

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:	☐ No ☐ Yes; Access point: ☐ Number required:
Ferry Access:	☐ During operational hours (05:15AM- 12:07AM daily) ☐ Overnight (fees apply)
Escorts:	☐ No ☐ Yes; Escorts Provided by: <i>For all FAP projects, applicants must directly coordinate there escorts with an approved security escort organization ASA or ASP . Escorts may require 72hrs notice.</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)	
☐ Work At Heights ☐ Work in Public Space ☐ Roof Work ☐ Traffic Control ☐ Confined Space Entry ☐ Cleaning / Waste Removal ☐ Hot Work / Welding / Cutting ☐ Energy Control (Lockout/Tagout)	☐ Surface Penetration (Interior) ☐ Surface Penetration (Exterior) ☐ Scaffolding ☐ Hoisting and Rigging ☐ Inspection / Testing ☐ Other (Specify):	☐ Elevating Work Platforms (e.g., Scissor Lift, Boom Lift) ☐ Ladder ☐ Cranes* • Crane Height: _____ • Coordinates: _____ ☐ Hand Tools ☐ Power Tools	☐ Signage / Branding ☐ Chemicals (Specify) ☐ Electronics measuring (e.g., thermal, infra-red, laser) ☐ Furniture protection ☐ Personal Protective Equipment (PPE)** ☐ Other (Specify):
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		
Jim McWilliams	Nieuport, Director, Safety & Security	437.688.3309
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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