



KAPITI
COAST
AIRPORT

Register of Limitations and Operational Conditions

Kapiti Coast Airport Holdings Ltd

INTRODUCTION

This Register of Limitations and Operational Conditions is produced under the auspices of Kapiti Coast Airport Holdings Ltd (KCAHL). Some parts are descriptive and directive to pilots and operators who use Kapiti Coast Airport. It brings together information and practices that have evolved over time or appeared in a variety of publications.

Any operator or user of the airport electing to use the airport and its facilities, by doing so agrees to comply with these limitations and operational conditions.

Kapiti Coast Airport is a busy aerodrome and requires the utmost co-operation between operators to enable a safe, orderly and expeditious flow of traffic.

This document is freely available to any person requiring access to the information contained herein on the Kapiti Coast Airport website:

www.kapiticoastairport.co.nz/pilot-information.html

This document will be updated periodically to reflect any changes that KCAHL determines are in the best interests of the safe and efficient operation of the airport and its environs.

PLEASE NOTE: *Time references throughout this document are in local time, not UTC.*

DISCLAIMER: *Policies and Procedures contained herein **DO NOT** supersede any CAANZ or AIPNZ published rules.*

While every effort has been made to ensure the accuracy of all information in this document, the changing nature of aviation requirements could result in sections of this publication becoming outdated. In the event of conflict, CAANZ rules and the AIPNZ take precedence.

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AMENDMENT RECORD SHEET

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1.0 KAPITI COAST AIRPORT

1.1 KAPITI COAST AIRPORT HOLDINGS LIMITED

- 1.1.1 Kapiti Coast Airport Holdings Limited (KCAHL) is the privately owned operator of Kapiti Coast Airport, also known as Paraparaumu Aerodrome. The allocated ICAO airport code is NZPP.
- 1.1.2 KCAHL is an “Airport Authority” in terms of Section 2 of the Airport Authorities Act 1966.
- 1.1.3 KCAHL is a network utility operator within the definition of that term in Section 166 of the Resource Management Act 1991 and has gazetted approval as a Requiring Authority under this Act.
- 1.1.4 As an airport authority, KCAHL has the authority to:
- Establish and carry on, maintain or manage the Kapiti Coast Airport activities.
 - Improve, add to, alter or reconstruct the Airport or any part thereof.
 - Operate and manage the Airport as a commercial undertaking.
 - Enter into and carry out any agreement or arrangement, necessary for the exercise of any power or function as conferred by the Airport Authorities Act.
 - Make By-laws effective within the Airport boundaries.
 - Change and or set such fees, charges and dues, after consultation with the defined users of the Airport, for the use and operation of the Airport, its services or associated facilities.
 - Promulgate rules for use of Operational Areas.
- 1.1.5 KCAHL provides facilities and services for use by pilots and operators using Kapiti Coast Airport.

1.2 LIMITATIONS AND OPERATIONAL CONDITIONS

- 1.2.1 The limitations and operational conditions contained in this document set out the standards and operational procedures under which operators may use the Kapiti Coast Airport and the facilities and services at the Airport.
- 1.2.2 The limitations and operational conditions continue in force until amended or waived by KCAHL.
- 1.2.3 KCAHL may amend or waive any of the limitations and operational conditions at any time;
- After consultation with an operator or relevant industry body, where required by law, or where KCAHL considers such amendment or waiver is reasonably necessary or desirable in the circumstances; or
 - By entering into a variation agreement in writing with an operator; or
 - With immediate effect if,
 - i. a change to Legislation occurs; or
 - ii. a mandatory direction is issued by any Authority; or
 - iii. to give effect to any specific corrective or preventative action in relation to hazards, to the extent necessary to give effect to such legislative change, direction or action.
- 1.2.4 The limitations and operational conditions will be deemed to be varied to the extent necessary to give effect to any restrictions, instructions, directions or orders published from time to time in the Aeronautical Information Publication New Zealand (AIPNZ).

- 1.2.5 In the event of an inconsistency between the limitations and operational conditions contained in this document and any Legislation or direction by any Authority, the Legislation or direction by any Authority will prevail.
- 1.2.6 In the event of an inconsistency between the limitations and operational conditions contained in this document and any written agreement or Memorandum of Understanding (MOU) that KCAHL has entered into with an operator, the provisions of such agreement will prevail to the extent of any inconsistency.

1.3 PROHIBITED AIRCRAFT AND ACTIVITIES

- 1.3.1 No person shall operate the following aircraft at Kapiti Coast Airport:
- Hot air balloons
 - Model aircraft
 - Gyroplanes – without the prior permission of the Airport Manager.
 - Remotely Piloted Aircraft Systems (RPAS) – without the prior permission of the Airport Manager.
- 1.3.2 No person shall perform the following activities at Kapiti Coast Airport:
- Aerobatics – without the prior permission of the Airport Manager.
 - Parachuting.
 - Sling load training outside the boundaries of the Airport, unless the prior permission of the land owner over whose property the exercise is to be conducted has been obtained.
 - Banner towing - except for banner towing operations which have been authorised by the Airport Manager for the purpose of arriving at, or departing from Kapiti Coast Airport and adjacent airspace in the vicinity of the aerodrome.
 - Single engine simulated engine failure after take-off during the hours of darkness (ECT to MCT).
 - Simulated engine failure after take-off below 500ft AMSL unless the aircraft remains above the runway throughout and after the exercise returns to 500ft AMSL or above as quickly as possible.
 - Helicopter training or repetitive helicopter circuits unless prior permission has been obtained by the Airport Manager.
 - Helicopter practice auto-rotations, unless prior permission has been obtained by the Airport Manager, and are limited to the helicopter TLOF area only.
 - Helicopter practice auto-rotations must not be initiated if other aircraft are established on finals, upwind, or on runways 16/34 (grass and sealed).
 - Any activity or operation undertaken by a new airport based operator, or an existing airport based operator in addition to their current operation, without prior approval from KCAHL.

1.4 USING KCAHL FACILITIES AND SERVICES

- 1.4.1 When using KCAHL facilities and services at Kapiti Coast Airport, operators shall comply with:
- all legislation, including the Health and Safety in Employment Act 1992 and associated Regulations;
 - all NZ Civil Aviation Authority rules;
 - all directions from any Authority;

- the limitations and operational conditions contained in this document;
- the Airport Emergency Plan (AEP);
- all directions related to pavement restrictions;
- local flying restrictions;
- Kapiti Coast Airport noise abatement procedures as per CAA Part 93E (Paraparaumu Aerodrome) and AIPNZ;
- any other conditions, instructions, orders, procedures and directions issued by KCAHL which are necessary for the safe or efficient day to day operation of activities at Kapiti Coast Airport.

1.4.2 Operators shall not do anything that puts KCAHL in breach of any Legislation or in contravention of a direction by any Authority.

1.4.3 KCAHL is not responsible for the security of aircraft or operator's other property.

1.5 AIRPORT CLOSURE OR SERVICES UNAVAILABLE

1.5.1 KCAHL will endeavour to keep facilities and services at the Airport available for use, however KCAHL may limit, restrict or prevent access or use of the Airport or any facilities or services at any time where considered necessary:

- for operational purposes;
- for maintenance purposes;
- for development works;
- for special events;
- in the event of any circumstances beyond KCAHL's reasonable control;
- where KCAHL is required to do so by any Legislation or direction by any Authority.

1.5.2 To the extent reasonably possible, KCAHL will endeavour to notify operators before any service or facility at the Airport is declared unavailable. KCAHL will endeavour to balance the needs of all airport users when deciding to declare any part or the entire airport unavailable for use.

1.5.3 KCAHL is not liable to reimburse operators for costs incurred as a result of services or facilities not available for use for any period of time.

1.6 MOVING AIRCRAFT

1.6.1 KCAHL may, (subject to any operational guidelines issued for the use of facilities and services) direct an operator to move an aircraft to another position at the Airport, or remove an aircraft from the Airport at the operator's cost and within a specified time, being a period that KCAHL consider, in all the circumstances, to be reasonable.

1.7 BREACH OF LIMITATIONS AND OPERATIONAL CONDITIONS

1.7.1 If an operator does not comply with any of the limitations and operational conditions or any safety or security requirements, KCAHL may give the operator 7 days' notice in writing requiring the operator to comply with the relevant obligation or cease using the facilities and services. KCAHL may also refuse to allow the operator access, or limit the operator's access to the Airport.

1.7.2 Nothing in this clause limits KCAHL's right to take any other action that may be available to KCAHL.

2.0 GENERAL

2.1 AERODROME FLIGHT INFORMATION SERVICE

- 2.1.1 Kapiti Coast Airport has an Aerodrome Flight Information Service (AFIS) operated by Airways NZ on 118.30 MHz.
- 2.1.2 Standard Hours of Operation (local time):
- Monday – Friday: 6:25am – 7:55pm
 - Saturday: 6:25am – 6:00pm
 - Sunday: 8:00am – 7:55pm

2.2 FLY FRIENDLY CODE OF CONDUCT

- 2.2.1 KCAHL operates a Fly Friendly program at Kapiti Coast Airport.

The Fly Friendly procedures are implemented with the support of the aviation community at Kapiti Coast Airport. The implementation of the Fly Friendly procedures is subject to safety and operational considerations. For further information, refer to the Kapiti Coast Airport website – www.kapiticoastairport.co.nz/pilot-information.html

- 2.2.2 The aim of the Fly Friendly program is to promote a harmonious relationship between aviation activities and the Airport's neighbours.
- 2.2.3 The program aims to encourage safe flying behaviour whilst minimising the impact of aircraft operations on the surrounding community without unduly restricting the use of the Airport.
- 2.2.4 Kapiti Coast Airport is a busy aerodrome. Many people flying at and around the aerodrome do not hold full pilot licences as they are under training. The airport is also home to one of New Zealand's largest gliding clubs. In such an environment there may be delays, frustration or financial considerations.

To this end KCAHL encourages those using Kapiti Coast Airport to adhere to the following elements of good aviator practice:

- Show patience and tolerance towards other operators and pilots.
- Be considerate to all other users and local residents by exhibiting a professional attitude and a high standard of airmanship.
- Listen out before transmitting.
- Clearly explain intentions using standard RTF Phraseology and accurate position reports.
- Allow sufficient spacing for commercial aircraft to arrive or depart the airfield without delays.
- Remain vigilant and ensure situational awareness remains high at all times. Confirm there is no conflicting traffic prior to entering a runway.
- All pilots should be briefed and familiar with NZPP pages from AIPNZ Volume 4.
- Ensure up to date weather and NOTAMs have been checked.
- Adhere to the provisions of the Register of Limitations and Operational Conditions at all times, except when flight safety considerations override.
- Comply with noise abatement procedures unless operational safety will be compromised.

2.3 AIRPORT EMERGENCY PROCEDURES

2.3.1 Detailed Kapiti Coast Airport emergency procedures are contained in the Kapiti Coast Airport - Airport Emergency Plan (AEP). This manual is distributed to all operators based at Kapiti Coast Airport, and is also available to view on the Kapiti Coast Airport website – www.kapiticoastairport.co.nz/pilot-information.html

2.3.2 The Kapiti Coast Airport AEP contains emergency response plans for:

- KCAHL
- NZ Fire Service
- NZ Police
- Ambulance Service
- AFIS
- Operators

and is to be read in conjunction with the Emergency Procedures and Standard Operating Procedures belonging to each.

2.4 INCIDENT AND OCCURRENCE REPORTING

2.4.1 All operators must report any incident or occurrence (including bird strikes) to the Airport Manager as soon as practicable following the event regardless of its magnitude. Reports to the Airport Manager shall be in writing via email.

2.4.2 Operators are expected to carry out their own investigation into a relevant incident or occurrence without delay in accordance with their requirements under CAA Part 12.

2.4.3 Where information is requested from the Airport Manager for investigation of any incident or occurrence in accordance with CAA Part 12 and Part 139, such details and any follow up actions taken by the operator are to be forwarded to the Airport Manager in writing in a timely manner.

2.4.4 KCAHL shall determine what, if necessary, any further actions it considers necessary to ensure the safety of airport operations urgently and without prior notice as a result of any incident or occurrence, or breach of CAA or airport rules.

2.5 HEALTH AND SAFETY

2.5.1 All operators are required to adhere to the Health & Safety in Employment Act 1992 (HSE Act).

2.5.2 Any substance or chemical that triggers controls under the Hazardous Substances and New Organisms Act 1996 (HSNO) shall be managed by the operator in full accordance with the HSNO Act and any other relevant Regulations. This includes the transport, handling, storage, labelling and disposal of the product.

Examples of such substances and chemicals are (but not limited to):

- fuels e.g. AVGAS;
- oils and lubricants;
- paints and thinners;
- flammable gases and liquids.

- 2.5.3 The storage, handling, and disposal of any hazardous substance or chemical which may be detrimental to the health or safety of any person will be in accordance with the approved code of practice for the management of substances hazardous to health in the place of work, and all statutory regulations including specific Environmental Protection Authority (EPA) requirements and adherence to HSNO.
- 2.5.4 All operators and contractors are required to maintain an up to date register of hazardous substances or chemicals. When requested for this information, operators shall provide this in writing to KCAHL, without delay.
- A register of hazardous substances or chemicals shall contain applicable safety data sheets (SDS), be less than five years old, be assessed for any additional first aid consumables, and include:
- the trade and technical name of the product;
 - the volume of the substance being stored;
 - its location on site;
 - the hazard(s) health risks the substance presents and the controls that are in place.
- 2.5.5 All copies of HSNO registration reports and certificates are to be provided to KCAHL in writing within 30 days of issue.
- Any further HSNO information requested by KCAHL shall be provided.
- 2.5.6 Jet A-1 or AVGAS storage and mobile tankers operated by any operator and any refuelling agency must comply at all times with their applicable procedures and maintenance manual. All personnel operating such equipment must be appropriately trained and competent. Static leads must be used for refuelling.
- 2.5.7 All fuel storage tanks and refuelling equipment must be maintained and meet current regulatory requirements and specifications.
- 2.5.8 A copy of the procedures and maintenance manual for Jet-A1 or AVGAS storage and mobile tankers is to be provided to KCAHL in writing within 30 days of issue. Any update to the manual shall be provided to KCAHL.

3.0 AIRCRAFT OPERATIONS

Pilots of all aircraft operating at Kapiti Coast Airport should be familiar with CAA rules appropriate to their operation, as well as all published rules and preferred arrival/departure procedures in AIPNZ – NZPP AD2.

3.1 NOISE ABATEMENT PROCEDURES

This section describes noise abatement procedures for an aircraft operating in the vicinity of Kapiti Coast Airport for the purposes of landing at or taking-off from Kapiti Coast Airport. Further reference: CAA Part 93 – Subpart E, and AIPNZ – NZPP AD 2 35.1 & 35.2.

3.1.1 Promulgated noise abatement procedures are duplicated here for ease of reference (Refer CAA Part 93 – Subpart E):

- a) A pilot-in-command of an aeroplane must—
 - 1) except when performing a touch and go manoeuvre, commence each take-off—
 - i. from the threshold of the runway to be used; or
 - ii. if required to meet aircraft operational performance requirements, from the start of the starter extension if the runway is provided with a starter extension; and
 - 2) climb to 500 feet QNH before commencing a turn, unless the aeroplane is towing a glider and—
 - i. a turn is required to clear an obstruction; or
 - ii. a turn is required to avoid flying over residential areas; and
 - 3) if operating under VFR, conduct the part of the aerodrome traffic circuit where the aeroplane is not climbing after take-off or descending to land, at an altitude of at least 1000 feet QNH, unless a lower height is required to maintain distance from cloud; and
 - 4) when approaching to land on a paved runway, except runway 16, not descend below 50 feet AGL until the aeroplane is over the displaced runway threshold.
- b) A pilot-in-command of a helicopter must ensure approach and take-off flight paths do not descend below 500 feet AGL over any residential area.

3.1.2 In addition, aircraft shall conform to the following to comply with the airport's Noise Management Plan:

- a) All aircraft arriving at Kapiti Coast Airport with the intention of using any runway are encouraged to establish on the final approach track at or above 500 ft AMSL regardless of the type of approach being conducted.
- b) Houses and farm buildings should not be used as reference points for training or other manoeuvres.
- c) Aircraft experiencing emergency situations are to be given priority for the runway.
- d) All aircraft are expected to reduce to climb power as soon as possible, consistent with safe operation. Pilots of all aircraft are to use their best endeavours to achieve a minimum height of 500ft AMSL at the airfield boundary.
- e) Engine run-up and propeller checks at night are to be conducted away from airfield boundaries where possible.
- f) Arriving or departing helicopters are expected to conform to the published circuits.

- 3.1.3 The above requirements apply to all aircraft using the runways, whether they are conducting normal circuits, glide approaches, asymmetric training or simulated engine failure after take-off.

3.2 NIGHT FLYING

- 3.2.1 Runway 16/34 is the only lit runway at Kapiti Coast Airport. Runway lights are activated on a PAL (Pilot Activated Lighting) system 118.30 MHz. *(For more information on Kapiti Coast Airport's lighting refer to AIPNZ – NZPP AD2).*
- 3.2.2 Kapiti Coast Airport has night curfew restrictions. *(Refer AIPNZ – NZPP AD 2 – 35.1, and the Kapiti Coast Airport Noise Management Plan – section 2.5 for further details)*

FIXED-WING CURFEWS:

- September to April 2230 – 0600 LMT
- May to August 2200 – 0600 LMT (no circuit training between 2130 - 0600)
- No circuit training on Sundays and Public Holidays before 0900 and after 1800.
- Essential unscheduled engine testing between 2200 and 0700 and engine testing that does not comply with the day time limits required by the Kapiti Coast Airport Noise Management Plan must be reported to the Airport Manager within 24 hours of the testing taking place.

HELICOPTER CURFEWS:

- All year 2200 – 0700 LMT
- May to August No circuit training between 2130 – 0700 LMT
- No circuit training on Sundays and Public Holidays before 0900 and after 1800.
- Essential unscheduled engine testing between 2200 and 0700 and engine testing that does not comply with the day time limits required by the Kapiti Coast Airport Noise Management Plan must be reported to Airport Manager within 24 hours of the testing taking place.

- 3.2.3 Operators tasking multiple night cross-country flights are asked to vary routings for noise abatement.
- 3.2.4 Houses and farm buildings should not be used as reference points for training or other manoeuvres.
- 3.2.5 The Kapiti Coast (NZG673) General Aviation Area is not operative during the hours of darkness.

3.3 EQUIPMENT REQUIREMENTS

- 3.3.1 All aircraft must have a serviceable VHF radio capable of transmitting on 118.30 MHz, and where equipped, shall activate their landing lights in addition to anti-collision lights.
- 3.3.2 Refer to AIPNZ for procedures in the event of a radio failure.
- 3.3.3 Refer to AIPNZ for procedures for a NORDO departure in the MBZ.
- 3.3.4 Pilots should set their transponder (when equipped) to mode C (ALT) and set squawk code in accordance with AIPNZ Table ENR 1.6-1 when operating in the Paraparaumu MBZ.
- 3.3.5 Pilots wishing to operate in General Aviation Area G673 should contact AFIS on 118.30 MHz, or Wellington Control on 122.3MHz.

3.4 TAXIING

- 3.4.1 All aircraft shall conform to all appropriate rules promulgated in AIPNZ – NZPP AD 2. Applicable rules are duplicated here for ease of reference:
- 1) Taxiing operations are to be confined to sealed areas and marked taxiways.
 - 2) Eastern grass TWY H parallel to sealed RWY 16/34 and grass RWY 16/34 not available during take-off or landing of Beech 1900 size aircraft or larger on sealed RWY 16/34.
 - 3) Aircraft using grass TWY H to the south of the threshold of grass RWY 34 must hold at the hold-short sign prior to entering grass RWY 34. Aircraft must establish there are no aircraft on finals for either grass RWY 34 or grass RWY 16 prior to entering grass TWY H that cuts through the end of grass RWY 34. Refer to Ground Movements page.
- 3.4.2 In addition, aircraft shall conform to the following:
- 1) Aircraft with low propeller clearance are advised to exercise caution when transiting between grass and sealed areas, over rough patches on grass taxiways, or use paved areas.
 - 2) Caution should be exercised when using grass taxiways after heavy rain due to standing water and “soft” ground.
 - 3) Taxiing aircraft are to give way to aircraft vacating the runway.
 - 4) Aircraft shall limit their taxi speed to suit the conditions of the ground in order to manoeuvre safely, and to be able to be stopped promptly if required. Aircraft should taxi in a fashion that is safe with respect to persons and property, and not at a speed greater than 25kts.
 - 5) Engine run ups should be conducted on the downwind side of a taxiway or on grass run up areas clear of the holding point so that prop blast does not affect other aircraft and the aircraft is not blocking access to or from the runway (to minimise noise and ensure health and safety in hangars, no run ups or engine testing shall be carried out within 75 meters of any hanger).

3.5 CIRCUIT AND RUNWAY OPERATIONS

- 3.5.1 All aircraft shall conform to all appropriate rules promulgated in AIPNZ – NZPP AD 2. Applicable rules are duplicated here for ease of reference:
- 1) **Simultaneous operations on parallel paved and grass runways are prohibited.**
Aircraft are **not** to land or take off on paved RWY 16/34 or grass RWY 16/34 while aircraft are landing or taking off on the parallel runway.
 - 2) Where practicable, **all pilots should avoid using the overhead join procedure at Paraparaumu Aerodrome** (Kapiti Coast Airport) due to the simultaneous dual circuits in use, providing no non-traffic side.
 - 3) **Grass RWY 30 is restricted to gliding operations and imperative landings only.**
Note: An imperative landing will be when a light aircraft cannot land on either the sealed or grass RWY's 16/34 due to adverse crosswinds or obstructions, and landing is absolutely necessary or unavoidable and no suitable alternative is available. Pilots must fully assess their ability to land on RWY's 16/34 prior to considering using the crosswind runway.
 - 4) All traffic other than gliders and tow aircraft shall circuit to the west when operating on RWY 16/34 and grass RWY 16/34.
 - 5) All aircraft should report finals if radio congestion allows.
 - 6) Aircraft departing off RWY 34 may not be able to see other aircraft using grass RWY 30 until north of paved taxiway G.

3.5.2 In addition, aircraft shall conform to the following:

- 1) Each pilot in command shall ascertain the runway in use prior to entering any runway. The AFIS designate the preferred runway in use as determined by surface wind direction. Pilots must still make their own decision on which runway to use, and are encouraged to conform to the designated runway in order to standardise the flow of traffic within the circuit.
- 2) Aircraft should conform to the same runway direction in use unless traffic and/or weather conditions permit otherwise: i.e. if sealed runway 34 is in use, then aircraft choosing to use the grass runway shall use grass runway 34.
- 3) Even in 'no traffic' situations, 'dumb-bell' manoeuvres are not permitted.
- 4) Aircraft taking off or landing on sealed RWY 16/34 or grass RWY 16/34 must ensure there is adequate spacing between aircraft taking off or landing on the same or parallel runway. Spacing of at least 600m between aircraft is advised.
- 5) Simulated forced landings, glide approaches, and simulated engine failure after take-off manoeuvres are to only be carried out by an experienced and competent pilot, or with a suitably qualified flight instructor as pilot-in-command, and the flight path is away from buildings.
- 6) Power settings and flight profiles should be planned for minimum noise levels consistent with safety and the noise abatement procedures promulgated in the Civil Aviation Rules Part 93E (Paraparaumu Aerodrome) and AIPNZ.
- 7) Fixed-wing circuit minimum altitude is 1000ft AMSL by day. Low level circuits and low level crosswind turns should be avoided for noise abatement reasons.

3.5.3 Use of Grass Runway 12/30:

- 1) Runway 12 is closed to all operations.
- 2) Grass runway 30 is restricted to gliding operations and imperative landings only. *(Refer 3.5.1 – 3, and AIPNZ – NZPP AD 2 – 51.1)*
- 3) Aircraft in the 16/34 circuit are encouraged to accommodate pilots who wish to arrive on grass runway 30 in strong crosswind conditions or gliders arriving or departing grass 30.
- 4) Departures on grass runway 30 should be temporarily suspended to facilitate twin engine or high performance aircraft operation on sealed runway 16/34; either conform to the 16/34 circuit or remain clear of the circuit.
- 5) Aircraft using grass runway 30 should be aware of paved taxiway Golf that links the eastern apron with runway 16/34.
- 6) Aircraft should exercise caution with the rough transition when transiting over runway 16/34 and taxiway Bravo.

3.5.4 Use of Grass Runway 16/34:

- 1) Only gliders and tug aircraft may circuit to the east of grass runway 16/34. *(Refer 3.5.1 – 4, and AIPNZ – NZPP AD 2 – 51.1)*
- 2) Aircraft other than gliders and tug aircraft must use the sealed runway circuit (to the west) when operating on grass runway 16/34.

3.6 ASYMMETRIC TRAINING

3.6.1 All asymmetric training is to be conducted using standard circuit height (1000ft AMSL) and profiles.

3.6.2 Asymmetric training is to only be carried out by an experienced and competent pilot, or with a suitably qualified flight instructor as pilot-in-command and the flight path is away from buildings.

3.7 CIRCUIT PRIORITISATION

- 3.7.1 Subject to CAA right-of-way rules (Part 91.229), where practicable pilots should endeavour to make spacing for, or give way to the following traffic:
- Gliders
 - Air Ambulance flights
 - IFR/GPS traffic on approach, particularly in low visibility
 - Jet aircraft
 - Air Transport aircraft, particularly high speed
 - High Speed aircraft (defined as aircraft with a stall speed exceeding 70kts with a typical approach speed above 100kts).
- 3.7.2 Pilots of powered aircraft are expected to follow the aircraft ahead in sequence.
- 3.7.3 Any aircraft overtaking slower traffic should broadcast their intentions to overtake accordingly. KCAHL does not encourage aircraft overtaking other aircraft.
- 3.7.4 Aircraft joining the circuit in the downwind leg are expected to be at 1000ft AMSL.

3.8 RUNWAY CHANGES

- 3.8.1 Pilots should liaise with AFIS and/or other traffic prior to initiating any runway change, to ascertain local and circuit traffic. A pilot may elect for a runway change due to wind changes or sun-strike. Airborne aircraft have priority in any runway selection decision.
- 3.8.2 Student pilots below PPL standard are encouraged not to attempt an airborne runway change but land and taxi to the holding point of the new runway.

Note: *Each pilot in command shall ascertain the runway in use prior to entering any runway. The AFIS designate the preferred runway in use as determined by surface wind direction. Pilots must make their own decision on which runway to use, and are encouraged to conform to the designated runway in order to standardise the flow of traffic within the circuit.*

3.9 JET OPERATIONS

- 3.9.1 Taxiing jet aircraft are reminded that extended holding on sealed taxiways may melt the tarmac and holding on, or adjacent to grass areas in summer, may cause fires.
- 3.9.2 Jet aircraft should call "ready and holding" when at the holding point to prompt circuit traffic to make spacing and facilitate take-off without undue delay.

3.10 AVIATION EVENTS & DISPLAYS

- 3.10.1 Club competitions, dawn raids, fly-ins or "Open Day" flying activities etc. are to be coordinated with the Airport Manager and in consultation with all other airfield operational users.
- 3.10.2 Aircraft activities that are not included or permitted in this document require prior approval from the Airport Manager.

3.11 BIRD HAZARDS

- 3.11.1 KCAHL does not accept liability for any damage incurred to an aircraft, or any consequential effect as a result of a bird strike.
- 3.11.2 It is the pilot's sole responsibility to observe and assess bird conditions present at the airport prior to committing to a take-off or landing.
- 3.11.3 All operators must report any bird strike or near bird strike incident or occurrence to AFIS and the Airport Manager as soon as practicable following the event regardless of its magnitude. Reports to the Airport Manager shall be in writing via email.

4.0 HELICOPTER OPERATIONS

4.1 ARRIVALS, DEPARTURES, AND CIRCUITS

4.1.1 All helicopters shall conform to all appropriate rules promulgated in AIPNZ – NZPP AD 2. Applicable rules are duplicated here for ease of reference:

- 1) A pilot-in-command of a helicopter must ensure approach and take-off flight paths do not descend below 500ft AGL over any residential area.
- 2) Helicopter operations are limited to sealed runway 16/34 when gliders are actively using grass runway 16/34.

General Operations

- 1) Helicopter training and repetitive circuits are prohibited unless otherwise approved.
- 2) Helicopters can use published aircraft procedures for arrivals and departures.
- 3) When operating in the aircraft circuit, helicopters should make a radio call when lifting and in the downwind position.
- 4) Practice auto-rotations should be conducted within the TLOF area with an entry height of 800ft.
- 5) No helicopter ab-initio “Sling Load” or “Slope Landing” training to be undertaken on the airport unless approved and for short duration (5–10 min) for flight testing.
- 6) No extended helicopter hovering within 50m of any residential area bordering the Airport.

Helicopter TLOF Area

- 1) Helicopter pilots should broadcast their call sign and intentions before entering the TLOF area.
- 2) Circuit height from TLOF area 800ft.
- 3) No more than one helicopter in TLOF circuit at one time.
- 4) Downwind leg of TLOF circuit follows the beach.
- 5) Extended hovering is discouraged and limited to the helicopter TLOF area only and between the hours of 0800 – 1900 Mon–Fri, 0900 – 1700 Sat, and 0900 – 1600 Sun only (NZST/NZDT as applicable).

Arrival/Departure from TLOF Area

- 1) Outbound — maintain runway heading to Waikanae River mouth and self-sequencing across through the fixed-wing crosswind leg.
- 2) Inbound — joining long finals from Raumati and self-sequencing across through the fixed-wing base leg.
- 3) Alternatively — standard circuit pattern to 800ft and depart from there.

4.1.2 In addition, helicopters shall conform to the following:

- 1) Helicopters must use the sealed runway 16/34 circuit when operating to either sealed runway 16/34 or grass runway 16/34.
- 2) Helicopter practice auto-rotations are prohibited unless otherwise approved by the Airport Manager, and are limited to the TLOF area only.
- 3) Helicopter operations are subject to night curfew restrictions. Please refer to clause 3.2, or AIPNZ – NZPP AD2 (Noise Abatement) and the Kapiti Coast Airport Noise Management Plan (section 2.5) for details.

- 4) Houses and farm buildings should not be used as reference points for circuits, training or other manoeuvres.
- 5) Power settings and flight profiles should be in accordance with the manufacturer's specifications for minimum noise levels consistent with safety.
- 6) All helicopters should use take off techniques consistent with safety to achieve 500 feet AMSL prior to crossing overhead residential areas.
- 7) Helicopters should make a finals radio call when performing an auto-rotation.
- 8) All arriving or departing helicopters should conform to the published circuits.
- 9) The helicopter landing pad south of Stand 1 on the Western Apron is not for general use except only for authorised operators, and emergency helicopters when the pad is available.

5.0 GROUND OPERATIONS AND AIRSIDE MANAGEMENT

5.1 AERODROME AIRSIDE SAFETY

- 5.1.1 Aircraft operators must conform to all appropriate rules promulgated by CAA and AIPNZ including NZPP AD-2.
- 5.1.2 All operators must maintain a safety conscious attitude to all aspects of their operations including safety of the public, staff personal safety and safety of facilities and equipment.
- 5.1.3 All operators must report any incident or occurrence in accordance with clause 2.4.
- 5.1.4 The utmost caution is required to avoid any situation that may result in injury or damage to aircraft. Extreme care is necessary at all times particularly in the vicinity of aircraft propellers. A slowly turning propeller will have sufficient energy to inflict serious injury or death on impact with a person.
- 5.1.5 Operators should ensure the anti-collision light is used as a danger warning to staff and visitors, and it is essential that this warning is understood and heeded at all times.
- 5.1.6 When the anti-collision light is on:
 - immediately prior to engine start, staff must immediately move away clear of the extremities of the aircraft;
 - on arrival staff must not approach the aircraft forward of the main wing until propellers are completely stopped and the anti-collision light is turned off.
- 5.1.7 Ground equipment is to be parked with brakes on (if fitted), at a safe distance clear of aircraft taxiing.
- 5.1.8 Aircraft and baggage trolleys must only be moved towards the aircraft after it has come to a complete standstill, the engines shut down with propellers stopped and the anti-collision light turned off.
- 5.1.9 Foreign Object Debris (FOD) is the responsibility of everyone who operates on an airside area. FOD is any object that could damage or endanger an aircraft. Common types of FOD include small and large pieces of breaking pavement, any rubbish such as plastic, cans, tools, etc. Any loose material is a hazard to aircraft and must be picked up immediately.
- 5.1.10 Smoking is prohibited in all areas airside of the aviation security fence.

5.2 AERODROME AIRSIDE SECURITY

5.2.1 Authority to Operate Airside

The following persons are authorised to operate airside at Kapiti Coast Airport:

- a) Kapiti Coast Airport staff or staff of approved operators who are required to be airside in the course of their duties;
- b) Persons with statutory authority to operate airside who hold the appropriate delegations and identification;
- c) Visitors, club members, or other persons without appropriate delegations and identification who must remain under the control and supervision of a person authorised in clause 5.2.1 (a), (b) or (f);
- d) Passengers embarking or disembarking from flights who must remain under the control and supervision of the pilot-in-command or ground handling staff;

- e) Emergency services responding to an airport emergency or participating in emergency training;
- f) Contractors or other persons as authorised by the Airport Manager operating in accordance with instructions given.

Note: During the periods the aerodrome is unattended, reliance is placed on persons observing the security signs.

- 5.2.2 All persons operating airside must wear a high-viz vest and have established 2-way communication with AFIS if operating on any part of the airfield beyond an apron.
- 5.2.3 Aircraft operators must escort their passengers and visitors at all times and take due caution around any equipment or aircraft.
- 5.2.4 Aircraft operators must ensure no passenger or member of public is able to enter airside unattended through the operator's facilities, and/or is left unattended airside and allowed to approach an aircraft.
- 5.2.5 No other person without appropriate security identification is allowed airside of the airport security fence.
- 5.2.6 All security gates must be closed and locked if not being used at any given time by an authorised person or vehicle.
- 5.2.7 All operators shall adhere to the rules applying to airside access and actively bring these to the attention of their staff, visitors and membership (if applicable), and encourage their adherence. The successful management of airside access by all should see a continual high level of security and safety on the airfield without the need for further restrictions.
- 5.2.8 Operators are expected to immediately report suspicious or unauthorised persons to the Airport Manager, AFIS or police.

5.3 WESTERN APRON MANAGEMENT

- 5.3.1 Aviation Ground Support Limited (AGSL) provides management of the western apron on behalf of KCAHL.
- 5.3.2 Aircraft must follow the taxi way markings and follow instructions from AGSL or other ground handling staff.
- 5.3.3 Operators are required to make prior arrangements for the use of the **Stands 1 and 2** directly with AGSL.
- 5.3.4 KCAHL and AGSL reserve the right to request an aircraft to be moved at any time.
- 5.3.6 **STAND 1**
 - Stand 1 is for the exclusive use of Air Nelson. Any use by other operators is at AGSL's discretion.
 - AGSL may provide approval for aircraft operators to utilise Stand 1 provided:
 - a) Aircraft are removed from Stand 1 no less than 30 minutes prior to a Code 3 aircraft's scheduled landing time, or at the request of Air Nelson;
 - b) They have a crew member in the immediate vicinity to remove an aircraft in the event of an unscheduled Code 3 aircraft arrival.

5.3.7 **STAND 2**

- Stand 2 may be used by other scheduled passenger aircraft if not required by Air Nelson.
- AGSL may provide approval for scheduled aircraft operators only to utilise Stand 2 provided:
 - a) The aircraft operator has an appropriate person on call and is able to remove an aircraft in a time not exceeding 10 minutes of notification in the event of an unscheduled Code 3 aircraft arrival, or at the request of AGSL;
 - b) No more than 2 aircraft are positioned on Stand 2 at any given time and are well clear of the Stand 1 equipment line.

5.3.8 **AREA ON WESTERN APRON IN FRONT OF HANGAR:**

- AGSL may provide approval for aircraft operators to utilise a position on the Western Apron in front of the hangar provided they abide by the following rules:
 - a) Only one scheduled aircraft, or non-scheduled twin-engine aircraft is permitted to park at any one time provided they remain clear of all paint markers and do not obstruct any aircraft operations, including access for other aircraft to the fuel pumps and hangar;
 - b) Only one scheduled aircraft at any given time is permitted to park overnight between the hours of 1700 and 0800 local time.

5.3.9 **ALL AREAS ON WESTERN APRON EXCEPT STANDS 1 AND 2:**

- Except for clause 5.3.8, light aircraft are permitted to park on the western apron provided:
 - a) There are no Code 3 aircraft at the stands or within 20 minutes of their scheduled landing time;
 - b) It is only for a time not exceeding 1 hour and they remain clear of all paint markers and do not obstruct any aircraft operations, including access for other aircraft to the fuel pumps and hangar;
 - c) It is not parked overnight.
- AGSL may provide approval for aircraft operators to utilise a position on the grass south of Stands 1 and 2, adjacent to the long term car park provided:
 - a) It is for scheduled aircraft only;
 - b) No more than one aircraft is parked at any given time;
 - c) No aircraft is within 15 meters of the fuel pumps.
 - d) Aircraft are kept a safe distance from the helicopter landing pad.
- The helicopter landing pad south of Stand 1 on the Western Apron is not for general use except only for authorised operators, and emergency helicopters when the pad is available.

5.3.10 Overnight parking on the western apron may incur a fee. Refer to the Kapiti Coast Airport website (www.kapiticoastairport.co.nz) under pilot information for fee structure.

5.3.11 KCAHL reserves the right to introduce a 'per hour parking charge' for daylight operations.

5.3.12 Aircraft operators must escort their passengers between their aircraft and terminal ensuring they walk along the painted passenger walkways, or as directed by AGSL, and take due caution around any equipment which may include power cables or fuel hoses.

5.3.13 Air Nelson has priority on the western apron. No other aircraft operator has priority over another.

5.3.14 All aircraft operators must follow directions from AGSL ground staff.

5.4 ACCOMODATING DIVERTING AIRCRAFT

In the event of an airport closure leading turbo-prop aircraft to divert to Kapiti Coast Airport, the following procedures are to be followed:

- 5.4.1 All medium-sized passenger aircraft (as defined by CAA) are permitted to use one of the stands to disembark passengers and must then move off the stand if requested by AGSL:
- Q300s and Beech 1900s may park on sealed taxiway D at the discretion of the pilot (note: this taxiway is 11.7m wide).
 - ATRs, Q300s and Beech 1900s may park on the western end of taxiway C (west of taxiway D) or taxiway F east of grass runway 16/34.
 - Air2there aircraft are to park on the eastern apron.
 - Parking for any aircraft on the western apron is prohibited unless otherwise arranged with AGSL.
- 5.4.2 All aircraft may park on the eastern apron provided they get approval from Air2there.
- 5.4.3 A maximum of 8 aircraft with over 30 passenger seats (in addition to regular scheduled passenger aircraft) will be accepted into the Airport in the event of a diversion from another airport.

5.5 AIRCRAFT PARKING

- 5.5.1 Itinerant and private aircraft are expected to park in the designated aircraft parking area on the grass south of the Kapiti Districts Aero Club. (Refer AIPNZ – NZPP AD 2 – 53.1)
- 5.5.2 Overnight parking is available. Refer to the Kapiti Coast Airport website (www.kapiticoastairport.co.nz) under pilot information for fee structure.
- 5.5.2 Except for accommodating diverted turbo-prop aircraft, taxiways are to be kept clear at all times - no parking permitted.
- 5.5.3 All access ways to hangars and fuel installations are to be kept clear at all times.
- 5.5.4 No responsibility is taken by KCAHL for security or any other occurrences in relation to aircraft parked overnight.
- 5.5.5 Refer to Section 5.3 for aircraft parking on and around the Western Apron.

5.6 AIRCRAFT REFUELLING

- 5.6.1 Refuelling of any aircraft is to conform to CAA requirements.
- 5.6.2 **Helicopter Refuelling**
- Pilots are reminded that refuelling with the engine running is only permitted when using AVTUR and all passengers are disembarked, or as otherwise permitted in the Operator's Operations Manual.
 - Helicopters operating to and from refuelling points are to exercise caution by not hovering over fuel pumps or within the vicinity of fixed-wing aircraft.
- 5.6.4 All operators are reminded that they are required to properly dispose of waste oil or fuel in an approved manner, and not cause any discharge of these or other environmentally damaging products into the subsoil.

5.7 AIRSIDE VEHICLE USAGE

5.7.1 The following safety rules are to be observed:

- **Right of Way** - Aircraft have absolute right of way. Emergency vehicles or equipment responding to an incident also have right of way over all other vehicles.
- **Never** - drive in front of or behind an aircraft which has its anti-collision lights operating.
- **No Smoking** - All airside areas at Kapiti Coast Airport are designated 'No Smoking'. Smoking is prohibited in vehicles operating airside.
- **Drugs and Alcohol** - Drivers must not operate a vehicle while under the influence of drugs or alcohol.
- **Speed Limits** - Drivers must adhere to the following speed limits:
 - **Walking pace** (max 8 km/h) within 15 meters of any aircraft, or around other personnel including members of the public.
 - **15 km/h** whilst towing an aircraft or trailer.
 - **30 km/h** on grass, unpaved, and paved surfaces including aprons.
 - **60 km/h** on paved taxiways and the sealed runway only.

5.7.2 Only those vehicles authorised by the Airport Manager and have been granted a valid Airside Vehicle Permit or are supervised by KCAHL personnel may operate airside.

5.7.3 Vehicle operations must be restricted to those vehicles that are essential for servicing aircraft or essential for other airside operations.

5.7.4 Persons operating vehicles on the runway area must operate in accordance with a briefing provided by the Airport Manager and any promulgated rules or procedures.

5.7.5 Any person operating a vehicle beyond an apron or hangar facility shall notify AFIS of their intentions and remain in two-way communication.

5.7.6 Two-way communication between the vehicle and AFIS must be available or the vehicle must be accompanied by a person authorised in clause 5.2.1(a) or (f).

5.7.7 All vehicles must drive around the perimeter except when authorised to do otherwise by the Airport Manager.

5.7.8 Unless otherwise approved by KCAHL, vehicles must have a current Warrant of Fitness (WOF), Certificate of Fitness (COF) or Safety Certificate (SC) or, if none of these apply to the vehicle, must meet mechanical and road-worthiness requirements of the Land Transport Authority and, in the case of specialist airport vehicles and equipment, must meet recognised industry standards and/or IATA specifications.

5.7.9 Vehicles must be maintained in a good state of repair. Vehicle exhausts must be fitted with mufflers to minimise sound emissions. Vehicles must not discharge oil or fuel onto the ground.

5.7.10 Unless otherwise approved by KCAHL, or supervised by KCAHL personnel, vehicles operating airside are required to hold and display a current Airside Vehicle Permit. The Airside Vehicle Permit label must be displayed on the right hand side of the windscreen or in a readily visible position at the front of the vehicle.

5.7.11 Airside Vehicle Permits are not transferable from one vehicle to another or from one operator to another.

5.7.12 All vehicles operating within the operational area of the aerodrome shall display an amber flashing light, and/or turn their hazard lights on.

- 5.7.13 Passengers are not permitted to travel in, or on vehicles unless there is a securely fitted seat provided.
- 5.7.14 Drivers are responsible for the load they carry, which must be secure. The driver must ensure the load is adequately covered and secured to prevent spillage. Foreign Object Debris (FOD) is a hazard to aircraft. Any material lost from the load must be picked up immediately.
- 5.7.15 **All emergency access points must be kept clear** of debris, vehicles and equipment at all times.
- 5.7.16 Driving with headlights on high beam is prohibited. Drivers must ensure that their lights or beacons do not affect a pilot or another driver's night vision capability.
- 5.7.17 Aircraft propellers can be a hazard to people or other unsecured objects behind the aircraft. For this reason, vehicles are not permitted to drive behind or in front of an aircraft with its propeller operating or if operating its anti-collision lights.
- 5.7.18 If, when driving Airside, the driver becomes lost or disorientated or the vehicle becomes immobilised, **STOP and call for assistance**.
- 5.7.19 If passengers are observed walking to or from an aircraft and they are in the driver's intended route, then the driver must stop and let the passengers proceed.
- 5.7.20 Any person vacating a vehicle within a manoeuvring area must wear a high-viz vest, with at least one person remaining in 2-way communication with AFIS on 118.30MHz and supervising any additional persons.
- 5.7.21 All Airside Vehicle Permit holders are responsible for the safe operation of vehicles or equipment they are operating in accordance with these rules. Vehicles must be operated in accordance with their manufacturer's specifications and instructions.
- 5.7.22 Airside Vehicle Permit holders must promptly notify KCAHL of all defects or malfunctions of vehicles and equipment which may void the Airside Vehicle Permit.
- 5.7.23 KCAHL may inspect or authorise inspection at any time, on any vehicle or equipment that operates airside.
- 5.7.24 KCAHL may issue a Notice of Removal to the driver and/or operator responsible for operating defective or unsafe vehicles and equipment. If a defective vehicle is discovered and the driver cannot be located, then the Airside Vehicle Permit for that vehicle may be terminated immediately.
- 5.7.25 No vehicle or equipment can enter the operational area once a Notice of Removal has been issued until KCAHL is satisfied that recognised safety standards have been met.
- 5.7.26 Vehicles with an expired or cancelled Airside Vehicle Permit are prohibited from entering and operating airside. It is the permit holder's responsibility **only** to request a reissue of their permit. A new or reissued permit is not guaranteed or automatically approved, and maybe subject to a request for further information and/or conditions. Any request for a new or reissued permit must allow for a processing time of at least 10 business days following the date the request has been received by the Airport Manager. KCAHL reserves the right to decline a request for a new or reissued permit.
- 5.7.27 Bicycles, motor bikes (except quad bikes used for operational purposes only) and any other recreational vehicle or equipment are not permitted airside of the security fence unless authorised by KCAHL.

5.8 VEHICLE ACCIDENTS AND SAFETY

- 5.8.1 Any accident involving a vehicle in the airside area must be reported to the Airport Manager immediately.
- 5.8.2 Where information is requested by the Airport Manager for investigation of any accident, such details and any follow up actions taken by the operator are to be forwarded to the Airport Manager in writing in a timely manner.
- 5.8.3 The Airside Vehicle Permit may be withdrawn or suspended in respect of any vehicle involved in an accident until any necessary repairs are made.
- 5.8.4 KCAHL may withdraw or suspend an Airside Vehicle Permit at any time for reasons of safety or leakage from the vehicle until any necessary repairs are made.
- 5.8.5 KCAHL may have a third party inspect and check vehicles and may suspend any unsafe vehicle until any necessary repairs are made. Where a vehicle is declared unsafe by any third party, the operator must inform KCAHL of the details.
- 5.8.6 Any vehicle seen to be operated in a careless, reckless or dangerous manner may have its Airside Vehicle Permit withdrawn immediately.
- 5.8.7 A vehicle may not operate airside after its Airside Vehicle Permit is withdrawn or suspended.

5.9 AIRSIDE VEHICLE PARKING

- 5.9.1 Vehicles must not be parked where they will obstruct aircraft, other vehicles, fuel installations, equipment, access ways to hangars or any access doors to/from the airport terminal or other operator facilities.
- 5.9.2 Vehicles within a manoeuvring area or within the equipment lines on the western apron must not be left unattended. Drivers of the vehicle must remain in 2-way communication with AFIS on 118.30MHz and be required to move the vehicle immediately upon request.

5.10 TRAILORS AND TROLLEYS

- 5.10.1 All trailers and trolleys must be maintained and in a good state of repair and must meet recognised industry standards and/or IATA specifications where applicable. If equipment is not found to be in a good state of repair, it may be required to be removed from the Airport until it is repaired.
- 5.10.2 All trailers and trolleys that carry dangerous goods must meet OSH standards and/or IATA specifications where applicable, and must be parked in locations suitable for dangerous goods.
- 5.10.3 Every driver who tows a trailer or trolley must ensure that they operate it in a safe manner, and the coupling is securely and correctly attached and in place before towing commences so that the trailer or trolley does not separate from the towing or lead vehicle.
- 5.10.4 Some airside pavement areas are not perfectly smooth and drivers with trailers/trolleys should reduce their speed to suit the conditions.

5.11 GOLF CARTS AND QUAD BIKES

- 5.11.1 Only golf carts or quad bikes authorised by the Airport Manager may operate on the airport (airside and landside).
- 5.11.2 Golf cart or quad bike operations must be restricted to servicing aircraft or other essential airside operations.
- 5.11.3 Operators must ensure that all personnel have the knowledge and skills necessary to operate the golf cart or quad bike safely before operating it. Quad bikes are not to be used at the airport without complying with the KCAHL Quad Bike Standards. A copy of the KCAHL Quad Bike Standards can be obtained from the Airport Manager.
- 5.11.4 All personnel must adhere to the following speed limits:
 - **Walking pace** (8 km/h) within 15 meters of any aircraft, or around other personnel including members of the public.
 - **15 km/h** whilst towing an aircraft or trailer.
 - **30 km/h** anywhere on the airfield including all grass, unpaved and paved surfaces.
- 5.11.5 All personnel operating a golf cart or quad bike shall notify AFIS of their intentions if operating beyond an apron.
- 5.11.6 Two-way communication between the golf cart or quad bike and the AFIS must be available or the vehicle must be accompanied by a person authorised in clause 5.2.1(a) or (f).
- 5.11.7 All personnel operating a golf cart or quad bike shall wear a high-viz vest.
- 5.11.8 All personnel operating a quad bike shall wear a suitable safety helmet that meets a New Zealand Standard for a safety helmet at all times, including whilst towing any aircraft or trailer.