

# The Glasgow Airport Byelaws, 2005



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Glasgow Airport Limited, in exercise of the powers conferred on it by sections 63 and 64 of the Airports Act 1986, and of all other powers enabling it in that behalf, hereby makes the following byelaws which shall apply within Glasgow Airport:-

## 1. Interpretation

1(1) In these byelaws:-

**"Accident"**

means an unintended occurrence which has an adverse physical result;

**"Aircraft"**

means a heavier than air power driven flying machine and includes aeroplane (land plane) aeroplane (seaplane) aeroplane (amphibian) aeroplane (self-launching motor glider) powered lift (tilt rotor) rotorcraft (helicopter and gyroplane);

**"the Airport"**

means the aerodrome known as Glasgow Airport as defined in Section 82(1) of the Airports Act 1986 and Section 105(1) of the Civil Aviation Act 1982;

**"the Airport Company"**

means Glasgow Airport Limited, and where the context so requires references in these byelaws to the Airport Company shall include a reference to any person engaged (whether by employment or otherwise) by the Airport Company;

**"Airport Official"**

means a person authorised in writing by the Airport Company to perform specified functions under these byelaws;

**"Animal"**

means any animal wild or domesticated that is brought onto the Airport except in byelaw 9(2) where it has the same meaning as in section 170 (8) of the Road Traffic Act 1988;

**"Authorised Standing"**

means that part of the Airport indicated by the Sign "authorised standing for taxis" or a place which has been designated for use by a Taxi by the Airport Company;

**"Competence to Drive"**

means written authority issued to a person by his current employers which authorises that person to drive and operate a particular class of Vehicle;

**"Constable"**

includes any person having the powers and privileges of a constable, as defined in the Police (Scotland) Act 1967;

**"Customs and Excise Acts"**

has the same meaning as in the Customs and Excise Management Act 1979;

**"Licence"**

means the licence issued by the local authority under the Civic Government (Scotland) Act 1982;

**“Lost Property Office”**

means any building or part of a building at the Airport which has been designated by the Airport Company as such and includes airport information desks;

**“Portable Music Machine”**

means a portable radio, cassette player, compact disc player, television or computer games machine;

**“Private Hire Car”**

has the same meaning given by Section 23(1) of the Civil Government (Scotland) Act 1982;

**“Restricted Access”**

means that access is only available to specific persons who, having satisfied pre-conditions set by the Airport Company, are permitted to have such access by the Airport Company;

**“Sign”**

means any object or device (whether or fixed or portable) for conveying warnings, information, requirements, restrictions or prohibitions of any description;

**“Restricted Area”**

means any part or parts of the Airport to which there is Restricted Access;

**“Taxi”**

has the meaning given by Section 23(1) of the Civic Government (Scotland) Act 1982;

**“Taxi Feeder Park”**

means that part of the Airport indicated by the Sign “Taxi Feeder Park”;

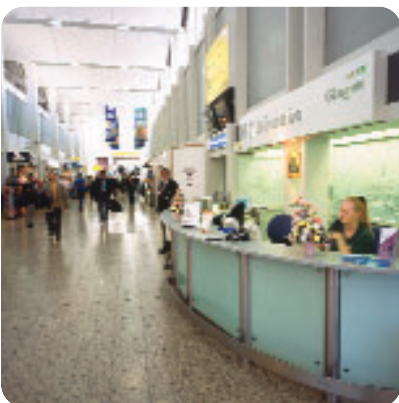
**“Terminal Building”**

means that building or buildings at the Airport used as terminals for passengers arriving at or departing from the Airport;

**“Vehicle”**

means any mechanically propelled conveyance or manually operated apparatus on wheels and includes trailers items of plant that operate as wheeled Vehicles and as static apparatus but does not include an Aircraft.

- 1(2) These byelaws may be cited as The Glasgow Airport Byelaws, 2005.
- 1(3) No provision in these byelaws shall apply to any member of a fire, police or ambulance service when he is acting in the course of duty, or to any emergency vehicle being used by such person.





## 2. Penalties

Any person contravening any of the following byelaws shall be liable on summary conviction to a fine which, in respect of a contravention of:-

- 2(1) Byelaws 3(6)(a) and 4(17) shall not exceed level 2 on the standard scale<sup>1</sup>.
- 2(2) Byelaws 3(4), 3(6)(b), 3(7), 3(8), 4(1), 4(2), 4(4), 4(12), 5(1)(a), 5(1)(b), 5(1)(c), 5(7), 5(9), 6(2) and 7(1) shall not exceed level 4 on the standard scale.
- 2(3) Any other byelaw shall not exceed level 3 on the standard scale.

## 3. Prohibited acts

- 3(1) **Aircraft parking**  
Except in the case of emergency, no person shall place an Aircraft other than in the place and position allocated from time to time for that Aircraft by the Airport Company.
- 3(2) **Securing aircraft**  
No person shall fail to secure against movement any stationary Aircraft which is not in a hangar.
- 3(3) **Emergency stop switch etc**  
Except in the case of an emergency, no person shall intentionally operate any switch or lever of any escalator, travelator, tracked transit system, lift or any other automatic conveyance for passengers upon or near to which a Sign is displayed which states that it is only intended to be operated in case of emergency.
- 3(4) **Misuse of telephones**  
Without reasonable excuse, no person shall tamper with or misuse any telephone telecommunications or other apparatus provided for transmitting and receiving messages at the Airport.
- 3(5) **Tampering with equipment**  
Without reasonable excuse, no person shall tamper with or misuse any apparatus used for or in connection with the control of access of persons or Vehicles to any part of the Airport.
- 3(6) **No smoking**  
No person shall smoke or bring a naked light into or light any naked light in:-
  - (a) any place where any such act is prohibited by a Sign; or
  - (b) any part of a Restricted Area in the open air.
- 3(7) **Radio interference**  
No person shall operate or use any radio transmitter or other thing capable of radiating electrical interference in such a way as to adversely affect or be likely to adversely affect the operation of any communications or navigation systems at the Airport.
- 3(8) **False alarms**  
No person shall knowingly by any means give a false bomb warning or a false fire, ambulance, or other emergency alarm.
- 3(9) **Unattended baggage**  
No person shall leave any baggage or other item unattended in a public place or Restricted Area within the Airport.
- 3(10) **Allow anything on airport where forbidden**  
No person shall allow any Vehicle, Animal or thing to be on the Airport after its presence on the Airport has been forbidden by a Constable or an Airport Official and no Constable or Airport Official shall forbid the presence of any Vehicle, Animal or thing unless he has reasonable grounds to believe that its presence has been responsible for or is about to be responsible for a breach of a byelaw or a criminal offence.
- 3(11) **Not to return for 24 hours**  
No person, shall allow any Vehicle, Animal or thing to be on the Airport after having been required by a Constable or an Airport Official to remove it and no person after having complied with this requirement shall allow that Vehicle, Animal or thing to re-enter the Airport for a period of twenty-four hours thereafter.

- 3(12) **Persons required to leave**  
No person shall remain on the Airport, after having been requested by a Constable or an Airport Official to leave and no Constable or Airport Official shall request a person to leave unless he has reasonable grounds to believe that that person has committed or is about to commit a breach of byelaw or a criminal offence.
- 3(13) **Persons not to return for 24 hours**  
No person, having left the Airport, at the request of a Constable or Airport Official, shall re-enter the Airport, for a period of twenty-four hours thereafter except as a bona fide airline passenger.
- 3(14) **Prohibited persons**  
No person shall enter the Airport, except as a bona fide airline passenger, whilst having been prohibited in writing from entering by the Airport Company.
- 3(15) **Persons to keep animals under control**  
No person shall fail to keep any Animal under control or permit any Animal to foul any footpath or building, provided that in proceedings for an offence against this byelaw it shall be a defence for the person charged to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.
- 3(16) **Drunk etc in restricted area**  
No person shall be drunk or under the influence of drugs or other intoxicating substances in a Restricted Area.
- 3(17) **No demonstrations etc**  
No person shall organise or take part in any demonstration, procession or public assembly likely to obstruct or interfere with the proper use of the Airport or obstruct or interfere with the comfort and convenience or safety of passengers or persons using the Airport.
- 3(18) **No display of flags or banners etc**  
No person shall display any flags, banners or emblems likely to cause a breach of the peace on any part of the Airport.
- 3(19) **Obstruction**  
No person shall intentionally obstruct or interfere with the proper use of the Airport or with any person acting in the execution of his duty in relation to the operation of the Airport.
- 3(20) **Uncovered refuse containers**  
No person shall leave uncovered refuse containers in a Restricted Area.
- 3(21) **Litter etc**  
No person shall drop or otherwise deposit anything in such circumstances as to cause, contribute to, or tend to lead to, the defacement by litter pollution or waste substances of any part of the Airport or by which could present a hazard to aircraft.
- 3(22) **Not to remove baggage trolleys**  
No person shall remove from the Airport any baggage trolley provided for passenger use by the Airport Company.
- 3(23) **Misuse of baggage trolleys**  
No person shall misuse any baggage trolley provided for passenger use by the Airport Company.
- 3(24) **Loiter etc**  
No person shall loiter, frequent or remain on the Airport without reasonable cause.
- 3(25) **Emergency exits**  
No person shall obstruct any of the emergency exits at the Airport.
- 3(26) **Evacuation**  
Without reasonable excuse, no person shall in an emergency fail to evacuate or remain in any building on the Airport when instructed to do so by a Constable, an Airport Official or the Airport Company.
- 3(27) **Private hire vehicles**  
No person shall cause or permit a Private Hire Car except a Private Hire Car Vehicle authorised by the Airport Company to enter the Airport for the purpose of loading passengers provided that it shall not be an offence for a pre-booked Private Hire Car to load passengers at a public car park or at the designated pick-up point or other area so designated by the Airport Company.
- 3(28) **Fail to comply with signs etc**  
No person whether on foot or whilst driving or propelling a Vehicle shall neglect, fail or refuse to comply with an indication or direction given by a Constable or Airport Official or Sign exhibited by or on behalf of the Airport Company.

## 4. Acts for which permission is required

The following acts are prohibited within the Airport unless the permission of the Airport Company has first been obtained or unless the act is performed by a person acting with lawful authority or excuse:-

- 4(1) **Aircraft engine running**  
No person shall run an Aircraft engine in a hangar or in an area other than that allocated from time to time for that purpose by the Airport Company.
- 4(2) **Cleaning etc of aircraft and vehicles**  
No person shall clean, service or maintain Aircraft, Vehicles or equipment in areas where such activities are prohibited by any written notice issued by the Airport Company.
- 4(3) **Fires**  
No person shall, by any act or omission, cause or permit a fire to occur except in a place constructed for that purpose.
- 4(4) **Filling or discharging liquid fuel**  
No person shall fill or discharge from any container, including any part of a Vehicle, liquid fuel elsewhere than in a place approved for the purpose by the Airport Company.
- 4(5) **Prohibition notice**  
No person shall fail to comply with any Sign prohibiting or restricting access to any building, road or any part of the Airport.
- 4(6) **Climbing etc**  
No person shall climb any wall, fence, barrier, railing or post.
- 4(7) **Not to cause annoyance**  
No person shall sing, dance, shout, play a musical instrument, operate a Portable Music Machine or behave in such a way as to give reasonable cause for annoyance to any other person.
- 4(8) **Apparatus etc**  
No person shall erect or use any apparatus for transmission, receipt, recording, reproduction or amplification of sound, speech or images for commercial purposes.
- 4(9) **Animal grazing**  
No person shall graze Animals.
- 4(10) **Restricted area fence**  
No person shall place any building, structure, equipment, Vehicle or container or any other item within three metres of any fence forming the boundary of a Restricted Area.
- 4(11) **Entering or leaving the airport**  
No person shall enter or leave the Airport otherwise than through a gate or entrance or exit for the time being provided by the Airport Company for that purpose.
- 4(12) **Offer of service**  
No person shall sell or distribute anything, offer anything for sale or hire or make any offer of services for reward.
- 4(13) **Taxi touting**  
No person shall in the Terminal Building or other public building, car parks or any other public place on the Airport offer his or any other Vehicle for hire.
- 4(14) **Display signs**  
No person shall post, distribute or display signs, advertisements, circulars or other printed or written matter for commercial purposes.
- 4(15) **Begging**  
No person shall beg or solicit funds or contributions of any kind.
- 4(16) **Gaming**  
No person shall engage, or agree to engage, in bookmaking, gaming, betting or wagering nor pay, receive, or settle bets with any other person.
- 4(17) **Wearing of passes**  
No person, other than a bona fide airline passenger, while in a Restricted Area shall fail to wear a pass issued to him by or on behalf of the Airport Company so that it is reasonably visible at all times.

## 5. Prohibited acts on parts of the airport to which the Road Traffic Enactments do not apply

The following acts are prohibited on any part of the Airport to which the road traffic enactments do not apply:-

- 5(1) **Driving offences**  
No person shall drive a Vehicle:-  
(a) dangerously<sup>2</sup>;  
(b) without due care and attention, or without reasonable consideration for other persons using that part of the Airport;  
(c) whilst drunk or under the influence of drink or drugs or other intoxicating substance; or  
(d) without prejudice to any Sign from the Managing Director of the Airport from time to time at a speed in excess of 20 miles per hour on the Airport's apron or roads or in excess of such other speed limit indicated by a Sign erected in a conspicuous or appropriate position or by a Sign which conforms to the Traffic Signs Regulations and General Directions 1994<sup>3</sup>, which speed shall not in any event be more than 40 miles per hour except in an emergency.
- 5(2) **Not to cause danger with a vehicle**  
No person shall use, cause or permit to be used, any Vehicle in such a way as to cause or to be likely to cause danger or nuisance to any person.
- 5(3) **Obstruction**  
Except in an emergency, no person shall leave or park a Vehicle or cause it to wait for a period in excess of the permitted time in an area where the period of waiting is restricted by a Sign.
- 5(4) **Obstruction causing danger**  
Except in an emergency, no person in charge of a Vehicle shall cause or permit the Vehicle to stand so as to cause any obstruction, or so as to be likely to cause danger to Aircraft person or property.
- 5(5) **Fail to set handbrake etc**  
No person shall cause or permit any Vehicle to be left unattended unless any parking brake or restraining device with which the Vehicle is equipped is properly engaged.
- 5(6) **Use of vehicles**  
No person shall use, cause or permit to be used any Vehicle which fails to comply with any braking, steering, lighting, tyre, fuel and exhaust system or electrical requirements which apply to that type of Vehicle if it were to be operated on a road to which the road traffic enactments apply or use, cause or permit to be used any Vehicle where the safety locking devices are not in good working order.
- 5(7) **Fuel and exhaust systems**  
No person shall use, cause or permit to be used any Vehicle unless the condition of the fuel and exhaust systems is at all times such that no danger or nuisance is caused or is likely to be caused to any person or property.
- 5(8) **Passenger safety and insecure load**  
No person shall use, cause or permit to be used:-  
(a) any Vehicle unless such Vehicle, and all parts and accessories of such Vehicle are at all times in such condition, and the number of passengers carried by such Vehicle, the manner in which any passengers are carried in or on such Vehicle, and the weight, distribution, packing and adjustment of the load of such Vehicle are such that no danger is caused or is likely to be caused to any person in or on such Vehicle or on the Airport; or  
(b) any Vehicle unless the load carried by such Vehicle is at all times so secured, if necessary by physical restraint other than its own weight, and is in such a position that neither danger nor nuisance is caused or is likely to be caused to any person or property by reason of the load or any part thereof falling or being blown from such Vehicle, or by reason of any other movement of the load or any part thereof in relation to such Vehicle.
- 5(9) **Permitted areas for vehicles**  
Except in an emergency, no person shall cause or permit Vehicles, or Aircraft servicing equipment or persons to enter those parts of the Airport licensed for the surface movement of Aircraft including the maneuvering area, aprons and any part of the Airport provided for the maintenance of Aircraft except those parts specifically allocated from time to time by the Airport Company for use by Vehicles, Aircraft, servicing equipment or persons.



## 6. Acts for which permission is required on parts of the airport to which the Road Traffic Enactments do not apply

The following acts are prohibited on any part of the Airport to which the road traffic enactments do not apply unless the permission of the Airport Company has first been obtained or unless the act is performed by a person acting with lawful authority or excuse:-

- 6(1) **Drive or place vehicle**  
No person shall drive, operate or place a Vehicle elsewhere than in a place provided for the passage or accommodation of such a Vehicle.
- 6(2) **Lights on vehicles**  
No person shall drive or leave any Vehicle which does not comply with any of the lighting requirements which apply on those parts of the Airport to which the road traffic enactments apply.
- 6(3) **Parking**  
No person shall leave any cargo or baggage or park any Vehicle or equipment elsewhere than in a place provided by the Airport Company for the accommodation of such cargo or baggage or the parking of such Vehicle or equipment.
- 6(4) **Unattended vehicles**  
No person shall:-  
(a) leave any Vehicle unattended when its engine is running; or  
(b) leave any Vehicle with a removable ignition key unattended when the ignition key is in the Vehicle.

## 7. Other acts requiring lawful authority or reasonable cause or excuse

- 7(1) **Tampering with aircraft**  
No person shall tamper with any Aircraft or anything used in connection with any Aircraft without lawful authority or reasonable cause or excuse.
- 7(2) **Tampering with lift etc**  
No person shall tamper with or misuse any lift, escalator, travelator, tracked transit system, conveyor belt, air jetty, or any mechanical or electrical or electronic apparatus without lawful authority or reasonable cause or excuse.
- 7(3) **Entering Vehicles etc**  
No person shall enter or get on any Vehicle, truck, trolley or aircraft steps or tamper with the brake or other part of its mechanism without lawful authority or reasonable cause or excuse.
- 7(4) **Entering Aircraft**  
No person shall enter or climb upon, or attempt to enter or climb upon, any part of any aircraft without the authority of the person in charge of it or otherwise without lawful authority or reasonable cause or excuse.



## 8. Taxis

- 8(1) **Ply for hire**  
No person shall cause or permit a Taxi to ply for hire or load passengers unless:-  
(a) he is authorised to do so by the Airport Company; and  
(b) he does so from an Authorised Standing  
provided that it shall not be an offence to load passengers in a public car park, at a designated pick-up point or, with the consent of a Constable, traffic warden in uniform, or an Airport Official, at any distance from such Authorised Standings.
- 8(2) **Authorised standing**  
No person shall knowingly cause or permit any Vehicle other than a Taxi permitted by the Airport Company to stand on an Authorised Standing.
- 8(3) **Permitted number standing**  
No person shall cause or permit a Taxi to stand on an Authorised Standing in excess of the maximum permitted number of Taxis as indicated by a Sign at the head of the Authorised Standing.
- 8(4) **Taxi drivers**  
Taxi drivers on an Authorised Standing shall be with their Taxis and be available and willing to be hired immediately.
- 8(5) **Unserviceable taxis**  
Unserviceable Taxis shall not be left by their drivers on an Authorised Standing or Taxi Feeder Park longer than is reasonably necessary to effect removal unless such disablement is temporary and is remedied without delay.
- 8(6) **Obstruction**  
Taxi drivers shall not obstruct the carriageway, footpath or buildings or cause annoyance or disturbance to persons in the vicinity.
- 8(7) **Washing down**  
No person shall wash down or clean out a Taxi on an Authorised Standing.
- 8(8) **Display of Licence**  
Taxi drivers shall on arrival at the Authorised Standing display their Licence to a Constable, traffic warden in uniform, the Airport Company or an Airport Official when requested to do so.
- 8(9) **Taxi feeder park**  
No person shall drive a Taxi on to an Authorised Standing without having first driven through a Taxi Feeder Park unless at the direction or with the consent of a Constable, a traffic warden in uniform, an Airport Official or the Airport Company.
- 8(10) **Entering taxi feeder park**  
No person shall bring a Taxi into the Taxi Feeder Park unless he has been permitted to do so by the Airport Company.
- 8(11) **No more than one taxi**  
No person who has driven a Taxi onto the Airport shall, while that Taxi remains on the Airport, drive another Taxi onto the Airport.
- 8(12) **Taxi feeder park parking**  
No person shall without the permission of the Airport Company leave a Taxi on a Taxi Feeder Park unless willing to be dispatched immediately to an Authorised Standing.
- 8(13) **Filling vacancies**  
Drivers shall move up their Taxis on an Authorised Standing or Taxi Feeder Park by filling vacancies as they occur.
- 8(14) **Taxi feeder park good order**  
Taxi drivers who are for the time being in a Taxi Feeder Park shall comply with such directions for ensuring good order and an orderly movement of traffic within that Taxi Feeder Park as may be given by a Constable, a traffic warden in uniform, an Airport Official or the Airport Company.
- 8(15) **Leaving taxi feeder park**  
Taxi drivers who are for the time being in a Taxi Feeder Park shall:-  
(a) leave the Taxi Feeder Park by an exit for the time being designated for that purpose and in the order in which they entered immediately they are required to do so by a Constable, traffic warden in uniform, or an Airport Official; and  
(b) proceed directly and without delay to the Authorised Standing  
provided that nothing in this byelaw shall apply to anything to the contrary done at the direction of, or with the consent of a Constable, traffic warden in uniform, the Airport Company or an Airport Official.

## 9. General

### 9(1) State name and address

A person shall, if requested to do so by a Constable or Airport Official, state his correct name and address and the purpose of his being on the Airport.

### 9(2) Vehicle accident reporting

Where, on a part of the Airport to which the road traffic enactments do not apply any accident involving a Vehicle occurs by which:-

(a) personal injury is caused to a person other than the driver of that Vehicle; or

(b) damage is caused:-

(i) to a Vehicle other than that Vehicle;

(ii) to an Animal other than an Animal in or on that Vehicle; or

(iii) to any other property constructed on, fixed to, growing in or otherwise forming part of the land on which the road in question is situated or land adjacent to such land

that driver shall stop and give his name and address, the name and address of the owner of the Vehicle, the registration number or identification marks of the Vehicle and details of the accident to a Constable or Airport Official through the published Airport emergency telephone number and alerting procedure, as soon as reasonably practicable.

### 9(3) Aircraft accident reporting

Where, on a part of the Airport to which the road traffic enactments do not apply, any accident involving an Aircraft occurs:-

(a) if present at the time of the accident, the aircraft commander (or, if the Aircraft is being towed, the tug-driver) shall stop and give:-

(i) his name and address;

(ii) the name and address of the person who is the operator of the Aircraft at the time of the accident;

(iii) the identification marks of the Aircraft; and

(iv) details of the accident

to a Constable or Airport Official, through the published Airport emergency telephone number and alerting procedure, as soon as reasonably practicable;

(b) the driver of any Vehicle involved shall stop and give:-

(i) his name and address;

(ii) the name and address of the owner of the Vehicle;

(iii) the registration number or identification marks of the Vehicle; and

(iv) details of the accident

to a Constable or Airport Official, through the published Airport emergency telephone number and alerting procedure, as soon as reasonably practicable.

### 9(4) Production of insurance details etc.

Any person driving a Vehicle in a Restricted Area shall if requested to do so by a Constable or an Airport Official produce, either immediately or within seven days at a place specified by the Constable or Airport Official, details of the third party insurance cover for the operation of the Vehicle in the Restricted Area, his airside driving permit and, if applicable, his Competence to Drive.

### 9(5) Information as to a driver of a vehicle

Any person keeping a Vehicle in a Restricted Area or any other person shall give such information as to the identity of the driver to a Constable or Airport Official as it is in his power to give and which may lead to the identification of the driver.



## 10. Lost property

### 10(1) Application of byelaws

These byelaws shall apply in relation to the safe custody, re-delivery and disposal of any property or thing which while not in proper custody, is found on any part of the Airport to which the public or passengers have access or in any Vehicle owned or operated by or on behalf of the Airport Company excluding any property or thing found on board an Aircraft, in a Taxi or on premises let by the Airport Company.

### 10(2) Person who finds property

Subject to the provisions of the Customs and Excise Acts, any person (other than a member of staff of the Airport or an Airport Official or a Constable) who finds property to which these byelaws apply shall hand it as soon as reasonably practicable in the state in which he finds it to a member of staff of the Airport, an Airport Official or a Constable and inform that person of the place and circumstances in which it was found.

### 10(3) Property to be delivered to lost property office

- (a) Subject to any provisions of the Customs and Excise Acts, and paragraph (b) below any member of the Airport staff or an Airport Official or Constable to whom property is handed pursuant to byelaw 10(2) hereof or who himself finds any property to which these byelaws apply shall, as soon as reasonably practicable and in any case before leaving the Airport, deliver such property for safe custody in the state in which it comes into his possession to the Lost Property Office and inform a member of staff of the Airport or an Airport Official at the Lost Property Office of the circumstances in which it was found.
- (b) If before any lost property shall have been delivered for safe custody to the Lost Property Office under this byelaw, it is claimed by a person who satisfies the member of staff of the Airport or an Airport Official or Constable, as the case may be, that he is the true owner, it shall be returned to that person, forthwith, without fee, on giving his name and address to the member of staff of the Airport or an Airport Official or Constable who shall, as soon as possible, report the facts and give the claimant's name and address and a description of the lost property to the Lost Property Office.

### 10(4) Records of lost property

Any lost property delivered to the Lost Property Office shall be retained in safe custody by the Airport Company or an Airport Official until claimed by the true owner thereof or disposed of in accordance with these byelaws and the Airport Company or an Airport Official shall keep for a period of not less than 12 months a record showing particulars of the lost property (whether delivered to the Lost Property Office or disposed of pursuant to byelaw 10(3) hereof), the circumstances in which it was found and the ultimate disposal of the lost property provided that:-

- (a) official documents, including licences, passports and aliens identity books shall wherever practicable be returned forthwith to the appropriate government department, local authority or other body or person responsible for issuing them or for controlling or dealing with them;
- (b) where the name and address of the true owner of any lost property other than the documents referred to in the preceding proviso, are readily ascertainable the Airport Company or an Airport Official shall forthwith notify him that the lost property is in their possession and may be claimed in accordance with these byelaws.

### 10(5) Claim of property

If any lost property, while it is retained by the Airport Company in safe custody, is claimed and the claimant proves to the satisfaction of the Airport Company or an Airport Official that he is the true owner and gives his name and address to a member of staff of the Lost Property Office or an Airport Official, it shall thereupon be delivered to the claimant at the Lost Property Office and upon payment of such charge as the Airport Company may from time to time fix for the return of any lost property delivered to the Lost Property Office.

### 10(6) Disposal of property

- (a) If any lost property retained by the Airport Company or an Airport Official for safe custody in accordance with these byelaws is not, within three months of the date when it was delivered to the Lost Property Office, re-delivered to a person pursuant to byelaw 10(5) hereof the Airport Company or an Airport Official shall be entitled to sell it for the best price that can reasonably be obtained or, in the case of items of negligible value, to dispose of it as they think fit.
- (b) Notwithstanding the foregoing provisions of these byelaws, if any lost property retained by the Airport Company or an Airport Official pursuant to these byelaws is of a perishable nature and if, within 48 hours from the time when it was found, it has not been re-delivered to a person pursuant to byelaw 10(5) hereof, the Airport Company or an Airport Official shall be entitled to sell it at the best price that can reasonably be obtained.
- (c) Notwithstanding the foregoing provisions of these byelaws any lost property which is or which becomes objectionable may forthwith be destroyed or otherwise disposed of in a reasonable manner.
- (d) A sale under this byelaw shall not prejudice the right, for a period of 12 months from the date on which the property came into the custody of the Airport Company or an Airport Official, of any true owner whose rights have been divested by the sale to be paid the proportion due to him of the residue of the proceeds of sale after deduction of any charge by the Airport Company or an Airport Official for the safe custody of the lost property and the Airport Company or an Airport Official's reasonable costs.

10(7) Power to open packages etc

Where any lost property is contained in a package, bag or other receptacle, a Constable or an Airport Official may cause such receptacle to be opened and the contents examined, or require the claimant to open it and submit it and its contents for examination, for the purpose of:-

- (a) identifying and tracing the owner of the lost property;
- (b) ascertaining the nature of the contents; or
- (c) satisfying the Airport Company or an Airport Official that the contents do not include any item or items which may put at risk the safety or security of the Airport, any Aircraft or any air navigation installation and if any item or items referred to in (c) above are found, they shall be handed to a Constable or Airport Official immediately.

## 11. Revocation of Lost Property Regulations

The British Airports Authority (Lost Property) Regulations 1972 (SI 1972 No 1027) are hereby revoked in relation to the Airport.

## 12. Revocation of Byelaws

The Scottish Airports Byelaws, 1986 are hereby revoked in relation to the Airport.

The COMMON SEAL of  
GLASGOW AIRPORT LIMITED  
affixed is authenticated by:-

..... Stephen Baxter ..... George Douglas Dewar  
Director Director

The Scottish Ministers confirmed the above byelaws on the 22nd June 2005 and they came into operation on the 1st August 2005 by virtue of schedule 3, paragraph 6 of the Airports Act 1986.

Copies may be obtained from Airport Duty Manager, Glasgow Airport Limited, Terminal Building, Glasgow Airport, Paisley, Renfrewshire PA3 2ST

<sup>1</sup> As at the date of these byelaws the relevant levels on the standard scale are, by virtue of the Criminal Procedures (Scotland) Act 1995, as follows:-

Level 2	£500
Level 3	£1000
Level 4	£2500

but these are subject to amendment from time to time by statute or by an order under section 225(4) of the Criminal Procedures (Scotland) Act 1995.

<sup>2</sup> For the purposes of this byelaw "dangerously" has the same meaning as in section 2A of the Road Traffic Act 1988

<sup>3</sup> (S1 1994/1519)



For more information please contact:

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