



TANZANIA CIVIL AVIATION AUTHORITY

**MANUAL OF AERODROME
LICENSING PROCEDURES**

TCAA-QSP-SR-MAN-AGA -03

MAY 2024

Foreword

This manual is a living tool, which provides guidance to Tanzania Civil Aviation Authority Inspectors and aerodrome operators in establishing a regulatory system for licensing of *land aerodromes*. Such a regulatory system is intended to ensure that the facilities, equipment and operational procedures at licensed aerodromes are in compliance with the Civil Aviation (Aerodrome) Regulations 2024 and Manual of Aerodrome Standards and practices in force.

The manual also provides guidance on aerodrome licensing procedures and on the subsequent compliance and enforcement of the aerodrome operators' obligations.

The scope of this manual is therefore confined to the safety, regularity and efficiency aspects of aerodrome facilities, service, equipment and operational procedure and excludes the subjects of aviation security, Air Navigation Services and other areas.

Comments on this manual, particularly with respect to its application, usefulness and scope of coverage, would be appreciated from all aerodrome operators. Comments concerning the manual should be addressed to:

Director General,
Tanzania Civil Aviation Authority,
P O Box 2819,
Dar es Salaam. Tanzania.



DIRECTOR OF SAFETY REGULATION

CHAPTER 1 OVERVIEW OF AERODROME LICENSING

1.1 Introduction

This manual describes the regulations and procedures used by the TCAA (Authority) to process applications for the issue or surrender of aerodrome licences. It is designed to ensure that the required standards are applied when an aerodrome licence is issued, transferred or surrendered.

The manual further defines the regulations that govern aerodrome licensing and clearly sets out the:

- Responsibilities of the staff of the Authority
- Standards and procedures the staff of the Authority must follow when processing applications for the issue transfer or surrender of aerodrome licences
- Requirements for compliance and enforcement.

Adherence to the standards and procedures will ensure that:

- ☐ Aerodrome certificates are issued, transferred or surrendered in an effective, efficient and consistent manner nationally
- ☐ Aerodrome licenses are issued in a common legal format
- ☐ Effective and consistent compliance and enforcement action is taken.

1.2 Legislative Controls

1.2.1 Licence Issue

Controls

Regulation 12 – Application for a licence

- Permits application to the Authority for an aerodrome licence to be submitted on a form prescribed by the Authority to operate a specific aerodrome.
- Requires the application to be in an approved format and be accompanied by
 - a) an aerodrome manual;
 - b) a plan for the aerodrome;
 - c) an environmental impact assessment report;
 - d) approval from any relevant authority;
 - e) proof of financial capability in the case of aerodrome in category B;

- f) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- g) particulars of the airspace classification requirements; and
- h) charges as prescribed by the Authority in the Aeronautical Information Publication or Aeronautical Information Circular.

Regulation 13 – Conditions for issue of licence

- Sets conditions subject to which a licence may be issued
- Requires that the conditions be prescribed by the Authority.
- Requires that the conditions for use of an aerodrome and any other details as may be deemed necessary by the Authority be endorsed on a licence.

Regulation 14 – Breach of conditions of licence

- Renders the licence invalid whenever there is a breach of any condition subject to which a licence is issued including any approval, permission or exemption.

Regulation 15 – Issuance of licence

- Requires that the application be in a prescribed form and manner where the Authority is satisfied that:
 - a) an applicant is found to be competent to operate an aerodrome on consideration of the previous conduct and experience of the applicant, the equipment, organisation, staffing, maintenance and other arrangements of the applicant;
 - b) the physical characteristics of the aerodrome and its surroundings are safe for use by aircraft; and;
 - c) an applicant for a licence, for category B and C aerodromes complies with the Civil Aviation (Security) Regulations;And that:
- The issuance of a licence shall be subject to compliance with the Regulations and standards prescribed by the Authority and any other condition as may be specified or notified by the Authority in accordance with safety audit and inspection.
- The Authority may refuse to grant a licence to an applicant and where the Authority refuses, it shall notify the applicant in writing, of the reasons for the refusal, not later than fourteen days after making that decision.

Regulation 16 – Aerodrome licence

- Defines the specifications of an aerodrome licence including the reference code, restrictions and the period of validity.
- Prohibits the transfer of an aerodrome licence.

Regulation 17 – Validity of licence

- Specifies the validity period of an aerodrome licence

Regulation 18 – Renewal of licence

- Authorises the Authority to renew an aerodrome licence

Regulation 19 – Amendment of licence

- Authorises the Authority to amend an aerodrome licence

1.2.2 Compliance and Enforcement**Regulation 20 – Suspension and cancellation of licence**

Empowers the Authority to cancel or suspend an aerodrome licence if a condition of the licence has been breached or the aerodrome facilities, operations or maintenance are not of the standard required for safety of air navigation.

CHAPTER 2 PROCESS OF ISSUING A LICENCE

2.0 Introduction

Regulations detail the criteria used to determine if an aerodrome should be licensed and also provide for the Tanzania Civil Aviation Authority to conduct continuing oversight of aerodrome operators and associated service providers. In addition there is a legislative provision/regulation which enables the division of Safety Regulations (Aerodromes and Air Navigation Section) to impose operating restrictions or sanctions at a licensed aerodrome, in the event of non-conformance with the licensing requirements or an unresolved safety concern. An organizational structure in the Division of Safety Regulations for aerodrome licensing and surveillance activities for airport licensing and surveillance activities, appropriate to the size and scope of all aerodrome operations in Tanzania is available.

2.1 Process of issuing a Licence

2.1.1 Key Elements of Process of issuing a Licence

Purpose

To ensure that aerodrome licenses are correctly and consistently issued using a common legal format nationally by describing the:

- Process for issuing aerodrome licenses
- Legislation governing their issue
- ☐ Staff responsibilities
- Forms and letters used.

Controls

Regulations 11, 12, 13, 16 and 17

- Define when an aerodrome licence is required.
- Require a person who operates an aerodrome to have an aerodrome licence.
- Permit a person operating an aerodrome to apply for an aerodrome licence although he or she is not otherwise required to be an aerodrome licence holder.
- Permit application to the Authority for an aerodrome licence to operate a specific aerodrome.
- Require the application to be in an approved format and be accompanied by two copies of aerodrome manual.
- Define the rules for granting an aerodrome licence and details the Authority's responsibilities concerning the issue of licences.

- Authorises the Authority to refuse to grant an aerodrome licence and requires reasons for the refusal.
- Require aerodrome operators to comply with standards, any imposed conditions and to act with a reasonable degree of care and diligence.
- Specify the validity period of an aerodrome licence.
- Defines the information to be included in the Aerodrome Manual.

Advisory Publications

CAAP [AD {n}](#) Contains advisory material on applying for an aerodrome licence

Staff	delegation	Responsibilities
Chief Aerodromes and Air Navigation Inspector	-----	Assigns an inspector who holds a delegation to a particular licensing task. (Chief Aerodromes and Air Navigation Inspector) may nominate himself or herself)
Assigned Aerodrome Inspector (AAI)	Issuance of Aerodrome Licence as per Regulation	Recommends Issues of the initial or renewal of Aerodrome Licence following the steps spelled out in the Manual.
Flight operations Inspector (FOI)	-----	Undertakes the necessary operational assessments and recommends to AAI

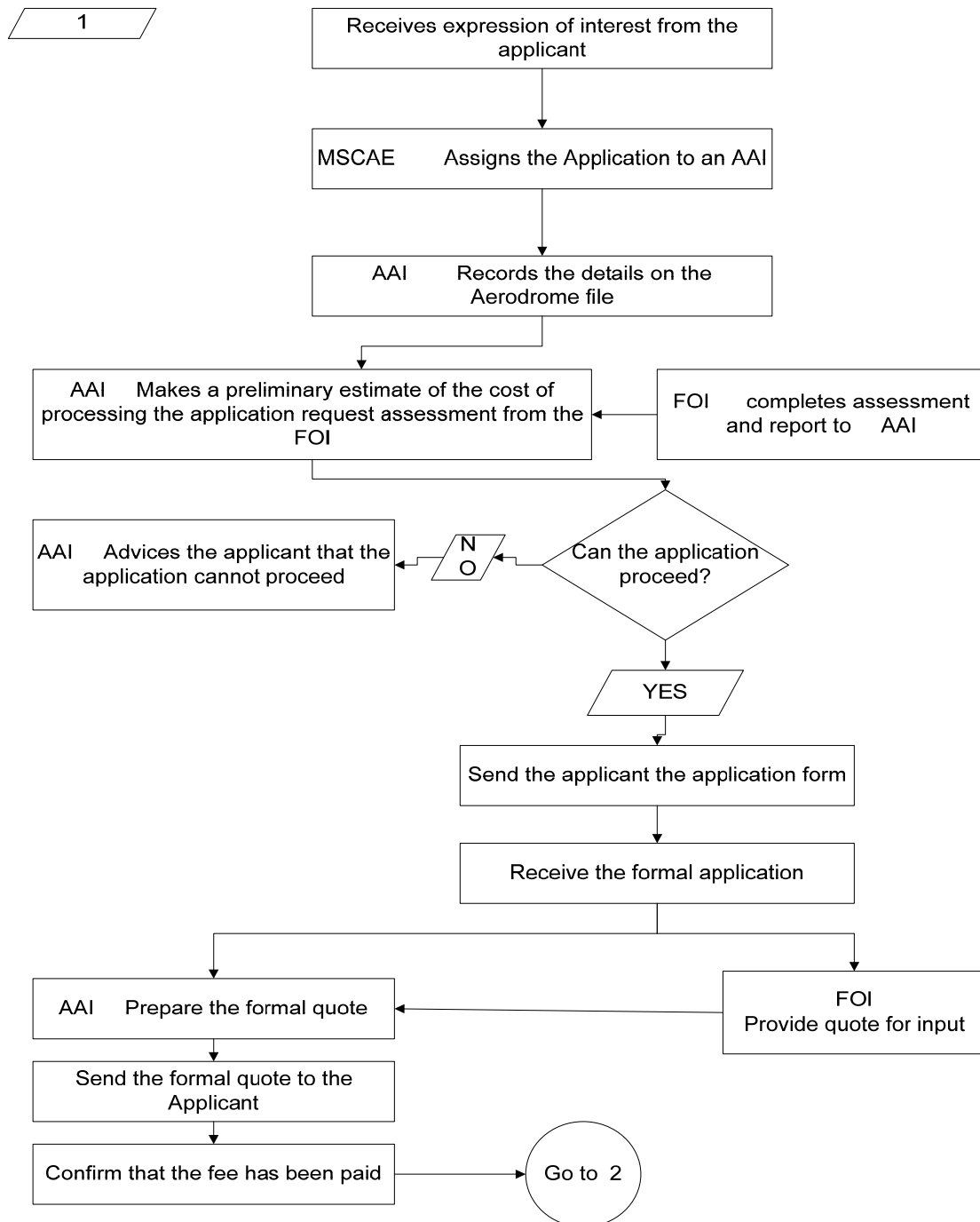
Forms:

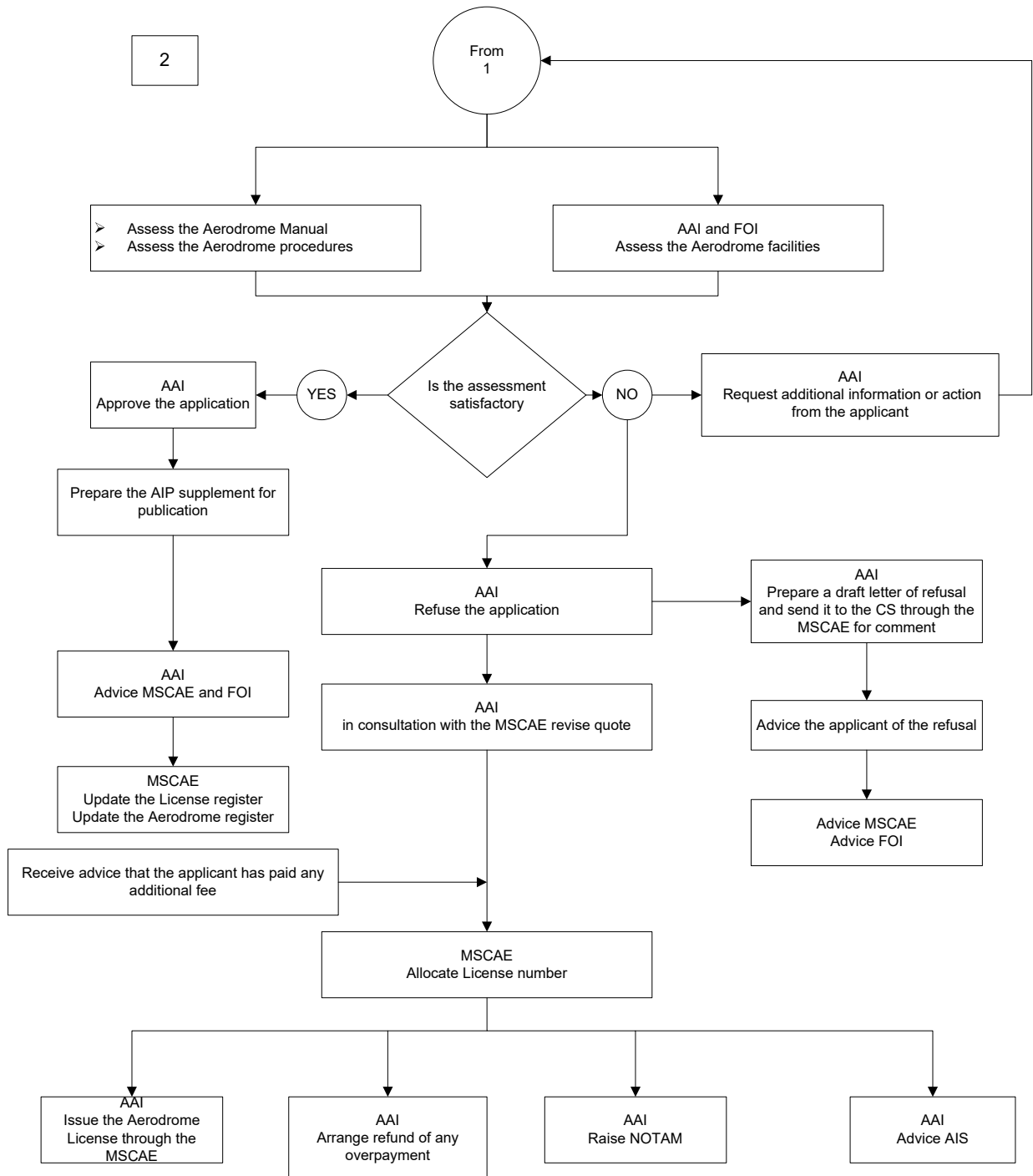
1. Aerodrome Licence Register (maintained by Chief Aerodromes and Air Navigation Inspector).
2. Application for Aerodrome Licence
3. Guidelines for Preparation of a Quotation
4. Licence Issue Checklist
5. Aerodrome Licence document
6. Observation of Environmental Aspects
7. T-VASIS Flight Check Record
8. PAPI Flight Check Record
9. Airport Lighting Flight Check Record
10. Aerodrome Manual
11. Aerodrome Facilities

Sample Letters:

1. Grant of licence
2. Refusal to grant licence

2.1.2 Licence Issuing Flowchart





2.2 Dealing with Expressions of Interest

2.2.1 Key Elements of the Process to deal with Expressions of Interest

Purpose

- To ensure that all expressions of interest from prospective aerodrome operators are registered.
- To assign an Aerodrome Inspector to the application.
- To give applicants background information about the aerodrome licensing process.

Controls**Regulations: 11, 12, 13, 16 and 17**

- Define when an aerodrome licence is required.
Require a person who operates or intends to operate an aerodrome of Category B, C, D or E to have an aerodrome licence
- Permits a person operating an aerodrome to apply for an aerodrome licence although he or she is not otherwise required to be an aerodrome licence holder.
- Authorize Authority to refuse to grant an aerodrome licence and requires reasons for the refusal.
- Authorize the Authority to endorse condition on an aerodrome licence.
- Specify the validity period of an aerodrome licence.

Staff	<i>Delegation</i>	<i>Responsibilities</i>
Chief Aerodromes and Air Navigation Inspector	—	Assigns the Aerodrome Inspector
Assigned Aerodrome Inspector (AAI)	—	Responds to the expression of interest
Flight Operations Inspector (FOI)	—	• Ensures that the flight operations assessment is completed; and • Produces a flying operations report for the AAI

Forms:

Application for an Aerodrome Licence

Sample Letters:

N/A

Timeframe:

Expressions of interest should be responded to within 21 days of their receipt.

2.2.2 Guidelines for Dealing with Expressions of Interest

When Is a Licence Required?

An aerodrome licence is required for all aerodromes in categories B, C, D and E used by aircraft.

Who May Make the Application?

Any aerodrome operator may apply for an aerodrome licence.

Who May Act as the Assigned Aerodrome Inspector (AAI)?

Any Aerodrome Inspector (AI) appropriately trained and with the required delegation.

Chief Aerodromes and Air Navigation Inspector may assign him or herself as the Assigned Aerodrome Inspector.

Advice to Applicants

The AAI must advise the applicant that he or she must lodge a formal application:

- Using the Application for an Aerodrome Licence form
- Providing the Authority with two copies of the Aerodrome Manual.

Note:

1. The Manual of Aerodrome Standards provides information on an acceptable method of complying with the statutory requirements.

2. Certain obligations may be imposed by Environmental Protection Act or similar Legislation. Capital works associated with the development of a new aerodrome or major extension to an existing one may contribute a significant environmental impact, which in turn may require the production of an Environmental Impact Statement. The AAI should consult with Chief Aerodromes and Air Navigation Inspector and/or the Authority legal Counsel for clarification in particular cases where there appears to be a significant environmental impact.

CAP {n}:

The applicant must be advised to obtain a copy of CAAP {n}, which explains how to apply for an aerodrome licence.

Standards:

The applicant should also be advised to obtain or refer to the TCAA Manual of Aerodrome Standards and the relevant Regulations to ensure that licensing standards are understood and can be met.

Flying Operations Assessment

The Authority must be satisfied that the operation of an aerodrome at the place specified in the application will not endanger the safety of aircraft. If the results of this assessment are negative, formal advice needs to be provided.

The Flying Operations Inspector (FOI) is responsible for ensuring that a flying operations assessment is completed. Suitable guidance should be prepared for flying operations inspectors who may be called on to provide these assessments. The flying operations assessment would normally take into consideration matters such as:

- The proximity of the proposed aerodrome to other aerodromes and landing sites
- Obstacles and terrain effects on a proposal
- Whether the establishment as proposed would involve excessive operational restrictions
- Existing restrictions and controlled airspace requirements that would be affected by the proposal
- Existing instrument procedures that might be affected by the proposal

2.2.3 Procedures for Dealing with Expressions of Interest***Chief Aerodromes and Air Navigation Inspector***

1. Assign an AI who holds appropriate delegations to deal with the expression of interest.

Assigned Aerodrome Inspector

1. Record the expression of interest details on the Aerodrome Licensing - Expressions of Interest File or Aerodrome File if one already exists.

2. Arrange a flying operations assessment:

- a. Refer the application to the FOI for a flying operations assessment.
- b. Make sure that you receive a flying operations report from the FOI.

3. If the application cannot proceed or if any operations restrictions result from the flying operations assessment, advise the applicant.
4. Estimate the cost of processing the application for the aerodrome licence.
5. Place the worksheet showing the method of computation and the estimated cost on the Aerodrome Licensing - Expressions of Interest File.
6. If the application can proceed, advise the person inquiring, as necessary
 - a. To obtain copies of relevant Publications and guidance materials from the Authority.
 - b. Of the estimated cost of obtaining the aerodrome licence.
 - c. Who will be the applicant's contact during the licensing process.

Note:

- Make it quite clear that the estimate is not a formal quotation and is not binding upon the Authority.
 - A formal written estimate will be provided when an application for an Aerodrome Licence form has been submitted.
7. Require the applicant to submit an application to the Authority using the Application for an Aerodrome Licence form.

Flying Operations Inspector

1. Arrange for a flying operations assessment.
For details of the matters to be included in the assessment, see the Flying Operations Assessment Procedure described at paragraph 2.2.2.
2. Report the result of the assessment to the AAI.

2.3 Assessing a Formal Application

2.3.1 Key Elements of the Process of Assessing a Formal Application

Purpose:

Assess the documentation that is supplied by the applicant to ensure that the application meets the requirements of the regulation.

Controls:

Regulations

- Permit application to the Authority for an aerodrome licence to operate a specific aerodrome.
- Require the application to be in an approved format and be accompanied by two aerodrome manuals
- Define the rules for granting an aerodrome licence and details Authority's responsibilities concerning the issue of licences.
- Define the information to be included in the Aerodrome Manual.

Advisory Publications

CAP [AD {n}](#) Contains advisory material on applying for an aerodrome licence.

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	Regulation	Makes the initial assessment of the application
<i>Flying Operations Inspector</i>	—	• Completes a flying operations assessment if required. • Estimates the cost of FOI input, if relevant

Forms:

- Request for Service
- Estimate for Service
- Licence Issue Check sheet
- Aerodrome Manual Check sheet

Sample Letters: N/A

Timeframe:

The initial assessment should be completed within 30 days of the receipt of the formal application.

2.3.2 Guidelines for Assessing a Formal Application

Check sheet:

As you process the application, tick activities successfully completed off the Licence Issue Check sheet.

Aerodrome Manuals:

- Applicants must supply two copies of the Aerodrome Manual with their application. In addition to the Aerodrome Manual, the applicant may be required to supply other supporting evidence to the AAI or FOI.
- The Aerodrome Manual must comply with mandatory regulations regarding its contents and completeness.
- The AI must be satisfied that the aerodrome operator can properly maintain the aerodrome, and the contents of the manual may be used as evidence of this.

2.3.3 Procedures for Assessing a Formal Application

Assigned Aerodrome Inspector

Note: As you process the application, complete the relevant parts of the Licence Issue Check sheet to record activity satisfactorily completed to date.

When you receive the completed Application for an Aerodrome Licence form:

1. Make an initial assessment of the application:

- a. Check that you have received a copy of the applicant's Aerodrome Manual.
- b. Make sure that you receive a flying operations report from the FOI

See also Assessing the Applicant's Aerodrome Manual.

2. Arrange a flying operations assessment, if one was not completed during the assessment of the expression of interest:

- a. Refer the application to the FOI for a flying operations assessment
- b. Check that the Aerodrome Manual and other supporting documentation indicate that the operator has given due consideration to operational safety matters.

3. Prepare a Request for Service in accordance with local procedures:

- a. Record the details on the Request for Service form.
- b. When FOI input is required, obtain a cost estimate from the FOI.

4. Complete an Estimate for Service form and send it to the applicant.

5. Place a copy of the Request for Service and Estimate for Service on the file.

6. When payment is received, check that it is correct and issue a receipt.

Assessing the Applicant's Aerodrome Manual

Note: You will need to complete parts of the Aerodrome Manual assessment during the visit to the aerodrome described in Section 2.4 - Assessing the Aerodrome Facilities.

7. Using the Aerodrome Manual checklist, determine whether the applicant's Aerodrome Manual complies with the requirements of the regulations and standards.

8. If the Aerodrome Manual complies with the requirements of the Regulations, on the Licence Issue Checksheet, record the manual as being compliant.

Flying Operations Inspector

1. Prepare an estimate using the Request for Service form. For details of the matters to be included in the assessment, see Section 2.2 Flying Operations Assessment.

2. Return the cost estimate to the AAI.

2.4 Assessing the Aerodrome Facilities

2.4.1 Key Elements of the Process of Assessing Aerodrome Facilities

Purpose:

Complete the assessment of the application by inspecting the facilities at the applicant's aerodrome to ensure that they comply with the mandatory standards.

Controls:

Regulations 9

- Require that the facilities must be in accordance with specified standards before a licence may be issued
- Require the operator to comply with published standards

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	Regulation	Assesses the aerodrome facilities during a visit to the aerodrome
<i>Flight Operations Inspector</i>	—	Provides specialist assistance as requested by the AAI

Forms:

- Licence Issue Check sheet
- Observation of Environmental Aspects
- T-VASIS Flight Check Record
- PAPI Flight Check Record
- Airport Lighting Flight Check Record
- Aerodrome Facilities checklist

Sample Letters

- N/A

Timeframe

- The visit to the aerodrome should be made within 60 days of the receipt of the application

2.4.2 Guidelines for Assessing the Aerodrome Facilities

To complete the assessment, the AAI must visit the aerodrome.

The AAI may request assistance from various needed specialists, e.g. flying operations, air traffic services, fire service officer, electrical engineering and so on to assess particular aerodrome facilities, including lighting and visual aids observation from the air by day and night, PAL operation, and dangerous lights, communications and so on.

The facilities must comply with the published manual of aerodrome standards.

2.4.3 Procedures for Assessing the Aerodrome Facilities***Assigned Aerodrome Inspector***

1. Obtain copies of the relevant checklists. If pre-printed checklists are not available, specific checklists should be prepared relevant to the facilities to be assessed

2. With the other specialists as required, visit the aerodrome, inspect the facilities to ensure that they comply with the relevant standards:

- a. Assess each item listed on the checklists.
- b. As you make the inspection, record the results of the inspection on the appropriate checklists. Note comments, if required.

4. Complete the assessment of the Aerodrome Manual. (See Section 2.3.3 Assessing the applicant's Aerodrome Manual.)

5. At the end of the inspection, complete the relevant parts of the Licence Issue Checklists to record activity satisfactorily completed to date.

Flying Operations Inspector

1. Assess lighting, visual aids, PAL and dangerous lights in accordance with relevant checklists as required to ensure that they comply with the appropriate standards.

2.5 Issuing or refusing an Aerodrome Licence

2.5.1 Key Elements in Issuing or Refusing an Aerodrome Licence

Purpose:

- To advise the applicant of the results of the assessment.
- To complete the administrative action required when an application is approved.

Controls:

Regulations: 13, 14, 15 and 16

Specify the requirements for notifying the decision to issue, or refusal to issue, a licence

Allow the Authority to place conditions, in the interest of safety, on an aerodrome licence at issue.

Staff	Delegation	Responsibilities
<i>Chief Aerodromes and Air Navigation Inspector</i>	—	Maintains the Aerodrome Licence Register
<i>Assigned Aerodrome Inspector</i>	Regulation	• Advises the applicant of the results of the assessment. • Recommends Issue of the aerodrome licence, if appropriate.

Forms:

- Aerodrome Licence Register
- Grant of licence sample letter
- Refusal to grant licence sample letter

Timeframe

The administrative action to issue the licence should be completed within 30 days of approving an application.

The notification of the decision to refuse a licence must be sent to the applicant within 14 days of a decision being made.

2.5.2 Guidelines for Issuing or Refusing an Aerodrome Licence***Issue of the Licence Number***

The newly licensed aerodrome is allocated the next available number on the Aerodrome Licence Register. Specific arrangements may need to be made for the allocation of licence numbers where the Authority has Regional Offices or remotely posted staff.

Types of Notification

The applicant must be advised of the result of the assessment of the application for an aerodrome licence. The advice may comprise:

- Notification that the licence application is successful.
- Advice that additional steps need to be taken by the applicant prior to further assessment of the application. (This advice is a variation of the notification that an application has been unsuccessful. The licence may be granted if subsequent assessment shows that the applicant has corrected all deficiencies.)

- Notification that the application has been unsuccessful.

Notes:

For a successful application, conditions may be placed on an aerodrome licence in accordance with the regulations. If conditions are being considered, the AAI should consult with the Chief Aerodromes and Air Navigation Inspector.

Licences are granted with an expiry date.

Refusal to Issue an Aerodrome Licence

The decision to refuse an application may be a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the licence. All notifications advising refusal to issue an aerodrome licence should be reviewed by Legal section of the Authority before being sent to the applicant.

The notification of refusal to grant a licence must be sent to the applicant within 14 days of making the decision. Applicants who must take steps to correct any deficiencies before an aerodrome licence can be issued to them are responsible for advising the Authority when the work has been completed.

Additional Costs

The applicant is responsible for meeting all the costs of processing the application. The applicant must be sent an additional invoice if the costs of processing the application exceed the estimate.

2.5 Issuing or refusing an Aerodrome Licence**2.5.3 Procedures for Issuing or Refusing an Aerodrome Licence*****Chief Aerodromes and Air Navigation Inspector***

1. When the application has been approved, update the Aerodrome Licence Register.
2. Allocate the licence number. This is the next sequential number on the Aerodrome Licence Register.

Assigned Aerodrome Inspector

1. Advise the Chief Aerodromes and Air Navigation Inspector of the outcome of the assessment.

2. Collate all associated paperwork on the Aerodrome File on the completion of all previous steps.

3. Review the quote and, if necessary, arrange for payment of outstanding costs.

4. Notify the applicant of the outcome of the assessment: The advice may be that:

- The applicant needs to take steps to rectify specified deficiencies prior to approval
- The application for a licence is approved
- The application is refused.

5. If the aerodrome operator needs to rectify specific deficiencies before the application can be considered further:

a. Advise the applicant of the steps he or she needs to take — for example, amend the Aerodrome Manual or make changes to facilities in order to comply with standards

b. Attach the revised estimate for any additional costs for the processing of the application for the aerodrome licence.

c. Send the letter and, if relevant, the estimate for previously unforeseen costs to the applicant.

d. After payment of the additional costs, reassess the deficiencies.

6. If the application is approved:

a. Ensure all costs are paid before taking any further action.

b. Prepare, process and dispatch the licence, the covering letter and the operator's copy of the Aerodrome Manual.

SAMPLE AERODROME LICENCE**(CAA LOGO)****AERODROME LICENCE****Aerodrome Licence No.:** **Date:****Name of Aerodrome:****Location of Aerodrome:****Name and Address of Aerodrome Operator:**

The Director General of TCAA or his delegated authority, acting under the Civil Aviation Act , having

(i) been satisfied that the Aerodrome Operator is competent to operate and maintain the Aerodrome properly in the reference code,;

(ii) accepted that the Aerodrome Manual submitted is accurate and complies with the requirements of the Civil Aviation (Aerodromes) Regulations 2007;

(iii) checked that the Aerodrome Operator's aerodrome facilities, services and equipment comply with the standards specified in the Manual of Aerodrome Standards and such related Manuals issued by the Authority;

(iv) checked that the Aerodrome Operator's aerodrome operating procedures make satisfactory provision for the safety of aircraft; and

in exercise of the powers conferred by the Civil Aviation Act and in accordance with the Civil Aviation (Aerodromes) regulations 2007, hereby licenses the above-mentioned aerodrome to be used as an aerodrome in category ---- subject to the conditions listed in the Schedule overleaf. This Aerodrome Licence is not transferable and shall remain in force until the -----unless previously amended, suspended or cancelled.

Dated this.....

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General General

(CAA LOGO)**AERODROME LICENCE****Aerodrome Licence No.:** **Date:****Schedule****General Conditions**

- 1 The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Authority, the applicable standards and practices set out in the Manual of Aerodrome Standards and any condition specified in this Aerodrome Licence. Rescue and fire fighting services and equipment shall be kept ready for immediate turnout at all times when the aerodrome is available for the take-off and landing of aircraft.
- 2 The Aerodrome Operator shall ensure that the copies of the Aerodrome Manual submitted to and kept by the Authority are always kept complete and current. The Aerodrome Operator shall also ensure that each member of the aerodrome operating staff is aware of the contents of every part of the Aerodrome Manual relevant to his/her duties and undertakes his/her duties in conformity with the relevant provisions of the Aerodrome Manual.
- 3 The Aerodrome Operator shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of the aerodrome, and that a programme to upgrade the competency of the personnel is in place.
- 4 The Aerodrome Operator shall ensure that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
- 5 A person authorised by the Director General or his delegated authority shall be granted free access to the aerodrome and any associated facility, equipment, document, record and the Aerodrome operator personnel relating to the operation, safety or security of the aerodrome for the purpose of inspection, testing and/or verification of performance.

- 6 The Aerodrome Operator shall notify the agency responsible for aeronautical information services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.

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(CAA LOGO)

AERODROME LICENCE

Aerodrome Licence No.: **Date:**

General Conditions (continued)

- 8 The Aerodrome Operator shall notify the agency responsible for aeronautical information services and the air traffic control unit immediately of any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Manual of Aerodrome Standards; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted; of which the Aerodrome Operator has knowledge of immediately.
- 9 When low flying aircraft, at or near the aerodrome, or taxiing aircraft is likely to be hazardous to any person or vehicular traffic, the Aerodrome Operator shall post hazard warning notices on any public way that is adjacent to the aircraft manoeuvring area; or if such public way is not controlled by the Aerodrome Operator, inform the authority responsible for posting the notices on the public way that there is a hazard.
- 10 The Aerodrome Operator shall implement such additional safety or aviation security related measures as may be required by the Authority. The Director General or his delegated authority may suspend or cancel this Aerodrome Licence at any time should the Aerodrome Operator fail to comply with any provisions set forth in this Aerodrome Licence or in the Aerodrome regulations.
- 11 The Aerodrome Operator shall take up such insurance including public liability to cover all operations at the aerodrome to the satisfaction of the Director General or his delegated authority.
- 12 The Aerodrome Operator shall notify the Director General or his delegated authority in writing at least 14 days in advance of any intended change or abolition of any of the key posts overseeing the aerodrome's operations (e.g. rescue and fire fighting, aerodrome engineering and maintenance, apron control, etc.) or of any intended change in the person holding the post, or in his/her duties.

- 13 This Aerodrome Licence is not transferable and any purported transfer of this licence shall be void.
- 14 Expressions used in this Aerodrome Licence shall have the same meanings as those in the Manual of Aerodrome Standards.

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(CAA LOGO)

AERODROME LICENCE

Aerodrome Licence No.: **Date:**

Schedule

Special Conditions

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7. If grounds exist for refusing the application:

- a. Prepare a refusal to grant licence letter stating reasons, and advising the applicant that he or she may appeal the decision.
- b. Forward the refusal to grant licence letter to legal section for review of the statement of reasons.
- c. On receipt of the draft letter from legal section, make a final decision and advise the applicant accordingly and forward the final letter to the applicant.

Note: The notification of refusal to grant must be sent to the applicant within 14 days of making the decision.

2.6.1 Key Elements of the Process of Advising Authority and the Industry of a Newly Licenced Aerodrome

Purpose:

To ensure that all other relevant branches of the Authority and the aviation industry are notified of the aerodrome's licenced status and details.

Controls:

Regulations:

Require an aerodrome operator to provide particulars of the aerodrome (as stated in the Aerodrome Manual) for publication in the AIP.

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	—	Notifies the relevant organizations of the aerodrome's licensed status
<i>Manager/Chief Inspector Safety Compliance and Enforcement</i>	—	Places copies of the Aerodrome Licence on the register

Forms:

- Aerodromes – Profile Sheet

Timeframe:

The Authority internally and the aviation industry externally must be notified of the newly licenced aerodrome at the same time as the licence is issued.

2.6.2 Guidelines to Advising the Authority and the Industry of a Newly Licenced Aerodrome

Information relating to a newly licensed aerodrome may be included in an AIP and be advised by NOTAM. The aerodrome should be incorporated into a surveillance program.

2.6.3 Procedures for Advising the Authority and the Industry of a Newly Licenced Aerodrome***Assigned Aerodrome Inspector***

1. Notify the Aeronautical Information Service (AIS), providing information about the aerodrome for inclusion in AIP and NOTAM.
2. Notify NOTAM Office of nominated reporting officers.
3. Notify the relevant FOI of the licenced status of the aerodrome.
4. Place a copy of the Aerodrome Licence on the Aerodrome File.
5. Provide a copy of the Aerodrome Licence to the Chief Aerodromes and Air Navigation Inspector for the Aerodrome Licence Register.
6. Complete an aerodrome Profile Sheet and place a copy on the Aerodrome File.
7. Provide a copy of the aerodrome Profile Sheet to the Chief Aerodromes and Air Navigation Inspector for the Aerodrome Profile Sheet Register.
8. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.

Chief Aerodromes and Air Navigation Inspector (CANI)

1. Place a copy of the Aerodrome Licence on the Aerodromes Licence Register and arrange for surveillance planning.

CHAPTER 3 AERODROME LICENCE SURRENDER PROCESS

3. Surrender of an Aerodrome Licence

3.1 Overview of the Surrender Process

3.1.1 Key Elements of the Surrender Process

Purpose

1. To ensure that aerodrome licences are surrendered correctly and consistently using a common legal format nationally by describing the:
 - a. Process for surrendering aerodrome licences
 - b. Legislation governing their surrender
 - c. Staff responsibilities
 - d. Forms used.
2. To ensure that, when a licence is surrendered all action required maintaining the on-going safety of aviation operations are taken into account.

Controls

Regulations:

- Establish that an aerodrome operator is the aerodrome licence holder in the case of a licenced aerodrome.
- Provide for the cancellation of an aerodrome licence at the request of an aerodrome operator.

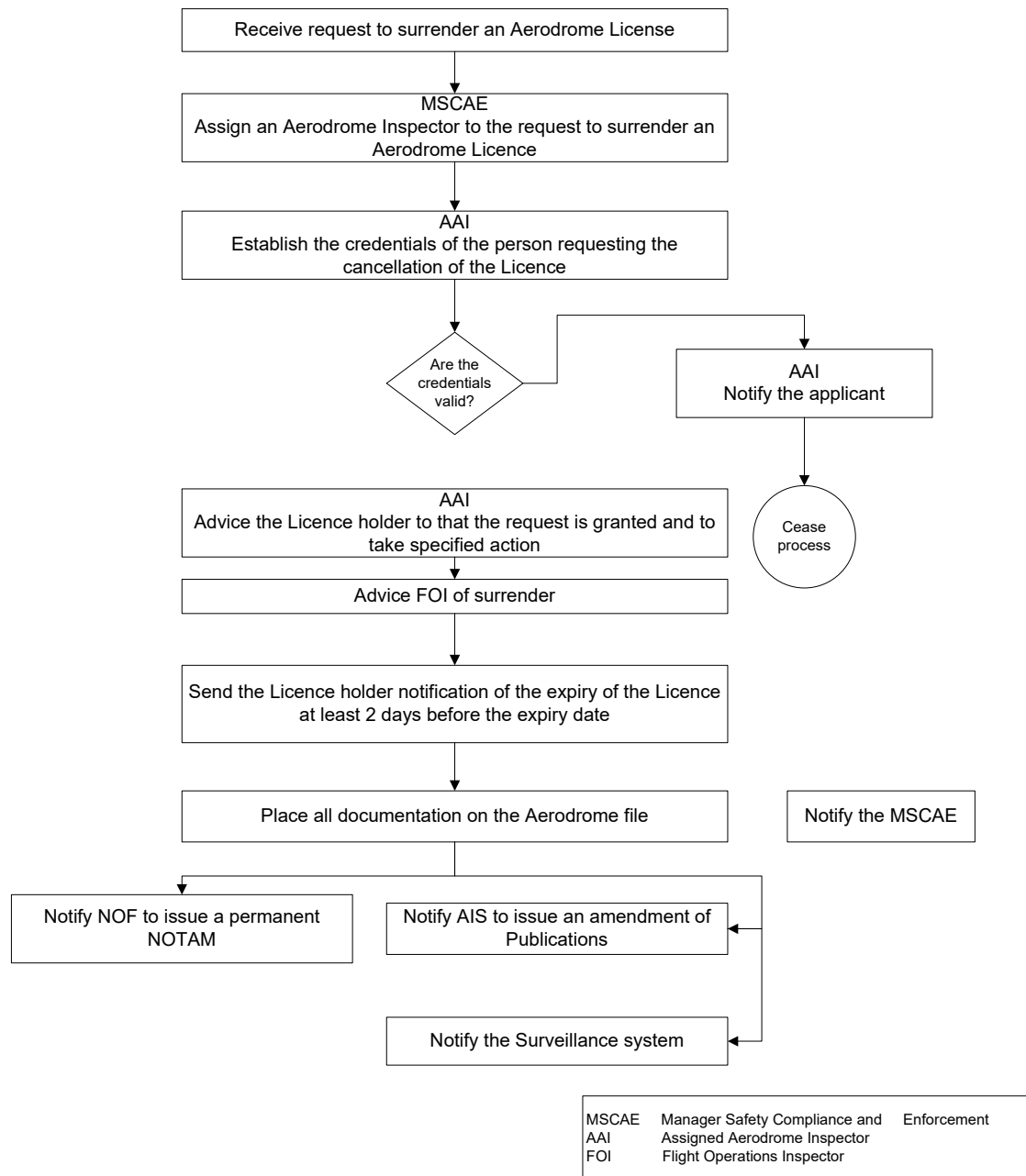
Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	Regulations	• Recommends cancellation of the aerodrome licence • Adjusts on-going surveillance • Notifies the relevant organizations of the aerodrome's licence status • Guides aerodrome owner on signage marking the closure of the aerodrome from the day of closure

Forms: Check sheet for Cancellation by Surrender

Sample Letters: Letter of cancellation by surrender

Timeframe: The aerodrome licence should be cancelled on the date nominated by the aerodrome operator or within 30 days of the receipt of the request, whichever is appropriate.

3.1.2 Surrender Process Flowchart



3.2 Receiving Notification from the Aerodrome Operator

3.2.1 Key elements of the Process of Receiving Notification from the Aerodrome Operator

Purpose:

- Provide the procedures for processing the receipt of a request for surrender of an aerodrome licence.

Controls:

Regulations:

- Establish that the aerodrome operator is the licence holder
- Provide for the cancellation of an aerodrome licence at the request of the holder

Staff	Delegation	Responsibilities
<i>Chief Aerodromes and Air Navigation Inspector</i>	-----	Assigns the request for a cancellation to an Aerodrome Inspector.
<i>Assigned Aerodrome Inspector</i>	Regulations	• Confirms the credentials of the person making the request to cancel. • Confirms the surrender date of effect.

Forms: Check sheet for Cancellation by Surrender

Sample Letters: None

Timeframe: Licence surrender action is to be completed by 60 days from the date notified to the Authority.

3.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

- An aerodrome operator may voluntarily choose to surrender an aerodrome licence.
- An aerodrome operator must give the Authority at least 60 days written notice of the cancellation date.

- The Authority must cancel the licence, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts the Authority for advice on the cancellation process prior to sending the formal notification, information should be provided as to the operational consequences that may result if surrender is made and the aerodrome licence subsequently cancelled as a result.

The surrender or cancellation of an aerodrome licence may affect:

- Certain regular public transport operations into the aerodrome
- Continuing general aviation safety
- The Authority aerodrome surveillance activity.

3.2.3 Procedures for Receiving Notification from the Aerodrome Operator

Chief Aerodromes and Air Navigation Inspector

Assign an AI with appropriate delegation to deal with the request to surrender the aerodrome licence.

Assigned Aerodrome Inspector

1. Establish the credentials of the person requesting the cancellation as the licence holder.
2. On the notification of the intention to surrender the aerodrome licence, check that the aerodrome operator has:
 - a. Clearly stated that he or she is making a request for the cancellation of licence
 - b. Specified when cancellation should become effective.
If no date is specified, the licence cancellation date is the date 60 days from the date of posting the notification.
3. If the aerodrome operator has not supplied the required information for a proper notification of intention to surrender the licence, contact the operator and advise them to supply the necessary details in writing.

3.3 Assessing a Surrender Request

3.3.1 Key Elements of the Process of Assessing the Request to Surrender a Licence

Purpose:

- To ensure that a request for surrender of the aerodrome licence by the aerodrome operator is properly made.
- To ensure that aerodrome licences are consistently surrendered using a common legal format nationally.
- To ensure that the safety of aviation is not compromised at an aerodrome where the licence has been surrendered.

Controls**Regulations:**

Provide for the cancellation of an aerodrome licence at the request of an aerodrome operator.

Staff	Delegation	Responsibilities
<i>Assigned Aerodrome Inspector</i>	Regulations.	Determines that the request is from the aerodrome licence holder.

Forms: Checklist for Cancellation by Surrender

Sample Letters: Letter of cancellation by surrender

Timeframe: The applicant must receive the notification of cancellation prior to the date nominated by the aerodrome operator

3.3.2 Guidelines for Assessing the Request to Surrender a Licence

The Authority must cancel an aerodrome licence when it is properly requested.

3.3.3 Procedures for Assessing the Request to Surrender a Licence***Assigned Aerodrome Inspector***

1. Using the Checklist for Cancellation by Surrender:

- Check that the aerodrome operator has given at least 30 days notice.
- Check that the operator has provided sufficient information on the following:

- Are there regular public transport operations at the aerodrome requiring specific and immediate notification to the FOI?
 - Are there any changes to reporting officer details?
 - If the aerodrome is to be closed to all aircraft, have sufficient safety measures been taken? For example, will the windsock and boundary markers be removed?
 - Will un-serviceability markers be displayed for a period?
2. If the request is properly made, prepare a letter to the aerodrome operator:
- a. Notifying the cancellation of the licence
 - b. Directing him to return the original licence document to the Authority to enable cancellation of the licence.
 - c. Advising him or her to carry out any actions necessary in the interests of aviation safety.
3. Process the letter and place a copy in the appropriate aerodrome file.
4. Send the letter of notification to the aerodrome operator before the nominated surrender date (if specified) — see the sample letter of cancellation by surrender of an aerodrome licence.
5. When you have the original licence document:
- a. Mark it as cancelled by completing the following actions using ink:
 - Draw a line through the document.
 - Write Cancelled and the date of the cancellation on the document.
 - Sign the document as approving delegate.
 - b. Place the original licence document on the appropriate aerodrome file.
6. Advise the Chief Aerodromes and Air Navigation Inspector of the surrender of the licence.

Chief Aerodromes and Air Navigation Inspector

Update the Aerodrome Licence Register.

3.4 Advising about Surrendered Aerodrome Licences

3.4.1 Key Elements of the Process of Notifying the Authority

Purpose:

- To ensure that the safety of aviation is not compromised at the aerodromes that have had their licences cancelled.
- To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

Staff	Delegation.	Responsibilities
<i>Assigned Aerodrome Inspector</i>	Regulations.	Notifies relevant branches of the Authority and the aviation industry that an aerodrome is no longer licenced.

Forms: None

Sample Letters: None

Timeframe: The Authority internal services and the aviation industry must be notified of the surrender of the aerodrome licence two days before the licence expires.

3.4.2 Procedures for Notifying the Authority/AIS System**Assigned Aerodrome Inspector**

1. Notify NOTAM Office (NOF) to issue a permanent NOTAM revoking the aerodrome
2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.
3. Notify the Chief Aerodromes and Air Navigation Inspector to amend the Aerodrome Licence Register.
4. Notify the FOI by e-mail (copy on file).
5. Amend aerodrome file and surveillance records.

CHAPTER 4 COMPLIANCE AND ENFORCEMENT (C&E)

4. Compliance and Enforcement

4.1 Cancelling or Suspending an Aerodrome Licence

Regulations:

Regulations empower the Authority to suspend or cancel an aerodrome licence if the Authority is satisfied that certain grounds that allow for cancellation exist.

4.1.1 Cause for Action

In regard to aerodrome licences, action may be instituted if the Authority is satisfied that the licence holder:

- a. Has contravened a condition imposed on the Aerodrome Licence; or
- b. Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance as specified in the Manual of Aerodromes Standards;
- c. Has failed in his or her duty in respect to any matter affecting the safe navigation or operation of an aircraft.

All information relevant to action to be taken by an Aerodrome Inspector in regard to compliance and enforcement sanctions against aerodrome licence holders is to be found in the Authority's Aerodrome Inspector's Handbook.

CHAPTER 5 SAMPLE LETTERS

5.1 Grant of an Aerodrome Certificate

{File reference}

{Date}

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear *{name of applicant}*

RE: ISSUE OF CERTIFICATE TO OPERATE {NAME OF} AERODROME.

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been approved and Aerodrome Certificate, number *{XXnnn}* is enclosed.

Your aerodrome will *{now/continue to}* (delete whichever does not apply) be subject to regular routine surveillance by Inspectors of this Authority under the requirements expressed in the aerodrome surveillance programme

This function and any day-to-day matters in relation to your aerodrome, will normally be performed on behalf of the Authority by me (or insert name of the Inspector as appropriate) as the Aerodrome Inspector assigned to your aerodrome.

If you have any queries regarding this certificate or any other aerodrome-related matters please contact me.

Yours sincerely,

{Signature}

{Name}

Aerodrome Inspector

Delegate of the Authority

5.2 Refusal to Grant a Licence

{File reference}

{Date}

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear *{Name}*

RE: APPLICATION FOR AERODROME CERTIFICATE REFUSED

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been assessed in accordance with the Civil Aviation (Aerodrome) Regulations 2007 and has been refused for the following reason(s):

{Delete whichever of the following four paragraphs do not apply}

- a. Following an inspection of the aerodrome's facilities and equipment, I have determined that they do not meet the standards specified for a certificated aerodrome.
- b. Following an assessment of the aerodrome's operating procedures I have determined that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual I have determined that it does not contain the particulars set out in the Civil Aviation (Aerodromes) Regulations 2007 (quote regulation)
- d. Following assessment of the above facts and other factors listed below, I am not satisfied that you will be able to properly operate and maintain the aerodrome as required by the Civil Aviation (Aerodromes) Regulations 2007 (quote regulation)

{Give details of each determination}

You were advised of the above deficiencies on *{dd/mm/yy}* and your responses have led me to the conclusion that you are unable to comply with all of the requirements for issue of an aerodrome certificate at this time. Therefore, your application has been refused.

A decision by the Authority to refuse to grant an aerodrome certificate is reviewable by the *{insert body applicable}*

If you have any queries relating to this matter please contact the undersigned on telephone *{nnnn nnnn}* or fax *{nnnn nnnn}*.

Yours sincerely,
{Signature}
{Name}
Aerodrome Inspector
Delegate of the Authority

Note: This letter must be prepared and cleared with Legal Counsel before it is sent. Not more than 14 days may elapse from the time the decision to refuse is made and dated, and the time when the applicant is advised of the decision.

5.3 Sample Letter of Cancellation by Surrender

{file reference}
(Date)
{Licence holder's name}
{Address}

Dear *{name of licence holder}*

RE: SURRENDER OF THE CERTIFICATE TO OPERATE {NAME OF} AERODROME

I refer to your letter dated *{dd/mm/yy}* requesting cancellation of your aerodrome certificate for *{name of}* aerodrome. Your Aerodrome Certificate number *{XXnnn}* *{has been/will be}* cancelled on *{dd/mm/yy}*, and I have arranged for a permanent NOTAM number *{nnnn/nn}* to be issued advising of the certificate cancellation from that date.

{Insert whichever of the following two paragraphs is relevant.}

As there *{are/are not}* to be international or regular public transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority. *{This function and any day-to-day matters in relation to your aerodrome will normally be performed on behalf of the Authority by me (or insert name of the Inspector) as the Aerodrome Inspector assigned to your aerodrome.}*

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised that there are certain steps that you should take:

- Remove the windsock and boundary markers.
- Advise any known local operators
- Display appropriate un-serviceability/closure markers.

If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact me.

Yours sincerely,

{Signature}

{Name}

Aerodrome Inspector

CHAPTER 6**Checklists****6.1 Aerodrome Licence Issue Checklist**

The Aerodrome Inspector must complete this checklist to ensure that each step of the aerodrome certificating procedure is completed during issue of the aerodrome licence.

Tick each box to indicate the satisfactory completion of the task. Note the date against each box.

Sign and date this form and file it on the aerodrome file when the process is complete.

- 1 Aerodrome file raised..... (File number)-----
- 2 Application checked for completeness -----
- 3 Copy of Aerodrome Manual provided by the applicant -----
- 4 Operational safety considerations discussed with FOI-----
- 5 Applicant advised of any operational restrictions-----
- 6 Quote prepared and sent to applicant -----
- 7 Fee received from applicant and receipt issue-----
- 8 Manual assessed -----
- 9 Applicant assessed as able to operate the aerodrome-----
- 10 Facilities assessed as acceptable by AI-----
- 11 Relevant facilities assessed as operationally acceptable by FOI-----
- 12 Applicant advised of any deficiencies-----
- 13 Quote reviewed and outstanding fees received (or refund paid)-----
- 14 Licence granted/refused-----
- 15 Applicant advised of grant/refusal to grant and conditions-----
- 16 Licence issued-----
- 17 Manual endorsed and returned-----
- 18 Internal TCAA notification completed-----
- 19 AIS notification completed-----
- 20 Notify reporting officers to NOF-----

Signed: -----Date:-----/----- /-----

Name: -----(Aerodrome Inspector)

6.2 Aerodrome Licence Surrender Checklist

1. The aerodrome operator must provide the Authority with written notification of the request to surrender the aerodrome licence. The responsible Inspector of the Authority who assesses the request may be required to investigate the application further to establish the relevant information.
 - a. Cancellation date specified by the aerodrome operator.
 - b. Authority verified — that is, the notification is from the licence holder and signed.
 - c. Are air transport operations being conducted at the aerodrome?
 - d. Is the aerodrome to be closed?
 - e. Is it necessary for the Authority to recommend any action to be taken by the aerodrome operator to ensure safety of future aircraft operations?
2. The written notification is accepted by the Authority and the licence is cancelled.
 - a. Confirm that the details specified in section 1 of this check-sheet have been addressed.
 - b. Endorse the original licence document or a copy as **Cancelled**.
 - c. Sign the endorsed original licence document or a copy as the delegate.
 - d. Place endorsed original licence document or copy on the appropriate aerodrome file.
3. Advise the following of the details of the cancellation
 - a. Aerodrome Operator by letter including confirmation of date of cancellation.
 - b. NOF for issuing permanent NOTAM or of any changes to the reported details.
 - c. AIS for amendment to publications.
 - d. Chief Aerodromes and Air Navigation Inspector to amend licence Register
 - e. FOI
4. Surveillance Update
 - a. Profile Sheet update
 - b. Surveillance Plan amendment

..... / /
 Aerodrome Inspector

Date

6.3 Sample Aerodrome Licence Application Form

(LOGO& ADDRESS) FORM FOR APPLICATION OF AN AERODROME LICENCE

1 Particulars of the Applicant

Full	Name:
.....	
Address:	
.....	
.....	
..... Postal Code:	
Position:	
.....	
Phone:	Fax: E-mail:
.....	

2 Particulars of the Aerodrome Site

Aerodrome	Name:
.....	
Real	Property Description:
.....	
.....	
.....	
Geographical Coordinates of the Aerodrome Reference Point:	
Latitude:	Longitude:
.....	
(in degrees, minutes and tenths of minutes and in WGS-84 format)	

3 Is the applicant the owner of the Aerodrome Site

Yes / No
If No, please 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

Intended commencement date of aerodrome operations:

Other information:
.....

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

Yes / No

6 Details to be shown on the Aerodrome Licence

Aerodrome Name:

Aerodrome Operator:

Address:
.....
.....

On behalf of the Aerodrome Operator shown above, I hereby apply for a licence to operate the aerodrome.

My authority to act on behalf of the applicant is:

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

Signed: Date:

Name of person making the declaration:

NOTES:

- 1 Two copies of Aerodrome Manuals, prepared in accordance with the regulations and the Civil Aviation Manual of Aerodrome Standards commensurate with the aircraft activities expected at the aerodrome, are required as part of this application.
2. The Application should be submitted to the: (Insert address)
3. On submission of this application, a fee shall be quoted by the Authority for the cost of the licensing.
4. Documentary evidence in support of all matters in this application may be requested.

6.4 SAMPLE AERODROME LICENCE**(LOGO)****AERODROME LICENCE****Aerodrome Licence No.:** **Date:****Name of Aerodrome:****Location of Aerodrome:****Name and Address of Aerodrome Operator:**
.....

The Director General of TCAA or his delegated authority, acting under the Civil Aviation Act , having

(i) been satisfied that the Aerodrome Operator is competent to operate and maintain the Aerodrome properly, such that it is safe for use by aircraft;

(ii) accepted that the Aerodrome Manual submitted is accurate and complies with the requirements of the Civil Aviation (Aerodromes) regulations, 2007;

(iii) checked that the Aerodrome Operator's aerodrome facilities, services and equipment comply with the standards specified in the Manual of Aerodrome Standards; and

(iv) checked that the Aerodrome Operator's aerodrome operating procedures make satisfactory provision for the safety of aircraft.

In exercise of the powers conferred by the Civil Aviation Act and in accordance with the Civil Aviation (Aerodromes) regulations 2007, hereby certifies the above-mentioned aerodrome to be used as a place for the take-off and landing of aircraft or for such purposes as may be specified by the Director General or his delegated authority, subject to the conditions listed in the Schedule overleaf. This Aerodrome Licence is not transferable and shall remain in force until amended, suspended or cancelled.

.....
Director General of TCAA

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(LOGO)**AERODROME LICENCE****Aerodrome Licence No.:** **Date:****Schedule****General Conditions**

- 1 The Aerodrome Operator shall ensure that all the aerodrome facilities, equipment, services and procedures are operated and/or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to the Authority, the applicable standards and recommended practices set out in the Manual of Aerodrome Standards and any condition specified in this Aerodrome Licence. Rescue and fire fighting services and equipment shall be kept ready for immediate turnout at all times when the aerodrome is available for the take-off and landing of aircraft.
- 2 The Aerodrome Operator shall ensure that the copy of the Aerodrome Manual submitted to and kept by the Authority is always kept complete and current. The Aerodrome Operator shall also ensure that each member of the aerodrome operating staff is aware of the contents of every part of the Aerodrome Manual relevant to his/her duties and undertakes his/her duties in conformity with the relevant provisions of the Aerodrome Manual.
- 3 The Aerodrome Operator shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of the aerodrome, and that a programme to upgrade the competency of the personnel is in place.
- 4 The Aerodrome Operator shall ensure that appropriate air traffic services are available to ensure the safety of aircraft in the airspace associated with the aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
- 5 The Director General or his delegated authority shall be granted free access to the aerodrome and any associated facility, equipment, document, record and the Aerodrome operator personnel relating to the operation, safety or security of the aerodrome for the purpose of inspection, testing and/or verification of performance.
- 6 The Aerodrome Operator shall notify the agency responsible for aeronautical information services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.

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(LOGO)**AERODROME LICENCE****Aerodrome Licence No.:** **Date:****General Conditions (continued)**

- 7 The Aerodrome Operator shall notify the agency responsible for aeronautical information services and the air traffic control unit immediately of any obstacles, obstructions or hazards; change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Manual of Aerodrome Standards; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted; of which the Aerodrome Operator has knowledge of immediately.
- 8 When low flying aircraft, at or near the aerodrome, or taxiing aircraft is likely to be hazardous to any person or vehicular traffic, the Aerodrome Operator shall post hazard warning notices on any public way that is adjacent to the aircraft manoeuvring area; or if such public way is not controlled by the Aerodrome Operator, inform the authority responsible for posting the notices on the public way that there is a hazard.
- 9 The Aerodrome Operator shall implement such additional safety or aviation security related measures as may be required by the Director General or his delegated authority. The Director General or his delegated authority may suspend or cancel this Aerodrome Licence at any time should the Aerodrome Operator fail to comply with any provisions set forth in this Aerodrome Licence or in the Aerodrome regulations.
- 10 The Aerodrome Operator shall take up such insurance including public liability to cover all operations at the aerodrome to the satisfaction of the Director General or his delegated authority.
- 11 The Aerodrome Operator shall notify the Director General or his delegated authority in writing at least 14 days in advance of any intended change or abolition of any of the key posts overseeing the aerodrome's operations (e.g. rescue and fire fighting, aerodrome engineering and maintenance, apron control, etc.) or of any intended change in the person holding the post, or in his/her duties.
- 12 This Aerodrome Licence is not transferable and any purported transfer of this licence shall be void.
- 13 Expressions used in this Aerodrome Licence shall have the same meanings as those in the Manual of Aerodrome Standards.

(LOGO)**AERODROME LICENCE****Aerodrome Licence No.:** **Date:****Schedule**

Special Conditions

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9. Revision History

Version

Date

Chapter/Section

Details