|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flight season** | S2025 | | | |
| **Terminal** |  | | | |
| **Airline** |  | | | |
| **Authorized Person** |  | | | |
| **Contact** |  | | | |
| **Flight Number / Destination /**  **Other details** |  | | | |
|  | | | |
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| **APIS** | **YES** |  | **NO** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **C/I No.** | **Flight(s)** | **Dest.** | **STD** | **From** | **To** |
| **1** |  |  |  |  | STD-xxx | STD-yy |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
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| --- | --- |
|  | **Other preferred resources** |
| **Stand** |  |
| From-To |  |
| **Gate** |  |
| From-To |  |
| **Arr Belt** |  |
| From-To |  |
|  |  |

**Please fill in all times in UTC.**

**Remarks**

All terminal resources planning and allocation in Terminal 1 a 2 is handled by Airport Operations Control Centre (Planning line 5532 or AOCC line 7000) and by General Aviation Dispatch Office (AOCC/GAV line 4000).

Four weeks before the start of the flight season carriers may apply for the allocation of specific airport resources for the flight link (or group of flight links), which will be provided by Prague Airport in accordance with the SLA.

If no request form is received, AOCC allocates the flight according to current resource availability with respect to the operational situation and the valid SLA. Preferences from previous seasons are generally taken into consideration.

The default allocation setup is as follows:

|  |  |  |
| --- | --- | --- |
| **Check-in** | International flights | -120 till -20 minutes before STD |
| Long-haul flights | -180 till -40 minutes before STD |
| **Stand** | According to capacity limitations | |
| **Gate** | According to capacity limitations | |
| **Arr. belt** | According to capacity limitations | |

AOCC takes the following priorities into consideration:

|  |  |
| --- | --- |
|  | **Flights** |
| **Priority 1** | Long-haul flights |
| **Priority 2** | Regular flights |
| **Priority 3** | Charter flights |
| **Priority 4** | Flights operated outside the coordinated times |

**Please send all requests at least 14 days prior to the start of the flight season to the following e-mail addresses:**

[**apoc@prg.aero**](mailto:apoc@prg.aero) **+** [**pavlina.pecoldova@prg.aero**](mailto:pavlina.pecoldova@prg.aero)