

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

## EGSS/STN

London-Stansted Airport

PREPARED BY  
UNIVERSAL AVIATION

24/7 SUPPORT  
+44 1279 680349

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# ARRIVAL PROCEDURES

## PASSENGERS ARRIVALS

Immediately after your aircraft has landed, an immigration officer will complete the arrival formalities on the plane or in our FBO's VIP arrivals lounge. Universal Aviation will coordinate all the CIQ information before your arrival.

If all passenger documents are in order, transfer from ramp to ground transportation takes just a few minutes.

## CREW ARRIVALS

### A CREW IS CONSIDERED FLIGHT DECK AND CABIN ATTENDANTS ONLY

All crew members will be processed once the passengers have left. Processing document is quick and simple. Please note only flight deck and cabin attendants are considered as crew. Other crew members, such as ground engineers, are classed as passengers. Will require the necessary documents to enter the country. They may require a visa depending upon nationality. View additional [crew arrival information here](#).

## PASSENGERS WITH DISABILITIES

### PASSENGER HI LOADER: AVAILABLE UPON REQUEST

If a passenger requires assistance to get off the aircraft, a HI Loader will be made available to assist. This must be requested before arriving to avoid any delays.

## LUGGAGE

### HANDED VIA A UNIVERSAL STAFF MEMBER: NO WEIGHT LIMIT

Upon clearance from immigration, your luggage will be transferred from the aircraft to your ground transportation vehicle. Your luggage will be placed in the trunk of your transport vehicle unless requested otherwise.

## PARKING

### PARKING ALLOCATED ON THE DAY OF ARRIVAL

A follow-me truck will guide you to your parking spot. We can be contacted prior to landing on 131.680Mhz if you have any additional requests or need further confirmation.

## PET ARRIVALS

### PERMITTED TYPE OF PETS: DOGS, CATS, AND FERRETS ONLY

Important to note that the operator must be an approved carrier to transport pets into the UK.

If pets are on board, the pet passport team will scan your pet's microchip on the aircraft. Microchip ID must match the ID provided prior to arrival. All vaccine records must be current and must be provided to the Universal team before arrival.

Dogs must be treated for tapeworm between one and five days prior to travel and have documentation to confirm that. If those steps are not strictly followed, the animal will be quarantined. Additional [pet passport travel information for EGSS is available here](#).

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# DEPARTURE PROCEDURES

## PASSENGERS DEPARTURES

If you are traveling in a private aircraft weighing less than 45.5 metric tons, your ground transportation can take you directly onto the ramp where your luggage and passengers will be loaded into the aircraft.

If your chartered aircraft weighs more than 10 metric tons, your crew, passengers, and luggage must be processed thru the private screening suite within the FBO. Departure processes are quick and straightforward. You will be transferred to your plane in a matter of minutes.

## PASSENGER GROUND TRANSPORTATION

**ADDRESS FOR DRIVERS:** London- Stansted Airport, Universal House, Building 130, Essex, CM24 1QH

### PLANESIDE PICKUP FOR PREPAID TRANSPORTATION

If you arrange your ground transportation, please ask the driver to bring their passport or UK driving license. We will issue the driver an airport pass, and the vehicle will then be met at the gate by a Universal Aviation handler and escorted planeside.

### PLANESIDE PICKUP FOR DRIVANIA CUSTOMERS

Ground transportation is available through Drivania, a Universal™ Company. Request for a Drivania chauffeur must be submitted prior to arriving to ensure availability and avoid delays.

## HELICOPTER TRANSFERS

For those using a helicopter, we will ensure the helicopter is parked adjacent to the fixed wing.

## FOR DRIVERS: DIRECTIONS TO THE AIRPORT

- Exit the M11 at Junction 8a and follow the directions below
- Use the left 2 lanes to take the A120(E)
- Keep left at the fork and continue towards Round Coppice Road
- Keep left and merge onto Round Coppice Road
- At the roundabout, take the first exit and stay on Round Coppice Road, following signs for the Long Stay Car Park/Novotel Hotel
- At the roundabout, take the second exit staying on Round Coppice Road
- At the roundabout, take the 3rd exit onto First Avenue into the Business Park
- Take the Third road on the Right onto Ninth Avenue and continue towards the Security Gate, and Universal Aviation will be on your left.



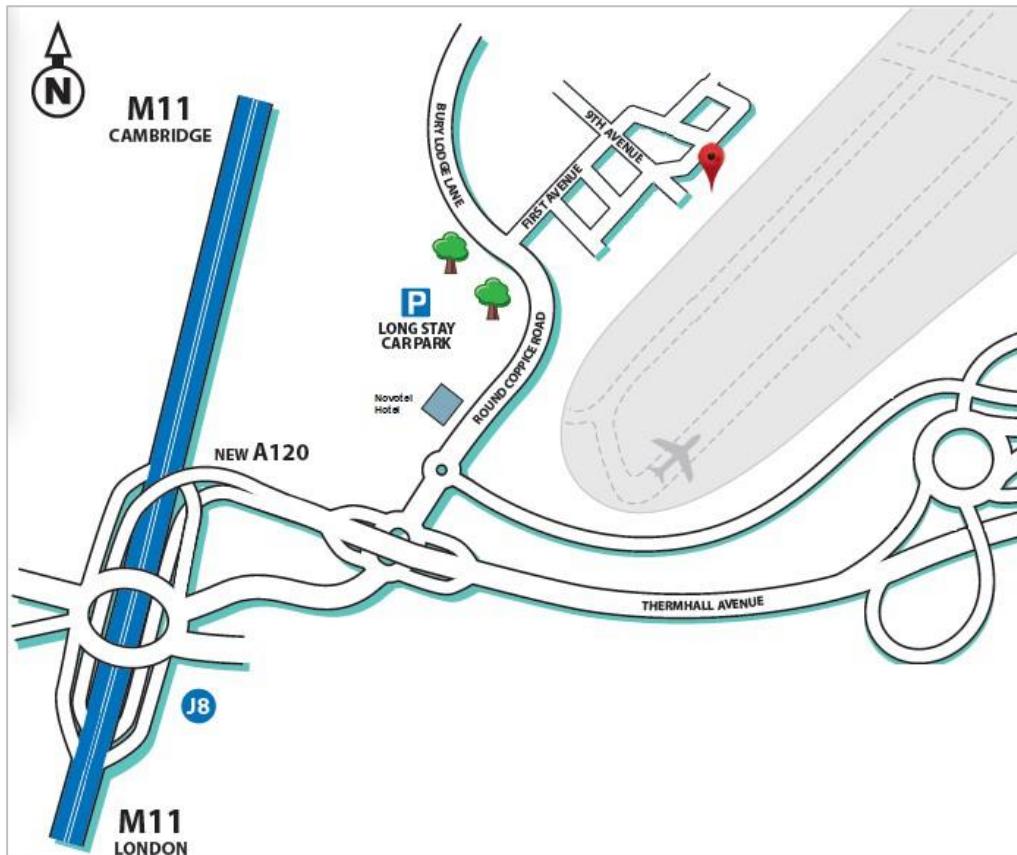
## COVID-19 SAFETY

### DISINFECTION

COVID AIRCRAFT FOGGING MACHINE: AVAILABLE UPON REQUEST

Please make these arrangements before arriving if you need to have your aircraft disinfected for Covid-19. We will use a safe fogging system for kids and pets to disinfect your entire aircraft.

Contact your Universal Trip Support team for the most current Covid-19 updates and regulations.



### USEFUL LINKS & RESOURCES

- [IS-BAH STAGE 3 REGISTRATION](#)
- [LONDON DESTINATION GUIDE](#)
- [STANSTED, UK \(EGSS\) INFORMATION](#)
- [STANSTED BUSINESS AVIATION DESTINATION GUIDE](#)
- [EMERGENCY CONTACT NUMBER FOR THE UK: DIAL 999](#)

