

## Passenger Flight Request Form for ad-hoc flights and diversions

### Introduction

Airport Nürnberg is hereby introducing a new enquiry model to standardize and simplify passenger flight requests (**PFR**). The following guidelines apply to any passenger flight request apart from already scheduled flights:

Flight event **within 24 hours**: Please contact the Airport Duty Office (Details below).

We will do our best to respond to your request after consultation with the handling agent within 90 min.

Flight event **within 7 days**: Please contact the Airport Duty Office (Details below).

We will do our best to respond to you with reliable feedback within 24 hours during working days.

Flight event **more than 7 days**: Please contact the Airport Duty Office (Details below).

We will do our best to respond to you with reliable feedback within 3 days.

Over the Weekend confirmation of handling may take a little longer but we will take the departure date into account and reply with sufficient lead time.

### About NUE/EDDN

Operational hours: H24 (Also Customs/Immigration, Security, Fuelling Jet A1, pls see AIP AD 2.3 for more details)

Take-offs and Landings of aircraft types included in applicable [bonus list](#) published by „Bundesministerium für Verkehr“ (BMV) are also permitted between 2100(2000) and 0500(0400). (pls see AIP AD 2.20 for more details)

Aerodrome Rescue and Firefighting Services (ARFFS): 9 (According ICAO Annex 14 and VO(EU) 139/2014)

PPR for ICAO CODE LETTER D, E, F, Ultralight aircraft and flights designed as „Status High Risk“.

Prior departure please submit an airport slot request for any scheduled operation to the [Flughafenkoordination Deutschland GmbH \(Fluko\)](#). It is required to make use of SCR format and address your request to [fraztxh@fhkd.org](mailto:fraztxh@fhkd.org) (Tel.: +49 69 257585 -120)

In case of night curfew at other aerodrome the diversion to NUE is not permitted and landing would be penalised. **Only by updating the flight plan, re-scheduling the flight to NUE** and informing the passengers about their new destination **prior departure** you can avoid the restriction.

## Procedure

### 1. Contact us

<b>Airport Operator</b>	<b>Handling Agent</b>
Airport Duty Officer (24/7)	Operations Airpart GmbH (24/7)
+49 911 937 - 1220 or - 1583	+49 911 937 - 2456
vvl@airport-nuernberg.de	operations@airpart.de

### 2. Mandatory information

Date of flight

Contact details

Flight intention

Origin Aerodrome → The form „Passenger Flight Request“ shall be used.

Flight Number

ETA / ETD

A/C Type

### 3. Response

Once the flight request has been received and processed with regard to capacity and resources, the Airport Operator will inform the local handling company of the decision by forwarding the PFR form. In the next step Operations of Airpart GmbH will get in contact with you.



## 1.0 APPLICANT

NAME OF AIRLINE*		<b>PLEASE NOTE</b> <ul style="list-style-type: none"> <li>• APPLICANT IS RESPONSIBLE FOR PRIOR PERMISSION REQUEST.</li> <li>• APPLICANT IS RESPONSIBLE FOR AIRPORT SLOT REQUEST.</li> <li>• APPLICANT MUST ARRANGE RAMP HANDLING SEPARATELY.</li> <li>• ENSURE TOWING AT ALL TIMES.</li> <li>• ADVISE OF LONG-TERM PARKING.</li> <li>• ADEQUATE FLIGHT PREPARATION INCLUDING PUBLISHED NOTAMS.</li> </ul>
E-MAIL*		
POSTAL ADDRESS		
VAT-ID		
TELEPHONE* (24/7 accessible)		

## 1.1 FLIGHT INFORMATION

DATE OF FLIGHT\*:

	INBOUND	OUTBOUND	REQUIRED HANDLING
FLIGHT NUMBER*			<b>GROUND TRANSPORT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>HOTEL ACCOMODATION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>ORGANIZED BY YOURSELF OR OUR HANDLING DEPARTEMENT AND TO WHICH DESTINATION?</b> <div style="border: 1px solid black; height: 50px; margin-top: 5px;"></div> <b>BAGGAGE OFFLOAD?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
A/C TYPE*			
REGISTRATION*			
PASSENGERS			
BAGS <i>specify under 1.2</i>			
CARGO <i>specify under 1.2</i>			
ORIGIN/DESTINATION*			
STA/STD (UTC) NUE*			
TYPE OF FLIGHT*			
SSR <i>specify under 1.2</i>			

## 1.2 REMARKS/DETAILS/SPECIALS

## 1.3 TECHNICAL ISSUES

<b>LOADING TYPE*:</b> <input type="checkbox"/> BULK <input type="checkbox"/> CONTAINERIZED	
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## 2.0 OPERATIONS

HANDLING SERVICE	REMARKS	HANDLING
<b>GROUND TRANSPORT?</b> <input type="checkbox"/> POSSIBLE <input type="checkbox"/> NOT POSSIBLE <b>BAGGAGE OFFLOAD?</b> <input type="checkbox"/> ON TIME <input type="checkbox"/> DELAY POSSIBLE: <input type="checkbox"/> NOT POSSIBLE <b>HOTEL ACCOMODATION?</b> <input type="checkbox"/> POSSIBLE <input type="checkbox"/> NOT POSSIBLE	<b>GROUND TRANSPORT ORGANIZED BY</b> <input type="checkbox"/> APPLICANT <input type="checkbox"/> HANDLING <b>HOTEL ACCOMODATION ORGANIZED BY</b> <input type="checkbox"/> APPLICANT <input type="checkbox"/> HANDLING <b>REMARKS:</b>	<input type="checkbox"/> CONFIRMED  <input type="checkbox"/> NOT CONFIRMED

## 2.1 APPROVAL

DATE	APPROVAL BY	PPR (if required)	REASON FOR REFUSAL

\*must be completed

FILLED BY APPLICANT

BY HANDLING

BY AIRPORT