



UNITED REPUBLIC OF TANZANIA
TANZANIA CIVIL AVIATION AUTHORITY
Aeronautical Information Services
P.O. Box 2819, DAR ES SALAAM
Tetex House, 4th Floor, Pamba Road

AIC

FAX: (255 22) 2124914, 2118905
PHONE: (255 22) 2115079/80, 2111951.
AFS: HTDQYOYO
Email: tcaa@tcaa.go.tz, ais@tcaa.go.tz
Website: www.tcaa.go.tz

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The following circular is hereby promulgated for information, guidance and necessary action

Margaret T. Munyagi
Director General

CERTIFICATION /LICENSING OF AERODROMES

1.0 INTRODUCTION

- 1.1 ICAO specified 27 November 2003 as the date on which Contracting States shall licence aerodromes used for international operations and recommends a similar status for other aerodromes open for public use.
- 1.2 With the ongoing restructuring in the aviation sector in Tanzania and taking cognizance of the ICAO SARPS, the aviation laws have been reviewed to enable the Tanzania Civil Aviation Authority regulate aerodrome operations in Tanzania so as to enhance aviation safety. Tanzania Airports Authority, which previously had aerodrome licensing function, will remain an aerodrome operator and like any other aerodrome operator, will be regulated by TCAA.
- 1.3 As per ICAO requirement specified in paragraph 1.1 above, TCAA intends to certificate all aerodromes in Tanzania. However, aerodromes where aircraft to which Part III of the Civil Aviation (Aerodromes) Regulations, 2007 would apply are planned to operate, shall be licensed as per criteria specified in The Civil Aviation (Personnel Licensing) Regulations, 2007 Part IV.
- 1.4 This AIC is intended to remind the stakeholders on the aerodrome certification/licensing requirements in the Civil Aviation (Aerodromes) Regulations, 2007.

2.0 AERODROMES TO BE USED BY AIRCRAFT EXCEEDING 5,700 KG/18 SEATS

- 2.1 Aerodrome operators should note that certification of aerodromes to facilitate use of the aerodrome by aircraft of which the maximum total mass authorized exceeds 5,700 kg or having more than 18 seats require submission and approval of an aerodrome manual. Guidance in the preparation of the manual may be obtained from TCAA. A Let 410 type of aircraft is a typical aircraft whose maximum total mass authorized is 6,600 kg and has 19 passenger seats.

3.0 OTHER AERODROMES

- 3.1 All other aerodromes shall need to be licensed. A category D aerodrome is not required to have an aerodrome manual, but it will be subject to all other safety criteria on the movement, take-off and approach areas.

4.0 GOVERNMENT/PRIVATE AERODROMES

- 4.1 There is no separation of regulatory requirements between Government and private aerodromes and all aerodrome owners/operators shall be bound by the Civil Aviation (Aerodromes) Regulations, 2007 and shall need to get a licence/certificate for the aerodromes for use by aircraft as appropriate.

5.0 ISSUANCE OF PERMIT OF CONSTRUCTION

- 5.1 It is in the interest of intending applicant to consult the TCAA before committing himself to expenditure on constructing, developing or equipping an aerodrome. Where the proposed aerodrome is acceptable as per the plan for grant of an aerodrome certificate/licence, a permit of construction shall be issued.

6.0 GRANTING OF AERODROME LICENCE/CERTIFICATE

- 6.1 An applicant may be granted an aerodrome certificate for public use or an ordinary aerodrome licence. In the case of the former, public transport aircraft may operate at the aerodrome. An ordinary aerodrome license relates only to use of the aerodrome by the holder of the licence and private operation aircraft authorized specifically by him. Government aerodromes are available during times indicated in the AIP. Private owned aerodromes may be available for limited time and are subject to permission for use by the owner. Aircraft operators and or pilots in command intending to operate at such private aerodrome shall obtain prior permission from the aerodrome owner.

7.0 USE OF LAND AS AN AERODROME

The applicant for the aerodrome licence/certificate should either be the owner of the land, or has obtained the landowner's permission for the use of the site as an aerodrome. A proposal to use land as an aerodrome may be subject to the requirements of the appropriate land acquisition and planning regulations and applicants are advised to consult the Local Planning Authority, Village, District and Regional Government of location of the aerodrome and National Environmental Management Council before embarking on any such project. A similar condition will almost certainly apply to any proposals for aerodrome development. The granting of an aerodrome licence/certificate does not absolve the holder from observing the statutory requirements of other official bodies.

8.0 INITIAL APPLICATION

- 8.1 The initial application for an aerodrome permit of construction/ certificate/ or licence must be made on form TCAA (35) 31 and TCAA (35) 32 as appropriate (Specimen attached at the end of this AIC). It should be noted that the application is required to be routed through Ward, District, and Regional Governments for their approval of construction and continuation of the aerodrome. Approval of name also needs to be solicited as part of the requirement. Documentary evidence from these authorities is required to be attached to the application form. The completed form should be returned to TCAA together with the appropriate fee (*AIC 5/2009*), a map showing the aerodrome location and boundaries (preferably on a scale 1:10 000 or 50 000) and a copy of the Aerodrome Manual (for application of aerodrome licence). Additionally, survey data in the form of charts, profiles, sections, evidence of pavement strengths and surface textures etc, relating to the site and its environs, must be provided by the applicant.

9.0 SUBMISSION OF APPLICATION

- 9.1 Applications should be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the issue of a licence/certificate. The minimum notice required is 28 days from the date a complete Aerodrome Manual is received by TCAA. The interval between application and grant of a licence/certificate (or a variation thereto) may depend upon matters within the control of the applicant and no undertaking can be given that TCAA will be able to reach a decision within a particular period.

10.0 CONDITIONS PRECEDENT

- 10.1 Before a licence /certificate is granted, TCAA will require to be satisfied that the physical conditions on the manoeuvring area, apron and in the environs of the aerodrome are acceptable and that the scale of equipment and facilities provided are adequate for the flying activities which are expected to take place. TCAA will also wish to be satisfied that the applicant for the licence /certificate is able to ensure an effective aerodrome management organization and in those activities which are related to the safe operation of the aerodrome, staff who are competent and where necessary suitably qualified.

11.0 AERODROME INSPECTIONS

- 11.1 For purposes of grant of Aerodrome certificate/licence, TCAA's Inspectors will carry out a detailed examination of the Aerodrome, its facilities, equipment and operational organization. Following the initial grant of certificate/licence, occasional inspections will be made. Normally, prior notice will be given to the holder of the licence but inspections may take place without such prior notice. Inspectors are 'authorized persons' as defined in the Civil Aviation (Aerodromes) Regulations, 2007.

12.0 AERODROME REFERENCE CODE

12.1 The aerodrome reference code shall be determined in accordance with the characteristics of the aeroplane for which an aerodrome facility is intended as per the following table:

Code number	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span
1	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2	800 m up to but not including 1,200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3	1,200 m up to but not including 1,800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4	1,800 m and over	D	36 m up to but not including 52 m	9 m up to but not including 14 m
		E	52 m up to but not including 65 m	9 m up to but not including 14 m
		F	65 m up to but not including 80 m	14 m up to but not including 16 m

13 GUIDANCE

TCAA has promulgated the following guidance manuals for licensing/certification of aerodromes.

1. TCAA (35) 131 – Manual of guidance for licensing of category “D” Aerodromes
2. TCAA (35) 133 – Manual of aerodromes certification procedures.
3. TCAA (35) 134 – Manual of aerodromes licensing procedures.

Applicants of aerodrome licence/certificate can access the documents in TCAA website www.tcaa.go.tz or from our offices. The applicants of aerodrome licence/certificate are required to obtain these documents and develop the aerodrome in compliance with the relevant manual.

14 CONTACT PERSON

The following shall be the contact persons at TCAA for the purposes of this AIC:

- (i) J. Njawa
Director of Safety Regulations
Telephone: +255 (22) 2115079/80/075 4781072
E-mail: jnjava@tcaa.go.tz

- (ii) I. N. Sajan
Chief Air Navigation and Aerodromes Inspector
Telephone + 255 (22) 2115079/80/ 075 4351626
E-mail: isajan@tcaa.go.tz

Cancel AIC 11/2005 (White 37)



TCAA (35) 31

UNITED REPUBLIC OF TANZANIA

TANZANIA CIVIL AVIATION AUTHORITY

**APPLICATION FOR AN INITIAL OR RENEWAL OF AN AERODROME
CERTIFICATE/PERMIT OF CONSTRUCTION**

1. PARTICULARS OF APPLICANT:
(a) Name/Title in full:
(b) Permanent Address:
(c) Telephone:
(d) Fax:
(e) E-mail:
(f) Physical Address:
(g) Residential Address:
(h) Occupation:
2. PARTICULARS OF AERODROME:
(a) Proposed/name of the aerodrome and certificate no. if renewal:
(b) Village:
(c) Ward:
(d) District:
(e) Region:
(f) Position of aerodrome with reference to the nearest town:
3. DETAILS OF CERTIFICATE
(a) Period for which certificate is required, if less than 12 months:
(b) Category of certificate required: Ordinary/Public*
(c) Type and maximum total mass authorized of the heaviest aircraft engaged on flights for the purpose of the commercial transport of passengers and for instructions in flying expected to use the aerodrome:
(d) Expected average number of movements per calendar month of aircraft shown at (c) during the three busiest calendar months of the year. (One movement is one take-off or one landing).
(e) Is the aerodrome to be used for night flying?
(f) Are you the owner of the aerodrome site? If YES, attach copies of title deed. If NOT please state, with supporting documentary evidence:
(i) Details of any rights you hold over the site:
(ii) The period for which you hold these rights:
(iii) The name and address of the owner or tenant whose permission has been obtained for the site to be used as an aerodrome.
(g) (i) Does any public or private right of way exist on or near the proposed aerodrome?
(ii) If so, would the use of the site as an aerodrome interfere with such rights?
(iii) If there is a risk of interference with private rights, please give details of any agreement made with the holder of the rights for the use of the site as an aerodrome.
(h) (i) Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. Please give details. District/Regional Land Planning Authority, Port and Harbour Authority (in case of water aerodrome), District and Regional Government of the area of aerodrome location and National Environmental Management Council. (Attach documentary evidence).

Name and address of Authority	Date and reference of Approval
(ii) Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? If the answer is YES please state the authority concerned.	
4. AERODROME DATA:	
(a) Aerodrome reference point in geographical coordinates to the nearest second:	
(b) Aerodrome elevation to the nearest foot above mean sea level:	
(c) Aerodrome reference temperature:	
(d) Each runway: (i) Designators: (ii) True Bearing: (iii) Length (metres): (iv) Width (metres): (v) Slope: (vi) Surface: (vii) Bearing strength:	
(e) Strip (grass area surrounding the landing area): (i) Length (metres): (ii) Width (metres):	
(f) Each taxiway: (i) Width (metres): (ii) Surface:	
(g) Apron: (i) Surface: (ii) Number of parking position:	
(h) Stopways (where provided): (i) Length (metres): (ii) Ground profile:	
(j) Clearways (where provide): (i) Length (metres): (ii) Ground profile:	
(k) Obstacles: Significant obstacles on, in the vicinity and on the approaches of the aerodrome. (i) Location (Distance in metres and bearing from the aerodrome reference point): (ii) Top elevation(nearest to the next higher foot):	
(l) Visual aids: Ground marking of runways (Runway edge, centreline, threshold, threshold designation, taxiway, apron, etc.)	
(m) Rescue and fire fighting: The level of protection provided at the aerodrome for aircraft rescue and fire fighting purposes with type and amount of extinguishing agents, equipment and personnel:	

5. AERODROME FACILITIES
(a) Windsock:
(b) Signal square:
(c) Radio communication:
(d) Terminal building:
(e) Hangars/workshops:
(f) Night flying facilities:
(g) Radio navigation aids:
(h) Fuel and oil for aircraft:
(j) Medical facilities (First aid and location of nearest hospital):
(k) Personnel to record aircraft movements at the aerodrome and to undertake maintenance of the aerodrome:
(l) Reporting methods to appropriate authority on emergencies or airport unserviceability:
(m) Provision of Air Traffic Services:
6. AIRSPACE ORGANIZATION
The nearest aerodrome in the vicinity:
(i) Name:
(ii) Bearing:
(iii) Distance (nautical miles):

CERTIFICATE

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Date:..... Signature with company seal.....

INFORMATION

This application for aerodrome certificate should be accompanied with the following:

1. Wind distribution data at the aerodrome for the determination/approval of the runway orientation (obtainable from Tanzania Meteorological Agency);
2. An area map of scale 1:10,000 or 1:50,000 with the aerodrome/runway plotted;
3. Surveyed information of the aerodrome undertaken by a competent surveying organization;
4. Before an aerodrome certificate is granted the Tanzania Civil Aviation Authority will require to be satisfied that the physical condition on the manoeuvring area and in the environs of the aerodrome are acceptable, that the scale of equipment provided is adequate, and that the aerodrome is organized, staffed and has maintenance and other arrangements sufficient to ensure the safe operation of the aerodrome and its facilities for the purposes for which the licence application has been made.
5. Appropriate inspection and aerodrome certification fees including TCAA inspectors visiting fees to cover transport, per diem, incidental and administrative expenses.



TCAA(35)32

UNITED REPUBLIC OF TANZANIA

TANZANIA CIVIL AVIATION AUTHORITY

APPLICATION FOR AN INITIAL/RENEWAL* OF AN AERODROME LICENCE

1. PARTICULARS OF APPLICANT:
(a) Name/Title in full:
(b) Permanent Address:
(c) Telephone:
(d) Fax:
(e) E-mail:
(f) Physical Address:
(g) Residential Address:
(h) Occupation:
2. PARTICULARS OF AERODROME:
(a) Proposed/name of the aerodrome and licence no. if renewal:
(b) Village:
(c) Ward:
(d) District:
(e) Region:
(f) Position of aerodrome with reference to the nearest town:
3. DETAILS OF LICENCE
(a) Period for which licence is required, if less than 12 months:
(b) Type and maximum total mass authorized of the heaviest aircraft engaged on flights for the purpose of the commercial transport of passengers and for instructions in flying expected to use the aerodrome:
(c) Expected average number of movements per calendar month of aircraft shown at (c) during the three busiest calendar months of the year. (One movement is one take-off or one landing).
(d) Is the aerodrome to be used for night flying?
(e) Are you the owner of the aerodrome site? If YES, attach copies of title deed. If NOT please state, with supporting documentary evidence:
(i) Details of any rights you hold over the site:
(ii) The period for which you hold these rights:
(iii) The name and address of the owner or tenant whose permission has been obtained for the site to be used as an aerodrome.
(f) (i) Does any public or private right of way exist on or near the proposed aerodrome?
(ii) If so, would the use of the site as an aerodrome interfere with such rights?
(iii) If there is a risk of interference with private rights, please give details of any agreement made with the holder of the rights for the use of the site as an aerodrome.
(g) (i) Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. Please give details. District/Regional Land Planning Authority, Port and Harbour Authority (in case of water aerodrome), District and Regional Government of the area of aerodrome location and National Environmental Management Council.(Attach documentary evidence).

Name and address of Authority	Date and reference of Approval
(ii) Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? If the answer is YES please state the authority concerned.	
4. DOCUMENTATION:	
(i) Have you submitted your aerodrome Manual for approval?	
(ii) For licence renewal, have you undertaken any amendment of the aerodrome manual since the last approval?	

CERTIFICATE

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld.

Date:..... Signature with company seal.....

INFORMATION

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