

APPLICATION TO PERFORM GROUND HANDLING OPERATIONS

This application form is to be used by operators who want to carry out ground handling operations at one of Swedavia's airports. The form is also to be used by operators that want to change their operations in a way that affects the information provided in the operator's previous application.

Introduction

1. The right to run ground handling operations at one of Swedavia's airports is always conditional on the applicant and Swedavia having signed:
 - a "ground handling agreement" if the operations pertain to "ground handling" under the Swedish Aerodrome Ground Handling Act (2000:150) (**"the Aerodrome Ground Handling Act"**);
 - an "operational agreement" if operations do not pertain to "ground handling" under the Aerodrome Ground Handling Act and the applicant at the airport in question either (i) runs independent operations, or (ii) acts as a sub-supplier to more than one operator; or
 - an "access agreement" if the planned operations do not pertain to "ground handling" under the Aerodrome Ground Handling Act and the applicant only acts as a sub-supplier to another operator at the airport.
2. The agreement types mentioned above regulate, among other things, the operator's (i) obligations to comply with applicable aviation safety and security requirements at the airport in question (an agreement always pertains to only one airport), and (ii) payment obligations for the services and airport infrastructure that Swedavia generally makes available from time to time to operators who have signed such an agreement.
3. Please note that none of the agreement types mentioned above cover any specific or customised service or infrastructure for the applicant (for example, rental of office premises) and that an additional agreement (alongside the ground handling agreement, operational agreement or access agreement mentioned above) may therefore need to be signed if the applicant wants additional services performed or wants to use other infrastructure than what Swedavia generally makes available from time to time under the agreement types mentioned above. Applications for authorisation documents and driving permits must be submitted separately in accordance with applicable application procedures.

4. The information provided in this application (or in conjunction with it) will serve as the basis for (i) Swedavia's initial assessment of whether the applicant meets the applicable requirements in order to be allowed to run operations at the airport and, where relevant, have access to the airport's SRA and CSRA authorisation areas, (ii) whether there is a need to conduct a more thorough audit, and (iii) in such cases, what type of agreement shall be entered into pursuant to point 1 above.

Instructions

5. Fill in Tables 1-3 below, providing the information requested for each form.
 6. Attach copies of the documentation specified in Appendix A.
 7. Sign and date the application (note that the application must be signed by someone authorised to sign on behalf of the company).
 8. Send a PDF copy of the signed application, including other documentation specified in Appendices A, by e-mail to arn.operations@swedavia.se
 9. Note that Swedavia will not begin to process the application until it is complete (in other words, it is correctly filled in and signed, and the information and documentation specified in Appendix A have been received).
 10. If operations pertain to more than one Swedavia airports, separate applications are to be submitted (one per airport).
 11. Please contact Swedavia by email at arn.operations@swedavia.se if you have any questions about the application or application procedure.
 12. To avoid any misunderstanding, Swedavia does not charge an application fee.
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Table 1 – General information about the applicant

The full legal name of the company (the applicant):
Jurisdiction in which the applicant is domiciled:
Company registration number:
The applicant's registered address:
E-mail address for invoicing:
Website (if applicable):
Contact person for questions regarding the application: Name: E-mail: Direct number including country code:
Person who will sign the agreement:

Table 2 – Description of the planned operations

Airport:														
<p>Type(s) of “ground handling” pursuant to the Swedish Aerodrome Ground Handling Act, Fill in the sections and points that are applicable or write “n/a” if the planned operations do not pertain to ground handling operations.</p> <p>Description of the planned operations (describe in as much detail as possible where at the airport and how the planned operations are intended to be run, including which airlines the services will be performed for):</p>														
<input type="checkbox"/>	n/a	(if the planned operations do not pertain to ground handling operations, please proceed to “Other types of operations”)												
<p>1. Ground administration and supervision</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">1.1</td> <td style="padding: 2px;">representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1.2</td> <td style="padding: 2px;">load control, messaging and telecommunications</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1.3</td> <td style="padding: 2px;">handling, storage and administration of unit load devices</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1.4</td> <td style="padding: 2px;">any other supervision services before, during or after the flight and any other administrative service requested by the airport user</td> </tr> </table> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>			<input type="checkbox"/>	1.1	representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives	<input type="checkbox"/>	1.2	load control, messaging and telecommunications	<input type="checkbox"/>	1.3	handling, storage and administration of unit load devices	<input type="checkbox"/>	1.4	any other supervision services before, during or after the flight and any other administrative service requested by the airport user
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<p>2. Passenger handling</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;">2</td> <td style="padding: 2px;">any kind of assistance to arriving, departing, transfer or transit passengers, including checking tickets and travel documents, registering baggage and carrying it to the sorting area.</td> </tr> </table> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>			<input type="checkbox"/>	2	any kind of assistance to arriving, departing, transfer or transit passengers, including checking tickets and travel documents, registering baggage and carrying it to the sorting area.									
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3. Baggage handling

<input type="checkbox"/>	3	handling baggage in the sorting area, sorting it, preparing it for departure, loading it on to and unloading it from the devices designed to move it from the aircraft to the sorting area and vice versa, as well as transporting baggage from the sorting area to the reclaim area

4. Freight and mail handling

<input type="checkbox"/>	4.1	for freight: physical handling of export, transfer and import freight, handling of related documents, customs procedures and implementation of any security procedure agreed between the parties or required by the circumstances;
<input type="checkbox"/>	4.2	for mail: physical handling of incoming and outgoing mail, handling of related documents and implementation of any security procedure agreed between the parties or required by the circumstances.

5. Ramp services

<input type="checkbox"/>	5.1	marshalling the aircraft on the ground at arrival and departure (*)
<input type="checkbox"/>	5.2	assistance to aircraft packing and provision of suitable devices (*)
<input type="checkbox"/>	5.3	communication between the aircraft and the air-side supplier of services (*)
<input type="checkbox"/>	5.4	the loading and unloading of the aircraft, including the provision and operation of suitable means, as well as the transport of crew and passengers between the aircraft and the terminal, and <u>baggage transport between the aircraft and the terminal</u>
<input type="checkbox"/>	5.5	the provision and operation of appropriate units for engine starting
<input type="checkbox"/>	5.6	the moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices

<input type="checkbox"/>	5.7	the transport, loading on to and unloading from the aircraft of food and beverages
6. Aircraft services		
<input type="checkbox"/>	6.1	the external and internal cleaning of the aircraft, and the toilet and water services
<input type="checkbox"/>	6.2	the cooling and heating of the cabin, the removal of snow and ice, the de-icing of the aircraft
<input type="checkbox"/>	6.3	the rearrangement of the cabin with suitable cabin equipment, the storage of this equipment
7. Fuel and oil handling		
<input type="checkbox"/>	7.1	the organization and execution of fuelling and defuelling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries
<input type="checkbox"/>	7.2	the replenishing of oil and other fluids

8. Aircraft maintenance

<input type="checkbox"/>	8.1	routine services performed before flight
<input type="checkbox"/>	8.2	non-routine services requested by the airport user
<input type="checkbox"/>	8.3	the provision and administration of spare parts and suitable equipment
<input type="checkbox"/>	8.4	the request for or reservation of a suitable parking and/or hangar space

9. Flight operations and crew administration

<input type="checkbox"/>	9.1	preparation of the flight at the departure airport or at any other point
<input type="checkbox"/>	9.2	in-flight assistance, including re-dispatching if needed
<input type="checkbox"/>	9.3	post-flight activities
<input type="checkbox"/>	9.4	crew administration

10. Surface transport

<input type="checkbox"/>	10.1	the organization and execution of crew, passenger, baggage, freight and mail transport between different terminals of the same airport, but excluding the same transport between the aircraft and any other point within the perimeter of the same airport
<input type="checkbox"/>	10.2	any special transport requested by the airport user.

11. Catering Services

<input type="checkbox"/>	11.1	liaison with suppliers and administrative management
<input type="checkbox"/>	11.2	storage of food and beverages and of the equipment needed for their preparation
<input type="checkbox"/>	11.3	cleaning of this equipment
<input type="checkbox"/>	11.4	preparation and delivery of equipment as well as of bar and food supplies

Information about whether the services will be provided by a third party or performed as the company's own ground handling information is to be given about the type of services considered "ground handling" under the Swedish Aerodrome Ground Handling Act; otherwise, enter "n/a":

☐ Third party management ☐ Own ground handling

Other types of operations if the planned operations do not pertain to ground handling operations: Describe in as much detail as possible where at the airport and how the planned operations are intended to be run, including which operator the services will be performed for:

Table 2 – Details of the planned operations

<p>Total number of employees incl. any workers employed through a staffing agency; choose one of the options below:</p>
<p>Total number of authorisation documents needed Provide information for each of the options below; information about authorisation areas can be found in Swedavia's Airport Regulations (AR) on Swedavia's extranet:</p> <p>White area:</p> <p>Yellow area:</p> <p>Red area:</p> <p>Red / white:</p> <p>Green area:</p> <p>Authorisation for the green area (manoeuvring area) or the red/white area (baggage facilities) needs to be determined separately for each person who requires such authorisation. Authorization documents are applied for according to routine in AR.</p>
<p>Total number of driving permits needed:</p>
<p>Number of vehicles: Specify how many vehicles will be used for the planned operations and what propellants will be used:</p> <p>Petrol</p> <p>Diesel</p> <p>Electricity</p> <p>Liquefied petroleum gas</p> <p>Hybrid/Plug-in hybrid</p> <p>Please note that, as a basic principle, only fossil-free vehicles may be used at the airport as of November 30, 2025.</p>
<p>Sub-contractors Specify if applicable which sub-suppliers, including staffing agencies, the company intends to use at the airport in conjunction with the performance of the type of services that this appendix pertains to:</p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> Sub-supplier's company name Company registration number</p>

Person responsible for aviation safety matters

This must be a person in a management position who is authorised to make decisions and in relevant cases be approved by the Swedish Transport Agency and who can be contacted by Swedavia under the scope of assessments concerning point 4 in the application form:

Name:

E-mail:

Direct number incl. country code:

Person responsible for aviation security matters

This must be a person in a management position who is authorised to make decisions and in relevant cases be approved by the Swedish Transport Agency and who can be contacted by Swedavia under the scope of assessments concerning point 4 in the application form:

Name:

E-mail:

Direct number incl. country code:

Signature page and appendices follow

Signature page**For:**

Signature:

Name in block letters:

Date:

Appendix A to the application for ground handling operations

The following documentation must be attached to the application:

1. Proof of registration or the equivalent (the proof must be valid but at the most three months old)
 2. The authorisation documentation specifying the authorisation of the person or persons who (i) have signed the application, and (ii) will sign the agreement (if the proof of registration does not confer the right to the holder to sign on behalf of the company under point 1 above).
 3. The company is organisationally structured as part of a corporate group (the company registration number or the equivalent must be clear for each company).
 4. Copies of insurance policies for third-party liability insurance. If the planned operations are to be run immediately adjacent to aircraft, the insurance coverage must be at least **SEK 100,000,000**. For other operations, the insurance coverage must be at least **SEK 10,000,000**.
 5. Copies of any permits, approvals or other accreditations required to run the planned operations.
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