

Notice of Work & Shutdown Request

This form is required for all construction-related activities and shutdowns at Billy Bishop Toronto City Airport (BBTCA), Port of Toronto, and Outer Harbour Marina. It collects key details to ensure safety, coordination, and minimal disruption to operations. Submission requirements:

- A valid and approved Facility Alteration Permit (FAP) is **mandatory** to submit this request.
- Submit the completed form to airportplanning@torontoportauthority.com at least **48 hours** before any work starts and **5 business days** for shutdown request.

Notice of Work Details

Notice of Work Number:	
Project Name:	
FAP Number:	
FAP Expiry Date:	
Emergency Work:	

Work Description

Location/Address:		
Start Date:		Start Time:
Expected Completion Date:		End Time:

Scope of Work and Method:

Attach detailed plans, drawings, or visual aids describing the area and work process. (mandatory)

Access Requirements

Work Crew:	Number of Workers on-site: Number of Vehicles on-site:
Airport construction passes/keys/FOBs:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Access point: <input type="checkbox"/> Number required:
Ferry Access:	<input type="checkbox"/> During operational hours (05:15AM- 12:07AM daily) <input type="checkbox"/> Overnight (fees apply)
Airside Escorts:	<input type="checkbox"/> No <input type="checkbox"/> Yes; Escorts Provided by: allan@airsidesecurityaccess.com <i>For all FAP projects, applicants must directly coordinate with the above specified contact for airside escorts.</i>

Work Activity and Tools

The scope of work covered in this NOW aligns with the approved FAP: Yes No, please specify:

*If any work activities or equipment listed below differ from those outlined in your original FAP application, check the relevant items and provide details. **Note:** Deviations from the approved FAP scope may extend the approval process beyond the standard 48-hour turnaround.*

Work Activities (Check All That Apply)		Equipment Involved (Check All That Apply)	
<input type="checkbox"/> Work At Heights	<input type="checkbox"/> Surface Penetration (Interior)	<input type="checkbox"/> Elevating Work Platforms (e.g., Scissor Lift, Boom Lift)	<input type="checkbox"/> Signage / Branding
<input type="checkbox"/> Work in Public Space	<input type="checkbox"/> Surface Penetration (Exterior)	<input type="checkbox"/> Ladder	<input type="checkbox"/> Chemicals (Specify)
<input type="checkbox"/> Roof Work	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Cranes* • Crane Height: _____ • Coordinates: _____	<input type="checkbox"/> Electronics measuring (e.g., thermal, infra-red, laser)
<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Hoisting and Rigging	<input type="checkbox"/> Hand Tools	<input type="checkbox"/> Furniture protection
<input type="checkbox"/> Confined Space Entry	<input type="checkbox"/> Inspection / Testing	<input type="checkbox"/> Power Tools	<input type="checkbox"/> Personal Protective Equipment (PPE)**
<input type="checkbox"/> Cleaning / Waste Removal	<input type="checkbox"/> Other (Specify): _____		<input type="checkbox"/> Other (Specify): _____
<input type="checkbox"/> Hot Work / Welding / Cutting			
<input type="checkbox"/> Energy Control (Lockout/Tagout)			
Deviation Explanation:			

Depending on the nature of the job, contractors may need to complete specific Toronto Port Authority prerequisites before any work can begin.

** For airfield projects and projects involving cranes, a Plan of Construction Operations must be submitted to Transport Canada: No Yes*

*** PPE requirements depend on the activity being performed, but the minimum requirements for all activities are hard hats or bump caps, safety boots, and reflective vest.*

Impacts

Location of Affected Area:

Groundside Airside Sterile Area Terminal Other

Details:

Impacts on Operations:

Will the work disrupt normal airport operations? No Yes, please specify:

- Passenger flow (e.g., queues or terminal areas)
- Aircraft movement or parking
- Baggage handling systems
- Tenant operations (e.g., retail or food services)
- Other: Click or tap here to enter text.

Description:	
Mitigation Measures:	

Impacts to Primary Security Line (PSL) (Note: Transport Canada review is required for PSL changes):

No Yes, please specify:

Description:

Shutdown Requests / Special Permits

Identify the systems that may be disrupted during the work. Check all that apply. For each selected type, include start/end times and brief reasons. E.g. Electrical shutdown required to replace circuit breakers from 10 PM to 2 AM.

- Fire Protection or Life Safety System Details: _____
- Fire Alarm By-Pass Details: _____
- Elevator/Escalator Details: _____
- HVAC Details: _____
- Electrical (Lockout/Tagout) Details: _____
- Utilities Details: _____
- Security Systems Details: _____
- Baggage Handling System Details: _____
- Hot Work Permit Details: _____
- Fire Hydrant Use Details: _____
- Material Movement Details: _____

Duration of Shutdown Request:

Start Date and Time:

Start Time:

End Date and Time:

End Time:

If operational impacts do not fall within the above categories, provide details here:

Contractor Information			
Role	Name	Email	Cell
Company Name			
Requestor / Project Manager			
On-site Supervisor			
Alternate On-site Contact			
24 hr Emergency Contact (if applicable)			

On-Site Procedures for Contractors doing work at BBTCA

1. Contractors must contact the Airport Operations Communications Centre at **416-203-6942 ext. 10** before starting any work on site and notify the **Airport Operations Communications Centre** upon completion.
2. Contractors must check in/register with the **Airport Operations Communications Centre** and obtain a security escort if required.
3. Contractors must carry a copy (paper or electronic) of the approved **Notice of Work** while on site and present it upon request.
4. Contractors must adhere to the instructions detailed in the **Notice of Work**. Any discrepancies must be reported immediately to the Business Unit Representative who approved the Notice.

Incident Reporting at BBTCA

- For airport emergencies, call **416-203-1910**. Airport operations will dispatch police, fire, or medical assistance – **do not call 911**. Security is on duty 24/7, including holidays.
- For **non-emergency** incidents on site, promptly report to the Airport Non-Emergency Line at **416-203-6942 ext. 10**.

Signatures:

Disclaimer and Signature (by Applicant)

The information contained in this application is true to the best of my knowledge.

Submitted by:	Signature:	Date:

Accepted by Nieuport Aviation (as applicable)

Approved by:	Signature:	Date:

Approval by Toronto Port Authority

Approved by: <i>designated Business Unit Representative</i>	Signature:	Date:
Comments/Additional Notes:		

If you have any questions or concerns regarding this work, please use the contact list below:

Terminal Contacts		
Kim Clarke	Nieuport, Director Operations	289.923.7082
Gagan Singh	Nieuport, Director Asset Management & Capital Projects	437.994.7037
Terminal Operations Coordinator	Nieuport	416-203-8934
Airport Emergency	Attending Supervisor	416.203.1910
Non-Emergency	Airport Security	416.203.6942 ext. 10
Duty Manager	Toronto Port Authority	416.203.6942 ext.17
Attending Manager	Toronto Port Authority	416.619.8526
Terminal Gate Specialist	Attending Supervisor	416.203.4001, 4002
Ramp Manager	Attending Supervisor	416.619.8627
BBTCA Fire Hall	Attending Supervisor	416.203.1752

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