's Office.		Clerk	
				Ensure burial records are kept in fire safe cabinet.	Remotely monitored fire alarm system for the Council Office.			
				Ensure cloud computing is backed up daily.	Automatic remote backup to the cloud, 30 day retention.		Clerk	
				Prune Council Office filing annually. Move old files to archive boxes. Purge archive boxes annually. Lodge important documents and previous minutes in County Archive.		January annually	Admin Clerk	
7.3	Form and Function	Computer System	H	The Council's computer system includes a key method of communication between members of the public and the Council – email. Maintain IT support contract to ensure this method of communication.	Council data now held in Sharepoint and backed up to the cloud.		Clerk	
				Ensure regular anti-virus software updates to protect the Council's computer system from viruses, and to reduce the risk of the Council inadvertently transmitting a virus outside the Council.		November annually	Clerk	

Form and Function
January 2021

7.4	Form and Function	Staff	H	One of the biggest risks to the Council is staff turnover. Ensure that there are systems in place to record essential data, roles and responsibility.			Clerk	
7.5	Form and Function	Staff	H	Stress in the workplace	Be vigilant for signs of stress in the workplace. Offer bespoke stress management support		Clerk	

**New Projects
January 2021**

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
8.1	Assets	Damage to assets through accident or poor practice	M	Ensure detailed scope of work is prepared prior to commencement of project.	Use of specialists or consultants where considered necessary.	Ongoing	Clerk	
8.2	Finance	Insufficient funds	M	Ensure details cost plan for project and separate cashbook maintained			Clerk	
8.3	Liability	Accident - claim	H	Ensure detailed scope of work is prepared.	Ensure staff are adequately trained for the task. Ensure volunteers are adequately trained and equipped for the task, and are supervised.	Ongoing	Clerk	
8.4	Employer	Accident	H	Provide details of all volunteers to insurance company and receive confirmation of cover		Ongoing	Clerk	
8.5	Legal	Acting with the law	L	Seek legal advice for the implementation of any new facilities that are governed by statute		Ongoing	Clerk	
8.6	Propriety	Reputation	M	Ensure each stage of a project is approved by the Council.		Ongoing	Clerk	
8.7	Function	Record keeping	M	Create a separate file for a new project		Ongoing	Clerk	

COVID-19
January 2021

Risk No.	Area	Risk	Level	Controls	Future Controls	Target Date	Responsibility	Separate Documentation
9.1	Assets	Outbreak of COVID-19 amongst hirers	H	Close building for 72 hours NHS Test and Trace QR codes Obtain hirer risk assessment and agreement to special conditions	Contractor to use fogging machine for deep clean Check hirer is meeting government requirements for their activity	Ongoing	Clerk	Server COVID-19
9.2	Finance	Reduction in hirers	H	Budget for 2021/22 prepared with reduced hire income	Apply for government support grants	Ongoing	Clerk	
9.3	Liability	Claims for COVID-19	L	Disclaimer notice at play park	Building rules displayed	Ongoing	Clerk	
9.4	Employer	Outbreak of COVID-19 amongst staff	M	Social distancing at all times Only one member of staff in office	Manage staff stress levels, provide support as needed	Ongoing	Clerk	
9.5	Legal	Acting with the law	M	Risk of fines if buildings or play parks open when government has ordered them to close	Monitor government communications	Ongoing	Clerk	
9.6	Propriety	Reputation	M	Take control steps in Council properties and open spaces to reduce the transmission of COVID-19		Ongoing	Clerk	
9.7	Function	Record keeping	M	Separate area on server to hold risk assessments for COVID-19	Hirer risk assessments obtained and agreement to special conditions of hire	Ongoing	Clerk	Server COVID-19

Local Councils

MTA Policy Schedule

31/07/2020

Important (Material Circumstances)

If the information in The Schedule is incorrect or incomplete, or if the insurance does not meet Your requirements, please tell Us as soon as possible. You are reminded of the need to tell Us immediately of any circumstances or changes which We would take into account in Our assessment or acceptance of this insurance as failure to disclose all relevant circumstances may invalidate Your policy, or may result in the policy not operating fully.

Your Details

Name of Council:	Cranleigh Parish Council
Correspondence Address:	Council Offices Village Way Cranleigh Surrey GU6 8AF
Business:	Local Council
Schedule produced on:	31/07/2020
The county association of local council you are affiliated to:	Not Declared
Population of Council Area:	15,000

Period of Insurance

Effective dates	From:	01 August 2020
	To:	31 July 2021
Renewal date:		01 August 2021
LTA Expiry Date:		01 August 2023

Your Insurance Adviser's Details

BHIB Limited
AGM House
3 Barton Close
Grove Park
Enderby
Leicester
LE19 1SJ

The Schedule details for each Section are shown in the following pages.

Premium Details	
Annual Premium (excluding Terrorism):	£0.00
Insurance Premium Tax:	£0.00
Total Amount Due (excluding Terrorism):	£0.00
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Overall Annual Premium:	£0.00
Overall Insurance Premium Tax:	£0.00
Overall Amount Due:	£0.00

Cover Summary

Section	Cover Operative	Limit of Indemnity
Property Damage	Covered	As per Schedule
Money	Covered	As per Schedule
Business Interruption	Covered	As per Schedule
Employers' Liability	Covered	£10,000,000
Public and Products Liability	Covered	£10,000,000
Fidelity Guarantee	Covered	£750,000
No Claims Discount and Application of Excess Protection	Not Covered	Not Applicable
Libel and Slander	Covered	£250,000
Officials Indemnity	Covered	£500,000
Personal Accident	Covered	£100,000
Legal Expenses	Covered	£250,000
Data Breach Response	Not Covered	Nil

Applicable to all Sections where stated.

Excess

From the amount of all claims in respect of one Occurrence, which shall be adjusted in accordance with the terms Exclusions and Conditions of this Policy, the Insurer will deduct the amount of the Excess stated.

Insurance Limits (and Sub-limits) are inclusive of Excesses.

Only one Excess will apply in respect of any one Occurrence. In the event that more than one Excess applies, then only the higher Excess will apply.

Sub Limits

Sub-limits form part of the Limit of Liability and, unless otherwise stated, do not apply in addition to it.

All Limits of Liability apply any one Occurrence.

Limits are inclusive of the Excess unless otherwise stated.

If more than one Sub-limit applies to the same loss, the Insurer's liability will be limited to the lesser Sub-limit.

Part A - Property Damage and Business Interruption

Section 1 - Property Damage

Property Insured	Declared Value	Sum Insured
Buildings	£4,371,204	£5,245,444
Contents	£126,230	£151,476
Other Property Insured away from the Premises		
Street Furniture	£100,000	£120,000
Gates and Fences	£40,000	£48,000
Playground Equipment	£178,085	£213,702
CCTV Equipment	£18,869	£22,642
War Memorials	£75,000	£90,000
Ground Surfaces	£35,639	£42,766
Mowers and Machinery	£56,583	£67,899
Sports Equipment	£33,813	£40,575
Regalia	£1,070	£1,284
Terrorism	Not Insured	

Section Excess: £125

Excess in respect of all Subsidence claims: £1,000

Excess in respect of all Terrorism claims: Nil

Territorial Limits: Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Property Damage Extensions - Sub-Limits

	Sub-Limit of Indemnity
Decontamination and Clean Up Expense	£25,000
Deterioration of Freezer Stock	£1,000
Fire Brigade Charges and Extinguishing Expenses	£25,000
Inadvertent Omission to Insure	£250,000
Involuntary Betterment	£25,000
Landscaping Costs	£25,000
Locks	£5,000
Metered Utility Charges	£25,000
Mitigation of Environmental Impact	10% of the Building Sum Insured or £50,000 whichever is less
Mitigation of Loss	£10,000
Motor Vehicles	£10,000
Pair and Set / Consequential Reduction in Value	£10,000
Resilient Repairs - Extra Costs	£10,000
Third Party Sites	£10,000
Trace and Access	£25,000
Unauthorised Use of Metered Utilities	£10,000

Section 1A - Money

Money	Insured
Crossed cheques and other non-negotiable Money	£250,000
In Transit or in the Insured's premises during business hours, or in a bank night safe	£10,000
In a locked safe at the Insured's premises out of business hours	£5,000
Out of a safe at the Insured's premises out of business hours	£350
In the private dwelling houses of any councillors or clerks	£350
Whilst at exhibitions and/or fetes	£350
Personal Accident (Assault) - if any Employee or other person entrusted with money is injured as a direct result of theft or attempted theft of money involving assault or violence or the threat of assault or violence. Scale of benefits as follows:	
1. Death	£25,000
2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£25,000
3. Permanent Total Disablement	£25,000
4. Temporary Total Disablement	£100 per week
5. Temporary Partial Disablement	£50 per week
6. The cost of professional counselling	£30 per hour £1,000 per person £5,000 in the aggregate during the Period of Insurance
7. Clothing and Personal Effects	£250
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man

Section 2 - Business Interruption

	Cover	Sum Insured
Item 1 - Gross Revenue Maximum Indemnity Period: 12 Months	Insured	£30,000
Item 2 - Additional Increased Cost of Working	Not Insured	
Item 3 - Standalone Increased Cost of Working Maximum Indemnity Period: 12 Months	Insured	£10,000
Item 4 - Loss of Rent Receivable	Not Insured	
Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man	

Business Interruption Extensions – Sub-Limits

The following Sub-Limits only apply when Section 2 Item 1 above is marked as 'Insured'.

Sub-Limit of Indemnity

Extended Premises

Customers' Premises	£50,000
Suppliers' Premises	£50,000
Third Party Premises	£50,000
Transit	£50,000

Extended Incident

Notifiable Human Disease and Other Health Risks	£50,000
Prevention of Access and Loss of Attraction	£50,000
Utilities	£50,000

Excess

Utilities	£500
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Property Damage and Business Interruption Extensions - Sub-Limits

Claims Preparation Expenses:

£10,000 any one occurrence and £50,000 in the aggregate for the Period of Insurance

Applicable to claims above £50,000 in value only:

Part B - Liabilities

Section 3	Employer's Liability	Limit of Indemnity	£10,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Employer's Liability - Sub-Limits		
	Terrorism		£5,000,000 any one claim or series of claims arising out of any one occurrence or series of occurrences consequent on or attributable to one source or original cause
Section 4	Public Liability	Limit of Indemnity	£10,000,000 any one occurrence
	Products Liability (<i>Personal Injury and or Property Damage caused by the Insured's Products</i>)	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Pollution Liability	Limit of Indemnity	£10,000,000 any one occurrence and in the aggregate for the Period of Insurance
	Territorial Limits		Worldwide in connection with the Business conducted by the Insured from premises within Great Britain, Northern Ireland, the Isle of Man and the Channel Islands
	Public and Products Liability Extensions - Sub-Limits		
	Indemnity to Hirer		£2,500,000 any one occurrence and in the aggregate for the Period of Insurance
	Advertising Indemnity		£1,000,000 any one occurrence and in the aggregate for the Period of Insurance
Excess			
Amount	£250	any one claim or series of claims arising out of any one Occurrence relating to Property Damage	
	Nil	all other claims	

Part C - Additional Covers

Section 5	Fidelity Guarantee	Limit any one Loss	£750,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Sub-Limits	
		Auditors Fees	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
		Re-Writing of Records	10% of the total payment otherwise agreed under the claim subject to a maximum of £50,000 payable in addition
Section 6	NCD & Excess Protection		Not Insured
		Loss of No Claims Discount	£500
		Application of Excess Protection	£250
Section 7	Libel and Slander	Limit of Indemnity	£250,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
		Co-Insurance	10%
Section 8	Officials Indemnity	Limit of Indemnity	£500,000 any one occurrence and in the aggregate for the Period of Insurance
		Territorial Limits	Great Britain, Northern Ireland, the Channel Islands and the Isle of Man
Section 9	Personal Accident		Insured
		Operative Time of Cover	Whilst carrying out official duties
	Scale of Compensation - Ages 16-75		
		1. Death	£100,000
		2. Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	£100,000
		3. Permanent Total Disablement	£100,000
		4. Temporary Total Disablement	£200 per week
		5. Temporary Partial Disablement	£100 per week
		Excess period for items 4 & 5	14 days
		Maximum Benefit Period for items 4 & 5	104 weeks
	In respect of any Insured Person who at the commencement of the current Period of Insurance is between the ages of 76 and 85 years the amounts stated in Items 1 and 2 of the Scale of Compensation are each reduced to £10,000.		

Continental Scale

Compensation under Item 2 of the Scale of Benefits will be paid in accordance with the following percentages subject of a maximum payment of 100% in the aggregate which the Insured Person has survived for at least one month

a)	Permanent Total Disablement	100%
b)	Permanent Loss of One or More Limbs	100%
c)	Loss of Limb(s), Loss of Hearing, Loss of Sight or Loss of Speech	
i)	Loss of Sight in One or Both Eyes or Loss of Hearing in Both Ears	100%
ii)	Loss of Hearing in One Ear	10%
d)	Permanent Loss by Physical Separation of	
i)	One Thumb	
	Both Phalanges	20%
	One Phalange	7%
ii)	One Index Finger	
	Three Phalanges	9%
	Both Phalanges	6%
	One Phalange	2%
iii)	One Other Finger	
	Three Phalanges	7%
	Both Phalanges	5%
	One Phalange	2%
iv)	One Great Toe	
	Both Phalanges	6%
	One Phalange	3%
iv)	One Other Toe	
	Three Phalanges	3%
	Both Phalanges	2%
	One Phalange	1%

Territorial Limits	Worldwide
Legal Expenses	Insured
Limit of Indemnity	£250,000
Employee Compensation Aggregate Limit	£1,000,000
Territorial Limits	As stated in the Policy

Section 10

Aviva Legal Helpline

The Policy provides automatic free access to the Aviva Legal helpline. This is available 24 hours a day, 365 days a year.

To contact the Aviva Legal helpline, please phone 0345 300 1899 and have the Policy Number available on request.

Endorsements

The following endorsements are applicable to your BHIB Local Councils Policy Wording, in addition to the cover provided under the BHIB Local Councils Policy Booklet | v.02.10.2019 policy wording.

Cover is provided effective from the commencement of your Period of Insurance specified in your Policy Schedule at no additional charge, and is subject to the General Conditions, Exclusions and definitions detailed within your policy wording.

Additional Endorsements

[30] - Tree Felling and Lopping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay for necessary and reasonable costs and expenses incurred by the **Insured** with the **Insurer's** consent for the lopping or removal of trees for which the **Insured** is responsible if such trees are considered by an arborologist or other qualified person to be an immediate threat to life or to the **Property Insured**.

However, this Extension will not cover legal or local authority costs involved in removing trees or costs solely incurred to comply with a preservation order.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[31] - Fly Tipping Cover

The following Extension is added to Part A - Section One - Property Damage:

The **Insurer** will pay the reasonable costs of clearing and removing any property illegally deposited in or around the **Premises**.

The liability of the **Insurer** under this extension shall not exceed a maximum of £1,000 any one **Occurrence** and £5,000 any one **Period of Insurance**.

[GDPRCLP] - Data Protection Act wording amendment (CLP)

Part C Section 10 Legal Expenses

The Data Protection clause is restated as follows

2. Legal defence

B. Data Protection

1. The **Insurer** will defend the legal rights of an **Insured Person** following civil action taken against the **Insured Person** for compensation under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing. The **Insurer** will also pay any compensation award made against the **Insured Person** under Section 13 of the Data Protection Act 1998) or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing.
2. The **Insurer** will represent the **Insured** in appealing against the refusal of the Information Commissioner to register the **Insured's** application for registration or alteration of registered particulars or an appeal against an Enforcement Deregistration or Transfer Prohibition Notice.

Provided that at the time of the insured incident, the **Insured** is registered with the Information Commissioner in respect of Contingency 2B a)

[GDPRELPL] - Data Protection Act wording amendment (EL/PL)

4. Data Protection Act

The indemnity provided by this Extension is on a "claims made" basis

Under this Extension the **Insurer** will indemnify the **Insured** and if the **Insured** so requests any **Person Entitled to Indemnity** in respect of their liability to pay

- a. compensation in respect of damage or distress arising under Section 13 of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing and defence costs and expenses incurred with the consent of the **Insurer**
- b. defence costs incurred with the consent of the Insurer in relation to a prosecution brought under the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing

The maximum We will pay for all claims happening during any one period of Insurance is £1,000,000

Provided that

- a. Item a) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability to such damage or distress that is not suffered by an **Employee**
 - ii) in respect of Section 4 Public and Products Liability to such damage or distress that is suffered by an **Employee**
 - iii) to the extent that an indemnity is provided elsewhere in this **Policy**
- a. Item b) of this Extension shall not apply
 - i) in respect of Section 3 Employers' Liability where the infringement leading to the prosecution does not relate to the personal data of an **Employee**
 - ii) in respect of Section 4 Public and Products Liability where the infringement leading to the prosecution relates to the personal data of an **Employee**
- a. this Extension is subject to the Insured having registered in accordance with the terms of the Data Protection Act 1998 or under Article 82 of the General Protection Regulation (Regulation (EU) 2016/679) or under any legislation implementing the General Data Protection Regulation or under any replacement legislation in respect of any of the foregoing
- b. any claim for compensation is first made or prosecution first brought against the **Insured** during the **Period of Insurance**
- c. this Extension will not apply in respect of
 - i. the payment of fines or penalties
 - ii. the cost of replacing reinstating rectifying or erasing any data
 - iii. claims which arise out of circumstances notified to previous insurers or known to the Insured at inception of this **Policy**

[IL001] - Index Linking

Sums Insured and/or Declared Values will be adjusted to take into account movements in the appropriate index and renewal premiums will be based on the adjusted **Sums Insured** and/or Declared Values.

For **Contents** and other **Property** specifically described in the **Schedule** (other than **Stock**), the Retail Price index (or some other suitable index **the Insurers** decides upon) will be used.

The above percentage changes will continue to be applied between the date of any damage and the date when replacement or repair has been completed.

[KEYPERSONS] - Key Persons

Two - Business Interruption:

The **Insurer** will indemnify the **Insured** against;

1. death of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** or total and permanent disablement of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** which prevents them from attending to their normal occupation,
2. injury caused by accidental and violent means of **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
3. illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**

We will only pay the additional costs and/or expenses necessarily and reasonably incurred solely to prevent limitation of the normal activities undertaken by the **Insured** which but for such additional costs and/or expenses would have taken place. The liability of the Insurer under this extension shall not exceed a maximum of £500 per week, and £10,000 in any one **Period of Insurance**.

In the event of a claim under this Extension the **Insured** must supply the following documentary evidence at their own expense;

1. Confirmation of the dates of period of absence being claimed for including the date the absence commenced and the date the Key Person resumed their duties on behalf of The **Insured**
2. Receipts and bills in whichever form We may require substantiating the costs of the services incurred and or the persons employed to replace **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** during their period of absence

Exclusions to this extension

We will not make payment under this Extension where

1. the Accidental Bodily Injury to or illness of the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** is directly or indirectly caused by or results from:
 - (a) any physical defect, infirmity or medical condition known to the Key Person at the inception date of this policy, unless the defect, infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of this policy;
 - (b) the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man** taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the Key Person
 - (c) pregnancy or any condition connected with pregnancy or childbirth
 - (d) any criminal act by the **Insured** or the **Insured's Clerk, Deputy Clerk, Grounds Man or Deputy Grounds Man**
2. any period of absence lasts less than 14 days injury or illness must exceed a period of 14 days

Long Term Undertaking - Expiry Date 01 August 2023

Reduced Premium

In consideration of the reduced premium at which this insurance is written You have agreed to an undertaking to offer at each renewal until the expiry date stated in the Schedule the insurance under this Policy, on the terms and conditions in force at the expiry of each Period of Insurance and to pay the premiums annually it being understood that

- a. We shall be under no obligation to accept an offer made in accordance with this undertaking
- b. The Sums Insured or Limits of Indemnity may be reduced at any time to correspond with any reduction in value or business.

The above -mentioned undertaking applies to any policy or policies which may be issued by Us in substitution for this Policy.

Local Council Awards Scheme (LCAS) Status

The Local Council Awards Scheme has not been attained.

Important Information

Data Protection – Privacy Notice

Personal Information

We collect and use personal information about you so that we can provide you with a policy that suits your insurance needs. This notice explains the most important aspects of how we use your information but you can get more information about the terms we use and view our full privacy policy at www.aviva.co.uk/privacypolicy or request a copy by writing to us at Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester LE7 1PD.

The data controller responsible for this personal information is Aviva Insurance Limited as the insurer of the product. Additional controllers include BHIB Insurance Brokers, who are responsible for the sale and distribution of the product, and any applicable reinsurers.

Personal information we collect and how we use it

We will use your personal information:

- to provide you with insurance: we need this to decide if we can offer insurance to you and if so on what terms and also to administer your policy, handle any claims and manage any renewal,
- to support legitimate interests that we have as a business: we need this to manage arrangements we have with reinsurers, for the detection and prevention of fraud and to help us better understand our customers and improve our customer engagement (this includes marketing, customer analytics and profiling),
- to meet any applicable legal or regulatory obligations: we need this to meet compliance requirements with our regulators (e.g. Financial Conduct Authority), to comply with law enforcement and to manage legal claims, and
- to carry out other activities that are in the public interest: for example we may need to use personal information to carry out anti-money laundering checks.

As well as collecting personal information about you, we may also use personal information about other people, for example family members you wish to insure on a policy. If you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us in one of the ways described below.

The personal information we collect and use will include name, address and date of birth, financial information and details of your business and property. If a claim is made we will also collect personal information about the claim from you and any relevant third parties. We may also need to ask for details relating to the health or any unspent offences or criminal convictions of you or somebody else covered under your policy. We recognise that information about health and offences or criminal convictions is particularly sensitive information. Where appropriate, we will ask for consent to collect and use this information.

If we need your consent to use personal information, we will make this clear to you when you complete an application or submit a claim. If you give us consent to using personal information, you are free to withdraw this at any time by contacting us – refer to the “Contacting us” details below. Please note that if consent to use information is withdrawn we may not be able to continue to provide the policy or process claims and we may need to cancel the policy.

Of course, you don’t have to provide us with any personal information, but if you don’t provide the information we need we may not be able to proceed with your application or any claim you make. Some of the information we collect as part of this application may be provided to us by a third party. This may include information already held about you and your business and property within the Aviva group, including details from previous quotes and claims, information we obtain from publicly available records, our trusted third parties and from industry databases, including fraud prevention agencies and databases.

Credit Searches

To ensure the Insurer has the necessary facts to assess your insurance risk, verify your identity, help prevent fraud and provide you with our best premium and payment options, the Insurer may need to obtain information relating to you at quotation, renewal and in certain circumstances where policy amendments are requested. The Insurer or their agents may:

- undertake checks against publicly available information (such as electoral roll, county court judgments, bankruptcy orders or repossession(s)). Similar checks may be made when assessing claims,
- carry out a quotation search from a credit reference agency (CRA) which will appear on your credit report and be visible to other credit providers. It will be clear that this is a quotation search rather than a credit application.

The identity of our CRA and the ways in which they use and share personal information, are explained in more detail at www.callcredit.co.uk/crain.

Automated decision making

We carry out automated decision making to decide whether we can provide insurance to you and on what terms, deal with claims or carry out fraud checks. In particular we use an automated underwriting engine to provide on-line quotes, using the information we have collected.

How we share your personal information with others

We may share your personal information:

- with the Aviva group, our agents and third parties who provide services to us, and your intermediary and other insurers (either directly or via those acting for the insurer such as loss adjusters or investigators) to help us administer our products and services,
- with regulatory bodies and law enforcement bodies, including the police, e.g. if we are required to do so to comply with a relevant legal or regulatory obligation,
- with other organisations including insurers, public bodies and the police (either directly or using shared databases) for fraud prevention and detection purposes,
- with reinsurers who provide reinsurance services to Aviva and for each other. Reinsurers will use your data to decide whether to provide reinsurance cover, assess and deal with reinsurance claims and to meet legal obligations. They will keep your data for the period necessary for these purposes and may need to disclose it to other companies within their group, their agents and third party service providers, law enforcement and regulatory bodies.

Some of the organisations we share information with may be located outside of the European Economic Area ("EEA"). We'll always take steps to ensure that any transfer of information outside of Europe is carefully managed to protect your privacy rights. For more information on this please see our Privacy Policy or contact us.

Marketing

We may use personal information we hold about you across the Aviva Group to help us identify and tailor products and services that may be of interest to you. We will do this in accordance with any marketing preferences you have provided to us. We may continue to do this after your policy has ended.

If you wish to amend your marketing preferences please contact us:

By phone: 01603 622200 or +44 1603 604999 (from abroad)

By email: helpdesk@aviva.co.uk

By Post: Aviva, Freepost, Mailing Exclusion Team, Unit 5, Wanlip Road Ind Est, Syston, Leicester, LE7 1PD

To see how you can change your preferences in MyAviva or view your choices for online advertising visit our full Privacy Policy at www.aviva.co.uk/privacypolicy

How long we keep your personal information for

We maintain a retention policy to ensure we only keep personal information for as long as we reasonably need it for the purposes explained in this notice. We need to keep information for the period necessary to administer your insurance and deal with claims and queries on your policy. We may also need to keep information after our relationship with you has ended, for example to ensure we have an accurate record in the event of any complaints or challenges, carry out relevant fraud checks, or where we are required to do so for legal, regulatory or tax purposes.

Your rights

You have various rights in relation to your personal information, including the right to request access to your personal information, correct any mistakes on our records, erase or restrict records where they are no longer required, object to use of personal information based on legitimate business interests, ask not to be subject to automated decision making if the decision produces legal or other significant effects on you, and data portability. For more details in relation to your rights, including how to exercise them, please see our full privacy policy or contact us – refer to the "Contacting us" details below.

Contacting us

If you have any questions about how we use personal information, or if you want to exercise your rights stated above, please contact our Data Protection team by either emailing them at dataprt@aviva.com or writing to the Data Protection Officer, Level 4, Pitheavlis, Perth PH2 0NH.

If you have a complaint or concern about how we use your personal information, please contact us in the first instance and we will attempt to resolve the issue as soon as possible. You also have the right to lodge a complaint with the Information Commissioners Office at any time.

Fraud Prevention and Detection

In order to prevent and detect fraud we may at any time

- Share information about you with other organisations and public bodies including the Police
- Undertake credit searches and additional fraud searches
- Check and/or file your details with fraud prevention agencies and databases, and if you give us false or inaccurate information

and we suspect fraud, we will record this to prevent fraud and money laundering.

We can supply on request further details of the databases we access or contribute to. If you require further details please contact us.

Policy Investigation Unit, Aviva, Cruan Business Centre, Westerhill Business Park, 123 Westerhill Road, Bishopbriggs, Glasgow, G64 2QR. Telephone: 0345 300 0597. Email PIUUKDI@AVIVA.COM

We and other organisations may also search these agencies and databases to

- Help make decisions about the provision and administration of insurance, credit and related services for you and members of your household
- Trace debtors or beneficiaries, recover debt, prevent fraud and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you provide us with other satisfactory proof of identity.
- Check details of job applicants and employees.

Claims History

- Under the conditions of your policy you must tell us about any Insurance related incidents (such as fire, water damage, theft or an accident) whether or not they give rise to a claim. When you tell us about an incident we will pass information relating to it to a database.
- We may search these databases when you apply for insurance, in the event of any incident or claim, or at time of renewal to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

You should show these notices to anyone who has an interest in the insurance under the policy.

Complaints Procedure

We hope that you will be very happy with the service that we provide. However, if for any reason you are unhappy with it, we would like to hear from you.

In the first instance, please contact your insurance adviser or usual Aviva point of contact.

Aviva are covered by the Financial Ombudsman Service. If you have complained to us and we have been unable to resolve your complaint, you may be entitled to refer it to this independent body. Following the complaints procedure does not affect your right to take legal action.

If you have taken a product out with us online or by telephone you can also use the European Commission's Online Dispute Resolution for logging complaints. To use this service the European Commission has also provided an Online Dispute Resolution Service for logging complaints. To use this service please go to: <http://ec.europa.eu/odr>

Financial Services Compensation Scheme

Aviva are members of the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the scheme if they cannot meet their obligations, depending on the type of insurance and circumstances of your claim. Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk)

Choice of Law

The appropriate law as set out below will apply unless you and the insurer agree otherwise.

1. The law applying in that part of the United Kingdom, Channel Islands or Isle of Man in which you, the policyholder, normally live or (if applicable) the first named policyholder normally lives, or
2. In the case of a business, the law applying in that part of the United Kingdom, Channel Islands or Isle of Man where it has its principal place of business, or
3. Should neither of the above be applicable, the law of England and Wales will apply.

Telephone Call Charges and Recording

Calls to 0800 numbers from UK landlines and mobiles are free. The cost of calls to 03 prefixed numbers are charged at national call rates (charges may vary dependent on your network provider) and are usually included in inclusive minute plans from landlines and mobiles. For our joint protection telephone calls may be recorded and/or monitored.

Material Circumstances

IMPORTANT – This policy is a legal contract

Please remember that you must make a fair presentation of the risk to us. This means that you must:

1. disclose to us every material circumstance which you know or ought to know or, failing that, sufficient information to alert us that we need to make further enquiries; and
2. make such disclosure in a reasonably clear and accessible manner; and
3. ensure that, in such disclosure, any material representation as to a: (a) matter of fact is substantially correct; and (b) matter of expectation or belief is made in good faith.

A material circumstance is one that is likely to influence an insurer in the acceptance and assessment of the application. You must also make a fair presentation to us in connection with any variations, e.g. changes you wish to make to your policy. If you fail to make a fair presentation of the risk then this could affect the extent of cover provided or could invalidate your policy, so if you are in any doubt as to whether a circumstance is material then it should be disclosed to us.

Disclosures should be specific and made in a reasonably clear and accessible manner. We will not be deemed to have knowledge of any information generally referred to (for example the contents of company websites listed in the risk presentation) or any matter not expressly drawn to our attention.

Each renewal invitation is made on the basis of the information we have at the time it is issued. We may revise or withdraw it if, before the date your renewal takes effect, any event occurs that gives rise to a claim or alters the material circumstances under this insurance, even if we are notified after your renewal date.

A specimen copy of the policy wording is available on request. You should keep a record (including copies of letters) of all information supplied to us for the purposes of the renewal of this insurance. A copy of the completed application will be supplied on request within a period of three months after its completion..

Claims since inception of this policy

Any claim which has been reported to Insurers under this policy is deemed to have been included in this Statement of Facts and does not need to be separately shown within the claim section of this document.

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Land & Buildings	tennis courts	x2 courts	includes bridge		£1.00		£0.00
Land & Buildings	Lych gate	cemetery			£5,948.00		£29,345.97
Land & Buildings	land adjoining pc offices	park land			£1.00		£0.00
Land & Buildings	land on tennis courts		includes bridge		£1.00		£0.00
Land & Buildings	Cemetery workshop	insurance value	01/01/1998		£92,312.00		£53,071.00
Land & Buildings	Parish Council Offices	insurance value	1/1/1980		£82,997.00		£265,874.00
Land & Buildings	Village Hall	insurance value			£1,269,005.00		£1,884,060.00
Land & Buildings	Youth Centre	insurance value			£0.00	£640,080.00	£716,918.00
Land & Buildings	Snoxhall Pavilion & machine shed			Insurance value	£0.00	£1,065,169.00	£945,047.00
Land & Buildings	allotments	beryl harvey field	with covenant		£1.00		£0.00
Land & Buildings	cricket field	snoxhall(donated)	with covenant		£1.00		£0.00
Land & Buildings	football field	snoxhall(donated)			£1.00		£0.00
Land & Buildings	allotments	elmbridge rd			£1.00		£0.00
Land & Buildings	Scout hut	peppercom			£1.00		£0.00
Land & Buildings	BMMF	donated			£1.00		£0.00
Land & Buildings	Guides hall	peppercom			£1.00		£0.00
Land & Buildings	Village Way Toilets	insurance value			£84,140.00		£127,737.00
Land & Buildings	CAB building	peppercom		Insurance value	£253,024.00		£294,505.00
Land & Buildings	Land adjoining village hall	bricked area			£1.00		£0.00
Land & Buildings	Band Room	peppercom			£1.00		£0.00
Land & Buildings	cemetery	burial grounds			£1.00		£0.00
Land & Buildings	Common Toilets	insurance value		WBC owned	£1.00		£53,071.00
Land & Buildings	flowerbeds	village area	CPC responsible		£0.00		£0.00
Land & Buildings	flowerbeds	outside village hall	CPC responsible		£0.00		£0.00
Land & Buildings	war memorial	village area	WBC & CPC responsible		£0.00		£0.00
Land & Buildings	cemetery road & paths				£1.00		£0.00
Land & Buildings	storage container		4/29/2019		£200.00		£2,080.00
Land & Buildings	Shed	beryl harvey field			£460.00		£460.00
					£1,788,001.00	£1,605,249.00	£4,372,168.97

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	access platform ladder	henchman	6/1/2011	henchman	£660.00		£728.13
General contents	wallgate washer x3 VW	wallgate	7/1/2020		£1.00		£1.10
General contents	Coat of arms & scroll		4/1/2007	college of heraldry	£8,000.00		£8,825.86
General contents	cleaning equipment	various		insurance value	£1,200.00		£1,323.88
General contents	millennium tapestry	village hall	made by locals		£1,515.00		£1,671.40
General contents	projector screen	dell	4/1/2007	dell	£810.00		£893.62
General contents	hand tools	various	1988-2018	various	£2,000.00		£2,206.46
General contents	chemsafe	chemsafe	6/1/2010	spaldings	£1,079.00		£1,190.39
General contents	fuel bund	tuffa 1350slbfs	9/1/2006	tuffa tanks	£755.00		£832.94
General contents	access platform ladder	litelift 6.1	3/11/2016	screwfix	£1,599.00		£1,764.07
General contents	generators x2	ipax 1500lb sdmo3000	1/1/2016 1/1/2008	screwfix	£710.00		£783.28
General contents	powertools	dewalt dcz298ct-gb evolution r210cms titan ttb286csw titan ttb276drl titan ttb290sdr erbauer erb666gdr erbauer erb373rsp titan ttb291pln	2005 - 2016	screwfix	£800.00		£882.59
General contents	ladders 1 & steps x3 ramps x1	lyle	2010-2016	screwfix	£750.00		£827.42
General contents	fertiliser spreader	scotts 2000	1/1/2012	rigby taylor	£600.00		£661.94
General contents	gas cooker	falcon dominator	2/1/2006	CJB	£0.00	£1,543.00	£1,702.29
General contents	double sink unit	stainless steel	1/1/1990	insurance value	£0.00	£600.00	£661.94
General contents	x2 prep tables	stainless steel	1/1/1990	insurance value	£0.00	£600.00	£661.94
General contents	large cleaners unit		1/1/1990	insurance value	£0.00	£500.00	£551.62
General contents	boilers	glowworm	1/1/1995		£0.00	£4,000.00	£4,412.93
General contents	floor coverings	refs room & main hall	8/11/2015	mitchell & sons	£0.00	£3,911.00	£4,314.74
General contents	appliances	fridge, dish washer, microwave,	2005-2010	various	£0.00	£675.00	£744.68
General contents	curtains & back drops	insurance value	01/09/2017	A&H	£5,000.00		£5,408.00
General contents	stage lighting		01/02/2000	brady & renaud	£1,737.00		£1,916.31
General contents	folding tables x42		01/03/2009	GLS dudley ltd	£3,408.00		£3,757.61
General contents	upright fridge	dixELL	1/1/2012		£600.00		£661.94
General contents	water heater	insurance value	8/1/2008		£750.00		£827.42
General contents	gas cooker	stott benham	9/1/2013	brakes bros	£1,075.00		£1,185.97
General contents	warming cabinet	victor	1/1/1996		£500.00		£551.62
General contents	boilers	insurance value	8/1/2003		£15,000.00		£16,548.48
General contents	projector screen		2/1/2015	ms visual	£762.00		£840.66
General contents	chair trolley x1		3/1/2013	rosehill	£517.00		£570.37
General contents	piano	upright	donated		£550.00		£606.78
General contents	chairs x 279	red uphoistered	3/27/2006	rosehill	£10,000.00		£11,032.32
General contents	chair trolley x6	s-48-19	3/27/2006	rosehill	£1,989.00		£2,194.33
General contents	table trolley		1/1/2014		£1,000.00		£1,103.23
General contents	portable staging x8	stage blocks	1/1/1990		£5,133.00		£5,287.00
General contents	PA & loop system		1/1/2006		£2,652.00		£2,925.77
General contents	stage lighting		12/22/2015	ron jimmerson	£1,150.00		£1,268.72
General contents	heating system	insurance value	8/1/2004		£7,000.00		£7,722.62
General contents	sink units x2	stainless steel	1/1/1996		£1,000.00		£1,103.23
General contents	x1 large x1small pre table	stainless steel	1/1/1996		£600.00		£661.94
General contents	medium prep table x3	stainless steel	1/1/1996		£900.00		£992.91
General contents	x4 shelf units	stainless steel	1/1/1996		£600.00		£661.94
General contents	wheel coat rack x4		1/1/1996		£500.00		£551.62
General contents	cranleigh crest	N/A	1/1/1996		£500.00		£551.62
General contents	vallender crest	N/A	1/1/1996		£500.00		£551.62
General contents	wallgate washer x2 TC	wallgate			£1.00		£1.10
General contents	ball net	N/A	11/1/2013	olympic gym	£2,917.00		£3,218.13
General contents	appliances	fridge, freezer, cooker, dish washer			£1,500.00		£1,654.85
General contents	boilers		1990-1991		£1,000.00		£1,103.23
Office contents	honour boards x2		1/1/1986		£1,000.00		£1,103.23
Office contents	x3 filing cabinet				£600.00		£661.94
Office contents	office heating system		12/1/2007	hw electric	£1,458.00		£1,608.51
Office contents	computers x 4	dell	1/1/2015	dell	£2,000.00		£2,206.46
Office contents	telephone system	BT	4/1/2015	BT			£0.00
Office contents	map draw	N/A	pre 1988	insurance value	£500.00		£551.62
Office contents	x3 swivel chairs		2010-2016		£750.00		£827.42
Office contents	laptop x2	dell	12/1/2016	net com IT	£1,200.00		£1,323.88
Office contents	x10 small filing cabinet				£1,000.00		£1,103.23
Office contents	chairs x13	compact plus	10/10/2007	rosehill	£500.00		£551.62
Office contents	chamber tables						£2,206.46
Office contents	desks x 3						£1,323.88
Office contents	Artwork	3 paintings					£1.10
Office contents	Photocopier	Sharp MX3061FK	11/27/2019	KCS Professional	£1,656.11		£1,656.11
					£99,982.11	£11,829.00	£126,230.03

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General contents	cctv system		10/01/2018	John McEntee	£2,300.00		£2,392.00
General contents	cctv system	Whole system	10/1/2018	CIA	£0.00	£13,957.09	£14,515.37
General contents	cctv hard drive		10/1/2018	John McEntee	£454.00		£472.16
General contents	cctv	new dome camera	10/6/2015	John McEntee	£1,350.00		£1,489.36
					£4,104.00	£13,957.09	£18,868.90

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Gates and fences	BMMF fencing		1/1/2011		£6,000.00		£6,619.39
Gates and fences	fencing	compound areas	1/1/2013		£1,000.00		£1,103.23
Gates and fences	fence	N/A	1/1/2012	kcl landscaping	£0.00	£4,500.00	£4,964.54
Gates and fences	Tennis court fencing				£8,846.00		£9,759.19
Gates and fences	x7 gates & posts	N/A	2012-2016	AVS fencing	£875.00		£965.33
Gates and fences	cemetery fencing				£1,000.00		£1,103.23
Gates and fences	recreation fencing				£7,606.00		£8,391.18
Gates and fences	recreation fencing	post and rail	7/12/1905	Grasstex		£2,591.00	£2,591.00
Other surfaces	play park extension mulch		24/06/2020	Eibe	0	£3,885.00	£3,885.00
					£25,327.00	£3,885.00	£39,382.10

Categories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Mowers/machinery	Mole plough		4/20/2018		£0.00		£0.00
Mowers/machinery	garden mower	hayter 13/30	6/1/1999	murrey	£903.00		£0.00
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2007	withybush farm	£1,200.00		£1,323.88
Mowers/machinery	stihl combi & hedgecutter	stihl	12/1/2008	withybush farm	£509.00		£561.55
Mowers/machinery	mini trailer		3/1/2013	sch supplies	£2,938.00		£3,241.30
Mowers/machinery	Main Tractor	New Holland/T3020	01/05/2013	Oakes Bros	£18,500.00		£0.00
Mowers/machinery	finishing mower	major	6/1/2007	Oakes Bros	£1,475.00		£1,627.27
Mowers/machinery	quadruply groomer	sisis	11/1/2004	sisis	£1,737.00		£1,916.31
Mowers/machinery	fertiliser spreader	wessex	6/1/2003	Oakes Bros	£700.00		£772.26
Mowers/machinery	tractor spiker	sisis	1/1/1995	cranleigh school	£500.00		£551.62
Mowers/machinery	scarifier	Auto rotorake mk5	7/1/1998	sisis	£3,525.00		£3,888.89
Mowers/machinery	roller mower	RM18	7/1/1998	Oakes Bros	£2,100.00		£2,316.79
Mowers/machinery	pedestrian mower	hayter 48	6/1/2005	mowers online	£527.00		£581.40
Mowers/machinery	pedestrian sprayer	team sprayers scout	4/1/2007	pitchcare	£890.00		£981.88
Mowers/machinery	pedestrian mower x2	shanks 48	5/1/2009	mowers online	£1,282.00		£1,414.34
Mowers/machinery	pedestrian spiker	plugga	4/1/2007	dj turfcare	£1,600.00		£1,765.17
Mowers/machinery	pedestrian vac	bearcat	4/1/2007	abbey garden	£1,280.00		£1,412.14
Mowers/machinery	stihl combi & hedgecutter	stihl	5/1/2009	mowers online	£535.00		£590.23
Mowers/machinery	back pack blower	echo	5/1/2009	mowers online	£529.00		£583.61
Mowers/machinery	roller mower	major	10/1/2011	af wiltshire	£4,800.00		£5,295.51
Mowers/machinery	mulching mower	stiga	3/1/2010	alfold mowers	£505.00		£557.13
Mowers/machinery	ride-on mower	john deere	11/1/2011	mowers online	£4,052.00		£0.00
Mowers/machinery	stihl combi & strimmer	stihl	11/1/2012	mowers online	£696.00		£767.85
Mowers/machinery	foam bout marker	tramline	6/1/2012	kellands	£716.00		£789.91
Mowers/machinery	spray marker	glider	12/1/2012	rigby taylor	£525.00		£579.20
Mowers/machinery	spray marker	glider	4/1/2014	rigby taylor	£525.00		£579.20
Mowers/machinery	tractor trailer		3/1/2013	Oakes Bros	£3,400.00		£3,751.00
Mowers/machinery	sweeper/collector	tomlin	4/1/2016	Oakes Bros	£6,500.00		£7,171.00
Mowers/machinery	hydraulic gang mowers	ramsomes 214	1/1/1994	greensward	£2,500.00		£2,758.08
Mowers/machinery	tractor tipper trailer	J A Silk	4/29/2019	J A Silk	£2,650.00		£1,102.40
Mowers/machinery	road trailer	forrester df8	5/27/2009	tools online	£1,445.00		£1,595.00
Mowers/machinery	powerflow collector	john deere	9/10/2015	mowers online	£970.00		£1,070.14
Mowers/machinery	Chipper	Jansen BX42-S	5/3/2018	Woodmanstore	£1,350.00		£0.00
Mowers/machinery	flail collector	charterhouse	4/1/2005	palehouse	£2,000.00		£2,206.46
Mowers/machinery	tractor sprayer	allman	1/1/1986	Oakes Bros	£1,500.00		£1,654.85
Mowers/machinery	pedestrian roller	sisis	1/1/1986	Oakes Bros	£1,500.00		£1,654.85
Mowers/machinery	Tractor Crane	Multec	4/29/2019	Multec	£225.00		£0.00
Mowers/machinery	Tractor transport box	Multec	4/29/2019	Multec	£350.00		£0.00
Mowers/machinery	Leaf Vacuum	Billy Goat	2/20/2020	ATS	£1,521.00		£1,521.00
					£78,460.00	£0.00	£56,582.21

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Other surfaces	tennis courts						£30,890.50
Natural Surfaces	Silver Birch Trees		5/30/2018	Van Arnhem Nurseries	£2,500.00		£2,704.00
Natural Surfaces	Hornbeam		5/30/2018	Van Arnhem Nurseries	£890.00		£962.62
Natural Surfaces	Bare Root Planting		5/30/2018	Knoll Gardens	£1,000.00		£1,081.60
					£4,390.00	£0.00	£35,638.72

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
play park equipment	teen shelter		3/1/2009	kompan	£0.00	£3,060.00	£3,375.89
play park equipment	argo		3/1/2009	kompan	£0.00	£1,517.00	£1,673.60
play park equipment	spica		3/1/2009	kompan	£0.00	£920.00	£1,014.97
play park equipment	starsurfer		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	rock-it		3/1/2009	kompan	£0.00	£1,592.00	£1,756.35
play park equipment	bloqx		3/1/2009	kompan	£0.00	£10,000.00	£11,032.32
play park equipment	supanova		3/1/2009	kompan	£0.00	£3,040.00	£3,353.83
play park equipment	concrete hoops	recycled usage			£0.00	£500.00	£551.62
play park equipment	egg cup spinner	red	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	egg cup spinner	blue	2/1/2011	kompan	£0.00	£780.00	£860.52
play park equipment	rock n cross		11/1/2008	kompan	£0.00	£6,649.00	£7,335.39
play park equipment	multiplay		12/1/2009	kompan	£0.00	£25,500.00	£28,132.42
play park equipment	nest swing		11/1/2008	playdale	£0.00	£1,870.00	£2,063.04
play park equipment	toddler swings	topset		kompan	£0.00	£1,941.00	£2,141.37
play park equipment	toddler swings	bottom set		playdale	£0.00	£850.00	£937.75
play park equipment	net mountain			hags play	£0.00	£6,326.00	£6,979.05
play park equipment	large swings			hags play	£0.00	£1,620.00	£1,787.24
play park equipment	crisscross	net climber		kompan	£0.00	£858.00	£946.57
play park equipment	toddler slide			kompan	£0.00	£1,369.00	£1,510.32
play park equipment	sandworks	sand pit		kompan	£0.00	£6,723.00	£7,417.03
play park equipment	you&me springer			kompan	£0.00	£586.00	£646.49
play park equipment	small bridge	billygoat gruff		kompan	£0.00	£782.00	£862.73
play park equipment	safety surfacing	play park			£0.00	£20,000.00	£22,064.64
play park equipment	Snake swing		6/24/2020	Eibe			
play park equipment	Aerial runway		6/24/2020	Eibe			
play park equipment	Inclusive swing		6/24/2020	Eibe	£0.00	£27,474.00	£27,474.00
Outside equipment	storage container	expanda store	6/1/2006	extra space	£1,000.00		£1,103.23
Outside equipment	Two handmade o	bespoke	08/23/18		£3,985.00		£4,144.40
Outside equipment	dugouts & stand	N/A	1/1/1998	insurance value	£10,000.00		£11,032.32
Outside equipment	storage container	expanda store	11/1/2004	extra space	£1,066.00		£1,176.05
Outside equipment	storage container	shipping containe	10/1/2008	container man	£1,535.00		£1,693.46
outside equipment	Parking ticket machine		5/14/2018	WBC	£0.00	£1,931.00	£4,867.20
Outside equipment	fitness equipment	air skier	1/1/2010	fresh air fitness	£1,005.00		£1,108.75
Outside equipment	fitness equipment	bench press	1/1/2010	fresh air fitness	£2,093.00		£2,309.06
Outside equipment	fitness equipment	rower	1/1/2010	fresh air fitness	£1,329.00		£1,466.20
Outside equipment	youth shelter	N/A	8/1/2008	monster	£6,695.00		£7,386.14
Outside equipment	fitness equipment	Arm & Pedal Biki	12/10/2018	fresh air fitness	£1,217.00		£1,265.68
Outside equipment	fitness equipment	Elliptical trainer	12/10/2018	fresh air fitness	£1,461.00		£1,519.44
Outside equipment	fitness equipment	Double sit-up bo	12/10/2018	fresh air fitness	£1,395.00		£1,450.80
Outside equipment	Outdoor table tenn	Ping	2/20/2020	Ping	£1,029.00		£1,029.00
					£33,810.00	£128,260.00	£178,085.72

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Sports equipment	football goal	senior size	1/1/2011	mark harrod	£1,000.00		£1,103.23
Sports equipment	football goal	senior size	1/1/2007	edwards	£510.00		£562.65
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£562.65
Sports equipment	football goal	senior size	1/1/2005	mark harrod	£510.00		£562.65
Sports equipment	flood- lights		1/1/1999	carmel electrical	£28,119.00		£31,021.78
					£30,649.00	£0.00	£33,812.96

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
Street furniture	x1 lighting column		7/1/2007	EDF	£2,445.00		£2,697.40
Street furniture	Two Wisley Benches	Wisley	7/31/2018		£4,800.00		£4,992.00
Street furniture	Steel Screen		7/31/2018		£1,500.00		£1,560.00
Street furniture	millennium sculpture	outside village hall	CPC responsible		£15,000.00		£16,548.48
Street furniture	flag pole	war memorial	CPC responsible		£1,000.00		£1,103.23
Street furniture	notice board	post office	CPC owned		£0.00		£0.00
Street furniture	Red telephone kiosk		11/16/18	BT	£1.00		£3,120.00
Street furniture	Red telephone kiosk		11/16/2018	BT	£1.00		£3,120.00
Street furniture	tree guards x2	bespoke	2000-2002	local forge	£2,500.00		£2,758.08
Street furniture	seat	broxap	3/1/2013	broxap	£701.00		£773.37
Street furniture	litter bins x4	nexus city	6/6/2015	glasdon	£1,640.00		£1,809.30
Street furniture	litter bins x6	RLA/5	6/6/2015	wybone	£2,250.00		£2,482.27
Street furniture	picnic tables x4	enviropol	11/1/2008	glasdon	£0.00	£2,488.00	£2,744.84
Street furniture	seats x4	enviropol	9/1/2008	glasdon	£0.00	£1,772.00	£1,954.93
Street furniture	bins x10	guppy	9/24/2010	glasdon	£0.00	£2,213.00	£2,441.45
Street furniture	picnic table x2	enviropol	2/1/2016	glasdon	£0.00	£1,045.00	£1,152.88
Street furniture	lighting columns x 11		6/21/2005	edf	£0.00	£5,320.00	£16,138.98
Street furniture	8m lighting column		5/18/2007	edf	£0.00	£1,598.00	£1,762.96
Street furniture	litter bins x5	elclipse	2/1/2016	advanced scape	£1,045.00		£1,152.88
Street furniture	bollards		8/1/2007	street furnishings	£545.00		£601.26
Street furniture	notice board	COOP	CPC owned		£500.00		£551.62
Street furniture	seats x2 village hall x1 guide hall		9/1/2010		£576.00		£635.46
Street furniture	seat		12/21/2017	glasdon	£500.00		£540.80
Street furniture	oak benches	bespoke	5/30/2018	English Woodlands	£2,000.00		£3,203.20
Street furniture	Poppy sculpture	bespoke	5/30/2018	RM Hiliam	£5,000.00		£5,408.00
Street furniture	bus shelter	High Street	5/28/2019	SCC	£5,000.00		£5,200.00
					£47,004.00	£14,436.00	£84,453.39

Catergories	Item/ description	Make/ model	Date purchased	Where purchased	Council Asset	Charity Asset	Insurance Value
General content	Badges(civic regalia)	chairman & vice		vaughtons	£1,070.00		£1,070.00
					£1,070.00	£0.00	£1,070.00

Category	Council	Charity	Insurance
Buildings	£1,788,001	£1,605,249	£4,372,169
General Contents	£99,982	£11,829	£126,230
Street Furniture	£47,004	£14,436	£84,453
Gates and Fences	£25,327	£3,885	£39,382
Playground Equipment	£33,810	£128,260	£178,086
CCTV	£4,104	£13,957	£18,869
War Memorials	£0	£0	£0
Other Surfaces	£4,390	£0	£35,639
Mowers & Machinery	£78,460	£0	£56,582
Sports Equipment	£30,649	£0	£33,813
Regalia	£1,070	£0	£1,070
	£1,998,228.11	£1,777,616.09	£4,946,293.00

STREET TRADING POLICY 2020



Waverley
BOROUGH COUNCIL

Contents:	Page
1. General guidelines	3
2. Schedule 1 individual applications	3
3. Schedule 2 – community and similar events	5
4. General Information – all cases	6
4.1 Decisions	6
4.2 Renewals	6
4.3 Variations	6
4.4 Fees	6
4.5 Conditions	6
4.6 Appeals	6
4.7 Enforcement	7
4.8 Review procedures	7
4.9 Late Applications	7
Appendix I – List of Prohibited and Consent Streets in Waverley	9
Appendix II – Standard Consent Conditions	11
Appendix III – Pool of Conditions	13

1. General Guidelines

- 1.1. This Policy will guide the Council when it considers applications under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982. The Council has adopted this legislation and streets have been determined as either 'consent' or 'prohibited' (Appendix I), also available on the Council's website. This means that anyone who wishes to trade on a consent street (which includes a road, footway or other area to which the public have access without payment) must hold a street trading consent. The definition does not include buildings themselves or commercial premises.
- 1.2. The aim of the Street Trading in Waverley Policy (the Policy) is to prevent obstruction of the streets of the Borough and ensure the safety of persons using them. In doing so, it recognises the importance of local businesses to the local economy and that occasional, community-run events and those of a similar nature, are important factors in the life of Waverley. The Policy also seeks to ensure that activities do not cause nuisance or annoyance to the people of the area.
- 1.3. To help deal with applications quickly and to allow applicants to know at an early stage whether their application is likely to be supported Waverley Borough Council has adopted this policy. The Council aims to provide a clear, consistent service for users.
- 1.4. For clarification:
 - Land adjacent to the street may also be included according to local circumstances. **See Appendix I for further clarification.**
 - There are some exemptions from requiring a consent to trade (for example newspaper vendors and 'Big Issue' sellers)
 - Street Trading is defined as "the selling or exposing or offering for sale of any article (or living thing) in a street", and
 - any queries regarding the above can be dealt with by the Environmental Health service on a case-by-case basis.
- 1.5. Schedule 1 of the policy deals with applications from individuals. Certain community-run events, charitable events or those of a similar nature are the subject of special provisions in Schedule 2 of the Policy.

2. Schedule 1 – Individual Applicants

- 2.1 Waverley's Licensing and Regulatory Committee is made up of 12 Members of the Council. Applications for street trading consents that fall within this policy are delegated to **the Head of Environmental and Regulatory Services**. Applications that fall outside this policy or those which attract relevant objections will be determined by the Licensing & Regulatory Committee. A relevant objection is one made by a person, business or body that is likely to be directly affected by a successful application. In addition, the objection must not be vexatious or frivolous

and should concern itself only with matters likely to be affected by a successful application. **The Head of Environmental and Regulatory Services** will determine whether an objection is relevant according to its merit and any benefit of doubt will be given to the objector.

2.2 The police, highways authority and fire service are always consulted over any application and a 28-day consultation period will normally be **required** **allowed**. **Wherever possible**, Local Ward Councillors, Chambers of Commerce and Town or Parish Councils, together with any relevant Portfolio Holder or Committee Chairman, will also be notified of an application. Public notification will be achieved through the Council's webpages and posting on the council's social media platforms. Once the council has accepted a valid application the applicant shall also put up a notice of the application at the proposed street trading location, advising the public how to comment on the application. (This requirement will not apply to itinerant street traders such as ice cream vans). Photographic evidence of the notice in place shall be submitted to the Council on the day the notice has been put up. The applicant shall remove the notice at the end of the consultation period.

2.3 In considering any application for the grant or renewal of a street trading consent the following issues will be taken into account before determination:

2.3.1 *Public order*

Whether the street trading activity or activities represent, or are likely to represent, a substantial risk to public order

2.3.2 *Public nuisance*

Whether the street trading activity or activities represent, or are likely to represent, a substantial risk of nuisance to the public from noise or misbehaviour. Particular regard to this will be had in respect of consents in predominantly residential areas and due regard will be had to the character of the neighbourhood.

2.3.3 *Public safety*

Whether the location of the street trading activity or activities represent, or are likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazards or unhygienic conditions, or danger that may occur when a trader is accessing the site. **This includes consideration of the pavement width and the potential for traffic congestion.**

2.3.4 *Needs of the area*

An applicant for the new grant of a Schedule 1 street trading consent shall provide a copy of a map or plan showing all streets and other public areas within a radius of half a mile (800 metres) from the proposed location of the site. The map or plan shall be a proper Ordnance Survey map, or of equivalent or similar standard, to a scale of 1:5000. It shall clearly indicate the

position of the proposed site and indicate the locations of other street traders and outlets already trading in similar commodities to those proposed for sale. The applicant must deliver notices to traders and premises thus identified and to the nearest six premises (being residential, commercial or otherwise) to the proposed site giving details of the application. Evidence of notices delivered to traders and premises shall be submitted to the Council.

- 2.5 In determining an application, the sufficiency of other trading outlets to serve the needs of an area will always be considered. A new consent is unlikely to be granted where it is considered that adequate like provision already exists. For special events falling under schedule 2 of this policy the needs test may be exempted where appropriate.

3. Schedule 2 - Community and similar events

- 3.1 At such special events the Council will issue one Consent to the person organising the community or similar event, either on an annual basis for multi-use sites or on an occasional basis for single-use events. This policy is aimed at promoting and supporting such events and encouraging traders to attend. A schedule 2 event can include a street or series of linked streets under one Consent.
- 3.2 An application shall include an Event Management Plan(s) detailing how the event will be run safely and without causing nuisance to the area. The Consent will relate to the duration of the special event and may include specific conditions, in addition to Standard Consent Conditions, according to the individual merits of the event. Where fees are at the discretion of Local Authority, such as for Street Trading Consents, the Council is able to recover the costs associated with the authorisation scheme as long as they are reasonable, proportionate and do not exceed the cost of the procedures. In arriving at fees, the Council may charge a lesser amount. – Waverley reduces the charges for Schedule 2 applications in order to promote and support such activities.
- 3.3 Community and similar events will normally be organised by a Town or Parish Council, Waverley Borough Council or by a recognised group or charity with aims of engaging with and providing support to the local community. Each special event application will be judged according to its merit and any applications, which fall outside this policy, or those that attract relevant objections (see Schedule 1) will be determined by the relevant Sub-committee.
- 3.4 Special event applications would typically, but not exclusively, include:
- Local Charity events
 - Community fairs and craft events
 - International markets
 - Events celebrating local or national anniversaries

4. General information – in all cases

4.1 Decisions

- 4.1.1 Following the determination of an application, the Council will notify the applicant of the decision. Determinations made at Committee will be confirmed in writing and published on the Council's webpages.

4.2 Renewals

- 4.2.1 Consents are normally issued for a set date or dates, or a period of up to one year. Applicants who wish to continue trading should submit renewal applications at least one month prior to expiry of any current Consent. Renewals are normally allowed but further consultations may be needed if there are causes for concern or if the Consent operation has been the subject of complaint.

4.3 Variations

- 4.3.1 Holders of a Consent may wish, from time to time, to vary it - for example by requesting a change of trading hours. Consents will specify the location or area to which they apply – a request to vary this will be treated as a new application for the new location.

4.4 Fees

- 4.4.1 An annual fee is payable for Street Trading Consents and payment should be made on application. A full refund is given should an application be refused. Fees are reviewed annually and published on the Council's website.

4.5 Conditions

- 4.5.1 Consents will carry Standard Consent Conditions (Appendix II) in all cases in order to promote public safety and avoid obstructions, nuisance and annoyance. Other conditions may be attached to a Consent and will be relevant to the category of Consent issued and the nature of the local environment. A pool of typical conditions, relating to operating hours, sites, locations, goods offered, safety, refuse collection, etc. is shown at Appendix III. A Consent may also attract conditions in addition to or instead of those found in the pool of conditions according to its individual merit.

4.6 Appeals

- 4.6.1 The governing legislation does not allow for appeals and grounds for refusal need not be given. However, in order to ensure the process is open, fair and transparent, if an application is refused reasons will be

given. Officers will refer applications to the Licensing & Regulatory Committee if not minded to grant the application.

4.7 Enforcement

- a. The Council's Environmental Health Service aims to work closely with other enforcement authorities and agencies
- b. Obtaining a Consent does not confer the holder immunity in regard to other legislation that may apply, e.g. Public Liability, Health & Safety at Work, Food Hygiene and Safety, Alcohol and Entertainment Licensing, Planning controls, and organisers should ensure all such permissions, etc. are in place.
- c. Where street trading activities are conducted without appropriate Consents the Council will look to gather evidence and take appropriate enforcement action in accordance with its Enforcement Policy
https://www.waverley.gov.uk/downloads/file/3871/enforcement_policy_2014
- d. If the Council feels there is an issue with public order or threat to public safety in any particular instance it will call for assistance from Surrey Police
- e. The Council may call for assistance from appropriate CCTV recordings when dealing with such issues
- f. The Council will enforce the provisions of all appropriate legislation and will ask persons causing a nuisance to cease the activity that they are conducting and leave the area.
- g. Enforcement decisions will be made on a case-by-case basis in light of the Council's Enforcement Policy.
https://www.waverley.gov.uk/downloads/file/3871/enforcement_policy_2014

4.8 Review Procedures

4.8.1 This Policy will be reviewed from time to time should changes occur in relevant legislation, the nature of street trading generally or as a result of local considerations within Waverley. In any case, this Policy will be reviewed within five years of adoption.

4.9 Late Applications¹

4.9.1 Where an applicant has not given sufficient notice, consent will not normally be granted unless ~~approved~~ agreed by the Head of Service in consultation with the, ~~Executive Director and~~ Chairman of the Licensing & Regulatory Committee on receipt of satisfactory responses from the police, fire and highways authorities.

¹ Versions of this Policy prior to June 2015 dealt with late applications at para. 2.3 – this procedure applies to all late applications and has been moved to Section 4 for clarification.

NOTES

Human Rights

The Human Rights Act 1998 obliges the Council to comply with the provisions and protections of the European Convention on Human Rights. It is unlawful for a local authority to act in a way that interferes disproportionately with a convention right. The Sub-committee will have regard to the rights protected by the European Convention on Human Rights when exercising its licensing functions.

List of Prohibited and Consent Streets in Waverley²

If a road is subject to a Road Closure Order issued by Waverley Borough Council or Surrey County Council, provided an Event Management Plan has been submitted to Waverley Borough Council detailing how the event will be run safely and without causing nuisance to the area, the street shall no longer be deemed a consent or prohibited street.

A consent street includes a road, footway, or other area to which the public have access without payment. It does not include buildings themselves or commercial premises. Events organised by Town and Parish Councils on their own land, adjacent to a consent street, shall not require a street trading consent provided an Event Management Plan has been submitted to Waverley Borough Council detailing how the event will be run safely and without causing nuisance to the area. Similarly, events organised by Waverley Borough Council on their own land, adjacent to a consent street, shall not require a street trading consent.

PROHIBITED STREETS

Farnham

Victoria Road

Union Road

East Street, from the traffic lights at its junction with South Street up to the east end of Dogflud Way (excluding the area immediately fronting Nos 1—6 Woolmead)

Dogflud Way

South Street

Bear Lane, from the traffic lights at its junction with South Street to the junction of Woolmead Road

Park Row

Woolmead Road

~~West Street, from The Borough to its junction with The Hart~~

A31 from Willey Mill through the Farnham Bypass to the Shepherd and Flock Roundabout

A31 from the Shepherd and Flock in an easterly direction to the Waverley Borough Council boundary

A325 Wrecclesham Road, from the Coxbridge Roundabout to the Railway Bridge

Odiham Road from the junction with Folly Hill to the county boundary

Tilford

Tilford Road between All Saints Church and the River Wey (South Branch)

Tilford Road (East Side of the Green) from its junction with Tilford Road to The Street

The Street between its junction with Tilford Road and Whitmead Lane

² List of Consent Streets updated in August 2015 to include Bridge Street, Godalming

Godalming

Wharf Street, Godalming from its junction with High Street to its junction with Flambard Way

Woolsack Way

~~Farncombe Street, from its junction with St Johns Street to the junction of Nightingale Road~~

Farncombe Street from its Junction with Station Road/the west side of the Farncombe Street level crossing to its junction with Nightingale Road

St Johns Street

Summers Road

Station Road, Farncombe

Cranleigh

Dewlands Lane

Ewhurst Road, from the junction of High Street to the junction of ~~Mead Park~~

~~Drive Park Mead~~

~~Park Mead, and~~ Park Drive to the junction with Cranbrook Terrace

Mead Road, from the junction of Ewhurst Road to the junction of Bridge Road

Horsham Road to the Borough boundary

Overford Drive, from its junction with Horsham Road to the junction of Little

Manor Gardens

Church Lane

Knowle Lane, from its junction with the High Street to the access at the rear of Stocklund Square

Victoria Road

St James's Place

Guildford Road from the roundabout junction of the B2128 and B2130 to the entrance to Manfield Park Industrial Estate

Elmbridge Road from the roundabout junction of the B2128 and B2130 to the entrance to Hewitts Industrial Estate

CONSENT STREETS

All roads in the Waverley Borough Council area, other than prohibited streets, are designated consent streets.

Conditions

Standard Consent Conditions

(to be used on all Consents issued)

1. 'Consent Street' means a street in which street trading is prohibited without a Consent from Waverley Borough Council
2. 'Prohibited Street' means a street in which street trading is prohibited at all times
3. 'Street' includes any road, footway, lay-by or other open area to which the public have access without payment
4. 'Street Trading' means (generally) the selling, or exposing or offering for sale, any article in a street
5. The trader shall not cause any obstruction of the street or any danger to any persons or vehicles using the street
6. The trader shall not cause any nuisance or annoyance to any other person, whether that person is using the street or otherwise, or to the occupier of any building in proximity to the consent site
7. The council may at any time vary the conditions of a street trading consent or revoke the consent at any time
8. Public liability insurance providing cover to a minimum amount of 5 million pounds must be in place for the consent site and a certificate of this must be produced on request of an officer of Waverley Borough Council
9. An individual trader shall conspicuously display the council issued Consent at all times whilst trading; for special events, the Consent will be displayed in at least two conspicuous places – typically these shall be attached to the first and last stalls
10. The Consent holder must provide facilities for use by him/herself and customers to collect any waste, refuse or litter. The refuse storage must be of a substantial construction, waterproof and animal-proof. All must be removed from the trading location at the end of each day's trading and properly disposed of, or if the amount of waste and refuse warrants it, when the container is full – whichever is the sooner.
11. The Consent holder shall ensure that all adjacent areas (except the carriageway if open for vehicular use) to a distance of 10 metres be kept free of litter and refuse at all times whilst on site.

12. Authorised vehicles must be roadworthy, have current relevant documentation and internal and external appearance of vehicles &/or stalls shall be maintained in a clean, neat and tidy condition.
13. Any stall or vehicle used for street trading must be immediately removable at all times in the event of an emergency, or at any other time, be removed at the request of any officers of the emergency services or officer of the Council.
14. The name and address of the operator and other address at which the stall or authorised vehicle is normally kept or garaged must be conspicuously and legibly displayed upon it in a place where the public may readily view it.
15. No stall or vehicle shall remain situated for longer than one hour after the authorised trading time(s).
16. No Consent holder shall trade at his / her authorised location on dates when road closure directives are in place for special events otherwise than with the permission of the organisation applying for same.
17. The Consent is non-transferable.
18. Where a structure or vehicle is not removed at the end of trading, no additional permanent or semi-permanent additions or paving shall be erected or constructed adjacent to the structure or vehicle.
19. Failure to comply with any conditions attached to the Consent may result in the revocation of such consent.

Pool of Conditions

Conditions applicable to special Events / Markets, etc

The Consent holder shall keep records of each stallholder present, to include the stall's site, name (and company name), address, vehicle registration and contact telephone number. This must be produced on the request of an officer from the Council

Other Conditions

There shall be no available means of attracting attention for the purposes of trading or any stands or signs away from the consent site

The consent holder must not permit the sale of offensive weapons including imitation firearms, firearms, airguns, swords and crossbows

The consent holder must not sell a knife to anyone under 18.

The Consent does not imply or give any other permission, consent, licence or authorisation to trade in any other products other than those granted on application or renewal

The trader shall not exhibit on the site any advertising signs, posters or such like except as may be approved by the Council

No animal shall be present on any stall or vehicle **save assistance dogs in accordance with the Equality Act 2010**

The trader is not permitted to hold any auction or like sale

The trader shall reimburse the Council's costs in repairing all damaged caused by the trader's occupation and use of the consent site

There shall be no discharge of wastewater or other liquid waste onto the consent site or surrounding areas

No form of amplified music shall be permitted

1. Home (<https://www.gov.uk/>)
 2. Transport (<https://www.gov.uk/transport>)
 3. Aviation (<https://www.gov.uk/transport/aviation>)
 4. Airport capacity and expansion (<https://www.gov.uk/transport/airport-capacity-and-expansion>)
 5. Night flight restrictions at Heathrow, Gatwick and Stansted airports between 2022 and 2024 plus future night flight policy (<https://www.gov.uk/government/consultations/night-flight-restrictions-at-heathrow-gatwick-and-stansted-airports-between-2022-and-2024-plus-future-night-flight-policy>)
- Department for Transport (<https://www.gov.uk/government/organisations/department-for-transport>)

Open consultation

Night flight restrictions

Published 2 December 2020

Contents

About this consultation

This consultation process

Structure of this consultation

Consultation on our proposal to maintain the existing regime at designated airports for 2 years, from October 2022 to October 2024

Noise abatement objective for the period October 2022 to October 2024

Specifics of the regime from October 2022 to October 2024

The impacts of maintaining the existing restriction from October 2022 to October 2024

Operational ban on QC4 aircraft movements during the night quota period (23:30 to 06:00)

Revising our night flight dispensation guidance

Night flight dispensation review

Revising our night flight dispensation guidance

The structure of the night flight restrictions at the designated airports beyond 2024

Our national night flight policy

Full list of questions

Annex A: the Balanced Approach

Annex B: history of night flight operating restrictions at the designated airports and the QC system

Annex C: the current situation at the designated airports

Annex D: designated airport night flight statistics

Annex E: night flight dispensations review

Annex F: guidelines on dispensations

Annex G: noise contours for Heathrow, Gatwick and Stansted airports

Annex H: impact of proposed QC 0.0625 operations

Annex I: glossary

Footnotes

Print this page



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This publication is available at <https://www.gov.uk/government/consultations/night-flight-restrictions-at-heathrow-gatwick-and-stansted-airports-between-2022-and-2024-plus-future-night-flight-policy/night-flight-restrictions>

About this consultation

Background

The government recognises that noise from aircraft taking-off and landing at night is often regarded by communities as the most disturbing form of airport operations. We also recognise that there is evidence, including in the World Health Organisation's (WHO) revised Environmental Noise Guidelines for the European Region (<https://www.euro.who.int/en/publications/abstracts/environmental-noise-guidelines-for-the-european-region-2018>), that sleep disturbance caused by aircraft night operations can have adverse health impacts on overflown communities.

At the same time, the aviation sector has material value to the economy and night flights are an important contributor to this at many airports. The aviation industry plays a significant role in the UK economy and it connects people and UK businesses with the world. Prior to the COVID-19 pandemic, the UK's aviation network was the third largest in the world, after the USA and China^[footnote 1]. In 2019, UK airports served over 370 destinations in around 100 countries and handled over 297 million passengers^[footnote 2]. Aviation also facilitates global trade with £95 billion of goods exported by air extra-EU countries in 2018^[footnote 3]. The sector directly provided around 230,000 jobs with many more employed indirectly^[footnote 2] and the sector contributed at least £22 billion annually to UK GDP^[footnote 4].

The COVID-19 pandemic has had a profound impact on the aviation sector. The core focus in government at this time is combating coronavirus and working with the sector on restart and recovery. The report of the Global Travel Taskforce, published in November, is the next step towards recovery for the travel and tourism sectors. It is nevertheless important that we continue to work on longer-term priorities, including those relating to aviation noise and night flights. COVID-19 has meant that many people have had to profoundly change the way they live, work and travel. It is therefore sensible that the government explores how these changes in behaviours should influence future policy decisions. It is also important the government finds the right balance between limiting the adverse environmental impacts that night flights have on communities, whilst supporting the aviation sector (passenger, freight, general aviation), and the businesses that depend on the availability of night flights to deliver critical goods and services.

This consultation process

This is a two-stage consultation process which seeks views on the regime at the designated airports beyond 2022, and night flights in the national context. This consultation is for a period of 3 months.

Stage 1 of this consultation has 2 purposes. Firstly, we are formally consulting on our proposal to maintain the existing night flight restrictions for the designated airports (Heathrow, Gatwick and Stansted) from 2022 to 2024, and our proposal to ban QC4 rated aircraft movements during the night quota period (23:30 to 06:00). Responses to this section of the consultation will allow us to make a final policy decision on the regime for the designated airport beyond 2022 in summer 2021.

Secondly, we are also seeking early views and evidence on policy options for the government's future night flight policy at the designated airports beyond 2024, and nationally. This includes whether we should amend our national noise policy to include specific policy for night noise, revising our night flight dispensation guidance, whether we should set criteria for airport designation, and what any future night flight regime at the designated airports should look like.

We would aim to publish stage 2 of this consultation in 2022 which will set out firm proposals for the designated airports beyond 2024.

This process relates to the current designated airports in their current operational form and it does not consider any scenarios related to airport expansion proposals.

This consultation process will be of interest to communities that live near airports or underneath flightpaths, local authorities, airlines, airport operators, and businesses or consumers that depend on the aviation sector.

Structure of this consultation

Consultation on our proposal for the regime at designated airports from October 2022 to October 2024

We currently set night-time operating restrictions at Heathrow, Gatwick and Stansted as these airports are designated for the purposes of noise regulation under the Civil Aviation Act 1982. We last consulted on these controls in February 2017 (<https://www.gov.uk/government/consultations/night-flight-restrictions-at-gatwick-heathrow-and-stansted>). The decision, which was published in July 2017 (https://www.gov.uk/government/consultations/night-flight-restrictions-at-gatwick-heathrow-and-stansted#attachment_2183748), put in place the current regime covering the period from October 2017 to October 2022.

In this section we seek views on our proposal to maintain the existing regime at designated airports for 2 years, from October 2022 to October 2024, and placing an operational ban on QC4 rated aircraft movements. This would mean that the limits in place at Heathrow, Gatwick, and Stansted airports would remain unchanged between October 2022 and October 2024. Alongside this, we propose taking advantage of the withdrawal of QC4 rated aircraft (for example a Boeing 747-400 on departure) from most scheduled services due to COVID-19, by proposing to ban such aircraft movements between 23:30 and 06:00. We believe the impacts to the industry of this ban will be minimal, but it will have a benefit to communities that are overflowed by ensuring these noisiest aircraft movements are prevented from operating in the night quota period in future.

Maintaining the existing restrictions for an interim period will provide time for complete consideration of the longer-term options for managing aviation noise at night at the designated airports. It will also provide time for the impacts of the pandemic on the aviation industry to be better understood and for evidence to emerge that can support longer-term policy changes. Alongside this, it will ensure the government complies with legal consultation and notification requirements.

Revising our night flight dispensation guidance

We are seeking early views on the government's night flights dispensation policy, which allows airport operators and the Secretary of State for Transport (SoS) to disregard movements from the existing restrictions in certain circumstances.

We will use responses to revise the guidance for airport operators and publish before October 2022.

The structure of the night flight restrictions at the designated airports beyond 2024

We are seeking early views on the current situation at the designated airports and the potential options for a future regime in the longer-term. This includes but is not limited to the structure of the government's night noise quota count system, the length of the future regime, and future movement and noise quota allowances. Evidence received in response to this section will inform firm policy options in the second stage consultation in 2022.

Our national night flight policy

In this section we seek early views on the health impacts of aviation noise at night and the economic value of night flights, as well as on the advantages or disadvantages the emergence of new technology will have in the future in relation to night noise from aircraft. We also seek views on whether the government's aviation noise objective should include a night noise specific element.

We also seek views on whether the government should set criteria for airport designation. Airport designation allows for the [SofS](#) to publish notices for the purpose of limiting or of mitigating the effect of noise and vibration connected with the taking off or landing of aircraft at the aerodrome. This could, for example, allow the [SofS](#) to set operating restrictions at airports other than Heathrow, Gatwick, and Stansted. This could also allow for the [SofS](#) to de-designate airports that are currently designated, with decisions on noise controls instead being made locally.

How to respond

The consultation period will run between 2 December 2020 and 3 March 2021. You are invited to respond to the consultation via the online form (<https://www.smartsurvey.co.uk/s/6MJQIF/>). Alternatively, you may send your response by email to: night.flights@dft.gov.uk

Due to remote working for the foreseeable future and health and safety issues with handling physical mail, we strongly encourage responses by the online form or by email. If you are unable to respond by the online form or by email, we would invite you to please let us know by asking someone to email on your behalf. If none of the above is possible, then we invite you to provide responses to:

Night Flights Consultation
Great Minster House
33 Horseferry Road
London SW1P 4DR

Your response must reach us before the closing date.

Consultation on our proposal to maintain the existing regime at designated airports for 2 years, from October 2022 to October 2024

Background

The COVID-19 pandemic has had an unprecedented impact on the aviation industry, the full effects of which may not be understood for some time. That is why we propose to maintain the existing restrictions already in place at the designated airports for 2 more years. This would mean that the limits in place at Heathrow, Gatwick, and Stansted airports would remain unchanged between October 2022 and October 2024.

Alongside this, we propose taking advantage of the withdrawal of QC4 rated aircraft (for example Boeing 747-400 on departure) from most scheduled services due to the pandemic, by proposing to place an operational ban on these aircraft movements between 23:30 and 06:00. We believe the impacts to the industry of this ban will be minimal, but it will have a benefit to communities that are overflowed by ensuring these noisier aircraft movements cannot take place in the night quota period in future.

We believe a two-year regime, rather than a shorter one-year regime, will allow time for the impacts of the pandemic on the aviation industry to be understood and for evidence to emerge that can support longer-term policy changes. We accept that if traffic volumes do not recover before October 2024, airports are unlikely to need to use the full current quotas, but we believe this is the fairest approach given the uncertainty. A two-year regime will also provide time for complete consideration of the longer-term options that are set out in the next section.

We are outlining this proposal now in order to comply with relevant legal requirements regarding notice and consultation. There is a legal requirement to give relevant interested parties 6 months' notice ending at least 2 months prior to the determination of the slot coordination parameters. In practical terms, this means that the government should give notice of the replacement regime before autumn 2021. Without defining new restrictions or extending the current regime, the default situation would be that the designated airports could legally operate without operating restrictions from October 2022 when the current regime expires.

As the pandemic delayed the original publication date of this consultation from early this year and hindered the industry's ability to engage with the consultation in a meaningful way, we believe more time is needed to fully consider alternative options that have undergone a full assessment of benefits and impacts. Therefore, maintaining the existing restrictions will ensure that night-time operating restrictions at the designated airports remain in place.

Background information on the history of night flights and technical information on our QC system can be found in annex B. Further information on the current situation at the designated airports, including statistical information and performance against our 2017 to 2022 objective, can be found in annex C and annex D. Noise contour maps are in annex G.

Noise abatement objective for the period October 2022 to October 2024

We recognise the International Civil Aviation Organisation (ICAO) Assembly's 'Balanced Approach' to aircraft noise management. The Balanced Approach consists of identifying noise problems that exist at an airport and then assessing the cost-effectiveness of the various measures available to reduce noise through the exploration of 4 principal elements, which are:

- reduction of noise at source (quieter aircraft)
- land-use planning and management
- noise abatement operational procedures (optimising how aircraft are flown and the routes they follow to limit the noise impacts)
- operating restrictions (including night flight restrictions brought about via this process)

The SofS is the competent authority to ensure the correct process is followed when operating restrictions are considered under this consultation process. Greater information on the 'Balanced Approach', including the legal framework for its implementation in UK law is available.

The Balanced Approach requires measures to address a noise problem at an airport to be no more restrictive than are needed to meet the noise objectives.

For the purpose of the October 2022 to October 2024 regime, we intend on maintaining the existing night noise objective. This objective would continue to apply to all 3 of the designated airports and would apply to the night period (23:00 to 07:00). This objective sits under our national noise objective.

'Limit or reduce the number of people significantly affected by aircraft noise at night, including through encouraging the use of quieter aircraft, while maintaining the existing benefits of night flights'

We intend on continuing to measure our achievement against this objective by:

- the area of and number of people in the 48dB LAeq 6.5hr night contour
- sleep disturbance impacts associated with night flights, assessed using Transport Appraisal Guidance (TAG) methodologies
- the average noise of an aircraft (as measured by the average noise quota count per aircraft movement over the course of a season)

Questions

Do you agree with our October 2022 to 2024 night noise objective for the designated airports? Provide evidence to support your view.

Do you agree with how our October 2022 to 2024 draft noise objective for the designated airports will be measured? Provide evidence to support your view.

Specifics of the regime from October 2022 to October 2024

In order to achieve this objective, we propose to:

- set a two-year regime, from October 2022 to October 2024. During this period, we intend on keeping the existing movement and noise quota allowances that are in place at the designated airports. These are set out below:

Airport	Seasonal period	Movement limit	Noise quota limit
Heathrow	Winter	2,550	2,415
	Summer	3,250	2,735
Gatwick	Winter	3,250	1,785
	Summer	11,200	5,150
Stansted	Winter	5,600	3,310
	Summer	8,100	4,650

- continue to impose an operational ban on the loudest aircraft (QC8 and QC16 rated) during the “night period”, 23:00 to 07:00
- impose a new operational ban on QC4 rated aircraft movements (for example Boeing 747-400 on departure) during the “night quota period”, 23:30 to 06:00
- continue to encourage the use of quieter aircraft, through maintaining the QC0.125 category
- maintain transparency for communities by ensuring all aircraft movements are counted towards an airport's limits, apart from movements that meet the government's dispensation criterion, or Instrument Landing System (ILS) calibration flights

Question

Do you agree that we should maintain the existing restrictions for two years from October 2022 to October 2024? Provide evidence to support your view.

The impacts of maintaining the existing restriction from October 2022 to October 2024

We consider that maintaining the existing restrictions from October 2022 to October 2024 will mean minimal change for communities that are overflowed by aircraft. We believe that communities may benefit from the continued transition by aircraft operators to quieter aircraft and traffic being below pre-COVID-19 levels. Whilst there may not be demand for pre-COVID-19 numbers of night movements at the moment, we believe maintaining the existing limits is the fairest approach given the uncertainty around post-COVID-19 consumer behavioural changes and the recovery of the aviation sector. There is also a further argument for not changing limits now, in so far as we do not have sufficient evidence at this stage to support a substantial change in policy.

We also consider that the cost impacts to the industry to be minimal, and mainly associated with familiarisation costs.

Questions

What would be the impacts to you should the government maintain the existing restrictions for 2 years, from October 2022 to October 2024? Provide evidence to support your view.

What would be the impacts to you should the government allow the night flight restriction in place at the designated airports to lapse. Provide evidence to support your view.

Operational ban on QC4 aircraft movements during the night quota period (23:30 to 06:00)

Prior to the COVID-19 pandemic, QC4 rated (for example Boeing 747-400 on departure) aircraft were the noisiest aircraft in regular service at any of the designated airports. Although they could not be scheduled during the night quota period (between 23:30 and 06:00), they could operate if delayed. These aircraft have now been largely removed from scheduled services as a result of the pandemic.

To prevent these aircraft operating at night in future, we are proposing to ban the noisiest QC4 rated aircraft movements during the night quota period, from October 2022. We believe the impacts to the industry of this ban will be minimal, but it will have a benefit to communities that are overflowed by

ensuring these noisiest movements cannot take place between 23:30 and 06:00.

We also believe that an operational ban on QC4 rated aircraft movements during the night quota period, could be a precursor to an operational ban on QC4 rated aircraft movements during the eight hour night period (23:00 to 07:00) in the longer-term (see section on the structure of the night flight restrictions at the designated airports beyond 2024). Statistics on flights during the Night Quota Period can be found in annex D.

Question

Do you agree we should ban QC4 rated aircraft movements from operating at the designated airports between 23:30 and 06:00 from October 2022? Provide evidence to support your view.

Revising our night flight dispensation guidance

Background

The legal framework through which the government sets night flight operating restrictions at the designated airports also allows airports operators, or the SofS, to disregard certain movements, providing they meet a specified criterion. Any movements that are granted a dispensation in this way, do not count towards an airport's movement or QC allowance.

The 3 types of circumstances which currently allow operators to grant dispensations are set out in guidance and are:

- emergencies
- widespread and prolonged air traffic disruption
- delays as a result of disruption leading to serious hardship and congestion at the airfield or terminal

The circumstances under which the SofS grants dispensations relate to matters of state, where dispensations are required as a result of a government decision, or where the circumstances are an issue of national interest.

We have recently undertaken a review on the night flight dispensation process and are minded to revise the dispensation guidance. Without predetermining what a future regime may include, through this section of the consultation, we are seeking views on areas where the guidance on night flight dispensations is not clear or where it can be improved.

We will use responses to revise the guidance for airport operators and publish before the winter 2022 to 2023 season.

Night flight dispensation review

In the government's 2017 night flight decision (https://www.gov.uk/government/consultations/night-flight-restrictions-at-gatwick-heathrow-and-stansted#attachment_2183748), it committed to carrying out further work to consider whether the current process for issuing dispensations is appropriate, including the guidance under which they are allowed. This commitment was given in response to concerns raised by community groups during the 2017 consultation about how airport operators apply dispensations.

We have now undertaken the review. The objective of the review was to analyse airport dispensation reports provided by the designated airports over a three-year period (October 2016 to October 2019) to ensure that dispensations are being applied correctly and consistently. A summary of the main findings and proposals of the review are set out.

Summary of findings

Adverse weather was the primary factor that resulted in unscheduled flights needing to operate in the night quota period. Air Traffic Control (ATC) strikes, IT problems or system improvements, and medical emergencies are the next leading causes, but dispensations were also applied for other minor issues. Government dispensations were negligible, but used to help facilitate official visits of foreign dignitaries, and repatriation operations conducted following the failure of major airlines.

Dispensations were also applied as a result of disruptive passengers delaying flights, flights departing in the night quota period after a medical emergency had been resolved, or security incidents (for example the Gatwick drone incident). These are not specifically provided for in our guidance and Aeronautical Information Publications (AIP), but some could be seen to be sensible reasons that would warrant more explicit inclusion.

There was a trend observed at all 3 airports of dispensations being applied for airspace capacity related delays which did not have an underpinning causation that clearly met the government's dispensation criteria. The government wrote to each designated airport in 2018 to state that airspace capacity related delays, without an underlying cause that is exceptional and falls within a specified circumstance, are not dispensable. In response, airports and airlines have taken steps to reduce the risk of unscheduled capacity related night movements occurring, and therefore reversing this trend.

Dispensations were mostly applied for delayed arrivals between 23:30 and 00:30. However, some had been applied at Heathrow Airport as a pre-emptive measure for flights between 05:30 and 06:00 on poor weather days. Heathrow is the only airport to adopt this practice. Heathrow believe applying pre-emptive dispensations reduces the risk of delays during the airport's early morning busy hours, which could then have knock-on effects throughout the day, and possibly into the night period. The dispensation guidance does not explicitly permit or prohibit this, and there is not currently sufficient evidence to conclude whether the benefits of this approach outweigh its negative effects.

Each airport's most prominent airline (in terms of numbers of operations) received the most dispensations for each respective airport. The low-cost carrier airlines are more susceptible to knock-on delays causing the final flight of the day to land in the night quota period. This is possibly because they will be more likely to encounter delays going through busy ATC sectors multiple times a day, but also because the business models of these airlines have less resilience to recover from delays.

Across a four-year period between 2014 to 2018, there was a marked increase in dispensations noted as being applied at each airport, with the most notable increase being at Stansted Airport. However, there was a significant reduction in dispensations at all airports in 2019. The reduction was in part due to less weather disruption in summer 2019, but also due to the work the airports have undertaken to reduce capacity related delays. The general trend of increased night flight dispensations is likely to be because of airport growth and demand across both domestic and foreign ATC sectors, with less resilience in the system to absorb delays that do occur. In relation to Stansted, an element of this increase could be because historically, the airport did not always apply dispensations to eligible movements because it had sufficient capacity to absorb the flights within its quota allocation.

It was also found that the level of dispensation data easily accessible or publicly available on airports' websites was limited, although in some cases information was available at consultative committees, or sub-committees. Therefore, it was found improvements could be made to make the process more transparent.

Proposals

The government does not have significant concerns relating to how airports have used their powers to grant dispensations. However, it believes the interpretation of the guidance by some designated airports has meant that the granting of some movement dispensations may not strictly meet the criteria. As a result, it is proposed that the government refines the guidance, and future AIP, to provide better clarity.

It is also proposed that the guidance clarifies the process by which an airport's decision to grant a dispensation can be rejected by the ~~SofS~~, in instances where the dispensation does not meet the criteria.

In relation to transparency, given airport noise and track keeping groups already consider airports' compliance with other noise controls, we propose to:

- make the dispensation process more transparent through greater scrutiny at each airport's noise and track keeping group
- provide guidance to airports on the information we expect them to share with the public, including a proposal that they publish this data on their website
- implement periodically reviews of night flight dispensations, to assess compliance as well as opportunities to further improve the process. This could be commissioned from the Independent Commission on Civil Aviation Noise (~~ICCAN~~) or the Civil Aviation Authority (~~CAA~~)

The full review can be found in annex E, and the government's current dispensation guidance can be found in annex F.

Question

What are your views on the:

- findings of the night flight dispensation review?
- proposals for the night flight dispensation review?

Revising our night flight dispensation guidance

The main areas identified during the review where we believe the guidance could be refined relate to the following:

Weather related delays

The guidance allows for dispensations for disruptions caused by strong winds, snow and ice, and fog resulting in low visibility procedures. The definition of "widespread and prolonged" is broad and it could benefit from greater clarity. In most instances, airport operators have applied dispensations for local adverse weather events, some of which can last for several hours or even days, and which clearly meet

the criteria for dispensations. What is not specifically covered in the guidance is whether weather events abroad that have prolonged impact at a foreign airport, or en-route weather disruption, should qualify for dispensations.

Questions

Should disruption due to local weather qualify for dispensations? Provide evidence to support your view.

Should disruption due to en-route weather qualify for dispensations? Provide evidence to support your view.

Should disruption due to foreign airport weather qualify for dispensations? Provide evidence to support your view.

Delays caused by industrial action (referred to as strikes in dispensation guidance)

All the designated airports have applied dispensations for **ATC** industrial action abroad, which then affect their own operations. These do meet the current criteria for dispensation and the application of such is therefore not an issue of concern. The guidance is silent on delays caused by airport or airline staff industrial action, indicating they do not qualify for dispensations. Whilst we do not condone industrial action as it unfairly penalises consumers, there is evidence to suggest industrial action in the aviation industry can be expected to occur at least on an annual basis. Therefore, there is an argument that this should be taken into consideration by airport operators during operational planning. We therefore seek views and evidence on which forms of industrial action, if any, should qualify for dispensations.

Questions

Should disruption caused by **ATC** industrial action qualify for dispensations? Provide evidence to support your view.

Should disruption caused by industrial action by airport staff qualify for dispensations? Provide evidence to support your view.

Should disruption caused by industrial action by airline staff qualify for dispensations? Provide evidence to support your view.

Network capacity delays

Each of the designated airports have applied dispensations for capacity related delays that do not have a root causation as detailed in the current guidance document. These delays often resulted from restrictions, imposed by **ATC**, on particularly busy **ATC** sectors due to high volumes of traffic, and staffing levels to safely transit aircraft through the sector. We are currently of the view that delays resulting from network capacity issues do not qualify for dispensations.

Question

Should network capacity delays qualify for dispensations? Provide evidence to support your view.

Delays caused by serious criminal or terrorist activity affecting multiple flights

Criminal activity, such as the drone incident that occurred at Gatwick in December 2018, can cause widespread and prolonged disruption. During such incidents, the ~~SofS~~ has granted dispensations. The government is introducing tough rules and restrictions against the unauthorised use of drones and we do not expect drone incursions or other criminal or terrorist activity to become more frequent. However, such incidents may warrant more explicit inclusion. This would allow airport operators to make the decision without reference to central government.

Question

Should delays caused by serious criminal or terrorist activity that affect multiple flights qualify for dispensations? Provide evidence to support your view.

Cumulative delays

Delays caused during the first or subsequent flights of an aircraft during the day for reasons that would meet the dispensation criteria (for example fog), or for multiple delay reasons incurred throughout a day, can often cause knock-on effects that lead to the last flight rotation landing in the Night Quota Period (NQP). By this point, the circumstance that led to the delay may no longer be ongoing. However, airport operators have granted a dispensation for the last movement on the basis of the circumstances that led to the initial delay.

Question

Should cumulative delays qualify for dispensations? Provide evidence to support your view.

Emergencies

The emergencies criterion states “flights involving emergencies where there is an immediate danger to life or health, whether human or animal”.

Clearly, safety is always paramount. Any airborne aircraft that encounters an emergency situation, be it medical, aircraft related, or due to a disruptive passenger, should land as soon as safely possible. That movement should then rightly be granted a dispensation if it lands in the NQP.

However, there is evidence of both medical and disruptive passenger related emergencies on the ground delaying flights, leading them to eventually depart in the NQP after the emergency has passed.

Under the current guidance, medical transport (for example organ donation) repositioning flights are not strictly permitted. However, we are aware that this has caused issues in the past, with aircraft being out-of-position, potentially causing an in-direct risk to health. Given this is a matter of health, we have informed the designated airports that such movements can be dispensed. We believe that any revised guidance should clearly reflect this.

Questions

Should, in your opinion, dispensations be permitted for flights delayed to the NQP due to a medical emergency that has passed? Provide evidence to support your view.

Should, in your opinion, dispensations be permitted for flights delayed to the NQP due to a police emergency (for example a disruptive passenger) that has passed? Provide evidence to support your view.

Should, in your opinion, dispensations be permitted for the repositioning of emergency service (including medical transplant) aircraft? Provide evidence to support your view.

Reducing carbon emissions

Airport operators are not currently allowed to grant dispensations based on reducing fuel emissions. For example, if an aircraft that has a scheduled arrival time after 06:00 arrives in UK airspace earlier than expected, the aircraft is held in a stack until it can land after the NQP. This causes unnecessary fuel-burn and increased carbon emissions. However, allowing these aircraft to land early, would lead to noise for those living underneath the airport's final approach routes earlier than the aircraft's scheduled arrival time.

Question

Should dispensations on the basis of reducing carbon emission be permitted? Provide evidence to support your view.

Pre-emptive dispensations

Heathrow is the only designated airport that allows pre-emptive dispensations to land flights early on poor weather days. Heathrow adopts this practice to reduce the risk of delays during the airport's early morning busy hours, which could then have knock-on effects throughout the day, and possibly into the night period. The dispensation guidance does not explicitly permit this, and there is not currently sufficient evidence to conclude whether the benefits of this approach outweigh its negative effects.

Question

Should pre-emptive dispensations be permitted? Provide evidence to support your view.

Other airport operator granted dispensations

The guidance also provides airport operators with the discretion to apply dispensations for computer failures. Whilst it is not possible for guidance to cover every eventuality, we seek views and evidence on what other issues, if any, should be grounds for airport operators to grant dispensations.

Questions

Should dispensations be granted for information technology failures? Provide evidence to support your view.

If you have further views or evidence on the guidance allowing airport operators to grant dispensations, provide it here?

Government dispensations

The use of government dispensations is very infrequent compared to dispensations granted by airport operators. On the rare occasion the government does grant night flight dispensations, they are usually granted in advance for flights of V.I.P.s travelling on official government business (for example state visits by foreign Heads of State). Support flights, either carrying equipment or specialist personnel for the visits, are not specifically stated in the criteria, but they do play a vital role in facilitating state visits.

Separately, the government has agreed dispensations to ensure the safe departure of those attending major international events (for example major football tournaments), immediately after the event has concluded. The intent of these dispensations has been to reduce the risks associated with passenger congestion at airport terminals.

Question

What are your views on government dispensations overall? Provide evidence to support your view.

The structure of the night flight restrictions at the designated airports beyond 2024

Background

We seek your views and evidence on the potential options for a future regime in the longer-term. The proposals in this section will not be considered as part of the intended October 2022 to October 2024 regime, but will help to provide us with considerations for the night flight regime beyond October 2024.

Background information on the history of night flights and technical information on the government's QC system can be found in annex B. Further information on the current situation at the designated airports, including statistical information, can be found in annex C and annex D. Noise contour maps can be found in annex G.

Options for the regime beyond 2024

Length of the regime

Historically, night flight regimes have been for periods of 5 years or shorter. We are aware that some stakeholders have indicated that this does not allow for long-term planning. We therefore seek views and evidence on how long the night-flight regime beyond 2024 should be, including whether there would be benefits of a much longer regime (10+ years). We have not proposed a regime of less than 3 years as consultation and notification requirements would mean that we would need to consult on the subsequent regime soon after the new regime was coming into effect.

We are mindful of the potential interactions between the night flight regime set by government beyond 2024, and any future decisions brought about by relevant external planning processes. For example, any decisions taken during the process of a development application under the Planning Act 2008, or under the Town and Country Planning Act 1990. The impacts of this could be that the restrictions taken forward under the next night flight regime might be replaced by a bespoke regime brought in through the planning process, or that other separate restrictions could run alongside those introduced through this process.

Questions

What length should the night flight regime beyond 2024 be? Provide evidence to support your position.

How do you think the length of regime will affect you? Provide evidence to support your view.

The QC system

The **Q****Q** system for the designated airports has been in place since 1993, and the principles of the system are used at other UK airports to restrict night noise. We are of the view that it continues to be the best system for limiting noise at the designated airports. However, we welcome views and evidence on how it works in practice. More information on how the **Q****Q** system works and a **CAA** study on **Q****Q** classifications, can be found in annex B.

Questions

Do you think that **Q****Q** is the best system for limiting noise at the designated airports?

What do you think are the:

- advantages of changing to a new system?
- disadvantages of changing to a new system?

Do you have evidence of other noise management regimes being used elsewhere and how they compare with the current system? Provide evidence to support your view.

A new **Q****Q** category

Currently, the lowest **Q****Q** categories are **Q****Q**0.125 for aircraft with a noise classification of between 81 – 83.9 EPNdB, and **Q****Q**0, for aircraft with a noise classification of below 80.9 EPNdB. If a new category was introduced for the quietest aircraft, this could mean introducing a **Q****Q**0.0625 band for aircraft between 78 EPNdB and 80.9 EPNdB, with **Q****Q**0 becoming aircraft 77.9 EPNdB and below. If this was taken forward, it may interact with the option below on the reintroduction of an exempt category, if also taken forward. Annex H contains a list of aircraft expected to be covered under this new category.

Question

Should we introduce an additional **Q****Q** category for quieter aircraft in the longer-term. Provide evidence to support your view.

Reintroduce an exempt category

As part of the government's 2017 night flights decision, the government removed an exempt category for the quietest aircraft, to provide more transparency, meaning that all aircraft movements were included in an airport's movement limit. However, we are aware that due to their business model, the business general aviation sector has stated that there have been times when they could not obtain, on short notice, sufficient night slots to deliver services which were previously able to operate at night as exempt flights.

An exempt category could be based on a **Q****Q** category for example **Q****Q** 0 (aircraft with a noise certification value of less than 80.9), the size and weight of an aircraft, passenger loading, or variations of these options, or other criterion. Since 2018, when this **Q****Q** 0 band was adjusted for less noisy aircraft, there have been relatively few **Q****Q** 0 movements at Heathrow and Gatwick (0 and 18 respectively) but significantly more at Stansted (306). More information on night flight movements at each airport can be found at annex C. Examples of the noisier **Q****Q** 0 aircraft and the impact of their operations can be found at annex H.

We therefore seek views and evidence on whether the economic benefit of these movements outweigh the adverse health impacts, and whether an exempt category should be reintroduced for the quietest aircraft. See the section on ring-fencing which addresses this issue.

Question

Should the government reintroduce an exempt category? Provide evidence to support your position.

Re-baseline the noise quota system

In recent years, there have been progressive introductions of new **QC** categories to account for new quieter aircraft that were not in operation when the system was introduced in 1993. This has resulted in the system whereby **QC** values have needed to be decimalised (for example needing to use QC0.125 due to new aircraft being brought into service that are quieter than those aircraft that were classified at QC1), this has made the system appear more complicated. Further, the higher **QC** categories of QC8 and QC16 only apply to aircraft that are no longer in regular service.

Whilst we believe the methodology behind the **QC** system is sound, we are open to re-baselining the noise quota system, with the aim of increasing the system's accessibility. This could involve ensuring that we do not have a classification less than 1 in the new system. For example, we move the current noisiest aircraft into the categories (QC8 and QC16) as aircraft currently in these bands are categories, whilst current QC0.125, QC0.25, QC0.5, would then be moved to QC1 to QC4. We could also future proof the system by creating **QC** categories for aircraft that do not yet exist.

Questions

Do you think we should re-baseline the night quota system in the longer-term? Provide evidence to support your view.

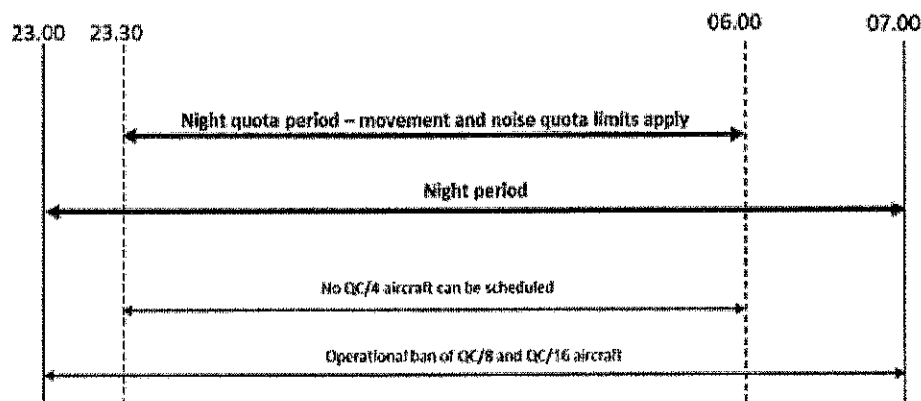
What factors should we consider when anticipating how to best future proof a re-baselined **QC** system?

What costs, if any, would you anticipate in re-baselining the **QC** system?

Night Quota Period

Currently, the government's movement and **QC** limits cover the period 23:30 to 06:00, with this being referred to as the Night Quota Period (**NQP**). However, as the night period is 23:00 to 07:00, we are open to broadening **NQP** to cover this period. Movement and **QC** type limits would need to reflect movements that already exist in the shoulder periods (23:00 to 23:30, 06:00 to 07:00). A mechanism may also need to be developed if evidence shows certain periods of the night are more sensitive for communities than others.

Diagram illustrating the night period and the Night Quota Period and restrictions that apply during each period



Questions

Would you be impacted if the **NQP** was extended to 23:00 to 07:00? Provide evidence to support your position.

Do you think night flights in certain hours of the **NQP** have a greater impact on local communities than other times of the **NQP**? Provide evidence to support your view.

Would a mechanism that disincentivises aircraft movements in periods of the night that are more sensitive for communities impact you? Provide evidence to support your view.

Banning the noisiest aircraft

Currently, the government imposes a strict operational ban on the loudest aircraft movements (QC8 and QC16 rated) between 23:00 and 07:00, although these aircraft are no longer in regular service.

As part of our proposals for 2022 to 2024, we are proposing to place an operational ban on QC4 rated aircraft movements between 23:30 and 06:00 (see above section). We are open to extending this proposed operational ban, if taken forward, to 23:00 and 07:00 beyond 2024. An operational ban means these aircraft movements would not be able to land or take off from a designated airport, even if delayed (unless dispensation criteria were met).

There are relatively few QC2 rated aircraft currently operating at night at the designated airports. We are therefore also interested in exploring whether there is potential to introduce a scheduling ban on QC2 rated aircraft movements between 23:30 and 06:00 and eventually 23:00 to 07:00 during the period covered by the regime after 2024. A scheduling ban would still allow these aircraft to take off or land from a designated airport if delayed. Statistics on flights during the NQP can be found in annex D. We would be interested to understand the impact of the COVID-19 pandemic on airlines' fleet replacement plans beyond 2024 and the future role of QC2 rated aircraft in airlines' operations.

Questions

What would be the impact on you if QC4 rated aircraft movements were banned between 23:00 and 07:00 after October 2024?

What would be the impact on you if a scheduling ban was placed on QC2 rated aircraft movements between 23:30 and 06:00 after October 2024?

What would be the impact on you if a scheduling ban was placed on QC2 rated aircraft movements between 23:00 and 07:00 after October 2024?

If bans are introduced, in your opinion, should the implementation be staged? Provide evidence to support your position.

Future movement and noise quotas

In previous changes to the night flights regime, the government has aimed to maintain movement allowances but reduce the QC limit. This has ensured that the designated airports have been able to maintain the economic benefits whilst reducing noise impacts for communities.

Future regimes could include an increase or decrease in an airport's movement limit and QC limit or alternatively maintain the existing limits.

Questions

In a future regime how should we manage the number of aircraft movements (detailing the airport or airports relevant to your view)?

In a future regime, how should we manage an airports' noise allowances (detailing the airport or airports relevant to your view)?

Managing night noise through QC limits only

Subject to changing relevant primary legislation, it would be possible in future to have a regime based on QC limits only, without any movement limits. This could be used to incentivise the use of quieter aircraft. We are seeking views on this approach.

Questions

Should we remove the movement limit and manage night flights through a QC limit only? Provide evidence to support your view.

Ring-fencing

Currently, each designated airport's movement and **QC** limits are split by each airport's scheduling committee into separate pools (scheduled services, ad-hoc movements, and contingency). These pools are weighted towards scheduled services and this may not provide sufficient night slot availability for ad-hoc services, or for the purposes of airport resilience.

We are aware that the way decisions have been implemented have caused concerns for some airport users. For example, business general aviation and freight operators have found that there are limited or no night slots available to deliver their ad-hoc flight requirements, especially when the requirement is at short-notice.

We do not yet have sufficient evidence of the extent of this problem, or whether a more formalised ring-fencing mechanism that ensured each sector is provided with a fair share of slots is a proportionate response. Ring-fencing, if introduced, could include guidance to airports and/or the scheduling committees, or a legal mechanism that is supported by the government's night flight regime. Ring-fencing an allocation for quietest aircraft (QC0) could be an alternative to reintroducing an exempt category.

Questions

Should we introduce a ring-fencing mechanism to ensure night slots are available for:

- commercial passengers
- dedicated freight
- business general aviation

Provide evidence to support your view.

Unused allocation during seasons

Each designated airport's movement and **QC** limits are split into separate quota pools by the respective airports' scheduling committees. Within the scheduled service pool, each airline that has a service during the **NQP** is allocated a proportion of the pool, and they report to the airport when they use any allocated movements and **QC**. This means that if an airline has a service that was scheduled to depart in the **NQP** but departs in the day, it can "bank" the movement and **QC** for use later in the season.

Questions

Should an airline be able to use unused allowances later in the season? If the government decided that unused allowances should be returned to the airport's pool, what would be the impacts on:

- communities
- airports
- airport users
- airlines
- business in and around airports

Carry-over of limits between seasons

The night flight regime allows airport operators to carry over limits between seasons and borrow from future seasons. An important aspect of this is to allow airport operators to manage their movements during the peak Easter period, which can fall in either season. Often, this results in airports using the process to effectively increase either their summer or winter limit on a regular basis, and this therefore calls into question whether the current process remains appropriate and proportional.

A different approach could involve decreasing the carry-over limit or introducing an annual allowance, or removing the carry-over process.

Questions

Do you agree or disagree that the current carry-over process benefits you? Provide evidence to support your view.

What changes, if any, would you like to see to the carry-over process and how would this impact you?

Our national night flight policy

Background

Our approach to managing aircraft noise is based on the principles of International Civil Aviation Organisation's (ICAO) Balanced Approach to aircraft noise management (<https://www.icao.int/environmental-protection/Pages/noise.aspx>). The Balanced Approach ensures that decisions in relation to an airport's operations take into account both health and economic factors. It also means that where there is a noise problem at an airport, it should be addressed in accordance with the Balanced Approach and be managed in a cost-efficient manner. Operating restrictions should only be introduced at airports if there are no other ways of achieving the desired benefits. The Balanced Approach and its principles are enshrined in UK law. Further background can be found in annex A.

The government's 'Aviation policy framework' (<https://www.gov.uk/government/publications/aviation-policy-framework>) recognises that the costs on local communities are higher from aircraft noise during the night, particularly the health costs associated with sleep disturbance. However, we also recognise the importance to the UK economy of certain types of flights, such as express freight services, which may only be viable if they operate at night.

In recognising these higher costs upon local communities, we expect the aviation industry to make extra efforts to reduce and mitigate noise from night flights. For example, we encourage the use of best-in-class aircraft and best practice operating procedures. We also expect the industry to seek ways to provide respite wherever possible and to minimise the demand for night flights where alternatives are available. We also commend voluntary approaches, such as at Heathrow, which ensures that early morning arrivals do not land before 4:30am.

Health impacts and economic value of night flights

The government recognises that noise from aircraft at night is often regarded by communities as the most disturbing form of airport operations and that there is evidence of adverse health impacts from these operations. Therefore, governments have historically sought to balance these adverse health implications against the economic benefit such flights bring to the UK economy. There is more information on the government's approach to night flights in annex A.

Questions

<https://www.gov.uk/government/consultations/night-flight-restrictions-at-heathrow-gatwick-and-stansted-airports-between-2022-and-2024-plus-future...> 22/41

How fair a balance between health and economic objectives do you think our current night flight approach is? Provide evidence to support your view.

What are your views on the health impacts of aviation noise at night (including potential impacts on different groups in society)? Provide evidence to support your view.

What are your views on the economic value of night flights (including the potential value on different businesses and aviation sectors)? Provide evidence to support your view.

What are your views on changes to aircraft noise at night as result of the COVID-19 pandemic? Provide evidence to support your view.

Future technology

We are keen to explore how future technology will benefit communities, consumers and the industry. In recent decades, there have been significant advances in airframe and engine technology that have helped reduce noise at source. Studies have shown that new generation aircraft such as the Airbus A350 and Boeing 787 are significantly quieter than the aircraft they are replacing^[footnote 5]. Historically, these advances in technology have benefited both noise and carbon reduction aims. However, it is unclear what the future technological advances will be, and whether there will continue to be reductions in both forms of environmental emission.

Question

In your opinion, what are the advantages or disadvantages that the emergence of new technology will have in relation to night noise from aircraft within the next 10 years? Provide evidence to support your view.

Proposal to include a night noise reference in our noise objective

The government's current policy statement, as set out in the 'Aviation policy framework' (<https://www.gov.uk/government/publications/aviation-policy-framework>), is:

The Government's overall policy on aviation noise is to limit and, where possible, reduce the number of people in the UK significantly affected by aircraft noise, as part of a policy of sharing benefits of noise reduction with industry.

In 2018, the government consulted on revising its aviation noise objective, but we have yet to publish a revised objective.

Night noise is a significant element of aviation noise and we welcome views and evidence on whether there should be specific reference to the balance between the impacts of night noise and the economic benefits of both passenger and freight operations. It would be published when we publish our revised noise objective and it would apply across all four nations of the United Kingdom.

Subject to views and evidence in response to this section, the following additional statement could be included in our noise objective:

There should be a balance between the local and national economic and consumer benefits of night flights, both in terms of passenger and freight operations, against their social and health implications, in line with ICAO's Balanced Approach.

The intent of including a night noise reference to the government's objective would be to provide a framework that could be applied alongside the Balanced Approach, when competent authorities set individual noise abatement objectives at airports. The aim of this statement would be to ensure that both local and national factors are considered when a noise abatement objective is set at an airport. For example, we would expect a local planning authority, when setting a noise abatement objective whilst assessing a Town and Country Planning Act 1990 (<https://www.legislation.gov.uk/ukpga/1990/8/contents>) application or equivalent in Scotland (<https://www.legislation.gov.uk/ukpga/1997/8/contents>) or Northern Ireland (<https://www.legislation.gov.uk/nia/2011/25/contents>), to consider this objective and ensure that both national and local factors are considered when making its decision. More information on the Balanced Approach, including the legal framework for its implementation in UK law, can be found in annex A.

Questions

Should we include a reference to night noise when we publish a revised aviation noise objective?

What factors relating to night noise should we include if we do introduce a noise reference in our revised aviation noise objective?

Airport designation

Heathrow, Gatwick, and Stansted airports have been designated for the purpose of avoiding, limiting or mitigating the effect of noise from aircraft since 1971^[footnote 6]. The ~~So~~^{gov} powers to designate airports in England and Wales and to set noise controls, which include the current night flight restrictions, are contained within the Civil Aviation Act 1982. These powers are devolved in Scotland and Northern Ireland.

We recognise that currently there are no criteria for deciding whether an airport should be designated in England and Wales. There could be a number of factors that could be used when assessing the need for government involvement by way of designation. These could include population affected, number of night flights, or the strategic importance of any airports.

We are not proposing to designate or de-designate any airports as part of this two-stage consultation process. However, it is open to considering criteria for designation, that could in future be used as the framework for the designation of an airport in England and Wales. If criteria are developed, we would assess airports that are currently designated against those criteria. If an airport that is currently designated does not meet the criteria, this could result in their eventual de-designation.

Questions

Should the government set criteria for airport designation?

What do you think are the:

- advantages to the government setting criteria for airport designation?
- disadvantages to the government setting criteria for airport designation?

What factors, if any, do you think we should consider when setting criteria for designation?

How should any criteria for designation be agreed?

What impact, if any, do you think the designation of an airport would have on:

- communities
- airports
- airport users
- airlines
- business in and around airports

What impact, if any, do you think the de- designation of an already designated airport (Heathrow, Gatwick, Stansted) would have on:

- communities
- airports
- airport users
- airlines
- business in and around airports

Full list of questions

Questions 1 to 5 ask for personal details, organisation details, region of the UK and local airport.

6/ Do you agree with our October 2022 to 2024 night noise objective for the designated airports?

7/ Do you agree with how our October 2022 to 2024 draft noise objective for the designated airports will be measured?

8/ Do you agree that we should maintain the existing restrictions for two years from October 2022 to October 2024?

9/ What would be the impacts to you should the government maintain the existing restrictions for two years, from October 2022 to October 2024 (provide evidence to support your view)?

10/ What would be the impacts to you should the government allow the night flight restriction in place at the designated airports to lapse (provide evidence to support your view)?

11/ Do you agree we should ban QC4 rated aircraft movements from operating at the designated airports between 23:30 and 06:00 from October 2022?

12/ Provide evidence to support your view.

13/ What are your views on the:

- findings of the night flight dispensation review?
- proposals for the night flight dispensation review?

14/ Should disruption due to local weather qualify for dispensations?

15/ Should disruption due to en-route weather qualify for dispensations?

16/ Should disruption due to foreign airport weather qualify for dispensations?

17/ Should disruption caused by ATC industrial action qualify for dispensations?

- 18/ Should disruption caused by industrial action by airport staff qualify for dispensations?
- 19/ Should disruption caused by industrial action by airline staff qualify for dispensations?
- 20/ Should network capacity delays qualify for dispensations?
- 21/ Should delays caused by serious criminal or terrorist activity that affect multiple flights qualify for dispensations?
- 22/ Should cumulative delays qualify for dispensations?
- 23/ Should dispensations be permitted for flights delayed to the NQP due to a medical emergency that has passed?
- 24/ Should dispensations be permitted for flights delayed to the NQP due to a police emergency (for example a disruptive passenger) that has passed?
- 25/ Should dispensations be permitted for the repositioning of emergency service (including medical transplant) aircraft?
- 26/ Should dispensations on the basis of reducing carbon emissions be permitted?
- 27/ Should pre-emptive dispensations be permitted?
- 28/ Should dispensations be granted for information technology failures?
- 29/ Supply any further views or evidence on the guidance allowing airport operators to grant dispensations you may have?
- 30/ What are your views on government dispensations overall (provide evidence to support your view)?
- 31/ What length should the night flight regime beyond 2024 be?
- 32/ How do you think the length of regime will affect you (provide evidence to support your view)?
- 33/ Do you think that QQ is the best system for limiting noise at the designated airports?
- 34/ What do you think are the:
- advantages of changing to a new system?
 - disadvantages of changing to a new system?
- 35/ Do you have evidence of other noise management regimes being used elsewhere and how they compare with the current system?
- 36/ Should we introduce an additional QQ category for quieter aircraft in the longer-term?
- 37/ Should the government reintroduce an exempt category?
- 38/ Please provide evidence to support your position.
- 39/ Do you think we should re-baseline the night quota system in the longer-term?

40/ What factors should we consider when anticipating how to best future proof a re-baselined QC system?

41/ What costs, if any, would you anticipate in re-baselining the QC system?

42/ Would you be impacted if the NQP was extended to 23:00 to 07:00?

43/ Provide evidence to support your view.

44/ Do you think night flights in certain hours of the NQP have a greater impact on local communities than other times of the NQP?

45/ Provide evidence to support your view.

46/ Would a mechanism that disincentivises aircraft movements in periods of the night that are more sensitive for communities impact you (provide evidence to support your view)?

47/ Provide evidence to support your position

48/ What would be the impact on you if QC4 rated aircraft movements were banned between 23:00 and 07:00 after October 2024?

49/ What would be the impact on you if a scheduling ban was placed on QC2 rated aircraft movements between 23:30 and 06:00 after October 2024?

50/ What would be the impact on you or your business if a scheduling ban was placed on QC2 rated aircraft movements between 23:00 and 07:00 after October 2024

51/ If bans are introduced should the implementation be staged?

52/ Please provide evidence to support your position.

53/ In a future regime how should we manage the number of aircraft movements (detailing the airport or airports relevant to your view)?

54/ In a future regime how should we manage an airports' noise allowances (detailing the airport or airports relevant to your view)?

55/ Should we remove the movement limit and manage night flights through a QC limit only?

56/ Provide evidence to support your view.

57/ Should we introduce a ring-fencing mechanism to ensure night slots are available for:

58/ Provide evidence to support your view.

59/ Should an airline be able to use unused allowances later in the season?

60/ If the government decided that unused allowances should be returned to the airport's pool, what would be the impacts on:

- communities?
- airports?
- airport users?

- airlines?
- business in and around airports?

61/ Do you agree or disagree that the current carry-over process benefits you?

62/ Provide evidence to support your view.

63/ What changes, if any, would you like to see to the carry-over process and how would this impact you?

64/ How fair a balance between health and economic objectives do you think our current night flight approach is?

65/ What are your views on the health impacts of aviation noise at night, including potential impacts on different groups in society (provide evidence to support your view)?

66/ What are your views on the economic value of night flights, including the potential value on different businesses and aviation sectors (provide evidence to support your view)?

67/ What are your views on changes to aircraft noise at night as result of the COVID-19 pandemic (provide evidence to support your view)?

68/ In your opinion what are the advantages or disadvantages that the emergence of new technology will have in relation to night noise from aircraft within the next 10 years (provide evidence to support your view)?

69/ Should we include a reference to night noise when we publish a revised aviation noise objective?

70/ What factors relating to night noise should we include if we do introduce a noise reference in our revised aviation noise objective?

71/ Should the government set criteria for airport designation?

72/ What do you think are the:

- advantages to the government setting criteria for airport designation?
- disadvantages to the government setting criteria for airport designation?

73/ What factors, if any, do you think we should consider when setting criteria for designation?

74/ How should any criteria for designation be agreed?

75/ What impact, if any, do you think the designation of an airport have on:

- communities?
- airports?
- airport users?
- airlines?
- business in and around airports?

76/ What impact, if any, do you think the de-designation of an already designated airport (Heathrow, Gatwick, Stansted) will have on:

- communities?
- airports?
- airport users?
- airlines?
- business in and around airports?

77/ Any other comments?

Annex A: the Balanced Approach

We recognise the International Civil Aviation Organisation (ICAO) Assembly's "Balanced Approach" to aircraft noise management (<https://www.icao.int/environmental-protection/Pages/noise.aspx>). The Balanced Approach consists of identifying noise problems that exist at an airport and then assessing the cost-effectiveness of the various measures available to reduce noise through the exploration of four principal elements, which are:

- reduction of noise at source (quieter aircraft)
- land-use planning and management
- noise abatement operational procedures (optimising how aircraft are flown and the routes they follow to limit the noise impacts)
- operating restrictions (including night flight restrictions brought about via this process)

The Balanced Approach was initially adopted in UK law through the Aerodromes (Noise Restrictions) (Rules and Procedures) Regulations 2003 (the 2003 Regulations) (<http://www.legislation.gov.uk/ukxi/2003/1742/made>), which implemented EU Directive 2002/30/EC (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32002L0030>). On 13 June 2016, Directive 2002/30/EC was replaced by Regulation (EU) No 598/2014 (the EU Regulation) (<https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0598>).

The UK fully supports the Balanced Approach and the underlying principles of the EU Regulation and it is to be part of retained EU law, with modifications as made by the Aviation Noise (Amendment) (EU Exit) Regulations 2019 (<http://www.legislation.gov.uk/ukxi/2019/643/contents/made>).

The UK government has appointed "competent authorities" for England and Wales through the Airports (Noise-related Operating Restrictions) (England and Wales) Regulations 2018 (the England and Wales Regulations) (<http://www.legislation.gov.uk/ukxi/2018/785/made?view=plain>)^[footnote 7]. The role of a competent authority is to ensure the correct process is followed when operating restrictions are considered or introduced at a major airport. On the England and Wales Regulations coming into force, the 2003 regulations were revoked for England and Wales.

In England and Wales, there are 2 separate and alternative legal frameworks that govern planning, namely the Town and Country Planning Act 1990 (<http://www.legislation.gov.uk/ukpga/1990/8/contents>) (TCPA), and the Planning Act 2008 (<http://www.legislation.gov.uk/ukpga/2008/29/contents>) (PA). The PA is the framework for Nationally Significant Infrastructure Projects, applicable to schemes above a certain threshold.

Whilst local planning authorities in Wales would need to consider any national noise objective, they must also operate within the framework of Planning Policy Wales and the Well-being of Future Generations (Wales) Act. The government recognises that there may need to be a balance between reserved

controls on airport operations and devolved decision-making on land use in the surrounding area.

The government has published 'Planning for the future

(<https://www.gov.uk/government/consultations/planning-for-the-future>)', a package of significant changes to both the focus and processes of planning. The proposals look to secure better outcomes in terms of land for homes, beauty and environmental quality, as well as processes which give greater certainty and speed for communities, councils and developers. It is important that we analyse and scrutinise the consultation feedback thoroughly. We will then respond formally once this has been undertaken, outlining the findings of the consultation and setting out next steps for the future of the planning system in England.

The England and Wales regulations provides for the SofS to be the competent authority on a primary basis. However, there are exceptions that provide for the local planning authority to be the competent authority. These are for:

- any operating restrictions proposed to be imposed, or that are imposed by the local planning authority, under the ICPA
- the monitoring of any operating restrictions imposed by the SofS when making a determination under the PA, unless the SofS issues a notice providing that the SofS will be the competent authority

Whilst no Welsh airports currently meet the criteria, should they do so in the future, it would be Welsh ministers who would be the competent authority in relation to planning applications called in by them, or when determining appeals made to them under the ICPA.

The SofS would be the competent authority for operating restrictions considered in the context of nationally significant infrastructure projects, as well as in the context of any planning applications under the ICPA that are "called-in" for decision by the SofS, and planning appeals under the ICPA. The Secretary of State for Housing, Communities, and local government would be responsible for the broader aspects of the call-in considerations.

The SofS would also be the competent authority for any restrictions brought outside the planning process, for instance, those proposed voluntarily by an airport as part of their noise action plan, or those brought about under section 78 of the Civil Aviation Act 1982. The SofS would, therefore, be the competent authority for any restrictions brought about through this consultation process.

The SofS would also be the competent authority for operating restrictions considered or introduced during the course of an application to grant a development consent order under the Planning Act 2008.

The UK's current application of the Balanced Approach

Our approach to managing aircraft noise is based on the principles of ICAO's Balanced Approach. Where there is a noise problem at an airport, UK law requires it to be addressed in accordance with the Balanced Approach and to be managed in a cost-efficient manner. The measures identified under the Balanced Approach for addressing noise are set out below, together with some of the measures the government has undertaken, or is currently undertaking, to support the Balanced Approach. Under the Balanced Approach operating restrictions should only be introduced at airports if there are no other ways of achieving the desired benefits.

Reduction of noise at source

Reduction of noise at source is the first pillar of the Balanced Approach and this is usually achieved through advances in aircraft engine and airframe technology. Advances in aircraft technology have already allowed for great improvements in the environmental performance of aircraft and this has had a substantial effect on the noise experienced on the ground. Studies have shown that new generation aircraft such as the Airbus A350 and Boeing 787 are significantly quieter than the aircraft they are replacing^[footnote 8].

The UK was instrumental in securing an agreement on a tougher international noise standard in the ICAO Committee on Aviation Environmental Protection (CAEP). This standard required new types of large civil aircraft, from 2017 onwards, to be at least 7 decibels quieter than the previous standard. Standards for smaller aircraft will be similarly reduced in 2020 and the UK continues to work with international partners to further drive improvements in aircraft noise performance.

We know that at an airport level, measures can be taken to further incentivise the use of these quieter aircraft. For example, the government knows that some airports have differential charges during the night period based on an aircraft noise performance. In some instances, these charges are levied on just arriving aircraft, but at other airports, these differential charges have been split with separate operating charges for landings and departures. Whilst it is unlikely that landing charges for the night based on an aircraft's noise performance will act as the decisive factor upon which airlines base their fleet replacement decisions, they might encourage airlines to shift towards a quieter fleet, or to disincentivise the use of the noisiest aircraft during the night period.

Land-use planning and management

Land-use planning is an important mechanism in influencing the populations affected by aircraft noise and in the assessment (and appropriate mitigation) of environmental impacts resulting from aviation activity.

Planning decisions for development in noise sensitive areas near to airports are the responsibility of the local planning authority. Planning decisions should be made in accordance with the development plan, unless material considerations indicate otherwise.

The National Planning Policy Framework (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>) ('the framework') must be taken into account in preparing the development plan and is a material consideration in planning decisions. 'The framework' states that planning policies and decisions should ensure that any new development is appropriate for its location. The "agent of change principle" codifies the principle that where a new land use has the potential to interfere with the operation of an existing use, the applicant proposing new development (the agent of change) is responsible for mitigating any potential impact.

Planning practice guidance (<https://www.gov.uk/guidance/noise--2>) provides further guidance on the application of the agent of change principle. The guidance confirms that the principle may apply to new developments located near existing airports, or in areas where aviation activity could subject residents or occupiers to significant noise impacts^[footnote 9].

Currently approved document E (<https://www.gov.uk/government/publications/resistance-to-sound-approved-document-e>), the building regulation in England for the resistance to the passage of sound and sound insulation, details no specific guidance relating to the construction of buildings in noise sensitive locations. However, the main elements to effective noise control in these locations are:

1. appraisal of noise affecting the site.

2. planning to control external noise.
3. planning to control internal noise.
4. selection of appropriate forms of construction to control external and internal noise.
5. detailing for noise control.

The Local Planning Authority (LPA) should be satisfied (by the building control body) that any proposal for new housing has followed a good acoustic design process. The LPA should also require applicants to demonstrate in an acoustic design statement how the acoustic design process was conducted and how the proposed design evolved. Where a number of different designs were considered, applicants would be expected to set out the reasons why the favoured design has been selected. For example, where the scheme relies on windows being closed to achieve good internal noise conditions, the acoustic design statement should include or refer to an explanatory statement detailing why this approach has arisen. It should also include information on how the use of layout, orientation, spatial design and non-building envelope mitigation has been used to minimise the need for reliance upon closed windows.

Alongside this, the aviation strategy green paper (https://www.gov.uk/government/consultations/aviation-2050-the-future-of-uk-aviation#attachment_3751982) published in 2018 proposed new measures for people moving near airports. This includes developing tailored guidance for housebuilding in noise sensitive areas near airports and improving flight path information for prospective home buyers so that they can make better informed decisions. Final decisions will be taken on these proposals in due course.

Another important element of land-use and planning is noise mitigation schemes offered by airports. Heathrow, Gatwick and Stansted airports all offer noise insulation schemes for households that live in the immediate vicinity of the airport, and these schemes help reduce the noise impact of aircraft for those inside a noise insulated property. The government is supportive of such schemes and the aviation strategy green paper proposed to extend the noise insulation policy threshold beyond the current 63dB LAeq 16 contour to 60dB LAeq 16hr, ensuring more communities benefit from such schemes. The Independent Commission on Civil Aviation Noise (ICCAN) will also produce best practice on noise insulation schemes.

Noise abatement procedures

Noise abatement procedures (NAPs) enable the reduction of noise during aircraft operations to be achieved at comparatively low cost. There are several methods, including preferential runways and routes, as well as noise abatement procedures for take-off, approach and landing. The appropriateness of any of these measures depends on the physical lay-out of the airport and its surroundings, but in all cases the procedures must give priority to safety considerations.

The government only sets NAPs at the designated airports, in order to reduce the noise impacts on those overflowed communities. These comprise of noise preferential routes for departures and arrival joining procedures which provide a minimum height and distance at which aircraft should join the respective airports' instrument landing systems.

In the response to the consultation "UK airspace policy: a framework for balanced decisions on the design and use of airspace" (https://www.gov.uk/government/publications/uk-airspace-policy-a-framework-for-the-design-and-use-of-airspace#attachment_4545886), the government decided that whilst we would retain ownership of these controls, we would allow airport operators to sponsor changes to these procedures, providing they have the support of local communities. As such, these procedures are not being reviewed as part of this consultation.

Beyond the designated airports, **NAPs**, that are not limited to the aforementioned procedural types, are used by airports voluntarily, or set as planning conditions during town and country planning act applications.

Operating restrictions

Under the Balanced Approach, operating restrictions should only be introduced at airports if there are no other ways of achieving the desired benefits. An operating restriction is defined by ICAO as “any noise-related action that limits or reduces an aircraft’s access to an airport.” Examples of operating restrictions include restrictions on the number of flights allowed during certain periods, such as during the night-time, passenger or air traffic movement caps, or restrictions that are placed on noisier types of aircraft.

Various types of operating restrictions are in place at many of the UK’s major airports. In some instances, they are agreed between the airport operators and their local communities, but more often, they are agreed between airports and their local planning authorities during a planning application, or by the **SofS** for the designated airports.

Annex B: history of night flight operating restrictions at the designated airports and the **QC** system

History of night flight restrictions

The **SofS** has powers, under section 78 and 80 of the Civil Aviation Act 1982, to designate airports and set restrictions for the purpose of avoiding, limiting or mitigating the effect of noise from aircraft.

Heathrow, Gatwick, and Stansted airports have been designated for this purpose since 1971^[footnote 10]. Section 80 and section 78 powers are devolved to the Scottish Government in relation to aerodromes in Scotland and “aerodromes” are a devolved matter in relation to Northern Ireland^[footnote 11].

Night flight restrictions have existed at Heathrow since 1962, Gatwick since 1971, and Stansted since 1978. The current system, often referred to as the Quota Count (**QC**) system, was established in 1993. The system places limits on both movements, and the amount of noise energy that can be emitted at each airport. Further restrictions have been placed on the operation of the noisiest aircraft. This system has been renewed and updated on a number of occasions since 1993, and most recently in 2017.

Structure of the government’s night flight regime

The structure of the current night flight regime at the designated airports includes an operational ban on the noisiest aircraft between 23:00 and 07:00, which is known as the night period. There are also restrictions on movements and noise energy at each airport between 23:30 and 06:00, which is known as the night quota period.

Movement and noise quota limits

The movement limit refers to the maximum number of aircraft that can take off or land during the night quota period. The **QC** limit relates to the maximum amount of noise energy that can be produced. If an airport uses all its quota count, then even if it has additional movements available, no further movements can take place, and vice versa.

The movement and night quota limits are seasonal and aligned with the International Air Transport Association (IATA) summer and winter scheduling seasons. These in turn are based upon the use of UK daylight savings time. The summer season begins on the last Sunday in March and ends on the last Sunday in October.

Airports operators are given flexibility to manage their allowance. This means they can carry-over unused movements or quota from one season to another, or can over-run in one season which leads to a deduction in the following season. The rules for carrying-over or over-running are:

- if required, a shortfall in use of the movements limits and/or noise quota in one season of up to 10% may be carried over to the next season
- conversely, up to 10% of an overrun in movements and/or noise quota usage in one season (not being covered by carry-over from the previous season) will be deducted from the corresponding allocation in the following season
- an overrun of more than 10% will result in a deduction of 10% plus twice the amount of the excess over 10% from the corresponding allocation in the following season
- the absolute maximum overrun is 20% of the original limit in each case

Airports operators are also allowed dispensations for certain flights in the night quota period for specific reasons. There are two types of dispensations. First are those granted by the government for various reasons, such as VIP or humanitarian flights. The second type of dispensation refers to those that may be granted by airport operators in the event of emergencies, widespread and prolonged air traffic disruption, and delays as a result of disruption leading to serious hardship and congestion at an airfield or terminal.

The quota count system and restrictions on the noisiest aircraft

While the movement limits for each airport limit the total number of aircraft that can take off or land during the night, the **QC** limit incentivises the use of quieter aircraft to maximise the number of movements that can take place. The **QC** system, therefore, gives a choice to airport operators and their scheduling committees between more quieter movements, or fewer noisier movements.

Aircraft are classified separately according to the **QC** classification system which was specially designed for the night restrictions at Heathrow, Gatwick and Stansted and introduced in 1993.

The **QC** classification system is based on official noise certification data derived from measurements made on actual aircraft and conducted in accordance with the conditions and standards of the ICAO certification process, with adjustments to take account of differences in noise measurement points. Using the agreed ICAO standards and conditions for measuring aircraft noise is a requirement under Article 7(1) of the EU Regulation, which states that 'Decisions on noise-related operating restrictions shall be based on the noise performance of the aircraft as determined by the certification procedure conducted in accordance with Volume I of Annex 16 to the Chicago Convention, sixth edition (March 2011).

Aircraft are classified on the basis of their noise data (adjusted as appropriate) into nine **QC** categories. The categories are as follows:

Noise Classification (EPNdB12)	Quota count
--------------------------------	-------------

Noise Classification (EPNdB12)	Quota count
More than 101.9	16
99 to 101.9	8
96 to 98.9	4
93 to 95.9	2
90 to 92.9	1
87 to 89.9	0.5
84 to 86.9	0.25
81 to 83.9	0.125
Less than 80.9	0

Under the QC system, each aircraft type, including different versions of the same model, is assigned a QC according to its noise performance, separately for arrival and departure. For example, a business jet, such as a Cessna Citation II, is QC0 on arrival. A modern commercial passenger jet, such as an Airbus A320neo, is QC0.125 on arrival, and an older larger passenger jet, such as a Boeing 747-400, is QC2 on arrival. In all instances, these aircraft would have different QC values on departure when an aircraft's noise emission is ordinarily greater. The individual classification of each type of aircraft is set out in part 2 of the schedule to the notice which is published each season in a supplement to the UK Aeronautical Information Publication (AIP), that gives effect to the night restrictions.

The QC system allows each night flight to be individually counted against an overall noise quota for an airport according to the QC rating (for example the noisiness) of the aircraft used. The noisier the aircraft used, the higher its QC rating and the fewer movements that can be operated within any given quota, thereby providing an incentive for airlines to use less noisy aircraft. Airlines can decide which aircraft to use according to their operational needs. However, airports can incentivise airlines to use quieter aircraft by varying airport charges. By airlines using quieter aircraft, the airport is able to accommodate more movements.

The CAA has undertaken a study (CAP1896 (<https://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=9382>)) to validate the QC classifications for a wide range of aircraft types that are derived from the ICAO noise certification process, against noise measurements obtained at Heathrow Airport. The study found that whilst some aircraft were louder than their certified levels, others were quieter. The government believes that whilst there is some inconsistency between ICAO noise certification levels and the CAA's findings, the QC classification system remains the best model to restrict aircraft movements at night.

The current regime at the designated airports

The current night noise regime at the designated airports was announced in July 2017. The regime covers the period from October 2017 to October 2022. The aim of the regime was to maintain the status quo and ensure that communities do not experience any overall increase in the noise created by night flights.

When introducing the current regime, the government maintained the movement limits for both Heathrow and Gatwick, but increased the movement limit at Stansted. The rationale for this was that under the new regime, all aircraft movements counted towards an airport's movement limit (previously, aircraft quieter than 84 EPNdB were exempt), and Stansted had the largest proportion of movements that were historically exempt from the regime.

This change has provided increased transparency around the number of flights operating during the night period.

From October 2018, there was a reduction in each airport's **QC** limit, with the aim of incentivising airlines to purchase quieter aircraft to ensure that they can make use of the permitted number of movements. A new **QC** (QC0.125) category was also created for aircraft that operated between 81 EPNdB and 83.9 EPNdB (for example Airbus A320neos), ensuring all aircraft count towards an airport's quota and providing further transparency to communities.

Current noise objectives for the designated airports

The government's current noise objective applies to all three designated airports and it was set in our 2017 night flight decision document (https://www.gov.uk/government/consultations/night-flight-restrictions-at-gatwick-heathrow-and-stansted#attachment_2183748). In setting the objective, the government recognised that night flight activity offers significant benefits to the UK. These include the benefits to consumers and the economy through both increased competition and choice for customers - business and leisure. This helps preserve the UK's connectivity to a wide range of locations and its status as a great place to do business. It recognised that there are also the wider economic benefits that flow from night flights, for instance those brought about by the freight sector and next day delivery services.

The importance of night flights to the business models of Gatwick and Stansted airports was recognised, as were the capacity constraints within the south east. It was noted that placing additional constraints on night flights would reduce the ability of low-cost carriers to operate the minimum number of rotations per day to make their services viable. This could then have an impact upon competition and consumer choice.

It was considered that there are no realistic alternatives to night flights that would allow the UK to continue to reap the existing benefits it derives from having a world-leading aviation sector. We therefore considered that the focus should be on limiting and, where possible, reducing the harmful impacts of night noise rather than solely encouraging the use of quieter aircraft.

The objective decided upon was to "Limit or reduce the number of people significantly affected by aircraft noise at night, including through encouraging the use of quieter aircraft, while maintaining the existing benefits of night flights".

We stated we would measure our progress against this objective by:

- the area of and number of people in the 48dB LAeq 6.5hr night contour
- sleep disturbance impacts associated with night flights, assessed using TAG methodologies

- the average noise of an aircraft (as measured by the average noise Quota Count per aircraft movement over the course of a season)

Further information on how we performed against this objective to date can be found in annex C.

Annex C: the current situation at the designated airports

Information about the the current situation at the designated airports is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940002/annex-c-the-current-situation-at-the-designated-airports.pdf).

Annex D: designated airport night flight statistics

Information about designated airport night flight statistics is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940003/annex-d-designated-airport-night-flight-statistics.pdf).

Annex E: night flight dispensations review

Information about the night flight dispensations review is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940004/annex-e-night-flight-dispensations-review.pdf).

Annex F: guidelines on dispensations

Information about the guidelines on dispensations is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940009/annex-f-guidelines-on-dispensations.pdf).

Annex G: noise contours for Heathrow, Gatwick and Stansted airports

Information about noise contours for Heathrow, Gatwick and Stansted airports is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940006/annex-g-noise-contours-for-heathrow-gatwick-and-stansted-airports.pdf).

Annex H: impact of proposed QC 0.0625 operations

Information about the impact of proposed QC 0.0625 operations is attached separately (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/940007/annex-h-impact-of-proposed-qc-00625-operations.pdf).

Annex I: glossary

AIP: UK Integrated Aeronautical Information Publication. A manual containing thorough details of regulations, procedures and other information pertinent to flying aircraft in the UK.

Balanced Approach: Guidance developed by ICAO to address aircraft noise problems at individual airports in an environmentally responsive and economically responsible way

Carry-over (and overrun): Carry-over and overrun arrangements give the airport flexibility to defer or bring forward movements and quota allowance from one season to the next.

Certification Procedure: The ICAO aircraft noise certification procedure for subsonic jet aeroplanes and propeller-driven aeroplanes over 8,618 kg aircraft over 5,700kg requires three separate noise measurements to be made at approach, lateral and flyover locations. The three certificated noise levels (measured in EPNdB) are determined within tight tolerances and normalised to standard atmospheric conditions.

dB: Unit of relative sound level or changes in sound level.

dBA: Unit of sound pressure level measured on the A weighted scale, i.e. as measured on an instrument that applies a weighting to the electrical signal as a way of simulating the way a typical human ear responds to a range of acoustic frequencies.

Dispensation (or disregarded movement): At the designated airports, airport operators, or the Secretary of State, are allowed to disregard certain movements, providing they meet a specified criterion. An example would be in the case of emergencies, or during periods of widespread and prolonged air traffic disruption.

Environmental Noise Directive (END): The Environmental noise directive (END) 2002/49/EC is a directive from the European Union to give information to the public about the noise levels in their living environment, and to assess and manage environmental noise.

Environmental Objective: An objective for an airport within the definition at Regulation 2 of The Aerodromes (Noise Restrictions) (Rules and Procedures) Regulations 2003 (SI 2003/1742).

EPNdB: Effective Perceived Noise Decibels. A specialised noise unit used for aircraft noise certification tests.

ERCD: Environmental Research and Consultancy Department of the Civil Aviation Authority.

Exempt Aircraft: Under the current restrictions, exempt aircraft are light propeller-driven aircraft with a maximum certificated take-off weight not exceeding 8,618 kg, and which are being utilised to undertake essential airport safety checks.

ILS: Instrument Landing System. A precision runway approach aid based on two radio beams which together provide pilots with both vertical and horizontal guidance during an approach to land.

Leq: A measure of long term average noise exposure. For aircraft it is the level of a steady sound which, if heard continuously over the same period of time, would contain the same total sound energy as all the aircraft noise events. Leq is most commonly used with the A-weighted scale (as measured on an instrument that applies a weighting to the electrical signal as a way of simulating the way a typical human ear responds to a range of acoustic frequencies), expressed as LAeq. LAeq 6.5hr night is used in this consultation to refer to the noise levels in the period of the night, 23:30-06:00, that movement and noise quota limits apply to.

Lmax: The maximum A-weighted sound level (in dBA) measured during an aircraft flyby.

Lnight: Usually, the eight hour Leq average noise level from a specified source or sources as defined in Directive 2002/49/EC, in the UK defined to cover 23:00-07:00 local time; sometimes defined over other periods at night.

Movement Limit: The number of movements allowed during a season between 23:30 and 06:00 (the Night Quota Period).

Noise Contour: Aircraft noise maps which show lines joining points of equal noise to illustrate the impact of aircraft noise around airports.

Night Period: Defined as 23:00 to 07:00 local time.

Night Quota Period: Defined as 23:30 to 06:00 local time unless the context indicates otherwise.

Noise Quota: An aggregation of quota count for individual aircraft, used to define a seasonal limit or usage by comparison with the applicable limit.

Operating Restriction: Noise related action that limits or reduces access of civil subsonic jet aeroplanes to an airport. It includes operating restrictions aimed at the withdrawal from operations of marginally compliant aircraft at specific airports as well as operating restrictions of a partial nature, affecting the operation of civil subsonic aeroplanes according to time period

Quota Count (or QC): The weighting attributed to the arrival or departure of a specified aircraft type by reference to its certificated noise performance, divided into 3EPNdB bands.

Quota Pool: An airport's movement and quota count can be broken down into different segments for use by, for example, airlines with an allocation, and airlines without an allocation.

Scheduling committee: Responsible for formulating scheduling policies specific to a particular airport.

Footnotes

1. IATA Analysis, based on passenger numbers to, from and within each country.
2. DfT Analysis of CAA Airports Data (2019).
3. DfT Analysis of HMRC Overseas Trade Data (2018), based on goods cleared for customs purposes at airports.
4. Employment: DfT Analysis of ONS Annual Business Survey, GDP: DfT Analysis of GDP low level aggregates. Based on SIC codes covering various parts of air transport and aerospace.
5. (<https://www.caa.co.uk/cap1191> (<https://www.caa.co.uk/cap1191>) and <https://www.caa.co.uk/cap1733> (<https://www.caa.co.uk/cap1733>))
6. Prior to the enactment of the Civil Aviation Act 1982, similar powers were available under Section 29 of the Civil Aviation Act 1971. Heathrow, Gatwick and Stansted were designated for the purposes of Section 29 by the Civil Aviation (Designation of Aerodromes) Order 1981.
7. Whilst not relevant to this consultation, a competent authority was appointed in Scotland through the Airport (Noise-Related Operating Restrictions) (Scotland) Regulations 2019 (<http://www.legislation.gov.uk/ukSI/2019/409/made>). There are no airports in Northern Ireland that currently fall within the scope of the Regulation, nor are any of the airports expected to fall within scope for the foreseeable future. The matter is devolved in Northern Ireland and the Northern Ireland Assembly will keep the matter under close review and will appoint competent authorities should the need arise.
8. (<https://www.caa.co.uk/cap1191> (<https://www.caa.co.uk/cap1191>) and <https://www.caa.co.uk/cap1733> (<https://www.caa.co.uk/cap1733>))

9. See paragraphs 012 Reference ID: 30-012-20190722, available at <https://www.gov.uk/guidance/noise-2> (<https://www.gov.uk/guidance/noise-2>)
10. Prior to the enactment of the Civil Aviation Act 1982, similar powers were available under Section 29 of the Civil Aviation Act 1971. Heathrow, Gatwick and Stanstead were designated for the purposes of Section 29 by the Civil Aviation (Designation of Aerodromes) Order 1981.
11. They are devolved to the Scottish Government via the Scotland Act 1998 (Transfer of Functions to the Scottish Ministers etc.) Order 1999 (SI 1999/1750); and to the Northern Ireland Assembly via the Northern Ireland Act 1998.
12. Effective Perceived Noise Decibels. A specialised noise unit used for aircraft noise certification tests.

Print this page

Clerk

From:
Sent: 14 December 2020 20:56
To: Clerk
Subject: Slight amendments re request

Dear Beverley

Thank you for your email last Friday regarding our request. I have slightly improved the wording below as there were a couple of missing words. Sorry about this!

Thanks
Rosemary

As you know, a group of us from SMART Cranleigh and the League of Friends, formed a working group in Jan 2020. Our objective was to compile evidence and write a report to support the case for improvements in acute treatment provision for Cranleigh and surrounding villages. The group submitted the report to the Guildford and Waverley ICP (Integrated Care Partnership, one of 4 within Surrey Heartlands working within the Integrated Care System ICS) on 1st Sept, 2020. As a group we were requested by the Better Care Together team, after the local consultation to work on this.

The working group comprises people with different health related backgrounds:

Dr Michael Bundy: retired General Practitioner, Member of the League of Friends

Dianne Davies, retired Clinical Psychologist and Nurse, Chair of the Cranleigh League of Friends

Rosemary Hurtley: Consultant Occupational Therapist, member of the League of Friends and Director of SMART Cranleigh,

Linda King: retired Principal Lecturer in Physiotherapy, volunteer at Cranleigh Medical Practice,

Lynda MacDermott: Patient Representative for Guildford & Waverly CCG, Member Surrey Heartlands Primary Care Commissioning Committee

Jo Mooney: Urgent Care nurse living in Cranleigh

Dr Jill Rasmussen: retired General Practitioner, Advisor to SMART Cranleigh,

George Worthington and Dr Jackson were also involved in the early stages of this work.

We would very much like to establish good communication channels with the Parish Council and would like to suggest a formal representative could liaise with us regularly with us online in order to feed back to the Parish Council and act as a vehicle to enable helpful two way communication between us all. If possible, it would be helpful if we could liaise with George in this official capacity who is very conversant with the issues and our approach.

As you know, this is in order to help us all get the best fit to meet 'urgent treatment' needs, including Minor Injuries in the form of an Acute Treatment Centre. This is necessary due to the disproportionate disadvantage we face geographically for accessing urgent care along with health inequalities. It includes the people living in Cranleigh and practices in adjacent areas including Rudgwick, Alfold, Dunsfold, Loxwood, Ewhurst and Wonersh practices, all of which would benefit from such a facility based here in Cranleigh where we already have facilities to build on in

the existing hospital. The proposal for an Acute Treatment Centre is supported by Cranleigh, and Womersley Medical practices in adjacent areas (Rudgwick and Loxwood).

We look forward to hearing from you and wish you all the Season's Good Will.

Kind regards

Rosemary, on behalf of the Acute Treatment Centre working group

Rosemary Hurtley MSc Dip RCOT FRSA

Director & Consultant Occupational Therapist

