

# ARRIVAL & DEPARTURE GUIDE

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

**EGWU/NHT**

RAF Northolt Airport

**PREPARED BY**  
UNIVERSAL AVIATION

**CONTACT US: NORTHOLT OPERATIONS**  
+44 (0) 208 845 8844



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

Universal Aviation staff will greet passengers and crew upon arrival as they disembark. The staff will escort the passengers to their ground transport vehicle on the landside of the Terminal. Passengers and crew are transported in a Universal vehicle. On average, this process can take about 2 minutes.

Universal Aviation will coordinate all the CIQ information before your arrival. Depending on the availability of the CIQ officers, immigration and customs may be cleared remotely, over the phone, or at the FBO.

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

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER

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

## PARKING

### ALLOCATED ON THE DAY OF ARRIVAL

All parking spots are close to the FBO. A marshaller will guide you to your parking spot. Universal may be contacted prior to landing on 131.680Mhz if you have any additional requests or need further confirmation. The largest aircraft allowed at this airport is a Global Express 7500.

## PET HANDLING

### ONLY DOMESTIC PET ARRIVALS

RAF Northolt is not a designated Port of Entry but will accept domestic cats and dogs on flights arriving from England, Scotland, Wales, Northern Ireland, Channel Islands, Isle of Man and Ireland. Pets may transit RAF Northolt to depart but it must be noted there are no animal welfare facilities available at RAF Northolt.

It is a requirement that all pets passing through the terminal must be appropriately inoculated; under the control of the owner at all times by means of a leash or secured in an appropriate animal crate carrier for their safety and the safety of our staff. Dogs will be permitted to depart RAF Northolt only in accordance with the Control of Dogs Order 1992, requiring all dogs to wear a collar and identity tag in a public place showing the owners name and address.

Pet insurance is required for all animals departing and arriving at RAF Northolt. Proof of insurance is required before any animal will be permitted to depart RAF Northolt. Passengers may be held liable for any injury or damage caused to personnel, the premises or facilities.

## DEPARTURE PROCEDURES

### PASSENGER AND CREW DEPARTURES

All passengers and crew members must check in at the White House Gate. Officials from the White House will issue a pass to the drivers. You will need the pass to enter the Terminal. A Universal staff member will escort everyone to the Terminal. Universal may provide transportation from the White House Gate to the Terminal, or you may use your vehicle. If you use your vehicle, a Universal staff member will need to accompany you to the Terminal.

Once everyone has arrived at the Terminal, all luggage must be processed through the private screening suite within the FBO. Departure processes are quick and straightforward. You will be transferred to your aircraft in a matter of minutes.

Crew members may arrive as early as they want within the handling operating hours to prepare the aircraft for departure. The airport's operating hours are below.

#### HANDLING OPERATIONAL HOURS

Mon: Fri: 0700 -2100

Sat: 0700 – 1500

Sun: 1100 – 1900

#### AIRFIELD OPERATIONAL HOURS

Mon: Fri: 0800 -2000

Sat: 0800 – 1500

Sun: 1200 – 1900

## PASSENGER GROUND TRANSPORTATION

### ADDRESS FOR DRIVERS

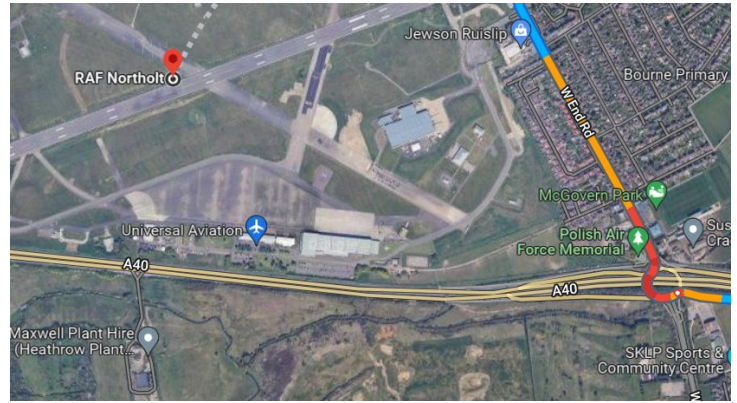
RAF Northolt, Universal Aviation  
Operations Building,  
West End Road, Ruislip,  
Middlesex,  
HA4 6NG,  
United Kingdom

**PICKUP FOR GROUND TRANSPORTATION:** If you arranged ground transportation, please ask the driver to bring their passport or UK driving license. Upon arriving at RAF Airport, the driver will need to check in at the White House Gate. The driver will be issued an airport pass, and the vehicle will then be met at the gate by a Universal Aviation handler who will escort the driver to the Terminal to pick up their passengers.

**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

- Take A40 to W End Rd/A4180 in Northolt
- Turn left onto Marylebone Rd/A501
- Keep right to continue on Marylebone Flyover/A40 continue to follow A40
- Keep right to continue on Western Ave/A40
- Turn left onto the A4180 ramp to Ruislip
- At the roundabout, take the 3rd exit onto W End Rd/A4180
- Entrance to the White House Gate is adjacent to Shell Petroleum Station.



## COVID-19 SAFETY

### 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.

For the most current Covid-19 updates and regulations, contact your Universal Aviation representative.

## USEFUL LINKS & RESOURCES

- [LONDON, UK - NORTHOLT \(EGWU\) INFORMATION](#)
- [IS-BAH STAGE 2 REGISTRATION](#)
- [LONDON DESTINATION GUIDE](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)
- [EMERGENCY CONTACT NUMBER FOR THE UK: DIAL 999](#)
- [TRIP SUPPORT](#)