



Flughafen Hannover-Langenhagen GmbH

# AIRPORT REGULATIONS

## HANNOVER-LANGENHAGEN (EDDV)

valid from 18.12.2024

**DO YOU HAVE ANY QUESTIONS? THEN CONTACT US!**

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**PART I**  
Description of the airport



## 1. AIRPORT SITE

### 1.1. Designation

- Hanover-Langenhagen Airport
- ICAO abbreviation EDDV
- IATA abbreviation HAJ

### 1.2. Location of the airport reference point (WGS 84)

Geographical latitude	52° 27' 36.77" North
Longitude	09° 41' 00.68" East
Location	In the western area of the airport, 1,908 m west of threshold 27L and at right angles to the centerline of the southern runway at a distance of 602.5 m to the north
Distance and direction from the city	11 km (6 NM) north of Hanover
Airport altitude	56 m (183 ft) above sea level
Airport reference point (altitude)	52.50 m (172 ft) above sea level
Runway reference points	
Runway 09L/27R	54 m (177 ft) above sea level, 52° 28' 03" North; 9° 40' 26" East
Runway 09R/27L	54 m (177 ft) above sea level, 52° 27' 16" North; 9° 41' 29" East
Runway 09C/27C	53 m (174 ft) above sea level, 52° 27' 53" North; 9° 41' 22" East
Misalignment	2.4° East (01/2020)

### 1.3. Take-off and landing facilities

#### DIMENSIONS

Runway 09L/27R	3,200 x 45 m (plus 300 m start run-up distance before each threshold)
Runway 09R/27L	2,340 x 45 m
Runway 09C/27C	550 x 23 m (TORA 09C: 610 m, TORA 27C: 720 m)

The longitudinal profiles of the runways for instrument flight operations can be found in the German Aeronautical Information Publication.

#### LOAD-BEARING CAPACITIES

Runway 09L/27R	PCN 90/R/B/W/T	Concrete
Runway 09R/27L	PCN 90/R/B/W/T	Concrete
Runway 09C/27C	5.7t AUW	Asphalt

## ROLLERS

Taxiways A, A1, A2, B, C, D, D1, E, F, H, J, K, Kto, L, M, N	23m	PCN 90/R/B/W/T	Concrete
Taxiway G (between K and L)	23m (25m)	PCN 90/R/B/W/T	Concrete
Taxiway T2	5,7m	5.7t AUW	Asphalt
Taxiway O	10,5m	24/R/B/W/T	Concrete
Taxiway P	10m	12F/C/X/U	Asphalt
Taxiway Q	18m	93/R/A/W/T	Concrete

## LANDING AREA FOR HELICOPTERS

H2 on taxiway L 110m S of threshold 09C	90/R/B/W/T	Concrete
H3 on taxiway M 130m S of runway 09C/27C	90/R/B/W/T	Concrete

### 1.4. Aprons

- Passenger check-in aprons
- Cargo handling aprons
- Hall aprons

See Aeronautical Information Publication Germany

## 2. GENERAL INFORMATION

### 2.1. Classification of the airport according to EASA / ICAO

Criteria according to EASA CS ADR-DSN / ICAO Annex 14  
Aerodrome Reference Code: 4 E

### 2.2. Operating hours of the airport

24 Hours

### 2.3. Approval as a customs airport

Hannover-Langenhagen Airport is licensed as a customs airport.

### 2.4. Accommodation/catering facilities

Overnight accommodation: Leonardo Hotel Hannover Airport (214 rooms)  
Maritim Airport Hotel Hannover (527 rooms)

Catering facilities: Restaurants, cafés and bars in the passenger terminal

## 2.5. Passenger handling

Hannover-Langenhagen Airport has passenger terminal buildings with all the necessary facilities. These also include facilities based on Regulation (EC) No. 1107/2006 concerning the rights of disabled people and people with reduced mobility when traveling by air.

In accordance with Regulation (EC) No. 261/2004, air carriers are obliged to provide care services for passengers under the conditions specified therein. Should the airport operator determine that an air carrier is in breach of the provisions of this regulation and is not providing care services for passengers at Hannover-Langenhagen Airport, the airport operator reserves the right to provide any necessary care services itself. The costs are to be borne by the air carrier which, contrary to Regulation No. 261/2004, has not provided care services for the passengers.

## 2.6. Switch infrastructure

The counter infrastructure (check-in and boarding) is equipped in accordance with the AHM (Airport Handling Manual) and is provided by the airport operator. There is an obligation to use the available counters for the check-in process.

## 2.7. Air freight handling

Hannover-Langenhagen Airport has air cargo buildings with all the necessary facilities.

## 2.8. Special handling

Veterinary inspection body

## 2.9. Aircraft fuels

Available, see Aeronautical Information Publication Germany

## 2.10. Available hangar space for aircraft

Available, see Aeronautical Information Publication Germany

## 2.11. Available repair facilities

Facilities for maintenance and repair work are available.

## 2.12. Fire protection and rescue equipment

Fire-fighting vehicles in accordance with category 10 of the ICAO guidelines (Annex 14) and rescue equipment are available in accordance with the scope of flight operations.

## 2.13. Snow clearing equipment

Snow clearing equipment is available in sufficient numbers (see German Aviation Handbook).

## 2.14. Handling equipment

All equipment and facilities required for handling services are available.



## 2.15. Local flight restriction

See Aeronautical Information Publication Germany

## 2.16. Noise protection system

A noise protection system for engine test runs is available in the western area of taxiway G.

## 3. WEATHER CONDITIONS

Prevailing wind direction: West

Airport reference temperature: 23,5°C

## 4. AIRPORT OPERATOR

Hanover-Langenhagen Airport GmbH

Postal address P.O. Box 42 02 80  
30662 Hanover

Telephone number 0511/977-0

Extension number 0511/977- Extension number

Extension traffic manager on duty 0511/977-1455

fax 0511/977-1898

SITA HAJAPXH

Internet <https://www.hannover-airport.de>

## 5. TRANSPORT CONNECTIONS AND AVAILABLE MEANS OF TRANSPORT

### 5.1 Access road

From Hamburg/Dortmund via the A352,  
Hanover Airport junction

From Berlin/Kassel via the A2,  
Hanover/Langenhagen junction

### 5.2. Parking lots

Available in sufficient quantities.

### 5.3. Public feeder traffic

Deutsche Bahn AG  
S-Bahn station under Terminal C

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ÜSTRA, Hannoversche Verkehrsbetriebe  
Transfer connection light rail line 1 / bus line 470 to the airport

#### **5.4. Non-public transportation**

Cabs, transfer companies and rental cars are available in sufficient numbers.

**PART II**  
Regulations for use



## 1. APPLICABILITY OF THE TERMS OF USE

### 1.1. Area of application

Anyone using, entering or driving on Hannover-Langenhagen Airport with aircraft, vehicles and equipment is subject to the provisions of these Terms of Use and the instructions issued by the airport operator for their implementation. The provisions of these Terms of Use and the approvals and/or permits issued in accordance with them do not replace approvals and/or permits required under other legal provisions.

### 1.2. Definitions

Insofar as the regulations and instructions concern aircraft operators, they apply accordingly to the owners of the aircraft as well as to people who have aircraft in use without being the operator or owner of the aircraft or who are responsible for their handling at the airport. Insofar as regulations and directives name the airport operator, this is Flughafen Hannover-Langenhagen GmbH.

## 2. USE WITH AIRCRAFT AND GROUND HANDLING EQUIPMENT

### 2.1. Authorization to take off and land

Use of the airport is permitted with aircraft and with rotorcraft, motor gliders and aerodynamically controlled microlight aircraft in accordance with the conditions described in the German Aeronautical Information Publication, subject to payment of the charges specified in the Airport Charges Regulations, which are generally due prior to departure.

The use of the airport by gliders, gravity-controlled ultralight aircraft, free and tethered balloons and airships requires the prior consent of the airport operator. Take-offs and landings with the other aircraft listed in §1 LuftVG are only permitted with the permission of the aviation authority (subject to a fee) and the consent of the airport operator.

Aircraft operators must submit to the airport operator on request the documents required to verify the authorization to use the aircraft and to settle the charges.

Aircraft operators must notify the airport operator of flight intentions to and from Hannover-Langenhagen Airport in good time in advance and provide the traffic planning department with the information on flight intentions and the aircraft used that is necessary to ensure the proper disposition of the flight operation facilities.

### 2.2. Take-off and landing facilities

The runways and taxiways or other specially designated areas must be used for take-off, landing and taxiing. The pilots are bound by the taxiing charts unless they receive other instructions from Deutsche Flugsicherung GmbH or the airport operator's central apron control. The airport operator shall not be liable for defects existing at the time of conclusion of the contract for which it is not responsible.

### 2.3. Rolling and towing

Aircraft may only be taxied under their own power by authorized people. They may not be rolled into or out of maintenance or storage hangars and workshops under their own power.

In the apron area, aircraft may only be taxied at the minimum engine speed absolutely necessary.

Aircraft are towed if necessary. They may only be towed by authorized personnel. Under certain conditions, the aircraft operator must provide the necessary personnel. Push-out and towing operations must be carried out in accordance with the regulations for push-back and towing operations at Hannover-Langenhagen Airport. Furthermore, the rules and procedures published in the German Aeronautical Information Publication apply. The aircraft operator must give the towing personnel the necessary instructions for towing. In individual cases, aircraft operators must comply with further instructions from the airport operator or airfield control regarding towing.

Proof of the authorization of the air carrier's personnel deployed to tow aircraft must be provided to the airport operator upon request. If necessary, the airport operator may require further instruction, which must also be documented. In particular, the provisions of Section 64 of DGUV Regulation 27 "Aviation" apply.

Reference is made to FBO Part II Section 2.4 Paragraph 2.

The rules and procedures for taxiing on the apron listed in the German Aeronautical Information Publication must be observed.

## 2.4. Handling apron

The apron (with the exception of the areas designated for parking aircraft) is used for handling aircraft. Any other use - e.g. for parking aircraft for major maintenance work or for standstill runs - is only permitted with the consent of the airport operator.

Aircraft may only leave the "nose-in" position with tug assistance. The use of thrust reversers or variable pitch propellers is prohibited. Aircraft operators must take appropriate precautions, in particular the provision of suitable tow bars. Exceptions are only permitted with the consent of the airport operator.

Handling slots are allocated by the airport operator according to operational necessity. Aircraft are waved in by the airport operator's staff or an authorized third party or guided to the handling areas by technical taxiing aids.

The airline must be at the check-in position for the entire duration of the check-in so that it can assume full responsibility for coordination. Full responsibility only expires once the position has been vacated.

### **BOARDING / DEBOARDING across the apron:**

Please note the following:

- (i) Passengers must be supervised by trained personnel.
- (ii) No aircraft may be obstructed and no ground handling may be impaired.
- (iii) Passengers must be protected from aircraft traffic, including the effects of their engines, and from vehicle traffic.
- (iv) Passengers must not get under wings, near tank vents or aircraft propellers.
- (v) Passengers must be kept away from handling equipment and other potentially dangerous objects at the handling position (electrical cables, etc.). If mobile equipment is used to mark the routes, it must be checked for perfect technical condition before use and stowed away properly after use.
- (vi) Passengers must use the specified routes to and from the aircraft. If mobile equipment is used to mark the routes, it must be stowed away properly after use.

## 2.5. Traffic handling (ground handling services)

The airport operator shall provide ground handling services within the meaning of Annex 1 to the BADV (ground handling service regulation) in accordance with the service specifications and the schedule of charges as amended from time to time.

Self-handling airlines and service providers are also authorized to provide these services to the extent permitted by the airport operator after concluding a corresponding agreement.

The airport operator is entitled to charge service providers and self-handling airlines a fee for access to provision and use of the central infrastructure facilities.

Self-handling airlines and service providers must park their handling equipment exclusively in the spaces allocated by the airport operator in return for payment. The statutory provisions on rent (§§ 535 ff. BGB) apply to the parking and storage of handling equipment. The airport operator only has a duty of safekeeping if a special written agreement has been made to this effect.

The following facilities are central infrastructure facilities within the meaning of Section 6 BADV:

- a) Handling apron (without parking positions) including positions for de-icing
- b) Waste disposal system
- c) Disposal system for faeces
- d) Passenger boarding bridges
- e) Flight information system
- f) Baggage handling system
- g) Stationary ground power supply
- h) Supply system for fresh water

Service providers and self-handlers must use the central infrastructure facilities in accordance with FBO Appendix B. Their use is subject to payment of a fee in accordance with the Fee Schedule.

Terminals A, B, C and D are available for passenger handling. The airport operator also offers a terminal for general aviation (General Aviation Terminal, GAT). Handling here is limited to aircraft with a seating capacity of 20 or a wingspan of up to 20 meters. Larger aircraft are handled exclusively via Terminals A to D.

## 2.6. Parking and sheltering

At the request of the airport operator, the aircraft operator must park his aircraft in an area assigned to him or in a hangar. Independent parking and retrieval of aircraft in the GAT area is not permitted. This task is the exclusive responsibility of specially trained personnel of the airport operating company or a company commissioned by it.

For safety or operational reasons, the airport operator may request that the aircraft be moved to another parking or storage area. If the aircraft operator cannot be contacted or does not comply with the request in good time, the airport operator may have the aircraft taxied or towed there under its own power by trained personnel of the airport operator or a company commissioned by the airport operator.

The aircraft operator, ground handler or responsible maintenance organization is responsible for securing a parked or stored aircraft. In darkness or poor visibility, the aircraft operator must mark a parked aircraft with lights or other aids if this is necessary for safety reasons or if requested to do so by the airport operator.

The statutory provisions on rent (§§ 535 ff. BGB) apply to the parking and storage of an aircraft. The liability of the airport operator for defects existing at the time of conclusion of the contract for which he is not responsible is excluded. The airport operator only has a duty of safekeeping if a special written agreement has been made to this effect.

Users must treat the hangars and their facilities with care and in particular comply with the following provisions:

Technical installations, facilities and equipment belonging to the airport operator (e.g. power supply systems) may only be used by agreement with the airport operator (see hall regulations). The regulations in FBO Part II Section 11.5 apply to dangerous goods.

The hall doors may only be operated by people authorized by the airport operator.

When working of any kind on aircraft in the hangar or within a radius of 50 m around the hangar, the aircraft operator must have a sufficient number of hand-held fire extinguishers readily available and within easy reach.

The personnel deployed here must be instructed in the fire alarm options and in the use of fire-fighting equipment and must be regularly trained. Proof of this must be provided to the airport operator on request.

Aircraft may only be washed and sprayed in the hangar with the consent of the airport operator.

The space in front of the hall gates must be kept clear.

The parking, storage and repair of motor vehicles, aircraft ground support equipment and other equipment and objects in and in front of the hangars requires the consent of the airport operator.

## 2.7. Noise protection

Aircraft operators must limit noise nuisance caused by aircraft engines at the airport and in its vicinity to the unavoidable minimum. Reference is made to § 29b LuftVG.

In order to avoid additional ground noise and reduce further emissions to protect all employees and residents in the vicinity of the airport, the APU's emissions must be reduced to a minimum under the responsibility of the pilots.

The on-board auxiliary power units of aircraft may only be put into operation:

1. for the purpose of starting the main engines, at the earliest 15 minutes before the expected off-block time
2. if necessary maintenance work on the aircraft makes this necessary
3. if the airport's stationary or mobile ground handling equipment is not available or not suitable for certain aircraft types.

In special cases, the airport duty manager of the FHG service may authorize longer operating times for the APU.

During landings, thrust reversal may only be used to the extent necessary for safety reasons. The "idle thrust reverser" position is not covered by this regulation.

With the exception of the regulations described in the next paragraph, engine test runs are only permitted in an operational noise reduction system. Idle test runs are not covered by this regulation.

The noise attenuation system is equipped with a drainage system that discharges the surface water directly into a nearby body of water. For this reason, no operational processes may be carried out there that could lead to water pollution, including assembly and disassembly work during which operating materials could escape.

On runway 09C/27C, engine test runs may only be carried out on working days between 09:00 and 17:00 (local time) by aircraft which:

- are not equipped with jet engines
- do not exceed the maximum MTOM of 5.7t
- do not exceed a maximum total engine output of 2 x 300 kW

If the noise abatement system is not operational, test runs with jet engines may only be carried out outside this system between 06:00 and 22:00 (local time). Between 22:00 and 24:00 and between 04:00 and 06:00 (local time), however, test runs with jet engines may also be carried out outside the non-operational noise abatement system if they are necessary for safety reasons shortly before take-off or

after a landing to carry out maintenance that cannot be postponed. Idle test runs are not covered by this regulation.

The use of the noise abatement system is only permitted in accordance with the "Regulations for the use of the noise abatement system" as amended from time to time and for a fee. In individual cases, aircraft operators must comply with further instructions from the airport operator to carry out test runs of aircraft engines.

## 2.8. Fuel supply

Contractors who supply aircraft with fuels may only commence their work once they have been approved by the airport operator. These companies and the aircraft operators must comply with the safety regulations and the applicable rules for handling fuels.

In the event of a fuel leak, the Airport Fire Department must be informed immediately on +49 511 977 11 12 (internal 15 55). As far as possible, the fuel must be prevented from spreading and entering the sewage system. The refueling process itself must be monitored at all times so that it can be stopped immediately.

Operating instructions are to be drawn up and instructions given.

The requirements of the Technical Rules for Substances Hazardous to Water (TRwS 784) DWA-A 784; Section 7 "Regulations on operation" must be complied with. They are also obliged to ensure that the personnel working on the aircraft during the supply of operating materials are instructed in the fire alarm options, emergency shutdowns/emergency shutdowns and firefighting and are trained at least once a year. Instruction and training documents must be presented to the airport operator upon request.

## 2.9. Maintenance work, washing, defrosting

Maintenance work on aircraft that requires an extension of the planned standing time at the handling position, as well as the washing, spraying and de-icing of aircraft, may only be carried out at the parking positions assigned by the airport operator. Permission for this must always be obtained in advance from the airport operator's central apron control. The related instructions must be followed. The rules and procedures published in the German Aeronautical Information Publication apply to aircraft de-icing. Reference is made to FBO Part II Section 11.3.

## 2.10. Immobilized aircraft

The aircraft operator must make all necessary arrangements and arrangements for the fastest possible removal of an incapacitated aircraft from the flight operation areas.

If an aircraft remains immobilized at the airport, the airport operator may remove it from the flight operation areas at the expense of the aircraft operator or commission competent third parties to remove it, even without a special order from the aircraft operator, insofar as this is necessary for the handling of air traffic.

The airport operator is only liable for damage to the aircraft if it has caused it intentionally or through gross negligence; the same applies if the aircraft operator has instructed the airport operator to remove an immobilized aircraft from the flight operation areas or to assist in its removal. Liability of the airport operator for consequential damage is excluded.

If the airport operator suffers damage due to an immobilized aircraft, it may demand compensation from the aircraft operator, unless the latter is not at fault.



## 2.11. Unmanned aerial systems and model aircraft

The operation of unmanned aerial systems and model aircraft on the airport premises is prohibited both inside the operating buildings, such as the terminals and parking garages, and outside within a radius of 1.5 km. Exceptions to this ban are the operation of unmanned aircraft systems and model aircraft that have been approved in advance by air traffic control, the air traffic control center (DFS), the responsible aviation authority and the airport operator. The creation of image material using unmanned aerial systems and model aircraft requires the prior approval of the airport operator. The legal requirements for the operation of unmanned aircraft systems and model aircraft must be complied with.

## 3. ENTERING AND DRIVING ON

### 3.1. Streets, squares, entrances

Some of the roads and areas of the airport are not open to public traffic. Users must also comply with the German Road Traffic Regulations (StVO) on the part of the airport not open to public traffic, unless the airport operator has issued deviating regulations.

The airport may only be entered and driven through by authorized people and only through the entrances approved for this purpose by the airport operator.

An admission fee must be paid to enter the managed and unmanaged spectator facilities; the amount is announced on the notice board.

Anyone who transports cargo from the airport by land that has not arrived at the airport by aircraft is obliged to inform the airport operator of the flight data and/or load values of this cargo in accordance with the airport operator's instructions.

There is a ban on feeding wild animals on the entire airport site.

### 3.2. Vehicle traffic (general)

If vehicles are used on the airport premises, the vehicle owner is responsible for their road safety and for adequate insurance cover.

Motor vehicles may only pick up or drop off passengers and luggage at the side of the reception buildings accessible via the public road system.

Freight may only be unloaded or loaded at the freight facilities.

Motor vehicles may only be parked in the multi-storey parking lots and in the designated parking areas. Vehicles parked in violation of traffic regulations or remaining in the parking garages or parking lots after the maximum permitted parking time has expired may be removed at the expense and risk of their owners or drivers. The use of the parking garages and parking lots is at the risk of the tenant. In the event that the aforementioned costs are not paid, the airport operator has a right of retention to the vehicle in accordance with § 273 BGB. A safekeeping or custody agreement is not concluded.

The exercise of commercial passenger transportation is permitted on the entire airport premises only with prior written permission of the airport operator. In particular, the permanent readiness to receive passengers is for driving services expressly only permitted to cab companies with a valid airport license. In the event of non-compliance, the airport operator reserves the right to issue a house ban.

The parking conditions displayed at the entrances apply to the use of the parking garages. These can also be viewed on the airport operator's homepage at <https://www.hannover-airport.de/b2b-geschaeftskunden/entgelte-agb>.

In the short-term parking zones in the area of the terminal driveways, the terms of use displayed on site apply. These can also be viewed on the airport operator's homepage at <https://www.hannover-airport.de/b2b-geschaeftskunden/entgelte-agb>.

The airport operator operates video systems in the short-term parking zones of the terminal driveways, at all entrances and exits, automatic pay stations in the multi-storey parking lots and parking spaces, as well as for parking space surveillance in the exclusive parking area and the elevator lobbies of multi-storey parking lot 1. The images from all cameras are transmitted to the Airport Service Center (Terminal B). The cameras make it easier for parking space users to communicate with the Airport Service Center in problem situations (e.g. problems reading the parking ticket on the respective devices, sabotage, risk of fire/accident). In addition, the relevant video material can be made available to the law enforcement authorities in the event of criminal offenses.

Small motorcycles, small electric vehicles, mopeds and bicycles may not be parked on forecourts, stairs and corridors, but only in the designated areas.

### 3.3. Security area of the airport premises

#### 3.3.1. General information

3.3.1.1. Installations within the enclosed airport grounds that are not open to general traffic may only be entered or driven on with the consent of the airport operator and any other authorized people.

There must be an official order to enter and drive in the security area.

The systems include in particular

- the taxiway with the runways and areas intended for take-off, landing and taxiing
- the check-in apron and other aprons
- the boarding gates
- the aircraft hangars
- the waiting rooms
- the transit areas and other rooms and circulation areas used for handling purposes
- the baggage and freight halls
- the garages and workshops
- the operating and building yards
- the construction sites
- the service roads
- the passenger boarding bridges

Sentence 1 shall apply mutatis mutandis to airport properties and facilities located outside the enclosed airport premises, in particular to fixed air traffic control installations (e.g. approach and main approach lines).

3.3.1.2. The airport operator may grant consent in accordance with Section 3.3.1.1 in general or for individual cases and may revoke it at any time for good cause will.

3.3.1.3. The security area may only be inspected under the responsible supervision of a representative of the airport operator; aircraft may not be touched in the process. The apron may not be left to the taxiway without authorization.

3.3.1.4. Representatives of the aviation, customs and health authorities, the state and federal police, the company responsible for air traffic control and the German Meteorological Service, who are working on site and have completed training, are permitted to enter the facilities that are not generally accessible in the course of their duties.

### 3.3.2. Entering and driving in the security area

- 3.3.2.1. Driving vehicles in the security area of the airport is only permitted to trained people who have received appropriate training from the airport operator or its authorized agents. The vehicle driver must have taken part in the "Fortbildungsunterweisung zum Befahren des Vorfeldes" at the AGS Training Center before starting work in order to be allowed to drive on the apron. This training must be repeated every five years. The vehicle driver must also have taken part in the "Fortbildungsunterweisung zum Befahren des Rollfeldes (inkl. Funkschulung)" in order to be allowed to drive on the apron (incl. runway). This training must be repeated every two years. If the specified intervals for the individual training courses are not adhered to, the authorization to enter or drive on the taxiway and apron will expire. To drive vehicles in the security area, the driver must be in possession of a valid class 3 or B driving license. Before starting training to drive on the apron or taxiway, the driver is obliged to present his/her driving license to the AGS Training Center instructor for a validity check.

Bicycles used on the apron must comply with the road safety regulations of the StVO and be marked with an ID number. The user of the bicycle must check the road safety of the bicycle before starting the ride. A prerequisite for the use of a bicycle on the apron is the completion of training for riding on the apron. Only bicycles provided by the company may be used on the apron. Exceptions to this rule are private bicycles, which may only be used to reach the workplace if it cannot be reached in any other way. The use of bicycles is only permitted on the apron roads and only when visibility is at least 250 meters.

Small electric vehicles are not permitted in the security area.

In addition, the "Basisschulung Verkehrs- und Zulassungsregeln auf dem Vorfeld" must be completed before entering the security area without a vehicle. This must be repeated every 2 years. Pedestrians must walk in the safety area on roads without a sidewalk next to the road boundary outside the roadway - in the opposite direction to the direction of travel. Where possible and available, the sidewalk along the edge of the building must be used. Crossing or entering apron taxiways or stand taxiways on foot is only permitted with prior approval from apron control. If one or more taxiways have to be crossed, a service vehicle or service bicycle must be used.

Private vehicles that are necessary to reach the workplace must correspond to driving license classes A1, A2 and B. Driving license classes deviating from this are only approved after an individual case examination by FHG.

Vehicles equipped with camera systems may only enter the security area with the camera system deactivated. All data and image recording functions must be deactivated. A corresponding liability regulation must be signed by the owner/holder when applying for the vehicle pass for authorization to drive in the security area or on the apron.

The airport operator is entitled to carry out appropriate checks on the presence of the prescribed driving license and the apron briefing received (apron/taxiway driving license). The airport operator's authorized representatives in accordance with the applicable traffic and licensing regulations are responsible for the checks. Furthermore, the airport operator may request proof that the drivers have been trained in handling the vehicle in accordance with the relevant regulations.

**Note:** The „Safety Management Schulung“ is mandatory in connection with the training courses ("Fortbildungsunterweisung zum Befahren des Vorfeldes", "Fortbildungsunterweisung zum Befahren des Rollfeldes" and "Basisschulung Verkehrs- und Zulassungsregeln").

### 3.3.3. Vehicle passes and vignettes

- 3.3.3.1. The security area may only be entered by motor vehicles for which the airport operator has issued the vehicle owner with a vehicle pass and a vignette. The vignette must be clearly

visible in the vehicle. Vehicles operating in the security restricted area must be fitted with security devices, in particular warning and signaling devices, at the request of the airport operator

- 3.3.3.2. If one of these documents is missing or if the driver cannot produce an apron driving permit, the vehicles may only move in the security area of the airport under the responsible direction of an authorized representative of the airport operator. Drivers will receive a pass in advance from the ID office.

The authorities and institutions listed below are permitted to drive a motor vehicle required for their own business operations independently in the security area after successfully completing the "Fortbildungsunterweisung zum Befahren des Vorfeldes" (including „Safety Management Schulung“):

- Federal Police
- State police
- Plant fire department of the airport operator
- Representatives of the aviation authorities
- Customs

The aforementioned companies, authorities and institutions, with the exception of the plant fire department, are not permitted to drive more than one vehicle at a time. The provisions of sections 3.3.2.1 and 3.3.2.2 must be observed for the vehicle in charge.

Stays by vehicles without a vehicle pass and vignette must be limited to the absolutely necessary length of stay (loading and unloading etc.). Afterwards, the security area must be left immediately under supervision. If the activities can be carried out from the public area under reasonable circumstances, the airport operator reserves the right to prohibit driving on the apron.

Before starting the vehicle to leave the security area, the vehicle driver must report to the airport operator's central apron control (internal telephone 1257, external telephone 0511/977-1257) to be guided back to the main apron access road by an authorized representative. Vehicles without a vehicle registration card and vignette may not be parked in the apron area. Service vehicles as defined in section 3.3.1 are exempt from this regulation.

The airport operator reserves the right to reject applications for vehicle passes if proof of necessity cannot be provided.

- 3.3.3.3. People employed in the security area of the airport premises are obliged to wear conspicuous work clothing (including high-visibility clothing in accordance with DIN EN 20471). This does not apply to pilots and passengers accompanied by the pilot in the General Aviation Terminal (GAT) on the way to and from the aircraft. However, the wearing of high-visibility vests is also recommended in this area.

- 3.3.3.4. There is an absolute ban on alcohol and drugs for people working in the security area of the airport premises. These people are prohibited from consuming alcoholic beverages and drugs as well as medication that may impair their ability to drive while on duty and for a reasonable period of time before starting work. The 0 ‰ limit applies.

The airport operator is entitled to check this prohibition at any time by means of controls, including breath alcohol testing devices, and to expel the person concerned from these areas temporarily or permanently in the event of a violation or refusal to comply with the control.

Employers of these people are obliged, as part of their duty of care, to take appropriate measures to enforce the absolute ban on alcohol and intoxicants on the flight operation areas. Proof of these contributions must be provided to the airport operator.

3.3.3.5. Aircraft may only be entered with the consent of the aircraft operator.

3.3.3.6. The airport ID card must be worn clearly visible in the security area.

### 3.3.4. Accidents and personal injury

3.3.4.1. All accidents involving personal injury and damage to property as well as incidents and accidents involving dangerous goods on the flight operation areas must be reported immediately to the airport duty manager (Tel. 0511/977-1455) and recorded by him. In the terminals and in the public area, all of the above-mentioned accidents must be reported immediately to the terminal manager (Tel. 0511/977-1830) and recorded by him. In the event of accidents involving personal injury or accidents involving dangerous goods, the airport fire department must also be notified immediately (internal telephone 1555, external telephone 0511/977-1112). The scene of the accident must be secured. The accident site must not be changed for the purpose of recording the damage. People involved in the accident must remain at the scene of the accident until the arrival of the airport duty manager/ terminal manager. Uninvolved third parties are not permitted to enter the scene of the accident.

### 3.3.5. Taxiway

The consent required to enter or drive on the taxiway in accordance with section 3.3.1.1 is granted by the airport operator in agreement with the air traffic control unit. In addition, the "Fortbildungsunterweisung zum Befahren des Rollfeldes (inkl. Funkschulung)" must have been successfully completed.

Vehicles that drive on the tarmac independently must be equipped with radio communication equipment.

Anyone entering or driving on the tarmac may only move in accordance with the instructions of the air traffic control center and must in particular observe its radio messages, light signals and signs; users are informed of their meaning as part of the "Fortbildungsunterweisung zum Befahren des Rollfeldes (inkl. Funkschulung)". Radio communication must be available at all times.

If an authorized representative of the authorities specified in section 3.3.1.4 has to enter or drive on the airfield, he must obtain permission from the air traffic control unit and observe section 3.3.5 sentence 4.

Vehicles entering the taxiway must have an amber rotating beacon and switch it on so that their movements can be tracked from the air traffic control point. Third-party vehicles driven by emergency vehicles with flashing beacons are not affected by this regulation.

At operating level CATII/III, access to the taxiway is only permitted to maintain flight operations.

Cyclists and pedestrians are generally prohibited from riding on or entering the taxiway.

The airport operator may permit exceptions to these regulations in agreement with the air traffic control unit.

### 3.3.6. Aprons

The maximum speed in the entire safety area is limited to 30 km/h. In a trailer operation, a maximum speed of 25 km/h applies. Vehicles with special rights in accordance with §35 StVO and with blue flashing beacons switched on are exempt from the regulations and must drive at an appropriate speed. They must be given way by stopping, driving slowly, waiving the right of way, approaching on the right or in any other supportive manner.

Emergency vehicles with a yellow rotating beacon switched on, e.g. (operational services, winter service vehicles) can leave the road if this is necessary for their operation. Winter service vehicles have priority over other vehicles when in use.

The traffic and admission regulations issued by the airport operator are also binding for vehicle traffic on the aprons. Violations will be punished in accordance with the airport operator's catalog of measures.

All exterior cleaning of aircraft is prohibited on the apron. This applies to wet cleaning as well as dry cleaning.

### **3.4. Carrying animals**

Dogs and other animals may only be carried securely. Animals may only be carried in the security area with the permission of the airport operator.

### **3.5. Smoking ban**

Smoking is absolutely prohibited in the entire area of the flight operation areas, the buildings for passenger handling (Terminals A-D), the General Aviation Terminal (GAT) and the cargo facilities/halls, in the aircraft hangars and in the aircraft workshops marked with corresponding prohibition signs as well as within 15 m of fuel supply facilities. This ban also applies to "e-cigarettes" (electronic cigarettes). Exceptions are the designated/signposted smoking areas outside the buildings and the smoking cabins provided for this purpose.

Cannabis consumption is prohibited on the entire airport site.

### **3.6. Use of image and sound carriers**

Recordings with the aid of audio and video media as well as video and audio transmissions require the prior approval of the airport operator (Press Office / telephone 0511 - 977 1751).

### **3.7. Use of cell phones**

The use of cell phones by the driver while operating a vehicle is only permitted with a hands-free device or headset.

## **4. OTHER ACTIVITIES**

### **4.1. Commercial activity outside ground handling services**

Commercial activities outside of ground handling services in accordance with FBO Part II Section 2.5 are only permitted on the basis of an agreement with the airport operator, which generally involves a fee to be paid to the airport operator. A commercial activity is carried out on the airport premises even if it is only partially carried out there. The same applies to recordings on video and audio media and to video and audio transmissions in accordance with FBO Part II Section 3.6.

### **4.2. Collections, advertising, distribution of printed material, etc.**

Collections, advertising and the distribution of flyers and other printed material require the consent of the airport operator. This also applies to the distribution of promotional items and goods samples and to musical performances.

### **4.3. Meetings**

Assemblies and their implementation must not jeopardize the safety and functionality of airport operations at any time. Assemblies are only permitted in areas where neither the safety nor the functionality of airport operations are endangered. Anyone wishing to hold an assembly on the airport



premises must, in addition to the obligation to register with the assembly authority, notify the airport operator (Security Control Center, fax: 0511/977-1204) in writing at least 48 hours before the public announcement of the assembly. If the reason for an assembly arises at short notice (urgent assembly), the assembly must be notified to the airport operator at the latest when it is announced to the public. The notification must include the subject of the meeting, the name of the person responsible and details of the place, time and expected number of participants.

#### **4.4. Storage**

Dangerous goods within the meaning of Section 27 (1) LuftVG and the legal provisions issued for its implementation, in particular nuclear fuel and other radioactive materials, may only be stored in storage areas approved for this purpose with the consent of the airport operator. Proof of approval must be provided to the airport operator.

Freight, crates, building materials, equipment, etc. may only be stored outside the areas or rooms rented for this purpose with the consent of the airport operator.

#### **4.5. Construction work**

The airport operator must be notified in good time of any construction work in the airside area in accordance with the business instructions "Carrying out construction and maintenance work in the airside area of the airport operating site".

### **5. LIABILITY INSURANCE**

Every contractor and every company that operates on the airport premises and is not covered by the BADV liability insurance regulations must take out comprehensive and appropriate liability insurance (including motor vehicle liability insurance) before commencing operations. If the activities are also carried out on the flight operation areas, damage to aircraft must not be excluded in the insurance policies. The airport operator reserves the right to check policies at any time and, in the absence of or inadequate insurance cover, to immediately withdraw access to the airport premises for good cause or to refuse access to new companies.

### **6. SAFETY REGULATIONS**

#### **6.1. General information**

The safety regulations based on law or other legal provisions, and in particular those set out in FBO Annex A, must be observed. This also applies to health, safety and environmental protection regulations which a company operating at the airport must observe on its own responsibility when carrying out its trade or activity.

#### **6.2. Security Management**

The airport operator is responsible for security measures to protect people and property. This applies in particular to measures for the security of premises and the control of people, vehicles and containers, unless the aviation security authorities are responsible. The aviation security measures to be implemented by the airport operator are set out in an aviation security program, which requires the approval of the competent aviation security authority.

In the event of security incidents or questions about security measures, please contact the security center of Corporate Security at 0511/977-1222.

## Access to the security area

The airport operator is obliged to take its own security measures in accordance with Section 8 LuftSiG. This includes carrying out checks on personnel, goods and vehicles in order to prevent unauthorized access or the introduction of prohibited items (as defined in Section 11 LuftSiG) into the security area. The following points must be observed:

- a. Access or entry to the security area is via one of the personnel and goods checkpoints that have been set up.
- b. every person wishing to enter or drive through the security area must undergo a prior identity check (including a validity check of the airport ID card) and a security check.
- c. all goods, objects and vehicles carried will be checked. The instructions of the inspection staff must be followed.
- d. Access to the security area is only permitted in the course of official duties and may not be misused for private purposes.
- e. Deliveries of goods to the security area that exceed normal dimensions due to their dimensions must be made via the control point on the main apron access road. Other deliveries of goods may also be made through other checkpoints.
- f. Exceptions to the above regulations are only permitted with the prior approval of the company security management group.

### 6.3. Identity card regulations

Every authorized person requires an airport ID card to enter the security area of the airport premises.

The requirements for obtaining and using an airport ID card are set out in the ID card regulations.

### 6.4. Safety Management (general)

The airport operator must maintain the airport in a safe operating condition and operate it properly.

The safety of flight operations and therefore of passengers and customers is the airport operator's top priority.

For this reason, the airport operator operates a Safety Management System (SMS) in accordance with EASA requirements (in accordance with ADR.OR.D.005 Management System) with the involvement of the companies operating at the airport. As part of this, the companies operating at the airport, authorities and all people working commercially at the airport are obliged to observe the corresponding specifications and guidelines of the airport operator for the tasks and processes they are responsible for and carry out. All people who enter or drive on the movement area of the airport outside of buildings (with the exception of GURs (baggage handling area) are obliged to participate in the operation of the safety management system and to comply with its regulations. This includes compliance with safety regulations and other measures at the request of the airport operator. This includes participation in the reporting system and cooperation in the processing of incidents.

The details and detailed procedures for the SMS are contained in the "Safety Management System Manual" and can be viewed at Safety Management.

If you have any questions, Safety Management can be contacted as follows:

Phone +49 (0)511 977-1616 or +49 (0)511 977-1388

Mail: [safety@hannover-airport.de](mailto:safety@hannover-airport.de)



In addition to information on current safety-related topics, the web-based SMS HTML tool also contains the reporting system. The reporting system is used by FHG's internal departments and external companies, institutions and authorities to report incidents, hazards, accidents and damage to Safety Management. To submit the above-mentioned reports, it is necessary to register in the SMS HTML tool. The access data for this can be obtained from Safety Management.

All airport users are obliged to report incidents as defined in Regulation (EU) No. 376/2014.

## 6.5. Inspection of operating procedures by Safety Management

In accordance with GM1 ADR.OR.D.005(b)(5), the operating procedures must be reviewed. The Safety Management of Flughafen Hannover-Langenhagen GmbH checks the operational safety of the processes and the associated documentation (work instructions, process descriptions, maintenance and/or emergency plans, etc.) in the form of audits.

The audits include all internal departments of the airport operator that are active on the airside of the airport operating site, as well as external companies, authorities and institutions that are involved in the specific airside processes identified by Safety Management. Detailed information on the audit of operational safety can be found in the process descriptions "Process auditing within the FHG Group" and "Process auditing of external companies, authorities and institutions", which can be viewed at Safety Management. The participation of those responsible for the process in the audit is mandatory.

## 7. EASA-COMPLIANCE MANAGEMENT

Hannover-Langenhagen Airport is certified in accordance with the requirements of the European Union Aviation Safety Agency (EASA) on the basis of Regulation (EU) No. 2018/1139 and its implementing provisions.

In order to obtain the certificate, compliance with the certification basis in accordance with Regulation (EU) No. 139/2014 (ADR.OR.B.025) must be ensured. For this reason, the airport operator operates the EASA Compliance Management System. The FHG departments mentioned in the certification basis or involved in the certification process, AGS, ASH, AirIT and the companies, institutions and authorities based at the airport are obliged to participate in the EASA Compliance Management process within the scope of their responsibilities. This process is described in detail in Business Instruction GA\_GF\_41 "EASA Compliance Management System".

In accordance with Regulation (EU) No. 139/2014 (ADR.OR.E.005), Hannover-Langenhagen Airport has an aerodrome manual. This contains all necessary information for the safe use, safe operation and safe maintenance of the airport, its equipment as well as the obstacle limitation and protection areas and other areas associated with the airport or references to this information.

The Aerodrome Manual can be viewed by all FHG employees (internal to FHG) in the EASA Compliance Management IT system without prior registration. The website can be accessed using the following link (exclusively in the airport network):

[https://easa/acm\\_haj/](https://easa/acm_haj/)

External companies, institutions and authorities can view the Aerodrome Manual at any time (during normal working hours) by appointment with EASA Compliance Management.

EASA Compliance Management can be reached as follows:

Phone: +49 (0)511 977-1388 or +49 (0)511 977-1151

The approval authority in accordance with Regulation (EU) No. 139/2014 (ADR.AR.C.005) and EASA Compliance Management in accordance with (AMC 1 ADR.OR.D.005) (b) (11) carry out regular audits/inspections to check the basis for approval.

The regulations specified by EASA must be observed. Any delivery or service to the airport operator must comply with the applicable EASA regulations.

## 8. EMERGENCY AND CRISIS MANAGEMENT

The airport operator has an emergency and crisis management system that includes all necessary measures to eliminate disruptions to flight operations. These procedures are defined in the alarm plan and in the emergency and crisis management manual. The cooperation of the various crisis management organizations (airlines, police authorities, etc.) is regulated in a crisis management team of the airport operator.

In addition, the airport operator has a Family Assistance Team (FAT) trained in psychosocial support. The FAT looks after uninjured passengers and/or those affected, their relatives and any people collecting them in the event of an extraordinary event in the event of an emergency or a major incident that has a direct and/or indirect impact on Hannover-Langenhagen Airport. The necessary measures are defined in the airport operator's FAT manual. The cooperation between the various support teams and the emergency pastoral care is regulated by the airport's coordination office.

If you have any questions about emergency and crisis management, please contact the security center on 0511/977-1222.

## 9. AIRPORT FIRE DEPARTMENT

The airport operator has its own airport fire department, which is responsible for preventive and defensive fire protection, technical assistance and rescue services on the airport operator's premises at all times.

**EMERGENCY Call internal 1555      EMERGENCY call external 0511/977-1112**

## 10. FINDINGS

Items found in the airport facilities must be handed in immediately to the airport operator in Terminal B, Arrivals level, at the Airport Service Center. Sections 978 - 981 BGB apply.

If abandoned luggage is found, the security center must be notified immediately by calling 0511 - 977 1222.

Abandoned baggage can be handed over to the lost and found office of Flughafen Hannover-Langenhagen GmbH for safekeeping by the federal or state police. When this baggage is collected, the lost and found office will inform the federal or state police in the presence of the owner.

## 11. ENVIRONMENTAL PROTECTION

### 11.1. Impurities

Contamination and soiling of the airport facilities must be avoided. Contamination and soiling must be reported immediately to the airport operator (Airport Fire Department - internal telephone 1555). The airport operator will remove the contamination at the expense of the person responsible. The airlines and the responsible handling agent are responsible for ensuring that the handling area is kept in a clean condition.

If possible, environmentally hazardous liquids must be held back until the airport fire department arrives. The release of hazardous substances and dangerous goods must always be reported immediately to the airport operator (Airport Fire Department - internal telephone 1555).

## 11.2. Waste water

All discharges into the airport's sewer system require the written approval of the airport operator.

### Surface drainage (apron areas, taxiways, roads, squares and roof areas)

Only water from precipitation may be discharged into the surface drainage system. No contaminants such as washing water, cleaning agents, fuels, faeces or similar may enter this drainage system. This does not apply to de-icing agents during winter operation.

### Waste water (inside buildings)

Only wastewater that has been modified after domestic or commercial use may be discharged into the wastewater inlets in accordance with the applicable wastewater regulations of the City of Langenhagen. The limit values prescribed in this regulation must be complied with.

Discharges that do not constitute normal wastewater in accordance with the wastewater regulations or precipitation water require the written consent of the airport operator and official approval without exception.

In order to ensure proper wastewater disposal, the airport operator may also issue further instructions and, in particular, regulate the type and quantity of wastewater from individual users by means of individual instructions (product evaluation for detergents and cleaning agents, type, quantity, analytical tests, etc.).

All new connections to or changes to existing wastewater systems require the written approval of the airport operator.

Employees of the airport operator must be granted access to the operating areas at all times for inspection purposes or to remedy improper discharges.

If it is suspected that water is radioactive or otherwise contaminated, e.g. by fuels, aircraft fuel or oil, it must be treated in accordance with the airport operator's special instructions. People acting in contravention of must indemnify the airport operator against third-party claims.

In the event of an incident, the airport fire department (internal telephone 1555) must be informed immediately.

## 11.3. De-icing

De-icing agents may only be used with the prior approval of the airport operator and on the areas designated for this purpose. The airport operator must be informed of the chemical composition of the de-icing agent with the application for approval and must provide evidence of this in the form of an expert opinion in accordance with Annex 1 of the document "De-icing waste water from airports - instructions" prepared by the Federal/State Steering Group under Section 7a WHG.

## 11.4. Waste

The generation of waste must be kept as low as possible. Harmful substances in waste should be reduced as far as possible or avoided altogether. Recyclable materials as waste, such as glass, paper, metal, plastic, construction waste and compostable materials, must be collected separately in accordance with the Commercial Waste Ordinance.

Further details are regulated by the airport operator's waste regulations as amended (see Appendix D - Waste regulations).

## 11.5. Dangerous goods

The business instructions "Transportation of dangerous goods" and "Radiation protection" must be observed.

In addition, it is imperative for those responsible to comply with, implement and maintain the applicable national and international legislation on dangerous goods in air transport.

All airport users are generally obliged to report incidents as defined in Regulation (EU) No. 376/2014. The report can be made via the Safety Management System.

## 11.6. Waste disposal

In the event of improper disposal or disposal contrary to regulations, the airport operator is entitled to dispose of the waste at the expense of the person responsible.

## 12. AIRLINE EQUIPMENT

A one-off comparison and approval of the installation site and the type and number of airline equipment (e.g. tensors or set-up devices) must be carried out with the airport operator (Terminal Management department). Further details can be found in Appendix F.

## 13. CONSENTS AND PERMISSIONS

The approvals, authorizations and permits required under these Terms of Use and the annexes must be obtained from the airport operator in advance.

The conditions, requirements and instructions issued by the airport operator in the respective context must be complied with.

## 14. VIOLATIONS OF THE FBO

Anyone who violates the provisions of these Terms of Use and its appendices or instructions issued by the airport operator on the basis of these Terms of Use may be expelled from the airport by the airport operator. As the holder of the domiciliary rights, the airport operator has the right to issue bans from the premises. Criminally relevant acts will always be reported to the police.

## 15. PLACE OF PERFORMANCE AND JURISDICTION

The place of performance and jurisdiction for all obligations and legal disputes arising from these Terms of Use is Hanover.

## 16. AUTHORIZED RECIPIENT

Aircraft operators without a domicile or place of business in Germany must, at the request of the airport operator, name a domestic authorized representative for service of process.

## 17. SUBJECT TO CHANGE

We reserve the right to make changes to the Airport User Regulations, in particular insofar as they are necessary due to the public law basis of airport operations, including the airport permit.

The Airport User Regulations and Annexes enter into force on 18.12.2024. At the same time, the Airport User Regulations in the version dated 01.05.2021 shall cease to apply.

Hannover, the 16.12.2024

Hannover-Langenhagen Airport GmbH

signed. Prof. Dr. Roll and Mr. Blötz

Hannover, the 16.12.2024

Approved:

Ministry of Lower Saxony  
for Economic Affairs, Transport, Building and Digitization  
45-21.02

On behalf of

signed. Mrs.Rabe

**ANNEX A**  
Safety regulations



## 1. HANDLING OF OPERATING MATERIALS

- 1.1 Aircraft must not be refueled or defueled while the engines are running.
- 1.2 Aircraft may not be refueled or defueled in hangars or other enclosed areas, but only in the areas assigned by the airport operator. Refueling operations on the handling areas and the separately provided refueling areas for general aviation are considered approved. Refueling operations at other locations on the flight operation areas require the prior approval of the airport's traffic management (traffic manager on duty, tel. 0511-977 1455). If, for compelling reasons, an aircraft must be defueled in an enclosed space as an exception, this is only permitted with the approval and special fire protection of the airport fire department. Refueling vehicles must be parked outside the hangar. Tankers may not enter hangars. Tankers must be equipped with suitable fire extinguishers. Fire extinguishers with at least 2 x 6 kg of extinguishing powder must be kept ready to hand prior to the refueling and defueling process.
- 1.3 When transferring fuel and when refueling and defueling aircraft, the means of transport, containers and fuel supply equipment must be properly conductively connected and grounded to discharge static electricity.
- 1.4 The procedure published in EU-OPS 1 for "Refueling or defueling while passengers are boarding, on board or disembarking" may generally be carried out (see German Aeronautical Information Publication).

No aircraft may be refueled/defueled with the types of fuel described in "Regulation (EU) 956/2012 Refueling with Pax on Board" when passengers are boarding, on board or disembarking. The necessary precautions must be taken for all other types of fuel. Refueling while passengers are boarding/disembarking or on board is not permitted.

Refueling while passengers are boarding/disembarking or on board must take place on the side of the aircraft facing away from the passenger process. On the passenger process side of the aircraft, the evacuation doors must be kept open. Ground handling equipment must be positioned during the refueling process with passengers on board so that it does not block any emergency exits.

If aircraft are refueled while passengers are on board, fire protection for the aircraft will only be provided by the airport fire department upon special request by the airline. Smoking is also prohibited inside the aircraft during the refueling process. Passengers may only leave the aircraft during this time if instructed to do so. During the refueling process, a sufficient number of passenger stairs or bridges (at least a second staircase) must be installed on the aircraft as a second escape route to enable passengers to be evacuated in an emergency. The exits must be open and manned by crew members and there must be a line of sight between the cabin crew chief and the person responsible for the refueling process!

A more detailed regulation on the refueling of aircraft can be found in the traffic and approval regulations for the security area of Hanover Airport.

- 1.5 Fuel supply vehicles must be equipped with tested fire extinguishers in accordance with regulations.
- 1.6 In special weather conditions, it is the responsibility of the traffic management to recommend the suspension of handling operations.

## 2. OPERATION OF AIRCRAFT ENGINES

Aircraft engines must not be run in hangars and workshops.

Aircraft engine test runs may only be carried out at the times specified by the competent aviation authority and in the order specified by the airport operator or the operator of noise protection facilities. Reference is made to FBO Part II Section 2.7 ff, to the German Aeronautical Information Publication and to the process description "Engine test run".

Before starting engines, aircraft wheels must be adequately secured with brake blocks or brakes.

To warn of danger from running engines, the collision warning lights (beacons) of jet-powered aircraft must be switched on immediately before the jet engines are started and only switched off after they have stopped. The navigation lights must be switched on when the auxiliary power unit is in operation. The procedure must be carried out by day and night. The same procedure is required for propeller-driven aircraft.

Aircraft engines may only be started and run if the pilot's cab of the aircraft is manned by an aircraft operator or competent mechanic.

Anyone starting aircraft engines or operating them while they are running must ensure that the propellers and the air currents caused by them or by the engines cannot injure people or damage property. The safety distances to be maintained in front of and behind running engines must be observed. Further details are regulated by the traffic and approval regulations for the non-public area of Flughafen Hannover-Langenhagen GmbH.

Aircraft may only be operated on the aprons at the minimum engine speed absolutely necessary.

The maximum engine power before and during the pushback process must not exceed idle speed. A higher engine power may only be selected after the push-back process has been completed and the push-back vehicle (incl. tow bar) has been uncoupled.

## 3. SMOKING BAN, HANDLING OPEN FIRE

Smoking and the use of open flames is generally prohibited in the airside area of the airport operating site. Exceptions to this are specially marked areas. Open fires may only be used in areas that have been approved by the airport operator in accordance with fire protection and occupational safety regulations.

## 4. VEHICLES AND APPLIANCES WITH INTERNAL COMBUSTION ENGINES -/ GAS DRIVE

Vehicles and equipment with internal combustion engines used on the aprons and in the hangars and aircraft workshops must be equipped with standard safety devices such as exhaust systems with silencers to prevent the escape of burning exhaust fumes.

All gas-powered vehicles and equipment on the airport premises and in the halls and workshops must be disconnected from the gas supply when not in use.

## 5. WORKING IN HALLS AND WORKSHOPS

Aircraft must not be cleaned in hangars and workshops with highly flammable/highly flammable liquids as defined in the German Ordinance on Industrial Safety and Health (BetrSichV) and the German Ordinance on Hazardous Substances (GefStoffV). Highly flammable and highly flammable combustible liquids may only be used to clean dismantled aircraft parts in separate and well-ventilated rooms.



The formation of a hazardous explosive atmosphere must be ruled out. The guidelines for equipment for cleaning workpieces with solvents (DGUV Rule 109-010) must be observed.

Flammable, highly volatile substances (stretch varnish, nitrocellulose lacquer, etc.) may only be processed in halls and workshops if the rooms are equipped for this purpose in accordance with the fire protection regulations, the regulations of the trade supervisory authority and the special regulations of aircraft owners approved by the trade supervisory authority.

Lubricant and fuel residues must be emptied into containers outside the hangar and disposed of properly. In the event of accidents, the airport fire department must be informed immediately.

## 6. STORAGE OF MATERIALS, EQUIPMENT AND WASTE

The relevant regulations (WHG, AwSV and the associated technical regulations) must be complied with when storing, filling and handling substances hazardous to water. Corresponding safety data sheets must be kept available.

The user must inform the airport operator of the intended storage of substances hazardous to water or of the nature and extent of the intended handling.

The user must ensure that contamination of the waters or other detrimental changes to their characteristics are excluded by complying with the applicable legal provisions. The user is responsible for any licensing and notification obligations vis-à-vis the competent authorities. The airport operator must be notified of any official permits for the storage or handling of substances hazardous to water.

During the handling and storage of dangerous goods, a contact person from the airline or the freight forwarder who can provide all necessary information on the dangerous goods must be available to the fire department. All incidents and accidents involving dangerous goods must be reported immediately to the airport fire department and also immediately to the traffic manager of the service. The fire department is responsible for managing the operation and handling the emergency response. The party responsible must bear all costs incurred in connection with the hazardous goods accident.

In all other respects, the business instructions "Gefahrguttransport" and "Strahlenschutz" apply.

Materials, equipment and waste must be stored in such a way that there is no risk of fire or explosion.

Lubricating oils inside or in the vicinity of aircraft hangars or workshops must be stored in containers with a proper dispensing device.

Empty fuel and lubricant drums and empty high-pressure storage containers for hazardous substances must not be stored in halls and workshops.

Flammable waste (lubricant residues, used cleaning materials, etc.) must be collected in metal containers with tight-fitting lids marked for this purpose. The containers must be emptied frequently enough to prevent spontaneous combustion of the waste. Oil drip pans and similar containers must be emptied and cleaned after use.

Corridors, stairs, cellar corridors and rooms with open connections must be kept free of flammable objects. Escape routes must not be obstructed or narrowed.

Objects (pallets, tarpaulins, etc.) on the flight operation areas must be stored properly and secured against external influences such as wind.

## 7. FIRE-FIGHTING AND RESCUE SERVICE

If a fire breaks out, immediately

- to activate the fire alarms and also
- to notify the airport fire department at:  
**-1555 (internal emergency call)**  
**0511/977-1112 (external emergency call)**

Alternatively, call the public emergency number 112 to request help, stating that the emergency is taking place on the airport premises.

Until the airport fire department arrives, the fire must be fought with the available fire extinguishing agents. The fire protection regulations must be observed.

In the event of accidents involving personal injury as well as incidents and accidents involving hazardous goods, the airport fire department must be notified immediately using the above telephone numbers. Part II Section 3.3.4 of the FBO must be observed.

The airport's alarm plan applies to recovery and rescue operations in the event of aircraft accidents.

**ANNEX B**  
Central infrastructure facilities



## 1. HANDLING APRON

The apron (excluding the actual areas for parking aircraft) is used for the handling of aircraft. Any other use - e.g. for parking aircraft for major maintenance work or standstills - is only permitted with the consent of the flight port operator.

The airport operator is responsible for scheduling and providing the check-in position. Handling slots are managed and allocated by the airport operator.

## 2. AIRPLANE DE-ICING

The airport operator maintains a tank farm and the corresponding de-icing vehicles and is responsible for de-icing the aircraft. Aircraft de-icing is carried out in accordance with ICAO DOC 9640 and follows the Clean Aircraft Concept (CAC). Aircraft parking positions 53-61 are available for de-icing. The current de-icing position is determined by the Icehouse (apron control).

Detailed information can be found in the aircraft de-icing plan (<https://www.hannover-airport.de/b2b-geschaeftskunden/handling-operations/>) and in the German Aeronautical Information Publication.

## 3. WASTE DISPOSAL SYSTEM

The airport operator provides waste collection containers and ensures that the waste is disposed of. Each handling company must ensure that the (sorted and separated) waste is placed in the containers provided for this purpose. The airport operator is responsible for the further disposal of the waste.

The disposal system is managed and operated by the airport operator.

## 4. DISPOSAL SYSTEM FOR FAECES

The airport operator provides a sewage system and supplies the sewage vehicles with the necessary flushing liquid. He ensures the disposal of the faeces.

## 5. PASSENGER BOARDING BRIDGES

The airport operator provides stationary boarding bridges for terminal positions 1-20 and handles the docking and undocking of the boarding bridge to the aircraft. The passenger boarding bridges are managed and operated by the airport operator. The boarding bridges may only be driven/operated by trained and authorized employees.

### Use:

Entering/Access to the boarding bridge is only permitted for official purposes in direct connection with the boarding bridge.

During the passenger boarding bridge procedure, it is prohibited to enter or leave the passenger boarding bridge, to remain in the bridge or to drive in the red shaded restricted area around the bridge landing gear (see also Traffic and Licensing Regulations VZR). Exceptions to this are inspections and/or training by instructed, authorized people, as well as the special procedure for *collecting hand baggage from the passenger boarding bridges* (VZR B2.2 point 2). In the event of non-compliance with the instructions, the journey will be interrupted immediately. Movements of the bridge are indicated by acoustic and visual warning signals (flashing lights/ rotating beacons and signal horn).

## 6. PASSENGER INFORMATION SYSTEM

The passenger information system consists of a central database, software, input and output devices and is managed and operated by the airport operator.

### Reporting of passenger booking values

Five to eight days before the flight event, the passenger booking figures must be reported by the airlines. If there is no permanent online interface, the data must be sent by e-mail to [pax-booked@hannover-airport.de](mailto:pax-booked@hannover-airport.de) with the subject "pax-booked". The data must be attached to the e-mail in the form of a CSV file. A semicolon (;) must be used as a separator.

The structure of the file must correspond to the following format:

Column	Head	Contents
1	Airline code	XY
2	Flightnumber	1234
3	Arrival / Departure ID	A - Arrival D - Departure
4	Flight Date	dd.mm.yyyy
5	STD	hh:mm (UTC)
6	PAX	PAX booked / estimated

## 7. BAGGAGE HANDLING SYSTEM

### 7.1 Baggage handling

The baggage handling system is managed and operated by the airport operator. This includes all services within the baggage transfer areas.

The baggage handling system at Terminals A-D includes 100% baggage control and comprises the following key components of the infrastructure, which are available in different versions due to the structural conditions of the terminals.

The airport operator is responsible for the scheduling and provision of the issue and check-in items.

Terminals A-D: sorting carousels and destination boxes for outgoing baggage, reclaim carousels for incoming baggage. Several decentralized as well as central baggage handling areas, post-processing stations for e.g. "no read" baggage.

The baggage handling technology is connected and redundant within the terminals and can be operated independently of each other. The conveyor technology is not connected between the terminals.

The airlines must ensure that no luggage is stored or temporarily left outside the areas provided for this purpose. Escape routes must be kept clear.

Due to the mechanical transport and sorting process in the baggage handling systems, only 1D barcode labels in accordance with the IATA standard may be used for the handling of baggage on departure. These labels with the corresponding codes/BSM data can be printed out at all check-in counters using the CUTE system. The responsibility for the timely provision of the compliant Baggage Sorting Message (BSM) at the interface of the baggage handling system lies with the airline or its agents. The use of manual, possibly handwritten tags is only permitted in special situations and must be communicated to the airport operator as soon as possible and in advance. FHG reserves the right to charge the responsible party for any expenses incurred through the use of manual tags or non-compliant barcode labels (see List of Fees).

It is possible to create and issue in-house baggage tags (PPT) if it is not possible to generate BSM. The printing of these tags must be requested in good time, is subject to a charge and is not carried out by the airport operator.

Depending on its content, Check-in baggage may pass through a multi-stage baggage control system operated by the Federal Police. Taking into account the possible control scenarios and ensuring correct loading/carriage, the latest baggage acceptance time is set at 30 minutes before STD.

Check-in opening hours and the number of counters are determined by the airport operator. The airport operator must be notified in good time of any requirements regarding check-in opening hours and the number of counters and must be approved by the airport operator. The airport operator also reserves the right to invoice any additional expenses incurred as a result of individual requirements as special services.

2D barcodes are used for baggage identification/ sorting. These codes/ BSM data can be printed out at all check-in counters using the CUTE system.

## 7.2 Bulky baggage

A bulky baggage counter is available in Terminal A, Departures level, for the drop-off of bulky baggage. Bulky baggage from Terminals B and C is handed in at the central bulky baggage counter in connecting corridor 2 (VG2) on the arrivals level.

## 7.3 Baggage Reconciliation System (BRS/ HAJ)

The Baggage Reconciliation System is maintained, managed and operated by the airport operator. The use of the BRS service by the user is at the user's own request.

The BRS/ HAJ is a system specially developed for the airport operator, which meets the requirements of a BRS in terms of optimized handling and IATA requirements. The data transfer of the operational modules/ hardware is generally ensured by UMTS transmissions.

A prerequisite for the functioning of the system is the availability of the BSM in accordance with IATA Passenger Service Conference Resolution Manuel RP 1745, which must be provided by the airline using the system in good time and free of charge. Only the BRS of FHG may be operated/used at Hannover Langenhagen Airport.

*Scope of services: see fee schedule (see also "Fees & GTC" on the airport's homepage)*

## 8. STATIONARY GROUND POWER SUPPLY

The airport operator provides a stationary power supply at the passenger boarding bridges. The operation of on-board units is not permitted if the stationary power supply is operational. Connection of the system to the aircraft is carried out by the ground handler. The ground handler is responsible for handling the equipment in accordance with regulations.

The airport operator manages and operates the stationary ground power supply.

## 9. SUPPLY SYSTEM WITH FRESH WATER

The airport operator provides a fresh water dispensing station. It is managed and operated by him.

**ANNEX C**  
Supplementary rules for the  
provision of ground handling  
services on the apron at  
Hannover-Langenhagen  
Airport



## 1. PURPOSE AND OBJECTIVE

As an airport operator, Flughafen Hannover-Langenhagen GmbH is obliged to take the necessary precautions and ensure compliance with the relevant legal regulations and directives in order to fulfill its legal obligations to ensure the safe and proper operation of the airport (Section 45 LuftVZO) and to prevent operational hazards (Section 29 LuftVG).

The basic regulations for achieving this goal are contained in the officially approved Airport User Regulations. The additional traffic on the apron resulting from the admission of self-handling and service providers requires the following binding regulations and procedures in order to maintain the airport's traffic and operational safety, given the already limited space available and the traffic density prevailing there.

The flight operations management is responsible for supervising compliance with these rules. This in turn is subject to the supervision of the licensing authority in accordance with Section 47 LuftVZO.

These rules are without prejudice to EU Council Directive 96/67/EC and the BADV as well as other laws, regulations and directives applicable to airport operations. The provisions of the Airport User Regulations and their further provisions, which are already in force, also remain unaffected.

The terms "user", "service provider" and "self-handler" used in these rules apply within the meaning of the definitions of the BADV (§ 2, No. 3, 5 and 6).

These rules apply to all providers of ground handling services (users and service providers) on the apron of the airport, i.e. also to the airport operator's staff involved in ground handling services. They set out the framework conditions, in particular with regard to the regulations and procedures to be observed in airport operations and the personnel and equipment used.

The responsibility of an air carrier for the operation of its aircraft or those of its contractual partners and as an aeronautical company remains unaffected even if it uses a service provider for the provision of ground handling services on the apron.

If a user operates self-handling, all activities are fully subject to the rules applicable to the other providers of ground handling services on the apron.

Flughafen Hannover-Langenhagen GmbH has the right to check compliance with the regulations contained in these Airport User Regulations at any time. The organizational bodies responsible for the inspection (e.g. airport duty manager) must be provided with the required evidence and granted the necessary access at any time upon request. Their further instructions must be followed.

Self-handling airlines and service providers may use the support of the airport operator's relevant facilities to meet the requirements for the provision of ground handling services on the apron.

## 2. OPERATIONAL AND LOGISTICAL ARRANGEMENTS

Service providers and self-handlers must make the organizational and operational arrangements that enable them to provide ground handling services at each aircraft parking on the apron of the airport.

### Note:

The airport's traffic facilities are intended for general use and are therefore not permanently assigned. They are scheduled by the airport operator's central apron control, taking into account as far as possible the customer agreements made in the course of traffic preparation in the current traffic processing exclusively according to traffic aspects and necessities.

The provision of ground handling services involves self-handling airlines and service providers in the airport's duty to operate. Consequently, precautions must be taken and bindingly agreed with the airport operator to ensure proper service without disruption to airport operations, even in emergency, special



and other exceptional cases in the airport's air traffic. These include, for example, aircraft accidents or other operational disruptions to aircraft on the ground, the return of a departed aircraft from the air, detour of flights to Hanover, disruptions to airport operations due to weather events and the like.

Remark:

Due to the possible effects on the handling of air traffic at the airport and on the legitimate interests of uninvolved third parties, special reference is made in this context to the indispensability of the precautions to be taken for the removal of immobile aircraft from the flight operation areas. (FBO Part II Section 2.10)

The equipment used to provide ground handling services on the apron must always be proportionate to the respective order volume. It must be taken to the assigned parking areas and parked there properly and securely. Excess equipment may not be parked or stored on the apron. The safety lines marked at the individual building handling positions represent a limit for handling personnel and equipment that must be observed under all circumstances. Until the aircraft has reached its final parking position, crossing this line into the safety area of the aircraft is strictly prohibited. Vehicles and equipment left immobilized on traffic areas must be removed immediately.

They must not be left behind without personnel, especially in flight operation areas (within the red-marked safety lines).

The parking positions may be used at the earliest 15 minutes before the expected arrival (on-block). The position must be vacated and left clean immediately after the end of the handling time (off-block). A surface check must be carried out before and after handling. This must be carried out by the respective service provider or self-handler on their own responsibility.

The airport operator is entitled to remove the groundhandling equipment from the position at the prior request of the service provider or self-handler for a fee if the position has not been vacated 10 minutes after the end of check-in (off block).

Only those terminal devices may be connected to or operated via the airport's wired communication networks whose compatibility with other devices on these networks is ensured and excludes interference with network operation. If necessary, the electromagnetic compatibility (EMC) must be assigned separately in accordance with. Agreement on this must be reached with the operators of these networks.

Radio wave-based communication media may only be used in the airport area if they have been approved by the Federal Network Agency and the airport operator's technical services have expressly consented to their use.

### 3. ORGANIZATIONAL AND PERSONNEL ARRANGEMENTS

Providers of ground handling services on the apron must take the organizational and personnel-related precautions that enable the smooth provision of the services offered, do not impair the operational safety of the airport and the proper operation of the airport, and contribute to the safe, smooth and rapid handling of air traffic at the airport under all operating conditions.

#### 3.1. Management

Providers of ground handling services must establish a responsible operations management that is available to the airport operator's operational management, supervisory and control bodies as a clear and competent point of contact for the service provider during its operating hours. In addition, competent contact people must also be appointed for any special circumstances that may arise outside operating hours.

Self-handling airlines and service providers must ensure that the staff employed by are sufficiently familiar with the Airport User Regulations and their further provisions, and in particular with

- the emergency and alarm procedures,
- the safety management system (SMS)
- the regulations of the European Aviation Safety Agency (EASA)
- the traffic and admission regulations for the security area of Hannover-Langenhagen Airport
- firefighting and - for activities on the positions - in aircraft firefighting,
- the handling of dangerous goods,
- the creation of proper conditions for the refueling of aircraft at the position in each individual case,
- the type and manner of surface checks around the aircraft (walk around) before it leaves its position to avoid damage to the aircraft by foreign objects (FOD).
- securing passenger routes on the apron between the aircraft and the passenger bus and between the building exits and the aircraft or passenger bus, particularly in winter weather conditions
- the provision of first aid (in sufficient numbers)
- Regulation (EU) No. 376/2014

and is kept in training through periodic refresher training.

Responsibility at the interfaces must be clearly defined. The company management must appoint a person who is responsible for ensuring compliance with the safety regulations at the check-in positions.

### 3.2. Operational management personnel

The operational management personnel must have the specialist knowledge and procedural knowledge that enables them to ensure the proper implementation of the service provider's current operations through their instructions and

The operational management personnel of the service provider or self-handler are also responsible for ensuring that

- the responsible services of the airport operator must be informed immediately in the event of disruptions in the operations of the service provider/self-handling airline that may have an impact on other airport operations and the flow of air traffic (this also includes flight delays that become apparent).
- in the event of an emergency, alarm or other hazard, the airport operator's services authorized to provide assistance are alerted immediately.
- if damage is caused to the airport's facilities and equipment or to the property of third parties, the traffic manager on duty is called in immediately and
- areas rented by the service provider/self-handling airline and those on which it provides its ground handling services are always kept in a safe operating condition, can be used safely and do not pose a risk to other airport operations.

### 3.3. Operating personnel

Operating personnel deployed to provide ground handling services on the apron must meet the qualification requirements described in Annex 3 of the BADV.

The operating personnel of the service provider or self-handler deployed as drivers on the apron must have at least the driver's licenses and permits required for the respective vehicle deployment in the traffic and licensing regulations. The driving qualifications required for the operation of aircraft tractors, industrial trucks or other special equipment must also be demonstrated.

Before operating personnel of the service provider or self-handler are deployed to assist the aircraft pilot on the ground (walk-out assistance), the airport operator's consent must be obtained for the intended procedure.

### 3.4. Towing the aircraft

Operating personnel who carry out aircraft towing operations are bound by the technical and time control instructions of the central apron control and the control vehicles (Follow-Me) of the apron supervision. Furthermore, the regulations of the directive for release procedures apply.

Operating personnel deployed as brakemen on board a towed aircraft must be demonstrably trained for this purpose.

Reference is made to FBO Part II Section 2.3 (Paragraph 3) and Section 2.4 (Paragraph 2).

### 3.5. Participation in radio-controlled aircraft maintenance towing operations

Operating personnel towing aircraft in radio-controlled maintenance towing operations in accordance with the instructions of the Central Apron Control must have successfully completed additional training on the procedures applicable on the apron for the management and control of air traffic and the radiotelephony procedures to be used in operations radio at the airport operator.

When used in radio-controlled maintenance towing operations, the operating personnel involved are bound by the technical and time control instructions of the central apron control transmitted to the tug driver via the company radio. Further instructions from the control vehicles of the apron control for securing the tow train when leaving or arriving at a position must also be observed.

Before operating personnel are deployed in the aircraft towing operation referred to in the previous paragraph, the airport operator's approval must be obtained for the intended procedure.

## 4. FINAL PROVISIONS

Providers of ground handling services on the apron are obliged to notify the airport operator's supervisory bodies (traffic manager on duty, apron supervisor, central apron control) without delay if events occur, are detected or observed during the provision of ground handling services that may have an impact on the safe, orderly and expeditious handling of airport operations.

If serious or dangerous impairments occur during the provision of ground handling services on the apron due to functional deficiencies of the service provider or self-handler, or if the legitimate interests of third parties are unreasonably impaired, the supervisory bodies of the airport operator (traffic manager on duty, central apron control, apron supervision) may order or initiate measures to restore the proper condition.

Ground handling service providers operating at Flughafen Hannover-Langenhagen are obliged to provide a 24-hour on-call service (24/7). Exceptions to this require the written consent of the airport operator.

The airport operator reserves the right to hold those involved responsible for continued breaches of the rules as well as seriously negligent behavior or dangerous individual incidents by reporting them to the supervisory authority or, if necessary, by filing criminal charges.

**ANNEX D**  
**Waste regulations**



## 1. GENERAL INFORMATION

- 1.1. The premises of Flughafen Hannover-Langenhagen GmbH are considered a uniform area in which the airport operator collects, separates, transports, sorts, temporarily stores and possibly recycles waste. These measures serve to centrally consolidate the waste quantities before handing them over to the bodies responsible for waste disposal. The primary aim here is to avoid and reduce waste.
- 1.2. The airport operator carries out the waste management measures itself or through commissioned third parties.
- 1.3. Anyone using the airport is subject to the provisions of these waste regulations and the instructions issued by the airport operator for their implementation.

## 2. TYPES OF WASTE

- 2.1. All waste, both non-hazardous and hazardous waste in accordance with the current version of the AVV - Waste Catalogue Ordinance, is subject to collection and downstream disposal by the airport operator on the entire airport premises.
- 2.2. The airport operator may exclude individual or several types of waste from disposal for waste management or other valid reasons.

## 3. OBLIGED PARTIES

- 3.1. All people, companies and institutions operating on the airport premises who have rented or leased rooms or commercial space are obliged to make use of the airport operator in accordance with No. 2.1.
- 3.2. For the use of the airport's waste management facilities, the fees and conditions set out in the airport operator's schedule of fees and charges apply in their current version.

## 4. WASTE PREVENTION

- 4.1. The generation of waste must be kept as low as possible.
- 4.2. Pollutants in waste must be minimized as far as possible.
- 4.3. Waste for recovery and waste for disposal must be separated as required.
- 4.4. Food and drinks should only be served in returnable, reusable packaging and containers in order to avoid waste and to reduce contamination of the generally accessible areas of the airport. Waste-intensive disposable tableware is to be avoided.

## 5. WASTE FOR RECYCLING AND DISPOSAL

- 5.1. Waste for recovery must already be separated from waste for disposal at the operating site. This applies in particular to the following fractions:
  1. Non-contaminated paper (e.g. newspapers) and cardboard (waste code 20 01 01) must be disposed of in the collection containers provided for this purpose or in special containers in the operating facilities as specified by the airport operator.
  2. Glass (waste code 20 01 02) must be disposed of in the designated collection containers.
  3. Plastics (waste code 20 01 39) and metals (waste code 20 01 40) must be disposed of in the collection systems specified in detail (recyclable/light packaging waste).

4. Biodegradable kitchen and canteen waste (waste code 20 01 08) and biodegradable garden and park waste (waste code 20 02 01) must be disposed of in special collection containers free of inorganic substances.
- 5.2. Waste wood must be separated into untreated wood (AI) and treated wood (categories AII, AIII and AIV) in accordance with the Waste Wood Ordinance (AltholzV).
- 5.3. Construction waste must be separated according to the waste code 17: "Construction and demolition waste" and subordinate code numbers specified in the Waste Catalogue Ordinance (AVV).
- 5.4. The airport operator may provide for the separate collection of other waste for recycling.

## 6. HAZARDOUS WASTE

- 6.1. Hazardous waste in accordance with the AVV - Waste Catalogue Ordinance (hazardous waste is marked with an "\*" in the AVV) must be separated from other waste. This applies, for example, to batteries of all kinds, fluorescent lamps, pharmaceuticals and pesticides, paints and solvents as well as brake fluids, mineral oils, antifreeze, oil fluids and other environmentally harmful chemicals.
- 6.2. For waste that is not subject to the airport's internal waste disposal system, the producers are also obliged to provide evidence of its generation and proper disposal.

## 7. WASTE COLLECTION

- 7.1. The airport's internal waste collection service collects waste for recycling and disposal at regular intervals. If larger quantities are occasionally or seasonally generated, additional collections are possible on call.
  - 7.1.1. Bulky waste must be delivered to the airport's internal collection point by the obligated parties at their own expense.
  - 7.1.2. Users are obliged to deliver garden and parking waste at their own expense to the collection points specified by the airport operator or to dispose of it in accordance with the airport operator's instructions.
- 7.2. Waste for recycling and disposal becomes the property of the airport operator when it is loaded onto the collection vehicle and, in the case of direct delivery, when it is handed over at the collection point. This does not apply to materials that are excluded from disposal.
- 7.3. Compactors and waste compactors may only be used with the consent of the airport operator.

## 8. WASTE CONTAINERS, LOCATIONS

- 8.1. The airport operator shall determine the type, size and number of containers for waste for recycling and disposal, taking into account the interests of the obligated parties. Users must notify the airport operator in good time of the number of containers required and of any changes to the quantities of waste.
- 8.2. Waste may only be placed in the collection containers or in the waste bags provided for this purpose by the airport operator. Shared containers for several users must be registered in good time.
- 8.3. The collection containers as well as the locations and transport routes must be kept clean and treated with care by the obligated parties. In the event of damage, excessive soiling and in the

event of loss, the obligated parties are liable for the damage incurred, insofar as it can be proven that they are at fault.

## 9. MALFUNCTIONS

- 9.1. If waste disposal is temporarily restricted, interrupted or delayed due to force majeure, official orders, operational disruptions, essential work or other reasons, there shall be no entitlement to a reduction in payment or compensation. The omitted measures will be carried out as soon as possible.

## 10. OBLIGATIONS TO COOPERATE AND TOLERATE

- 10.1. Authorized representatives of the airport operator must be granted access to the operating premises at all times for the purpose of checking proper waste management or for maintenance purposes.
- 10.2. Anyone using the waste disposal facilities must, at the request of the airport operator, provide the information required for proper waste management, in particular information on the composition, origin, disposal and recycling of the waste materials produced.
- 10.3. If there are concerns with regard to proper waste disposal, the owners of the waste are also obliged to tolerate chemical-physical waste tests, at their own expense.

## 11. OTHER

- 11.1. With the consent of the airport operator, regulations deviating from the waste regulations may be agreed.
- 11.2. Anyone who violates the provisions of these Waste Management Regulations or instructions issued on the basis of these regulations may be excluded from using the waste management facilities. The right to take further steps, such as issuing an airport ban (see Part II, No. 14. of the Airport User Regulations), is reserved.
- 11.3. Users shall be liable for damages and expenses caused by violations of the type mentioned under No. 11.2, including the transfer of unauthorized waste materials.

**ANNEX E**  
Terminal regulations





## 1. STAY IN THE TERMINAL BUILDINGS

The stay in terminal buildings is only permitted for the purposes for which the individual functional areas are intended.

## 2. DRIVING/USE BAN

The use of bicycles, roller skates, scooters, skateboards, small electric vehicles and similar play or sports equipment is prohibited.

Begging, peddling, collecting bottles and seeking shelter is not permitted. All users must behave in such a way that others are not disturbed or inconvenienced.

## 3. ANIMALS

Dogs and other animals may only be carried when secured.

## 4. SMOKING BAN

Smoking (including electronic cigarettes) is not permitted in or in front of any buildings, with the exception of designated smoking areas. Cigarette butts may only be disposed of in the ashtrays provided. The consumption of cannabis is prohibited on the entire airport premises.

## 5. FINDINGS

Items found in the airport facilities must be handed in immediately to the airport operating company in Terminal B, Arrivals level, at the Airport Service Center. Sections 978-981 of the German Civil Code (BGB) apply.

## 6. COMMERCIAL ACTIVITY AND ADVERTISING

Commercial activities at the airport and any other special use require the prior written consent of the airport operator. This applies in particular to advertising, posters, collections, the distribution of flyers and other printed material, the distribution of promotional items and samples, events and performances of any kind, non-private image or sound recordings or the carrying out of passenger surveys and other surveys.

## 7. LUGGAGE

Luggage or other items may not be left unattended.

## 8. STROLLERS/BUGGIES

Luggage trolleys are available in the depots in the terminals, in front of the terminal buildings and in the parking garages near the terminals. They may only be used for the transportation of baggage as intended.

The deposit is € 1, £ 1 or RUB 2. It is also possible to use a shopping token. The deposit can be returned at a luggage trolley depot in the terminal, in front of the terminals or in the parking garages.

Children's buggies are available in the terminal buildings and waiting areas for passengers. They can be used until boarding the aircraft for a deposit of € 0.50 or € 1. They may only be used for the transportation of children within the terminal buildings.

## 9. FLAMMABLE MATERIAL AND IRRITANTS

The use of flammable or explosive materials, irritants and foul-smelling substances is prohibited.

## 10. ASSEMBLIES

Assemblies on the airport premises are only permitted in areas where neither the safety nor the functionality of airport operations are impaired. They must be registered with the competent authority and the airport operator must be notified in advance.

## 11. EMERGENCY EXITS

Emergency exits, escape and rescue routes, entrances and exits, corridors, escalator entrances and exits and elevator entrances must be kept clear at all times. Do not stay in the area of automatic doors or vestibules.

## 12. WASTE/POLLUTION

Users of the airport buildings are obliged to dispose of waste or recyclable materials in the bins provided for this purpose. Contamination of any kind must be avoided.

## 13. SECURITY AREA

Only passengers with a valid boarding pass and authorized people are permitted to enter the security area (including gates).

Instructions given by airport staff must be followed. Violations of the terminal regulations in the event of infringements or a justified instruction may result in expulsion from the airport premises, a ban from the premises or criminal charges and civil liability.

**ANNEX F**  
Airline equipment



## 1. TENSATORS, SIGNS, DISPLAYS, ETC.

### 1.1. Airline equipment (tensors, signs, displays, etc.) at the check-in and boarding counters:

- 1.1.1. Airline equipment is only permitted at the counters permanently assigned by the airport as long as the airport operator does not provide equipment centrally. A one-off check and approval of the installation location, type and quantity must be carried out with the airport operator (Terminal Management department). Changes to this one-off comparison must be communicated/coordinated if necessary.

## 2. BAGGAGE SIZER

### 2.1. Baggage sizer at the check-in counter:

- 2.1.1. Airlines are permitted to equip their individually labeled check-in counters with their own baggage sizers and have them permanently installed at permanently assigned check-in counters. A one-off comparison and approval of the installation location must be carried out with the airport operator (Terminal Management department). Changes to the location must be communicated/coordinated if necessary.
- 2.1.2. Airlines operating without permanently assigned check-in counters may set up their baggage sizers before check-in, but must remove them at their own expense once check-in is complete. A one-off reconciliation and approval of the installation location must be carried out with the airport operator (Terminal Management department). Any changes to the location must be notified/coordinated.

### 2.2. Baggage sizer at the boarding counter:

- 2.2.1. In principle, only the baggage sizers provided by the airport operator are to be used at the boarding counter if necessary. Possible temporary exceptions must be requested from the airport operator (Terminal Management department).