Flying Abroad From White Waltham

Please Take One

Flying Abroad

Flying abroad from White Waltham is both easy and a pleasant way to expand your flying experience – and gain some return from your investment in obtaining your PPL.

As a pilot, especially living in the south, you will soon discover that Great Britain is a relatively small island! When you realise this, you will want to break out across the water and explore our near neighbours. From White Waltham you can get to France in about an hour for a summer trip but do remember to check sunset times.

Flying your aircraft abroad is no problem. The aircraft doesn't know (or care) where it is - over water or in a foreign country. Most of the obstacles are purely administrative, and once you've cracked the paperwork there's nothing more to it!

This hand-out covers general operational procedures for flight to and from White Waltham and assumes you fly a UK C of A aircraft – on a PPL licence (not an NPPL). The rules for N Reg (C of A types) are pretty much identical. However (a) you are not permitted to fly overseas on an NPPL licence and (b) there are various additional restrictions on Permit to Fly aircraft, some microlights and ex-military aircraft. In short, if you are not flying a C of A type aircraft on a full CAA, JAR or EASA PPL (or higher) licence, you must research further the rules relating to your flight.

To Fly Overseas There Are Just Five Procedures You Must Comply With:

   a. File a flight plan (compulsory for every flight that crosses an international border)

   b. Comply with the customs and immigration rules of the country from which you are leaving (the UK)

   c. Comply with the customs and immigration rules of the country to which you are flying (your first point of landing from the UK)

   d. If applicable, comply with the UK Prevention of Terrorism Act (applicable only if flying to/from the Channel Islands, Northern Ireland or the Republic of Ireland)

   e. Comply with UK Air Law with respect to your licences and the aircraft's licences and equipment. It is also worth checking any special requirements of your destination country.

You will satisfy a, b, and d above using just two forms:
   a. The Flight Plan (FPL) (Form CA48) - for the Air Traffic services
   b. The General Aviation Report (GAR) - for the Border Force and Special Branch

Submitting the Flight Plan. At White Waltham, the primary method of completing and filing the FPL is using the National Air Traffic Services (NATS) internet based **A**ssisted **F**light **P**lan **Ex**change (AFPEX) system. There is a PC in the WLAC flight planning room where pilots can file FPLs using the WLAC AFPEX account. An AFPEX user guide is available beside the computer - follow it and you should have no problem.

Note: You can apply for a free AFPEX account at http://www.flightplanningonline.co.uk. Once you have an account you will be able to file FPLs and related messaging via the Aeronautical Fixed Telecommunication Network (AFTN), directly from your desktop or laptop computer. **Please note that registration takes approximately two weeks** and requires you to prove that you have a valid pilots' licence. Also, AFPEX is not a web application. It will only run on PC's that will allow (and operate with) a JAVA download. It will not

run on Apple PCs, or iPads, or any device that will not allow the JAVA application to be installed, hence the popularity of the commercial services which do allow you to work from a variety of mobile devices.

AFPEX was created to shift the task of typing in the FPL details from NATS to the pilot - and allow NATS to reduce its staffing. Consequently whilst NATS will still accept FPLs by fax, they don't have the staff to do this - and they may challenge you "why can't you use AFPEX?"

When using AFPEX do not start at the address field at the top. Start at field 7 "Aircraft" and work down. When you have completed the Departure, Route and Destination, AFPEX will automatically fill in the addresses at the top. You can then check and amend as necessary.

FPLs submitted via fax still have to be submitted one hour before departure, to allow time for them to be typed in (by the non-existent staff). FPLs submitted via AFPEX are active immediately and you can take-off as soon as it is filed.

If using fax, it is important to fill in all the Items correctly & legibly (preferably in black ink) on the FPL form, as errors will lead to delays.

It is worthwhile: a. inserting your mobile number in the "remarks" field, so that NATS can contact you if there is a problem,

b. **before** walking out to the aircraft, checking that WLAC have received your flight plan, as this confirms that the plan is in the system. (It is very frustrating to get everyone strapped in and the engine started, only to be told that there is a problem with your flight plan).

Note: FPLs can be submitted in advance but it is important to enter the Date of Flight in the "Other" field (field 18 at the bottom of the form). The correct format for this is **DOF/yymmdd** ie 12 July 2014 would be DOF**/140712**

Whilst FPLs can be accepted several days in advance it is better to submit them no more than two days in advance – and in practice, better still to submit on the day.

FPLs submitted in advance have a high probability of being lost - and thus of you being refused landing, or being interrogated/given a hard time when you land. Because the destination (apparently) does not have your flight plan – and, consequently, claims that you do not have a flight plan, your flight is illegal. The reality is that irrespective of the method of filing, the plan is delivered to all recipients immediately it is filed - and in all probability, the ATC staff at your destination have mislaid or lost it.

For the process to work, it depends on the person in the tower at the receiving end:
    a. printing it out and reading it down to the other field,
    b. **recognising that it is future dated** - and then
    c. filing this (2" tall) scrap of paper in some way that it is brought back into life on the actual date of flight.

In practice, he might read it on a screen and not print it out. If he does print and file it, this is often just a folder or clipboard hanging in the tower. However, 9 times out of 10, they fail to read the DOF, fail to file it for the effective date, and then trash all the Flight Plans at the end of that day.

Some people feel that AFPEX is a little cumbersome to use, but it can be mastered. The guide in WLAC Flight Planning is very good – and the Ops staff or instructors are there to help.

A number of commercial companies have set themselves up to take this burden off you and file FPLs for you (for a modest fee). The most common of these are:

  a. "SkyDemon" - a user friendly VFR flight planning and inflight navigation tool that will file FPLs direct from its PLOG.

  b. "RocketRoute" - a pure flight planning and submission tool, primarily aimed at the IFR and corporate pilot market (but used by some PPL's)

c. "EuroFPL" - a pure flight planning and submission tool, also primarily aimed at the IFR and corporate pilot market, but used by some of the more experienced PPL's. EuroFPL is currently free for the first ten plans per year.

On a simple day trip, it is often convenient to submit both your outbound and inbound FPLs at the same time. This ensures that you do not get delayed somewhere trying to file your return FPL.
Don't forget that once the FPL departure time has been submitted you must depart within 30 minutes either side of the specified time, or you will need to amend your original FPL.

The French Air Traffic Service are very accommodating in that (when leaving France), you can simply telephone the nearest (French) Flight Information Office and dictate your FPL over the phone. You need to have their phone numbers to hand, and have a FPL form in front of you so that you can read off the required information in the sequence the operator needs to hear it. The FPL form is a standard format used all over the world (Form CA48 - an example is provided in the annex to this document). You can also delay or amend your existing FPL in the same way.

The UK Air Traffic service is provided by National Air Traffic Services (NATS). The primary control for White Waltham is the NATS Civil Aviation Communications Centre (CACC) in the London Area Control Centre located at Swanwick (Near Southampton). Their contact numbers are:

24 hour Helpdesk	**0845 601 0483**	General Enquiries	**0845 601 0484**
Fax	**01489 612274**	Email: flightplanningonline@nats.co.uk	

Changing the Plan. You can amend your flight plan; if for example, the weather or aircraft unserviceability forces you to delay your departure. AFPEX has options to allow you to make changes including delay the departure time, change estimated time of arrival (ETA), change aircraft type or reg, amend the number of POB etc. (Refer to the AFPEX User Guide.) SkyDemon also has this facility and will email you confirming receipt of your plan.

Activating the FPL. FPLs can only be ACTIVATED (opened) after take-off. It is vitally important that you activate your flight plan as soon as you get airborne. This is the mechanism whereby your destination is told that you are airborne and enroute - and your ETA. If you do not arrive within 30 minutes after that ETA, they will start searching for you. Conversely if you do not open your FPL, no-one knows where you are, and no-one will raise the alarm if you don't arrive. Equally, if your FPL hasn't been activated, your flight is illegal.

At White Waltham the procedure is to get airborne and then pass your airborne time to Ops and request they activate your plan, for example:

"Waltham Radio G-BZMT airborne at 55 request you activate my flight plan"

Alternatively, if Waltham Ops are closed, you can contact London Information once airborne and ask them to activate your flight plan (they will require you to provide the take-off time). Farnborough Radar can also do this for you if they are not too busy.

Once the flight plan is activated, the destination aerodrome will receive an "Airborne Message" giving them an updated ETA at their airfield (based on your airborne time and your flight planned enroute time). Once you arrive and the flight plan is closed (see below) that will be that. However, if you do not arrive within 30 mins of your ETA your destination airfield will institute overdue action and potentially Search and Rescue (SAR) operations. **It is essential that if you divert to another airfield, or you return to your starting point, you inform your original destination.**

Note: In France and in much of Europe, unlike the UK, it is the pilot's responsibility to phone the Flight Service office and close the flight plan after landing. You cannot assume that the ATC at your destination will do it. You might ask ATC if they could/have closed the flight plan, but they are not required to do it. If it isn't done, you are the one liable to prosecution and the cost of any SAR effort that is initiated. (Consider the hourly cost of 3-4 helicopters and a few lifeboats searching for you)!

Comprehensive advice on the completion of the FPL (Form CA48) can be found in CAP 694 and Safety Sense Leaflet 20 both available from the National Air Traffic Services Aeronautical Information Services (NATS AIS) web site at: **www.nats-uk.ead-it.com** and select Links. Here you will find a comprehensive set of aviation links. The more useful ones are listed below:

Assisted Flight Plan Exchange Service (AFPEx)
CAA - Flight Planning Guide (CAP694)
CAA - General Aviation Safety Information Leaflets (GASIL)
CAA - VFR Flight Plans - Flight Planning Information

ICAO - Aircraft Type Designators Doc 8643
Met Office (Aviation)
'Fly on Track' - The GA Airspace Infringements Website.

Complying with UK Customs and Immigration Rules

White Waltham is a "Border Force Certificate of General Agreement Aerodrome" which means that, provided you follow the rules, you may fly direct to European Economic Area (EEA) countries without having to transit through (another) UK Customs or Designated aerodrome. (EEA = the EU plus Switzerland, Iceland, Norway & Lichtenstein, the Channel Islands, Isle of Man, Eire & Northern Island)

For the purposes of GA aircraft, both customs and immigration are now covered by one agency, the Border Force.

Provided that you and everyone aboard the aircraft are EU citizens, you can leave the UK without any notification *provided that you are going to an EU destination other than the Republic of Ireland*.
To return, you are required to give the Border Force a minimum of four hours' notice of your intended arrival into the UK, giving the aircraft details, and the names, addresses and passport details of everyone aboard the aircraft. You do this by submitting a form called the General Aviation Report (GAR). There is a supply of blank forms in the WLAC Flight Planning room, and, once completed, WLAC Ops will fax it to the Border Force for you. Alternatively, you can scan and send it via email from home to: **ncu@hmrc.gsi.gov.uk** See HMRC home page, click on Forms in box on left and enter "GAR" in the search box. You will also find there the Notes of Guidance for completion of the GAR and Annex A details the requirements for a departure GAR..

Note: As aircraft commander, it is your legal responsibility to comply with this regulation.

There is now a facility to submit a GAR form online via the AOPA website, or you can set up an account with "OnlineGAR", which is chargeable, or submit the GAR via "SkyDemon", all of which have the advantage of automatically sending the form to the appropriate addressees. In addition, "OnlineGAR" and "SkyDemon" will send you an email confirming receipt of your GAR.

Note The concession to fly direct to and from White Waltham is only applicable to EU residents or people who have right of free travel to your destination country. It does not apply to other foreign nationals. If your friend is visiting from (say) South Africa or Japan, they may need a visa to visit France – and you would be breaking the UK and European Immigration laws if you simply put their names on the GAR and took off.

You do however, still need to (separately) comply with the regulations of the country in which you intend to land! Failure to do so could very easily result in a large fine, impounding of your aircraft or imprisonment. **Don't risk it!**

Complying with the Customs and Immigration Rules of your Destination

You can fly to/from <u>any</u> aerodrome in the UK to/from any EU country. However that country will also have its own customs & immigration procedures with which you must comply. The UK is not part of the EU Schengen Agreement which effectively scraps borders and immigration controls between the participating countries. If flying from the UK or Ireland to any Schengen country you MUST land and clear customs (into

"Schengen") at a customs designated airport in one of the Schengen countries. You can then fly from country to country as you wish, but when leaving the Schengen area to return to the UK or Ireland, you must clear outbound customs at a customs airport.

For example, if you are planning on flying to a private strip in Northern France, then Calais, Deauville, Le Touquet, or Cherbourg are popular "ports of entry" before continuing to your destination. Similarly, if you are planning on flying from this private airstrip in France back to the UK, you must exit France via one these airports.

The official list of entry/exit ports in the EU may be found here at http://ec.europa.eu/home-affairs/doc_centre/borders/docs/notifications/handbook-annex_04.pdf (look under air borders). It is advisable to check this list before each trip, as they do change frequently.

France is in an unusual position as they have reduced their customs airfields from over 40, to just 10. The situation is even stranger, in that several of the more popular airports have officially lost their customs status, but still accept, and even advertise for, more international visitors from the UK. Calais, Le Touquet, Cherbourg are all in this position, but they appear to have made some arrangement with the French customs and immigration to appoint someone at the airfield to accept responsibility for checking UK visitors. Belgium, Holland and Germany also operate similar schemes with some local official empowered to check visitors.

Eire has introduced a system similar to the GAR, but only at some airfields. It is practically identical to the UK GAR, and the UK GAR is generally accepted by those Irish airfields that are participating in the scheme. (You do not need to fill out the Irish GAR).

Different airfields have different rules. Some require no notice (happy to work off the flightplan), others require prior notification of either 2, 4, 8 or even 12 hours. Some require fax, some email and some have specific forms on their web sites. The key here is to check the rules at each of your possible destinations to determine which is best for your circumstances. You can do this by reference to either the National AIP of that country, one or more of the commercial flight guides, the airports' own web site – or by phone. It is vital that you do this at your planning stage and do not just pitch up and ask to land.

Language: Whilst English is the international language, our continental neighbours are quite free to speak in their own language on the radio. The ATCOs on the flight information services and the international airports will all speak English, but most of the smaller airfields will not. Many French airfields are designated French only ("Fr seulment" in the AIP), whilst some have English speaking ATCOs on some days, and none on other days. Calais for example is English speaking Mon-Sat, but on Sundays they do not have an ATCO on duty – and so it is "FR seulment". There is a helpful guide, "Flying in France", written by one of our French members, Pascal Pichon, which can be accessed from the WLAC News section of the WLAC website.

Complying with the Prevention of Terrorism Rules.

The Prevention of Terrorism Act (PTA) requires that all aircraft entering/leaving the mainland of Great Britain to or from Northern Ireland, Eire, Isle of Man & the Channel Islands (Common Travel Area [CTA]) must either:

    a. Depart from and land at a PTA designated airport (where you can be inspected by their resident Special Branch (SB) officer).

    b. Give **at least 12 hours' notice in writing** to the Police force in whose area you are landing or departing from, of your intention to use a non-designated airport.

The legal obligation to give this notice is imposed upon the 'captain' of the aircraft and it is an offence to fly without such notice being given.

Our local force is the Thames Valley Police (TVP) and they apply the following policy to meet these requirements.

The currently accepted way of **complying with this requirement** is to complete the GAR form and email or fax it to the appropriate Police HQ (at least 12 hours before departure or arrival)

NB. You must notify both your departure and your arrival, therefore if you will be landing back at a different airport, you must provide the 12 hour notice to both the Police Authorities that cover your airport of departure and the airport you will land at.

If you wish to fly to these destinations at shorter notice, you still have the option of landing at a "PTA Designated Port" (that have permanent Police presence). The more GA friendly of these that you might use are Biggin Hill, Gloucester, Oxford, Southampton, Bournemouth, Southend, Cardiff, Liverpool. (But check before take-off that they will accept you – their resident policeman might only be there at specific times etc).

There is no restriction on UK aircraft flying UK – France – Channel Islands – France – UK. So it is quite common for pilots who decide at short notice to fly to the Channel Islands, to land at Cherbourg each way to avoid having to give the 12 hours' notice

The Special Branch office only operates 09.00 – 17.00 Monday – Friday. Therefore, if planning to fly on a Sunday or Monday, you must submit the prior notice before 17.00 on the preceding Friday.

The Thames Valley Police also recommend that if you are flying from a Thames Valley non-designated airfield to any destination outside mainland UK, you should submit a GAR form for the outbound as well as the inbound. (Most people just do it as a matter of expediency).

NB. The requirement is for you to NOTIFY them of your intention to fly. You are not asking for, nor can they grant or deny you permission to make the flight. One or two Constabularies have attempted to "expand" their powers by issuing "permission" or "approval" numbers but not the TVP.

The General Aviation Report (GAR)

This form is common to both the Border Force & the Police, and paper copies can found in WLAC Flight Planning.

Online versions can be accessed and filled in online at www.thamesvalley.police.uk/ports (selected "View General Aviation Report (GAR) form approx. 2/3rd of the way down the page. There are also links to instructions for the completion & submission of the GAR). Once completed you can press the submit button This will open up your email programme with the GAR as an attachment and the Thames Valley Police address filled in. BUT this only goes to the Police and they don't forward it on. You need to then add the Border Force National Customs Unit (NCU) address (nco@hmce.gsi.gov.uk) & the Farnborough address (HeathrowSmallPorts@homeoffice.gsi.uk) if required – and it has gone to everyone.

Beware - pressing send will now place this message in your outbox it but will not send it until the next scheduled send/receive of your email programme. A number of pilots have thought they transmitted the form – but it had not actually left their email box (they had not met the requirements and had to cancel their flight).

Note: The Border Force will not acknowledge your submission but will accept a sent message in your out box as "proof of posting". However, for travel to or from the Channel Islands, Isle of Man, Eire or Northern Ireland, Thames Valley Police will email back a reference number acknowledging your GAR (if you wish them to notify you by phone/fax include a request and the appropriate number in your email).

To/From	Air Traffic Flight Briefing Unit (FBU)	Customs & Immigration	Police
European Economic Area (EEA) counties(EU counties with Switzerland, Iceland, Norway & Lichtenstein	*Outbound* - FPL (If submitting by fax - submit one hour before take-off) *Inbound* – FPL (If submitting by fax - submit one hour before take-off)	*Outbound* - Not required for flights *Inbound* - GAR at least 4 hrs prior to arrival. **REMEMBER TO CONFIRM REQUIREMENTS WHEN REQUESTING PPR**	Not Required, but they would appreciate one nonetheless
Non-EEA Countries	*Outbound* - FPL (If submitting by fax - submit one hour before take-off) *Inbound* - FPL (If submitting by fax - submit one hour before take-off)	*Outbound* – Not required for flights *Inbound* - GAR at least 24 hrs prior to arrival **REMEMBER TO CONFIRM REQUIREMENTS WHEN REQUESTING PPR**	Not Required, but they would appreciate one nonetheless
Common Travel Area (Channel Islands, Northern Ireland, Isle of Man, & Republic of Ireland	*Outbound* - FPL (If submitting by fax - submit one hour before take-off) *Inbound* - - FPL (If submitting by fax - submit one hour before take-off)	*Outbound* –Not required for flights *Inbound* - Required (12 hours in advance) only for flights from the Channel Islands unless otherwise requested	*Outbound* - GAR Required at least 12 hrs in advance *Inbound* - GAR Required at least 12 hrs in advance

Contact Numbers: Your GAR should be emailed (or faxed) to the Border Force National Customs Unit (NCU) and their Farnborough Border Force Office

NCU   Email ncu@hmce.gsi.gov.uk   Fax: 0870 240 3738

Farnborough   Email HeathrowSmallPorts@homeoffice.gsi.uk   Fax: 01252 526138

For flights to the Channel Islands, Isle of Man, Eire or Northern Ireland you can email (or fax) to Thames Valley Police at **ports@thamesvalley.pnn.police.uk or fax 01865 555900** (Phone **01865 555909**)

Special Branch should contact you or WLAC Ops with a reference number acknowledging your GAR.

Still Puzzled? If you have any queries concerning foreign travel in your aircraft you can contact the Heathrow Region Small Ports Team on **01252 526 128 9** or email them on HeathrowSmallPorts@homeoffice.gsi.uk

Either or both the Border Force and the Police may choose to visit White Waltham either prior to or after your flight to or from an overseas destination. This is normally straightforward unless they catch you doing something you have not told them about! The view of the authorities is that people who fly to and from the UK without telling them are most likely up to no good!

Returning Home On the GAR you will be required to enter an arrival time. This should be in UTC. If in doubt, enter an earlier time rather than a later time as the letter of the law says you cannot leave or unload your aircraft until your declared arrival time. The Border Force get peeved if they travel out to White Waltham and find you have already left. However they accept they may have to wait for you if you are delayed enroute (and what better place than sitting out on the lawn). Remember it is your responsibility to ensure your passengers do not leave the airfield until given clearance by a Border Force officer, or you are advised by Ops that the Border Force are not attending.

AND FINALLY, make sure you and your passengers carry valid passports. As aircraft commander it is your responsibility to ensure that your passengers are entitled to enter the country you are visiting and, just as importantly, are entitled to (re)enter the UK on your return. **Under some circumstances the Border Force can impose a civil penalty of £2000 for each person brought into the UK without proper documentation**,

Complying with Air Law – both the UK and in Europe.

Aircraft/Personal Paperwork
In many European countries, the following aircraft documents need to be carried on the flight:

- Certificate of Airworthiness

- Airworthiness Review Certificate

- Certificate of Registration

- Aircraft Radio Licence

- Certificate of Release to Service

- Weight and Balance schedule

- Noise certificate (especially applicable in Germany)

- Aircraft Insurance certificate

You should also carry the following personal documents:

- Crew licences

- CURRENT Passports for everyone travelling

- Copy of the procedures and signals for airborne interception (Safety Sense leaflet 11)

The UK IMC rating is not valid outside the UK. You will need an Instrument Rating to conduct flight under IFR.

Aircraft Equipment
By law you must consider the survival equipment appropriate to the flight. For flight over cold UK waters this will involve carrying lifejackets as a minimum, ideally with a life raft. More information is available from Safety Sense Leaflet 21.

In many European countries, your aircraft must be equipped with an installed Emergency Locator Beacon (ELT), **OR** you MUST carry a Personal Locator Beacon (PLB) with you.

Also, **Mode C transponders are required** in many European countries, supplemented by **Mode S** for operating in and around some busier terminal areas.

The requirements for any particular country can be found in Section GEN 1.5 of their AIP. Most UK C of A aircraft will have met most, if not all, of such requirements.

Foreign Rules of the Air

Rules Re Minimum Overflight Altitude

Caution European countries have different rules with respect to overflying built up areas and it is very easy for a UK pilot to find himself in breach of these rules.

For example, in France:
- Small towns and villages that are less than 1200m wide – are denoted by a small yellow circle on the French chart, must not be overflown by less than 1700' agl

- Medium sized built up areas that are between 1200m and 3600m wide - are denoted by irregular shaped yellow areas on the French chart, must not be overflown by less than 3300' agl

- Large built up areas over 3600m wide and denoted by irregular shaped orange areas must not be overflown by less than 5000' agl

- Paris City Zone P23 must not be overflown at less than 6600'AMSL

If in doubt, check the relevant National AIP or study the "Key Panel" on the chart.

French Class D, Restricted Areas – and Low Level Corridors

The French charts are littered with lots of Class D, Restricted and Low level routes airspace which would at first sight lead you to think that it is impossible to fly cross country in France. Nothing could be further from the truth. Flying in France is in fact considerably easier than here in the UK.

Class D – the French will almost always grant you a clearance straight through any Class D that you need to cross.

Restricted Areas – again, the French have notified all of their restricted areas as H24 – but in practice they are rarely active and a call will almost always result in a clearance through – or vectors around any activity.

Low Level Corridors – These would at first glance appear to strangle all low level VFR transits. However (1) they are very rarely active, and (2) the French conveniently publish the activity that will take place in their low level corridors on the DGAC website in both English and French. (DGAC = French equivalent of NATS) This is updated at least twice per day – and gives details for approx. 36 hours in advance.

This may be found at: http://www.sia.aviation-civile.gouv.fr. First click on the Union Jack flag to select the English version.

From the menu on the left hand side, under "Pre-flight Briefing" click on "AZBA chart"

Then on the central panel, you will see the next 36 hours detailed in 4 hour blocks. Simply click on the time period that you wish to fly in – and you will see a chart of just the low level routes – with a colour code to indicate if they are active or not within your selected time period.

ANNEXs

Annex A - Flight Plan

FLIGHT PLAN

PRIORITY ADDRESSEE(S)

<< FF→

| | | | |

FILING TIME ORIGINATOR

→ << ≡

SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR

---

3 MESSAGE TYPE   7 AIRCRAFT IDENTIFICATION   8 FLIGHT RULES   TYPE OF FLIGHT

<< (FPL ⊢ — — << ≡

NUMBER   TYPE OF AIRCRAFT   WAKE TURBULENCE CAT   10 EQUIPMENT

- / — << ≡

13 DEPARTURE AERODROME   TIME

— << ≡

15 CRUISING SPEED   LEVEL   ROUTE

-

<< ≡

TOTAL EET

16 DESTINATION AERODROME   HR. MIN   ALTN AERODROME   2ND ALTN AERODROME

- → → << ≡

18 OTHER INFORMATION

)<< ≡

SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)

19 ENDURANCE

| | HR MIN   PERSONS ON BOARD   EMERGENCY RADIO

                                                                  UHF   VHF   ELT

- E /   → P /   → R / U   V   E

SURVIVAL
EQUIPMENT   POLAR   DESERT   MARITIME   JUNGLE   JACKETS   LIGHT   FLUORES   UHF   VHF

→ S / P   D   M   J   → J / L   F   U   V

DINGHIES

NUMBER   CAPACITY   COVER   COLOUR

→ D /   →   → C →   << ≡

AIRCRAFT COLOUR AND MARKINGS

A /

REMARK

→ N /   << ≡

PILOT IN COMMAND

C /   ) << ≡

FILED BY   SPACE RESERVED FOR ADDITIONAL REQUIREMENTS

Please provide a telephone number so our operators can contact you if needed

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CA48/RAF2919   VER 1.5.2

Annex B – GAR

General Aviation Report

HM Revenue & Customs

Aircraft Details

Registration (no spaces/hyphens)		Type		Usual base	
Owner/Operator (Not Pilot)				Crew Contact telephone no.	
Is the aircraft less than 8000kgs MTOW?		If 'YES' has UK VAT been paid?		Is the aircraft in 'Free Circulation' in EU?	

Flight Details

Departure from UK				Arrival in UK			
From		To		From		To	
Date		Time (UTC)		UK County		Date	Time (UTC)		UK County	
Reason for visit to the EU (Based, Short Term visit, Maintenance, Permanent Import)							

Crew/Passenger Details

C/P	Surname	Forenames	Date of Birth	Place of Birth	Nationality	Passport No.	Home Address or address visiting in the UK	Out	In

WARNING-THERE ARE HEAVY PENALTIES FOR KNOWINGLY MAKING FALSE DECLARATIONS
Information supplied on this form may be retained and held in accordance with the Data Protection Act 1998

Annex C – Fuel Drawback Guidelines

When you fly abroad (including the Channel Islands and Isle of Man) you export all the fuel in your tanks (including the unusable fuel) and are entitled to claim (or drawback) the excise duty (currently £0.3770 per litre (wef 23 March 2011 & checked June 2014) from HM Revenue & Customs. This process is achieved by filling in the HMRC form HO60. **Note**: You can claim for all the fuel you uplifted even if you bring a lot of it back again, provided it has been uplifted in the UK.

Copies of the HM Revenue & Customs HO60 are held in WLAC Ops and available for download from HMRC (www.hmrc.gov.uk and search on HO60) A fair copy of Form HO60 is attached to this document at Annex B. WLAC Ops will provide you with a receipt for fuel drawback purposes and guidance on how to fill out the form.

Filling in form HO60. You have 2 years in which to file this claim, but it is best do it right away! If claiming for more than one flight you must complete the schedule on P3 of HO60

Name and address of exporter: **Yours**

Is this your first claim? (Tick the appropriate box)   Capacity of tanks: ….. in litres (usable volume)

Date of landing in the UK from the last foreign flight: **from the a/c flight records** (or Ops)

Normal consumption per flying hour in litres:

Airport of: Departure: **EGLM**   Category of fuel: Unleaded   )

          Destination: ……..   Aviation Spirit   ) tick as appropriate

                                                  Other: specify below   )

Date of flight:

Aircraft Description: Type **e.g. PA28**

Registration letters or numbers: e.g. **GBZMT**

Details of fuel loaded before departure for foreign destination: (all fuel loaded since last trip abroad up to max capacity (this cannot exceed the max usable fuel. Guidance for WLAC aircraft is at the end of this annex.))

Place: **eg White Waltham** Date loaded: Name and address of supplier: eg White Waltham Airfield

Number of invoice or delivery note: **Number of Invoice from WLAC Ops** Litres: *total litres uplift noted from fuelling record.* WLAC Ops will provide you with a specific invoice for this purpose but it cannot exceed the maximum usable fuel for your aircraft.

Fuel in tank before departure from UK: i.e. the actual fuel state at the last point of departure from UK

Note: If you land in the UK before going abroad & don't take on more fuel you must deduct the fuel used on that internal flight to establish the fuel load on departure from the last UK airport. If you top up the fuel at that time, get a receipt for that quantity from the supplier & include that in your claimed drawback amount.

Total quantity of fuel loaded:

Quantity on which drawback is claimed:

Rate of duty on drawback: £0.377 per litre or latest info.

Amount of drawback claim £: (No. of litres x duty)

Page 2   **Declaration**   Sign and date the declaration

Then post Form HO60 to:

HMRC Mineral Oils Relief Centre
Local Compliance
BP4002
Benton Park View

Annex C – Fuel Drawback Guidelines continued

For any queries phone the Excise Helpline on 0845 010 9000.

Payments are made about a month to 6 weeks later from The National Payment Centre, Alexander House, and Southend.

Note: The claim form refers to total fuel loaded not the total tank capacity, so unless the aircraft has had its tanks drained the maximum you can claim cannot be greater than the maximum usable fuel capacity. A table of maximum usable fuels for club aircraft is below. Fuel Receipts cannot/will not be provided for volumes greater than these.

Fuel Drawback Guidelines for West London Aero Club Aircraft

	Usable Fuel Capacities & Consumptions			
	US Gallons		*Litres*	
Aircraft Type	Usable	USG/Hr	Usable	Ltr/Hr
Saratoga (PA32R)	102	18	**386**	68
Arrow (PA28R)	48	10	**182**	38
Archer (PA28)	48	10	**182**	38
Warrior (PA28)	48	10	**182**	38
Cessna (172SP)	53	10	**201**	38
Cessna (182)	88	12	**333**	45

Note: *The USG Fuel Capacities have been obtained from the POH.*
            The conversion to litres is based on 3.7854 Litres/US Gallon

HM Revenue & Customs

Claim for drawback of duty paid on oils used as fuel on foreign-going aircraft

To help you complete this form, read the notes on page 2. For further information refer to Notice 172 *Excise duty drawback: ships and stores*. For a copy, go to **www.hmrc.gov.uk** and enter Notice 172 in the search box.

You must submit your claim within two years of the date of export. We cannot pay any claims submitted after this.

Omnibus claims – if you are claiming for more than one flight

you must complete the HO60 Schedule, giving details of all flights made.

When you have signed the declaration, send the completed form to: HMRC Mineral Oil Reliefs Centre, Local Compliance, BP4002, Benton Park View, Newcastle upon Tyne, NE98 1ZZ

For more information phone the Excise Helpline on **0845 010 9000**.

Name and address of exporter (shipper)

Name

Address

Postcode

Phone number

Name and address of payee *if different*

Name

Address

Postcode

Is this your first claim?

No ☐   Yes ☐

Date of landing in the UK from the last foreign flight

☐☐ ☐☐ ☐☐☐☐ *DD MM YYYY*

Airport of:

Departure

Destination

Date of flight *DD MM YYYY*

☐☐ ☐☐ ☐☐☐☐

Aircraft description:

Type

Registered letters or numbers

Capacity of tank(s)

☐☐☐☐☐☐ *in litres*

Normal consumption per flying hour

☐☐☐☐☐☐ *in litres*

Category of hydrocarbon oil used as fuel by the aircraft

Unleaded ☐

Aviation spirit *for example, Avgas* ☐

Other *specify below* ☐

Details of fuel loaded before departure for foreign destination

Place	Date loaded	Name and address of supplier		Number of invoice or	Litres

Quantity on which drawback is claimed ☐

Rate of duty on drawback (£ per litre) £ ☐

Amount of drawback claim (£) £ ☐

You can avoid a financial penalty, or even prosecution, by making sure that you have given complete and accurate information in your claim. You have the right to appeal if we impose such a penalty.

Notes

Quantities of fuel and oil on which repayment of Excise Duty (Drawback) may be claimed – you may load hydrocarbon oil on to an aircraft at any place in the UK for use on a flight to a place outside the UK. Oil used on an inland flight between the place of loading and the airfield of departure is not eligible for drawback. Oil used in this way is to be deducted from your final claim. You may not claim drawback on the oils consumed on any flight where the aircraft does not land abroad. Additionally, you may only claim the lower of the tank capacity of the aircraft, or the amount of fuel for which you have evidence of loading since your last arrival from outside the UK (see Notice 172, paragraph 4.2). **Drawback is not payable on oil used for maintenance purposes.**

Production of documentary evidence – under the provisions of the Customs and Excise Management Act 1979, section 133(5), you or any person who has at any stage been involved with the goods on which drawback is claimed may be required to give information and to produce any book of account or other document relating to the goods.

For official use

Claim number

HO60/

Officer's name

I am satisfied that:

The period and amount of claim are in accordance with the requirements of Notice 172

Officer's signature

Calculations are correct

Repayment due

Countersigning officer's name

£ ⬜⬜⬜⬜⬜⬜ · ⬜⬜

Countersigning officer's signature

Oil type	Account number	Amount
Aviation spirit	63511	£
Unleaded	63525	£
Other *please specify*		£

Date authorised

Station date stamp

HO60 Schedule

	Flight 1	Flight 2	Flight 3	Flight 4	Flight 5
Aircraft type					
Registered letters or number of aircraft					
Date of landing in the UK from last foreign flight					
Airport of departure					
Airport of destination					
Date of flight					
Capacity of tank(s) *in litres*					
Normal consumption per flying hour *in litres*					
Category of oil (Avgas/unleaded)					
Place loaded					
Date loaded					
Name and address of supplier					
Invoice/delivery note number					
Amount of fuel loaded					
Fuel in tank before departure					
Quantity on which drawback is claimed					
Rate of excise duty					
Amount claimed					

Total amount of drawback claimed (£)

Please enter total amount claimed on form HO6

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Annex E Le Touquet Customs Declaration

Le Touquet French Customs

When flying into Le Touquet, French Customs require you to send them a customs declaration **at least 2 hours** before your ETA at Le Touquet.

You should email the following information to: **douane-aeroportletouquet@douane.finances.gouv.fr**

Aircraft Registration / Departure Airfield / ETA / Email Address / Full Name of Pilot / Nationality/

Date of Birth / Place of Birth / Passport No. / Full Name (of each crew member and passenger) /

Their Nationality / Their Dates of Birth /Their Places of Birth / Their Passport Nos