



**THE UNITED REPUBLIC OF TANZANIA**

**CHAPTER 80**

**THE CIVIL AVIATION ACT**

**THE CIVIL AVIATION (CERTIFICATION, LICENSING AND  
REGISTRATION OF AERODROMES) REGULATIONS**

**[SUBSDIARY]**

**REVISED EDITION 2026**

This Revised Edition of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations, Government Notice No. 5 of 2024, has been revised up to and including 31<sup>st</sup> July, 2026 and is printed under the authority of section 4 of the Laws Revision Act, Chapter 4.

Dodoma,  
31<sup>st</sup> July, 2026

HAMZA SAID JOHARI  
*Attorney General*



CHAPTER 80

THE CIVIL AVIATION ACT

THE CIVIL AVIATION (CERTIFICATION, LICENSING AND  
REGISTRATION OF AERODROMES) REGULATIONS

ARRANGEMENT OF REGULATIONS

*Regulation      Title*

PART I

PRELIMINARY PROVISIONS

1. Citation.
2. Application
3. Interpretation.
4. Common reference systems.
5. Categorisation of aerodromes.

PART II

CERTIFICATION OF AERODROMES

6. Application of this Part.
7. Application for certificate.
8. Determination of application.
9. Grant or refusal of certification application.
10. Specification of aerodrome certificate.
11. Conditions for issuance of certificate.
12. Breach of certificate conditions and non-compliance.
13. Validity of certificate.
14. Renewal of certificate.
15. Interim aerodrome or heliport.

PART III

LICENSING OF AERODROMES

16. Application of this Part.
17. Application for aerodrome licence.

18. Determination of application.
19. Grant or refusal of aerodrome licence.
20. Specifications of licence.
21. Conditions for issuance of aerodrome licence.
22. Breach of licence conditions and non-compliance.
23. Validity of licence.
24. Renewal of licence.
25. Interim aerodrome or heliport licence.

#### PART IV REGISTRATION OF AERODROMES

26. Application of this Part.
27. Requirement for registration of Category E aerodrome.
28. Application for registration.
29. Determination of application.
30. Grant or refusal of aerodrome registration application.
31. Specifications of aerodrome registration.
32. Conditions for aerodrome registration.
33. Breach of registration conditions and non-compliance.
34. Validity of registration.
35. Renewal of registration.
36. Interim aerodrome registration.

#### PART V AERODROME OR HELIPORT MANUAL

37. Application of this Part.
38. Requirement for aerodrome or heliport manual.
39. Information to be included in aerodrome or heliport manual.
40. Amendment of aerodrome or heliport manual.

#### PART VI OBLIGATIONS OF AN AERODROME OPERATOR

41. Application of this Part.
42. Compliance with conditions.
43. Competence of operational and maintenance personnel.
44. Aerodrome operations and maintenance.

45. Aerodrome operator's safety management system.
46. Aerodrome operator's internal safety audits and safety reporting.
47. Storage of hazardous materials.
48. Safety measures against fire.
49. Access to and operations within restricted areas.
50. Entry into or exit from restricted areas of aerodrome.
51. Test-running of aircraft engine.
52. Removal of obstructions from aerodrome movement surfaces.
53. Maintenance of environment management programme.
54. Protection of navigation aids.
55. Responsibilities of aerodrome operator.
56. Inspection of aerodromes and unhindered access by inspectors of Authority.
57. Notifying and reporting.
58. Aerodrome movement area inspections.
59. Special inspections.
60. Warning notices.
61. Additional obligations of Category E aerodrome operator.
62. Obligations of pilot-in-command of aircraft operating to and from Category E aerodrome.

## PART VII AMENDMENT, SUSPENSION AND REVOCATION

63. Amendment.
64. Suspension.
65. Revocation.
66. Surrender of certificate, licence and registration approval.
67. Appeal.

## PART VIII EXEMPTIONS

68. Application for exemption.
69. Aeronautical study.
70. Initial review by the Authority.
71. Consideration of application for exemption.
72. Grant or refusal of exemption.
73. Control or review of exemptions.

74. Deviations from Regulations.

PART IX  
GENERAL PROVISIONS

- 75. Application of this Part.
- 76. Certification, licensing and registration of aerodromes.
- 77. Land use in vicinity of aerodrome.
- 78. Certain acts prohibited on aerodromes.
- 79. Erection of obstacles.
- 80. Requirements for application permit construction aerial mast or tall structure.
- 81. Removal of obstacles.
- 82. Lighting of en-route obstacles.
- 83. Lights which may cause confusion.
- 84. Laser emissions which may endanger safety of aircraft.
- 85. Animals not allowed in restricted areas of aerodrome.
- 86. Change of name.
- 87. Change of address.
- 88. Use and retention of licences, certificates, approvals and records.
- 89. Reports of violation.
- 90. Replacement of documents.
- 91. Aeronautical user fees.
- 92. Conditions for operating aerodrome.
- 93. Safety inspections and audits.
- 94. Aerodrome insurance liability.
- 95. Aeronautical study and risk assessment.
- 96. Deviations from standards
- 97. Charges at certificated, licensed and registered aerodromes.
- 98. Register for certificates, licences and registration.
- 99. Notification and furnishing of information.
- 100. Manuals of standards.
- 101. Enforcement.

PART X  
OFFENCES AND PENALTIES

- 102. Contravention of Regulations.
- 103. Offences and penalties.

PART XI  
SAVINGS AND REVOCATION

104. Revocation.

105. Savings.

---

SCHEDULES

---

CHAPTER 80  
THE CIVIL AVIATION ACT,

REGULATIONS

*(Made under section 5)*

THE CIVIL AVIATION (CERTIFICATION, LICENSING AND  
REGISTRATION OF AERODROMES) REGULATIONS

[5<sup>th</sup> January, 2024]

[DPG]

GN Nos.  
5 of 2024  
834 of 2024  
43 of 2026

PART I  
PRELIMINARY PROVISIONS

- |                |                                                                                                                                                                                                                                    |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Citation       | 1. These Regulations may be cited as the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations.                                                                                                     |
| Application    | 2. These Regulations shall apply to civil aerodromes and heliports in the United Republic except where otherwise specified.                                                                                                        |
| Interpretation | 3. In these Regulations unless the context otherwise requires-<br>“accident” has the meaning ascribed to it under the Act;<br>“accuracy” means a degree of conformance between the estimated or measured value and the true value; |
| Cap. 80        | “Act” means the Tanzania Civil Aviation Act;                                                                                                                                                                                       |

- “aerodrome” has the meaning ascribed to it under the Act;
- “aerodrome beacon” means aeronautical beacon used to indicate the location of an aerodrome from the air;
- “aerodrome certificate” means a certificate issued by the Authority under these Regulations;
- “aerodrome elevation” means the elevation of the highest point of the landing area;
- “aerodrome identification sign” means a sign placed on an aerodrome to aid in identifying the aerodrome from the air;
- “aerodrome facilities and equipment” means facilities and equipment, inside or outside the boundaries of an aerodrome that are constructed or installed and maintained for the arrival, departure and surface movement of aircraft;
- “aerodrome licence” means a licence to operate an aerodrome issued by the Authority under these Regulations;
- “aerodrome manual” means the manual that forms part of the application for a certificate, licence or registration approved by the Authority;
- “aerodrome mapping data (AMD)” means data collected for the purpose of compiling aerodrome mapping information for aeronautical uses;
- “aerodrome mapping database (AMDB)” means a collection of aerodrome mapping data organised and arranged as a structured data set;
- “aerodrome operator” means an operator who holds an aerodrome certificate, licence or registration;
- “aerodrome reference point” means the designated geographical location of an aerodrome;
- “aerodrome registration” means a registration to operate an aerodrome issued by the Authority under these Regulations;
- “aeronautical beacon” means an aeronautical ground light visible at all azimuths, either continuously

- or intermittently, to designate a particular point on the surface of the earth;
- “aeronautical ground light” means any light specially provided as an aid to air navigation, other than a light displayed on an aircraft;
- “Aeronautical Information Circular – (AIC)” means a notice containing information that does not qualify for the origination of a NOTAM or for inclusion in the Aeronautical Information Publication, but which relates to flight safety, air navigation, technical, administrative or legislative matters;
- “Aeronautical Information Publication – (AIP)” means a publication issued by the Authority containing aeronautical information of a lasting character essential to air navigation;
- “aeroplane reference field length” means the minimum field length required for take-off at maximum certificated take-off mass, sea level, standard atmospheric conditions, still air and zero runway slope, as shown in the appropriate aeroplane flight manual prescribed by the certifying authority or equivalent data from the aeroplane manufacturer; and where field length means balanced field length for aeroplanes, if applicable, or take-off distance in other cases;
- “air traffic service–(ATS)” means a generic term meaning variously, flight information service, alerting service, air traffic advisory service, or air traffic control service area control service, approach control service or aerodrome control service;
- “air traffic service unit” means a generic including variously, air traffic control unit, flight information centre or air traffic services reporting office;
- “aircraft stand” means a designated area on an apron intended to be used for parking of an aircraft;

- “apron” means a defined area on an aerodrome intended to accommodate aircraft for purposes of loading or unloading of passengers, mail or cargo, fuelling, parking or maintenance;
- “Authority” means the Tanzania Civil Aviation Authority established under the Act;
- “authorised person” means a person authorised by the Authority either generally or in relation to a particular case or class of cases, and reference to an authorised person includes references to the holder for the time being of an office designated by the Authority;
- “balked landing” means a landing manoeuvre that is unexpectedly discontinued at any point below the obstacle clearance altitude or height (OCA or OCH);
- “calendar” means discrete temporal reference system that provides the basis for defining temporal position to a resolution of one day;
- “certified aerodrome” means an aerodrome whose operator has been granted an aerodrome certificate;
- “clearway” means a defined rectangular area on the ground or water under the control of the appropriate authority, selected or prepared as a suitable area over which an aircraft may make a portion of its initial climb to a specified height;
- “heliport” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters;
- “identification beacon” means a beacon emitting a coded signal by means of which a particular point of reference can be identified;
- “incident” means an occurrence other than an accident associated with the operation of an aircraft which affect or may affect the safety of operation of aircraft;

- “landing area” means a part of a movement area intended for the landing or take-off of aircraft;
- “manoeuvring area” means a part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;
- “marker” means an object displayed above ground level in order to indicate an obstacle or delineate a boundary;
- “marking” means a symbol or group of symbols displayed on the surface of the movement area in order to convey aeronautical information;
- “Minister” means the Minister responsible for civil aviation;
- “movement area” means an area of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and aprons;
- “obstacle” means an object whether temporary or permanent fixed and mobile object, or part thereof, that-
- (a) is located on an area intended for the surface movement of aircraft;
  - (b) extends above a defined surface intended to protect aircraft in flight; or
  - (c) stands outside those defined surfaces and that has been assessed as being a hazard to air navigation;
- “obstacle free zone (OFZ)” means the airspace above the inner approach surface, inner transitional surfaces, the balked landing surface and that portion of the strip bounded by these surfaces, which is not penetrated by any fixed obstacle other than a low-mass and frangibly mounted one required for air navigation purposes;
- “pilot-in-command” means the pilot designated by the operator, or in the case of general aviation, the owner, as being in command and charged with the safe conduct of a flight;

- “registration approval” means an approval to operate an aerodrome granted by the Authority under these Regulations;
- “relevant authority” means any authority other than the Civil Aviation Authority whose action may be necessary or complimentary for the implementation of these Regulations;
- “runway” means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;
- “safety” means a state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level;
- “safety management system (SMS)” means a systematic approach to managing safety, including the necessary organisational structure, accountabilities, responsibilities, policies and procedures;
- “standard” means any specification for physical characteristics, configuration, material, performance, personnel or procedure, the uniform application of which is recognised as necessary for the safety of air navigation;
- “taxiway” means a defined path on a land aerodrome established for the taxiing of aircraft and intended to provide a link between one part of the aerodrome and another, including-
- (a) aircraft stand taxilane which is a portion of an apron designated as a taxiway and intended to provide access to aircraft stands only;
  - (b) apron taxiway which is a portion of a taxiway system located on an apron and intended to provide a through taxi route across the apron; and
  - (c) rapid exit taxiway which is a taxiway connected to a runway at an acute angle and designed to allow landing aircrafts to turn off at higher speeds than are achieved on other

exit taxiways thereby minimising runway occupancy times;

“unserviceable area” means a part of the movement area that is unfit and unavailable for use by aircraft; and

“wildlife” means has the meaning ascribed to it under the Wildlife Conservation Act.

Cap. 283

Common  
reference systems

4.-(1) Horizontal reference system - the World Geodetic System -1984 (WGS-84) shall be used as the horizontal (geodetic) reference system, and a reported aeronautical geographical coordinate indicating latitude and longitude shall be expressed in terms of the WGS-84 geodetic reference datum.

(2) Vertical reference system - the mean sea level (MSL) datum, which gives the relationship of gravity-related height (elevation) to a surface known as the geoid, shall be used as the vertical reference system.

(3) Temporal reference system - the Gregorian calendar and Coordinated Universal Time (UTC) shall be used as the temporal reference system unless were notified in the AIP or the AIC.

(4) Unless otherwise prescribed by the Authority, the International System of Units developed and maintained by the General Conference of Weights and Measures (CGPM) shall be used as the standard system of units of measurement.

Categorisation of  
aerodromes  
GN No.  
43 of 2026  
reg. 2

5. Aerodromes shall be categorised as follows:

- (a) Category A comprising aerodromes designated for use by all types of aircraft and available for use by both domestic and international air traffic with air traffic services provided on 24 hours basis;
- (b) Category B comprising aerodromes designated for use by all types of aircraft and available for use by both international and domestic air traffic, where the formalities of customs immigration, health and similar

formalities are available at all times or upon prior notice;

- (c) Category C comprising aerodromes designated for use by all types of aircraft and available for use by domestic air traffic;
- (d) Category D comprising aerodromes available for use only by domestic helicopters, drones, balloons, paraglide and parachute operations; and
- (e) Category E comprising aerodromes and heliports available for use only by domestic air traffic of maximum certificated take-off mass not exceeding five thousand seven hundred kilogrammes and not open to public use or such aerodrome as may be determined by the Authority to be registered as a Category E aerodrome using the methodology described in Part 2 of the Third Schedule.

## PART II

### CERTIFICATION OF AERODROMES

Application of  
this Part

6. This Part shall apply to aerodromes in Category A and aerodromes in Category B were deemed necessary by the Authority or requested by an aerodrome operator.

Application for  
certificate  
GN No.  
834 of 2024  
reg. 2

7.-(1) A person who intends to operate an aerodrome shall apply for certification to the Authority through certification application form set out in the First Schedule.

(2) The application under subregulation (1), shall be accompanied by-

- (a) two copies of the aerodrome manual containing relevant information;
- (b) a plan for the aerodrome;
- (c) surveyed aerodrome data undertaken by a qualified survey organisation or person;

- (d) an environmental and social impact assessment report and certificate from relevant authority;
- (e) approval from relevant authority;
- (f) proof of financial capability;
- (g) fees as prescribed by the Authority;
- (h) details of competence of the key aerodrome personnel including resumes, training records and any other information that may be sought by the Authority to ascertain the competency of the person as prescribed by the Authority; and
- (i) any relevant document as may be required by the Authority depending on the location and operations of an aerodrome.

Determination of application

8.-(1) The Authority shall, upon receipt of the application and being satisfied with compliance of the requirements under these Regulations, determine the application.

(2) In determining the application under subregulation (1), the Authority shall consider whether-

- (a) the applicant has adequate personnel with necessary competency and experience to operate and maintain an aerodrome;
- (b) the aerodrome manual attached to the application contains all the relevant information;
- (c) the aerodrome physical characteristics, facilities, services and equipment are established in accordance with approved standards;
- (d) the aerodrome operating procedures contains satisfactory provision for safety of aircraft;
- (e) an acceptable safety management system have been established;
- (f) the applicant has complied with an approved aviation security programme in accordance

GN No.  
756 of 2018

with the Civil Aviation (Security) Regulations.

(3) Subject to this regulation, the Authority may require the applicant to-

- (a) submit additional documents or information for clarification; or
- (b) rectify errors, if any.

Grant or refusal  
of certification  
application

10. An aerodrome certificate shall specify-

- (a) the category of the aerodrome, aerodrome reference code and type of use of the aerodrome;
- (b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (c) the period of validity of the certificate.

Conditions for  
issuance of  
certificate

11.-(1) A certificate may be issued subject to conditions prescribed in these Regulations, and relevant regulations relating to operation of heliports and aerodrome design and operations.

(2) The aerodrome operator shall comply with the conditions and limitations of the certificate as endorsed by the Authority for use of an aerodrome and any other details as may be prescribed.

(3) The issuance of a certificate shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified by the Authority in accordance with safety audit and inspection.

(4) After issuance of a certificate, the Authority shall cause publication of certified status of an aerodrome and the required details in the AIP.

(5) The Authority shall, following the issuance of a certificate, conduct continuing surveillance, audits, surveys and inspections to ensure continuing validity of the certificate and capability of the aerodrome operator to maintain safe, efficient and regular operation of the

aerodrome facilities, installations, equipment and services.

(6) In pursuance of subregulation (5), the Authority shall prioritise inspections, audits and surveys towards those areas of greater safety concern or need and shall be based on the analysis of safety risks or data quality.

(7) An aerodrome certificate issued under these Regulations shall not be transferable.

Breach of  
certificate  
conditions and  
non-compliance

12.-(1) The breach of any condition attached to a certificate including any approval, permission or exemption shall render the certificate invalid.

(2) The Authority shall impose operating restrictions or sanctions at a certified aerodrome in the event of non-compliance with the certification requirements or any unresolved safety concerns.

Validity of  
certificate

13. A certificate issued under this Part shall be valid for a period of three years, unless the certificate is suspended, cancelled or revoked in accordance with these Regulations.

Renewal of  
certificate

14.-(1) An application for the renewal of a certificate shall be made to the Authority in the Form set out in the First Schedule and shall be accompanied by-

- (a) the aerodrome manual if significant changes have been made following the initial certification;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
- (c) the appropriate fees as prescribed by the Authority.

(2) An application for renewal shall be submitted sixty days before the expiry of the certificate.

(3) The renewal of a certificate shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be

specified or notified by the Authority as determined by safety inspections and audit procedures by the Authority.

Interim  
aerodrome  
certificate

15.-(1) The Authority may issue an interim aerodrome or heliport certificate to the applicant, authorising the applicant to operate an aerodrome if the Authority is satisfied that-

- (a) an aerodrome or heliport certificate in respect of the aerodrome will be issued to the applicant, as soon as the application procedure for the grant of an aerodrome certificate has been completed; and
- (b) the grant of the interim certificate is in the public interest and is not detrimental to aviation safety.

(2) The holder of an interim certificate shall comply with the provisions of these Regulations and other applicable requirements.

(3) The interim aerodrome certificate referred to in subregulation (1) shall expire on-

- (a) the date on which the aerodrome or heliport certificate is issued; or
- (b) the expiry date specified in the interim aerodrome certificate,

whichever is earlier.

### PART III LICENSING OF AERODROMES

Application of  
this Part

16. This Part shall apply to aerodromes in categories B, C and D except where otherwise specified.

Application for  
aerodrome licence  
GN No.  
834 of 2024  
reg. 3

17.-(1) A person who intends to operate an aerodrome shall apply for a licence to the Authority through licence application form set out in the First Schedule.

(2) The application under subregulation (1), shall be accompanied by-

- (a) two copies of the aerodrome manual containing relevant information;
- (b) statement of compliance;
- (c) a plan for the aerodrome;
- (d) surveyed aerodrome data undertaken by a qualified survey organisation or person;
- (e) an environmental and social impact assessment report and certificate from relevant authority;
- (f) approval from relevant authority;
- (g) proof of financial capability;
- (h) details of competence of the key aerodrome personnel including resumes, training records and any other information that may be sought by the Authority to ascertain the competency of the person as prescribed by the Authority;
- (i) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- (j) fees as prescribed by the Authority in the AIP or AIC; and
- (k) any relevant document as may be required by the Authority depending on the location and operations of an aerodrome.

Determination of application

18.-(1) The Authority shall, upon receipt of the application and being satisfied with compliance of the requirements under these Regulations, determine the application.

(2) In determining the application under subregulation (1), the Authority shall consider whether-

- (a) the applicant has adequate personnel with necessary competency and experience to operate and maintain an aerodrome;
- (b) the aerodrome manual attached to the application contains all the relevant information;
- (c) the aerodrome facilities, services and equipment are in accordance with the

GN No.  
756 of 2018

- standards and practices specified by the Authority;
- (d) the aerodrome operating procedures contains satisfactory provision for safety of aircraft;
  - (e) the applicant is competent to operate an aerodrome on consideration of the previous conduct and experience, the equipment, organization, staffing, maintenance and other arrangements of the applicant;
  - (f) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft;
  - (g) the applicant has complied with the requirements of the Civil Aviation (Security) Regulations; and
  - (h) an acceptable safety management system has been established.
- (3) Subject to this regulation, the Authority may require the applicant to-
- (a) submit additional documents or information for clarification; or
  - (b) rectify errors, if any.
- (4) The Authority shall inspect and audit the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before an aerodrome licence is issued.

Grant or refusal  
of aerodrome  
licence

19. The Authority may, after considering the application-
- (a) grant the application and issue aerodrome licence to the applicant; or
  - (b) refuse the application and notify the applicant in writing within fourteen days stating the reason for that decision.

Specifications of  
licence

20. An aerodrome licence shall specify-
- (a) the category of the aerodrome and the aerodrome reference code;

- (b) the restrictions, if any, relating to non-compliance with or deviations from the appropriate aerodrome design, operation or equipment standards;
- (c) the period of validity of the licence.

Conditions for  
issuance  
aerodrome  
licence

21.-(1) A licence may be issued subject to conditions prescribed in these Regulations, regulations relating to aerodrome design and operations and regulations relating to operation of heliports.

(2) The aerodrome operator shall comply with the conditions and limitations of the licence as endorsed by the Authority for use of an aerodrome and any other details as may be prescribed.

(3) The issuance of a licence shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority.

(4) The Authority shall, following the issuance of a licence, conduct continuing surveillance, audits, surveys and inspections to ensure continuing validity of the licence and capability of the aerodrome operator to maintain safe, regular and efficient operation of the aerodrome facilities, installations, equipment and services.

(5) A licence issued under these Regulations shall not be transferable.

Breach of  
licence  
conditions and  
non-compliance

22.-(1) The breach of any condition attached to a licence including any approval, permission or exemption shall render the licence invalid.

(2) The Authority shall impose operating restrictions or sanctions at a licensed aerodrome in the event of non-compliance with the licensing requirements or any unresolved safety concerns.

Validity of  
licence

23.-(1) A licence issued under this Part shall be valid for a period of two years from the date of issue

unless the licence is suspended or revoked in accordance with these Regulations.

(2) A holder of a suspended or revoked licence shall, within thirty days of the suspension or revocation, surrender the licence to the Authority.

(3) Notwithstanding subregulation (2), where a licence is suspended for a period less than thirty days, a holder of the licence shall surrender the licence immediately.

Renewal of  
licence

24.-(1) An application for the renewal of a licence shall be made to the Authority in the prescribed form and shall be accompanied by-

- (a) the aerodrome manual if significant changes have been made following the initial licensing;
- (b) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
- (c) the appropriate fees as prescribed by the Authority.

(2) An application for renewal shall be submitted sixty days before the expiry of the licence.

(3) The renewal of a licence shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority.

(4) The Authority shall inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements before a licence is renewed.

Interim  
aerodrome  
licence

25.-(1) The Authority may issue an interim aerodrome licence to the applicant, authorising the applicant to operate an aerodrome if the Authority is satisfied that-

- (a) an aerodrome licence in respect of the aerodrome shall be issued to the applicant, as soon as the application procedure for the

grant of an aerodrome licence has been completed; and

- (b) the grant of the interim licence is in the public interest and is not detrimental to aviation safety.

(2) An interim aerodrome licence referred to in subregulation (1), shall expire on-

- (a) the date on which the aerodrome licence is issued; or
- (b) the expiry date specified in the interim aerodrome licence,

whichever is earlier.

(3) All conditions which apply to an aerodrome licence, shall in the same manner apply to the interim aerodrome licence.

(4) The holder of an interim aerodrome licence shall comply with the provisions of these Regulations and other applicable requirements.

#### PART IV

#### REGISTRATION OF AERODROMES

Application of  
this Part

26. This Part shall apply to aerodromes in Category E.

Requirement for  
registration of  
Category E  
aerodrome

27. A person shall not operate an aerodrome in Category E unless the aerodrome is registered in accordance with these Regulations.

Application for  
registration  
GN No.  
834 of 2024  
reg. 4

28.-(1) A person who intends to operate Category E aerodrome shall apply for registration to the Authority through registration application form set out in the First Schedule.

(2) The application under subregulation (1), shall be accompanied by-

- (a) a Self-Reporting Form as set out in the Third Schedule;
- (b) two copies of the aerodrome manual containing relevant information;

- (c) a plan for the aerodrome;
- (d) surveyed aerodrome data undertaken by a qualified survey organization or person;
- (e) an environmental and social impact assessment report and certificate from relevant authority;
- (f) approval from relevant authority;
- (g) proof of financial capability;
- (h) details of competence of the key aerodrome personnel including resumes, training records and any other information that may be sought by the Authority to ascertain the competency of the person as prescribed by the Authority;
- (i) written permission from the owner of the land or evidence of ownership of the proprietary interest in the land on which the aerodrome is located;
- (j) fees as prescribed by the Authority in the AIP or AIC; and
- (k) any relevant document as may be required by the Authority depending on the location and operations of an aerodrome.

Determination of  
application

29.-(1) The Authority shall, upon receipt of the application and being satisfied with compliance of the requirements under these Regulations, determine the application.

(2) In determining the application under subregulation (1), the Authority shall consider whether-

- (a) the applicant has adequate personnel with necessary competency and experience to properly operate and maintain an aerodrome;
- (b) the aerodrome facilities, services and equipment are in accordance with the standards and practices specified by the Authority;
- (c) the aerodrome operating procedures contains satisfactory provision for safety of aircraft;

GN No.  
756 of 2018

- (d) the applicant is competent to operate an aerodrome on consideration of the previous conduct and experience, the equipment, organisation, staffing, maintenance and other arrangements of the applicant;
  - (e) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft; and
  - (f) the applicant has complied with the requirements of the Civil Aviation (Security) Regulations.
- (3) Subject to this regulation, the Authority may require the applicant to-
- (a) submit additional documents or information for clarification; or
  - (b) rectify errors, if any.

Grant or refusal  
of aerodrome  
registration  
application

- 30.-(1) The Authority may, after considering the application-
- (a) grant the application and register the applicant; or
  - (b) refuse the application and notify the applicant in writing within fourteen days stating the reason for that decision.
- (2) The grant of registration shall be subject to compliance with these Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority.

Specifications of  
aerodrome  
registration

31. Registration shall specify-
- (a) the category of the aerodrome and the aerodrome reference code;
  - (b) the restrictions, if any, relating to noncompliance with or deviations from the appropriate aerodrome design, operation or equipment standards; and
  - (c) the period of validity of the registration.

Conditions for  
aerodrome  
registration

32.-(1) An aerodrome registration may be granted subject to conditions prescribed in these Regulations, regulations relating to aerodrome design and operations and regulations relating to operation of heliports.

(2) The aerodrome operator shall comply with the conditions and limitations of the registration as endorsed by the Authority for use of an aerodrome and any other details as may be prescribed.

(3) The Authority shall, following the grant of registration, conduct continuity surveillance, audits, surveys and inspections to ensure continuing validity of the registration and capacity of the aerodrome operator to maintain safe, regular and efficient operation of the aerodrome facilities, installations, equipment and services.

(4) The Authority may use aerodrome condition reports from pilots operating into Category E aerodromes for surveillances purposes.

(5) An aerodrome registration granted under these Regulations shall not be transferable.

Breach of  
registration  
conditions and  
non-compliance

33.-(1) The breach of any condition subject to which a registration is granted including any approval, permission or exemption shall render the registration invalid.

(2) The Authority shall impose operating restrictions or sanctions at a registered aerodrome in the event of non-compliance with the registration requirements or any unresolved safety concerns.

Validity of  
registration

34.-(1) A registration issued under this Part shall be valid for a period of three years unless the registration is suspended or revoked in accordance with these Regulations.

(2) A holder of an aerodrome registration which is suspended or revoked shall, within thirty days of the suspension or revocation, surrender the registration to the Authority.

(3) Notwithstanding subregulation (2), where an aerodrome registration is suspended for a period less than thirty days, a holder of the registration shall surrender the registration immediately.

Renewal of  
registration

35.-(1) An application for the renewal of a registration shall be made to the Authority in the prescribed form and shall be accompanied by-

- (a) a Self-Reporting Form as set out in the Third Schedule;
- (b) the aerodrome manual if significant changes have been made following the initial registration;
- (c) particulars of deviations, if any, from the appropriate design, operation or equipment standards; and
- (d) the appropriate fees as prescribed by the Authority.

(2) The application for renewal shall be submitted sixty days before the expiry of the registration.

(3) The renewal of a registration shall be subject to compliance with these Regulations, standards prescribed by the Authority and any other conditions as may be specified or notified by the Authority.

Interim  
aerodrome  
registration

36.-(1) The Authority may issue an interim aerodrome registration to the applicant, authorising the applicant to operate an aerodrome if the Authority is satisfied that-

- (a) an aerodrome registration in respect of the aerodrome will be issued to the applicant, as soon as the application procedure for the grant of an aerodrome registration has been completed; and
- (b) the grant of the interim registration is in the public interest and is not detrimental to aviation safety.

(2) An interim aerodrome registration referred to in subregulation (1), shall expire on-

- (a) the date on which the aerodrome registration is issued; or
  - (b) the expiry date specified in the interim aerodrome registration,
- whichever is earlier.

(3) All conditions that apply to an aerodrome registration, shall in the same manner apply to the interim aerodrome registration.

(4) The holder of an interim registration shall comply with the provisions of these Regulations and other applicable requirements.

## PART V AERODROME MANUAL

Application of  
this Part

37. This Part shall apply to aerodromes in all categories.

Requirements  
for aerodrome or  
heliport manual

38.-(1) Upon making an application for a certificate or a licence the applicant shall submit to the Authority an aerodrome or heliport manual for approval.

- (2) An aerodrome or heliport manual shall-
  - (a) be typewritten or printed;
  - (b) be signed by the aerodrome operator;
  - (c) be in a format that is easy to revise;
  - (d) have a system for recording the current pages and any amendments, including a page for logging revisions; and
  - (e) be organised in a manner that facilitates the preparation, review and approval processes.
- (3) An aerodrome operator shall keep at least one approved copy of the aerodrome manual at the aerodrome and one copy at the principal place of business of the aerodrome operator, where it is different from the aerodrome.
- (4) Where an aerodrome operator in Category C, D and E is unable to keep a copy of the aerodrome manual at the aerodrome, the aerodrome operator shall

keep the aerodrome manual at a place authorised by the Authority.

(5) The aerodrome operator shall ensure that all aerodrome personnel and all other relevant organisation personnel have easy access to the parts of the aerodrome manual that are relevant to their duties and responsibilities.

Information to  
be included in  
aerodrome or  
heliport manual

39.-(1) An aerodrome manual shall contain all information and instructions necessary to enable the personnel of an aerodrome perform their duties.

(2) Notwithstanding subregulation (1), and to the extent that the particulars are applicable, a manual for an aerodrome-

- (a) in Category A shall include the particulars provided in Part A in the Second Schedule;
- (b) in Category B, C and E shall include the particulars provided in Part B in the Second Schedule; and
- (c) in Category D shall include the particulars provided in Part C in the Second Schedule.

(3) Where a person is given an exemption in accordance with Part VIII of these Regulations, the aerodrome or heliport manual shall show-

- (a) the exemption notice number given for the exemption by the Authority;
- (b) the date the exemption came into effect; and
- (c) any conditions or procedures subject to which the exemption was granted.

Amendment of  
aerodrome or  
heliport manual

40.-(1) For the purpose of maintaining the accuracy of the information in an aerodrome or heliport manual-

- (a) an operator shall whenever necessary, amend the aerodrome or heliport manual; or
- (b) the Authority may issue a written directive requiring the operator to alter or amend the aerodrome manual.

(2) Notwithstanding subregulation (1), an operator shall submit the proposed amendment to the Authority for approval, before the manual is amended.

(3) The Authority shall approve the amendment made to an aerodrome or heliport manual where the amendment meets the requirements of these Regulations.

(4) The operator shall make all aerodrome personnel and other relevant organisations aware of the changes made to an aerodrome or heliport manual that are relevant to their duties and responsibilities.

## PART VI OBLIGATIONS OF AN AERODROME OPERATOR

Application of  
this Part

41. This Part shall apply to all aerodromes except where otherwise specified.

Compliance with  
conditions

42. An aerodrome operator shall comply with the conditions, endorsed on a licence, certificate or registration granted under these Regulations.

Competence of  
operational and  
maintenance  
personnel

43.-(1) An aerodrome operator shall ensure that there is an adequate number of qualified and skilled personnel to perform activities for aerodrome operations and maintenance.

(2) Where the Authority or any other relevant authority requires competence certification for the personnel of an aerodrome, the aerodrome operator shall employ persons with the required certification.

(3) The aerodrome operator shall develop and implement a training programme for personnel of the aerodrome as appropriate.

Aerodrome  
operations and  
maintenance

44.-(1) Subject to any directives issued by the Authority, an aerodrome operator shall operate and maintain an aerodrome in accordance with the procedures set out in the aerodrome manual.

(2) The Authority may give written directives to an aerodrome operator to alter the procedures set out in an aerodrome manual.

(3) An operator shall ensure proper and efficient maintenance of the aerodrome facilities.

(4) Where air traffic services are provided at an aerodrome, the operator shall co-ordinate with the air traffic services provider, to ensure the safety of aircraft operating on airspace associated with the aerodrome.

(5) The coordination referred to in subregulation (4), shall cover other areas related to safety such as aeronautical information service, air traffic services, designated meteorological authorities and security.

Aerodrome  
operator's safety  
management  
system  
GN No.  
757 of 2018

45.-(1) An aerodrome operator shall have in operation a safety management system (SMS) acceptable to the Authority and that complies with the requirements specified in the Civil Aviation (Safety Management) Regulations, or any other relevant requirements as may be prescribed by the Authority.

(2) An operator shall establish and evaluate safety performance indicators, alert levels and target levels at an aerodrome acceptable to the Authority.

(3) The Authority shall conduct periodic review of the safety management system requirements under the State Safety Programme (SSP) to ensure they remain relevant and appropriate to the operators of certified aerodromes under these Regulations.

(4) An operator shall require and ensure that organisations performing activities at the aerodrome comply with the established aerodrome safety requirements.

Aerodrome  
operator's  
internal safety  
audits and  
reporting

46.-(1) The aerodrome operator shall arrange for periodic audits of the safety management system, including an inspection of the aerodrome facilities and equipment.

(2) The aerodrome operator shall ensure that the audit reports, including the report on the aerodrome

facilities, services and equipment, are prepared by qualified personnel.

(3) The aerodrome operator shall also arrange for an external audit and inspection programme for evaluating other users, including fixed-base operators, ground handling agencies and other organisations working at the aerodrome as referred to under these Regulations.

Storage of  
hazardous  
materials

47. A person shall not store fuel, pyrotechnic materials and other highly inflammable or dangerous goods at an aerodrome except with the permission of the Authority and in accordance with the prescribed standards.

Safety measures  
against fire

48.-(1) A person shall not-

- (a) smoke within any place or cause an open flame into any area on or within an aerodrome, where that act is prohibited;
- (b) smoke where there is a notice prohibiting smoking in a place, smoke within that place, or bring an open flame into that place or, within a distance of an aircraft or, of any vehicle used for the supply of fuel to an aircraft, or a store, dump, liquid fuel or explosives, as may be prescribed;
- (c) willfully give a false fire alarm;
- (d) tamper or interfere with any fire hose reel, hydrant or any other item of equipment provided for firefighting purposes;
- (e) keep, store, discard or discharge any flammable liquid, gas, signal flares or other like material in an aircraft, except in the receptacle appropriate for the purpose or in a place on the aerodrome specifically approved by the aerodrome operator for the purpose; or
- (f) store, stack or use any material or equipment in a manner which constitutes or is likely to constitute a fire hazard.

(2) An operator shall display in conspicuous places appropriate signage in respect of the acts prohibited under subregulation (1).

Access to and  
operations  
within restricted  
areas

49.-(1) A person shall not access a restricted area of an aerodrome unless authorised by the operator and subject to such conditions as the operator may impose.

(2) A person authorised to access a restricted area under subregulation (1), shall not-

- (a) move an aircraft or a vehicle in the restricted area except with the permission and directions issued by the air traffic services personnel;
- (b) move an aircraft or vehicle in the restricted area in a manner that endangers the safety of persons and property; and
- (c) use a portion of the aerodrome for landing or taking off, other than the area designated for that purpose.

Entry into or exit  
from restricted  
areas of  
aerodrome

50.-(1) A person, aircraft or vehicle shall not enter or leave a restricted area of an aerodrome except through points established by the operator for the purpose.

(2) Except in an emergency or at an appropriate point of entry or exit established by an operator for that purpose, a person-

- (a) other than a person carried in an aircraft or in a vehicle, shall not enter or leave a restricted area of an aerodrome; or
- (b) shall not move an aircraft on the surface of an aerodrome or a vehicle into or from the restricted area.

Test-running of  
aircraft engine

51.-(1) A person shall not test-run an aircraft engine at an aerodrome except at the approved aircraft maintenance facility of the aerodrome or a place designated for that purpose, by the operator.

(2) An aerodrome operator shall establish procedures for the test-running of aircraft engines.

Removal of  
obstructions  
from aerodrome  
movement  
surface

52. An operator shall remove from the aerodrome surface any obstruction that is likely to be hazardous to aircraft operations.

Maintenance of  
environment  
management  
programme

53.-(1) An operator shall establish and maintain an aerodrome environment management programme for the area within the authority of the operator and for the area where any wildlife presents or is likely to present a hazard to aircraft operations.

(2) An operator shall ensure that the environment management programme established under subregulation (1), minimises the effects of any hazards or potential hazards taking into account the provisions of the laws relating to environmental management.

Protection of  
navigation aids

54. An aerodrome operator shall, in consultation with the Authority-

- (a) prevent construction of any facilities on the aerodrome, which may adversely affect the operation of any electronic or visual navigation or air traffic service facility on the aerodrome; and
- (b) as far as it is within the authority of the operator, prevent any interruption of visual or electronic signal of navigation aids.

Responsibilities  
of aerodrome  
operator

55. An aerodrome operator shall-

- (a) maintain the aerodrome in a serviceable condition;
- (b) keep the aerodrome free of unauthorised persons, vehicles and animals which are not under proper control or any other obstructions;
- (c) establish a system for the management of wildlife at an aerodrome;

- (d) establish a system for the monitoring and control of obstacles at and around the aerodrome;
- (e) mark all obstructions in accordance with these Regulations;
- (f) inform the Authority of any alterations to obstruction or works on the aerodrome;
- (g) establish procedures for the operation of aircraft during low visibility conditions;
- (h) install approved wind direction indicators to show the surface direction of the wind and ensure that they function satisfactorily;
- (i) maintain the prescribed markings in a conspicuous condition and ensure that they are readily visible to aircraft in the air or manoeuvring on the ground;
- (j) avail facilities and ensure that they are in serviceable condition and that all apparatus installed function efficiently;
- (k) appropriately mark the unserviceable areas on the landing terrain;
- (l) inform the Authority where the aerodrome becomes unserviceable through any cause or where any portion of the surface of the landing area deteriorates to such an extent that the safe operation of aircraft may be endangered;
- (m) submit to the Authority reports on the condition of the aerodrome as may be required by the Authority;
- (n) ensure that organizations performing activities at the aerodrome comply with safety requirements specified by the operator;
- (o) report all incidents and accidents at the aerodrome to the Authority; and
- (p) provide reports of all tests and exercises at the request of the Authority including

friction tests, lighting tests, emergency drills.

Inspection of  
aerodromes and  
unhindered  
access by  
inspectors of  
Authority

56.-(1) The Authority shall-

- (a) inspect and carry out tests on the aerodrome facilities, services and equipment;
- (b) inspect the documents and records of the aerodrome, where applicable;
- (c) verify the safety management system of the aerodrome, before an aerodrome certificate, licence or registration is issued or renewed and, subsequently, at any other time, for the purposes of ensuring that safety at the aerodrome is maintained; and
- (d) inspect the aerodrome and associated facilities for the purpose of ensuring compliance with applicable requirements, before an aerodrome certificate, licence or registration is issued or renewed.

(2) For the purpose of facilitating the functions of the Authority under subregulation (1), an inspector of the Authority shall have unhindered access to any part of the aerodrome or any aerodrome facility, including equipment, records, documents and personnel.

Notifying and  
reporting

57.-(1) An aerodrome operator shall notify and report to the Authority, the air traffic control unit and pilots, within the specified time limits, information on-

- (a) any inaccuracies in the Aeronautical Information Publication;
- (b) any changes to the aerodrome facilities, equipment and level of service planned in advance; and
- (c) issues that may require immediate notification including obstacles, obstructions and hazards, levels of service, movement areas, and any other condition that affects aviation safety at the aerodrome

and against which precautions are warranted.

(2) Where it is not feasible for an operator to arrange for the air traffic control and the flight operations unit to receive notice of the circumstances referred to in subregulation (1)(c), the aerodrome operator shall give immediate notice, directly to the pilots who may be affected by that circumstance.

Aerodrome  
movement area  
inspections

58.-(1) An aerodrome operator shall carry out inspections of the movement area as often as is necessary according to wildlife, weather conditions and traffic for aerodromes.

(2) An aerodrome operator for Category E aerodromes shall carry out inspections of the movement area before each aircraft movement.

(3) The aerodrome operator shall ensure that the inspections are carried out by qualified personnel.

Special  
inspections

59.-(1) An aerodrome operator shall inspect an aerodrome-

- (a) as soon as practicable after any accident or incident;
- (b) during any period of construction or repair of the aerodrome facilities or equipment that is critical to the safety of aircraft operation; and
- (c) at any other time when there are conditions at the aerodrome that may affect aviation safety.

(2) An operator shall, within the specified time limits, notify and report to the Authority information on any special inspection carried out under subregulation (1).

Warning notices

60. Where a low flying aircraft, at or near an aerodrome, or where a taxiing aircraft, is likely to be hazardous to people or vehicles, an aerodrome operator shall-

- (a) post hazard warning notices to that effect, on any public way that is adjacent to the manoeuvring area; or
- (b) where the public way is not controlled by the aerodrome operator, inform the relevant authority of the hazard.

Additional obligations of Category E aerodrome operator

61. Notwithstanding the obligations of aerodrome operator in this Part, the Category E aerodrome operator shall-

- (a) provide details on operations at the aerodrome as may be required from time to time by the Authority; and
- (b) address any safety concerns identified by the Authority in the course of surveillance inspection of the aerodrome and submit corrective action plans as required.

Obligations of pilot-in-command of aircraft operating to and from Category E aerodrome  
GN Nos.  
54 of 2017  
756 of 2018

62. The pilot-in-command of an aircraft operating to or from a Category E aerodrome shall-

- (a) comply with the rules of the air as specified in the Civil Aviation (Rules of the Air) Regulations;
- (b) comply with the Civil Aviation (Security) Regulations;
- (c) file an airborne flight plan immediately after take-off from a Category E aerodrome on the designated air traffic control frequency for all flights;
- (d) comply with any instructions as may be required by the Authority; and
- (e) obtain authorisation from the aerodrome operator prior to operating into privately operated aerodromes.

PART VII  
AMENDMENT, SUSPENSION AND REVOCATION

Amendment

63.-(1) A certificate, licence or registration for the operation of an aerodrome may be amended due to the following reasons:

- (a) change of ownership and management of the aerodrome;
- (b) change in use, operation or boundaries;
- (c) a request from the aerodrome operator; or
- (d) it is deemed necessary based on results of an inspection.

(2) An application for amendment of a certificate, licence or registration shall be submitted in a form prescribed by the Authority.

(3) The Authority may request that the application be accompanied by any or all of the following depending on the category of aerodrome:

- (a) a Self-Reporting Form as set out in the Third Schedule;
- (b) copies of the aerodrome manual;
- (c) a site plan for the aerodrome;
- (d) an environmental impact assessment report;
- (e) approval from relevant authority;
- (f) safety assessment and change management process;
- (g) proof of financial capability;
- (h) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards; and
- (i) fees as prescribed by the Authority.

(4) The Authority may, provided that the requirements of subregulation (3), are met, where necessary, amend an aerodrome certificate, licence or registration-

- (a) for a change in the use or operation of the aerodrome;

- (b) for a change in the boundaries of the aerodrome;
- (c) if the holder of the aerodrome certificate, licence or registration requests an amendment; or
- (d) if the Authority deems it necessary.

Suspension  
GN No.  
834 of 2024  
reg. 5

64.-(1) The Authority may suspend a certificate, licence or registration approval where-

- (a) a holder fails to comply with the requirements prescribed in these Regulations and other applicable regulations or failed to remedy a significant safety non-compliance within a period of thirty days after the inspection;
- (b) following safety inspection or audit, it is evident that the holder of the certificate, licence or registration has failed to comply with the requirements prescribed in these Regulations and other applicable regulations and failed to remedy a significant safety non-compliance within a period of thirty days after the inspection;
- (c) the holder prevents the Authority from carrying out safety inspection or audit in accordance with these Regulations;
- (d) the holder is under receivership, liquidation or bankruptcy proceedings;
- (e) the Authority deems necessary for the interest of aviation safety.

(2) Where the Authority suspends a licence, certificate or registration approval, it shall notify the holder in writing stating the reasons for such suspension.

(3) A holder of a certificate, licence or registration who is notified of a suspension in subregulation (2), may submit a response in writing within a period not exceeding fourteen days.

(4) Notwithstanding subregulation (3), the Authority may suspend any or all of the operations at an aerodrome pending receipt of a response from the holder.

(5) Where a holder of a suspended licence, certificate or registration approval has complied with the requirements prescribed under these Regulations or the reasons for suspension is no longer in existence, the Authority may reinstate the licence, certificate or registration approval.

Revocation

65.-(1) The Authority may revoke an aerodrome certificate, licence or registration approval where-

- (a) the holder is incapable or unwilling to carry out corrective action or has repeatedly committed serious violations;
- (b) the holder has demonstrated a lack of responsibility for non-compliance of aviation safety;
- (c) the holder has made it clear that the continued operation of the aerodrome shall be detrimental to the public interest;
- (d) the holder has repeatedly prevented the Authority from carrying out a safety inspection or audit in accordance with these Regulations;
- (e) following a surveillance inspection, it is evident that the aerodrome is unsafe for the operation of aircraft and the operator has failed to remedy the situation within a period of sixty days after the inspection;
- (f) the holder of the registration requests for the cancellation; or
- (g) it is deemed necessary in the interest of aviation safety.

(2) Subject to subregulation (1)(e) and (g), the Authority shall give reasons for the revocation in writing to the registered aerodrome operator.

Surrender of  
certificate,  
licence or  
registration  
approval

66.-(1) Subject to subregulation (2), a holder of a certificate, licence or registration approval may surrender the certificate, licence or registration approval to the Authority at any time.

(2) A holder of a certificate, licence or registration approval who wishes to surrender the certificate shall give the Authority not less than sixty days' notice in writing, before the date on which the certificate, licence or registration approval is to be surrendered.

(3) The Authority shall cancel the certificate, licence or registration approval upon the expiry of the period of notice provided in subregulation (2).

(4) Where, after the expiry of the period provided in subregulation (2), an aerodrome is abandoned or is not maintained in accordance with the conditions of the certificate, licence or registration approval, the holder of the certificate, licence or registration approval shall remove, obliterate or modify the prescribed markings and extinguish any aeronautical ground lights and signs.

(5) In addition to subregulation (4), an aerodrome operator shall display runway and taxiway closed markings as appropriate.

Appeal

67. A holder of a certificate, licence or registration approval who is aggrieved by the decision of the Authority may appeal in accordance with provisions prescribed under the Act.

## PART VIII EXEMPTIONS

Application for  
exemption

68.-(1) The Authority may exempt in writing, an aerodrome operator from complying with specific provisions of these Regulations.

(2) An aerodrome operator shall submit an application for exemption in writing and shall contain-

- (a) the name of the aerodrome and aerodrome operator address;

- (b) the specific requirement from which the applicant seeks exemption;
- (c) justification for the exemption;
- (d) an aeronautical study;
- (e) a description of the type of operations to be conducted under the proposed exemption;
- (f) the proposed duration of the exemption;
- (g) a detailed description of the alternative means by which the applicant is to ensure a level of safety equivalent to that established by the provision from which the exemption is applied for; and
- (h) any other relevant information that may be required by the Authority.

Aeronautical study

69.-(1) Where an aerodrome does not meet the requirements of regulations relating to aerodrome design and operations or regulations relating to heliports operation, the Authority may determine, after an aeronautical study, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant regulations.

(2) Subject to subregulation (1), the aerodrome operator shall conduct an aeronautical study and submit the report to the Authority for review.

Initial review by Authority

70.-(1) The Authority shall review an application for exemption for accuracy and compliance with the requirements of these Regulations.

(2) Where the applicant does not meet the requirements of regulation 68, the Authority shall inform the applicant and no further action shall be taken on that application.

Consideration of application for exemption

71.-(1) The Authority shall consider an application after the initial review in accordance with regulation 70, to determine whether-

- (a) the proposal by the applicant provides a level of safety equivalent to that established by the

provision from which the exemption is sought; and

(b) a grant of the exemption would contravene the applicable standards.

(2) The Authority shall inform the applicant in writing and publish a detailed report of its consideration and decision to grant or deny the application for exemption.

(3) The report referred to in subregulation (2), shall specify the duration of the exemption and any conditions or limitations of the exemption.

(4) Where an exemption affects a significant population of the aviation industry or public in the State, the Authority shall publish the report in the Aeronautical Information Circular.

(5) Where the Authority determines that the application for exemption meets the requirements of this Part and that a review of its merits are justified, the Authority shall notify and may publish in the *Gazette* or at least one local daily newspaper of wide circulation, a detailed summary of the application, for public comment, specifying the date by which the comments are to be received by the Authority for consideration.

(6) When an aerodrome does not meet the requirement of a standard or practice specified in regulation, the Authority may determine, after carrying out aeronautical studies, only if permitted by the standards and practices, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant standard or practice.

Grant or refusal  
of exemption

72.-(1) Where the aerodrome operator meets the requirements and criteria set for grant of exemption, the Authority shall grant an exemption for a specified period.

(2) The Authority may refuse an application made under regulation 68 where in the opinion of the Authority-

- (a) the reasons given for the exemption are not satisfactory;
- (b) the exemption will adversely affect safety;
- (c) the exemption will not be in the public interest; and
- (d) the exemption will not provide the level of safety equal to that intended by these Regulations.

Control or  
review of  
exemptions  
GN No.  
834 of 2024  
reg. 6

73. Following the grant of an exemption, the Authority shall carry out continuous review of the exemption as prescribed under these Regulations and the Exemptions Policy and Procedures Manual.

Deviations from  
these Regulations

74. Any deviation from these Regulations, regulations relating to aerodrome design and operations or regulations relating to heliports operation and condition referred to in regulations 11 and 21 shall be set out in an endorsement on the aerodrome certificate or licence and in the aerodrome manual.

## PART IX GENERAL PROVISIONS

Application of  
this Part

75. This part shall apply to all categories of aerodromes except where otherwise specified.

Certification,  
licensing and  
registration of  
aerodromes

76. A person shall not operate an aerodrome unless that person holds a certificate, licence or a registration issued by the Authority in accordance with these Regulations.

Land use in  
vicinity of  
aerodrome

77. All land use practices and activities in the vicinity of an aerodrome shall conform to the provisions prescribed in these Regulations, regulations relating to aerodrome design and operations and regulations relating to operation of heliports.

78.-(1) A person shall not, on an aerodrome-

Certain acts  
prohibited on  
aerodrome

- (a) obstruct or interfere with the proper use of the aerodrome;
  - (b) obstruct any person executing his or her duties thereon;
  - (c) remove or deface any notice, writing, document or marking erected or displayed by the aerodrome operator;
  - (d) throw, leave or drop anything capable of causing injury to any person or damage to any property;
  - (e) dump any waste matter except at a place approved for the purpose by the aerodrome operator;
  - (f) dump or spill any substance capable of causing water pollution, whether solid, liquid, vapour or gas or a combination of these, except at a place approved for that purpose by the aerodrome operator.
- (2) Except with the permission of the aerodrome operator, a person shall not-
- (a) interfere or tamper with any part of the aerodrome or any equipment associated with the operation of the aerodrome;
  - (b) climb any wall, fence, barrier, ceiling, gate or post on an aerodrome;
  - (c) handle any baggage or carry baggage for a passenger at an aerodrome;
  - (d) bring a vehicle into or drive into an aerodrome; or
  - (e) obstruct an entrance to or a passage at an aerodrome in a manner that is inconvenience to other users of the entrance or passage.

Erection of  
obstacles

79.-(1) A person shall not cause or permit the erection or growth of an obstacle at or in the vicinity of an aerodrome, without the written permission of the Authority, where the obstacle may prevent an aircraft operation from being conducted safely or the aerodrome from being usable.

(2) A person shall not cause or permit any object to penetrate the obstacle limitation surface, without the written permission of the Authority, where the object may cause an increase in an obstacle clearance altitude or in the height for an instrument approach procedure or of any associated visual circling procedure.

(3) The object referred to in subregulation (2), includes a new object or an extension of an existing object above the obstacle limitation surface.

(4) The obstacle clearance altitude and height applicable to obstacle limitation surface, and the obstacle limitation requirements shall comply with these Regulations, regulations relating to aerodrome design and operations and regulations relating to operation of heliports.

Requirements  
for application  
permit  
construction  
aerial mast or  
tall structure  
GN No.  
834 of 2024  
reg. 7

80.-(1) A person who intends to construct aerial mast, en-route obstacle or tall structure shall apply to the Authority for a construction permit in the prescribed Form set out in the Fourth Schedule.

(2) The permit for construction of aerial mast shall remain valid for five years, and thereafter be submitted to the Authority for validation.

(3) The Authority shall charge forty percent of the application fees for validation of aerial mast.

Removal of  
obstacles

81.-(1) A person shall remove any obstacle in the vicinity of aerodrome, except where, after an aeronautical study, the Authority determines that the obstacle does not adversely affect the safety or significantly affect the regularity of operations of aircraft.

(2) The Authority shall direct the owner the removal of any obstacle which, in the opinion of the Authority, constitutes a hazard to aircraft operations.

(3) Where the owner fails to remove an obstacle within the time directed by the Authority, the Authority shall arrange to have the obstacle removed at the cost of the owner of that obstacle.

Lighting of en-  
route obstacles  
GN No.  
834 of 2024  
reg. 8

82.-(1) The owner or a person in charge of an en-route obstacle shall ensure that the en-route obstacle is fitted with medium intensity steady red light-

- (a) positioned as close as possible to the top of the obstacle; and
- (b) spaced as far as practicable, equally between the top lights and ground level with an interval not exceeding thirty-three metres, at the intermediate levels.

(2) Where any light which is required by this regulation to be displayed fails, the owner or a person in charge of an en-route obstacle shall repair or replace the light as soon as is reasonably practicable but, in any case, not later than twenty-four hours after the failure of the light.

(3) Subject to subregulation (2), the owner or a person in charge of an en-route obstacle shall ensure that the lights required to be fitted by this regulation are displayed.

(4) The owner or a person in charge of an en-route obstacle shall ensure that sufficient light is fitted and arranged at each level of an obstacle where lights are required to be fitted, so as to show, when displayed, in all directions.

(5) The Authority may direct that an en-route obstacle is fitted with additional lights which shall be displayed in such positions and at such times as the Authority may specify.

(6) For the purpose of this regulation, “en-route obstacle” means any building, structure or erection, which is one hundred metres or more, above ground level, except a building, structure or erection, which is in the vicinity of an aerodrome.

Lights which  
may cause  
confusion

83.-(1) A non-aeronautical ground light which, by reason of its intensity, configuration or colour, might prevent, or cause confusion in, the clear interpretation of aeronautical ground lights shall be extinguished,

screened or otherwise modified so as to eliminate such a possibility, and particular attention shall be directed to a non-aeronautical ground light visible from the air within the following areas:

- (a) instrument runway - code number 4: within the areas before the threshold and beyond the end of the runway extending at least 4500m in length from the threshold and runway end and 750m either side of the extended runway centre line in width;
- (b) instrument runway - code number 2 or 3: within the areas as provided in paragraph (a), except that the length shall be at least 3000m; and
- (c) instrument runway - code number 1 and non-instrument runway: within the approach area.

(2) In the case of aeronautical ground lights near navigable waters, consideration needs to be given to ensuring that the lights do not cause confusion to mariners.

Laser emissions  
which may  
endanger safety  
of aircraft

84.-(1) A person shall not use laser emissions which are likely to endanger the safety of aircraft.

(2) For the purpose of protecting safety of aircraft against the hazardous effects of laser emitters, the following protected zones shall be established around aerodromes:

- (a) a laser-beam free flight zone (LFFZ);
- (b) a laser-beam critical flights zone (LCFZ); and
- (c) a laser-beam sensitive flight zone.

(3) The flight zones shall be established in accordance with requirements prescribed by the Authority.

Animals not  
allowed in  
restricted areas  
of aerodrome

85.-(1) A person shall not bring, permit or graze an animal in the restricted area of an aerodrome or cause any animal to graze or feed in the restricted area of an aerodrome.

(2) Subject to subregulation (1), a person who brings, permits or grazes an animal in the restricted area of an aerodrome or who causes an animal to graze or feed in a restricted area of an aerodrome or who receives an animal in the restricted area of the aerodrome, shall ensure that the animal is at all times under proper control while in the restricted area.

(3) For the purpose of this regulation, “animal” means a domesticated animal or a bird.

Change of name

86.-(1) A holder of a certificate, licence, or registration may apply to the Authority to change the name of the holder of the licence, certificate or registration.

(2) The application made under subregulation (1), shall be accompanied by-

- (a) the current certificate, licence or registration; and
- (b) a court order, or any other legal document verifying the change of name, if any.

(3) The Authority shall change the name of the holder and issue a replacement certificate, licence or registration with the appropriate endorsement.

Change of address

87.-(1) A holder of a certificate, licence or registration, shall inform the Authority of-

- (a) a change in the physical address at least fourteen days in advance; and
- (b) the mailing address upon the change.

(2) Where a holder of a certificate, licence or registration does not inform the Authority of the change in the physical address within the time specified in subregulation (1), the Authority may suspend the certificate, licence or registration.

Use and retention of licences, certificates, approvals and records

88.-(1) A person shall not-

- (a) use certificate, licence or registration approval, permission, exemption or any other document issued or required by or under these Regulations which is forged, altered,

revoked, or suspended, or which the person is not entitled to use;

- (b) forge or alter a certificate, licence, registration, approval, permission, exemption or any other document issued or required by or under these Regulations;
- (c) lend a certificate, licence, registration approval, permission, exemption or any other document issued or required by or under these Regulations to any other person; or
- (d) make any false representation for the purpose of procuring for himself, herself or any other person the issue, renewal or variation of a certificate, licence, registration approval, permission or exemption or other document.

(2) A person shall not, during the period for which it is required under these Regulations to be preserved-

- (a) mutilate, alter, render illegible or destroy a certificate, licence, registration approval or any entry made in any record;
- (b) knowingly make, procure or assist in the making of any false entry in a licence, certificate or record; or
- (c) wilfully omit to make a material entry in a certificate, licence, registration approval or record.

(3) All records required to be maintained under these Regulations shall be recorded in a permanent and indelible material.

(4) A person shall not issue a certificate, licence, registration approval or exemption for the purpose of these Regulations unless that person is authorised to do so.

(5) The Authority may suspend or cancel certificate, licence, registration approval of an operator who contravenes any provision of these Regulations.

Reports of  
violation

89.-(1) A person who knows or becomes aware of any violation of the Act, rules, regulations or orders made thereunder, shall report it to the Authority.

(2) The Authority shall determine the nature and type of any additional investigation or enforcement action that shall be taken.

Replacement of  
documents

90. A holder of a certificate, licence or registration who requires a replacement of the certificate, licence or registration may apply to the Authority in the form prescribed by the Authority.

Aeronautical  
user fees

91.-(1) The Authority shall notify the fees to be charged in connection with-

- (a) the issue, validation, renewal, extension or variation of any certificate, licence or registration approval or any other document, including a copy thereof;
- (b) the undertaking of any examination, test, inspection or investigation;
- (c) the grant of any permission or approval required for the

(2) Where an application for which any fee is chargeable under subregulation (1) is made, the applicant shall, before the application is processed, pay the required fee.

(3) The Authority shall not refund the fees where an application is withdrawn after payment of fees is made or where the application ceases to have effect or is refused.

Conditions for  
operating  
aerodrome

92. A person shall not operate an aerodrome certificated, licensed or registered under these Regulations unless the facilities and characteristics of the aerodrome are effectively related and match the needs of the aircraft for which the aerodrome is intended.

93. The Authority shall carry out safety inspections and audits-

Safety  
inspections and  
audits

- (a) as may be necessary for the purpose of verifying the validity of an application for construction and operation of an aerodrome; and
- (b) of any document and records of an aerodrome operator, which may be necessary to determine compliance with the appropriate requirements as prescribed in these Regulations.

Aerodrome  
insurance liability

94.-(1) A person shall not operate, or cause or permit any other person to operate, an aerodrome unless there is a policy of insurance in force in relation to that aerodrome.

(2) A policy of insurance shall be of no effect for the purposes of subregulation (1), unless-

- (a) there has been issued by the insurer to the operator of an aerodrome in relation to the policy of insurance in such form and containing such particulars as the Authority may prescribe, and
- (b) the aerodrome operator has sent, or caused to be sent, to the Authority a copy of such insurance policy.

(3) Where the policy of insurance at any time or for any reason ceases to have effect, any licence issued under these Regulations in respect of the aerodrome to which the policy of insurance relates shall thereupon be deemed to have been revoked.

(4) A certificate or licence shall not be renewed or amended under these Regulations in relation to the operation of an aerodrome where the policy of insurance has expired.

(5) For the purpose of this regulation "policy of insurance" means a policy which insures the operator of an aerodrome against liability in respect of loss and damage caused to any person or property at that aerodrome and which complies with such conditions as may be prescribed by the Authority.

Aeronautical  
study and risk  
assessment  
GN No.  
834 of 2024  
reg. 9

95.-(1) Where an aerodrome does not meet the requirements of the prescribed standards, the aerodrome operator shall conduct an aeronautical studies and risk assessment and propose measures to be implemented to ensure maintenance of equivalent operational safety at an aerodrome without compromising the established requirements, the conditions and procedures that are necessary to ensure a level of safety equivalent to that established by the relevant prescribed standard.

(2) The Authority shall assess the outcome of the conduct of risk assessment and aeronautical study in order to ensure compliance with the safety policies, processes and adequacy of the equivalent level of safety performance proposed by the aerodrome operator.

Deviations from  
standards

96. Any deviation from a prescribed standard or procedure in these Regulations shall be set out in an endorsement on the aerodrome manual.

Charges at  
certificated,  
licensed and  
registered  
aerodromes

97.-(1) A holder of a certificate, licence or registration shall prescribe charges for the use of the aerodrome or of any facilities provided at the aerodrome for the safety, security, efficiency or regularity of air navigation.

(2) Where required by the Authority, a holder of a certificate, licence or registration shall furnish particulars of the charges levied for the use of an aerodrome or the performance of services at the aerodrome.

(3) Notwithstanding subregulation (1), the Authority may, where necessary, prescribe the maximum charges which may be levied for the use of an aerodrome or the performance of services at the aerodrome, for a specified period.

(4) A holder of a certificate, licence or registration of the aerodrome for which the Authority prescribes charges under subregulation (3) shall not

cause or permit any charges to be made in contravention of the prescribed charges.

(5) A holder of a certificate, licence or registration of an aerodrome for which the Authority prescribes charges shall cause the prescribed charges to be posted in a conspicuous place at the aerodrome.

Register for  
certificates,  
licences and  
registration

98.-(1) The Authority shall maintain a register of all certificates, licences and registration issued in accordance with these Regulations.

(2) The register shall contain-

- (a) the full name of the holder of an aerodrome certificates licences or registration;
- (b) the nationality of the holder of a certificates, licences or registration;
- (c) the postal, telephone, facsimile and e-mail addresses of a holder of a certificates, licences or registration;
- (d) the name and location of the aerodrome for which a certificates, licences or registration is issued;
- (e) the number of the certificates, licences or registration;
- (f) the date on which the certificates, licences or registration was issued;
- (g) the date on which the certificates, licences or registration expires;
- (h) the type of use of the aerodrome; and
- (i) any other relevant information including type of use of the aerodrome.

Notification and  
furnishing of  
information

99. An aerodrome operator shall-

- (a) in the case of a licence to operate an aerodrome for public use, cause notification to be given of the times during which the aerodrome is to be available for take-off and landing of aircraft for public transport or instruction in flying; and

- (b) upon request, furnish to an authorised person information concerning the terms of the licence.

Manuals of standards

100. Whenever there is a conflict between provisions of these Regulations and provisions of the manuals of standards, the provisions of these Regulations shall prevail.

Enforcement

101.-(1) The Authority shall take enforcement action on any regulated entity that fails to comply with the provisions of these Regulations.

(2) Inspectors of the Authority holding valid delegations shall take necessary action to preserve safety where an undesirable condition has been detected.

(3) The action referred to in subregulation (2) may include, in the case of a regulated entity, imposition of operating restrictions until such a time that the existing undesirable condition has been resolved.

(4) In carrying out the enforcement actions pursuant to the provisions of subregulation (2), the inspectors of the Authority shall invoke the powers with due care and act in good faith in the interest of preserving safety.

## PART X OFFENCES AND PENALTIES

Contravention of Regulations

102. The Authority may revoke or suspend a certificate, licence, registration approval, authorization or such other document where the holder thereof contravenes any provision of these Regulations.

Offences and penalties

103.-(1) A person who contravenes any provision of these Regulations, commits an offence and on conviction shall be liable to a fine of not less than the equivalent in Tanzanian shillings of United States dollars one thousand or imprisonment for a term not less than twelve months or to both.

(2) In the case of a continuing contravention, each day of the contravention shall constitute a separate offence and be liable to an additional fine of not less than the equivalent in Tanzanian shillings of United States dollars five hundred for each day the offence continues.

(3) Where it is proved that an act or omission of any person, which would otherwise have been a contravention by that person of a provision of these Regulations was due to any cause not avoidable by the exercise of reasonable care by that person, the act or omission shall not be deemed as a contravention by that person of that provision.

## PART XI SAVINGS AND REVOCATION

Revocation  
GN No.  
73 of 2017

104. [Revokes the Civil Aviation (Aerodromes) Regulations.]

Savings

105.-(1) A licence, certificate or registration approval issued to an operator prior to the commencement of these Regulations shall continue in force as if it was issued under these Regulations until it expires or cancelled by the Authority.

(2) Save as provided for in these Regulations, the permits for aerial mast which were issued before these Regulations shall remain valid for five years from the date of publication of these Regulations.

## FIRST SCHEDULE

(Made under regulations 7, 14, 17 and 28))

## APPLICATION FORMS

Form No: TCAA -001

## Pre-Application Statement of Intent

|                                                                                   |                                                                          |                             |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------|
|  | <b>TANZANIA CIVIL AVIATION AUTHORITY<br/>SAFETY REGULATION</b>           | <b>Revision: 1</b>          |
| <b>Form No:<br/>TCAA -001</b>                                                     | <b>Title: Pre-Application Statement of Intent (PASI)<br/>Application</b> | <b>Page..... of<br/>...</b> |

| To be filled by an applicant for an Aerodrome Certificate |                                                                                                                                      |                                                                  |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Section 1A: To be Completed by all Applicants             |                                                                                                                                      |                                                                  |
| 1. Name and mailing address of company                    | 2. Address of principal base where operations will be conducted                                                                      |                                                                  |
| 3. Proposed Start-up date                                 | 4. Requested company identifier (3 ICAO letters) in order of preference.<br>(1).                      (2).                      (3). |                                                                  |
| 5. Management and Key Staff Personnel                     |                                                                                                                                      |                                                                  |
| Name<br>(Surname/First/Middle)                            | Title.                                                                                                                               | Telephone (include mobile) & address (if different from company) |

|                                                                                                                                                                                     |                     |                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|
|                                                                                                                                                                                     |                     |                |
| Section 1B. To be completed by Aerodrome Operators ( <i>check as many as applicable</i> )                                                                                           |                     |                |
| <input type="checkbox"/>                                                                                                                                                            | New aerodrome       |                |
| <input type="checkbox"/>                                                                                                                                                            | Initial Certificate |                |
| <input type="checkbox"/>                                                                                                                                                            | Renewal             |                |
| <input type="checkbox"/>                                                                                                                                                            | Re-certification    |                |
| Section 1C                                                                                                                                                                          |                     |                |
| Additional information that provides a better understanding of the proposed aerodrome operations (attach additional sheets, if necessary)                                           |                     |                |
| The statements and information contained on this form denotes an intent to apply for an aerodrome certificate in accordance the Civil Aviation (Aerodromes) Regulations as amended. |                     |                |
| Signature                                                                                                                                                                           | Date                | Name and Title |
| Section 2: to be completed by TCAA                                                                                                                                                  |                     |                |
| Received by:                                                                                                                                                                        |                     | Date:          |
| Remarks:                                                                                                                                                                            |                     |                |

Form No. TCAA -001A

## (a) Certification

|                                                                                   |                                                           |                      |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------|
|  | TANZANIA CIVIL AVIATION<br>AUTHORITY<br>SAFETY REGULATION | Revision: 1          |
| Form No.<br>TCAA -001A                                                            | Title: Aerodrome Certification Application                | Page ..... of<br>... |

| Purpose of application applicable | Tick                |
|-----------------------------------|---------------------|
|                                   | New aerodrome       |
|                                   | Initial license     |
|                                   | Certificate Renewal |
|                                   | Re-certification    |

## 1. Particulars of the Applicant

|                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full Name: .....<br>Address: .....<br>.....<br>Postal Code:.....<br>Designation: .....<br><br>Telephone numbers: .....<br><br>Fax: ..... E-mail: ..... |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|

## 2. Particulars of the Aerodrome Site

|                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Aerodrome Name: .....<br>Village: ..... Ward: .....<br>District: ..... Region: .....<br>Bearing and Distance from Nearest Town or Populous Area: .....<br>Elevation (in meter): .....<br>Geographical Coordinates of the Aerodrome Reference Point (ARP) (in degrees, minutes and seconds and in WGS-84 format) :<br>Latitude: ..... Longitude: ..... |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Does any public or private right of way exist on or near the proposed aerodrome? **Yes/No**

If so would the use of the site as an aerodrome interfere with such rights? **Yes/No**

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

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

**3. Is the applicant the owner of the Aerodrome Site**

Yes / No

If Yes, provide Land Title Deed No.

If No, provide:

(a) Details of rights held in relation to the site including the period for which you hold these rights; and

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

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

**4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome**

.....

What is the expected average number of movements per calendar month of largest aircraft during the three busiest calendar months of the year (one movement is one take-off or one landing) .....

.....

**5. Is the aerodrome to be used for regular public transport operations?**

Yes ☐

No ☐

**6. Is an Aerodrome Manual enclosed with this application?**

|                                                                                                                                                                         |                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Yes <input type="checkbox"/>                                                                                                                                            | No <input type="checkbox"/> |
| If no please indicate when this is likely to be submitted. <i>(Note: An Aerodrome License will not be granted until an aerodrome Manual has been approved/accepted)</i> |                             |
| .....                                                                                                                                                                   |                             |
| .....                                                                                                                                                                   |                             |
| .....                                                                                                                                                                   |                             |

## 7. Indicate the type of operations and traffic expected at this Aerodrome.

|                                                                                                                                                                     |                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Day light VFR Operations<br><input type="checkbox"/> VFR/IFR GER<br><input type="checkbox"/> VFR<br><input type="checkbox"/> International | Night <input type="checkbox"/><br>IFR <input type="checkbox"/><br>Domestic <input type="checkbox"/><br>Domestic and International <input type="checkbox"/> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|

Note: VFR – Visual Flight Rule

IFR – Instrument Flight Rule

## 8. Aerodrome Data

|                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Aerodrome reference point in geographical coordinates to the nearest second:<br>.....                                                                                                                                                                                             |
| Aerodrome elevation to the nearest foot above mean sea level: .....                                                                                                                                                                                                               |
| Aerodrome reference temperature: .....                                                                                                                                                                                                                                            |
| <i>Each runway</i><br>Designators: .....<br>True bearing: .....<br>Length (meters): .....<br>Width (meters): .....<br>Slope: .....<br>Surface: .....<br>Bearing strength: .....                                                                                                   |
| Strip (grass area surrounding the landing area): .....<br>Length (metres): .....<br>Width (metres): .....                                                                                                                                                                         |
| Each taxiway: .....<br>Width (meters): .....<br>Surface: .....                                                                                                                                                                                                                    |
| Apron: .....<br>Surface: .....<br>Number of parking position: .....                                                                                                                                                                                                               |
| Stopways (where provided)<br>Length (meters): .....<br>Ground profile: .....                                                                                                                                                                                                      |
| Clearways (where provided):<br>Length (meters): .....<br>Ground profile: .....                                                                                                                                                                                                    |
| Obstacles:<br>significant obstacles on, in the vicinity and on the approaches of the aerodrome:<br>.....<br>Location (distance in metres and bearing from the aerodrome reference point:<br>.....<br>Top elevation (nearest to the next higher foot): .....<br>Visual aids: ..... |

|                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ground marking of runways (Runway edge, centerline threshold, threshold designation, taxiway, apron etc)                                                                                             |
| Rescue and firefighting:<br>the level of protection provided at the aerodrome for aircraft rescue and firefighting purpose<br>with type and amount of extinguishing agents, equipment and personnel: |

## 9. Aerodrome Facilities

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| Windsock: .....                                                                                       |
| Signal square: .....                                                                                  |
| Radio communication: .....                                                                            |
| Terminal building: .....                                                                              |
| Hangars/workshops: .....                                                                              |
| Night flying facilities: .....                                                                        |
| Radio navigation aids: .....                                                                          |
| Fuel and oil for aircraft: .....                                                                      |
| Medical facilities (first aid and location of nearest hospital)                                       |
| Personnel to record aircraft movements at the aerodrome and to undertake maintenance of the aerodrome |
| Reporting methods to appropriate authority on emergencies or airport unserviceability                 |
| Provision of Air Traffic Services                                                                     |

## 10. Airspace Organisation

|                                        |
|----------------------------------------|
| The nearest aerodrome in the vicinity: |
| Name: .....                            |
| Bearing: .....                         |
| Distance (nautical miles) : .....      |

## 11. Permissions And Approvals

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. Please give details.<br>District /Regional Land Planning Authority,<br>Tanzania Port Authority (in case of water aerodrome),<br>District and Regional Government Authorities of the area of aerodrome location and national Environment Management Council. (Attach Documentary evidence). |                                |
| Name and address of Authority                                                                                                                                                                                                                                                                                                                                                                                                          | Date and reference of approval |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                |
| Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? YES/NO                                                                                                                                                                                                                                                                                                               |                                |
| If the answer is YES please state the authority concerned .....                                                                                                                                                                                                                                                                                                                                                                        |                                |

|       |
|-------|
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |
| ..... |

**12.Details to be shown on the Aerodrome Licence:**

|                           |
|---------------------------|
| Aerodrome Name: .....     |
| Aerodrome Operator: ..... |
| Address: .....            |
| .....                     |
| .....                     |

**13.Declaration**

|                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I hereby apply for a Licence to operate .....aerodrome and certify that the foregoing information is correct in every respect and no relevant information has been withheld. |
| My authority to act on behalf of the applicant is:                                                                                                                           |
| .....                                                                                                                                                                        |
| .....                                                                                                                                                                        |
| .....                                                                                                                                                                        |
| Date ..... Signature with company seal.....                                                                                                                                  |
| Name of person making the declaration:                                                                                                                                       |
| .....                                                                                                                                                                        |

**INFORMATION:**

- i. Two copies of Aerodrome Manuals, prepared in accordance with the Civil Aviation (Aerodrome) Regulations commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.
- ii. The Application should be submitted to:
 

The Director General,  
Tanzania Civil Aviation Authority,  
P. O Box 2819,  
Dar es Salaam  
Email: [tcaa@tcaa.go.tz](mailto:tcaa@tcaa.go.tz)
- iii. On submission of this application, a fee shall be quoted by the Authority for the cost of the licensing Process.
- iv. Documentary evidence in support of all matters in this application may be requested by the Authority.
- v. Other documents required under the Civil Aviation (Aerodromes) Regulations shall be submitted together with this application.
- vi. The fees paid cannot be refunded in the event that an application lapses or is withdrawn.
- vii. Before an aerodrome licence is granted the Authority will require to be satisfied that the physical condition on the maneuvering area and in the environs of the aerodrome are acceptable, that the scale of equipment provided is adequate, and that the aerodrome

is organised 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.

FOR TCAA USE ONLY

|                                                                                    |                            |
|------------------------------------------------------------------------------------|----------------------------|
| Applicant's name: .....                                                            | Date of application: ..... |
| Department: .....                                                                  | Contact Name: .....        |
| File No: .....                                                                     |                            |
| Date received. ....                                                                |                            |
| If payment is received by TCAA, attach a copy of receipt to this application form. |                            |
| The sum of Tshs..... has been received by TCAA.                                    |                            |
| Date of payment: .....                                                             |                            |

Form No. TCAA -001B

## (c) Licensing

|                                                                                   |                                                           |                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------|
|  | TANZANIA CIVIL AVIATION<br>AUTHORITY<br>SAFETY REGULATION | Revision: 1         |
| Form No.<br>TCAA -001B                                                            | Title: Application for an Aerodrome<br>Licence            | Page ..... of ..... |

| Purpose of application applicable | Tick            |  |
|-----------------------------------|-----------------|--|
|                                   | New aerodrome   |  |
|                                   | Initial licence |  |
|                                   | License Renewal |  |

## 1. Particulars of the Applicant

|                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full Name: .....<br><br>Address: .....<br><br>.....<br><br>.....<br>Postal Code:.....<br>Designation: .....<br><br>Telephone numbers: .....<br><br>Fax: .....E-mail..... |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 2. Particulars of the Aerodrome Site

|                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposed Aerodrome Name: .....<br><br>Village: .....Ward: .....<br><br>District: .....Region: .....<br><br>Bearing and Distance from Nearest Town or Populous Area: .....<br><br>Elevation ( <i>in meter</i> ): .....<br><br>Geographical Coordinates of the Aerodrome Reference Point (ARP) ( <i>in degrees, minutes and seconds and in WGS-84 format</i> ) : |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Latitude: ..... Longitude: .....

Does any public or private right of way exist on or near the proposed aerodrome? **Yes/No**

If so would the use of the site as an aerodrome interfere with such rights? **Yes/No**

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

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

**3. Is the applicant the owner of the Aerodrome Site?**

Yes / No

If Yes, provide Land Title Deed No.

If No, provide:

(a) Details of rights held in relation to the site including the period for which you hold these rights; and

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

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

**4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome**

.....  
 What is the expected average number of movements per calendar month of largest aircraft during the three busiest calendar months of the year (one movement is one take-off or one landing) .....  
 .....

**5. Is the aerodrome to be used for regular public transport operations?**

Yes ☐ No ☐

**6. Is an Aerodrome Manual enclosed with this application?**

Yes ☐No ☐

If no please indicate when this is likely to be submitted. (Note: An Aerodrome License will not be granted until an aerodrome Manual has been approved / accepted)

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

#### 7. Indicate the type of operations and traffic expected at this Aerodrome.

☐ Day light VFR OperationsNight ☐☐ VFR/IFR GERIFR ☐☐ VFRDomestic ☐☐ InternationalDomestic and International ☐

Note: VFR – Visual Flight Rule

IFR – Instrument Flight Rule

#### 8. Aerodrome Data

Aerodrome reference point in geographical coordinates to the nearest second:

.....  
 .....

Aerodrome elevation to the nearest foot above mean sea level:

.....

Aerodrome reference temperature:

.....

*Each runway*

Designators:

.....

True bearing:

.....

Length (meters):

.....

Width (meters):

.....

Slope:

.....

Surface:

.....

Bearing strength:

.....

Strip (grass area surrounding the landing area):

.....

Length (meters):

.....

Width (meters):

.....

|                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Each taxiway:<br>.....<br>Width (meters):<br>.....<br>Surface:<br>.....                                                                                                                                                                                                          |
| Apron:<br>.....<br>.....<br>Surface:<br>.....<br>Number of parking position:<br>.....                                                                                                                                                                                            |
| Stopways (where provided)<br>Length (meters): .....<br>Ground profile:<br>.....                                                                                                                                                                                                  |
| Clearways (where provided):<br>Length (meters): .....<br>Ground profile: .....                                                                                                                                                                                                   |
| Obstacles:<br>significant obstacles on, in the vicinity and on the approaches of the aerodrome:<br>.....<br>.....<br>Location (distance in meters and bearing from the aerodrome reference point:<br>.....<br>.....<br>Top elevation (nearest to the next higher foot):<br>..... |
| Visual aids:<br>ground marking of runways (Runway edge, centerline threshold, threshold designation, taxiway, apron etc)                                                                                                                                                         |
| Rescue and firefighting:<br>the level of protection provided at the aerodrome for aircraft rescue and firefighting purpose with type and amount of extinguishing agents, equipment and personnel:                                                                                |

## 9. Aerodrome Facilities

|                                                                 |
|-----------------------------------------------------------------|
| Windsock: .....                                                 |
| Signal square: .....                                            |
| Radio communication: .....                                      |
| Terminal building: .....                                        |
| Hangars/workshops: .....                                        |
| Night flying facilities: .....                                  |
| Radio navigation aids: .....                                    |
| Fuel and oil for aircraft: .....                                |
| Medical facilities (first aid and location of nearest hospital) |

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| Personnel to record aircraft movements at the aerodrome and to undertake maintenance of the aerodrome |
| Reporting methods to appropriate authority on emergencies or airport unserviceability                 |
| Provision of Air Traffic Services                                                                     |

## 10. Airspace Organisation

The nearest aerodrome in the vicinity:

Name: .....

Bearing: .....

Distance (nautical miles) :

.....

## 11. Permissions and Approvals

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,

Tanzania Port Authority (in case of water aerodrome),

District and Regional Government Authorities of the area of aerodrome location and national Environment Management Council. (Attach Documentary evidence).

Name and address of Authority

Date and reference of approval

Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? YES/NO

If the answer is YES please state the authority concerned .....

.....

.....

.....

.....

.....

.....

.....

## 12. Details to be shown on the Aerodrome Licence:

Aerodrome Name: .....

Aerodrome Operator: .....

Address: .....

.....

.....

## 13. Declaration

|                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I hereby apply for a Licence to operate<br/> .....aerodrome and certify that the foregoing<br/> information is correct in every respect and no relevant information has been withheld.<br/> My authority to act on behalf of the applicant is:<br/> .....<br/> .....<br/> .....<br/> .....</p> <p>Date ..... Signature with company seal.....<br/> Name of person making the declaration:<br/> .....<br/> .....</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## INFORMATION:

- i. Two copies of Aerodrome Manuals, prepared in accordance with the Civil Aviation (Aerodrome) Regulations commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.
- ii. The Application should be submitted to:  
The Director General,  
Tanzania Civil Aviation Authority,  
P. O. Box 2819,  
Dar es Salaam  
Email: [tcaa@tcaa.go.tz](mailto:tcaa@tcaa.go.tz)
- iii. On submission of this application, a fee shall be quoted by the Authority for the cost of the licensing Process.
- iv. Documentary evidence in support of all matters in this application may be requested by the Authority.
- v. Other documents required under the Civil Aviation (Aerodromes) Regulations shall be submitted together with this application.
- vi. The fees paid cannot be refunded in the event that an application lapses or is withdrawn.
- vii. Before an aerodrome licence is granted, the Authority will require to be satisfied that the physical condition on the maneuvering area and in the environs of the aerodrome are acceptable, that the scale of equipment provided is adequate, and that the aerodrome is organised 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.

## FOR TCAA USE ONLY

|                         |                            |
|-------------------------|----------------------------|
| Applicant's name: ..... | Date of application: ..... |
|-------------------------|----------------------------|

Department: ..... Contact Name: .....  
File No: .....  
Date received. ....  
If payment is received by TCAA, attach a copy of receipt to this application form.  
The sum of Tshs..... has been received by TCAA.  
Date of payment: .....

Form No. TCAA-001C

## (d) Registration Approval

## APPLICATION FOR REGISTRATION APPROVAL

|                                                                                   |                                                        |                                                       |
|-----------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
|  | TANZANIA CIVIL AVIATION AUTHORITY<br>SAFETY REGULATION | Revision: 1                                           |
|                                                                                   | Form No:<br>TCAA -001C                                 | Title: Aerodrome Registration Approval<br>Application |

| Purpose of application applicable | Tick                 |  |
|-----------------------------------|----------------------|--|
|                                   | New aerodrome        |  |
|                                   | Initial Registration |  |
|                                   | Registration Renewal |  |

## 1. Particulars of the Applicant

|                          |
|--------------------------|
| Full Name: .....         |
| Address: .....           |
| Postal Code: .....       |
| Designation: .....       |
| Telephone numbers: ..... |
| Fax: ..... E-mail: ..... |

## 2. Particulars of the Aerodrome Site

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| Aerodrome Name: .....                                                                                                   |
| Bearing and Distance from Nearest Town or Populous Area: .....                                                          |
| Elevation (in feet) .....                                                                                               |
| Geographical Coordinates of the Aerodrome Reference Point (ARP) (in degrees, minutes and seconds and in WGS-84 format): |
| Latitude: ..... Longitude: .....                                                                                        |

## 3. Is the applicant the owner of the Aerodrome Site?

Yes / No

If Yes, provide Land Title Deed No.

If No, provide:

(a) Details of rights held in relation to the site; and

(b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

## 4. Indicate the Largest Type of Aircraft Expected to Use the Aerodrome

.....

.....

## 5. Is the aerodrome to be used for regular public transport operations?

☐ YesNo ☐

## 6. Is an Aerodrome Manual enclosed with this application?

☐ YesNo ☐

If no please indicate when this is likely to be submitted. (Note: An Aerodrome Certificate will not be granted until an aerodrome Manual has been approved/accepted)

.....

.....

.....

## 7. Indicate the type of operations and traffic expected at this Aerodrome.

☐ Day light VFR Operations☐ VFR/IFR☐ VFR☐ International☐ NightDomestic ☐Domestic and International ☐

## 8. Aerodrome Data

Aerodrome reference point in geographical coordinates to the nearest second:

.....

Aerodrome elevation to the nearest foot above mean sea level: .....

Aerodrome reference temperature: .....

*Each runway*

Designators: .....

True bearing: .....

Length (meters): .....

|                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Width (meters): .....                                                                                                                                                                                |
| Slope: .....                                                                                                                                                                                         |
| Surface: .....                                                                                                                                                                                       |
| Bearing strength: .....                                                                                                                                                                              |
| Strip (grass area surrounding the landing area): .....                                                                                                                                               |
| Length (meters): .....                                                                                                                                                                               |
| Width (meters): .....                                                                                                                                                                                |
| Each taxiway: .....                                                                                                                                                                                  |
| Width (meters): .....                                                                                                                                                                                |
| Surface: .....                                                                                                                                                                                       |
| Apron: .....                                                                                                                                                                                         |
| Surface: .....                                                                                                                                                                                       |
| Number of parking position: .....                                                                                                                                                                    |
| Stopways (where provided)                                                                                                                                                                            |
| Length (meters): .....                                                                                                                                                                               |
| Ground profile: .....                                                                                                                                                                                |
| Clearways (where provided):                                                                                                                                                                          |
| Length (meters): .....                                                                                                                                                                               |
| Ground profile: .....                                                                                                                                                                                |
| Obstacles:<br>significant obstacles on, in the vicinity and on the approaches of the aerodrome:<br>.....                                                                                             |
| Location (distance in meters and bearing from the aerodrome reference point:<br>.....                                                                                                                |
| Top elevation (nearest to the next higher foot): .....                                                                                                                                               |
| Visual aids:<br>ground marking of runways (Runway edge, centerline threshold, threshold designation, taxiway, apron etc)                                                                             |
| Rescue and firefighting:<br>the level of protection provided at the aerodrome for aircraft rescue and firefighting purpose<br>with type and amount of extinguishing agents, equipment and personnel: |

#### 9. Aerodrome Facilities

|                                                                                                       |
|-------------------------------------------------------------------------------------------------------|
| Windsock: .....                                                                                       |
| Signal square: .....                                                                                  |
| Radio communication: .....                                                                            |
| Terminal building: .....                                                                              |
| Hangars/workshops: .....                                                                              |
| Night flying facilities: .....                                                                        |
| Radio navigation aids: .....                                                                          |
| Fuel and oil for aircraft: .....                                                                      |
| Medical facilities (first aid and location of nearest hospital)                                       |
| Personnel to record aircraft movements at the aerodrome and to undertake maintenance of the aerodrome |
| Reporting methods to appropriate authority on emergencies or airport unserviceability                 |
| Provision of Air Traffic Services                                                                     |

#### 10. Airspace Organization

The nearest aerodrome in the vicinity:

Name: .....

Bearing: .....

Distance (nautical miles) : .....

#### 11. Permissions and Approvals

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,

Tanzania Port Authority (in case of water aerodrome),

District and Regional Government of the area of aerodrome location and National Environment Management Council. (Attach Documentary evidence).

| Name and address of Authority                                                                                            | Date and reference of approval |
|--------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Have any of the authorities mentioned above raised any objection to the proposed use of the site as an aerodrome? YES/NO |                                |
| If the answer is YES please state the authority concerned .....                                                          |                                |
| .....                                                                                                                    |                                |
| .....                                                                                                                    |                                |
| .....                                                                                                                    |                                |
| .....                                                                                                                    |                                |
| .....                                                                                                                    |                                |

#### 12. Details to be shown on the Aerodrome Certificate:

Aerodrome Name: .....

Aerodrome Operator: .....

Address: .....

.....

.....

#### 13. Declaration

I hereby apply for a certificate to operate ..... aerodrome and certify that the foregoing information is correct in every respect and no relevant information has been withheld.

My authority to act on behalf of the applicant is:

.....

.....

.....

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

|                                                 |
|-------------------------------------------------|
| Name of person making the declaration:<br>..... |
|-------------------------------------------------|

## INFORMATION:

- i. Two copies of Aerodrome Manuals, prepared in accordance with the Civil Aviation (Aerodrome) Regulations commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.
- ii. The Application should be submitted to:  
The Director General,  
Tanzania Civil Aviation Authority,  
P. O. Box 2819,  
Dar es Salaam  
Email: [tcaa@tcaa.go.tz](mailto:tcaa@tcaa.go.tz)
- iii. On submission of this application, a fee shall be quoted by the Authority for the cost of the licensing Process.
- iv. Documentary evidence in support of all matters in this application may be requested by the Authority.
- v. Other documents required under the Civil Aviation (Aerodromes) Regulations shall be submitted together with this application.
- vi. The fees paid cannot be refunded in the event that an application lapses or is withdrawn.
- vii. Before an aerodrome licence is granted, the Authority will require to be satisfied that the physical condition on the maneuvering area and in the environs of the aerodrome are acceptable, that the scale of equipment provided is adequate, and that the aerodrome is organised 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.

## FOR TCAA USE ONLY

|                                                                                    |
|------------------------------------------------------------------------------------|
| Applicant's name: ..... Date of application: .....                                 |
| Department: ..... Contact Name: .....                                              |
| File No: .....                                                                     |
| Date received. ....                                                                |
| If payment is received by TCAA, attach a copy of receipt to this application form. |
| The sum of Tshs..... has been received by TCAA.                                    |
| Date of payment: .....                                                             |

---

SECOND SCHEDULE

---

*(Made under regulation 39)*

PART A

PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR  
AERODROMES IN CATEGORY A

SUB PART I: GENERAL

- (1) Table of contents

General information, including the following-

- (a) purpose and scope of the aerodrome manual;
  - (b) the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in these regulations;
  - (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
  - (d) the available aeronautical information system and procedures for its promulgation;
  - (e) the system for recording aircraft movements; and
  - (f) obligations of the operator.
- (2) a list of the corrigenda or amendments: this section shall log the updates and/or corrections made to the aerodrome manual.
- (3) Responsibility for maintaining the accuracy of the aerodrome manual shall be defined in the manual.
- (4) a description of the aerodrome: this includes maps and charts. The physical characteristics of the aerodrome shall be documented, as well as the information regarding the RFF level, ground aids, primary and secondary electrical power systems and main obstacles. Sufficiently detailed charts of the aerodrome shall also be included (showing the aerodrome's boundaries and different areas (manoeuvring area, apron, etc.)). All deviations from the regulatory provisions authorised by the State shall be listed together with their validity and references to the related documents (including any safety assessments);
- (5) a description of the intended operations, including:
- (a) the critical aeroplanes the aerodrome is intended to serve;
  - (b) the category of runway(s) provided (non-instrument, instrument including non-precision and precision);

- (c) the different runways and their associated levels of service;
- (d) the nature of aviation activities (commercial, passenger, air transport, cargo, aerial work, general aviation);
- (e) the type of traffic permitted to use the aerodrome (international/national, IFR/VFR, scheduled or non-scheduled); and
- (f) the minimum RVR that aerodrome operations can be permitted;
- (6) a description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome for each procedure:
  - (a) the responsibilities of the aerodrome operator are clearly described;
  - (b) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and
- (c) the means and procedures required to complete these tasks are described or appended, together with the necessary details such as the frequency of application and operating modes; and
- (7) a description of the operator's SMS:
  - (a) the SMS section of the manual is developed, and the related procedures and documents are enclosed, as well as the safety policy of the aerodrome operator signed by the accountable executive;
  - (b) the aerodrome SMS shall be commensurate with the size of the aerodrome and with the level and complexity of the services provided.

Note. - The Civil Aviation (Safety Management) Regulations specify a framework for the implementation of an SMS at an aerodrome.

Responsibilities attributed to other aerodrome stakeholders shall be clearly identified and listed.

General information, including the following-

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome certificate and an aerodrome manual as prescribed in these regulations;
- (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the operator.

## SUB PART 2: PARTICULARS OF THE AERODROME SITE

General information, including the following-

- (a) a plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries;

- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome; and
- (d) particulars of the land title of the aerodrome site. If the boundaries of the aerodrome are not defined in the land title documents particulars of the land title to, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

SUB PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE

1. General Information

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 reference datum;
- (d) the aerodrome elevation and geoid undulation;
- (e) the elevation of each threshold and geoid undulation, the elevation of each runway end and any significant high and low points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) details of the aerodrome beacon; and
- (h) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the operator may be contacted at all times.

2. Aerodrome dimensions and related information

General information, including the following-

- (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) length, width and surface type of strip, runway end safety areas, stopways;
- (c) length, width and surface type of taxiways;
- (d) apron surface type and aircraft stands;
- (e) clearway length and ground profile;
- (f) visual aids for approach procedures, viz. Approach lighting type and visual approach slope indicator system (PAPI/APAPI) and marking and lighting of runways, taxiways, and aprons; other visual guidance and control aids on taxiways (including runway holding positions, intermediate holding positions and stop bars) and aprons, location and type of visual docking guidance system; availability of standby power for lighting;
- (g) the location and radio frequency of VOR aerodrome checkpoints;
- (h) the location and designation of standard taxi routes;
- (i) the geographical coordinates of each threshold;
- (j) the geographical coordinates of appropriate taxiway centre line points;

- (k) the geographical coordinates of each aircraft stand;
- (l) the geographical coordinates and the top elevation of significant obstacles in the approach and take-off area, in the circling area and in the vicinity of the aerodrome. (This information may best be shown in the form of charts such as those required for the preparation of aeronautical information publications, as specified in the applicable Civil Aviation (Aeronautical Charts) Regulations and Civil Aviation (Aeronautical Information Services) Regulations);
- (m) pavement surface type and bearing strength using the Aircraft Classification Number - Pavement Classification Number method;
- (n) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (o) declared distances: take-off run available, take-off distances available, accelerate-stop distance available, landing distance available;
- (p) disabled aircraft removal plan: the telephone, facsimile number and e-mail address of the aerodrome coordinator for the removal of a disabled aircraft on or adjacent to the movement area, information on the capability to remove a disabled aircraft, expressed in terms of the largest type of aircraft which the aerodrome is equipped to remove; and
- (q) rescue and fire-fighting; the level of protection provided, expressed in terms of the category of the rescue and fire-fighting services, which shall be in accordance with the longest aeroplane normally using the aerodrome and the type and amounts of extinguishing agents normally available at the aerodrome.

Note. - the accuracy of the information in Part 3 is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

#### SUB PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

##### 1. Aerodrome reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the Aeronautical Information Publication and Aeronautical Information Circular and procedures for requesting the issue of NOTAMs, including the following-

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone, facsimile numbers and email, as provided by

the Authority, of the place where changes are to be reported to the Authority.

2. Access to the aerodrome movement area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorised entry of persons, vehicles, equipment, animals or other things into the movement area, including the following-

- (a) the role of the operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other Government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.

3. Aerodrome emergency plan

Particulars of the aerodrome emergency plan, including the following-

- (a) plans for dealing with emergencies occurring at the aerodrome or in its vicinity, including the malfunction of aircraft in flight; structural fires; public health emergencies, sabotage, including bomb threats (aircraft or structure); unlawful seizure of aircraft; and incidents on the aerodrome covering “during the emergency” and “after the emergency” considerations;
- (b) details of test and aerodrome facilities and equipment to be used in emergencies, including the frequency of those tests;
- (c) details of exercises to test emergency plans, including the frequency of those exercises;
- (d) a list of organisations, agencies and persons of authority, both on-and/off-aerodrome, for site roles; their telephone and facsimile numbers, e-mail addresses and the radio frequencies of their offices;
- (e) the establishment of an aerodrome emergency committee to organise training and other preparations for dealing with emergencies; and
- (f) the appointment of an on-scene commander for the overall emergency operation.

4. Rescue and fire-fighting

Particulars of the facilities, equipment, personnel and procedures for meeting the rescue and fire-fighting requirements, including the names and roles of the persons responsible for dealing with the rescue and fire-fighting services at the aerodrome.

5. Inspection of the aerodrome movement area and obstacle limitation surface by

the operator

Particulars of the procedures for the inspection of the aerodrome movement area and obstacle limitation surfaces, including the following-

- (a) arrangements for carrying out inspections, including runway friction and water-depth measurements on runways and taxiways, during and outside the normal hours of aerodrome operations;
- (b) arrangements and means of communicating with air traffic control during an inspection;
- (c) arrangements for keeping an inspection logbook, and the location of the logbook;
- (d) details of inspection intervals and times;
- (e) inspection checklist;
- (f) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (g) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

6. Visual aids and aerodrome electrical systems

Particulars of the procedures for the inspection and maintenance of aeronautical lights (including obstacle lighting), signs, markers and aerodrome electrical systems, including the following-

- (a) arrangements for carrying out inspections during and outside the normal hours of aerodrome operation, and the checklist for such inspections;
- (b) arrangements for recording the result of inspections and for taking follow-up action to correct deficiencies;
- (c) arrangements for carrying out routine maintenance and emergency maintenance;
- (d) arrangements for secondary power supplies and, if applicable, the particulars of any other method of dealing with partial or total system failure; and
- (e) personnel responsible for the inspection and maintenance of the lighting, and the telephone numbers for contacting those persons during and after working hours.

7. Maintenance of the movement area

Particulars of the facilities and procedures for the maintenance of the movement area, including arrangements for-

- (a) maintaining the paved areas;
- (b) maintaining the unpaved runways and taxiways;
- (c) maintaining the runway and taxiway strips; and
- (d) the maintenance of aerodrome drainage.

8. Aerodrome works - safety

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following-

- (a) arrangements for communicating with air traffic control during the progress of such work;
- (b) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times;
- (c) the names and telephone numbers, during and after working hours, of the aerodrome fixed-base operators, ground handling agents and aircraft operators who are to be notified of the work;
- (d) a distribution list for work plans, if required.

9. Apron management

Particulars of the apron management procedures, including the following-

- (a) arrangements between air traffic control and the apron management unit;
- (b) arrangements for allocating aircraft parking positions;
- (c) arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) marshalling service; and
- (e) leader (van) service.

10. Apron safety management

Procedures to ensure apron safety, including-

- (a) protection from jet blasts;
- (b) enforcement of safety precautions during aircraft refuelling operations;
- (c) apron sweeping;
- (d) apron cleaning;
- (e) arrangements for reporting incidents and accidents on an apron; and
- (f) arrangements for auditing the safety compliance of all personnel working on the apron.

11. Airside vehicle control

Particulars of the procedure for the control of surface vehicles operating on or in the vicinity of the movement area, including the following-

- (a) details of the applicable traffic rules (including speed limits and the

- means of enforcing the rules);
- (b) the method of issuing driving permits for operating vehicles in the movement area.

12. Birds and wildlife hazard management

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following-

- (a) arrangements for assessing birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

13. Obstacle control

Particulars setting out the procedures for –

- (a) monitoring the obstacle limitation surfaces and type A chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the Aeronautical Information Services publications.

14. Removal of disabled aircraft

Particulars of the procedures for removing a disabled aircraft on or adjacent to the movement area, including the following-

- (a) the roles of the operator and the holder of the aircraft operator certificate.
- (b) arrangements for notifying the aircraft operator.
- (c) arrangements for liaising with the air traffic control unit;
- (d) arrangements for obtaining equipment and personnel to remove the disabled aircraft; and
- (e) role and telephone numbers of personnel responsible for arranging for the action as necessary, including amendment of the AIS publications.

15. Handling of hazardous materials

- (1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following-
  - (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
  - (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.
- (2) For the purposes of this paragraph “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetised or radioactive materials.

16. Low visibility operations

Particulars of procedures to be introduced for low-visibility operations, including the measurement and reporting of runway visual range as and when required, and the personnel, their telephone numbers, responsible for measuring the Runway Visual Range.

17. Protection of sites for radar and navigational aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following-

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on-

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. If any of the procedures specified above are not relevant or applicable, reasons shall be given.

SUB PART 5: AERODROME ADMINISTRATION AND SAFETY MANAGEMENT SYSTEM

1. Aerodrome administration

Particulars of the aerodrome administration, including the following-

- (a) an aerodrome organisational chart showing the names and positions of key personnel, including their responsibilities;
- (b) the name, position and telephone number of the person who has overall responsibility for aerodrome safety; and
- (c) airport committees.

2. Safety Management System

Particulars of the safety management system established for ensuring compliance with all safety requirements and achieving continuous improvement in safety performance, the essential features being-

- (a) the safety policy, in so far as applicable, on the safety management process and its relation to the operational and maintenance process and shall be signed by the accountable executive;
- (b) the structure or organisation of the safety management system, including staffing and the assignment of individual and group responsibilities for safety issues;
- (c) safety management system strategy and planning, such as setting safety performance target, allocating priorities for implementing safety initiative and providing a framework for controlling the risks to as low a level as is reasonably practicable keeping always in view the requirements of these regulations.
- (d) safety management system implementation, including facilities, methods and procedures for the effective communication of safety messages and the enforcement of safety requirements;
- (e) a system for the implementation of, and action on, critical safety areas which require a higher level of safety management integrity (safety measures programme);
- (f) measures for safety promotion and accident prevention and a system for risk control involving analysis and handling of accidents, incidents, complaints, defects, faults, discrepancies and failures, and continuing safety monitoring.
- (g) the internal safety audit and review system detailing the systems and programmes for quality control of safety;
- (h) the system for documenting all safety-related aerodrome facilities as well as airport operational and maintenance records, including information on the design and construction of aircraft movements and aerodrome lighting. The system shall enable easy retrieval of records including charts;
- (i) personnel training and competency, including the review and evaluation

- of the adequacy of training provided to personnel on safety-related duties and of the certification system for testing their competency; and
- (j) the incorporation and enforcement of safety-related clauses in the contract for construction work at the aerodrome.
- (k) a description of each of the aerodrome operator's procedures related to the safety of aeronautical operations at the aerodrome for each procedure:
  - (i) the responsibilities of the aerodrome operator are clearly described;
  - (ii) the tasks that are to be achieved by the aerodrome operator or its subcontractors are listed; and
  - (iii) the means and procedures required to complete these tasks are described or appended, together with the necessary details such as the frequency of application and operating modes.
- (l) All deviations from the regulatory provisions authorised by the State shall be listed together with their validity and references to the related documents (including any safety assessments.)

## PART B

### PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL FOR AERODROMES IN CATEGORIES B, C AND E.

#### SUB PART I: GENERAL

General information, including the following-

- (a) purpose and scope of the aerodrome manual;
- (b) the legal requirement for an aerodrome licence and an aerodrome manual in these Regulations.
- (c) conditions for use of the aerodrome - a statement to indicate that the aerodrome shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions.
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording aircraft movements; and
- (f) obligations of the aerodrome operator.

#### SUB PART 2: PARTICULARS OF THE AERODROME SITE

General information, including the following-

- (a) plan of the aerodrome showing the main aerodrome facilities for the operation of the aerodrome including, particularly, the location of each wind direction indicator;
- (b) a plan of the aerodrome showing the aerodrome boundaries; and

- (c) a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome.

SUB PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

1. General Information

- (a) the name of the aerodrome;
- (b) the location of the aerodrome;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the aerodrome elevation
- (e) points along the runway, and the highest elevation of the touchdown zone of a precision approach runway;
- (f) the aerodrome reference temperature;
- (g) the name of the aerodrome operator and the address, telephone and facsimile numbers at which the aerodrome operator may be contacted at all times.

2. Aerodrome dimensions and related information

General information, including the following-

- (a) runway - true bearing, designation number, length, width, displaced threshold location, slope, surface type, type of runway and, for a precision approach runway, the existence of an obstacle free zone;
- (b) Length, width and surface type of strip;
- (c) apron surface type and aircraft stands;
- (d) one or more pre-flight altimeter check locations established on an apron and their elevation;
- (e) rescue and fire-fighting plan.

Note. - the accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

SUB PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of

NOTAMs, including the following-

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. Access to the aerodrome movement area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorised entry of persons, vehicles, equipment, animals or other things into the movement area, including the following-

- (a) the role of the aerodrome operator, the aircraft operator, aerodrome fixed-base operator, the aerodrome security entity, the Authority and other Government departments, as applicable; and
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours.
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

3. Maintenance of the movement area

Particulars of the facilities and procedures for the maintenance of the movement area, including;

- (a) arrangements for maintaining the unpaved runways and taxiways;
- (b) arrangements for maintaining the runway and taxiway strips; and
- (c) arrangements for the maintenance of aerodrome drainage.

4. Aerodrome works – safety

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following;

- (a) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times;
- (b) a distribution list for work plans, if required.

5. Birds and Wildlife Hazard Management

Particulars of the procedures to deal with the danger posed to aircraft operations by the presence of birds or mammals in the aerodrome flight pattern or movement area, including the following;

- (a) arrangements for assessing birds and wildlife hazards;
- (b) arrangements for implementing birds and wildlife control programmes; and
- (c) the names and roles of the persons responsible for dealing with birds and wildlife hazards, and their telephone numbers during and after working hours.

6. Obstacle Control

Particulars setting out the procedures for;

- (a) monitoring the obstacle limitation surfaces and Type A Chart for obstacles in the take-off surface;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

7. Handling of Hazardous Materials

- (1) Particulars of the procedures for the safe handling and storage of hazardous materials on the aerodrome, including the following;
  - (a) arrangements for special areas of the aerodrome to be set up for the storage of inflammable liquids (including aviation fuels) and any other hazardous materials; and
  - (b) the method to be followed for the delivery storage, dispensing and handling of hazardous materials.
- (2) For the purposes of Regulation 58 “hazardous materials” include inflammable liquids and solids, corrosive liquids, compressed gases and magnetized or radioactive materials.

8. Protection of Sites for Radar and Navigational Aids

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on -

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. If any of the procedures specified above are not relevant or applicable, the reason shall be given.

PART C

PARTICULARS TO BE INCLUDED IN A HELIPORT MANUAL FOR  
AERODROMES IN CATEGORY D

SUB PART I: GENERAL

General information, including the following-

- (a) purpose and scope of the heliport manual;
- (b) the legal requirement for an aerodrome licence and a heliport manual as prescribed in these Regulations.
- (c) conditions for use of the heliport- a statement to indicate that the heliport shall at all times, when it is available for the take-off and landing of aircraft, be so available to all persons on equal terms and conditions;
- (d) the available aeronautical information system and procedures for its promulgation;
- (e) the system for recording heliport movements; and
- (f) obligations of the heliport operator.

SUB PART 2: PARTICULARS OF THE HELIPORTSITE

General information, including the following –

- (a) a plan of the heliport showing the main heliport facilities for the operation of the heliport including, particularly, the location of each wind direction indicator;
- (b) a plan of the heliport showing the heliport boundaries; and
- (c) a plan showing the distance of the heliport from the nearest city, town or other populous area, and the location of any heliport facilities and equipment outside the boundaries of the heliport.

SUB PART 3: PARTICULARS OF THE AERODROME REQUIRED TO BE REPORTED TO THE AERONAUTICAL INFORMATION SERVICE (AIS)

1. General Information

- (a) the name of the heliport;
- (b) the location of the heliport;
- (c) the geographical coordinates of the aerodrome reference point determined in terms of the World Geodetic System - 1984 (WGS-84) reference datum;
- (d) the heliport elevation of the touch down and lift off area (TLOF) and or the elevation and geoid undulation of each threshold of the final approach and take off area (FATO);
- (e) FATO type, true bearing, designation number, length, width, slope, surface type;
- (f) safety area: length, width and surface type;
- (g) apron: surface type, helicopter stands and geographical coordinates of specific points;
- (h) the heliport reference temperature;
- (i) the name of the heliport operator and the address, telephone and facsimile numbers at which the heliport operator may be contacted at all times;
- (j) maximum allowable mass;
- (k) visual aids available;
- (l) rescue and fire-fighting surface and level of protection.

2. Aerodrome dimensions and related information

General information, including the following;

- (a) dimensions of safety areas, apron, clear way, FATO and TLOF, obstacle limitation surfaces, helideck obstacle-free sector, helideck obstacle limitation sector and approach surface;
- (b) helicopter ground taxiway, air taxiway and air transit route;
- (c) one or more pre-flight altimeter check locations established on an apron and their elevation.

Note.- the accuracy of the information in this Part is critical to aircraft safety. Information requiring engineering survey and assessment shall be gathered or verified by qualified technical persons.

SUB PART 4: PARTICULARS OF THE AERODROME OPERATING PROCEDURES AND SAFETY MEASURES

1. Aerodrome reporting

Particulars of the procedures for reporting any changes to the aerodrome information set out in the AIP and AIC and procedures for requesting the issue of NOTAMs, including the following:

- (a) arrangements for reporting any changes to the Authority and recording the reporting of changes during and outside the normal hours of aerodrome operations;
- (b) the names and roles of persons responsible for notifying the changes, and their telephone numbers during and outside the normal hours of aerodrome operations; and
- (c) the address and telephone and facsimile numbers, as provided by the Authority, of the place where changes are to be reported to the Authority.

2. Access to the heliport movement area

Particulars of the procedures that have been developed and are to be followed in coordination with the agency responsible for preventing unlawful interference in civil aviation at the aerodrome and for preventing unauthorised entry of persons, vehicles, equipment, animals or other things into the movement area, including the following:

- (a) the role of the heliport operator, the aircraft operator, aerodrome fixed-base operator, the heliport security entity, the Authority and other Government departments, as applicable;
- (b) the personnel responsible for controlling access to the aerodrome, and the telephone numbers for contacting them during and after working hours;
- (c) inspection checklist;
- (d) arrangements for reporting the results of inspections and for taking prompt follow-up actions to ensure correction of unsafe conditions; and
- (e) the names and roles of persons responsible for carrying out inspections, and their telephone numbers during and after working hours.

3. Maintenance of the movement area

Particulars of the facilities and procedures for the maintenance of the movement area, including:

- (a) arrangements for maintaining the unpaved areas and taxiways;
- (b) arrangements for maintaining the FATO and TLOF; and
- (c) arrangements for the maintenance of aerodrome drainage.

**4. Aerodrome works – safety**

Particulars of the procedures for planning and carrying out construction and maintenance work safely (including work that may have to be carried out at short notice) on or in the vicinity of the movement area which may extend above an obstacle limitation surface, including the following;

- (a) the names, telephone numbers and roles of the persons and organisations responsible for planning and carrying out the work, and arrangements for contacting those persons and organisations at all times; and
- (b) a distribution list for work plans, if required.

**5. Obstacle Control**

Particulars setting out the procedures for:

- (a) monitoring the obstacle limitation surfaces;
- (b) controlling obstacles within the authority of the operator;
- (c) monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces;
- (d) controlling new developments in the vicinity of aerodromes; and
- (e) notifying the Authority of the nature and location of obstacles and subsequent addition or removal of obstacles for action as necessary, including amendment of the AIS publications.

**6. Protection of Sites for Radar and Navigational Aids**

Particulars of the procedures for the protection of sites for radar and radio navigational aids located on the aerodrome to ensure that their performance will not be degraded, including the following:

- (a) arrangements for the control of activities in the vicinity of radar and navigational aids installations;
- (b) arrangements for ground maintenance in the vicinity of these installations; and
- (c) arrangements for the supply and installation of signs warning of hazardous microwave radiation.

Note 1. In writing the procedures for each category, clear and precise information shall be included on -

- (i) when, or in what circumstances, an operating procedure is to be activated;
- (ii) how an operating procedure is to be activated;
- (iii) actions to be taken;
- (iv) the equipment necessary for carrying out the actions, and access to such equipment.

Note 2. if any of the procedures specified above are not relevant or applicable, the reason shall be given.

THIRD SCHEDULE

*(Made under regulations 5, 28(2), 35(1) and 63(3))*

PART I

SELF- REPORTING FORM FOR CATEGORY E AERODROMES

|     | INFORMATION PARTICULARS                                             | DECLARATION/DETAILS | COMMENTS |
|-----|---------------------------------------------------------------------|---------------------|----------|
|     | LOCATION                                                            |                     |          |
| 1.  | Name of Aerodrome                                                   |                     |          |
| 2.  | A map of the aerodrome site                                         |                     |          |
| 3.  | Location (County, etc.)                                             |                     |          |
| 4.  | Location (WGS 84 Co-ordinates)                                      |                     |          |
| 5.  | Aerodrome Reference Point Co-ordinates (WGS 84 Co-ordinates)        |                     |          |
|     | OPERATOR'S DETAILS                                                  |                     |          |
| 6.  | Name of Operator<br>Address of Operator<br>P.O.BOX/Tel/Email/Mobile |                     |          |
| 7.  | Name of Land Owner and Address<br>of Land Owner                     |                     |          |
|     | AERODROME PHYSICAL<br>CHARACTERISTICS                               |                     |          |
| 8.  | Runway Orientation                                                  |                     |          |
| 9.  | Runway Lengths (m)                                                  |                     |          |
| 10. | Runway Widths (m)                                                   |                     |          |
| 11. | Runway Surface Type                                                 |                     |          |
| 12. | Runway Slope (%)                                                    |                     |          |
| 13. | Runway Elevation (feet AMSL)                                        |                     |          |

|     |                                                   |  |  |
|-----|---------------------------------------------------|--|--|
| 14. | Mean Temperature (degrees Celsius)                |  |  |
| 15. | Runway Obstructions                               |  |  |
| 16. | Apron surface type                                |  |  |
| 17. | Approximate runway surface Strength (PCN)         |  |  |
| 18. | Runway surface testing                            |  |  |
| 19. | Prominent Obstructions                            |  |  |
| 20. | Location and size of aprons (sq. m.)              |  |  |
| 21. | Location and Widths of Taxiways                   |  |  |
| 22. | Surface Type of Taxiways                          |  |  |
|     | VISUAL AIDS                                       |  |  |
| 23. | Windsock Position                                 |  |  |
| 24. | Markers                                           |  |  |
| 25. | Any other visual aids available                   |  |  |
|     | RISK ANALYSIS                                     |  |  |
| 26. | Recommendations on aircraft weight/types          |  |  |
| 27. | Landing Direction Recommendations                 |  |  |
| 28. | Take off Direction Recommendations                |  |  |
| 29. | Obstructions mitigations                          |  |  |
| 30. | Wildlife hazard control measures, if any          |  |  |
| 31. | Arrangements for Rescue and Fire fighting         |  |  |
| 32. | If not fenced, human and vehicle control measures |  |  |
|     | OTHER SERVICES AVAILABLE                          |  |  |
| 33. | Terminal buildings                                |  |  |

|     |                                                          |  |  |
|-----|----------------------------------------------------------|--|--|
| 34. | Toilets                                                  |  |  |
| 35. | Distance to the Lodge/Operator house                     |  |  |
| 36. | Distance to Guard House                                  |  |  |
| 37. | Access roads                                             |  |  |
| 38. | Communication facilities if any                          |  |  |
| 39. | Contact person (Name, address, e-mail, telephone number) |  |  |
|     | ADDITIONAL INFORMATION                                   |  |  |
| 40. | Photographs of the aerodrome facilities and equipment    |  |  |

PART II

METHODOLOGY FOR DETERMINATION OF A CATEGORY E AERODROME

1. Purpose

These guidelines set out factors to be considered when determining an aerodrome to be a Category E aerodrome pursuant to regulation - and Part of these regulations.

The determination will be guided by:

- (1) Type of aircraft that may use the aerodrome;
- (2) Types of operations that may be conducted on the aerodrome runway;
- (3) Recommended minimum physical characteristics of the aerodromes;
- (4) Visual aids available at the aerodrome;
- (5) Surface type and serviceability of runway surface during adverse weather conditions; and
- (6) Any other factors that may be considered prior to using a Category E aerodrome.

2. Type of aircraft that may use a Category E aerodrome

Use of Category E Aerodromes other than licensed aerodromes is not recommended for aircraft with a maximum certificated take-off mass of more than 5700 kg, except as determined in section 1 above.

3. Types of operations that may be conducted from a Category E aerodrome Runway

Aircrafts engaged in the following operations may use a Category E aerodrome:

- (a) Private;
- (b) Aerial work;
- (c) Private charter where the aircraft owner has taken Indemnity;
- (d) Government relief operations;
- (e) Flight intended for security purposes or for the purpose of saving life.

4. Recommended minimum physical characteristics for Category E Aerodromes

(a) Runway Width.

A minimum width of 18 meters is recommended although aircrafts with a maximum certificated take-off mass below 2000kg can be operated safely on narrower runways with light cross winds. For agricultural operations, an 18-meter-wide runway is the recommended minimum.

(b) Runway Length.

For other than agricultural operations by day, a runway length equal to or greater than that specified in the aircraft's flight manual or approved performance charts or certificate of airworthiness, for the prevailing conditions is required (increasing

the length by an additional 25% is recommended when unfactored data is used). For agricultural day operations, the minimum runway length is the greater of 75% of the take-off distance specified in the aircraft's flight manual or approved performance chart for the prevailing conditions with the balance as clearway or the landing distance so specified.

5. Longitudinal Slope.

The longitudinal slope between the runway ends shall not exceed 2%, except that 3% is acceptable on part of the runway so long as the change of slope is gradual.

For agricultural operations, the slope shall not exceed the slope specified in the aircraft flight manual where the overall slope exceeds 2% the runway shall only be used for one-way operations — downhill for take-off and uphill for landing.

Transverse Slope.

The transverse slope between the extreme edges of the runway strip shall not exceed 2.5% or 12.5% upward slope over the fly-over area.

6. Other Physical Characteristics.

Both ends of a runway, not intended solely for agricultural operations, shall have approach and take-off areas clear of objects above a 3% slope.

7. Marking of Category E Aerodromes

Where extended operations are expected to be conducted at a Category E Aerodromes, the owner/operator is encouraged to provide markings similar to those found at licensed aerodromes. If markings are provided, they shall follow the colours and specifications set out in the Regulations. Where runway markers are provided which are not flush with the surface, they shall be constructed of a material that is not likely to damage an aircraft.

8. Other factors that shall be considered prior to using a Category E Aerodrome

A pilot shall not use a Category E Aerodrome or have an aircraft engine running unless the aircraft is clear of all persons, animals, vehicles or other obstructions.

A pilot shall not use a Category E aerodrome without taking all reasonable steps to ensure the physical characteristics and dimensions are satisfactory. For aerial work and charter operations the operator Category E shall provide evidence to the pilot on the suitability of a Category E aerodrome prior to its use.

Runway lengths calculated for take-offs and landings shall be increased by 50% for agricultural operations on one-way runways.

9. Geographical Location.

A Category E aerodrome shall not be located:

- (a) within the area or in such close proximity as to create a hazard to aircraft conducting a published instrument approach, including the holding pattern; or
- (b) within any area where the density of aircraft movements makes it undesirable; or
- (c) where take-off or landing involving flight over a populated area creates an unnecessary hazard.

Except in an emergency, the consent of the owner/operator is required before a Category E aerodrome may be used.

If the proposed Category E aerodrome is located near a city, town or populous area or any other area where noise or other environmental considerations make aircraft operations undesirable, the use of such a Category E aerodrome may be affected by the provisions of the State or National Environment Management Authority regulations. It is the responsibility of the pilot and/or operator to conform to these requirements.

A method of determining the surface wind at a Category E aerodrome is desirable. A wind sock is the preferred method.

The surface of a Category E Aerodrome shall be assessed to determine its effect on aircraft control and performance. For example, soft surfaces or the presence of long grass (over 150mm) will increase take-off distances while moisture, loose gravel or any material that reduces braking effectiveness will increase landing distance.

10. Surface testing of a Category E Aerodrome

(a) Rough Surfaces.

The presence of holes, cracks and ruts will degrade aircraft performance and handling and increase the possibility of structural damage to aircraft. The smoothness of a runway can be tested by driving a stiffly sprung vehicle along the runway at a speed of at least 75 kph. If this is accomplished without discomfort to the occupants, the surface can be considered satisfactory.

(b) Soft, Wet Surfaces.

A test vehicle shall be driven in a zig-zag pattern at a speed not exceeding 15 kph along the full length and width of the runway. Particular attention shall be paid to suspect areas with possibly three passes over these areas. If tyre imprints exceed a depth of 25mm the surface is not suitable for aircraft operations represented by the test vehicle. Experience may prove that for a certain type of aircraft (e.g., an aircraft with small wheels or high tyre pressure) operations are unsafe with a lesser imprint. Testing with a crowbar shall also be done in several places along the runway to ensure that a dry surface crust does not conceal a wet base.

## FOURTH SCHEDULE

(Made under regulation 80(1))

Form No. TCAA -002

## Application for Construction of an Aerial Mast/Structure

|                                                                                   |                                                           |                                                                    |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------|
|  | TANZANIA CIVIL AVIATION<br>AUTHORITY<br>SAFETY REGULATION | Revision: 1                                                        |
|                                                                                   | Form No.<br>TCAA-002                                      | Title: Application for Construction of<br>an Aerial Mast/Structure |

|                        |                                                    |  |
|------------------------|----------------------------------------------------|--|
| Purpose of application | <i>Tick applicable</i>                             |  |
|                        | Initial permit                                     |  |
|                        | Validation of permit                               |  |
| 1.                     | PARTICULARS OF APPLICATION:                        |  |
|                        | a. Name / Title in full:                           |  |
|                        | b. Permanent Address:                              |  |
|                        | c. Telephone:                                      |  |
|                        | d. Fax:                                            |  |
|                        | e. E-mail:                                         |  |
|                        | f. Physical Address:                               |  |
|                        | g. Residential Address:                            |  |
|                        | h. Occupation: cellural phone telecommunication    |  |
| 2.                     | PARTICULARS OF APPLICANTS REPRESENTATIVE:          |  |
|                        | a. Name / Title in full:                           |  |
|                        | b. Permanent Address:                              |  |
|                        | c. Telephone:                                      |  |
|                        | d. Fax:                                            |  |
|                        | e. E-mail:                                         |  |
|                        | f. Physical Address:                               |  |
|                        | g. Residential Address:                            |  |
|                        | h. Occupation:                                     |  |
| 3.                     | NATURE OF PROPOSAL:                                |  |
|                        | a. Type: New construction                          |  |
|                        | b. Class: Permanent (Duration .....12..... months) |  |
|                        | c. Work schedule dates: Start ... End ....         |  |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|
| 4. COMPLETE DESCRIPTION OF STRUCTURE:          |                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
| (a)                                            | Include effective radiated power and assigned frequency of all existing proposed or modified AM, FM, TV or mobile telephone transmitting stations utilizing this structure                                                                                                                                                                                                                          |                               |                                |
|                                                | 400 watts                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                |
|                                                | 900 MHZ frequencies                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                |
|                                                | 1800 MHZ frequencies                                                                                                                                                                                                                                                                                                                                                                                |                               |                                |
| (b)                                            | Include size and configuration of power transmission lines and their supporting towers in the vicinity of TCAA facilities and airports.                                                                                                                                                                                                                                                             |                               |                                |
| (c)                                            | Include information showing site orientation, dimensions and construction materials of the proposed structure.                                                                                                                                                                                                                                                                                      |                               |                                |
|                                                | Antennae orientation                                                                                                                                                                                                                                                                                                                                                                                |                               |                                |
|                                                | Antennae height                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
|                                                | Construction material:                                                                                                                                                                                                                                                                                                                                                                              |                               |                                |
| 5. LOCATION OF STRUCTURE:                      |                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
| (a)                                            | Coordinates (to the nearest second);                                                                                                                                                                                                                                                                                                                                                                |                               |                                |
| (b)                                            | Nearest city, town or village:                                                                                                                                                                                                                                                                                                                                                                      |                               |                                |
| (c)                                            | Distance and direction to 5 (b):                                                                                                                                                                                                                                                                                                                                                                    |                               |                                |
| (d)                                            | Name of nearest airport:                                                                                                                                                                                                                                                                                                                                                                            |                               |                                |
| (e)                                            | Distance from structure to nearest point of nearest runway at the airport:                                                                                                                                                                                                                                                                                                                          |                               |                                |
| (f)                                            | Direction from structure to airport:                                                                                                                                                                                                                                                                                                                                                                |                               |                                |
| (g)                                            | Elevation of the mid point of the runway at the airport                                                                                                                                                                                                                                                                                                                                             |                               |                                |
| (h)                                            | Description of location of site with respect to highways, streets, airports, prominent terrain features, existing structures, etc. Attached a survey map of scale 1:50,000 showing the relationship of construction site to nearest airport(s).                                                                                                                                                     |                               |                                |
| 6. HEIGHT AND ELEVATION (to the nearest foot): |                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
| (a)                                            | Elevation of site above mean sea level:                                                                                                                                                                                                                                                                                                                                                             |                               |                                |
| (b)                                            | Height of structure including all appurtenances and lighting above ground or water:                                                                                                                                                                                                                                                                                                                 |                               |                                |
| (c)                                            | Overall height above mean sea level:                                                                                                                                                                                                                                                                                                                                                                |                               |                                |
| 7. LOCAL GOVERNMENT APPROVAL                   |                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                |
| (a)                                            | Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. Please give details.<br>District/ Regional Land Planning Authority, Port and Harbour Authority (in case of water structure). Village, District and Regional Government Authorities of the area of structure location.<br>(Attach documentary evidence). |                               |                                |
|                                                | <table border="1"> <tr> <td>Name and address of Authority</td> <td>Date and reference of Approval</td> </tr> </table>                                                                                                                                                                                                                                                                               | Name and address of Authority | Date and reference of Approval |
| Name and address of Authority                  | Date and reference of Approval                                                                                                                                                                                                                                                                                                                                                                      |                               |                                |
| (b)                                            | 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.                                                                                                                                                                                                                        |                               |                                |

CERTIFICATE

In hereby certify that all of the above statements made by me are true, complete and correct to the best of my knowledge.

In addition, I agree to obstruction mark and/or light the structure in accordance with established marking and lighting standards.

Name and title of person filing the notice:

Signature .....

Date:

.....

\_\_\_\_\_