

# Fairoaks Airport Limited

FAIROAKS AIRPORT, CHOBHAM, WOKING  
SURREY, GU24 8HX, ENGLAND

Tel: International Code +44 1276 – UK 01276

857700 Administration / Property } Fax: 856330

857300 ATC / Operations } Fax: 856898

857887 Accounts – Enquiries direct

## General Aviation Reports

18<sup>th</sup> October 2010

Fairoaks Airport now has arrangements in place with the UK Borders Agency and Surrey Police Special Branch which enables us to automatically handle all General Aviation Reports which are received via email. Could you therefore please send details of your email address to

**[atsu@fairoaksairport.co.uk](mailto:atsu@fairoaksairport.co.uk)**

and we will then send you an electronic copy of the General Aviation Report form which you can save. Anytime that you require to submit a General Aviation Report the form can be completed and sent back to Fairoaks as an email attachment. To ensure that the form is handled automatically please ensure that the subject of the email is of the form

### General Aviation Report – Registration – Date


e.g. **General Aviation Report – GABCD – 18/10/10**

Please do not abbreviate the subject since automatic handling depends upon the words **General Aviation Report** appearing in the subject of the email. At weekends Surrey Police Special Branch operate differently compared to their method of operation during the week. Can you therefore please ensure that any General Aviation Report which is submitted between 4pm on Friday and 9am on Monday\* and involves a flight to or from the Channel Islands, the Isle of Man or Ireland (both North and South) has the subject in the form

### General Aviation Report Weekend – Registration – Date

Compliance with the above means that the required notice periods start at the point when the General Aviation report is forwarded to the appropriate agencies irrespective of whether or not the tower is open, and a confirmation email will be sent to you once the General Aviation Report has been forwarded.

Regards,



**Alastair Wang**  
**Airport Operations Manager**

\* For Public Holidays the weekend version of the subject should be used from 4pm on the day before the Public Holiday, or 4pm on Friday if the Public Holiday is on a Monday, until 9am on the day after the Public Holiday.