

**Cargo Terminal Usage Regulations for the  
Hamburg Airport Cargo Center (HACC)  
of Flughafen Hamburg GmbH**

*Version: 20 January, 2017*

The following provisions supplement the Airport Usage Regulations and apply to the Hamburg Airport Cargo Center (hereinafter "LFZ") of Flughafen Hamburg GmbH:

**1. General provisions and definitions**

- 1.1 The LFZ (Appendix 0) consists of all areas separated by gates and fences or identified by appropriate signage south of the street "Weg beim Jäger" with the buildings
- 390 cargo hangar
  - 391 / 392 office pavilions
  - 393 office building
  - 394 gatehouse
  - 395 security gate for Art. 8 of Aviation Security Act
  - 396 café

The vehicular entrance, the ramp area, the truck waiting zone, the long-term rental parking spaces, the 60-minute parking spaces and the dolly parking area in the areas listed, along with all surrounding traffic areas, are also part of the LFZ.

- 1.2 The LFZ represents an area with restricted access. Anyone entering or using the cargo premises by vehicle or on foot or in any other way is subject to the provisions of these Usage Regulations and to any instructions issued by the airport operator, its agents and representatives, and/or the legal occupier of the site for the purposes of fulfilling these regulations.
- 1.3 Anyone transporting air cargo to or from the airport via land is required to advise the airport operator or person(s) authorised by the airport operator, as instructed, of the shipment value and other details of said air cargo (e.g. number of packages, weight, AWB no., contents, origin, destination, date).
- 1.4 Commercial activity as a handling company in the LFZ is only permitted on the basis of an agreement with Flughafen Hamburg GmbH (FHG). A commercial activity is also being practised in the LFZ premises when it is only being partially practised there. For loading and unloading services (= handling) provided to logistics companies by external companies which are not HACC tenants, the persons carrying out the work are only permitted to be on the premises during the necessary preparation and follow-up for the handling of an air cargo consignment (see also 2.4).

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- 1.5 The entries to the cargo site are monitored with CCTV cameras. Persons using the LFZ do so at their own risk.
  - 1.5.1 Fixed cameras installed by tenants which monitor areas outside of the tenants' own storage areas must be approved by FHG prior to installation.
  - 1.5.2 Should permission to set up a camera be granted, the angle, data storage and tenant details will be recorded by FHG.
  - 1.5.3 The company setting up the camera is responsible to ensure that the applicable legal data protection regulations are fulfilled.
- 1.6 FHG and its agents or representatives may conduct inspections to verify the fulfillment of the provisions of these Cargo Terminal Usage Regulations.
- 1.7 A maximum speed of 20 km/h shall apply throughout the cargo premises. Furthermore, dipped headlights are to be used whenever driving. Vehicles must not exceed walking speed whilst on a ramp.

The riding of motorised two-wheeled vehicles on the LFZ site is, in general, not permitted. An exception applies for the shortest permitted route to reach rented parking places for motorised two-wheeled vehicles. The use of bicycles is only permitted on the pedestrian path to the bicycle parking area in front of Building 393 via the long-term rental parking area.
- 1.8 Reversing and shunting of goods vehicles (trucks, lorries, etc.) can only be carried out with an assistant to guide the manoeuvre (banksman). The driver and vehicle operator are liable in full for any damages that may be caused.
- 1.9 Smoking is prohibited in hallways, stairwells and lifts/elevators.
- 1.10 The wearing of safety vests and jackets (produced in accordance with DIN ISO 20471) is mandatory in the areas indicated (Appendix 1). The relevant company logo must be printed on the back of the safety vest. The employer is responsible to ensure that safety vests are worn in the area of the LFZ where air cargo is handled. The tenant must also make appropriate safety vests available for visitors and customers. These areas are marked in Appendix 1. Personnel working in the areas marked in Appendix 1 without safety vests may be requested by FHG or its agents/representatives to wear safety vests; if they do not comply, they may be expelled from the area.
- 1.11 Users of the LFZ are responsible to ensure that all equipment used for cargo handling is free of technical fault and, furthermore, only operated by appropriately trained persons.

- 1.12 The usage of forklift trucks in the cargo hangar, in the loading areas and in the airside operating area for handling agents and tenants is permitted unless prohibited by FHG. It is the responsibility of the tenant in question to ensure the correct operation (where necessary with appropriate permits and/or licenses) of such equipment. Furthermore, the tenant is responsible to ensure compliance by the tenant's suppliers/consignors and collectors/consignees.

Transferring cargo from vehicle to vehicle, i.e. transshipment without involving cargo handling agents, is prohibited throughout the FHG cargo site.

Violations can result in expulsion from the LFZ. Repeated violations can result in termination of the tenancy contract and/or authorisation and to refusal of entry to the LFZ.

- 1.13 Footpaths, rescue routes, traffic routes, operational paths, stairwell entries and emergency exits are to be kept clear at all times.
- 1.14 The provisions of these Cargo Terminal Usage Regulations do not in any way replace or alter the valid provisions of the Act on Aviation Security ("Luftsicherheitsgesetz" or "LuftSiG") or the requirements of the Federal Aviation Authority (LBA) for so-called "regulated agents" and "known consignors". Each employer is responsible for the observation of work safety regulations.
- 1.15 The fitting of advertising, notices and private or business-related advertisements on walls, doors and windows or in lifts, stairwells and hallways is prohibited. Exceptions require FHG's approval.

## **2. Access permits**

- 2.1 The cargo premises are not open to the general public. Users must follow the provisions of the Road Regulations ("Strassenverkehrsordnung") even in those areas not open to the general public except where the airport operator stipulates otherwise. This particularly applies to the provisions of the "Rules for admission to and traffic on airport operational areas", as valid at the time in question.
- 2.2 Access to the cargo premises (including the entrance area = LFZ premises) is via a barrier checkpoint.

Proof of entitlement to enter the cargo premises, in the form of valid delivery or collection documents (e.g. AWB – air waybill) is to be provided to the cargo center gatehouse officer at the barrier checkpoint.

Entry may be refused if no proof of entitlement is shown. A vehicle refused entry must leave the site without delay when so instructed by the cargo center

gatehouse officer

- 2.3 Persons with rented parking spaces may enter the cargo area to proceed to their parking space using a barrier activated by a transponder; the proof of entitlement for this group of users is provided by the transponder. FHG may also allow access via transponder for delivery vehicles operated by tenants and/or their regular suppliers/consignors. FHG will assess the satisfaction of requirements in each individual case on the basis of a written request.  
Such users are also users in the sense of Point 1.2.

2.4 *Entry for persons*

Presence on the LFZ premises is exclusively reserved for persons involved in the handling of air cargo, persons working in an office or storage area located within the LFZ, and persons who for other essential reasons need to enter the LFZ (e.g. customers, visitors).

Persons representing external companies which are not HACC tenants are only permitted to be on the premises during the necessary preparation and follow-up for the loading and unloading (= handling) of an air cargo consignment; after this, they must leave the premises without delay by the shortest possible route.

FHG and its agents/representatives are entitled to require proof of entitlement to be on the LFZ site from any person encountered there. This proof may take the form of, for example, employer identification documents.

Persons encountered in the LFZ without entitlement to be there are required to leave the site without delay by the shortest possible route when requested to do so.

Point 2.3 also applies to the turnstile for holders of an airport ID card (security pass) with access entitlement.

2.5 *Identity documents and checks*

Persons on the LFZ site must be able to prove their identity at all times. Airport ID cards (security passes) must be visible at all times.

### **3. Special areas**

#### **3.1 Loading bays/ramp areas**

Loading bays/ramp areas are to be used exclusively for loading procedures as instructed by the airport operator or by the freight handling agent (tenant) to whom the area in question has been allocated.

Loading procedures are restricted to the efficient loading and unloading of air cargo consignments. The loading and unloading of trucks/lorries using the ramp is only permitted when the ramp is level and must be carried out by hand or with the use of a hand pallet truck. Driving into trucks/lorries with mechanically powered forklift trucks is prohibited.

Traffic operations on the ramp for other tenants must not be obstructed at any time.

The parking of vehicles and/or loading units (including trailers, etc.) in loading zones and ramp areas is not permitted under any circumstances; violation will result in the removal of the vehicle at the expense of the vehicle operator or the person responsible.

A tenant is permitted to park vehicles and loading units (incl. trailers, etc.) overnight on ramp areas rented by the tenant.

Up and down ramps may only be used by forklift trucks when these are not carrying a load.

The positioning and/or permanent installation of equipment to help in loading procedures (e.g. lift trucks) is prohibited throughout the loading zones and ramp areas.

Loading zones and ramp areas may not be traversed with two-wheeled vehicles, cars, vans or trucks, and neither private nor company vehicles may be parked there. This also applies on weekends.

Pedestrian traffic on the ramp is prohibited, except when directly associated with loading or unloading when air cargo is being delivered or collected. An exception also applies for inspections being conducted by the airport operator and/or its agents and representatives.

#### **3.2 Parking areas**

Vehicles may only be parked in the marked parking spaces and only with the appropriate parking permit. The airport operator and/or the legal occupier of the site may remove vehicles parked in violation of parking restrictions or traffic regulations, or parked beyond the maximum permitted parking period. All associated costs and risks will be borne by the vehicle owner and/or driver.

The airport operator and/or the operator of the LFZ is entitled to issue exceptional permits in individual cases when justified. Such permit must be

applied for in writing before the parking begins. An exceptional permit must be clearly displayed in the vehicle.

### 3.3 *Traffic zones*

Traffic zones are to be kept clear at all times. This applies especially to areas marked with hatching (e.g. turning areas and blocked areas and the fire brigade bypass). Violations will result in the removal of the vehicle at the expense of the vehicle operator and/or the person responsible.

## **4. Parking/positioning of vehicles, loading units and other items**

### 4.1 *Parking of vehicles and loading units*

The “safe” parking of vehicles and loading units throughout the entire FHG cargo area is permitted exclusively for the preparation and follow-up necessary for the handling of an air cargo consignment.

Motors must not be left running during parking or waiting time.

All vehicles and loading units within the FHG cargo site must be clearly marked such that the operating company can be clearly identified.

Vehicles and loading units not suitably marked can be removed from the cargo site by FHG and/or its agents/representatives. Any costs incurred by FHG are to be fully reimbursed by the vehicle operator.

#### 4.1.1 *Truck waiting zone (Appendix 1)*

The marked retaining areas for trucks and lorries, called the truck waiting zone, are exclusively for the parking of trucks and lorries during the preparation and follow-up necessary for air cargo transport.

Appropriate protective plates are to be placed under the props for swap bodies.

Vehicles, trailers and loading units parked in these areas without permission shall be removed by FHG with all costs to be borne by the vehicle operator and/or the person responsible.

#### 4.1.2 *Ramp spaces – Building 390*

The ramp spaces at building 390 are assigned to tenants (air cargo handling agents) and cargo handling partners/forwarding agents, who allocate their usage. Vehicles must be parked safely.

#### 4.1.3 *Parking spaces for courier vehicles*

Courier vehicles and small delivery/collection vehicles must, like regular delivery vehicles, park in the truck waiting zone, the ramp area or the short-stay parking area (where available).

The parking of courier vehicles outside of these spaces is not permitted. Violations will result in the removal of the vehicle at the expense of the vehicle operator and/or the person responsible.

#### 4.1.4 *Visitor parking spaces (60-minute short-stay parking)*

Short-stay parking spaces for visitors to the companies based on the cargo site and for small delivery/collection vehicles are located within the cargo site. These parking spaces can be found in Appendix 1 to these Cargo Terminal Usage Regulations.

The parking of visitors' and customers' vehicles outside of these spaces is not permitted. Violations will result in the removal of the vehicle at the expense of the vehicle operator and/or the person responsible.

#### 4.1.5 *Long-term rental parking spaces*

Car parking spaces rented out long-term are located on the cargo site. These are clearly signposted. These parking spaces are for use by the persons/companies renting them.

#### 4.2 *Objects left on the site*

It is forbidden to leave objects unsupervised and/or without permission, anywhere on the site, whether the objects in question are import or export cargo, dangerous goods or any other sort of item.

Unauthorised/unsupervised objects may be confiscated and seized by FHG and/or its agents/representatives.

Where appropriate, the responsible authorities (Federal Aviation Office, environment department) and the relevant airline shall be informed.

Any costs arising from said notification, confiscation and seizure are to be borne by the person responsible. FHG does not accept any liability whatsoever for any delays to transportation and/or any damage to the items which may result.

- 4.2.1 Hazardous goods in the sense of Art. 27 of the Air Traffic Act (“Luftverkehrsgesetz”), Art. 11 of the Aviation Safety Act (“Luftsicherheitsgesetz”) and those regulations enacted to enforce their provisions, in particular poisonous gases, nuclear fuels and other radioactive materials may only be stored with the consent of the airport operator or the owner, and only temporarily (< 24 hours) where necessitated by transportation requirements.
- 4.2.2 Storage of freight, boxes and cartons, containers, building material, machinery etc. outside of those areas and rooms rented for the purpose is subject to the consent of the airport operator or owner.
- 4.2.3 It is forbidden to dispose of waste (e.g. palletes and lashing materials) and to leave flammable materials anywhere on the LFZ site. Paper and general waste may be disposed of in the containers provided for the purpose on the LFZ site. Otherwise, they must be removed from the site.  
The location of the containers is shown in Appendix 1.  
Costs incurred for any cleaning necessary will be charged to the person responsible, who shall also be permanently expelled from the LFZ site with immediate effect.

## **5. Final provisions**

- 5.1 All agreements, licenses and permissions required by these Usage Regulations must be obtained prior to usage of the airport.
- 5.2 Anyone violating the provisions of these Usage Regulations, or disobeying instructions issued in accordance with these Usage Regulations by the airport operator and/or its legal representative and/or the legal operator of the site, may be expelled from the LFZ site by the airport operator, its legal representative or the legal operator of the site.
- 5.3 The Cargo Terminal Usage Regulations are a constituent element in every Lease Contract for Lease Objects within the premises of Flughafen Hamburg GmbH.

The Cargo Terminal Usage Regulations are available for viewing. They are also published on the internet for this purpose.

You may view them if needed

- at Center Management Cargo
- at the LFZ gatehouse.

All users of the LFZ are required to acquaint themselves with the provisions of the Cargo Terminal Usage Regulations before entering the LFZ.

Any person violating the provisions of the the Cargo Terminal Usage Regulations shall be fully liable for any damages resulting.



## **APPENDICES**

Appendix 0 Overview map of the Flughafen Hamburg GmbH HACC (LFZ)

Appendix 1 Overview map of the LFZ with vehicular and pedestrian entry area, safety vest areas, location of short-term parking spaces for visitors and small delivery vehicles, bicycle and motorcycle parking spaces, long-term rental parking spaces, garbage container locations

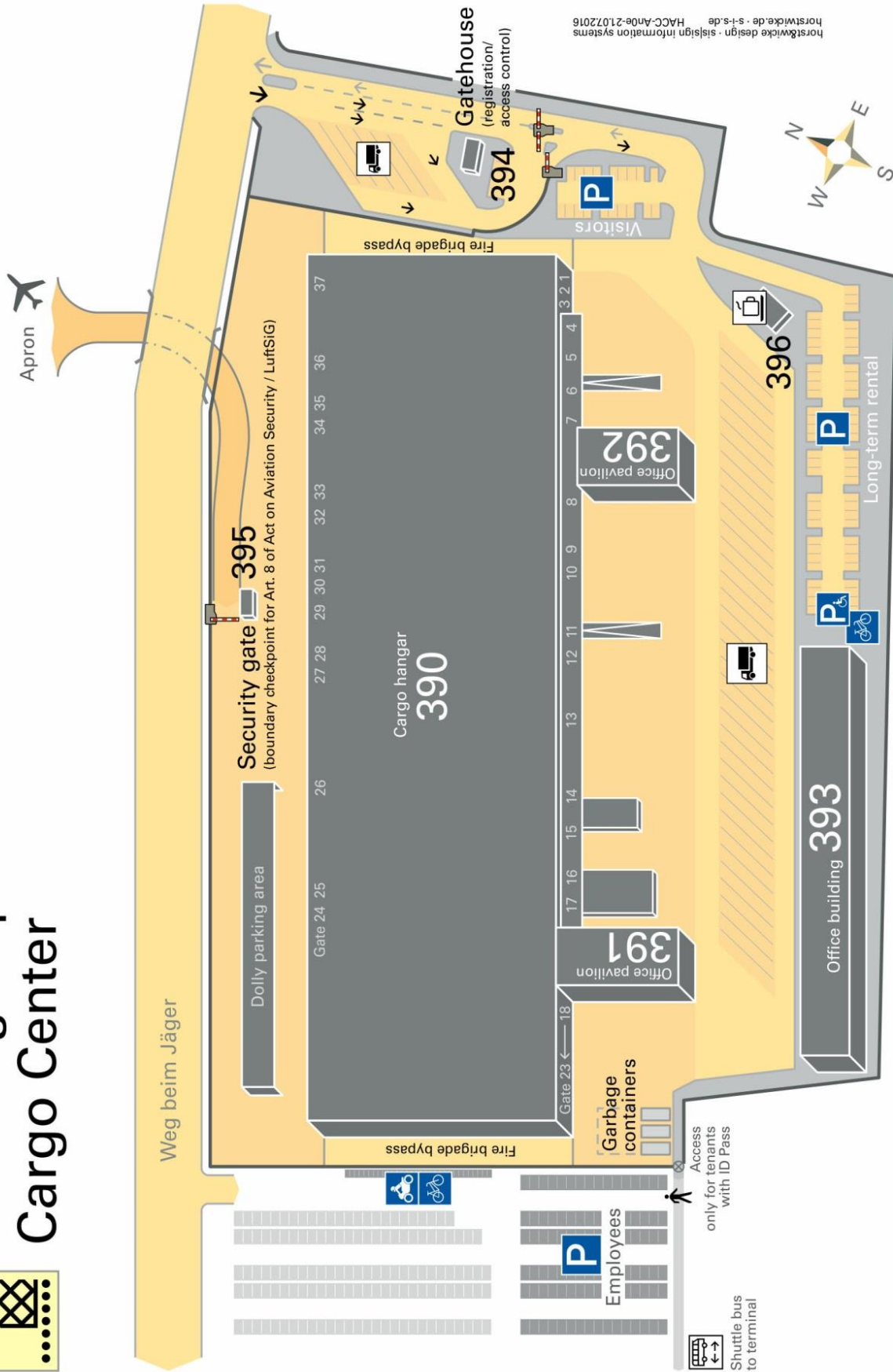
*Where a translation of this document into any language other than German has been or is made, such translation shall serve purely for informational purposes; in the event of any discrepancy or misunderstanding, the original German text of the document shall apply exclusively.*



# Hamburg Airport Cargo Center

## Appendix 0

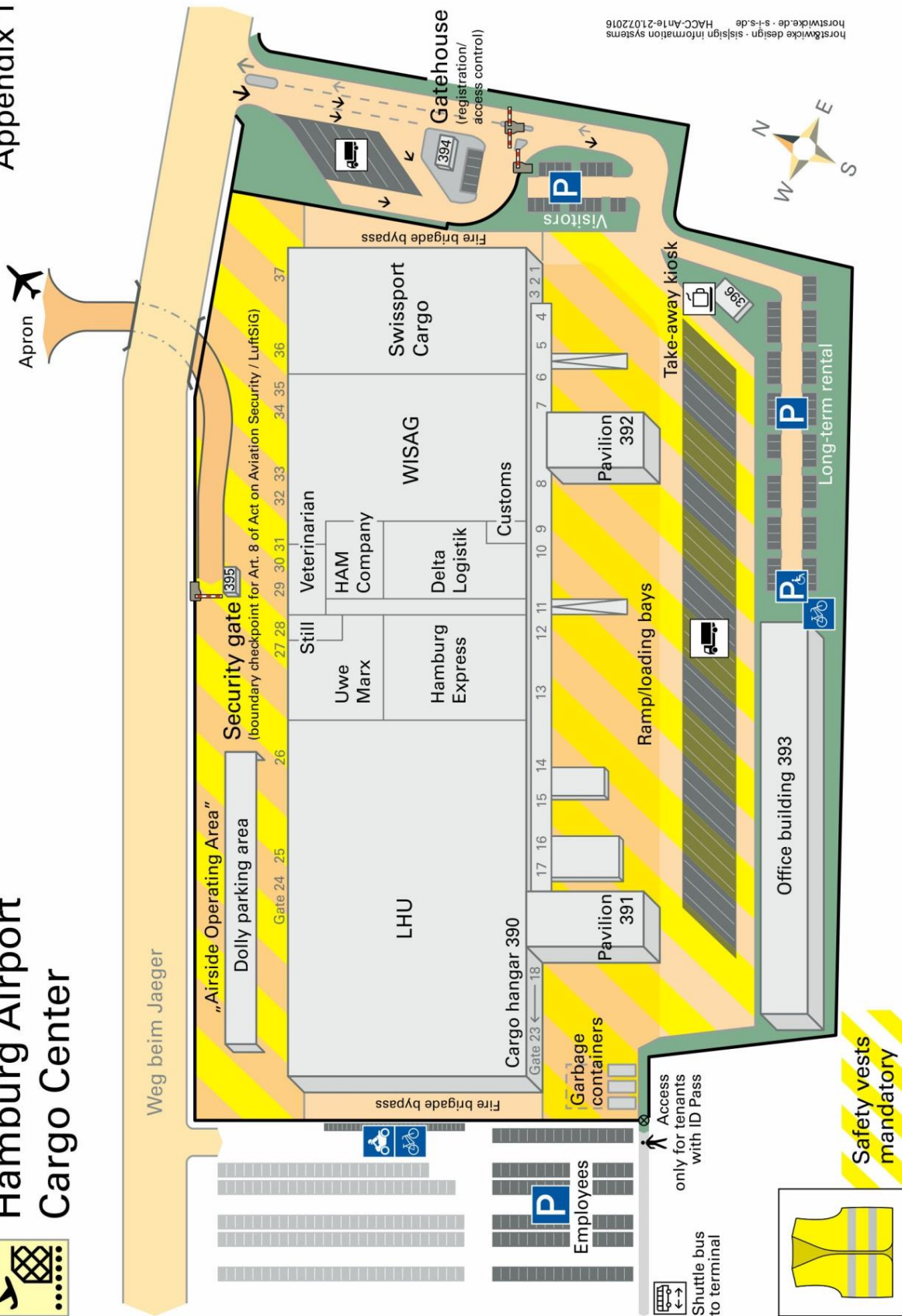
### Cargo Terminal Usage Regulations – Appendix 12 to Lease Contract for Business Premises



**Cargo Terminal Usage  
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**Appendix 1**

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