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**Dublin Airport
Stand Allocation Rules**

Version 2.0

Revision History

Version	Date	Reviewer	Changes
Original	01/07/2011	N/A	N/A
V1.0	27/09/2019	D. Allen	N/A
V2.0	14/09/2021	D. Allen	Update of organisation changes

Any changes to this document need to be approved and published by Airside Operations Manager (Dave Allen, Dave.Allen@dublinairport.com)

Stand Allocation Rules are reviewed on ad-hoc basis as required.

Table of Content

1. Introduction

The DAA controls and manages stand allocation, and produces a seasonal guide based on scheduled traffic information submitted by operators to Airport Co-ordination Limited. Stands will be allocated to ensure efficient usage of airport infrastructure. In particular the usage of <mark>Passenger Boarding Bridge (PBB)</mark> served and walk-in walk-out Contact Stands will be maximised.

The purpose of this document is to set out the rules and priorities by which the Dublin Airport Authority will allocate all aircraft parking stands and passenger boarding gates at Dublin Airport. This document should be read in conjunction with the DAA's Terms and Conditions document which is available on the Dublin Airport website.

Note: Capitalised terms used in this document which are not expressly defined herein shall have the meaning given to them as per the DAA's Terms and Conditions document

Words denoting the singular shall include the plural and vice versa, words denoting any gender shall include any other gender

The terms and abbreviations used in this document are defined as follows:

ACL	Airport Co-ordination Limited (the company appointed by the Commission for Aviation Regulation) to act as schedules coordinator at Dublin Airport.
Assistance Categories	1) **MEDA** Passenger whose mobility is impaired, due to clinical cases with medical pathology in progress, being authorized to travel by medical authorities. Such passenger usually has social coverage in relation to the illness or accident in question. 2) **STCR** Passenger who can only be transported on a stretcher. Such passenger may or may not have social protection or specific insurance. 3) **WCHR** Passenger who can walk up and down stairs and move about in an aircraft cabin, but who requires a wheelchair or other means for movements between the aircraft and the Terminal, in the terminal and between arrival and departure points on the city side of the terminal. 4) **WCHS** Passenger who cannot walk up or down stairs, but who can move about in an aircraft cabin and requires a wheelchair to move between the aircraft and the terminal, in the terminal and between arrival and departure points on the city side of the terminal. 5) **WCHP** Passenger with a disability of the lower limbs who has sufficient personal autonomy to take care of him/herself, but who requires assistance to embark or disembark and who can move about in an aircraft cabin only with the help of an on-board wheelchair. 6) **WCHC** Passenger who is completely immobile, who can move about only with the help of a wheelchair or any other means and

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	who requires assistance at all times from arrival at the airport to seating in the aircraft or, if necessary, in a special seat fitted to his/her specific needs, the process being inverted at arrival. 7) **BLIND-** Passenger who is Blind 8) **DEAF** Passenger who is deaf or a passenger who is deaf without speech. 9) **DEAF/BLIND** Blind and deaf passenger who can move about only with the help of an accompanying person. 10) **MAAS** (meet and assist) All other passengers in need of special help.
Bus Lounge	A Bus Lounge is a specific gate that has been chosen by DAA as a suitable coach/bus passenger loading and unloading area, and as such complies with all National and Dublin Airport Health & Safety legislation and regulations. A Bus Lounge may serve more than 2 Remote Stands.
CBP	United States Customs and Border Protection service
Contact Stand	As defined per the DAA terms and conditions document.
Freighter aircraft	Aircraft that carry only freight/cargo.
Frequency of Service	Defined as being how often a flight operates, within a one week period as per the ACL schedule.
PRM	Persons with Reduced Mobility
Quick turn services	Defined as aircraft turns of less than (but not equal to) 30 minutes, as defined within the ACL schedule
Remote Stand	As defined per DAA terms and conditions document.
Services with Category 6 PRM's	Defined as carrying 5 or more Category 6 PRM's. Category 6) **WCHC** Passenger who is completely immobile, who can move about only with the help of a wheelchair or any other means and who requires assistance at all times from arrival at the airport to seating in the aircraft or, if necessary, in a special seat fitted to his/her specific needs, the process being inverted at arrival.
SIBT	Scheduled In Blocks Time
SOBT	Scheduled Off Blocks Time
Turnaround	The time between an aircraft arriving on stand and departing.
Year round operation of service	Defined as operating all year round as per the summer and winter schedules.

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2. Stand and gate allocation priorities

In response to airline and handler requirements over a number of years, Dublin Airport has engaged in the construction of both PBB served and walk-in walk-out contact stands. The provision of these facilities also allows for a high level of service quality and safety to passengers who tend to prefer boarding and deplaning at pier served stands.

The priorities outlined below are intended to maximize the usage of Contact Stands.

Overriding Principles

- Flights are planned according to the 'best-fit' system. This means that aircraft in a particular category (i.e. narrow-body or wide-body) will be allocated, in principle, to an aircraft stand of the same category. In the case of a passenger flight, the number of outbound passengers must not be greater than the capacity of the pier or bus gate.
- In the case of Multi Aircraft Ramp System (MARS) stands, widebody aircraft i.e. code D and E aircraft will have priority.
- To enable operational efficiencies to be achieved by airlines and handling agents, and to allow optimal uses of dispatch resources, DAA will aim to cluster flights with the same handling agent. This clustering will be agreed between the DAA and the airline/handlers requesting it.
- In the event that a clustering arrangement is agreed, provision should be made when allocating flights to stands, of at least a 10 minute difference in departure times.
- It may be the case that the availability of a contact stand is determined by the operational use of a remote stand. In such an instance, preference will be given to the operational usage of a remote stand that facilitates that most efficient use of the contact stand.
- Zoning - Contact stands and gates will be associated with Terminals.

  Terminal 1 – Piers 1, 2, 3
  Terminal 2 – Pier 3 and 4

  Pier 3 is regarded as a common area for flights from both T1 and T2.

Security and Customs

The allocation of stands will comply with particular restrictions enforced by Government agencies including the Department of Transport and the Revenue Commissioner.

Customs Border Protection (CBP)

Due to special regulations, all designated US departures will be handled at <mark>Pier 4</mark> CBP designated gates. When these gates are in use for such operations, no departures to destinations outside of the territory of the United States can be handled in these areas.

Physical Restrictions

The aircraft stands on the aprons have different dimensions in accommodating aircraft types (i.e. wing-span and length). Any physical restrictions will be taken account of in allocating stands

Important

> **Actual stand allocation on any given day will be dependent on operational circumstances and will be determined by DAA.**

3. Allocation of <mark>PBB</mark> served and walk-in walk-out Contact Stands

Priorities for contact stands are assigned in the following order:

1. Priority Services
   - Services using CBP facilities at Dublin Quick
   - turn services
   - Services with 5 or more category 6 PRM's.

2. Aircraft Size (Priority for all aircraft in excess of 170 seats)

3. Frequency of service based on the number of operations in a week

4. Passenger capacity of aircraft (capacity defined within ACL schedule)

5. Year-round operation of service.

6. Duration of turnaround – preference will be given to flights with the shorter turnaround times.

Preferred Use of Contact Stands

To minimise operational and/or commercial ambiguity, agreements can be concluded with airlines and/or handling agents on a seasonal basis, subject to capacity restrictions, about the preferred use of one or more specific contact stands. An airline company may qualify for a designated contact stand in situations where it operates a high frequency of departures to the same destination on a daily basis.

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4. Allocation of Remote Stands

For the purposes of passenger flights operating from a Remote Stand, passengers will board a bus at a bus lounge for transport to the stand.

Priorities and weightings for Remote Stands are assigned in the following order:
1. Aircraft size (Priority for all aircraft with less than 100 seats)
2. Aircraft on a turnaround of 75 minutes or greater

5. Allocation of Cargo stands

Dedicated freight/cargo aircraft will have priority on Remote Stands. This does not preclude freight/cargo aircraft from being allocated any other stand if operational circumstances permit.

6. Seasonal Stand Guide

A seasonal stand guide will be generated bi-annually for the summer and winter seasons. This will act as a guide to illustrate how stands may be allocated for that particular season. It will be based on the scheduled information submitted to ACL, turn information provided to either ACL or the DAA and on the premise that all flights will operate to schedule. A sample week will be generated as a typical stand guide for that season. Airlines will have an opportunity to comment on the guide within one week of receipt of the guide and such comment should be provided in writing and submitted to the <mark>Airside Operations Manager</mark> for consideration.

The aircraft integration needs to be accurate and forwarded to the DAA at least one month prior to the commencement of the season. Where airlines do not supply the information in this fashion they may be excluded from receiving the season guide.

7. Stand Planning General Rules

1. Stands will be allocated with due regard to the aircraft dimensions published in the aircraft parking/docking chart in AIP Ireland

2. A minimum of 10 minutes is allowed between flights using the same Contact stand. If less than 10 minutes is available, the incoming flight

will be allocated a Remote Stand. If an operator is prepared to wait for a Contact Stand when the gap is less than 10 minutes, and a holding space is available, this will be facilitated.

3.   Push and hold procedures will be implemented when required by the <mark>Resource Allocation Unit</mark>

4.   Aircraft arriving in advance of STA, shall be given the option of a Remote Stand or to hold for their allocated stand, the latter being subject to ATC approval, if their allocated stand is still occupied. Aircraft arriving after their STA shall not be allocated to their planned stand if that allocation causes consequential disruption to stand and gate allocation for other aircraft.

5.   Aircraft operators that deviate from STA or STD may, at the discretion of DAA not be allocated their preferred stands in the future.

6.   Aircraft shall be towed off Contact Stand to facilitate re-use of stands for subsequent flights as required and determined at the discretion of DAA to provide the optimum service and facilities to the maximum number of passengers Aircraft, which are towed off stand, will be allocated a return stand sufficiently early enough to meet its next STD, subject to availability.

7.   Contact Stand occupancy of greater than 2 hours will render an aircraft liable to being towed to a Remote Stand.

8.   A handler shall be advised of a towing movement only once.

9.   DAA will not facilitate access to a preferred stand for subsequent operations if:
   ● The stand for the tow up is available for greater than 1 hour and the handler does not advise that the tow will not take place
   ● Operational information is not supplied to DAA

10.   Pier preference – an airline may provide a list of pier preferences for Contact Stand allocation for each season, this information must be supplied in writing to the <mark>Airside Operations Manager</mark> at least one month before the start of each season. The DAA will make every effort to accommodate such requests but it will be at its discretion having due regard to any other relevant matters.

11.   Route preference – the airline may provide a list of route preferences for Contact Stand allocation (by Pier only) for each season, this information must be supplied in writing to the <mark>Airside Operations Manager</mark> at least one month before the start of each season. The DAA will make every effort to accommodate such requests but it will be at its discretion having due regard to any other relevant matters.

12.   Stand allocation will take into account known Immigration, CBP and any other factors deemed relevant by the DAA at their absolute discretion.

13.   Services with Category 6 PRM's shall be advised to the ==Resource Allocation Unit== in writing to fax number 01 814 4777 or e-mail to pod@dublinairport.com by 1700 the previous day.

8. First Departures of the day from Dublin Airport

It is the policy of DAA to accommodate as many of the first departures of the day as possible on Contact Stands. These stands will be allocated in accordance with the priorities detailed at section 1 above. In the case where two airlines match exactly in relation to these priorities then the flight with the earliest scheduled time of departure will be allocated the Contact Stand or, if the STDs are the same, the Contact Stands will be allocated equitably over the entire season.

9. Review

It should also be noted that these rules and priorities will be reviewed and amended as considered appropriate, by the DAA.

10. The Standby Aircraft Scheme

At the discretion of the DAA, certain stands may be nominated as standby aircraft stands. The conditions of any available standby aircraft scheme will be published on Dublin Airport website.