

**NEWCASTLE INTERNATIONAL
AIRPORT**

BYELAWS 2021

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1. INTRODUCTION

Newcastle International Airport Limited in exercise of the powers conferred on it by sections 63 and 64 of the Airports Act 1986 hereby makes the following byelaws which shall apply within Newcastle International Airport.

2. INTERPRETATION

Where the following words or phrases appear in these byelaws those words or phrases are to have the following meaning:

"Accident" means an unintended occurrence which has had an adverse physical result;

"Air Traffic Control" means the service provided by air traffic controllers who direct Aircraft on the ground and through controlled airspace and can provide an advisory service to Aircraft in uncontrolled airspace;

"Aircraft" means any power-driven flying machine;

"Aircraft Manoeuvring Area" means that part of the airfield used for the take-off, landing and taxiing of Aircraft;

"the Airport" means the aerodrome known as Newcastle International Airport, shown delineated in red on the plan attached to these byelaws;

"Airport Official" means a person authorised to act by the Company in that capacity;

"Airside" means the area inside the security fence and beyond the Terminal Building security controls;

"Animal" means any animal, wild or domesticated, that is either present within or has been brought into the Airport, except in byelaw 8.1.3. where it has the same meaning as in s170(8) of the Road Traffic Act 1988;

"Authorised Taxi Stand" means that part of the Airport designated for use by an Airport approved Taxi;

"the Company" means Newcastle International Airport Limited and its subsidiary undertakings;

"Constable" means any person having the powers and privileges of a Constable, a traffic police community support officer or a police community support officer;

"Customs and Excise Acts" has the same meaning as in the Customs and Excise Management Act 1979;

"Dangerously" has the same meaning as in the Road Traffic Act 1988;

"Lost Property Office" means any building or part of a building at the Airport which has been designated for that purpose by the Company;

"Passenger Transit System" means the transit system for the movement of people between a car park, the Airport and the Terminal Building;

"Portable Entertainment Equipment" means any mobile device, radio, cassette player, compact DVD or mini disc player, television, computer games console or any other device capable of transmitting audio sounds;

"Prescribed Limit" has the same meaning as in section 11 of the Road Traffic Act 1988;

"Private Hire Vehicle" means a vehicle which is used for the purpose of carrying passengers for hire or reward and which is licensed under the Local Government (Miscellaneous Provisions) Act 1976;

"Public Service Vehicle" means a motor vehicle adapted to carry more than eight passengers and used for carrying passengers for hire or reward;

"Restricted Area" means that part of the Airport lying within the perimeter fence to which access is controlled by security check points and any other authorised entry point and includes all stands, aprons, taxiways and the runway;

"Road Traffic Enactments" has the same meaning as in section 63(3) of the Airports Act 1986;

"Taxi" means a hackney carriage licensed under section 37 of the Town and Police Clauses Act 1847 or a Private Hire Vehicle authorised by the Company to ply for hire at the Airport;

"Terminal Building" means the building or buildings at the Airport used as terminals for passengers arriving at or departing from the Airport;

- 2.1 These byelaws may be cited as the Newcastle International Airport Byelaws 2021.
- 2.2 No provision in these byelaws shall apply to any member of a fire, police or ambulance service when they are acting in the course of duty, or to any emergency vehicle being used by such a person.

3. PENALTIES

- 3.1 Any person contravening any of the following byelaws or anyone assisting or procuring others to do so shall be liable on summary conviction to a fine which, in respect of a contravention of:
 - 3.1.1 byelaws 4.11 and 5.18 shall not exceed the standard scale level 2
 - 3.1.2 byelaws 4.1, 4.2, 4.6, 4.7, 4.8, 4.9, 4.10, 5.1, 5.2, 5.5, 5.8, 5.13, 6.1.1, 6.1.2, 6.1.3, 6.8, 6.9 and 6.13 shall not exceed the standard scale level 4.
 - 3.1.3 Any other byelaws shall not exceed the standard level 3.
- 3.2 As at the date of these byelaws the relevant levels of the standard scale, by virtue of section 122 of the Sentencing Act 2020, are as follows:
 - 3.2.1 Level 2 - £500;
 - 3.2.2 Level 3 - £1,000;
 - 3.2.3 Level 4 - £2,500.

These levels are, however, subject to amendment from time to time by statute or by regulations made under the Sentencing Act 2020.

4. ACTS WHICH ARE PROHIBITED

No person shall:

- 4.1 Tampering with Aircraft

Without lawful authority or reasonable cause or excuse, tamper or interfere with any Aircraft or anything used in connection with any Aircraft.

4.2 Tampering with equipment regulating access

Without lawful authority or reasonable cause or excuse, tamper or interfere with or misuse any equipment or apparatus used for or in connection with the control of access of persons or vehicles to any part of the Airport.

4.3 Parking Aircraft

Except in the case of emergency, place or park an Aircraft other than in the place and position designated for that Aircraft by an Airport Official.

4.4 Security of Aircraft

Fail to secure against movement any stationary Aircraft which is not in a hangar.

4.5 Emergency stop switches

Except in the case of an emergency, intentionally operate any emergency stop switch or other operating control of any escalator, traveller, lift or any other automatic conveyance for the use of passengers upon or near to which a notice is displayed which states that the switch or control is only to be operated in case of emergency.

4.6 Interfere with communication and navigation systems

Operate or use any radio transmitter or other thing capable of emitting electrical interference in such a way as to adversely affect or that is likely to adversely affect the operation of any communications, navigation or other systems at the Airport or in Aircraft present there.

4.7 Tampering with communications systems

Without reasonable excuse, tamper with or misuse any telephone, telecommunications or other apparatus provided for transmitting and receiving messages or data at the Airport.

4.8 False warnings and alarms

Knowingly by any means give a false bomb warning or a false fire, ambulance, or other emergency alarm.

4.9 Smoking

Smoke in, or bring a naked light into, or light any naked flame in:

4.9.1 any place other than a place or places specifically designated by notice for that purpose; or

4.9.2 any place where such an act is prohibited by notice; or

4.9.3 any part of Airside, with the exception of the smoking shelters that are designated by notice.

4.10 Notices

Fail to observe or comply with any notice prohibiting or restricting access to any part of the Airport.

4.11 Direction by Airport Officials etc

Whether on foot or whilst driving neglect, fail or refuse to comply with an indication or direction given by any Airport Official, or Constable or by any notice exhibited by or on behalf of the Company.

4.12 Entrance to Airport

Enter the Airport, except for a bona fide purpose, or remain at the Airport once the aforementioned purpose has been discharged or if asked to leave by a Constable or Airport Official.

4.13 Animals

4.13.1 If in charge of an Animal, fail to keep that Animal under control or permit that Animal to foul any footpath or building, provided that in proceedings for an offence against this byelaw it shall be a defence for the person charged to prove that they took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.

4.13.2 Allow any Animal other than an assistance Animal to enter the Terminal Building, except for the purpose of travel in an appropriate carrier, or in any other situation where the Company has granted permission.

4.14 Intoxication

Be drunk or, without reasonable excuse, under the influence of drugs or other intoxicating substances whilst on the Airport.

4.15 Consumption of alcohol

Consume alcohol or be in possession of any open alcohol container on the Airport, except in bar areas.

4.16 Control of alcohol

4.16.1 Sell or attempt to sell alcohol to a person who is drunk.

4.16.2 Allow alcohol to be sold to a person who is drunk.

4.16.3 Knowingly obtain or attempt to obtain alcohol for consumption by a person who is drunk.

4.17 Spitting

Spit on the floor, side or wall of any vehicle, Passenger Transit System, or in any building, or on any pavement within the Airport or dispose of chewing gum other than in a suitable waste bin.

4.18 Demonstrations and processions etc

Organise or take part in any demonstration, protest, procession or public assembly likely to obstruct or interfere with the proper use of the Airport or obstruct or interfere with the comfort and convenience or safety of passengers or persons using the Airport.

4.19 Flags, notices and emblems

Display any flags, banners, notices or emblems likely to cause a breach of the peace on any part of the Airport.

4.20 Obstruction or interference

Intentionally obstruct or interfere with the proper use of the Airport or with any person acting in the execution of their duty in relation to the operation of the Airport.

4.21 Misuse of equipment

Interfere with, touch, operate or in any way use any fixed or mobile equipment or plant or any other machinery or fittings, unless authorised to do so by the Company.

4.22 Refuse etc

- 4.22.1 Leave uncovered refuse containers on any part of the Airport;
- 4.22.2 Drop, leave, throw or otherwise deposit anything where doing so would or might cause or contribute to or lead to damage to property (including Aircraft) or to the defacement by litter, pollution or waste substances of any part of the Airport;
- 4.22.3 Drop, leave, throw or otherwise deposit food waste that might become a bird attractant on any part of the Airport; or
- 4.22.4 Drop or leave litter or refuse on the Airport except in a receptacle provided for the purpose.

4.23 Baggage trolleys

Remove from the Airport or misuse any baggage trolley provided for passenger use by the Company.

4.24 Wheelchairs

Remove from the Airport any wheelchair provided for passenger use by the Company.

4.25 Loitering

Loiter or remain on the Airport without reasonable cause.

4.26 Emergency entrances and exits

Obstruct, tamper with or otherwise interfere with any of the emergency entrances or exits at the Airport.

4.27 Evacuation

Without reasonable excuse, in an emergency:

- 4.27.1 remain in or fail to evacuate any building or place on the Airport when instructed to do so by a Constable, a member of the fire service or an Airport Official; or
- 4.27.2 fail to evacuate any building or place on the Airport upon hearing an alarm requiring persons to evacuate the Airport or that building or place on the Airport.

4.28 Persons required to leave

Remain on the Airport after having been requested by a Constable or an Airport Official to leave, such request arising where that person is causing a disturbance (including using language or making gestures which are lewd, foul or offensive) or has committed or is, in the reasonable opinion of the requesting Constable or Airport Official, about to commit an offence (including a breach of a byelaw). Nothing in this byelaw shall prejudice the operation of other byelaws pertaining to the removal or evacuation of persons from the Airport.

4.29 Persons not to return for 24 hours

Having left the Airport upon the instruction of a Constable or Airport Official, return to or re-enter the Airport within the subsequent twenty four hour period, unless re-entry is authorised in writing by the Constable or Airport Official issuing the original request to leave (or in their absence, the Company).

4.30 Permanent exclusion

Enter the Airport whilst being permanently prohibited from doing so, having been:

4.30.1 convicted of an offence in relation to these byelaws, or of any other offence committed on Airport premises or involving the Airport's activities or operations, or

4.30.2 issued with a caution by the police in respect of such an offence,

and in either case a notice will be given by the Company to that person setting out the exclusion.

4.31 Allow anything on Airport where forbidden

Allow any vehicle, Animal or thing to be on the Airport after its presence on the Airport has been forbidden by a Constable or an Airport Official having reasonable grounds to believe that its presence has been responsible for or is about to be responsible for a criminal offence or breach of any byelaw.

4.32 Return after request to remove vehicles or Animals

Having removed any vehicle, Animal or other thing at the request of a Constable or Airport Official, allow that vehicle, Animal or other thing to re-enter the Airport within the period of twenty four hours thereafter or without complying with any conditions of re-entry stipulated by a Constable or Airport Official.

4.33 Unattended baggage

Leave any baggage or other item unattended anywhere within the Airport.

4.34 Reporting damage to Aircraft

Without reasonable excuse fail to report damage howsoever caused to an Aircraft to its owner or a person in charge of it or an Airport Official.

4.35 Authorised Taxi Stands

Cause or permit any vehicle other than an Airport approved Taxi to stand on an Authorised Taxi Stand.

4.36 Abandonment of vehicles

Abandon any vehicle on any part of the Airport to which the Road Traffic Enactments do not apply. A vehicle will be deemed to be abandoned if:

4.36.1 It is found on site without a valid entry ticket and without a pre-booked parking arrangement and it has remained static for more than 30 days; or

4.36.2 Enquiries are conducted with the Police and the registered keeper/owner and/or registered address cannot be established; or

4.36.3 Enquiries are conducted with the Police and it is found that the vehicle is fitted with false registration plates; or

4.36.4 Enquiries are conducted with the Police and it is found that the vehicle does not have a valid vehicle registration.

4.37 Tampering with I.T. equipment and systems

Tamper with or misuse any I.T. equipment or systems provided for managing, processing or displaying information at the Airport.

5. ACTS WHICH ARE PROHIBITED WITHOUT CONSENT

Unless permission of the Company has first been obtained or unless performed by a person acting with lawful authority or reasonable cause or excuse, no person shall:

5.1 Cleaning of Aircraft

Clean, service or maintain Aircraft or any vehicle or other equipment in areas where such activities are prohibited by any written notice issued by the Company.

5.2 Running Aircraft engines

Run an Aircraft engine in a hangar or in any area which is not designated by the Company for that purpose.

5.3 Taking vehicles into hangars

Take any vehicle into a hangar used for the manufacture, maintenance or storage of Aircraft.

5.4 Lighting fires

By any act or omission, cause or permit a fire to occur except in a place constructed for that purpose.

5.5 Refuelling

Fill or discharge from any container, including any part of a vehicle, liquid fuel in any place that is not approved for that purpose by the Company.

5.6 Annoyance to others

Sing, dance, shout, play a musical instrument, operate Portable Entertainment Equipment, portable public address equipment or behave in such a way as to give reasonable cause for annoyance to any other person.

5.7 Entering and leaving the Airport

Enter or leave the Airport otherwise than through any authorised or designated gate or entrance or exit.

5.8 Unauthorised areas

Enter any part of the Airport to which members of the public are not for the time being admitted.

5.9 Public Service Vehicles

Enter the Airport with a Public Service Vehicle not being a Public Service Vehicle hired as a whole.

5.10 Airside driving

Drive a vehicle Airside elsewhere than in areas designated for the driving of vehicles.

5.11 Walls, fences and barriers

Climb any wall, fence, barrier, railing or post, or breach any Restricted Area.

5.12 Electronic equipment

Use any equipment for the transmission, receipt, recording, reproduction or amplification of sound, speech or images:

5.12.1 for commercial purposes, or

5.12.2 in or around security barriers or security search areas or in operationally sensitive areas.

5.13 Selling

Sell or distribute anything, offer anything for sale or hire or make any offer for the provision of services for payment or reward, other than in shops or other commercial outlets that are legally entitled by lease to sell or hire out items.

5.14 Vehicle for hire

Offer any vehicle for hire or perform any services in relation to the supply or hire of a vehicle unless legally entitled by lease to do so.

5.15 Advertising

Post, distribute or display any notice, advertisement, sign, circular or other written or printed material.

5.16 Begging

Beg or solicit funds or contributions of any kind.

5.17 Betting and gaming

Engage in bookmaking, gaming, betting or wagering or pay, receive or settle bets with any other person.

5.18 Passes and permits

Fail to wear a pass or permit issued by or on behalf of the Company so that it is reasonably visible at all times.

5.19 Buildings and other structures

Remove, displace, deface or alter any structure, building or other property (including any notice) forming part of, or provided in connection with the Airport.

5.20 Grazing of Animals

Allow the grazing of Animals on Airport property.

5.21 Entering Aircraft without authority

Enter, climb upon or board any Aircraft without the authority of the person in charge of it.

5.22 Private Hire Vehicles

Cause or permit a Private Hire Vehicle without an advance booking to enter the Airport for the purpose of loading passengers.

6. PROHIBITED ACTS ON PRIVATE AIRPORT ROADS

On any private Airport roads or other part of the Airport to which the Road Traffic Enactments do not apply, no person shall:

6.1 Conduct while driving

Drive a vehicle:

6.1.1 Dangerously; or

- 6.1.2 without due care and attention, or without reasonable consideration for other persons using the Airport; or
- 6.1.3 after consuming so much alcohol that the proportion of alcohol in their breath, blood or urine exceeds the Prescribed Limit, or whilst under the influence of drugs or other intoxicating substances; or
- 6.1.4 in excess of the speed indicated by a notice displayed on or adjacent to the road in question; or
- 6.1.5 whilst operating a mobile telephone or other handheld device.

6.2 Not to cause danger with vehicle

Use, cause or permit to be used, any vehicle in such a way as to cause or to be likely to cause, danger or nuisance to any Aircraft, person or property.

6.3 Designated walkways

Travel on foot on any of the Airport roads on which there is no designated footpath or pedestrian walkway.

6.4 Causing obstructions

Except in an emergency, when in charge of a vehicle cause or permit the vehicle to stand so as to cause any obstruction, or so as to be likely to cause danger to any Aircraft, person or property.

6.5 Parking brake

Cause or permit any vehicle to be left unattended unless the parking brake or restraining device with which the vehicle is fitted is properly engaged.

6.6 Use of vehicles

Use or cause or permit to be used any vehicle which fails to comply with any braking, steering, lighting, tyre or electrical requirements which would apply to that type of vehicle if it were to be operated on a road to which the Road Traffic Enactments apply or use, cause or permit to be used any vehicle where the safety locking devices are not in good working order.

6.7 Fuel and exhaust systems

Use or cause or permit to be used any vehicle unless the condition of the fuel and exhaust system is at all times such that no danger or nuisance is caused or is likely to be caused to any person or property.

6.8 Observe signs

Without reasonable excuse either when on foot or whilst using, driving or propelling a vehicle, neglect, fail or refuse to comply with an indication or direction given by:

- 6.8.1 a traffic or pedestrian sign erected and displayed by or with the consent of the Company, placed on or near a private Airport road;
- 6.8.2 any road marking on such a road; or
- 6.8.3 an Airport Official or Constable for the time being engaged in the regulation of traffic or pedestrians.

6.9 Safety

Use or cause or permit a vehicle to be used:

6.9.1 if it is in a condition that causes or is likely to cause, to any person in or on the vehicle or in the Airport, any danger by reason of:

6.9.1.1 its condition;

6.9.1.2 the number of passengers carried by it;

6.9.1.3 the manner in which any passengers are carried in it;

6.9.1.4 the weight, distribution, packing or adjustment of the vehicle's load, or

6.9.2 if any load carried by the vehicle causes or is likely to cause danger or nuisance to any person or property by reason of the load or any part of it falling or being blown from the vehicle.

6.10 Driving in designated areas

Without permission of the Company, or without reasonable excuse, drive any vehicle otherwise than in the areas designated by the Company.

6.11 Driving in Aircraft Manoeuvring Area

Except in emergencies, or where permission has been obtained from Air Traffic Control, cause or permit vehicles, or Aircraft servicing equipment or persons to enter those parts of the Airport designated for the surface movement of Aircraft, including the Aircraft Manoeuvring Area, aprons and any part of the Airport provided for the maintenance of Aircraft except those parts specifically designated by the Company for use by vehicles, Aircraft servicing equipment or persons.

6.12 Request for removal of vehicle

When in charge of a vehicle, fail to remove it from any parking place when required to do so by a Constable or an Airport Official.

6.13 Leaving vehicles unattended

Leave any vehicle either:

6.13.1 unattended when its engine is running; or

6.13.2 without removing the ignition key from the vehicle.

6.14 Driving

Drive a vehicle without being in possession of a valid driving licence, together with any valid driving permit issued by the Company if driving in an area where a valid driving permit is required.

7. TAXIS

No person shall:

7.1 Airport approved Taxis only

Cause or permit a Taxi to be hired or to be available for hire unless:

7.1.1 they are authorised by contract to do so by the Company; and

7.1.2 they do so from an Authorised Taxi Stand.

7.2 Maximum permitted number of Taxis

Cause or permit a Taxi to stand on an Authorised Taxi Stand in excess of the maximum permitted number of Taxis as indicated by any notice displayed there.

7.3 Entering buildings

For the purposes of plying for hire with a Taxi or obtaining fares, enter any building or intentionally obstruct any carriageway, footpath or building or act in such a manner as to give reasonable grounds for annoyance to any other person.

7.4 To be available for immediate hire

Leave a Taxi on any Authorised Taxi Stand unless the Taxi is available for immediate hire.

7.5 Disabled Taxis

Allow a Taxi that is disabled to be left on an Authorised Taxi Stand longer than is reasonably necessary to effect its removal unless such disablement is temporary and is remedied without delay.

7.6 Cleaning Taxis

Wash down or clean out a Taxi on an Authorised Taxi Stand.

7.7 Badge

When operating as a Taxi driver from an Authorised Taxi Stand, fail to display or produce their badge to a Constable or Airport Official when requested to do so.

7.8 Conduct on Authorised Taxi Stand

When operating as a Taxi driver from an Authorised Taxi Stand, upon which Taxis are required to stand one behind the other, fail to, as soon as the first Taxi in this line is hired, drive their vehicle forward one space in order that the spaces on the Authorised Taxi Stand are filled in this manner.

7.9 Assisting passengers

Fail to, when requested by a person who hires or seeks to hire the Taxi:

7.9.1 give reasonable assistance in loading and unloading luggage; or

7.9.2 convey a reasonable quantity of luggage.

8 ACCIDENTS

8.1 Accidents involving vehicles

Where any Accident involving a vehicle occurs on any part of the Airport to which the Road Traffic Enactments do not apply and results in either:

8.1.1 injury to any person other than the driver of that vehicle;

8.1.2 damage to a vehicle other than that vehicle;

8.1.3 injury to an Animal other than an Animal in or on that vehicle;

- 8.1.4 damage to any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent to such land;

the driver shall stop and as soon as reasonably practicable, but in any event no later than 24 hours after the Accident, provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.1.5.

- 8.1.5 The details to be provided by a driver following an Accident are:

- 8.1.5.1 their name and address;
- 8.1.5.2 the name and address of the registered keeper or owner of the vehicle;
- 8.1.5.3 the registration number or identification marks of the vehicle; and
- 8.1.5.4 details of the Accident.

8.2 Accidents involving Aircraft

- 8.2.1 Where any Accident involving an Aircraft occurs on part of the Airport to which the Road Traffic Enactments do not apply, the pilot in command if present at the time of the Accident (or, if the Aircraft is being towed, the tug driver) shall stop and as soon as reasonably practicable, but in any event no later than 24 hours after the Accident, and provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.2.2.

- 8.2.2 The details to be provided by the pilot in command (or, if the Aircraft is being towed, the tug driver) at the time of Accident are:

- 8.2.2.1 their name and address;
- 8.2.2.2 the name and address of the person who was the Aircraft operator at the time of the Accident;
- 8.2.2.3 the identification marks of the Aircraft; and
- 8.2.2.4 details of the Accident.

- 8.2.3 The driver of any vehicle involved in an Accident concerning an Aircraft on part of the Airport to which the Road Traffic Enactments do not apply, shall stop and, as soon as reasonably practicable, but in any event no later than 24 hours after the Accident, provide to a Constable, Airport Official or any other person having reasonable grounds for requiring them, the details set out in byelaw 8.2.4:

- 8.2.4 The details to be provided by the driver of the vehicle involved following an Accident concerning an Aircraft are:

- 8.2.4.1 their name and address;
- 8.2.4.2 the name and address of the registered keeper or owner of the vehicle;
- 8.2.4.3 the registration number and any identification marks of the vehicle; and
- 8.2.4.3 details of the Accident.

9 LOST PROPERTY

9.1 Applications of byelaws

These byelaws shall apply in relation to the safe custody, re-delivery and disposal of any property (except a motor vehicle as defined in section 11 of the Refuse Disposal (Amenity) Act 1978), Animal or thing which, while not in proper custody, is found on any part of the Airport to which the public or passengers have access or in any vehicle owned or operated by or on behalf of the Company, excluding any property or thing found on board an Aircraft, in a Taxi or on premises let by the Company.

9.2 Obligations of finder

Subject to the provisions of the Customs and Excise Acts, any person (other than a member of staff of the Company, an Airport Official or a Constable) who finds any property which they believe to be lost or abandoned shall as soon as reasonably practicable notify a member of staff of the Company, an Airport Official or a Constable and inform that person of the place and circumstances in which it was found.

9.3 Obligations of recipient

9.3.1 Subject to the provisions of the Customs and Excise Acts, and to byelaw 9.3.2, any member of staff of the Company, Airport Official or Constable to whom found property is notified pursuant to byelaw 9.2, or who finds any property to which these byelaws apply, shall as soon as reasonably practicable and in any case before leaving the Airport, deliver such property for safe custody in the state in which it came into their possession to the Lost Property Office and inform a member of staff of the Company or an Airport Official at the Lost Property Office of the circumstances in which it was found.

9.3.2 If before any lost property shall have been delivered for safe custody to the Lost Property Office under byelaw 9.3.1, it is claimed by a person who produces evidence to the reasonable satisfaction of the member of staff of the Company, Airport Official, or Constable of being the true owner, it shall be returned to that person, forthwith, without fee, provided the person gives their name and address to the member of staff of the Company, Airport Official or Constable as the case may be, who shall, as soon as possible, report the facts and give the claimant's name and address and a description of the lost property to the Lost Property Office.

9.4 Lost property records

All lost property, excluding items of negligible value referred to in byelaw 9.8.1 and items which are or which become objectionable referred to in byelaw 9.8.2, shall be kept for a period of not less than three months and a record shall be kept showing particulars of the lost property, including details of the circumstances in which it was found, for not less than 4 months.

9.5 Where ownership is ascertainable

Where the identity and address of the owner of any lost property is ascertainable, the Company will notify the owner that the lost property is in its possession and may be claimed in accordance with these byelaws.

9.6 Exception to byelaw 9.5

Where official documents, including licences and passports, are found the Company shall wherever practicable return these forthwith to the appropriate Government department, local authority or other body or person responsible for issuing them or for controlling or dealing with them.

9.7 Claims

If any lost property is claimed whilst it is retained by the Company and the claimant provides evidence to the reasonable satisfaction of the Company or an Airport Official of being the true owner and gives their name and address to a member of staff of the Lost Property Office or to an Airport Official, the lost property shall be returned to the claimant upon payment by the claimant of such reasonable charge as the Company may from time to time fix for the return of the lost property.

9.8 Disposal of property

- 9.8.1 Subject to byelaws 9.8.2 and 9.8.3, if any lost property is not, within three months of the date when it was delivered to the Lost Property Office, claimed by or re-delivered to its owner, the Company shall be entitled to sell it for the best price that can reasonably be obtained, except in the case of items of negligible value, which the Company is entitled to sell for the best price that can reasonably be obtained, or dispose of it as it deems appropriate, after fourteen days have passed following receipt of the lost property into the Lost Property Office.
- 9.8.2 Notwithstanding the foregoing provision of these byelaws any lost property which is or which becomes objectionable may forthwith be destroyed or otherwise disposed of in a reasonable manner.
- 9.8.3 The Company shall:
- 9.8.3.1 be entitled to deduct from the proceeds of the sale of any lost property its reasonable storage and sale costs;
- 9.8.3.2 retain the balance for one month from the date of the sale in case of any claim by the true owner; and
- 9.8.3.3 after that one month period has expired, pay the proceeds of the sale of the lost property to a charity of its choice.

9.9 Opening packages

Where any lost property is contained in a package, bag or other receptacle ("package"), the Company is entitled to cause such package to be opened and the contents examined, or to require the claimant to open it and submit it and its contents for examination for the purpose of identifying and tracing the owner of the lost property, or ascertaining the nature of the contents, or satisfying the Company or an Airport Official that the contents do not include any item or items which may put at risk the safety or security of the Airport, any Aircraft or any air navigation installation. If any items are found which may put at risk the safety or security of the Airport, any Aircraft or any air navigation installation, they shall be handed to a Constable or Airport Official immediately.

10 **SEARCH**

Any person (whether a bona fide airline passenger or not) who, without reasonable cause, refuses to be searched or to have their baggage or vehicle searched by a Constable or Airport Official must leave the Airport if requested to leave by such Constable or Airport Official.

11 **GENERAL**

- 11.1 A person shall, if requested to do so by a Constable or Airport Official, state their correct name and address and the purpose for which they are at the Airport.

11.2 A person who is using or intends to use the Airport for travel shall, if requested to do so by a Constable of Airport Official, produce details of their travel arrangements and identity documents including passport.

11.3 No Airport Official shall exercise any powers under any of these byelaws without producing written evidence of their authority if required to do so.

12 REVOCATION OF BYELAWS

The Newcastle Airport Byelaws 2009 are hereby revoked

The **COMMON SEAL** of
NEWCASTLE INTERNATIONAL AIRPORT LIMITED
Affixed is authenticated by:

Director:



Secretary:



The foregoing Byelaws are hereby confirmed by the Secretary of State for Transport and shall come into operation on

28 March 2021.

SIGNED BY



Head of Airport Policy by Authority of the Secretary of State