

**Town and Country Planning Act 1990**  
**Appeal by Bristol Airport Limited**  
**Bristol Airport, North Side Road, Felton, Bristol**

**Appeal Reference: APP/D0121/W/20/3259234**  
**Planning Application Ref: 18/P/5118/OUT**

**Appendices to Proof of Evidence**  
**John Hatton, BALPA**  
**Employee Car Parking**

**Ref: BALPA W/2/2**

**June 2021**

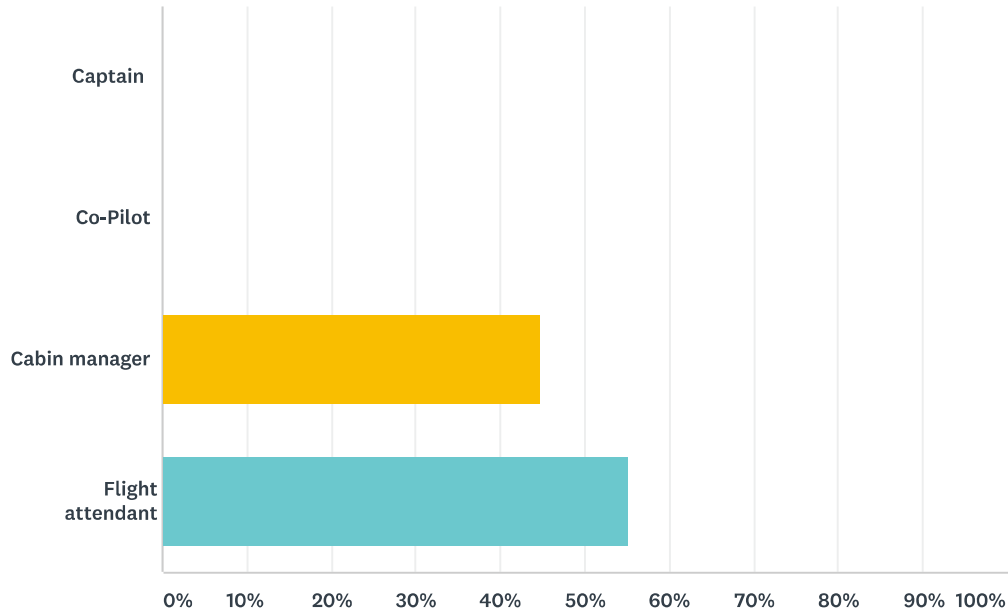
## **APPENDIX A**

### **CABIN CREW SURVEY**

## Staff parking survey from Unite the Union and BALPA

### Q1 Rank

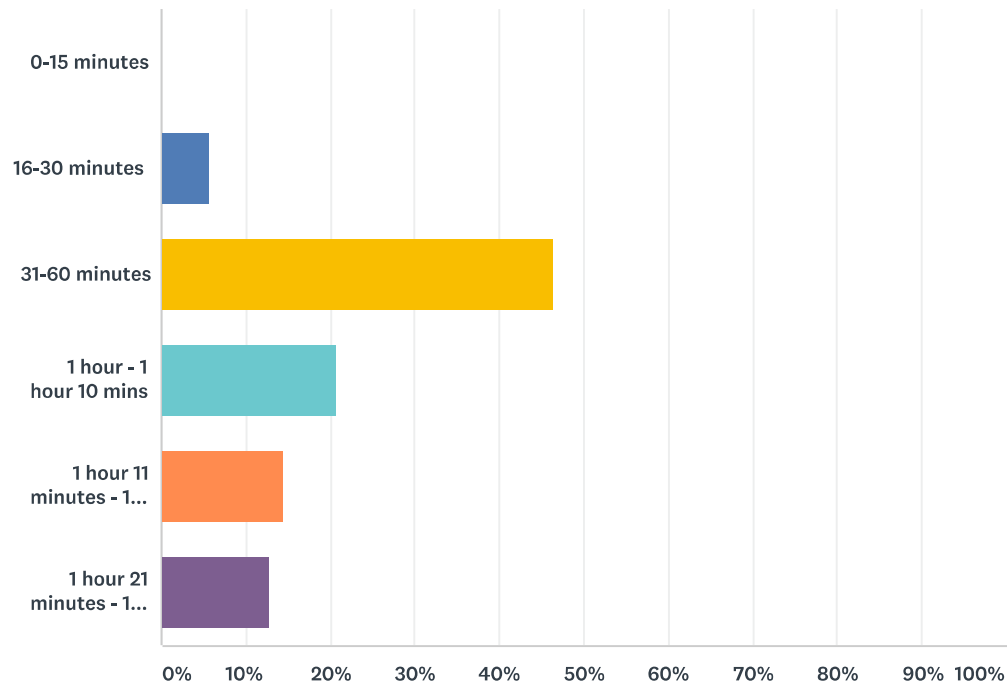
Answered: 132 Skipped: 0



ANSWER CHOICES	RESPONSES	
Captain	0.00%	0
Co-Pilot	0.00%	0
Cabin manager	44.70%	59
Flight attendant	55.30%	73
TOTAL		132

## Q2 How long before report time do you leave home for a late duty (for the purpose of answering this question 'home' is where you would normally be when on home standby)

Answered: 125 Skipped: 7

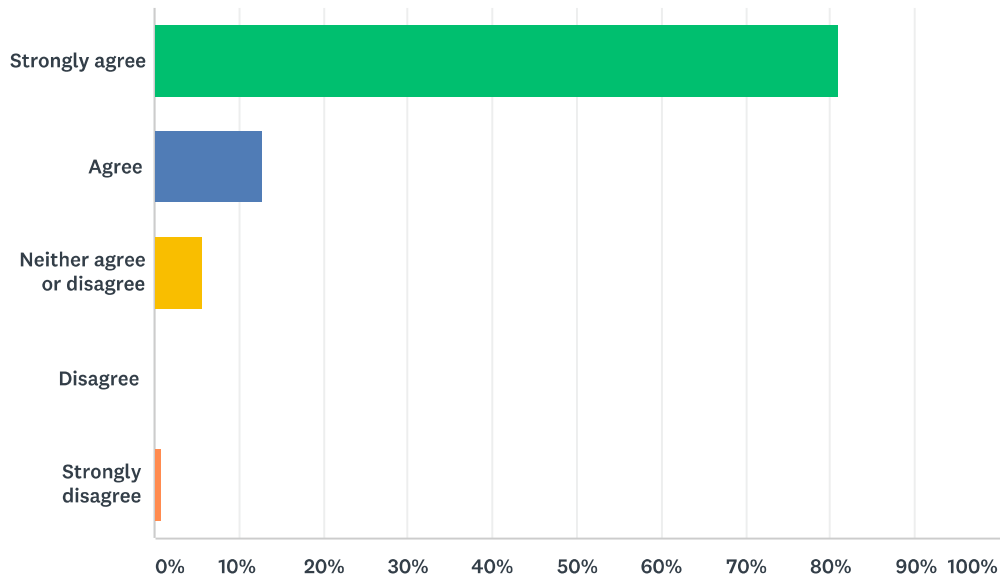


ANSWER CHOICES	RESPONSES	
0-15 minutes	0.00%	0
16-30 minutes	5.60%	7
31-60 minutes	46.40%	58
1 hour - 1 hour 10 mins	20.80%	26
1 hour 11 minutes - 1 hour 20 mins	14.40%	18
1 hour 21 minutes - 1 hour 30 mins	12.80%	16
TOTAL		125



### Q3 Do you agree with the following statement: The airport should provide parking for me on the North Side of the airport (as now)

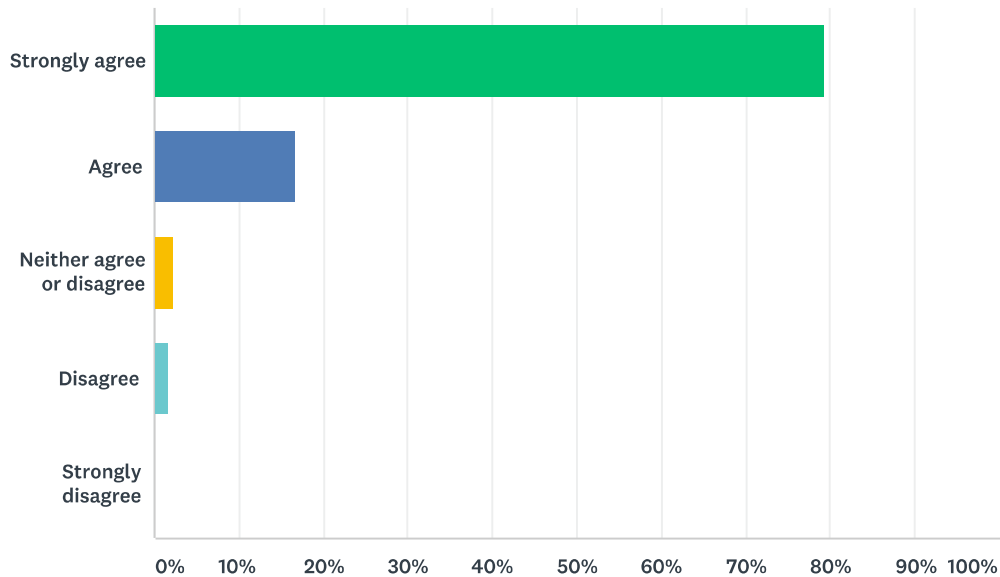
Answered: 126 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly agree	80.95%	102
Agree	12.70%	16
Neither agree or disagree	5.56%	7
Disagree	0.00%	0
Strongly disagree	0.79%	1
TOTAL		126

## Q4 Do you agree with the following statement: Parking on the South Side (Silver Zone) will increase my levels of fatigue

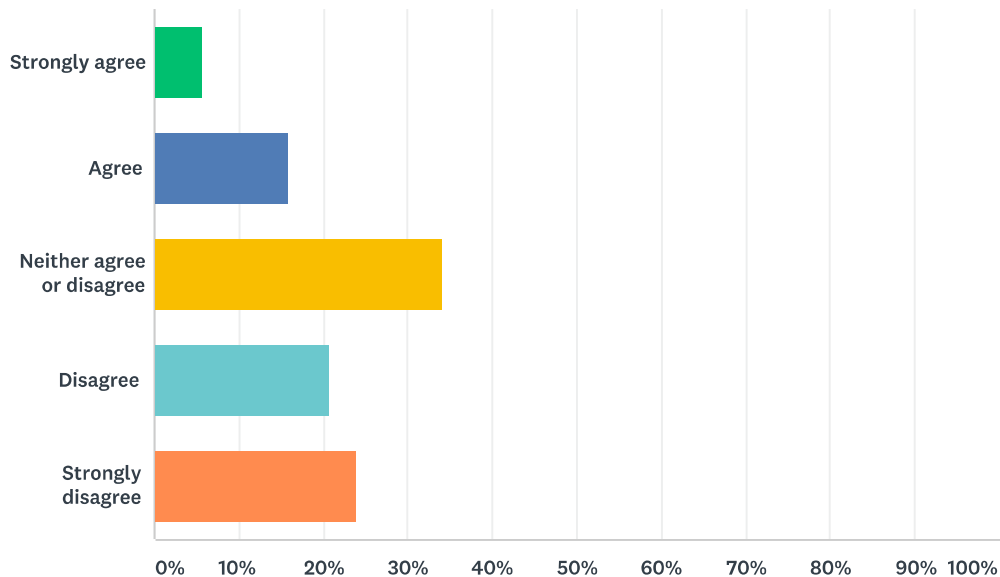
Answered: 126 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly agree	79.37%	100
Agree	16.67%	21
Neither agree or disagree	2.38%	3
Disagree	1.59%	2
Strongly disagree	0.00%	0
TOTAL		126

**Q5 Do you agree with the following statement: We've been lucky with our staff parking arrangements to date, a move to the South side was always going to happen eventually.**

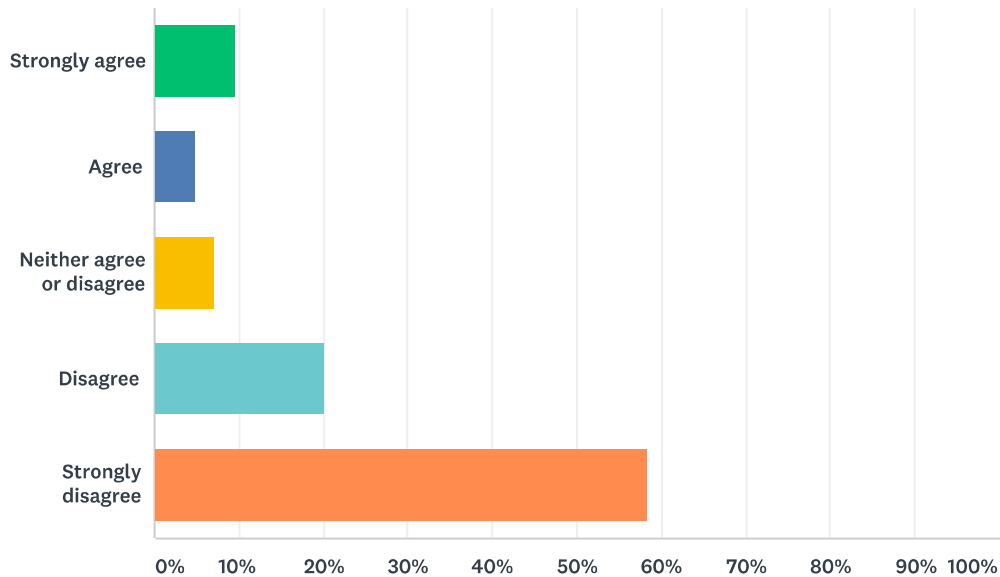
Answered: 126 Skipped: 6



ANSWER CHOICES	RESPONSES	
Strongly agree	5.56%	7
Agree	15.87%	20
Neither agree or disagree	34.13%	43
Disagree	20.63%	26
Strongly disagree	23.81%	30
TOTAL		126

## Q6 Do you agree with the following statement: The extra time I'll spend getting to and from work will have no impact on my levels of fatigue

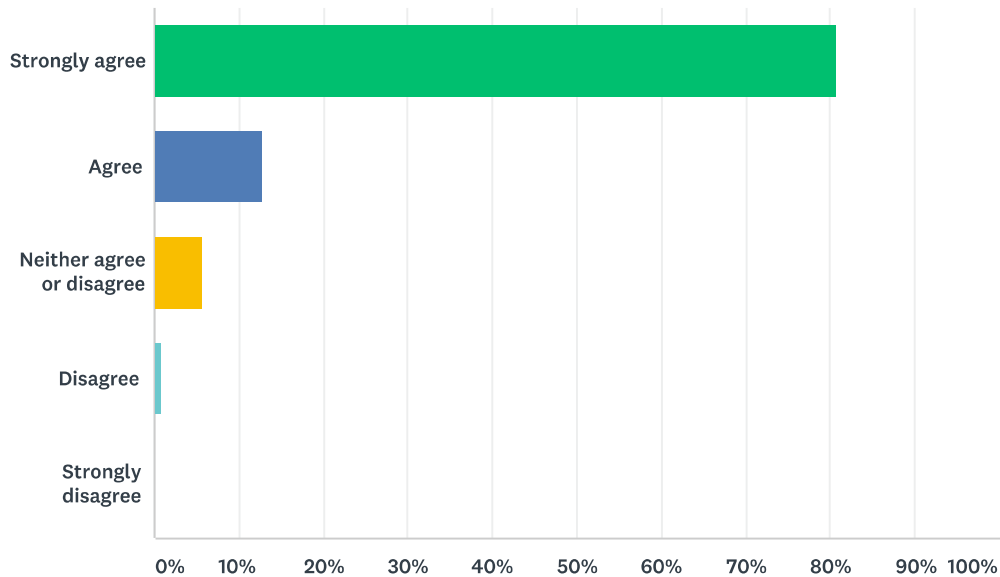
Answered: 125 Skipped: 7



ANSWER CHOICES		RESPONSES	
Strongly agree		9.60%	12
Agree		4.80%	6
Neither agree or disagree		7.20%	9
Disagree		20.00%	25
Strongly disagree		58.40%	73
TOTAL			125

## Q7 Do you agree with the following statement: On behalf of all crew Balpa and Unite should challenge South Side parking

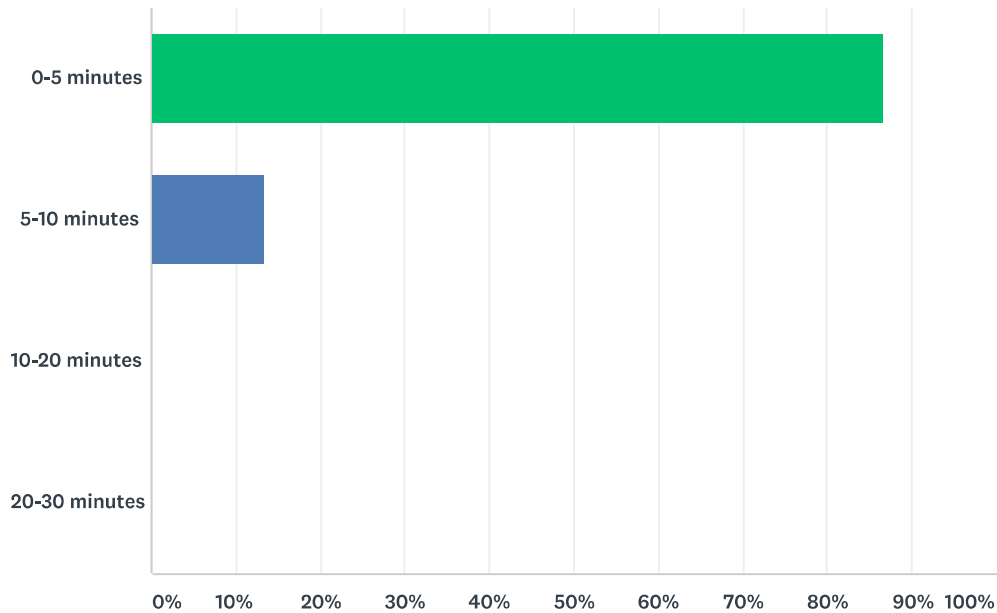
Answered: 125 Skipped: 7



ANSWER CHOICES	RESPONSES	
Strongly agree	80.80%	101
Agree	12.80%	16
Neither agree or disagree	5.60%	7
Disagree	0.80%	1
Strongly disagree	0.00%	0
TOTAL		125

## Q8 If we are to move car parks, what would be an acceptable amount of time to wait for a bus?

Answered: 126 Skipped: 6



ANSWER CHOICES	RESPONSES	
0-5 minutes	86.51%	109
5-10 minutes	13.49%	17
10-20 minutes	0.00%	0
20-30 minutes	0.00%	0
TOTAL		126

## **APPENDIX B**

### **PILOT SURVEY**



## easyJet BRS Staff Car Parking Survey

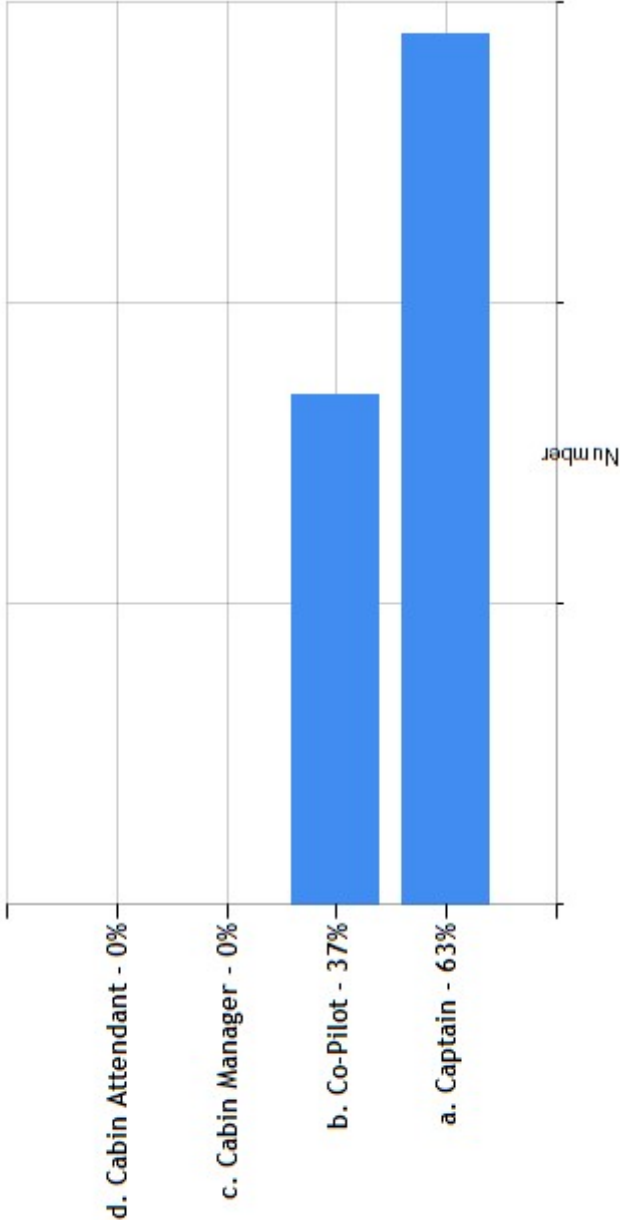


# Contents

1. Rank
2. How long before report time do you leave home for a late duty (for the purpose of answering this question 'home' is where you would normally be when on home standby)?
3. Do you usually use public transport to get to and from work?
4. Do you agree with the following statement: The airport should provide parking for me on the North Side of the airport (as now)?
5. Do you agree with the following statement: Parking on the South Side (Silver Zone) will increase my levels of fatigue?
6. Do you agree with the following statement: We've been lucky with our staff parking arrangements to date, a move to the South side was always going to happen eventually?
7. Do you agree with the following statement: The extra time I'll spend getting to and from work will have no impact on my levels of fatigue?
8. Do you agree with the following statement: On behalf of all crew Balpa and Unite should challenge South Side parking?

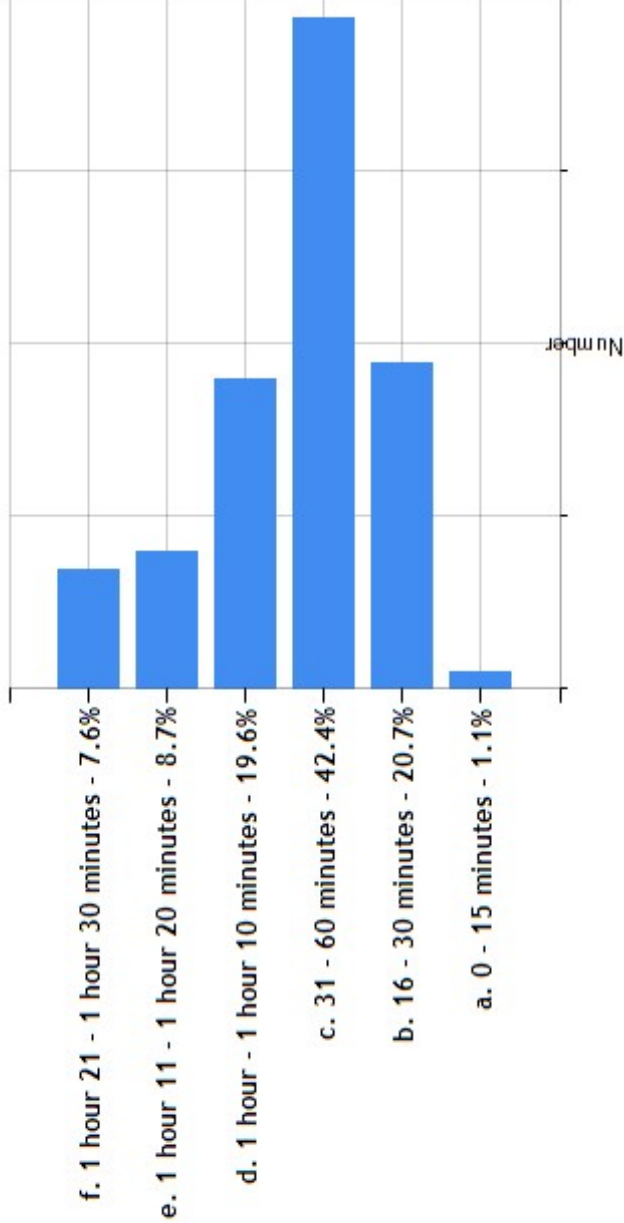
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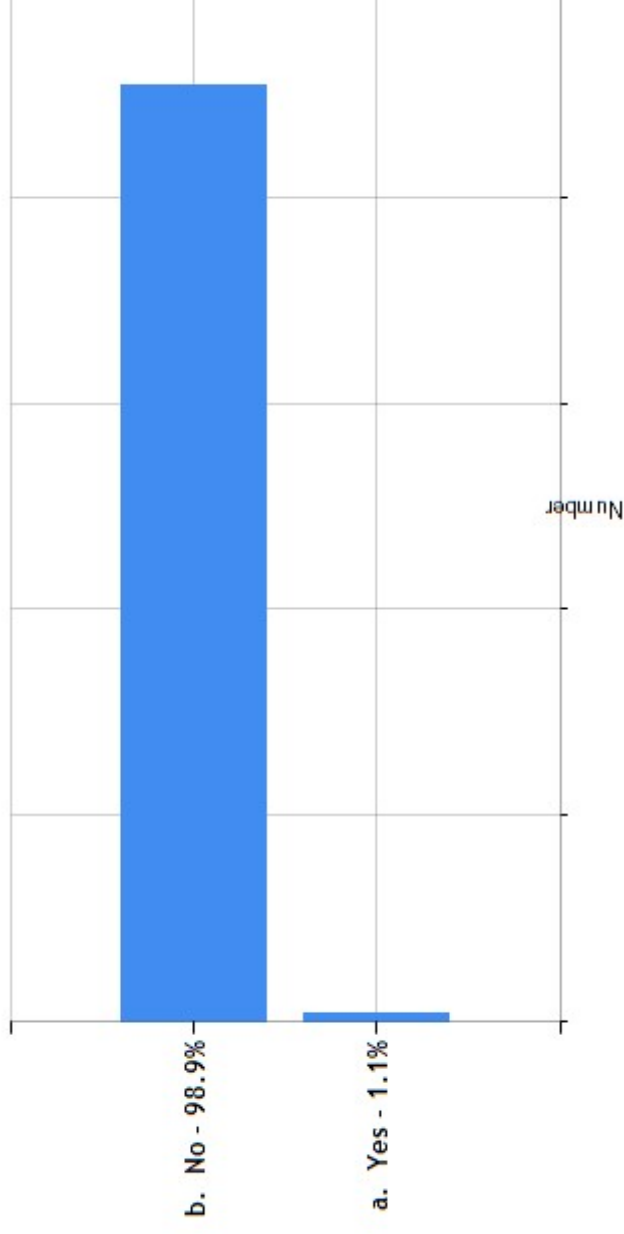
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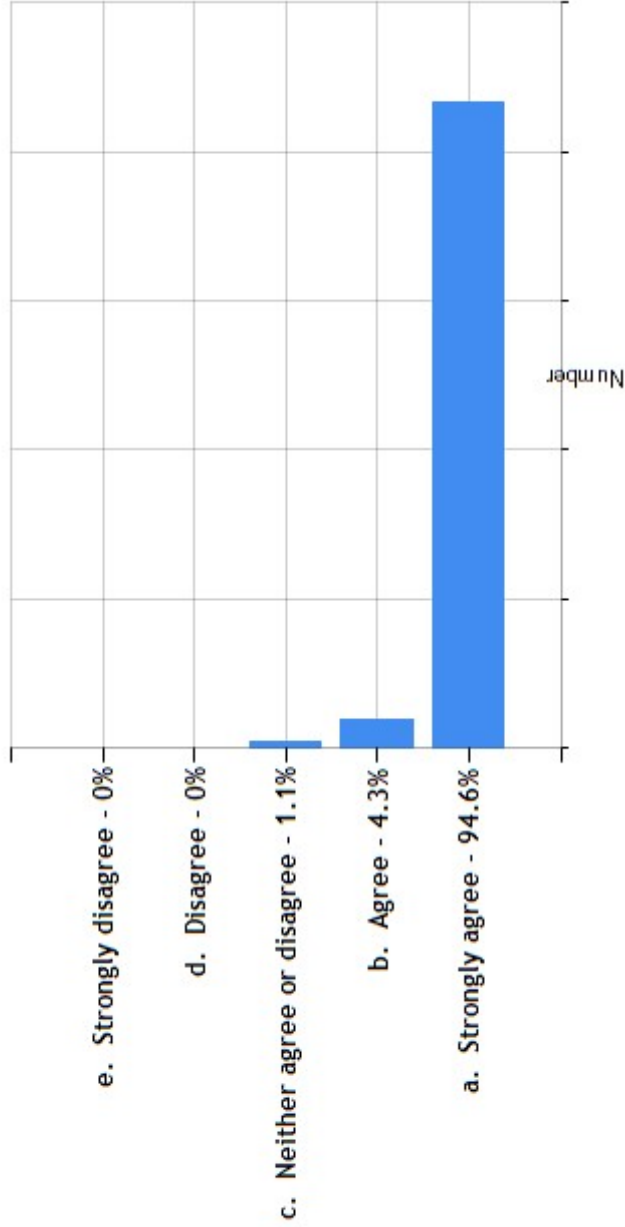
### 3. Do you usually use public transport to get to and from work?

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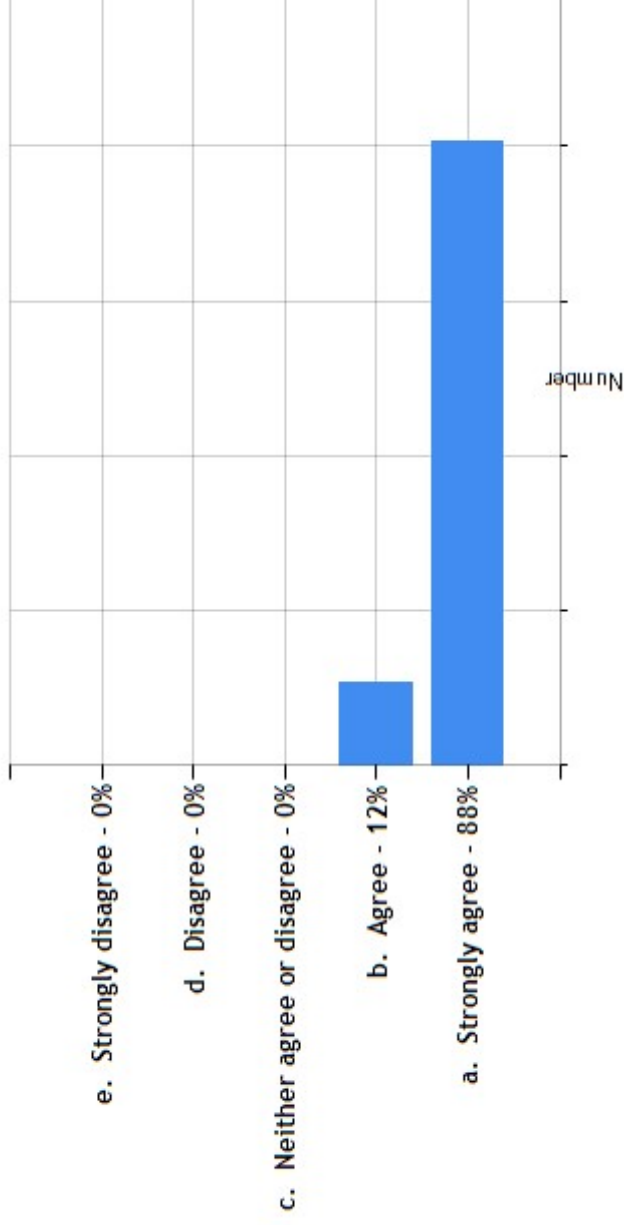
**4. Do you agree with the following statement: The airport should provide parking for me on the North Side of the airport (as now)?**

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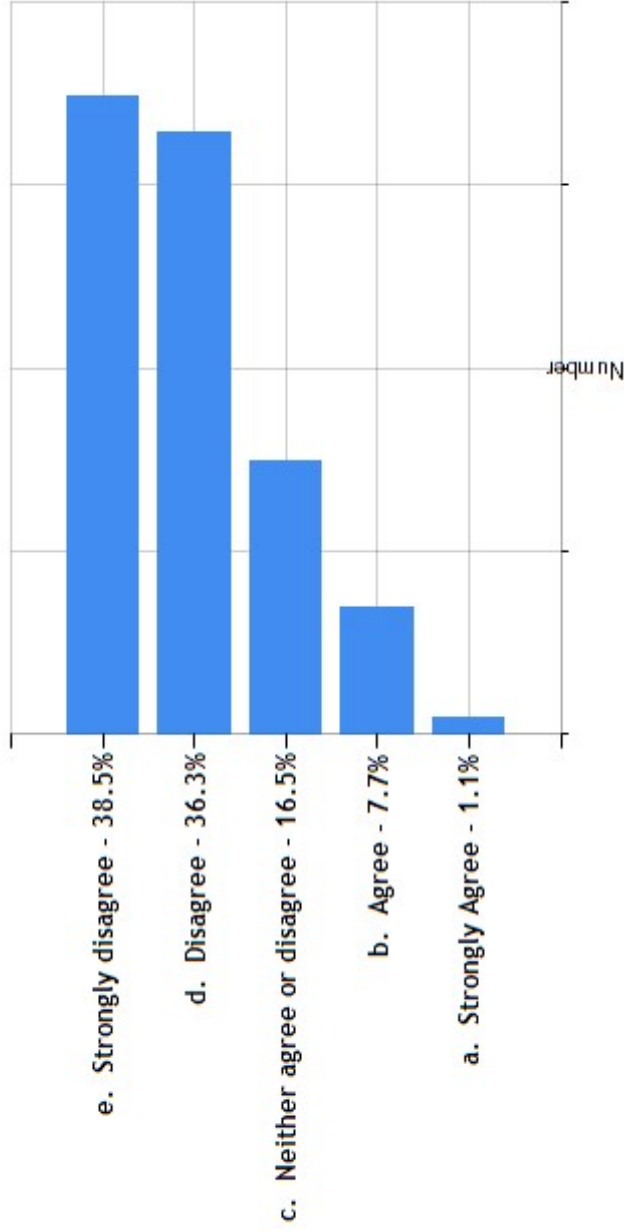
## 5. Do you agree with the following statement: Parking on the South Side (Silver Zone) will increase my levels of fatigue?

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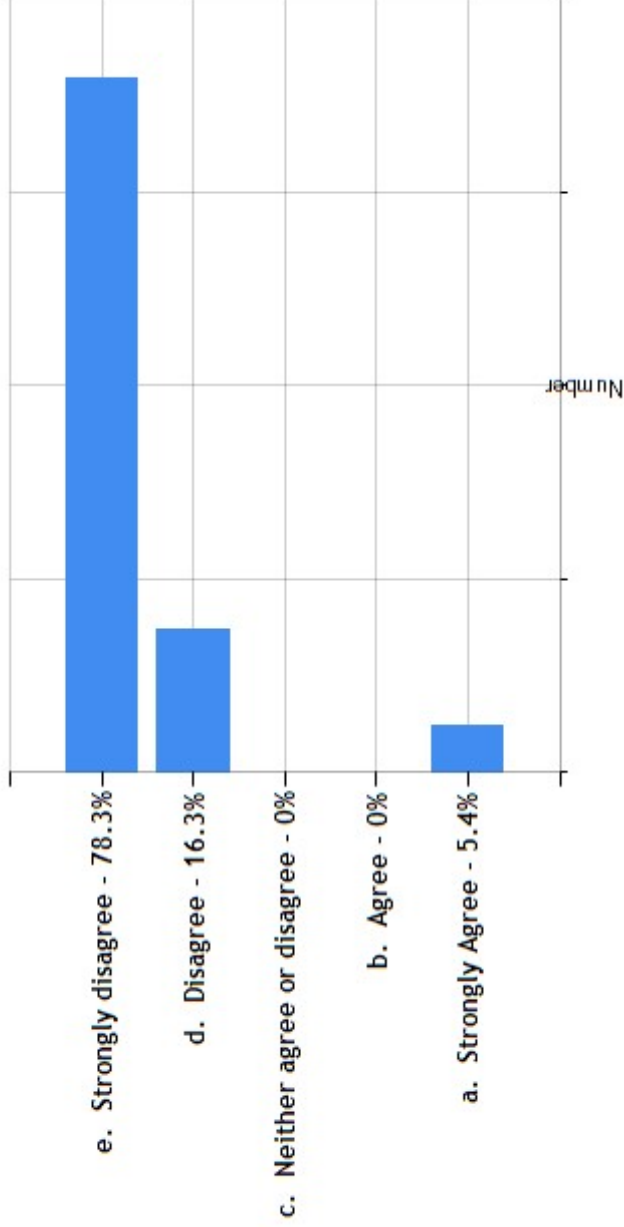
**6. Do you agree with the following statement: We've been lucky with our staff parking arrangements to date, a move to the South side was always going to happen eventually?**

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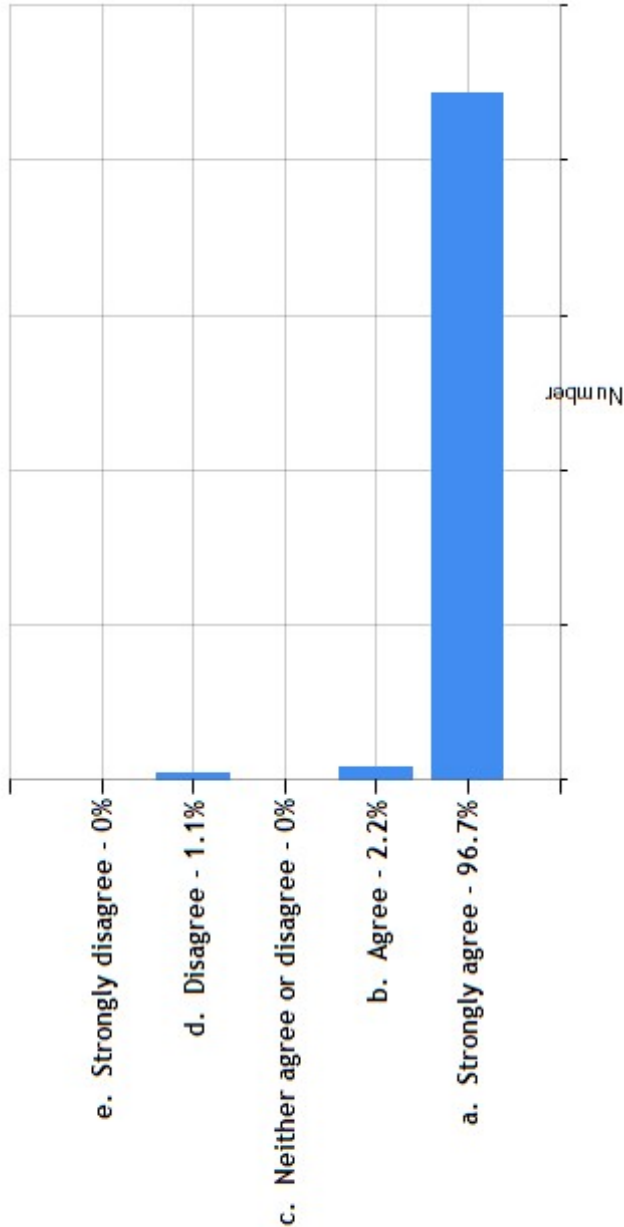
7. Do you agree with the following statement: The extra time I'll spend getting to and from work will have no impact on my levels of fatigue?





8. Do you agree with the following statement: On behalf of all crew Balpa and Unite should challenge South Side parking?

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## **APPENDIX C**

### **OBJECTION LETTER TO NORTH SOMERSET COUNCIL**

Neil Underhay  
Development Management Development and Environment North Somerset Council  
Post Point 15  
Town Hall  
Weston-super-Mare  
BS23 1UJ

18/P/3919/AIN | BRISTOL AIRPORT – THE TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (AMENDMENT) (ENGLAND) ORDER 2015  
PART 8 (CLASS F) CONSULTATION – PROPOSED STAFF WAITING AREA AND INTERNAL ROAD RECONFIGURATION

Dear Mr Underhay

The British Airline Pilot's Association (BALPA) and UNITE represent the interests of pilots and cabin crew working at Bristol Airport.

BALPA and UNITE submit the following comments in relation the above consultation.

1. Outline planning approval was sought and granted for a replacement reception building in the Silver Zone in 2010 (09/P/1020/OT2).
2. It was a condition of planning approval 16/P/1795/RM (erection of a replacement passenger reception building in the Silver Zone) that the old car park reception building was completely removed.

*Condition 2: The existing reception building and canopy shall be completely removed from the site within 3 months on the replacement building being brought into use in accordance a scheme of restoration of the land.*

*Reason: To reduce the cumulative impact of development in the Green Belt in accordance with Policy CS6 of the North Somerset Core Strategy.*

3. The airport contends that planning approval is not required for this new staff waiting building, proposed for the same site as the old reception building, and removed as a condition of 16/P/1795/RM. BALPA contends on the contrary that planning permission is required, because the new building will effectively replace the old one thereby breaking a condition of 16/P/1795/RM.
4. Secondly BALPA contends that the part 8 permitted development rights may not apply (on which case therefore planning permission would be needed) because of the significant transport impacts as regards displacement of passenger car parking spaces which would be likely to lead to illegal offsite parking. As below whilst there is capacity at the northside multi storey carpark the charges for the same are significantly in excess of those for public passenger car parking at the silver zone area hence the significant risk of displaced public passenger car parking offsite at illegal sites. No doubt your colleagues in your enforcement team will be well versed of any historic or current enforcement investigations into the level of offsite illegal passenger parking.

5. The construction of a new building to facilitate an all weather staff waiting area is linked to the airport's plans to close the existing Northside staff car park (682 spaces) and create commensurate additional staff parking space in the current Silverzone staff car park.
6. Every new Silverzone staff car parking space will remove 1.4 public parking spaces due to 'block parking' arrangements where public cars are valet parked bumper to bumper, whereas staff cars will need to be conventionally parked. Were the council to encourage this planned loss of capacity by way of allowing the proposed staff waiting building, the result would be a loss of approximately 900 public parking spaces in the Silverzone. Shortage of Silverzone parking contributes to unauthorised off-site parking. The loss of 900 spaces could only encourage this undesirable practice.
7. The Airport has, with current application 18/P/4007/FUL, applied to change a condition of the 16/P/1486/F decision notice so that the seasonal parking (May to October) condition is removed for one year. The airport currently plan to move staff from Northside to the Silverzone in October causing a net reduction in Airport parking capacity of approximately 300 spaces. It is difficult to understand how planning approval of 18/P/4007/FUL, whilst simultaneously facilitating removal of capacity by way of allowing the airport to construct the Silverzone crew waiting building, can be in accordance with policy CS6 of the Core Strategy and DM12 of the Sites and Policies Plan as cited at condition 4 of the 16/P/1486/F decision notice.
8. In the 2016 application to extend the staff car park (16/P/1440/F) the airport argued that additional (Northside) capacity was required to address a shortage of staff car parking spaces.

"...a shortage of staff car parking spaces, especially during the summer period has led to the use of passenger car parking by staff and contractors, creating traffic conflict and a reduction in the number of spaces available for passengers."

The conclusion stated:

"The provision of additional staff car parking spaces would also reduce the overspill of staff vehicles into customer car parks, maximising the availability of spaces for passenger parking."

The allocation of additional Silverzone land to staff parking spaces, will cause a disproportionate reduction in spaces available for passengers – in direct contradiction to the arguments made above in 2016.

9. Since the commissioning of the first phase of the Northside multi story car park (capacity 984), utilisation has been poor. During June and July the average number of free spaces available were 460 and 540 respectively (sample taken daily around midday). During August there is likely to be less free space owing to a current promotion heavily discounting multi storey car park prices to a price point sometimes below that of 'long stay' which is usually the cheapest Northside offering. For example a quote on Sunday August 12<sup>th</sup> for 7 days commencing August 25<sup>th</sup> offered £90.99 in long stay and £83.99 in the multi story car park. It is understood that the airport plans to add an additional two storeys this winter increasing capacity to 1878 spaces. Furthermore planning approval exists for expansion, bringing the

total capacity to 3850, and it is further understood that this additional capacity will be commissioned during 2019/20. The current consultation for expansion beyond 10m passengers per year proposes expanding the multi storey car park still further.

10. Airline crew should be able to park near to their place of work, an aim accepted by the airport in their 2016 application to extend the current Northside staff car park, where ease of access and reduction of worker trips during the day were cited as reasons for locating staff parking close to the place of work. Crew rest periods are strictly regulated, remote parking in the Silverzone will increase commute times and reduce rest periods with a detrimental effect on flight safety and operational efficiency. Air traffic control staff rest periods are also strictly regulated. Bristol ATC staff park next to the control tower.
11. We understand that the airport operator is only required to consult the local planning authority before being able to rely on any permitted development rights. However to comply with legal duties on consultation it must consider alternatives if the local planning authority does support our position and responds accordingly, the applicant must analyse and consider any response carefully and be prepared to change course in response to the outcome of the consultation if appropriate.

In short the airport appear to be attempting to maximise profits by retaining all northside multi story car parking spaces for passenger public car parking which is charged at a premium to that in the silver zone at the expense of significant transport impacts in terms of the increased risk of offsite illegal passenger parking because there will be less low cost parking available and safety implications for all staff that will have reduced rest periods because of the increased travel time from the proposed Silverzone carpark.

Given the significant transport impacts and safety implications we would request a meeting with yourself to fully discuss the matter.

12. The continued pursuit of the puzzling policy of expanding staff parking in the Silverzone is seems flawed because the result will be:

A negative operational impact due to remote parking of aircrew

A negative environmental impact caused by a likely increase in off site parking due to a reduction in low cost passenger parking in the Silverzone.

A likely loss of revenue to unofficial offsite car park operators

An increase in worker trips as the majority of aircrew live North of the airport

The multi storey car park is within the greenbelt inset. The airport should be encouraged to make full use of the current and projected spare parking capacity within the greenbelt inset. The airport should be asked to consider alternatives to the new building proposed within the greenbelt Southside (18/P/3919/AIN) by way of implementing an improved staff parking strategy that eliminates unnecessary development within the greenbelt.

Brian Strutton  
General Secretary  
BALPA

Clinton Shortman  
Convenor and Branch Chair  
UNITE



## **APPENDIX D**

### **SOUTH SIDE CAR PARK PLAN**



aspave' SUDS  
car park extension

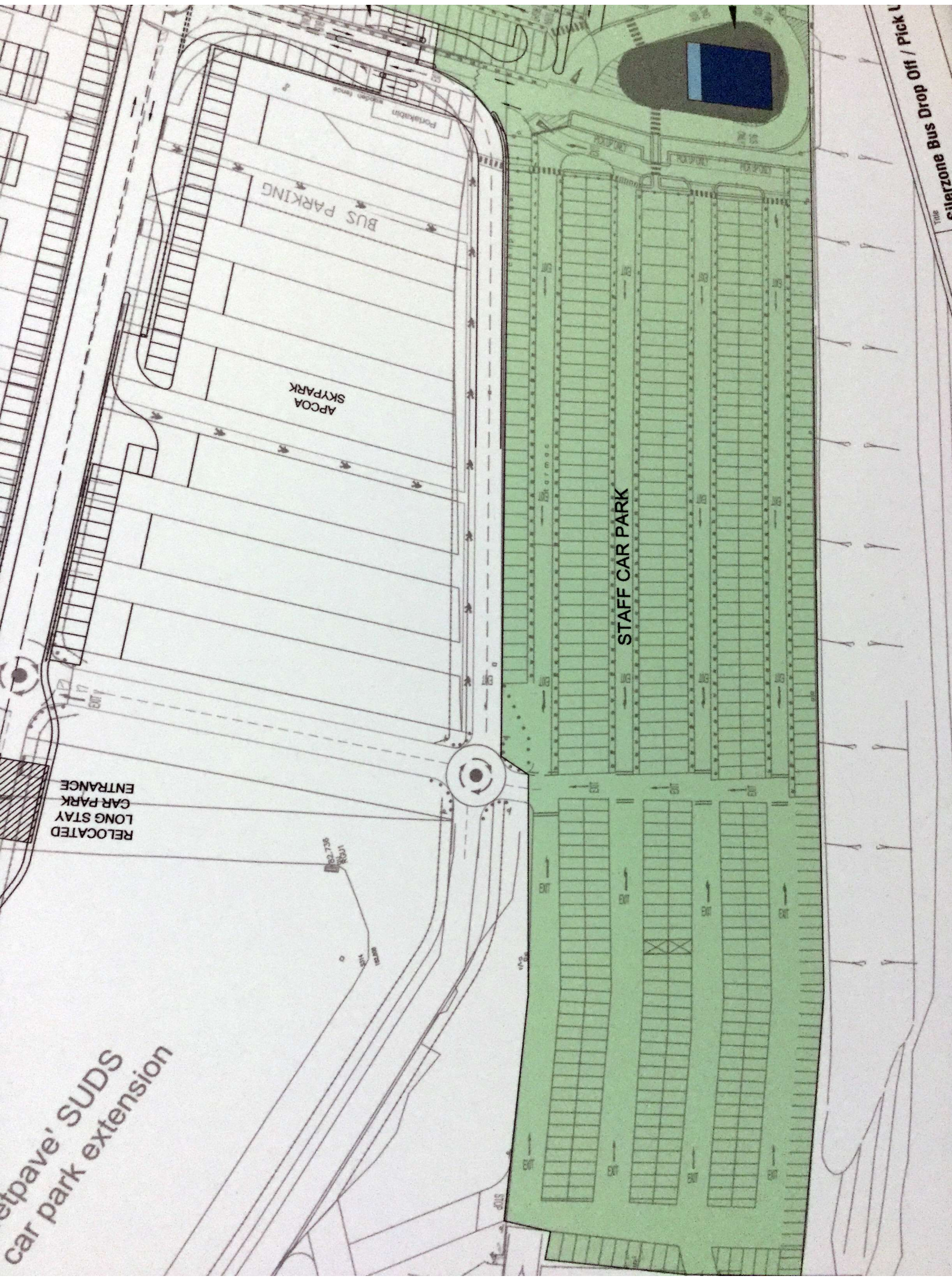
RELOCATED  
LONG STAY  
CAR PARK  
ENTRANCE

APCOA  
SKYPARK

BUS PARKING

STAFF CAR PARK

enterzone Bus Drop Off / Pick U  
Title





## **APPENDIX E**

### **FULL CREW SURVEY**

**APPENDIX E**

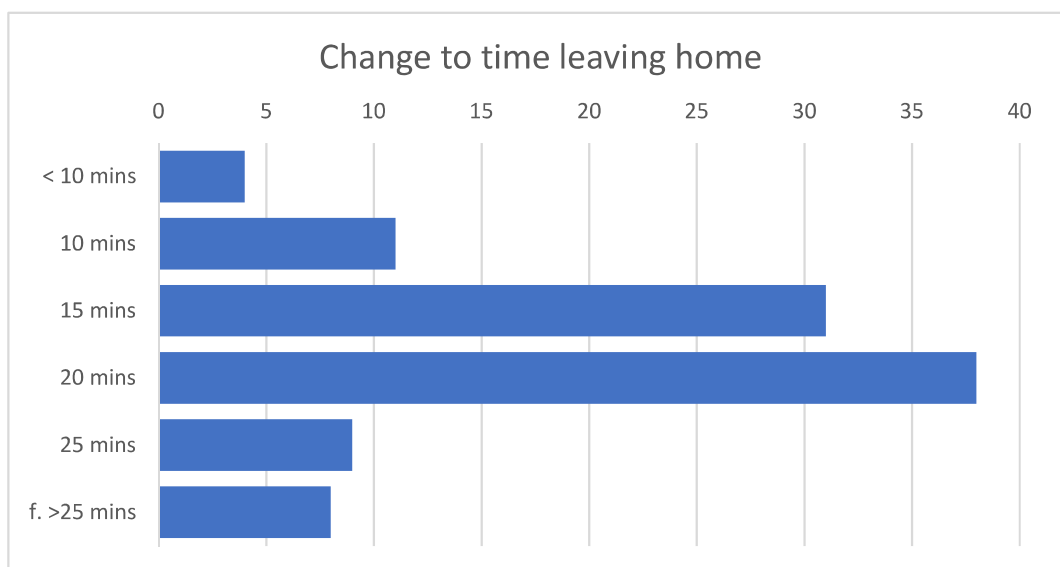
Crew Survey  
post car park  
move

Q1	Q2	Q3	Q4	Q5
Which airline do you work for?	Change to time leaving home	North or South Approach?	Standby location change?	8 hours sleep Achievable?
b. easyJet	b. 10 mins	a. North	a. No I'm still not outside 90 minutes. b. I'm now outside of 90 minutes but have not altered my standby location.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes. b. I'm now outside of 90 minutes but have not altered my standby location.	a. Yes
b. easyJet	d. 20 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	b. 10 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes. b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	a. < 10 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	b. 10 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes. b. I'm now outside of 90 minutes but have not altered my standby location.	a. Yes
b. easyJet	d. 20 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
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b. easyJet	d. 20 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
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b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	a. < 10 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes

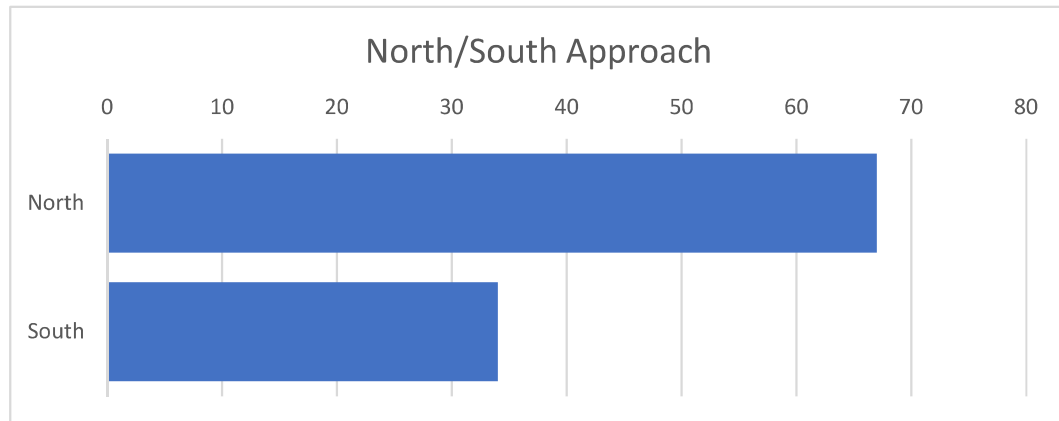
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
			b. I'm now outside of 90 minutes but have not altered my standby location.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	f. >25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	a. < 10 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
			c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	b. No
b. easyJet	f. >25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	b. 10 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	d. 20 mins	b. South		
			c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	b. No
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	a. North		
			c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	b. No
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	b. 10 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	b. 10 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	b. 10 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	b. 10 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
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b. easyJet	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	b. 10 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
			b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	f. >25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	f. >25 mins	a. North		
			c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	a. Yes
b. easyJet	d. 20 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
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b. easyJet	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	d. 20 mins	b. South	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	c. 15 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
b. easyJet	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
d. TUI	f. >25 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	e. 25 mins	b. South	b. I'm now outside of 90 minutes but have not altered my standby location.	a. Yes
d. TUI	d. 20 mins	b. South	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
d. TUI	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	c. 15 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	b. No
d. TUI	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	e. 25 mins	b. South	c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	b. No
d. TUI	c. 15 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	b. South	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	d. 20 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
d. TUI	f. >25 mins	a. North	a. No I'm still not outside 90 minutes.	a. Yes
d. TUI	f. >25 mins	a. North	b. I'm now outside of 90 minutes but have not altered my standby location.	b. No
d. TUI	e. 25 mins	a. North	a. No I'm still not outside 90 minutes.	b. No
d. TUI	b. 10 mins	a. North	c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away when on standby.	a. Yes

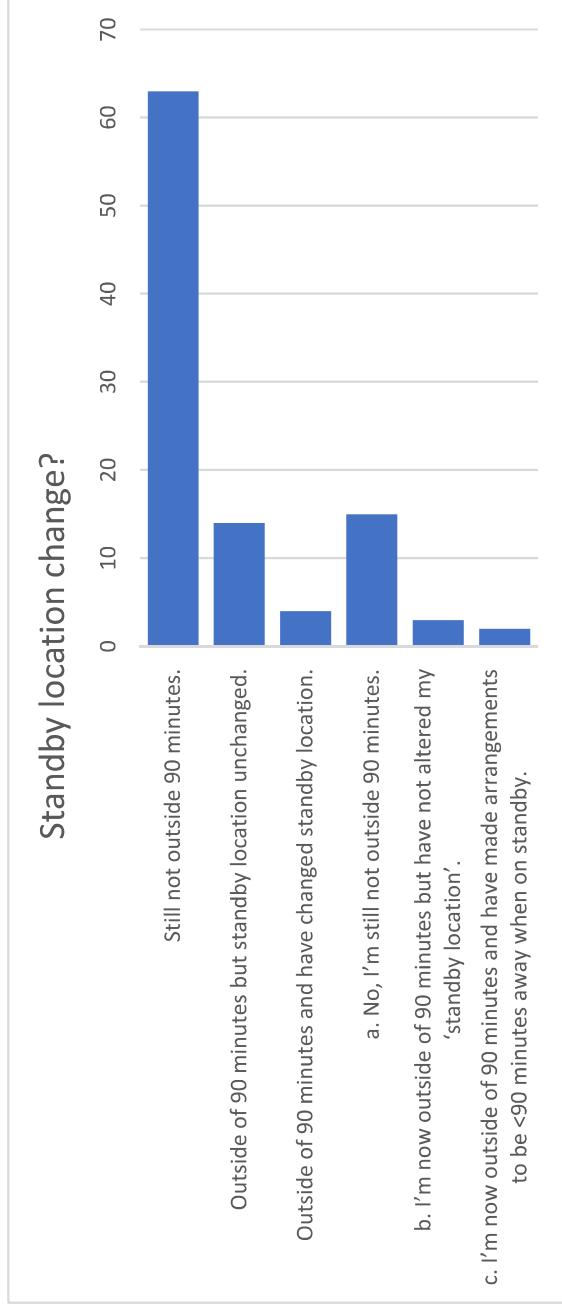
Row Labels	Count of Q2. Change to time leaving home
< 10 mins	4
10 mins	11
15 mins	31
20 mins	38
25 mins	9
f. >25 mins	8
<b>Grand Total</b>	<b>101</b>



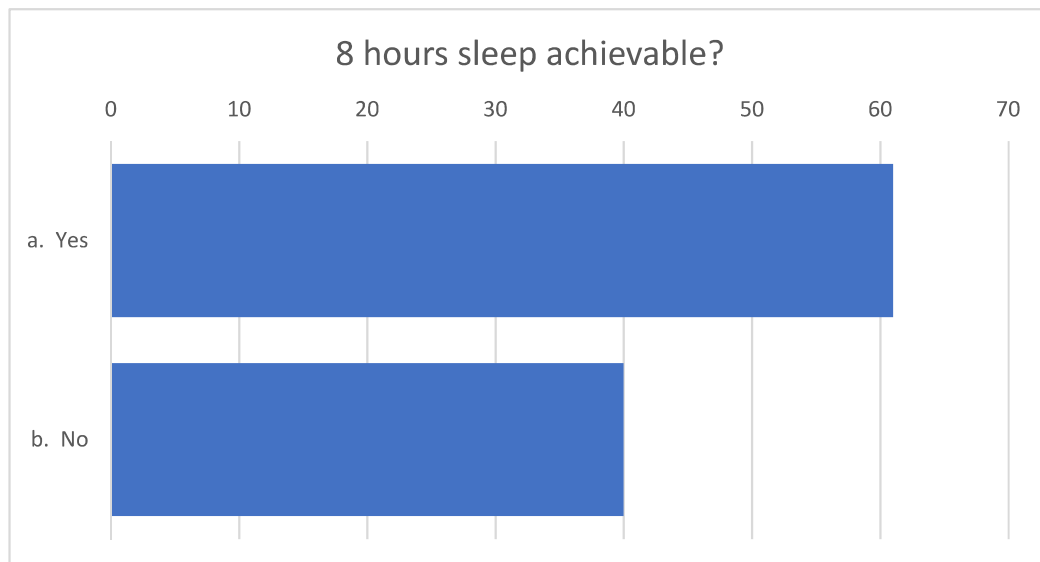
Row Labels	Count of Q3. North or South Approach
North	67
South	34
<b>Grand Total</b>	<b>101</b>



Row Labels	Count of Q4.Standby location change?
Still not outside 90 minutes.	63
Outside of 90 minutes but standby location unchanged.	14
Outside of 90 minutes and have changed standby location.	4
a. No, I'm still not outside 90 minutes.	15
b. I'm now outside of 90 minutes but have not altered my 'standby location'.	3
c. I'm now outside of 90 minutes and have made arrangements to be <90 minutes away	2
<b>Grand Total</b>	<b>101</b>



Row Labels	Count of 5. 8 hours sleep achievable?
a. Yes	61
b. No	40
<b>Grand Total</b>	<b>101</b>



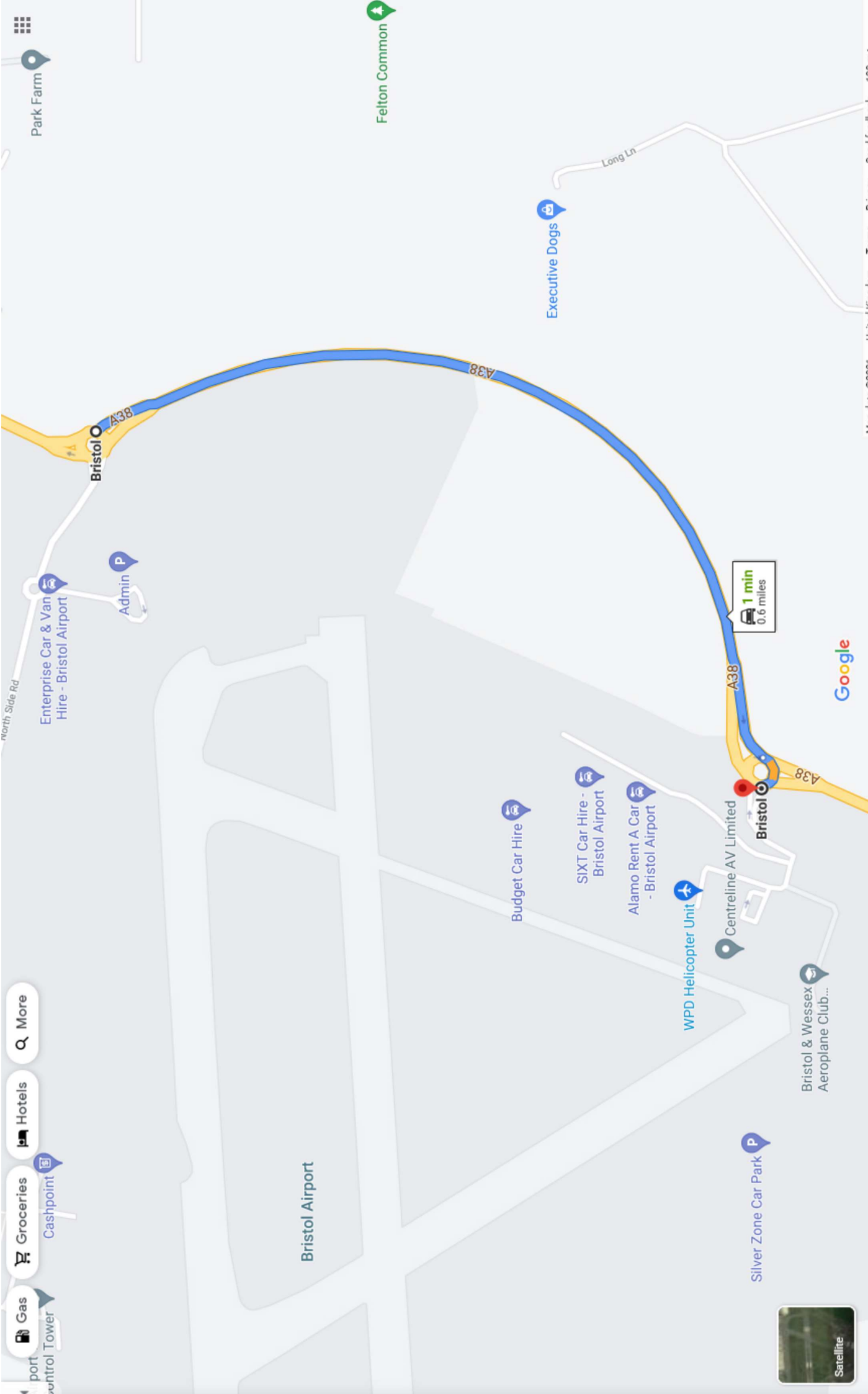


## **APPENDIX F**

**MAP – STAFF EXTRA MILEAGE TO SOUTH SIDE CAR PARK AS OPPOSED TO  
NORTH SIDE**

Map navigation and search controls:

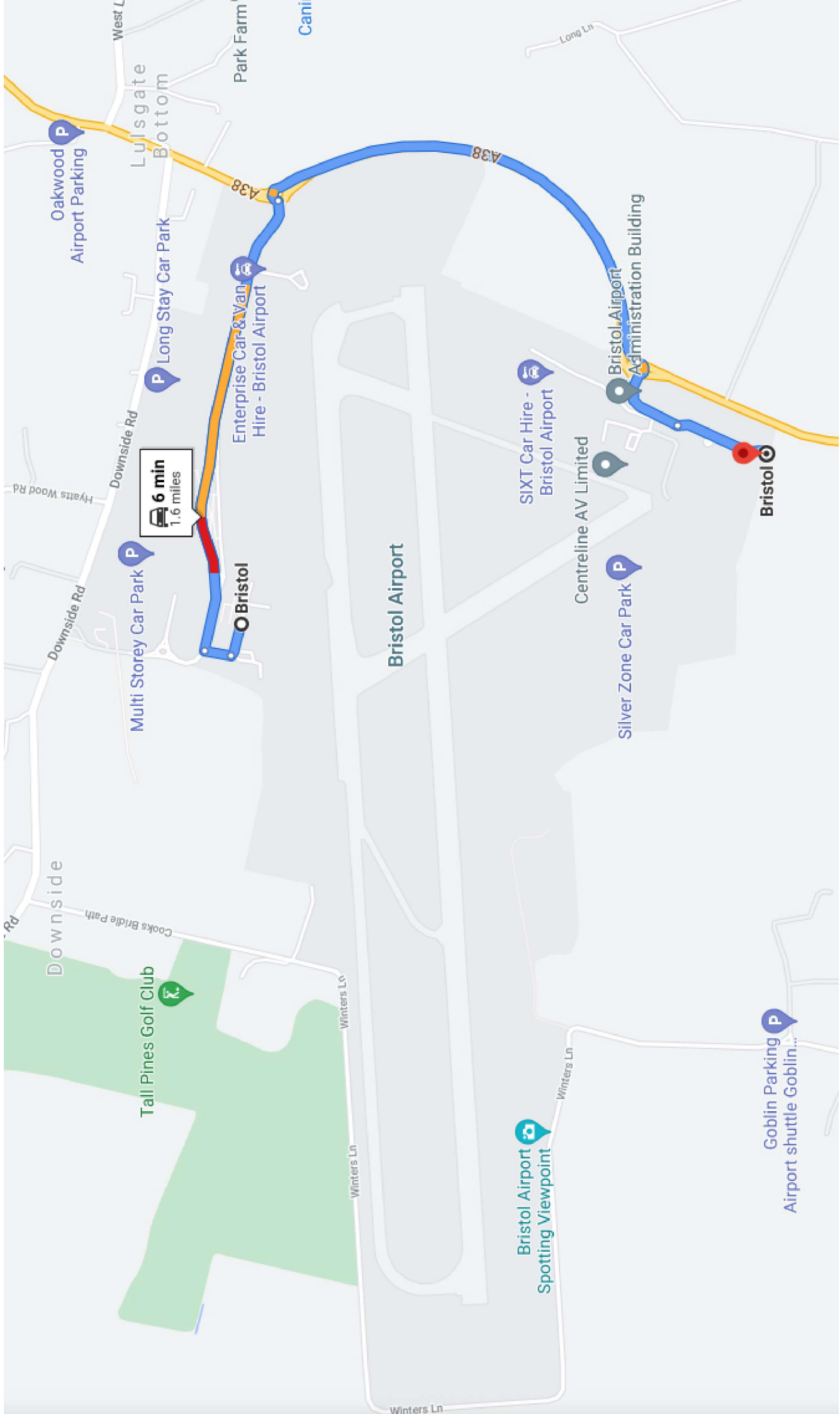
- Gas
- Groceries
- Hotels
- More
- Search icon
- Map icon
- Cashpoint



Google

## **APPENDIX G**

### **MAP – BRISTOL AIRPORT STAFF BUS ROUTE**



## **APPENDIX H**

### **A GUIDE TO WORKPLACE SAFETY (HSE)**

# A guide to workplace transport safety



**HSG136 (3rd edition)**  
**Published 2014**

This guide provides advice for employers on what they need to do to comply with the law and reduce risk. It will also be useful for managers, supervisors, employees and their safety representatives, as well as contractors, vehicle operators and other organisations concerned with workplace transport safety.

The new guide is much shorter and more streamlined than the previous edition and includes advice on your general legal duties and information on health and safety management. There is also more specific advice on controlling risks associated with workplace transport, which has been restructured into three main areas:

- safe site (design and activity);
- safe vehicle;
- safe driver.

The new edition has been updated to take account of new advice on workplace transport safety and also to reflect changes to relevant legislation and associated guidance. There are new sections on multi-deck vehicles and multi-site deliveries, as well as minor changes to other sections, such as on weighbridges and sheeting.

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# Introduction

1 Every year, about 50 people are killed and more than 5000 people are injured in accidents involving workplace transport ([www.hse.gov.uk/statistics](http://www.hse.gov.uk/statistics)). The most common causes are people falling from or being struck by a vehicle, objects falling from a vehicle, or vehicles overturning.

2 This guide provides comprehensive advice for employers on what they need to do to comply with the law and reduce risk. It will also be useful for managers, supervisors, employees and their safety representatives, self-employed people, contractors, vehicle operators and other organisations concerned with workplace transport safety.

3 For a brief introduction to workplace transport safety, look at HSE's leaflet *Workplace transport safety: A brief guide*.<sup>1</sup> For basic, general information for small businesses on managing health and safety, look at HSE's 'Health and safety made simple: The basics for your business' ([www.hse.gov.uk/simple-health-safety](http://www.hse.gov.uk/simple-health-safety)).

4 'Workplace transport' means any vehicle or piece of mobile equipment used in any work setting. It covers a very wide range of vehicles, from cars, vans, lorries and lift trucks, to less common vehicles and plant such as straddle carriers and rubber-tyred gantries.

5 Vehicles moving on public roads are not usually classed as 'workplace transport', because road traffic laws cover any associated risks in more detail than general health and safety law. However, public roads are often used as temporary workplaces, for example during roadside deliveries, road works or breakdown assistance, so health and safety law applies.

## What does this guide cover?

6 This guide includes advice on your general legal duties and information on health and safety management. This is followed by more specific advice on controlling risks associated with workplace transport, grouped into three main areas:

- safe site (design and activity);
- safe vehicle;
- safe driver.

7 'Safe site – design' covers the layout of the workplace, for example traffic routes and their maintenance, the positioning and design of pedestrian crossing points, lighting and signage. The main aim of any design should be the segregation of vehicles from pedestrians.

8 'Safe site – activity' covers activities on a site such as reversing operations, coupling and uncoupling, loading and unloading, tipping and sheeting.

9 'Safe vehicle' covers identifying and choosing the most appropriate vehicle for the tasks and environment and the people who will use it, as well as how it will be maintained.

10 'Safe driver' covers the competence and behaviour of those who operate vehicles.

11 You can also look at HSE's workplace transport website for more information: [www.hse.gov.uk/workplacetransport](http://www.hse.gov.uk/workplacetransport).

# Managing workplace transport safety

## Health and safety law – general duties

12 As an employer you must:

- ensure that the health and safety of your employees, contractors and members of the public are not put at risk as a result of the work you do;
- have a written health and safety policy if you employ five or more people;
- assess the risks to the health and safety of anyone affected by what you do (including employees and members of the public) and record the significant findings (in writing if you employ five or more people);
- have arrangements in place for effective planning, organisation, control, monitoring and review of preventive and protective measures identified by the risk assessment;
- provide personal protective equipment where there are risks to health and safety that cannot be adequately controlled in other ways;
- provide information, instruction, training and supervision to ensure employees' health and safety at work;
- maintain in a 'safe condition' (without risks to health or safety) any workplace and work equipment under your control;
- consult with employees and their representatives on health and safety matters;
- co-operate and co-ordinate where employers share a workplace.

13 Employees and the self-employed also have duties to look after their own health and safety and that of anyone who might be affected by their work.

## *Risk assessment*

14 You must control the risks in your workplace. Risk assessment is about identifying and taking sensible and proportionate measures to control these risks. You are probably already taking steps to protect your employees, but your risk assessment will help you decide whether you should be doing more.

15 Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm. Monitor your workplace activities involving vehicles (including visiting vehicles) over a reasonable period to build up a clear picture of vehicle and pedestrian traffic movements including, for example, loading and unloading, or collecting waste.

16 Think about new designs/layouts before they are put in place. Also think about the effect of any changes in how things are done, eg different types of vehicle, or having to use different or new routes.

17 Some workers may have particular requirements, for example new and young workers, migrant workers, new or expectant mothers, people with disabilities, temporary workers, contractors and lone workers.

18 Generally, you need to do everything reasonably practicable to protect people from harm. An explanation of what 'reasonably practicable' means is provided at [www.hse.gov.uk/risk/faqs/htm](http://www.hse.gov.uk/risk/faqs/htm).

19 More guidance on risk assessment can be found at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). Also look at the 'Workplace transport checklist' on HSE's website to help you identify the risks in your workplace ([www.hse.gov.uk/workplacetransport/wtchk1.pdf](http://www.hse.gov.uk/workplacetransport/wtchk1.pdf)).

## Managing health and safety

20 Managing health and safety is an integral part of managing your business. The HSE website ([www.hse.gov.uk/managing](http://www.hse.gov.uk/managing)) explains how you can follow a 'Plan, Do, Check, Act' approach:

- **Plan:** Describe how you manage health and safety in your business (your legally required policy) and plan to make it happen in practice.
- **Do:** Prioritise and control your risks – consult your employees and provide training and information.
- **Check:** Measure how you are doing and investigate the causes of any accidents, incidents or near-misses.
- **Act:** Learn from your experience and take action on lessons learned.

## Organising for safety

21 Make sure responsibilities for health and safety management are clearly allocated before any work starts so that all employees, contractors, subcontractors, visiting drivers, maintenance staff and other workers understand what they need to do to maintain a safe workplace.

22 It is important to have strong lines of communication to ensure any changes can be quickly put into practice. A clear and simple incident-reporting procedure can help to identify problems early, prevent serious accidents and show how effective your control measures are.

23 Supervision is an essential part of monitoring safe working. The level of supervision should reflect the level of risk and the abilities of employees carrying out the work. However, even where risks are low there will still need to be some supervision to make sure safety standards are being maintained.

## Consulting employees

24 You must consult all your employees, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through union health and safety representatives. In non-unionised workplaces, you can consult directly or through other elected representatives.

25 Consultation involves employers not only giving information to employees, but also listening to them and taking account of what they say before making health and safety decisions. Issues employers should consult employees on include:

- risks arising from their work;
- proposals to manage and/or control these risks;
- the best ways of providing information and training.

26 Employers should involve employees or their safety representatives when carrying out and reviewing risk assessments as it is a good way of helping to manage health and safety risk. Employers could ask employees what they think the

hazards are, as they may notice things that are not obvious and may have some good, practical ideas on how to control the risks.

27 HSE's leaflet *Consulting employees on health and safety*<sup>2</sup> has more information.

## Competence

28 As an employer, you need to make sure that all managers, supervisors and employees are competent to do their work properly. There are two main ways of doing this:

- **Make sure new recruits are competent.** Have effective recruitment and placement procedures to make sure all those employed (including managers) have the relevant knowledge and experience to be able to do their jobs safely, or can gain these through training.
- **Make sure existing employees are competent.** Provide information, instruction and training to maintain or improve employees' competence, particularly where changes in staff, equipment or procedures are planned. This should take account of employees' abilities and experience.

29 Look at HSE's competence web pages for more advice:  
[www.hse.gov.uk/competence](http://www.hse.gov.uk/competence).

## Contractors

30 When you engage contractors or agency workers, you should establish their competence before they do any work. The same health and safety standards that apply to permanent employees also apply to agency workers and contractors. They are likely to need specific job and familiarisation training, and some supervision and monitoring.

31 The site operator (who has overall control of the site) or main employer will need to give the contractor appropriate health and safety information about, for example:

- the workplace;
- the routes to be used;
- the vehicles and equipment on site;
- risks from the activities on site and the controls in place;
- other people on site, such as other contractors or visiting drivers.

32 The site operator and contractors should agree the safety arrangements before they start work. Contractors should be fully aware of any penalties if they fail to follow safe working practices. Look at HSE's leaflet *Using contractors: A brief guide*<sup>3</sup> for more information.

## Shared workplaces

33 Where two or more employers (or the self-employed) share a workplace (whether temporarily or permanently), they need to:

- co-operate with the other employers so they can meet their health and safety duties;
- take all reasonable steps to co-ordinate the measures they take to meet their legal duties with those taken by other employers;

- take all reasonable steps to tell the other employers about risks to their employees' health and safety as a result of their work activities.

34 Normally, the site operator or a main employer controls the site and they should take responsibility for co-ordinating health and safety measures by:

- discussion with the smaller employers;
- asking other employers to agree to site-wide arrangements;
- liaising with other employers to help ensure they take responsibility and co-operate.

35 Where employees enter a different workplace (for example, to make a delivery or collect goods), consider that workplace as shared.

36 Vehicles on which employees of more than one company are working are also considered shared workplaces, even if it is only for a brief period (for example, during loading and unloading). Both employers are responsible for the safety of their own employees and those of other companies. Those involved in managing this work should agree, preferably in writing, the safety arrangements before work starts.

## Parking

### Parking areas

98 Wherever possible, provide safe and suitable parking areas, with parking for work-related vehicles separate from that for private cars, motorcycles and bicycles. Clearly signposted and enforced parking areas may be necessary if there is an increased risk of injury from uncontrolled parking.

99 Where possible, drivers leaving parked vehicles should not have to cross potentially hazardous work areas or traffic routes. Physical precautions such as bollards and barriers can help prevent vehicles from crossing into pedestrian walkways.

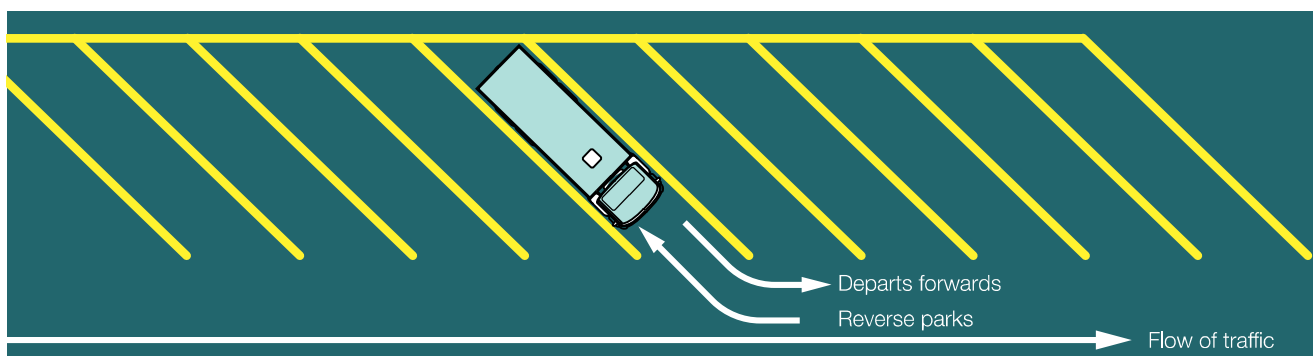


**Figure 9** Pedestrian walkway in car park

100 Parking areas should:

- be clearly signposted;
- not impede traffic routes;
- ensure pedestrians and vehicles are kept apart;
- allow drivers and pedestrians to see clearly;
- be firm, level and well drained;
- be well lit, if possible;
- be as close as possible to where people need to go when they leave their vehicles.

101 Consider providing drive-through parking areas for larger vehicles to eliminate the need for reversing. If this is not possible, then consider reverse parking with the parking bays at an angle to reduce the number of vehicles reversing into the flow of traffic.



**Figure 10** Parking bays angled backwards

102 Bays or lay-bys, where vehicles can be left safely, may be used for parking, as long as they are offset from the flow of traffic and people. They should be firm, level, well lit and clearly marked.

103 If parking is a significant problem, for example as a result of sharing premises with several other companies, then consider a survey of parking demand and availability by professional engineers.

### ***Hardstandings***

104 Hardstandings are hard-surfaced areas where vehicles and their trailers can be parked. They should be robust enough to safely support the weight of the vehicle, trailer and load, and they should also be able to withstand the corrosive effect of any spillages, such as fuel, oil and other pollutants. Cement concrete surfaces are preferable to asphalt or bitumen, particularly where vehicles load or unload.

### ***Safe parking***

105 Vehicles should be parked on firm and level ground, preferably in a dedicated parking area. No vehicle should be left unattended unless the parking brakes have been firmly applied, the engine has been switched off, the starter key has been removed, and any mounted equipment has been lowered to the ground or secured. Remember the following:

- brakes ON;
- engine OFF;
- key OUT;
- equipment SAFE.

106 Make sure keys are never left in an unattended vehicle and are securely stored when vehicles are parked in workplaces overnight, at weekends or for long periods.

### ***Parking on a slope***

107 Although a working surface such as a goods yard may appear level, it will nearly always have a slight incline for drainage. This can cause a vehicle and/or trailer to move if the parking brakes have not been applied. When parking on a slope:

- apply all brakes;
- leave vehicles in gear (if it is safe to do so);
- use wheel chocks or stops where appropriate;
- park vehicles facing up or down the slope, not sideways on. There are some exceptions to this. For example, where operators are working directly in front of the vehicle pointing downhill (such as a farm worker opening a gate), it may be safer to park across the slope to prevent the vehicle from moving if the brakes fail.

108 Drivers should be instructed in the safe use of vehicle and trailer brakes and monitored to make sure they follow those instructions. See the following section on 'Coupling and uncoupling' for more information.

## **APPENDIX I**

### **NORTH SIDE PARKING SURVEY**



(Northside) Multi Story Car Park occupancy statistics May -August 2018

	Date	June Spaces
May	28	563
Tue	29	467
Wed	30	458
Thu	31	496
June	1	603
Sat	2	
Sun	3	
Mon	4	
Tue	5	
Wed	6	460
Thu	7	399
Fri	8	401
Sat	9	493
Sun	10	522
Mon	11	505
Tue	12	412
Wed	13	412
Thu	14	431
Fri	15	470
Sat	16	477
Sun	17	442
Mon	18	298
Tue	19	
Wed	20	226
Thu	21	187
Fri	22	341
Sat	23	425
Sun	24	629
Mon	25	573
Tue	26	520
Wed	27	487
Thu	28	
Fri	29	
Sat	30	678
AVERAGE		458.3333
	Date	July Spaces
Sun	1	667
Mon	2	628
Tue	3	575
Wed	4	477
Thu	5	456
Fri	6	447
Sat	7	409
Sun	8	355
Mon	9	406
Tue	10	391

Wed	11	524
Thu	12	516
Fri	13	539
Sat	14	513
Sun	15	543
Mon	16	
Tue	17	
Wed	18	
Thu	19	589
Fri	20	627
Sat	21	721
Sun	22	
Mon	23	689
Tue	24	592
Wed	25	559
Thu	26	583
Fri	27	589
Sat	28	586
Sun	29	584
Mon	30	535
Tue	31	482
AVERAGE		540.0741

Date	August Spaces				
Wed	1	380			
Thu	2	361			
Fri	3				
Sat	4				
Sun	5				
Mon	6	333			
Tue	7	250			
Wed	8	129			
Thu	9	120	PP	LS	Total
Fri	10	144	60	266	470
Sat	11	148			
Sun	12	80			
Mon	13	112			
Tue	14				
Wed	15				
Thu	16				
Fri	17				
Sat	18				
Sun	19				
Mon	20				
Tue	21				
Wed	22				
Thu	23				
Fri	24				

MSCP offer has drawn custom from the LS, but pre booking is closed.

## **APPENDIX J**

### **BRISTOL AIRPORT CAR PARK PRICING ANALYSIS**

APPENDIX J

Analysis of car parking prices and revenue for Bristol airport May 2018 - May 2019

How does potential revenue earned per sq M from block parking (Silver Zone) compare to revenue earned per sq M in the northside long stay car park?

At Bristol Airport long stay parking takes two forms, conventional car parks with an aisle per two rows of cars, and block parking where cars are valet parked bumper to bumper, but charged at a lower daily rate.

The difference in parking density is around 50% depending on the length of block parking 'columns'.

If the main area of the current staff car park (previously part of the Silver Zone) were to revert to block parking then 12 passenger cars could be parked where currently only 8 staff cars can be parked. Hence the cost in space of conventionally parking a staff member's car is 50% more than parking a passenger car.

The following table shows SZ and LS tariffs for 7 days parking, over a period of one year, recorded on May 17th 2018: For weeks commencing 19/5,26/5 & 2/6 LS was not bookable so cheapest alternatives are shown (Premier Parking or MSCP).

Although around 50% additional capacity could be created, a generous factor of only 40% is applied to Silver Zone tariffs in order to demonstrate how much revenue could be earned were the staff parking area to be turned over to block parking.

SZ = silverzone

SZ (staff) = SZx1.4 that could be earned if cars were block parked in the staff car park.

LS = Long Stay

Week commencing	Silver Zone	SZ (staff) 1.4	Long Stay	LS/SZ ratio	LS/SZ (staff)		LS-SZ (staff)	
					ratio	absolute difference	absolute difference	
	£	£	£			£	£	
19/05/2018	80	112	118	(MSCP)		38	6	
26/05/2018	75	105	122	(premier)		47	17	
02/06/2018	69	96.6	120	(premier)		51	23.4	

09/06/2018	61	85.4	86	1.41	1.01	25	0.6
16/06/2018	49	68.6	86	1.76	1.25	37	17.4
23/06/2018	49	68.6	86	1.76	1.25	37	17.4
30/06/2018	65	91	86	1.32	0.95	21	-5
07/07/2018	65	91	86	1.32	0.95	21	-5
14/07/2018	65	91	86	1.32	0.95	21	-5
21/07/2018	65	91	86	1.32	0.95	21	-5
28/07/2018	65	91	86	1.32	0.95	21	-5
04/08/2018	65	92.95	86	1.32	0.93	21	-6.95
11/08/2018	65	92.95	86	1.32	0.93	21	-6.95
18/08/2018	65	92.95	86	1.32	0.93	21	-6.95
25/08/2018	65	92.95	86	1.32	0.93	21	-6.95
01/09/2018	61	85.4	86	1.41	1.01	25	0.6
08/09/2018	61	87.23	86	1.41	0.99	25	-1.23
15/09/2018	61	87.23	86	1.41	0.99	25	-1.23
22/09/2018	61	87.23	86	1.41	0.99	25	-1.23
29/09/2018	47	65.8	86	1.83	1.31	39	20.2
06/10/2018	47	67.21	69	1.47	1.03	22	1.79
13/10/2018	47	67.21	64	1.36	0.95	17	-3.21
20/10/2018	47	67.21	64	1.36	0.95	17	-3.21
27/10/2018	47	67.21	64	1.36	0.95	17	-3.21
03/11/2018	47	67.21	64	1.36	0.95	17	-3.21
10/11/2018	47	67.21	64	1.36	0.95	17	-3.21
17/11/2018	47	67.21	56	1.19	0.83	9	-11.21
24/11/2018	47	67.21	56	1.19	0.83	9	-11.21
01/12/2018	47	67.21	56	1.19	0.83	9	-11.21
08/12/2018	47	67.21	56	1.19	0.83	9	-11.21
15/12/2018	47	67.21	56	1.19	0.83	9	-11.21
22/12/2018	47	67.21	56	1.19	0.83	9	-11.21
29/12/2018	47	67.21	64	1.36	0.95	17	-3.21
05/01/2019	32	45.76	48	1.50	1.05	16	2.24
12/01/2019	32	45.76	48	1.50	1.05	16	2.24
19/01/2019	32	45.76	48	1.50	1.05	16	2.24

26/01/2019	32	45.76	48	1.50	1.05	16	2.24
02/02/2019	32	45.76	48	1.50	1.05	16	2.24
09/02/2019	32	45.76	48	1.50	1.05	16	2.24
16/02/2019	32	45.76	48	1.50	1.05	16	2.24
23/02/2019	32	45.76	48	1.50	1.05	16	2.24
02/03/2019	32	45.76	48	1.50	1.05	16	2.24
09/03/2019	32	45.76	48	1.50	1.05	16	2.24
16/03/2019	32	45.76	48	1.50	1.05	16	2.24
23/03/2019	32	45.76	48	1.50	1.05	16	2.24
30/03/2019	32	45.76	48	1.50	1.05	16	2.24
06/04/2019	32	45.76	48	1.50	1.05	16	2.24
13/04/2019	32	45.76	48	1.50	1.05	16	2.24
20/04/2019	32	45.76	48	1.50	1.05	16	2.24
27/04/2019	32	45.76	48	1.50	1.05	16	2.24
04/05/2019	32	45.76	48	1.50	1.05	16	2.24
11/05/2019	32	45.76	48	1.50	1.05	16	2.24

Total for 1

year	£2,478	£3,519	£3,523			£1,045	£3.94
400 spaces	£991,200	£1,407,624	£1,409,200			£209,000	£788.00

average price    £47.65    £67.67    £67.75

Average ratio of long stay (LS) price to SZ price    1.42

Average ratio of long stay (LS) to SZ (staff) price    1.00

Comparing LS revenue with SZ revenue it can be seen that over one year a public car parking space in the LS car park has the potential to earn £1045 more. However when revenue per sq M is calculated the difference falls to £3.94 per space. It is estimated that moving 400 staff spaces, sufficient for all anticipated airline crew, to the northside LS car park would cost no more than £788, but this ignores savings in busing costs, which are likely to be substantially more than £788.