



## ANGLIAN FLIGHT CENTRES

### Cross country trips to Norwich

Landing at Norwich is now much cheaper (around £8 or £15) – but only if you follow one of the options in this procedure! Note that Norwich ATC now require 1 hour minimum notice of intended arrival. Also note that if you are “forced” to use one particular handling agent, this is *incorrect*. Use the procedures below which have already been agreed with all parties.

This is especially important for student cross country flights – **instructors please note!**

### The procedure – ensure you follow *all* points!

#### Before you depart Earls Colne

1. Get the latest Norwich airfield layout plan.
2. You will need High Viz jackets – make sure you have them with you.

#### Option 1

1. Contact Anglia Flight at Norwich on 01603 412888 and state that you will be flying in on a training exercise. Give them your ETA. **Note: Anglia Flight is not open on Mondays, in which case you will need to follow Option 2!**
2. Contact Norwich Tower (01603 420643 or 420641) and state you are a training flight inbound to Hanger 10 (Anglia Flight), and that arrangements have been made. Give them your call-sign, ETA and other details as requested.
3. **Instructors: If this is a qualifying cross country flight, inform Norwich Tower of this fact. Anglia Flight will also need notifying of student inbound in order for the cross-country certificate to be signed. (If Option 2 is being used, ground ops can also complete the form on behalf of the tower via a phone call).**
4. On landing at Norwich, if ATC try to direct you to main terminal apron (known as “Charlie” stands 7 or 8), then simply remind them that you are inbound to the “light aircraft park” for hanger 10 and request taxi to that location.
5. Taxi to the “Light Aircraft Park” – note this is the **grass** parking area – not the new “Western Apron” (concrete). Access to this area can be from either E or D taxi-ways. Self-park yourself sensibly.
6. Make your way with High Viz jackets across to Hanger 10. The normal (red) door to the left of the main hanger doors should be open. If not, press the doorbell and wait.

7. Once inside the hanger, walk straight ahead. Proceed through 2 more security doors, then turn immediate right and up the stairs. Continue straight ahead through a fire door to the end of the corridor, and turn left into Anglia Flight office.
8. Landing fees are on account with Norwich Airport, so there is nothing to pay.
9. Arrange fuel as necessary, paying the fuel bowser driver. Fuel can be ordered on 01603 402042.

## Option 2

1. Contact Norwich Tower (01603 4206413 or 420641) and state you are a training flight inbound. Give them your call-sign, ETA and other details as requested.
2. Follow directions as given by ATC to Park on the main Apron (Charlie taxi-way) probably on stands 7 or 8.
3. A minibus will meet you to take you to ground ops.
4. **At ground ops, state that the landing fee is “on account”. This is important, else you WILL be charged £47 !**
5. Use the facilities at Ground Ops (Tea/Coffee/Toilet), but don't go through into the main terminal building unless you want to go through security and pay the Norwich Airport development fee to get back to your aircraft (currently £5 per person)!

## Before going back to the aircraft at Norwich:

1. Book out with ATC via telephone as a “land away”.
2. Note the ATIS frequency and get details before engine start.
3. Normal RT procedures then apply.

***Have a good flight!***

