

## **Description of Prior Permission Required (PPR) procedure**

Edition No 1.5.

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### 0.1. Definitions used

<b>Aerodrome Operator</b>	For this procedure's purposes, describes a legal or natural person using or proposing to use one or more aerodromes. For the purposes of this procedure, an aerodrome operator is - the State Enterprise Lithuanian Airports (Lietuvos oro uostai)
<b>Ground handling service provider</b>	A natural or legal person approved under the Ground handling provision rules to provide one or more ground handling services to a third party
<b>Self-handler</b>	An airport user providing Ground handling services to oneself
<b>Flight plan</b>	Relevant information, provided to air traffic services, regarding the intended aircraft flight or a part of aircraft flight
<b>Air carrier</b>	For the purposes of this procedure, described as an aerodrome user, natural or legal person engaging in the carriage of passengers, mail and/or cargo by air, from/to an airport
<b>Air Operator's Certificate</b>	"Air Operator Certificate" – a certificate, issued to an undertaking, attesting that the operator has the professional competence and the structure to ensure the safe operation of the activities specified in the certificate, as laid down in the relevant provisions of the Community or National legislation which apply
<b>Aircraft Operator</b>	A natural or legal person who operates an aircraft under contract or on any other lawful basis
<b>An aircraft that is based at airports managed by Lithuanian Airports</b>	A civil aircraft intended for non-commercial operations, whose planned base location is in a hangar located within the aerodrome of Vilnius, Kaunas or Palanga Airport, and which is owned or otherwise legally controlled by the owner of such aircraft, who, upon request by Lithuanian Airports, provides supporting documentation or data confirming such rights.

### 0.2. Abbreviations used

<b>AIP</b>	(Air Information Publication) An air navigation set of information, that publishes long-term, relevant air navigation information.
<b>AOC OVP</b>	Air Operator Certificate (AOC)
<b>OVS</b>	Aerodrome Operator's Operational Management Department, the Operation division of Vilnius, Kaunas and Palanga, which coordinates the airport's production activities
<b>ICAO</b>	International Civil Aviation Organization (ICAO) International Civil Aviation Organization.
<b>FPL</b>	Flight plan
<b>LTOU</b>	Lithuanian Airports

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<b>LTSA</b>	Lithuanian Transport Safety Administration
<b>EYVI</b>	Vilnius International Airport Aerodrome
<b>EYKA</b>	Kaunas International Airport Aerodrome
<b>EYPA</b>	Palanga International Airport Aerodrome
<b>EASA</b>	European Aviation Safety Agency
<b>ES</b>	European Union
<b>MTOW</b>	Maximum Takeoff Weight
<b>UTC</b>	Universal Coordinated Time

### 1. General part

With the increasing intensity of irregular flights in general and commercial aviation at the Vilnius, Kaunas and Palanga aerodromes operated by LTOU, the Prior Permission Required procedure is applied to ensure efficient and safe use of the aerodrome infrastructure and operational resources and to ensure the quality of the aerodrome's preparation for the flight operations.

At the same time, the Prior Permission Required (PPR) procedure allows to create unified and transparent conditions for the operations of flights and the provision of quality Ground handling services to all air carriers and aircraft operators, planning to operate flights at LTOU Vilnius, Kaunas and Palanga aerodromes, when they comply with the requirements set out in this description of the procedure.

#### 1.1. Scope of application

The PPR applies to all air carriers and aircraft operators planning to conduct non-scheduled, general aviation, training, or military flights to the LTOU operated, Vilnius, Kaunas and Palanga aerodromes.

Irrespective of the air carrier or aircraft operator, the PPR shall apply to flights which, by type of flight, are classified as:

- Non-scheduled flights (N);
- General aviation flights (G);
- Military flights (M);
- Other flights not mentioned above (X).

The PPR does not apply to air carriers operating approved scheduled flights or approved non-scheduled (N) flights in flight circuits.

The PPR also does not apply to flights:

- during which an aircraft is involved in an emergency situation;
- performing search and rescue operations (SAR);
- general aviation flights (G) operated by aircraft based at airports managed by Lithuanian Airports, provided that the information specified in the form set out in Annex 1 of this Description has been submitted to LTOU in advance and the aircraft has been assigned a permanent PPR code issued by LTOU. This exemption shall apply only if the permanent PPR code issued by LTOU is indicated in item 18 (RMK/) of the flight plan for each flight operated by an aircraft based at airports managed by LTOU. The permanent PPR code shall be indicated in the flight plan only if the passengers on board the aircraft are those listed in the submission provided to LTOU in accordance with the form set out in Annex 1 of this Description. If passenger information has changed or if passengers not included in the aforementioned list are carried on board an aircraft based at airports managed by LTOU, the exemption

specified in this clause shall not apply until the passenger list has been updated in accordance with the form set out in Annex 1 of this Description, or alternatively, a PPR request must be submitted in the standard procedure.

- during which Vilnius (EYVI), Kaunas (EYKA) or Palanga (EYPA) aerodrome are used as alternate aerodromes.

Irrespective of whether the flight is carried out by an air carrier or an aircraft operator, and irrespective of the type of flight, all flights, to which PPR applies, are subject to mandatory ground handling provision, whereby ground handling can only be carried out by an approved ground handling provider or by self-handler, certified for oneself ground handling provision. For this reason, this order applies to both, approved ground handling service providers and self-handling organizations, certified for oneself ground handling provision.

## **2. Prior Permission Required (PPR) procedure**

For all air carriers and private persons, planning to fly to Vilnius, Kaunas or Palanga aerodromes, information on the applicable PPR procedure is available from the Republic of Lithuania Air Information Publication (AIP), Part AD 2.20 local aerodrome rules.

A detailed description of the PPR procedure and prior permission required (PPR) application form are published on the LTOU website at [www.ltou.lt/PPR](http://www.ltou.lt/PPR)

### **2.2. Prior Permission Required form**

The PPR form may be submitted/completed by the air carrier itself, by a private person planning to operate a flight or by broker, who is representing the charterer of the flight.

Prior permission required form consists of six parts and is distinguished as:

1. Information of the applicant;
2. Information on the air carrier or aircraft operator;
3. Information of the requesting flight operator
4. Flight information;
5. Arrival information;
6. Departure information;
7. Confirmation code information.

It is noted that regardless of whether the form is filled in by the air carrier itself, the aircraft operator planning the flight or by the broker, who is representing the charterer of the flight, the confirmation code shall only be sent to the designated ground handling service provider or self-handler.

#### **2.2.1. Applicant information**

In the first part of the PPR form, the ground handling service provider or self-handler certified to provide ground handling services for oneself at the aerodrome to which the flight is to be operated must be entered (selected).

##### **2.2.1.1. Fields in the first part of the PPR form**

The first part of the PPR form - "1. Applicant":

- 1.1. "Name and surname" – is a mandatory field where the name and surname of the contact person, submitting the application, is entered;
- 1.2. "Name of the company where the applicant is employed" – is a mandatory field which shall contain the name of the company where the applicant is employed.

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- 1.3. "Email" – means the email address of the applicant or the email address to which a copy of the application form would be sent.
- 1.4. "Ground handling Service Provider" – is a mandatory field, in which applicant selects an approved ground service provider from the list provided. The list of Ground handling services providers is published in AIP AD Chapter 2.4, p.7. It is noted that a flight approval code or information on the reasons why an approval code is not provided, will be sent to the ground handling service provider or self-handler, identified in this field. In cases where the air carrier is approved for self-handling of ground services, "self-handling" is selected from the list.

### **2.2.2. Information on the air carrier or aircraft operator**

The second part of the PPR form shall contain the information and contact details of the air carrier or aircraft operator planning to operate the flight.

#### **2.2.2.1. Fields in the second part of the PPR form**

The second part of the PPR form is entitled "2. Information on the air carrier or aircraft operator":

- 2.1. "Name of the air carrier or name of the aircraft operator" - the full legal name of the air carrier shall be indicated and, in case the flight is operated by a private individual, the full name and surname;
- 2.2. "Air Operator's Certificate (AOC)" - the air operator's certificate number shall be indicated in this field. In case the flight is operated by a private person, "PRIVATE" should be entered;
- 2.3. "AOC" - a copy of the air operator's certificate shall be attached. This field is not applicable in case the flight is operated by a private person;
- 2.4. "Tel. No". - the contact telephone number of the person responsible for the operation of the flight.
- 2.5. "E-mail" - the contact e-mail address of the person responsible for the operation of the flight.
- 2.6. "Charterer of the flight"- is a mandatory field in which the applicant shall indicate the exact name of the company that booked the flight, or the name of the person who booked the flight in the case flight is chartered by a private individual. The broker, representing the charterer of the flight, is not considered as a flight charterer, therefore in this field, applicant shall indicate company/private person, who is represented by the broker.

### **2.2.3. Flight information**

In the third part of the PPR form, the applicant shall provide information on the date of the planned flight (aerodrome of departure), the call sign (aircraft identification code), the aircraft registration sign, the type of aircraft and the type of flight.

#### **2.2.3.1. Fields in the third part of the PPR form**

The third part of the PPR form - "3. Flight information":

- 3.1. "Aircraft registration" - is a mandatory field for the aircraft registration sign;
- 3.2. "Call sign" - is a mandatory field for the aircraft identification (Aircraft ID). The field shall contain the aircraft identification sign consisting of a maximum of 7 characters consisting of letters and numbers without hyphens:
  - (a) The ICAO index, assigned to the aircraft operator, and flight number (e.g. KLM511, NGAS213, JTR25), provided that the radiotelephone call sign to be used

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- by the aircraft consists of the ICAO radiotelephone index and flight number assigned to the aircraft operator (e.g. KLM511, NIGERIA 213, JESTER 25);
- (b) The national or common sign and the aircraft registration mark (e.g. EIAKO, 4XBCD, N2567GA) if the radiotelephony call sign to be used by the aircraft consists only of this identifier (e.g. CGAJS) or this identifier and the preceding ICAO radiotelephony code assigned to the aircraft operator (e.g. BLIZZARD CGAJS);
- 3.3. "Date of Flight (DOF)" - planned date of departure from the aerodrome of origin;
- 3.4. "Aircraft type" - appropriate index based on ICAO DOC8643 (e.g. A321) or text that allows the identification of the aircraft manufacturer and aircraft type (e.g. Airbus A321-200) should be entered;
- 3.5. "Maximum Take-Off Weight (MTOW)" - aircraft's declared maximum take-off weight in kilograms (kg) should be entered. This field is not mandatory, but may be requested to be specified when assessing the usage possibilities of the aerodrome infrastructure. If the maximum take-off mass is not specified, landing and parking charges would be applied according to the value declared by the aircraft manufacturer;
- 3.6. "Type of Flight" - the field must be filled in with the type of flight, selecting one of the possible types:  
N - Non-scheduled flight;  
G - General aviation;  
M - Military;  
X - other flight not mentioned above.
- 3.7. LTSA Authorization for Non-Scheduled Flights (LTSA Form D) - this field is applicable for non-scheduled commercial flights from non-EU and non-European Economic Area (EEA) States with a landing destination in the territory of the Republic of Lithuania and for such flights from the airports of the Republic of Lithuania to the airports of non-EU and non-EEA States, as such flights require a permit of the Lithuanian Transportation Safety Administration (LTSA) (Art.45 (2) of the Aviation Law). LTSA authorization is also required for non-scheduled commercial flights from EU and EEA States with a landing destination in the territory of the Republic of Lithuania and for such flights from the airports of the Republic of Lithuania to airports of EU and EEA States when the flight is operated by a non-EU carrier. The authorization is only valid for the number of flights and at the time specified therein and may not be extended. In field 3.7 the applicant shall indicate the number of the permit to operate non-scheduled flight (Form D) issued by LTSA.

### **2.2.4. Arrival information**

In the fourth part of the PPR form, the applicant shall provide details on the date of planned flight arrival, the planned landing time, the aerodrome of departure, the number of passengers to be carried and the lists of passengers and crew.

#### **2.2.4.1. Fields in the fourth part of the PPR form**

The fourth part of the PPR form - "4. Arrival":

- 4.1. "Date (UTC)" - is a mandatory field for entering the estimated date of arrival in UTC;
- 4.2. "Aerodrome of Departure" - a mandatory field containing the ICAO four-letter area code indicating the aerodrome of departure (the aerodrome from which arrival at Vilnius, Kaunas or Palanga aerodrome is planned);
- 4.3. "Aerodrome of Arrival" - a mandatory field to select the name of the aerodrome to which the arrival is planned;

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- 4.4. "Scheduled time of arrival (UTC)" - enter the scheduled time of arrival of the aircraft in UTC time;
- 4.5. "Number of crew and passengers on arrival" - the applicant shall indicate the planned number of crew and passengers on arrival, using the format Number of Crew/Number of Passengers (e.g. 6/120);
- 4.6. "General Declaration" - the applicant must include a General Declaration of Crew/Passengers that meets the requirements of ICAO Annex 9 in terms of the information provide. General Declaration is optional only if Passenger Manifest is attached instead;
- 4.7. "Required Aerodrome Category for Rescue and Firefighting (RFF CAT)" – an option to indicate which category for Rescue and Firefighting would be required on arrival. If the need for an increase in the fire rescue category is not indicated, the category specified in AIP AD 2.6 will be applied.

### **2.2.5. Departure flight information in PPR form**

In the fifth part of the PPR form, all fields shall be filled in if the air carrier or the private person knows all the details of the departure from Vilnius, Kaunas or Palanga aerodrome. Irrespective of whether or not the form contains information on the planned departure, the applicant shall be considered as the contact person for departure information.

#### **2.2.5.1. Fields in fifth part of the PPR form**

Part of the PPR form - "5. Departure":

- 5.1. "Date" - field for entering the planned departure date from Vilnius, Kaunas or Palanga aerodrome;
- 5.2. "Scheduled time of departure (UTC)" - enter the scheduled time of departure of the aircraft in UTC time;
- 5.3. "Destination aerodrome" - a field containing the ICAO four-letter area code for the aerodrome of destination;
- 5.4. "Required Aerodrome Category for Rescue and Firefighting (RFF CAT)" - an option to indicate which category for Rescue and Firefighting would be required on departure. If the need for an increase in the fire rescue category is not indicated, the category specified in AIP AD 2.6 will be applied.

#### **2.2.6. Part of the PPR form - approval code**

The sixth part of the PPR form "6. Approval code", to be completed only by personnel designated by the aerodrome manager.

### **2.3. Submission of the PPR form**

In order to ensure efficient planning of aerodrome operations and usage possibilities of the aerodrome infrastructure and to ensure the application of the prescribed sanctions, the PPR application must be submitted at least 24 hours before the scheduled time of arrival of the flight.

After completing all mandatory fields (marked with an asterisk) the applicant shall confirm and agree with applied rules, specified in the bottom part of the application form, by ticking the boxes for each statement:

- *Confirmation that the provision of ground handling services is coordinated with the Ground handling service provider, specified in section 1.4.*

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- *Confirmation that Aircraft, Aircraft operator (Legal and/or Natural person), Charterer (Legal and/or Natural person) of the flight and/or Ultimate beneficiary of the flight fully comply with sanctions imposed by EU Regulations or other states vis-a-vis Russian Federation (the RF) and its nationals & entities following its military aggression in and against Ukraine and accept full liability for the infringements and/or circumvention of the sanctions.*
- *Confirmation that the information provided is correct and complete.*

To submit the form, the applicant shall click on the 'Submit' field.

In cases where not all mandatory fields of the PPR form have been completed, the submission of the form will be blocked, and the applicant will be informed of the need to complete the mandatory fields with the message 'There are errors in the form. Please correct them'.

In cases where the form cannot be submitted for other reasons (e.g. the specified LTOU website is not working), the applicant shall immediately inform the selected ground handling service provider, who shall inform the Aerodrome Operational Control Specialist by e-mail or telephone, respectively:

- EYVI OVS – [ops@vno.it](mailto:ops@vno.it); tel. +370 612 90122;
- EYKA OVS – [operations@ltou.lt](mailto:operations@ltou.lt); tel. +370610 12665;
- EYPA OVS – [plqovg@ltou.lt](mailto:plqovg@ltou.lt); tel. +370 698 51534.

### **2.4. PPR approval code**

The PPR approval code is combined out of seven letters and four numbers (e.g. PPREYVI1258), where:

- PPR - denotes the beginning of the code and is fixed;
- EYVI, EYKA or EYPA - the part of the code describing the aerodrome to which the approval is granted;
- A combination of four numbers (e.g. 1258) representing a unique code number for a pre-arranged flight.

### **2.5. Flight coordination and PPR approval code assignment**

Prior permission to operate the flight is possible when:

- (a) All required fields are completed on the PPR application form;
- (b) The PPR form must be received no later than 24 hours before the scheduled arrival of the flight. For general aviation (G) flights operated by aircraft based at airports managed by LTOU but not falling under the exceptions specified in Section 1.1, the form must be submitted no later than 2 hours before the scheduled departure from the departure aerodrome. In exceptional cases, the Aerodrome Operator reserves the right and discretion to grant an exemption from this requirement.

The PPR form is received at least 24 hours before the scheduled arrival of the flight (for general aviation flights (G), which do not fall under the exceptions specified in section 1.1., the form must be submitted no later than 2 hours before the scheduled departure from aerodrome of origin). In exceptional cases, the Aerodrome Operator reserves the right and possibility to grant an exception to this requirement;

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- (c) The Aerodrome Operator may provide the necessary infrastructure and operational capability depending on the type of specified aircraft;
- (d) On the basis of provided information, it is not determined that the aircraft or its operator is included in the list of sanctioned aircrafts in force for that day, under the Article 3d of Council Regulation (EU) No 833/2014, as established by EASA;
- (e) According to the information provided, no violation of the provisions of EU Council Regulation 2022/334 is identified.

If the Aerodrome Operator does not find any non-compliance with the above points, a unique approval code (e.g. PPREYVI1258) shall be generated and sent to the provided Ground handling service provider, indicated by the applicant in field 1.4 of the application, by e-mail address. The PPR code is sent by filling in the approval code in field 6 of the received application. The PPR code shall be sent no later than 6 hours after receiving the application (For General Aviation (G) flights based at airports managed by LTOU and not falling under the exceptions specified in Section 1.1, the PPR code is issued immediately after the sanctions compliance check and verification of the aerodrome's operational capacity, but no later than two hours after receipt of the application).

The aerodrome operator shall not grant a flight permit if any non-conformities as described in points (a) to (e) of Section 2.5 are identified or the information provided needs to be clarified. The aerodrome operator also reserves the right to refuse a flight permit based on the aerodrome operator internal KYC procedures (*KYC – know your customer*) if information received from the PPR applicant and/or competent authorities, internal or publicly available sources reveal sanctions-related, reputational and other risks. If the flight is not permitted, the aerodrome operator shall send an e-mail to the ground handling provider specified in box 1.4 of the application form, indicating the reasons for the refusal.

### **2.6. Use of the PPR code for flight operations**

The PPR code, assigned by the Aerodrome Operator, at the time of completion of the flight plan (FPL) must be entered in Part 18 'other information' of the FPL form (e.g. RMK/PPREYVI1258).

In cases where the pre-flight has no coordination and the FPL is submitted without a PPR code, the FPL may be rejected.

### **3. Final Provisions**

If the aircraft lands without Prior Permission (PPR) or if there are any non-compliances in the information provided, Aerodrome operator reserves the right to transmit the information to competent authorities. It is noted that this might cause the delay or cancellation for departure of the flight and condition higher Airport fees, which would be directed to air carrier or aircraft operator.

Prior Permission Required (PPR) form is published in English language, at Aerodrome operator's internet page <https://www.ltou.it/lt/ppr>

## Application form for obtaining a permanent PPR code

## 1. Information about the applicant and the aircraft

Applicant for the PPR application	<i>[specify full name and/or legal entity]</i>
E-mail address of the PPR applicant	<i>[specify e-mail address]</i>
Registration number of the aircraft based at airports operated by LTOU	<i>[specify aircraft registration number]</i>
Location where the aircraft is based	<i>[specify whether the aircraft is based at Vilnius, Kaunas, or Palanga Airport, and indicate the exact location (hangar)]</i>
Legal basis for basing the aircraft at airports operated by LTOU	<i>[specify the legal basis (lease, sublease, etc.) under which the aircraft is based at airports operated by LTOU]</i>

## 2. Information about the crew and passengers

## List of persons flying on aircraft based at airports operated by LTOU

No.	Name, Surname	Date of birth	Nationality*	Type and number of identity document	Crew or passenger
1.					
2.					

\* All held nationalities must be indicated

*By submitting this information, I confirm that it is accurate.*

*I undertake to immediately inform LTOU of any changes to the above-mentioned data.*

Applicant for the PPR application \_\_\_\_\_

(Name, Surname, Signature)

This completed document shall be sent to LTOU by e-mail at: [sankcijos@ltou.lt](mailto:sankcijos@ltou.lt)