



WINGS PARK ACCESS GUIDE

To avoid confusion about WHO needs to fill in the access forms – There are THREE forms we have issued. The first one is the “WINGS PARK SHAREHOLDER AND FAMILY ACCESS FORM” and the second one is the “WINGS PARK REFUELLERS ACCESS FORM” and the third is “WINGS PARK ACCESS CONSENT FORM”. The function of these various forms are discussed below:-

UN-SUPERVISED ACCESS TO THE REFUELLING FACILITY ONLY

Access is granted by using the form “**WINGS PARK REFUELLERS ACCESS FORM**”. This form is intended for those individuals that are NOT shareholders and are NOT hangered at Wings Park, but regularly fly into Wings Park to self-refuel. These individuals complete this form because it is requesting access rights to the refuelling facility only.

UN-SUPERVISED ACCESS TO ALL WINGS PARK FACILITIES

The form “**WINGS PARK SHAREHOLDER AND FAMILY ACCESS FORM**” is intended for ALL other applicants and there are three groups of people that will be allowed “unsupervised access”. This first field is for the “Shareholder’s Name” – Many of the shares are held by a trust or legal entity, so this is the name that must be filled in the “SHAREHOLDER’S NAME” field. The “APPLICAN’S NAME” will be for the actual person that is wanting access. If you are the main shareholder or the person representing the shareholder (The person who will vote on behalf of the shareholding entity), then we consider you the “Main Shareholder” and you should tick that box when you apply for access for yourself.

If you are wanting access for an immediate family member (Or other shareholders in your shareholding entity), then you need to select “Direct Family” on the form when applying for other individuals. In the past, we have limited this to a maximum number of 4 individuals (mainly driven by the amount of access numbers the systems can store), but we are now able to hold more numbers, so can add more persons per shareholder.

If you are renting out hanger space AND the individual renting such space is paying the monthly “aircraft levy”, then you need to select “Other” and in the text box write “Renting Hanger Space”

The above applications relating to the “WINGS PARK SHAREHOLDER AND FAMILY ACCESS FORM” are for un-supervised access – which means that individuals approved may access Wings Park on their own as and when they desire and will have access to the selected facilities labelled in “Scope of Access” without the need for the main shareholder being present. Because the individual is being granted un-supervised access, the individual will need to be familiar with the published rules and guidelines manual and must comply accordingly.

ACCESS FOR VISITORS (SUPERVISED ACCESS)

NO form required - Any other person accessing Wings Park is considered a visitor and can ONLY gain access under the supervision of an individual who has already been granted access. So a visitor typically



would arrive at the main gate and contact the person with access rights (who is already on the premises) and that individual will open the main gate (remotely with their cell phone) and allow them in, but will be responsible for that visitor for the entire duration of their visit, ensuring that the visitor complies with the Wings Park code of conduct as published in our manuals - especially as to where they may drive their vehicle and the speed limits, etc...

Bottom line is that un-supervised access is granted ONLY to those that are contributing to the maintenance and running costs of Wings Park in terms of the shareholder's level and or aircraft levy.

ACCESS FOR PERSONS UNDER BAC & EAA MEMBERSHIP SCHEMES

NO form required - In the case of special arrangements like the one that Wings Park has with Border Aviation Club, EAA and it's members – unless they fit into any of the above categories, they are deemed a visitor at Wings Park and may park their vehicle in the allocated parking lot outside the motorised entrance gate and can walk in via the provided side gate to go to the BAC hanger, EAA hanger, etc...

ACCESS TO COMMERCIAL AREAS

Access to a facility like LÁvion will only be granted to those persons who are involved in the operation and maintenance of that facility. The majority of persons might visit LÁvion for a function, but do not need to be key holders with un-supervised access.

ACCESS FOR CONTRACTORS AND SPECIAL TIME DURATION ACCESS PERMISSION

The form **"WINGS PARK ACCESS CONSENT FORM"** needs to be completed by any individual outside of the above categories that requires access to Wings Park. An example of this would be the foreman of a building contractor that is building a hanger for a shareholder for example. The EXCO will grant approval on a case by case basis and access will be time limited (Our system allows for automatic access expiry times). These applications require a full motivation to describe the purpose of access.

NOTE: ALL THE ABOVE MENTIONED FORMS CAN BE DOWNLOADED FROM OUR WEB SITE -
www.wingspark.co.za

ALL applications to be e-mailed to : secretary@wingspark.co.za once completed and signed.

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