



1987 Guidelines for Airport Consultative Committees

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These Guidelines are under review by the Department for Transport - for more information click the icon to see the paper (MS Word - 106kb) submitted to the [Annual Liaison Meeting](#) on 3/4 July 2003.

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GUIDELINES FOR AIRPORT CONSULTATIVE COMMITTEES

The guidance set out below is intended to assist those who have a responsibility to provide facilities for consultation at aerodromes to which Section 35 of the Civil Aviation Act 1982 applies and others who have an interest in such consultative procedures.

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1. The Legislation

Section 35 of the Civil Aviation Act 1982 (as amended) which deals with facilities for consultation at certain aerodromes, states:

*"(1) This section applies to any aerodrome which is designated for the purposes of this section by an **Order**** made by the Secretary of State*

(2) The person having the management of any aerodrome to which this section applies shall provide:-

(a) for users of the aerodrome,

(b) for any local authority (or, if the person having the management of the aerodrome is a local authority, for any other local authority) in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome, and

(c) for any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated,

adequate facilities for consultation with respect to any matter concerning the management or administration of the aerodrome which affects their interests.

(3) The reference in subsection (2)(b) above to any local authority includes in relation to the area of Greater London a reference to the Mayor of London acting on behalf of the Greater London Authority"

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2. The Purposes of Consultation

Consultation is not intended to detract from the responsibility of management to manage aerodromes. The aim should be to provide an effective forum for the discussion of all matters concerning the development or operation of the aerodrome, which have an impact on the users of the aerodrome and on people living and working in the surroundings area. Consultation should be seen as a positive and interactive process through which

the concerns of interested parties can be taken into account-aiming to allow the efficient operation of an airfield while moderating its impact on local communities. It should be seen as a means of keeping all interested parties adequately informed of matters affecting them, of providing an opportunity to reconcile differences of view that may arise and for resolving difficulties through agreed voluntary action.

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3. The Form of Consultation

Consultation is best carried out through a committee set up to this purpose, except where it can be demonstrated that the particular circumstances call for a different arrangement.

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4. Composition of Consultative Committees

4.1 Representation

Section 35 of the Civil Aviation Act 1982 specifies the categories of bodies or organisations which should be consulted: "users of the aerodrome, any local authority... in whose area the aerodrome or any part thereof is situated or whose area is in the neighbourhood of the aerodrome, and any other organisation representing the interests of persons concerned with the locality in which the aerodrome is situated."



An appropriately local representative committee is therefore likely to include members from all of these groups in balanced proportions. Local interest may be represented by parish councils and local residents' groups, community groups or groups formed to represent local interests in the environment or amenities. Committees should seek to achieve a comprehensive input to their deliberations, by ensuring fair representation of the full range of local interests and by seeing that members are given an equal opportunity to express their views. In pursuing this, account may have to be taken of the need to secure a committee which is not so large that it is unable to function effectively.

4.2 Officers

To maintain the confidence of the general public in the independence of the committee, it is highly desirable to appoint a chairman and secretary who are not closely identified with any sectional interest. Where this proves to be impossible, rotation of these offices between the main interests represented should be considered.

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5. Administrative Costs

The costs of the administration of consultative committees should be shared equitably among the participants.

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6. Venue

The venue of the meetings should be decided by the consultative committee. Unless otherwise agreed by the committee, the management of the aerodrome should provide adequate facilities for meetings.

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7. Frequency of Meetings

The consultative committee should meet at least three times a year, unless the committee is satisfied that fewer meetings would suffice.

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8. Matters for Consideration by the Consultative Committees

8.1 Terms of Reference

The terms of reference of the committee should be sufficiently widely drawn to enable it to consider any matter the management may refer to it as well as issues arising directly or indirectly from a operation of the aerodrome.

8.2 Complaints

An agreed formal procedure for recording complaints about aircraft noise and other adverse effects of the aerodrome on the environment should be instituted. These arrangements, which should be very well publicised, should provide for complaints to be made to the aerodrome management by telephone or in writing. Complainants should normally give their name, address, telephone number and sufficient detail to enable any necessary investigation to be carried out. The complaints record and individual letters should be made available to the consultative committee.

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9. Organisation of Meetings

9.1 Circulation of Documents

All participants in consultation should make available through the secretariat to all members the fullest information on matters of concern to the committee, at as early a date as possible.

9.2 Minutes

The minutes of each meeting should:

- * be formally adopted as a full and fair account of the proceedings of the committee;
- * be circulated to committee members prior to the meeting at which they are submitted for adoption.



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10. Publicity

In the interests of good relations it is desirable that the general public should be kept adequately informed of the activities of consultative committees. This may be done:

- by opening meetings to the local press or members of the public; or
- by periodic reports or press releases on matters of particular interest.

In selecting the first method of publicity, the committee should bear in mind the possible need to deal with confidential matters in private session. All public statements of the committee's view should be approved at a full session of the committee.

Department of Transport
December 1987

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Notes:

- (1) This copy of the Guidelines was reproduced for this website in July 2003.
- (2) Subsection (3) of s.35 of the Civil Aviation Act 1982 does not appear in the original print of the Guidelines - it was added by s. 372 of the Greater London Authority Act 1999

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