



Ministry
of Defence

JSP 360
Use of Military Aerodromes by Civil Aircraft

Part 1: Directive

Foreword

This document has been produced in conjunction with Subject Matter Experts in Finance, Infrastructure and Security to provide MOD Aerodrome Personnel and Civilian Users with direction on access and application policy for flying into and operating from MOD Aerodromes.

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Deputy Chief of the Defence Staff (Military Capability)**

Preface

How to use this JSP

1. JSP 360 is designed to provide direction and guidance on the use of Ministry of Defence (MOD) aerodromes by civilian aircraft. It is to be used by staff responsible for accepting and charging civilian aircraft for the use of MOD facilities. It is available via open source to civilian users who may wish to apply to use MOD aerodromes. This JSP will be reviewed annually by Defence Airspace and Air Traffic Management.
2. It is structured in two parts:
 - a. **Part 1 - Directive**, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.
 - b. **Part 2 - Guidance**, which provides the guidance and best practice that will assist the user to comply with the Directive(s) detailed in Part 1.

Coherence with other Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs and publications, some of which may be published by different Functions or Defence Authorities. Where particular dependencies exist, these other Functions or Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Related Publication	Title
JSP 317	Defence Fuels Policy, Organisation and Safety Regulations
JSP 418	Management of Environmental Protection in Defence
JSP 440	Defence Manual of Security, Resilience and Business Continuity
JSP 462	Financial Management and Charging Policy Manual
JSP 465	Defence Geospatial Information Policy
JSP 850	Infrastructure and Estate Policy
AP 1990	Manual of Protective Security for Aircraft Systems & Air Transportation

Further Information and Feedback

4. The owner of this JSP is Defence Airspace and Air Traffic Management. For further information on any aspect of this guide, or to ask questions not answered within the subsequent sections, or to provide feedback on the content, contact:

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1 Policy

Introduction

1. It is MOD policy to encourage the civil use of defence facilities wherever appropriate. MOD aerodromes in particular represent a valuable national asset, and the income from civil flying provides a modest, yet useful, contribution to the defence budget.

Scope

2. **Aerodromes.** All MOD aerodromes and landing sites from which flying activity can take place have the potential to be in scope for civil use. The disparate requirements and capabilities of MOD aerodromes / landing sites and use by existing MOD tenants will dictate the type and volume of civil flying that will be acceptable. On-going rationalisation of the defence estate may make sites previously accessible to General Aviation (GA) no longer available for such activity. Where doubt exists as to the applicability of a MOD site, DIO Estates should be contacted.

3. With the exception of forced landings, MOD aerodromes utilised by US Visiting Forces will not normally allow civil flying based on their own regulations as laid down in [Air Force Policy Directive 10-10](#). Where civil aircraft have official business at the aerodrome, prior approval will be granted by US authorities via the Pentagon.

Access Statement

4. MOD aerodromes should ensure they have an access statement on their policy for civil use at that aerodrome. Parented aerodromes may elect to have combined or differing statements subject to the use of that aerodrome, its capabilities and their CO's/HoE's intent.

Types of User

5. **Contracted use.** This document is principally for Commercial and General Aviation activity. Where MOD or another Government Department has entered into a chartering contract the terms and conditions on the use of any MOD aerodrome should be included in the contract.

6. **Casual use** is defined as short-term use, fewer than 12 flights in a rolling 12-month period. Civil aircraft on inland flights (i.e. flights wholly within Great Britain, Northern Ireland and the Isle of Man) may be permitted to use MOD aerodromes with prior permission from the CO/HoE subject to the conditions set out in Part 2. Applications should be made directly to the Unit.

7. **Regular use** is defined as routine, long-term access to MOD aerodromes for civil flying, i.e. 12 or more occasions in a rolling 12-month period. Requests for regular use should be addressed to Air-DResFin-FinAdminSupport@mod.gov.uk. Requests from civil flying clubs (including gliding, parasailing or ballooning clubs) to be based at, or to extend their period of occupation of MOD aerodromes should be made to the CO or HoE. These, if acceptable, are to be referred for prior processing and registration to [Air-DResFin-FinAdminSupport](#). If the application is not acceptable to the unit, it must be rejected immediately without being referred.

Constraints

8. **Safety.** Flying requires essential technical facilities and involves more risk than most other activities on MOD land. Military and civilian flying are regulated by separate authorities, civil regulations differ for private and commercial activity¹. Conflicting regulatory standards and priorities can lead to ambiguity. The differing procedures and phraseology used at MOD aerodromes make for a far more complex environment than at civilian airports. Therefore, consideration is to be given to the likely impact of integrating civil and military platforms.

9. **Capacity.** Military aerodromes are open and managed to support military activity as dictated by their respective commands. Civilian flying may conflict with defence tasks and other activity on MOD land and should only be approved when there is no adverse impact to military output. Units may seek to make use of irreducible spare capacity among facilities and services already provided. Extensions to opening hours are at the discretion of COs/HoEs and should be considered only where there is benefit to the service.

10. **Environmental.** Aircraft noise has a significant impact on the local population around any airfield. MOD is exempt from parts of the Environmental Protection Act 1990² but retains a duty of care to protect the public and natural environment from the effects of noise.

11. **Planning Permission.** If the use of a military aerodrome by civilian aircraft represents significant change to the ratio between military and civilian registered flying movements, planning consent may be required. Such requirements will vary from authority to authority, therefore DIO must be engaged for guidance and may elect to consult with the local planning authority on behalf of the unit.

Commercial Use of Military Aerodromes

12. Commercial operations carry further CAA regulatory liability and as such need to be assessed against overall benefit to the service and the user. Commercial use may be approved; however, further analysis on the noise, commercial sensitivities with neighbouring civilian aerodromes and reputational risk should be conducted when considering requests. The MAA (DSA-MAA-Reg-ATM) will be able to offer guidance through the Government Aerodromes Co-ordination Group.

13. Any commercial use of military aerodromes must be governed by a contract that will define the parameters of use, the charging mechanisms and any other mandatory requirements including insurance provisions. Commercial enquiries relating to such use should be sent to the relevant commercial team.

Use of Overseas Aerodromes

14. In addition to the constraints highlighted above, the use of MOD aerodromes overseas by civil aircraft must consider the national law of the host nation and any unique local circumstances. Separate instructions to take account of local factors may be produced by relevant Commands to supplement this JSP.

¹ MoU between CAA and MAA regarding safety regulation oversight of civil aviation activity at government aerodromes.

² [JSP 418 Leaflet 4.1.](#)

2 Insurance

Introduction

1. Civilian users must comply with MOD's insurance requirements as set out in Part 2.

3 Fees and Charges

Introduction

1. The disparate geography, capability and MOD requirements of aerodromes do not lend themselves to centralised pricing. Additional seasonal and operational conditions may play a significant factor in defining rates. In any event it is important for units to not undercut local commercial airfields and as such unit Budget Managers assisted by DIO are encouraged to assess and set their own fees structure based on what the market will bear, with the approval of their TLBs. Ideally this should be done having regard to the full resource cost of providing the facilities and services increased to levels which equate to the prevailing market rate. This should be reviewed no less than annually.
2. Transparency in charging is essential to ensure the reputation of MOD is sustained. Additional charges should be articulated to applicants as far as possible in advance. Units should provide civil users with an estimate of total charges, including indemnity fees prior to accepting the civil aircraft.
3. Fees collected by units are held at TLB level. It is for the TLB holder to decide how income is dispersed³. TLBs are encouraged, as an incentive to units for providing services to civilian users, to allow a proportion of receipts to be retained at local level once Control Totals have been met.

Reduced Charges

4. In certain circumstances MOD considers it appropriate to reduce some or all charges at MOD aerodromes. Further information on what charges may be abated or waived are in Part 2 Annex C.

Value Added Tax

5. VAT must be charged at the current standard rate on all charges arising for service provided at MOD aerodromes in the UK except in relation to the Civil User Indemnity Administration Charge and rents/fees charged for parking and housing civil aircraft.

³ JSP 462 Part 1, para 20.34.

4 General Operating Procedures

Emergency Use

1. Any civil aircraft in distress may make a forced landing at any MOD aerodrome at any time. MOD is fully signed up to the Strasser Scheme, and as such General Aviation aircraft, making genuine emergency landings may do so free of charge. COs/HoEs may elect to waive parking fees for a reasonable period depending on the circumstances. It shall be at the CO/HoE's discretion as to what constitutes an emergency landing.

Safety

2. Safe operations remain the highest priority at MOD aerodromes. COs/HoEs must satisfy themselves that users of MOD aerodromes have the necessary competencies and understanding of military procedures to facilitate safe operations particularly where integration between military and civil aircraft is likely.

Unauthorised Landings

3. Unauthorised landings present a hazard to routine military operations and should be considered a breach of safety and security protocols. Additionally, such landings may generate significant additional work. COs/HoEs locally set pricing structure should take account of such circumstances, where necessary charging a premium in such events. As a minimum, an unauthorised landing represents a trespass on MOD land.

Active Aerodromes

4. Aerodromes or establishments in regular use by MOD aircraft, are regarded as active aerodromes. COs/HoEs are encouraged to allow civil aircraft on inland flights to use these aerodromes when requested subject to defence requirements and irrespective of whether a civil airport is available in the area.

5. It is assumed that Air Traffic Control (ATC) and other safety services appropriate to the military operation will be in place at active aerodromes. COs/HoEs can approve civil operations without a full spectrum of safety services that military aircraft would require should they satisfy themselves that the risks are appropriately managed.

Inactive Aerodromes

Aerodromes which are not in regular use by MOD aircraft are to be regarded as inactive. Casual or short-term use of these aerodromes is not to be encouraged but may be permitted in accordance with the conditions for civil flying authorised at Active Aerodromes provided such use can be allowed without detriment to the interests of existing MOD activity or its tenants and licensees. If ATC and safety services are not manned for MOD flying, these may, with the agreement of the CO/HoE, be provided to the civil user as long as the additional costs incurred are recovered. Powered aircraft and motor gliders used by Air Cadet gliding units and Service gliding and soaring associations may, however, operate without ATC with limited safety services subject to the conditions laid down in MAA [RA 2340](#).

Helicopter Landing Sites

6. MOD helicopter landing sites may be used by civil operators, but normally only for flights of an official or humanitarian nature. COs/HoEs may, at their discretion, grant permission for such requests.

Redundant Aerodromes

7. If an aerodrome has passed to DIO for disposal, all applications for civil flying are to be referred to [DIO](#).

Record Keeping

8. A detailed record is required to be maintained for all civil aircraft landings at MOD aerodromes by units in the event of later scrutiny being required. Required details to be logged are located within Part 2, Chapter 4, para 2.

5 Security

Introduction

1. It is the responsibility of COs/HoEs, to ensure that all necessary precautions are taken to prevent civilian occupants of civil or chartered aircraft gaining unauthorised access or use of their Unit's facilities. Establishment Security Officers (ESyOs) are to initiate local procedures to ensure that they are notified of all civil aircraft movements and that adequate arrangements are made for the control of civil aircraft and their crew and passengers, on arrival or departure as with any other visitor to a MOD facility. AP1990 is the basis from which security policy is derived.

Background

2. The Aviation Security Act 1982 (ASA 82) empowers the Secretary of State to give legal direction to operators of UK registered aircraft and managers of aerodromes in the UK. The Civil Aviation Act 2012 transferred responsibility for civil aviation security to the CAA in Apr 14. This act forms the legal basis for the implementation of current and future security measures in an Outcome Focused Risk Based (OFRB) approach based on the legislation in place in ASA 82⁴.

3. The National Aviation Security Programme (NASP) details the legal requirements and recommendations that constitute the Government standards and recommended practises which are considered necessary to safeguard civil aviation, within the UK and overseas, against acts of unlawful interference. It is not widely circulated and only units operating routine commercial activity will normally have access.

4. The NASP defines the levels of infrastructure, equipment requirements and specifies the minimum training requirements for those operating within an aerodrome Restricted Zone. It also provides the Department for Transport (DfT) aircraft category definition to be applied by aerodrome managers when deciding on the appropriate levels of security and processing that must be applied. However, when military aerodromes are used by civil aircraft operating commercially and carrying fare paying passengers or cargo, the aircrew, passengers and cargo must be processed within the constraints of the NASP Single Consolidated Direction.

Civil Aircraft Outside the Remit of NASP

5. Flying clubs and private civil aircraft usually fall outside the DfT Category. While there is currently no legal requirement to be processed in accordance with the NASP Single Consolidated Direction, there is a need for a suitable level of security to be applied to the aircraft, its crew and its passengers. The responsibility for processing crew, passengers and baggage onto such aircraft rests with the aircraft captain. However, units are to ensure appropriate security procedures are in place.

Civil Aircraft Carrying Civilian Fare-Paying Passengers / Cargo

6. If a civil aircraft falls within the DfT definition (aircraft with a Maximum Take Off Weight of at least 10 tonnes) the receiving airfield must apply all the measures outlined within the NASP Single Consolidated Direction. This includes meeting the defined levels of infrastructure and equipment requirements and the minimum training requirements for those personnel operating

⁴ CAP 1550.

within the designated Restricted Zone. Any military unit wishing to process civil aircraft carrying civil passengers (as above category) must also be accredited by the CAA to ensure conformity with the NASP. If Units are in any doubt as to whether they are required to meet NASP standards, they should contact Air-Ops PSyA AvnNuSy SO2.