

## Internal regulations

1. Everyone on the airport is required:
  - a. To behave in accordance with the requirements of these regulations and all other measures adopted by or on behalf of the management;
  - b. To follow instructions as issued to him/her by or on behalf of the management and Airport Security in the form of words, signals or symbols;
  - c. To provide the information requested of him/her by or on behalf of the management and Airport Security on the basis of these regulations.
2. Anyone acting in contravention of the requirements as stated in the previous paragraph or arising from statutory regulations shall be refused access to the airport.
3. To notify to the management all damage caused to persons, property, buildings or surrounding area.

*(Article 3 of the Airport Regulations).*

Anyone on the airport is prohibited from:

- a. depositing or leaving behind waste, paper, food, food remains or other waste items anywhere other than in the places intended for that purpose as determined by the management;
- b. feeding birds;
- c. without cause, moving outside the compulsory walking routes, passages, platforms and surrounding areas;
- d. occupying non-admissible or specifically identified areas of Den Helder Airport or themselves accessing these areas, without prior permission from the management;
- e. driving with vehicles on footpaths and lawns, or placing vehicles in these locations;
- f. cleaning or repairing vehicles in any location other than that specifically appointed by the management for that purpose;
- g. parking cars, motorcycles and bicycles in, before or against the terminal;
- h. storing, depositing or leaving behind cargo goods, barrels, crates, construction materials, spare parts and other movable objects, outside the locations or areas intended for that purpose as appointed by or on behalf of the management;

- i. clearly being in a state of drunkenness and from being under the influence of any narcotic drug;
- j. using, transporting, trading in or being in possession of alcohol, drugs or any narcotic drug;
- k. smoking other than in the so-called smoking areas appointed/identified as such by the management;
- l. carrying with them weapons or objects that, according to the law are banned, or which could cause damage to persons or possessions;
- m. carrying with them or transporting objects that could represent a threat; weapons, explosives and other hazardous substances that could represent a threat to individuals or which could endanger the safety of an aircraft;
- n. leaving luggage behind, unattended;
- o. activating fire-extinguishing equipment without cause, or reducing the effectiveness thereof, or rendering access to this equipment more difficult;
- p. occupying any location following a request from the person tasked with supervision at that location to remove oneself from the area in question;
- q. roller-skating, skating or skateboarding, riding a scooter or motorcycle or bicycle in the terminal;
- r. deactivating or damaging built-in electronic or optical/visual (camera) equipment used for safety and security purposes;
- s. generally undertaking any action that could disrupt the peace and security of the airport, or as a result of which physical injury to individuals or damage to property could be caused.
- t. provide tours/excursions without prior permission of the management;
- u. hindering Airport Security, emergency services or the CERT organisation in their work;
- v. allowing children below the age of 12 years access to the airport, unsupervised by parents/guardians;

*(Article 5 of the Airport Regulations).*

Without permission from the management, on the airport site/in or around the terminal everyone is prohibited from:

- a. exercising a profession or having a profession or any other transaction of a commercial nature exercised, or causing such to be exercised, including the provision of services and goods in whatever form, acting as guide, luggage porter, orderer, supervisor of bicycles and motor vehicles, cleaner, street-trader, lender, sales person, mediator, courier, etc.;

storing or carrying with them hazardous substances and/or liquids. If the hazardous (liquid) substance is packed according to the statutory requirements, this must be reported to the management, the Airport Security and the company emergency services organisation, in connection with disasters;

- b. These substances may only be taken airside (airport/airport site) via the duly designated accesses. Storage is only permitted at the locations duly designated by the management. Depending on the type of hazardous substance, the management may impose further measures. For guidelines relating to hazardous substances, see [article 70](#);
- c. installing or having installed advertising signs, billboards, etc., and distributing flyers, printed matters, circulars or illustrations, or having them distributed, or in any other way organising an advertising activity;
- d. to use consumptions on the platforms and spots;
- e. in public, holding speeches or any other action of a propagandist nature;
- f. drawing, painting or scratching any letters, figures or symbols on or around buildings, fences, walls, posts, signposts or paving;
- g. holding any public form of collection;
- h. either for themselves, or for or on behalf of others, offering public entertainment or organising meetings for relaxation and entertainment open to the public, or holding or organising parades;
- i. fishing in ditches, waterways or canals;
- j. without authority, reactivating or having put back into action the structure or engines of aircraft, and air traffic protection equipment;
- k. to take audiovisual shots, otherwise than for private use;

- l. to light a fire or keep fire burning or to carry/light any kind of firework;
- m. to dig into the ground, to open the pavement or to make any other changes to the state of the areas;
- n. the use of vehicles with combustion engine in the buildings;

*(Article 6 of the Airport Regulations).*

#### Handling areas and waiting rooms in the station building

1. Access to the departure and arrival hall is exclusively reserved for passengers, air crew members, handling staff, Airport Security and border security organisations.
2. Access is granted to anyone to the central hall or restaurant, unless public order is disrupted, in the judgement of the management.
3. The sale and consumption of alcoholic drinks in the station building is permitted, subject to the following conditions:
  - a. for everyone with the exception of outgoing offshore passengers and persons below the age of 18 years;
  - b. alcoholic drinks may only be consumed in the restaurant;
  - c. without permission from the management, the carrying and consumption of alcoholic drink is forbidden, in areas where no privacy can be provided.

*(Article 7 of the Airport Regulations).*

#### Photographing/Filming

1. Permission is required from the management for the making of professional photographs, film and/or video recordings for commercial purposes in sections of the airport site not open to the public.
2. To the satisfaction of the management, it must be demonstrated that there are no objections on the part of the airline or owner for making photographic recordings on the platform of aircraft or making recordings in aircraft.

The making of photograph, film and/or video recordings of security and the constructional measures relating to security is forbidden.

*(Article 9 of the Airport Regulations).*

### Dogs and other animals

1. Everyone must ensure that any animal in their care at the airport:
  - a. causes no nuisance to third parties;
  - b. does not enter any part of a platform, taxiway or the airport site.
2. Dogs must at all times be kept on a short lead, and remain under the supervision of their owner.
3. Escaped animals must be immediately recalled or retrieved. If this is not possible without leaving areas of the site open to the public, Air Traffic Control, Operations and/or Airport Security must be immediately informed.
4. Unsecured animals at the airport and/or the airport site must be immediately reported to Air Traffic Control, Operations or Airport Security.
5. Paragraphs id 1b and 2 do not apply to dogs used in the exercising of their task, by the operator or government.
6. In respect of the provisions of this article, further provisions may be imposed by the management.

*(Article 11 of the Airport Regulations).*

### Parking

1. Always park within the specifically-designated parking areas ([appendix C](#)). The vehicle may only be parked in the spaces designated for that purpose.
2. Parking in front of the terminal is not permitted. There are special zones for kiss and ride and load/unload. At this location, drivers are only allowed to pick up/drop passengers and load/unload luggage/cargo. In all other cases, the driver must park the vehicle in the duly designated area.
3. Parking is at the owner's risk.  
Staff in possession of a Den Helder Airport parking card is required to park in the designated car park, and must park in such a way that other car park users and entrances, access routes and exits to the car park are not blocked. The same applies to commercial vehicles.
4. Any (environmental) damage caused to the car parks and parking installations will be claimed against the driver/owner of the vehicle.

5. Vehicles may only be parked on the car park as intended in paragraph 1, following payment. The management accepts no liability whatsoever for loss of items from or damage caused to a vehicle.

Car parks A, B and C and the motorcycle and bicycle parking areas are only intended for parking vehicles belonging to passengers, airport staff and visitors.

6. The management reserves the right to have vehicles not belonging to individuals as described above, or which remain parked for longer than 3 months removed from the car park, motorcycle- or bicycle park. The costs of removal and any overdue parking fees will be claimed from the owner.
7. End-of-life vehicles, caravans/campers and trailers may not be brought onto or parked on the airport site and car parks. End-of-life vehicles should be taken to include vehicles not complying with the requirements and conditions referred to in article 14, paragraph one of the Road Traffic Regulations, or in as much as said vehicles are clearly in a state of disrepair.
8. The management may make exceptions from paragraph 7 referred to above.
9. For all other provisions, see [article 67 paragraph 3](#).

*(Article 13 of the Airport Regulations).*

### Liability

1. The management accepts no liability whatsoever for itself or for its staff for any damage or personal injury occurring at the airport or airport site; furthermore, the management accepts no liability for theft, loss, destruction, damage or any losses whatsoever, except in as far as it is demonstrated that they are the result of serious shortcomings on its part.
2. The management accepts no liability whatsoever for losses which may arise if in the judgement of the management or any other authority the airport site or the accommodation can fully or partially not be made available.
3. Outside normal operating hours of the airport, as concerns use of the civilian part of the airport site, in addition to the provisions in these regulations, the general and special conditions relating to shared use of military airport sites by third parties apply.
4. Damage or suspected damage to the property of the airport or third parties must be immediately notified to the management and/or Airport Security.

*For the complete regulation we refer to the Airport Regulations. The airport regulations can be obtained from the management of Den Helder Airport.*

*The management of Den Helder Airport reserves the right to deviate from the internal regulations*

*This translation can only be used in combination with and as explanation to the Dutch text. In the event of a disagreement or dispute relating to the interpretation of the English text to the Dutch, the Dutch Airport Regulations will be binding. The regulations are subject to the Dutch law.*