

Basel-Mulhouse Airport Bus Station Regulations

PREAMBLE

1. Definitions

ART	Transport Regulation Authority
AOT	Transport Organisation Authority, tasked with organising urban and non-urban transport.
c.trans.	Transport code
regular public transport	Regular passenger road transport public services, defined as collective services offered in situ, of which the route(s), stoppage points, frequencies, timings, and tariffs are fixed and published in advance (Art. R3111-1 and Art. L3111-17 c. trans.) not organised by local authorities
non-regular public transport	Occasional passenger road transport public services of which the primary characteristic is transporting groups created at the initiative of a principal or transporter itself (Art. R3112-1 c.trans.)
public transport service	Urban and inter-city transport bus organised by a local authority
bus station	Parking spaces allocated for picking up or setting down of passengers

2. Presentation of the operator

The bus station is operated by the Basel-Mulhouse Airport, a French-Swiss public establishment governed by the international convention dated 4 July 1949 concerning its construction and operation, located at Saint-Louis (68300) (postal address: PB60120 - 68304 Saint Louis Postal Code), hereinafter referred to as “the Basel-Mulhouse Airport” or “the Airport”.

The Basel-Mulhouse Airport is a binational airport, the only one in the world, which is located at an exceptional location in the centre of Western Europe and three economically strong region: Alsace, North-West Switzerland, and Bade-Wurtemberg.

The Board of Directors of the Airport is the body authorised to set out internal regulations pursuant to Article 12 of the Articles of Association appended to the aforementioned international convention.

3. Operational context of the facilities

The Airport is obligated, pursuant to Articles L.3114-1 et seq. of the transport code, to provide the public with facilities that allow it to provide regular transport services. These facilities include the ancillary installations necessary for receiving passengers and services intended for public road transport companies.

The bus station is located on the premises of the Basel-Mulhouse Airport, which is part of the public domain of the French nation provided to the Airport pursuant to the aforementioned international convention. The Airport is thus the manager, and in this regard, it operates the structures and buildings built there and is solely authorised to issue temporary occupation authorisations for this domain, and to create new facilities there.

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Currently, the parking spaces provided for buses located at the forecourt at level 2 “Arrivals” gate of the air terminal, in the French side as well as the Swiss side, are open to urban public transport services that connect the cities of Saint-Louis, Basel, and the city of Fribourg-en-Brigau which is 60 km away, as well as the irregular tourism bus.

4. Context of establishing the access rules

This regulation is drafted by the Basel-Mulhouse Airport, which operates the facilities, in accordance with the requirements of Article L.3114-1 of the transport code and the recommendations of the ART.

It is published and available on the website of the Basel-Mulhouse Airport (www.euroairport.com).

5. Duration of the validity of the access rules and possible modification conditions

The access rules for the bus station are fixed by the Basel-Mulhouse Airport in accordance with the applicable regulations. They are applicable from the day after they are published on the Airport’s website.

The Basel-Mulhouse Airport reserves the right to modify all or part of the access rules which may change at any moment:

- In case new restrictions are imposed by the competent services of the State in matters of airport safety and security, considering the proximity between the bus station and the air terminal,
- in case of modification of airport installations,
- in case of occurrence of a particular event that requires this change.

All modifications are communicated, prior to their application, to the ART and users of the bus station.

ARTICLE 1 PRESENTATION OF THE FACILITIES

a) General presentation of the site and the equipment

The bus station at the Basel-Mulhouse Airport is located in front of the air terminal, in the French site at the level 2 “Arrivals” and under a viaduct.

Access for the authorised buses is controlled by a barrier. Only authorised vehicles have access to the bus station.

It is open 24/7, from 04:00 to 00:00 (midnight), 365 days a year.

GPS coordinates:

Latitude 47.600511

Longitude 7.532038

b) Description of the capabilities of the facilities

The bus station at the Basel-Mulhouse Airport has six (6) spaces, without distinction for embarkation and disembarkation of passengers.

The spaces are dimensioned for accommodating buses spanning twelve (12) to fifteen (15) metres, except articulated buses.

The platform where the spaces are located have regulatory dimensions to meet the requirements of persons with limited mobility.

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Considering the limited capability of the bus station, it is accessible only for:

- regular public transport services,
- irregular public transport services,
- urban and inter-city transport buses,

Since it is an installation annexed to the air terminal, the bus station space is also accessible for other types of vehicles (for example, taxis, shuttles) within the context of airport operations. These vehicles are not subject to this regulation.

c) Terms of information and provision of the available capabilities

The available capabilities are determined based on the frequency of service of the lines used for authorised public transport.

The available capabilities are provided in chronological order of arrival of the requests presented in accordance with the conditions stipulated in Article 3 below.

ARTICLE 2 DESCRIPTION OF THE ACCESS SERVICES AND ADDITIONAL SERVICES

a) Base services offered by the operator

The base services offered by the Basel-Mulhouse Airport, installed and located in the passenger terminal, are as follows:

- waiting areas for passengers,
- catering,
- automatic beverage dispensers,
- sanitary facilities,
- Wi-Fi access, directional signage,
- video-protection;
- baggage carts.

The buses and other vehicles are parked within the perimeter of the bus station at the risks and perils of the transporters, since the fees are collected for the right to park and not for a guard service.

b) Additional services offered by the operator

Additional services, particularly the provision of spaces for the sale of transport tickets, may be granted by the Basel-Mulhouse Airport to the public transport companies, insofar as:

- they do not contradict the security restrictions,
- they are compatible with the operation of the airport and particularly with that of the bus station,
- the presented request is feasible.

Whatever the circumstances, these additional services are subject to authorisation from the Airport and require the payment of a fee, the amount of which is fixed by the Board of Directors of the Basel-Mulhouse Airport.

c) Service quality commitment and installations

The passengers may find the information concerning the lines operated towards/from the bus station at the website of the Basel-Mulhouse Airport (www.euroairport.com).

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In case of works carried out on behalf of the Basel-Mulhouse Airport or in case of necessity concerning the operation of the airport platform at the bus station, the number of spaces provided may be temporarily reduced. However, in order to maintain the planned service level, the Basel-Mulhouse Airport undertakes, insofar as possible, to provide replacement spaces for the lines affected by this reduction.

ARTICLE 3. CONDITIONS FOR ACCESSING THE FACILITIES

a) Access request

The transporter shall send to the Access and Parking Division of the Basel-Mulhouse Airport, a written access request file, available on the website of the Airport, duly completed, and indicate the following:

- the cities serviced, timings, and days of operation,
- the planned number of passengers.

The access requests are sent through:

- a letter sent to the Basel-Mulhouse Airport - Access and Parking Division – PB 60120 - 68304 Saint-Louis Cedex, or
- a mail sent to apsecretariat@euroairport.com.

They are sent at least (60) calendar days before the deployment of the relevant connection.

Incomplete files are not processed.

The access request dossier particularly includes (*the documents marked with an asterisk "*" are optional*):

1° the following duly completed documents:

- the access request form,
- the "planned activity declaration" information sheet.

2° the following documents:

- Concerning the company:
 - an extract of the certificate of incorporation dated less than (3) months or equivalent,
 - an extract of the registration in the directory of companies and establishments (SIREN) provided by the INSEE (SIC code) or equivalent,
 - an attestation of operational third party liability insurance
 - * the general conditions of sale for its clients particularly specifying the terms of purchase of the transport tickets and management of unforeseen events and complaints.
- Concerning the professional ability:
 - * Certification of professional capability,
 - * the intra-community transport licence.
- Concerning the vehicle (document for each vehicle):
 - a copy of the vehicle's vehicle registration document,
 - * or a copy of the lease agreement if the vehicle is leased,
 - * a report of the technical inspection,
 - using authorised vehicles complying with the European emission standards, deployed since 1 October 2009 (Euro standard 205) and 1 January 2014 (Euro 6).
 - attestation of the third party insurance of the vehicle

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Each transporter must declare its vehicles with the registration plate for the requirements concerning the access system based on reading the plate that allows automation of the verification of the timetables and tariffication.

- Concerning the activity:

The transporter shall declare all its planned activity on the site:

- the type of activity based on the serviced city (regular or occasional, timings, and days of operation),
- the number of trips over a year for every connection,
- the number of monthly passengers.

b) Management and processing of requests – allocation of capabilities for the reference period

The reservation periods are opened each year between 1 January and 28 February for the current year. The transporter shall submit its request(s) during this period, known as the reference period.

The requests are renewed every year during the same period.

The requests are processed in chronological order of arrival.

The Basel-Mulhouse Airport undertakes to respond to the transporter, within a maximum period of (1) month, after analysis of its request, depending on the handling capacity and existing traffic. In case of access requests presented for identical services, the E Basel-Mulhouse Airport may propose changes to the initial request from each of the transporters in order to find reasonable alternatives which have a limited impact on the operating conditions of the bus station.

Reasons are provided for all decisions that refuse access in accordance with Article L.3114-7 of the c. trans.

c) Capacity allocation procedures

Access to the bus station is reserved for regular public transport services, irregular public transport services, and urban and inter-city transport buses.

The allocation of available capacities is done gradually as requests are received, based on the following criteria:

- availability of infrastructures at the desired timings,
- complementarity of the transport service offered with the existing transport services,
- capacity of the transporter to adapt its offering to the development strategy of the airport and particularly, its air traffic, thanks to the optimisation of the road link of its catchment area,
- the quality monitoring of the transporter (payment incidents, compliance with the access rules, compliance with traffic rules).

The Airport may request the opinion of one or several competent AOT and interact with transporters servicing the bus station before making its decision.

In the event that access to the bus station was refused owing to unavailability of spaces, the transporter's request, unless stated otherwise by the latter, shall be included in a waiting list. The transporter is informed about the availability of the spaces over the course of the year in order to confirm or deny its initial request.

Any modification in the allocations is communicated beforehand by the Basel-Mulhouse Airport, the transporters and, if necessary, the relevant AOT.

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d) Means of access

- Access card

Each transporter receives an access card per registered vehicle.

The issue of the access card as well as the issue of a duplicate card in the event of loss, theft, or damage, is invoiced according to the tariffs set out in Appendix 3. The transporter shall return the access card to the Airport at the latest two (2) months after the end of contractual relations; if this is not followed, it shall have to pay an amount stated in Appendix 3.

The transporter shall be solely responsible for the card given to it. In the event of loss of card or if it used by a third party, the transporter is obligated to settle the corresponding invoices without having the right to dispute the same.

Loss of the card or end of subscription must be notified so that the card can be blocked, and the invoicing can be terminated.

In the event the access card is not present in the vehicle during the passage, or if the card is blocked, the transporter shall obtain a ticket from the terminal and can access the bus station as per the conditions in the following paragraph.

- Access ticket

All non-registered transporters must contact the Airport agents using the intercom on the entry terminal. An access ticket is issued to it after verification by the Airport agents.

e) Contractualisation

The contractualisation takes the form of written acceptance by the Basel-Mulhouse Airport of the duly completed acceptance request dossier, signed by both parties.

Terms of modification of the parameters of the access request dossier:

All drafts for modification of the initial access request dossier shall require a written request (refer to the conditions in Article 3a) sent to the Basel-Mulhouse Airport, Access and Parking division, along with the corresponding supporting documents, with a minimum prior notice of one (1) month.

The modification may concern in particular:

- the cities serviced, timings, and days of operation,
- the size of the vehicles or their characteristics (registration, technical report, environmental standards),
- the predicted number of planned passengers.

Provided that the modifications comply with these rules of accessing the bus station and depending on available capacities, the Basel-Mulhouse Airport shall send its response within a period of thirty (30) working days following the receipt of the transporter's request.

Stoppage of a transport service is considered as a modification of the parameters of the request dossier when the transporter operates other transport services.

Terms of termination

- At the initiative of the transporter

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In case of cessation of the transport service activities, the transporter shall inform Basel-Mulhouse Airport, through a mail to be sent with acknowledgement of receipt, at the earliest and at least one (1) month before the planned date of cessation.

- At the initiative of Basel-Mulhouse Airport

In case of non-compliance with the access rules by the transporter, including the provisions of the applicable regulation and particularly, in case of non-payment, the Basel-Mulhouse Airport shall notify the transporter, through a mail sent with acknowledgement of receipt, to rectify the situation.

In the event the transporter is not able to rectify the situation within fifteen (15) days, the Basel-Mulhouse Airport may withdraw the access authorisation, and the deadline given to the transporter to rectify its situation may be reduced in case of emergency.

f) Personal data

Basel-Mulhouse Airport informs the transporter that the latter's nominative data shall be processed for managing requests for access to the facilities. This information is intended for the Access and Parking division and shall not be stored beyond the duration strictly necessary for the management of the contractual relations with Basel-Mulhouse Airport. However, the data that allows establishing proof of a right or contract, or that needs to be stored to ensure compliance with a legal obligation, shall be stored for the duration provided for by the law in force.

In accordance with the Regulation (EU) 2016/679 and the Computers and Freedoms law no 78-17, amended, all physical persons have the following rights regarding their data: right to access, rectify, delete (right to oblivion), opposition, limiting processing, and portability. It is also possible to define the directives related to the storage, deletion, and communication of personal data after death.

All physical persons may also, for legitimate reasons, oppose the processing of data concerning them.

To exercise these rights, a registered letter with acknowledgement of receipt must be sent at the following address: Basel-Mulhouse Airport - Data protection officer (DPO) – PB 60120 68300, Saint-Louis Cedex. All requests must be accompanied with a photocopy of the identity card.

Basel-Mulhouse Airport ensures that the service providers that it uses comply with the obligations incumbent upon them, particularly those concerning data confidentiality and security. In this regard, and in view of the "Computers and Freedoms" law mentioned above and the Regulation (EU) 2016/679, it is incumbent upon the transporter to take all appropriate technical and organisational measures to ensure the confidential management of the passengers' personal data and to allow them a right of access and rectification.

ARTICLE 4 TARIFFICATION AND INVOICING

a) Tariffs for using the facilities

The bus station is made available to the transporters in exchange for payment of a fee based on the tariff schedule attached in the appendix. In case of fraudulently exiting the bus station, the transporter is invoiced for the stated amount for parking for one day in accordance with Appendix 3, plus administrative fees.

In the event that the transporter is unable to make payment when exiting the bus station, an "acknowledgement of debt" shall be established, which results in the application of administrative fees.

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The tariffs may be revised annually following a decision of the Board of Directors of the Airport, which governs all the applicable tariffs.

b) Tariffs for using additional services

The services and tariffs for provision of spaces require an authorisation for temporary occupation of public property and invoicing based on the tariffs applied by the Basel-Mulhouse Airport.

c) Invoicing

The fees due from the transporter in exchange for using the bus station are payable:

- on a quarterly basis in case of a quarterly subscription,
- payment in arrears (30) thirty days from the date of invoice, through bank debit or bank transfer.

The payment terms of the fees associated with the additional services are set out in a public property occupancy agreement.

d) Shut-down of the line by the transporter

The transporter may request the shut-down of the line as per the conditions stated in Article 3 – d).

If the subscription is not renewed, a final invoice is sent by the Airport on the date of cessation of the line and is payable under the conditions provided for in Article 4 c).

In the event the prior notice sent one (1) month before the date of cessation of the line is not complied with, the transporter is liable to pay a penalty of fifty Euros (€50).

In case of termination of a quarterly subscription, the ongoing period is due in total; the transporter may not claim any reimbursement.

ARTICLE 5 CONDITIONS FOR USE OF THE FACILITIES

a) Technical operational regulation

As regards regular and irregular public transport, the maximum authorised parking duration is thirty (30) minutes per trip, except in case of specific constraints related to the airport operations, the Basel-Mulhouse Airport reserves the right to modify the parking time or temporarily restrict access to the bus station, after having informed the relevant transporter(s).

For regular and irregular public transport with an access request validated by the Airport, it is specified that:

- the arrival of the buses is authorised fifteen (15) minutes before the allocated time slot mentioned in the requests,

For regular and irregular public transport without an access request, it is specified that:

- the arrival of the buses is authorised by the Airport depending on the availability of time slots,
- the buses must clear the parking space at the latest fifteen (15) minutes after the time of arrival stated on the time slot.

Regulation (period of parking on stand-by) is not allowed at the bus station. The aforementioned tariffication is applicable for a maximum parking period of thirty (30) minutes. Beyond this duration, the transporter is liable to pay an additional fee of fifteen Euros (€15) for every additional fifteen minutes. Every period of fifteen minutes that is initiated shall be invoiced.

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Users of bus stations (authorised transport companies) as well as their personnel must comply with the regulation in force applicable at the Basel-Mulhouse Airport and in particular:

- the highway code,
- the prefectural decree in force concerning policing measures applicable at the airport and its specific implementation measures,
- these access rules and all relevant documents.

The timings of each transport lines are displayed on the bus station, the cost of which is borne by the transporter.

b) Punctuality obligations and penalties in case of delay or cancellation

The AOT and authorised transporters are made aware by the Basel-Mulhouse Airport about the punctuality obligation.

Delay or cancellation of a transport service shall not result in the payment of a penalty.

In case the transporter is delayed, the space allocated based on the initial time of passage may be temporarily allocated to another transporter, and the Airport may allocate the delayed transporter to another time slot.

In case of unavailability of spaces at the desired time slots, the transporter shall make provisions to wait, outside the bus station, for a space to free up.

In case of a strike by the transporter's personnel, Basel-Mulhouse Airport, informed by the AOT or the relevant transporter, shall implement an information system for the passengers.

Luc Gaillet

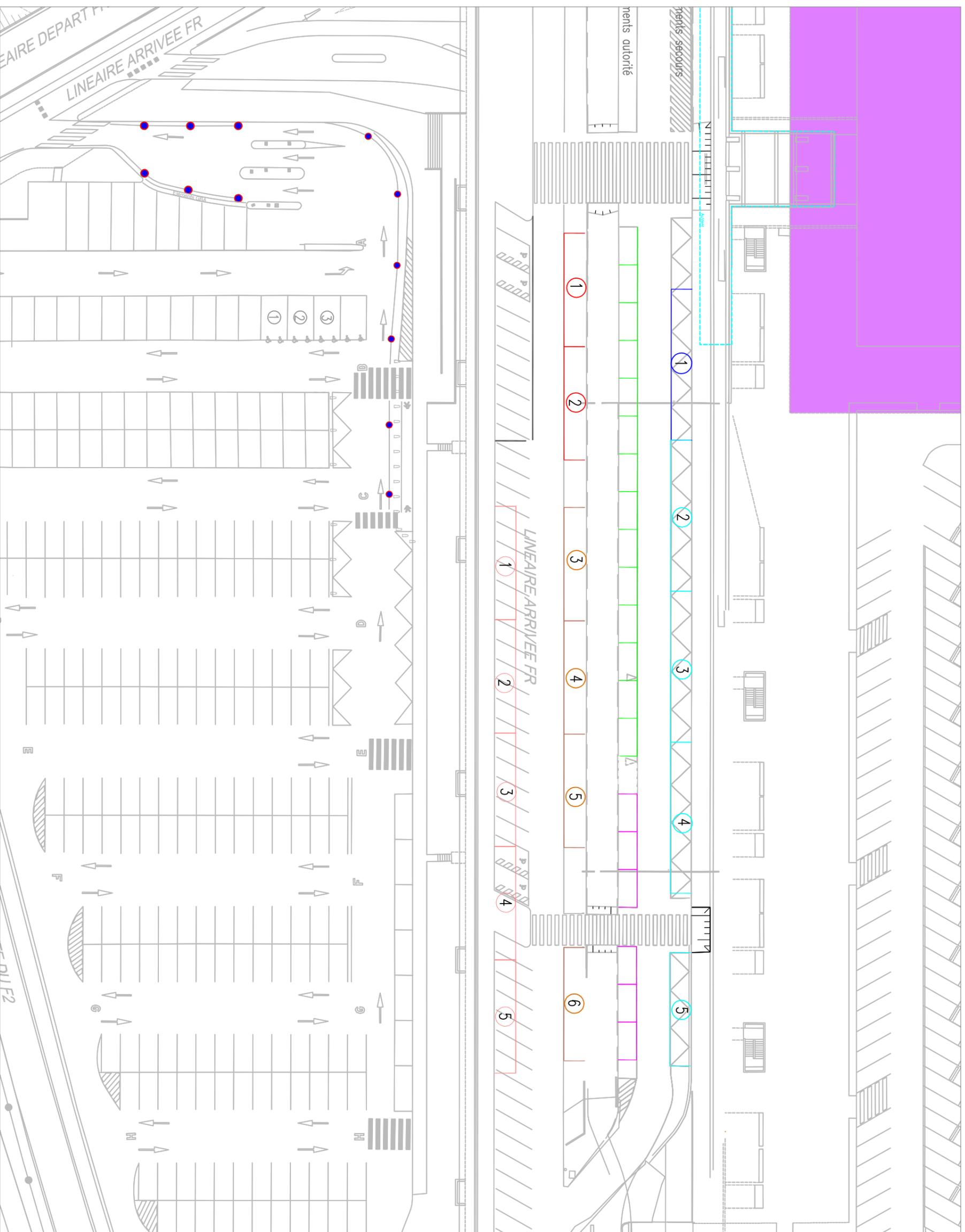
Chairman of the Board of Directors

[APPENDIX 1: DIAGRAM OF THE FACILITIES AND EQUIPMENT](#)

[APPENDIX 2: ACCESS REQUEST FORM](#)

[APPENDIX 3: TARIFF SCHEDULE](#)

[APPENDIX 4 : CUSTOMER ACCOUNT REGISTRATION FORM](#)



- LEGENDE
- Quai 1 – Emplacement 1 réservé ligne urbain / interurbaine
 - Quai 2 – Emplacements 1 à 14 : taxi aéroport
 - Quai 2 – Emplacements 15 à 20 : zone réservée
 - Quai 3 – Emplacements 1 et 2 : zone VIP
 - Quai 3 – Emplacements 3 à 6 : transports publics non réguliers enregistrés
 - Quai 4 – Emplacements 1 à 5 : transports publics réguliers et non réguliers non enregistrés

REQUEST FOR ACCESS TO BUS STATION - BÂLE-MULHOUSE AIRPORT

People regular collective public transport

1 ° ACCESS REQUEST FORM

This access request form can only concern one line reference. In case of request concerning the different lines please prepare several forms.

Access requests can be sent by mail to BP60120 68304 Saint-Louis Cedex, or email to apsecretariat@euroairport.com.

Any request for incomplete access will not be processed.

In accordance with article L.3114-7 of the Transport Code, the operator's response to the access request made by the carrier is notified to the latter within one (1) month of its reception.

Initial request Renewal Modification

Date of the request (date on which the form will be sent to the bus station operator)	
Operator's name	
Company name	
SIREN number or equivalent	
VAT number	
Operator's address	
Billing address if different	
Brand under which the line is operated	
Number and route of the operated line	
Desired start date of operations	
Desired end date of operations	
Transit days	
Arrival times at Basel-Mulhouse Airport	
Departure times at Basel-Mulhouse Airport	
Commercial contact of the transporter (telephone and email) for the exchanges necessary for the authorization of access and the planning organization	
Operational contact once access is effective	

Date:	Company stamp
Signature of the Transporter:	
Signing implies unreserved acceptance of the regulations governing access to the bus station at Basel-Mulhouse Airport	
ACCEPTANCE BY BASEL-MULHOUSE AIRPORT - Access and Parking Services	
YES	NO
Date:	
Last name:	First name:
Signature:	

Basel-Mulhouse Airport informs the transporter that the latter's nominative data shall be processed for managing requests for access to the facilities. This information is intended for the Access and Parking division and shall not be stored beyond the duration strictly necessary for the management of the contractual relations with Basel-Mulhouse Airport. However, the data that allows establishing proof of a right or contract, or that needs to be stored to ensure compliance with a legal obligation, shall be stored for the duration provided for by the law in force.

In accordance with the Regulation (EU) 2016/679 and the Computers and Freedoms law no 78-17, amended, all physical persons have the following rights regarding their data: right to access, rectify, delete (right to oblivion), opposition, limiting processing, and portability. It is also possible to define the directives related to the storage, deletion, and communication of personal data after death.

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Basel-Mulhouse Airport ensures that the service providers that it uses comply with the obligations incumbent upon them, particularly those concerning data confidentiality and security. In this regard, and in view of the "Computers and Freedoms" law mentioned above and the Regulation (EU) 2016/679, it is incumbent upon the transporter to take all appropriate technical and organisational measures to ensure the confidential management of the passengers' personal data and to allow them a right of access and rectification.

ANNEXE 3 : FEE TABLE

The applied tariff is unique and by the way.

Each passage is charged 2€ HT for a maximum parking time of 30 min.

Beyond that, the additional rate is 15€ per ¼h with a maximum of 100€ HT per day.

The creation of the access card costs 20€ HT.

Reproduction of the access card due to loss, theft or damage costs 50€ HT.

The administrative costs amount to 50% of the invoicing with a minimum of 40€ HT.

Attn. Accounting Department

Dear Sir or Madam,

In order to allow us the opening of your account in our data basis, we would be grateful to you if you could you fill the following form and send it back to us by return of post or per fax: + 33 3 89 90 43 95

Corporate name:

Phone:

Fax:

E-mail:

Billing address :

.....
.....
.....

Your VAT No:

Remind address (if different of the billing address) :

.....
.....

Person responsible for accounts payable:

Phone (direct dial):

Fax:

E-mail:

Our client code in your accounting records :

Your contact in our company : Mr. / Mrs.....

Department:.....

We would be grateful if you could enclose a headed notepaper with your reply and also your international bank references SEPA Norms which will allow us to update our customers' basis.

We thank you in advance and are looking forward to hearing from you soon.

Yours faithfully,

Sabine KUENY
Accounts receivable

Aéroport de Bâle-Mulhouse
Accounting Department
P.O. Box 60120
F-68304 SAINT LOUIS Cedex

In application of the French law No. 78-17 dated January 6th, 1978 we inform you that all the columns must be compulsorily informed; they are only meant for the EuroAirport and that you can get the information about your society and ask for corrections.