MANUAL OF AERODROME CERTIFICATION PROCEDURES

May 2002

A generic Manual produced for the use of COSCAP South Asia Member States participating in training course conducted by ACSTE.

Recognition is made of source material drawn from the manuals, practices and procedures of the Civil Aviation Safety Authority Australia, which has been utilized in the development of this Manual.
1.1 Introduction

This manual describes the regulations and procedures used by the CAA to process applications for the issue, transfer or surrender of aerodrome certificates. It is designed to ensure that the required standards are applied when an aerodrome certificate is issued, transferred or surrendered.

This manual:

- Defines the regulations that govern aerodrome certification
- Clearly sets out the
  - Responsibilities of CAA staff
  - Standards and procedures CAA staff must follow when processing applications for the issue, transfer or surrender of aerodrome certificates
  - 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 certificates are issued in a common legal format
- Effective and consistent compliance and enforcement action is taken.
1.2 Legislative Controls

1.2.1 Certificate Issue

Controls

Regulation 4.1 • Defines when an aerodrome certificate is required.

• Requires a person who operates an aerodrome used for air transport operations to have an aerodrome certificate prior to 27 November 2003

• Permits a person operating an aerodrome to apply for an aerodrome certificate although he or she is not otherwise required to be an aerodrome certificate holder.

Regulation 4.2 • Permits application to the CAA for an aerodrome certificate to operate a specific aerodrome.

• Requires the application to be in an approved format and be accompanied by an aerodrome manual

Regulation 4.3 • Defines the rules for granting an aerodrome certificate and details CAA’s responsibilities concerning the issue of certificates.

Regulation 4.4 • Authorises CAA to refuse to grant an aerodrome certificate and requires reasons for the refusal.

Regulation 4.5 • Authorises CAA to endorse condition on an aerodrome certificate.

Regulation 4.6 • Specifies the validity period of an aerodrome certificate.

Regulation 4.10 • Authorises CAA to amend an aerodrome certificate

Regulation 5.3 • Defines the information to be included in the Aerodrome Manual.
1.2 Legislative Controls

1.2.1 Certificate Issue (continued)

Controls

Regulation 6.1  • Requires aerodrome operators to comply with standards, any imposed conditions and to act with a reasonable degree of care and diligence.

1.2.2 Certificate Transfer

Controls

Regulation 4.9  • Permits an aerodrome certificate to be transferred, provided CAA consents in writing.
  • Requires CAA to state in writing the reasons for not giving consent.

1.2.3 Certificate Surrender

Controls

Regulation 4.7  • Provides for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

1.2.4 Compliance and Enforcement

Controls

Regulation 4.8  • Empowers CAA to cancel or suspend an aerodrome certificate if a condition of the certificate has been breached or the aerodrome facilities, operations or maintenance are not of the standard required for safety of air navigation.
2.1 Certificate issue process

2.1.1 Key Elements of the Certificate Issuing Process

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

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

**Controls**

**Regulation 4.1**
- Defines when an aerodrome certificate is required.
- Requires a person who operates an aerodrome used for air transport operations to have an aerodrome certificate prior to 27 November 2003
- Permits a person operating an aerodrome to apply for an aerodrome certificate although he or she is not otherwise required to be an aerodrome certificate holder.

**Regulation 4.2**
- Permits application to the CAA for an aerodrome certificate to operate a specific aerodrome.
- Requires the application to be in an approved format and be accompanied by an aerodrome manual.

**Regulation 4.3**
- Defines the rules for granting an aerodrome certificate and details CAA's responsibilities concerning the issue of certificates.

**Regulation 4.4**
- Authorises CAA to refuse to grant an aerodrome certificate and requires reasons for the refusal.

**Regulation 6.1**
- Requires aerodrome operators to comply with standards, any imposed conditions and to act with a reasonable degree of care and diligence.
Manual of Aerodrome Certification Procedures

2. Certificate Issuing Process

2.1 Certificate issue process

Regulation 4.6 • Specifies the validity period of an aerodrome certificate.

Regulation 5.3 • Defines the information to be included in the Aerodrome Manual.

Advisory Publications

CAAP AD {n} Contains advisory material on applying for an aerodrome certificate.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Manager Aerodromes</td>
<td>—</td>
<td>Assigns an inspector who holds a delegation to a particular licensing task. (The Manager Aerodromes (MA) may nominate himself or herself)</td>
</tr>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Reg 4.3</td>
<td>Issues the initial aerodrome certificate.</td>
</tr>
<tr>
<td>Flying Operations Inspector</td>
<td>—</td>
<td>Undertakes the necessary operational assessments.</td>
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Forms

Aerodrome Certificate Register (maintained by Managers Aerodromes)
Application for Aerodrome Certificate
Guidelines for Preparation of a Quotation
Certificate Issue Checklist
Aerodrome Certificate document
Observation of Environmental Aspects
T-VASIS Flight Check Record
PAPI Flight Check Record
Airport Lighting Flight Check Record
Aerodrome Manual
Management System
Aerodrome Facilities

Sample Letters

Grant of certificate
Refusal to grant certificate
2.1.2 Certificate Issuing Process Flowchart

1. Receive expression of interest from applicant
2. Assign the application to an AAI
3. Record the details on the Aerodrome file or the Expression of Interest file
4. Make a preliminary estimate of the cost of processing the application
5. Request assessment from the FOI
6. Complete assessment and report to AAI
7. Can the application proceed?
   - Yes: Send the applicant the application form
   - No: Advise the applicant that the application cannot proceed
8. Send the formal quote to the applicant
9. Confirm that the fee has been paid
10. Key:
    - AAI: Assigned Aerodrome Inspector
    - FOI: Flying Operations Inspector
    - MA: Manager Aerodromes

Approved by Director General

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2. Certificate Issuing Process

Assess the Aerodrome Manual
Assess the aerodrome procedures

AAI & FOI
Assess the aerodrome facilities

Is the assessment satisfactory?

YES

AAI
Approve the application

Prepare the AIP supplement for publication

NO

AAI
Request additional info. or action from the applicant

AAI
Refuse the application

AAI
Prepare a draft letter of refusal and sent it to legal counsel for comment

MA
Update certificate register
Update aerodrome register

AAI
Advise MA
Advise FOI

Advise MA
Advise FOI

MA
Allocate certificate number

AAI
Issue the Aerodrome Certificate

AAI
Arrange refund of any overpayment

AAI
Raise NOTAM

AAI
Advise AIS

Receive advice that the applicant has paid any additional fee

Revise Quote

Allocate certificate number
2.2.1 Key Elements of the Process to deal with Expressions of Interest

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

**Controls**

**Regulation 4.1**
- Defines when an aerodrome certificate is required.
- Requires a person who operates an aerodrome used for air transport operations to have an aerodrome certificate prior to 27 November 2003.
- Permits a person operating an aerodrome to apply for an aerodrome certificate although he or she is not otherwise required to be an aerodrome certificate holder.

**Regulation 4.4**
- Authorises CAA to refuse to grant an aerodrome certificate and requires reasons for the refusal.

**Regulation 4.5**
- Authorises CAA to endorse condition on an aerodrome certificate.

**Regulation 4.6**
- Specifies the validity period of an aerodrome certificate.
2. Certificate Issuing Process

### 2.2 Dealing with Expressions of Interest

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<td>Assigns the Aerodrome Inspector</td>
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<td>Assigned Aerodrome Inspector</td>
<td>—</td>
<td>Responds to the expression of interest</td>
</tr>
<tr>
<td>Flying Operations Inspector</td>
<td>—</td>
<td>Ensures that the flying operations assessment is completed; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Produces a flying operations report for the AAI</td>
</tr>
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**Forms**

- Application for an Aerodrome Certificate

**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 Certificate Required?

An aerodrome certificate is required if the aerodrome is used for air transport operations by aircraft on or after 27 November 2003

Who May Make the Application?

Any aerodrome operator may apply for an aerodrome certificate.

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

Any Aerodrome Inspector (AI) with the required delegation. The Manager Aerodromes 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 Certificate form
- Providing CAA with a copy of the Aerodrome Manual.

Note: 1. The relevant references for the standards are the Aerodrome Standards for ...(insert reference) and ICAO Annexes. CAAPs may provide information on an acceptable method of complying with the statutory requirements.

2. Certain obligations may be imposed by Environmental Protection Act or similar. 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 his manager and/or the CAA legal Counsel for clarification in particular cases where there appears to be a significant environmental impact.
The applicant must be advised to obtain a copy of CAAP \( n \), which explains how to apply for an aerodrome certificate.

Standards

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

**Flying Operations Assessment**

The CAA 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

**Manager Aerodromes**

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 certificate.

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 a copy of CAAP AD - 1 from Publications.
   
b. To obtain or refer to the standards.
   
c. Of the estimated cost of obtaining the aerodrome certificate.

**Note:** Make it quite clear that the estimate is not a formal quotation and is not binding upon CAA. A formal written estimate will be provided when an application for an Aerodrome Certificate form has been submitted.

d. Who will be the applicant’s contact during the licensing process.
2.2.3 Procedures for Dealing with Expressions of Interest

7. Send the applicant an Application for an Aerodrome Certificate 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 Regulation 4.2.2

**Controls**
- **Regulation 4.2**
  - Permits application to the CAA for an aerodrome certificate to operate a specific aerodrome.
  - Requires the application to be in an approved format and be accompanied by an aerodrome manual

- **Regulation 4.3**
  - Defines the rules for granting an aerodrome certificate and details CAA's responsibilities concerning the issue of certificates.

- **Regulation 5.3**
  - Defines the information to be included in the Aerodrome Manual.

**Advisory Publications**

- **CAAP AD \{n\}**
  - Contains advisory material on applying for an aerodrome certificate.
# 2. Certificate Issuing Process

## 2.3 Assessing a Formal Application

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<td>Regulation 4.3</td>
<td>Makes the initial assessment of the application</td>
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<tr>
<td>Flying Operations Inspector</td>
<td>—</td>
<td>Completes a flying operations assessment if required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Estimates the cost of FOI input, if relevant</td>
</tr>
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**Forms**
- Request for Service
- Estimate for Service
- Certificate Issue Checksheet
- Aerodrome Manual Checksheet
- Management System Checksheet

**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

**Checksheets**

As you process the application, tick activities successfully completed off the Certificate Issue Checksheet.

**Aerodrome Manuals**

Applicants must supply one copy 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 Certificate Issue Checksheet to record activity satisfactorily completed to date.

When you receive the completed Application for an Aerodrome Certificate 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.  Certificate Issuing Process

2.3  Assessing a Formal Application

2.3.3 Procedures for Assessing a Formal Application (cont)

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. Using the Management System checklist, determine whether the Aerodrome Manual satisfactorily indicates that the applicant can properly operate and maintain the aerodrome in accordance with the regulation and standards.

9. If the Aerodrome Manual complies with the requirements of the Regulations:
   a. On the Certificate Issue Checksheet, record the manual as being compliant.
2.3 Assessing a Formal Application

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**
- Regulation 4.3.2.(a) • Requires that the facilities must be in accordance with specified standards before a certificate may be issued
- Regulation 6.1 • Require the operator to comply with published standards

**Staff**

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<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Regulation 4.3</td>
<td>Assesses the aerodrome facilities during a visit to the aerodrome</td>
</tr>
<tr>
<td>Flying Operations Inspector</td>
<td>—</td>
<td>Provides specialist assistance as requested by the AAI</td>
</tr>
</tbody>
</table>

**Forms**
- Certificate Issue Checksheet
- 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 90 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, eg 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 standards.
2.4.3 Procedures for Assessing the Aerodrome Facilities

**Assigned Aerodrome Inspector**

1. Obtain copies of the relevant checklists. If pre-printed check lists are not available, specific check lists 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 Certificate Issue Checksheet 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 Certificate

2.5.1 Key Elements in Issuing or Refusing an Aerodrome Certificate

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

**Controls**
- Regulation 4.3
  - Specifies the requirements for notifying the decision to issue, or refusal to issue, a certificate
- Regulation 4.4
- Regulation 4.5
  - Allows CAA to place conditions, in the interest of safety, on an aerodrome certificate at issue.

**Staff**

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<tr>
<td>Manager Aerodromes</td>
<td>— Maintains the Aerodrome Certificate Register</td>
</tr>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Regulation 4.3 Advises the applicant of the results of the assessment. Issues the aerodrome certificate, if appropriate.</td>
</tr>
</tbody>
</table>

**Forms**

- Aerodrome Certificate Register
  - Grant of certificate sample letter
  - Refusal to grant certificate sample letter

**Timeframe**

- The administrative action to issue the certificate should be completed within 30 days of approving an application.
- The notification of the decision to refuse a certificate must be sent to the applicant within 14 days of a decision being made.
2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate

**Issue of the Certificate Number**

The newly licensed aerodrome is allocated the next available number on the Aerodrome Certificate Register. Specific arrangements may need to be made for the allocation of certificate numbers where a CAA 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 certificate. The advice may comprise:

- Notification that the certificate 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 certificate 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 certificate in accordance with the regulations. If conditions are being considered, the AAI should consult with the Head of Aerodrome Safety Section.

Certificates are usually granted in perpetuity.

**Refusal to Issue an Aerodrome Certificate**

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 certificate. All notifications advising refusal to issue an aerodrome certificate should be reviewed by Legal Counsel for the CAA before being sent to the applicant.
2.5.2 Guidelines for Issuing or Refusing an Aerodrome Certificate (cont)

The notification of refusal to grant a certificate 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 certificate can be issued to them are responsible for advising the CAA 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. Certificate Issuing Process

2.5 Issuing or refusing an Aerodrome Certificate

2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate

*Manager Aerodromes*

1. When the AAI advises you that the application has been approved, update the Aerodrome Certificate Register.

2. Allocate the certificate number. This is the next sequential number on the Aerodrome Certificate Register.

*Assigned Aerodrome Inspector*

1. Advise the MA 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 certificate 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 certificate.
2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate (cont)

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, sign and dispatch the certificate, the covering letter and the operator’s copy of the Aerodrome Manual.

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**Aerodrome Certificate**

This certificate authorises

*{Certificate Holder's Name}* to operate

*{Aerodrome Name}*

This certificate is issued under the provisions of Civil Aviation Regulation 4.3. The operation and use of the aerodrome is subject to the Civil Aviation Act, the Civil Aviation Regulations, and any relevant directions issued by the Civil Aviation Authority, including any conditions endorsed on the reverse of this document. This certificate remains in force until surrendered, suspended or cancelled.

Certificate Number:  Signed
Signed
Dated
2.5.3 Procedures for Issuing or Refusing an Aerodrome Certificate (cont)

7. If grounds exist for refusing the application:
   
   a. Prepare a refusal to grant certificate letter stating reasons, and advising the applicant that he or she may appeal the decision.

   b. Forward the refusal to grant certificate letter to legal counsel for review of the statement of reasons.

   c. On receipt of the draft letter from legal counsel, 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 Advising AIP and Industry of a new Certified Aerodrome

2.6.1 Key Elements of the Process of Advising CAA and the Industry of a Newly Certificated Aerodrome

**Purpose**

- To ensure that all other relevant branches of CAA, and the aviation industry are notified of the aerodrome’s certificated status and details.

**Controls**

Regulation 5.5

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

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<td>—</td>
<td>Notifies the relevant organisations of the aerodrome’s certificated status.</td>
</tr>
<tr>
<td>Manager Aerodromes</td>
<td>—</td>
<td>Places copies of the Aerodrome Certificate on the register.</td>
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**Forms**

- Aerodromes – Profile Sheet

**Timeframe**

CAA internally and the aviation industry externally must be notified of the newly certificated aerodrome at the same time as the certificate is issued.
2.6 Advising AIP and Industry of a new Certified Aerodrome

2.6.2 Guidelines to Advising CAA and the Industry of a Newly Certified Aerodrome

Information relating to a newly certificated 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 CAA and the Industry of a Newly Certified 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 certificated status of the aerodrome.

4. Place a copy of the Aerodrome Certificate on the Aerodrome File.

5. Provide a copy of the Aerodrome Certificate to the MA for the Aerodrome Certificate 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 MA for the Aerodrome Profile Sheet Register.

8. Incorporate the aerodrome into the aviation safety surveillance plan in accordance with local procedures.

Manager Aerodromes

1. Place a copy of the Aerodrome Certificate on the Aerodromes Certificate Register and arrange for surveillance planning.
3. Transferring an Aerodrome Certificate

3.1 Overview of the Transfer Process

3.1.1 Key Elements of the Transfer Process

**Purpose**
To ensure that aerodrome certificates are transferred correctly and consistently issued using a common legal format nationally by describing the:

- Consent to transfer aerodrome certificates
- Legislation governing their transfer
- Staff responsibilities
- Forms and letters used.

**Controls**

Regulation 4.9 • Permits an aerodrome certificate to be transferred, provided CAA consents in writing.

- Requires CAA to state in writing the reasons for not giving consent.

**Staff**

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<td>Assigns an inspector who holds a reg. 4.9 delegation to a particular transfer. (The Manager Aerodromes may nominate him or herself.)</td>
</tr>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Reg. 4.9 Transfers the aerodrome certificate.</td>
</tr>
</tbody>
</table>

**Forms**

- Aerodrome Certificate Transfer Sheet
- Aerodrome Certificate Transfer Notification
- Aerodrome Certificate Transfer Certificate

**Sample Letters**

- Letter of consent to transfer of aerodrome certificate
- Letter confirming the transfer of an aerodrome certificate
- Letter of non-consent to transfer of an aerodrome certificate

**Timeframe**

N/A — see the timeframe for the individual tasks.
3. Transferring an Aerodrome Certificate

3.1 Overview of the Transfer Process

3.1.2 Transfer Process Flowchart

Receive request to transfer an aerodrome certificate

MA
Assign an Aerodrome Inspector to the transfer

AAI
Identify the parties to the transfer

Confirm that the nominated transferee agrees to the transfer

Determine the circumstances of the transfer and the likely effects of the transfer

Can the transfer be supported?

No

AAI
Draft a letter of non-consent and send it to Legal for review

Yes

AAI
Advise both parties that consent is granted

Follow up to ensure that notification of transfer is received from the transferor before consent lapses

Notify the transferee and provide the Aerodrome certificate Transfer Certificate

Modify surveillance as required

Send the notification to the relevant parties

Record all action on the Aerodrome certificate Transfer Sheet

Place all paperwork on the aerodrome file

Send the Manager Aerodromes a copy of the documentation

Update the central records

Key:
AAI Assigned Aerodrome Inspector
MA Manager Aerodromes
3.2.1 Guidelines for Processing Certificate Transfers

How Requests for a Transfer of Aerodrome Certificate May Be Made

The aerodrome operator must make requests for consent to transfer an aerodrome certificate. CAA’s policy should be that requests for transfer of an aerodrome certificate must be made in writing.

Reasons for a Transfer of an Aerodrome Certificate

An aerodrome operator may request CAA’s consent to transfer of the certificate when, for example:

- A real estate transaction occurs involving the aerodrome — for example, a mining operation or pastoral property sale.
- Changes to local government arrangements result in a transfer of responsibilities between municipal authorities.
- The establishment of a specific Aerodrome Board with members drawn from various community sources to own and operate an aerodrome.
- An aerodrome operator wants to transfer operational responsibility to another party.
- An aerodrome facility is sold — for example, the sale of government aerodromes to alternative operators.

Criteria for a Transfer of an Aerodrome Certificate

Consent to a transfer may be given only if CAA is satisfied that the person to whom the certificate will be transferred is able to properly operate and maintain the aerodrome.

Requests for consent to transfer of an aerodrome certificate must be tested to determine whether:

- The change should be handled as a genuine transfer; or
- A situation exists which requires the certificate to be surrendered and a new certificate issued to a different entity.
3. Transferring an Aerodrome Certificate

3.2 Processing Transfers

A transfer is appropriate when no significant variation will occur in the day-to-day operations of the aerodrome — that is, when:

- Aerodrome Manual procedures remain substantially unaltered (minor amendments — such as contact phone numbers etc — are acceptable)
- Aerodrome facilities remain substantially unaltered
- Key aerodrome operational personnel — such as Reporting Officers, Safety Officers and the like — remain in their positions or are replaced with staff of equivalent qualification, experience or skill levels.

Criteria for Non-consent

Consent to transfer must be refused if CAA is not satisfied that the person to whom the certificate is proposed to be transferred is able to properly operate and maintain the aerodrome.

Generally, CAA policy is that consent to transfer should be refused when significant changes to operational aspects of the aerodrome will be made — for example:

- If the certificate document is conditionally endorsed or the transfer would require conditions to be endorsed on the certificate document
- Reduction of runway, taxiway or apron facilities
- If the AAI believes:
  - Significant revision to the Aerodrome Manual will be necessary as a result of the transfer
  - The proposed staffing arrangements are not adequate or appropriate.

Note: If consent is not granted, the AAI should take steps to confirm that the current aerodrome operator can meet the obligations of the certificate. It is possible that a surrender of the certificate should be followed up and may require enforcement action as described in Compliance and Enforcement in part 2 Issuing an Aerodrome Certificate.
3.2 Processing Transfers

Reviewable Decision

A refusal to consent to a transfer may be reviewable.

CAA Legal Counsel should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

3.2.2 Procedures for Processing Certificate Transfers

Manager Aerodromes

1. Assign an AI who holds appropriate delegations to deal with the request for a transfer of aerodrome certificate.

2. After completion of the transfer and the AAI has provided copies of the documentation relating to the transfer, update the Aerodrome Certificate Register.

Aerodrome Certificate
Certificate of Transfer

This certifies that the Civil Aviation Authority, in accordance with the provisions of regulation 4.9 of the Civil Aviation Regulations has consented to the transfer of the

{Transferee's Name}

to operate

{Aerodrome Name}

The operation and use of the aerodrome is subject to the Civil Aviation Act, the Civil Aviation Regulations, and any relevant directions issued by the Civil Aviation Authority, including any conditions endorsed on the reverse of this document. This certificate remains in force until surrendered, suspended or cancelled.

Dated Signed
3. Transferring an Aerodrome Certificate

3.2 Processing Transfers

**Assigned Aerodrome Inspector**

1. Use the Aerodrome Certificate Transfer Sheet to monitor and record all actions to process the certificate transfer.
4. Surrender of an Aerodrome Certificate

4.1 Overview of the Surrender Process

4.1.1 Key Elements of the Surrender Process

Purpose

- To ensure that aerodrome certificates are surrendered correctly and consistently using a common legal format nationally by describing the:
  - Process for surrendering aerodrome certificates
  - Legislation governing their surrender
  - Staff responsibilities
  - Forms used.
- To ensure that when a certificate is surrendered all action required to maintain the ongoing safety of aviation operations are taken into account.

Controls

Regulation 4.1

- Establishes that an aerodrome operator is the aerodrome certificate holder in the case of a licensed aerodrome.

Regulation 4.7

- Provides for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

Staff

<table>
<thead>
<tr>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Aerodrome Inspector</td>
<td>Reg. 4.7</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forms

- Checksheet for Cancellation by Surrender

Sample Letters

- Letter of cancellation by surrender

Timeframe

The aerodrome certificate should be cancelled on the date nominated by the aerodrome operator or within 30 days of the receipt of the request, whichever is appropriate.
4. Surrender of an Aerodrome Certificate

4.1 Overview of the Surrender Process

4.1.2 Surrender Process Flowchart

Receive request to surrender an aerodrome certificate

MA
Assign an Aerodrome Inspector to the request to surrender an aerodrome certificate

AAI
Establish the credentials of the person requesting the cancellation of the certificate

Are the credentials valid?

NO

AAI
Notify the applicant

Cease process

YES

AAI
Advise the certificate holder that the request is granted and to take specified action

Advise FOI of surrender

Send the certificate holder notification of the expiry of the certificate at least 2 days before the expiry date

Place all documentation on the aerodrome file

Notify NOF to issue a permanent NOTAM

Notify AIS to issue an amendment of publications

Notify the surveillance system

AAI Assigned Aerodrome Inspector
FOI Flying Operations Inspector
MA Manager Aerodrome

Key
4.2   Receiving Notification from the Aerodrome Operator

4.2.1   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 certificate.

**Controls**
- Regulation 4.1
  - Establishes that the aerodrome operator is the certificate holder

- Regulation 4.6
  - Provides for the cancellation of an aerodrome certificate at the request of the holder

**Staff**

**Delegation**

**Responsibilities**

*Manager, Aerodromes*
- Assigns the request for a cancellation to an Aerodrome Inspector.

*Assigned Aerodrome Inspector*
- Reg. 4.7
  - Confirms the credentials of the person making the request to cancel.
  - Confirms the surrender date of effect.

**Forms**

- Checksheet for Cancellation by Surrender

**Sample Letters**

- None

**Timeframe**

- Certificate surrender action is to be completed by 60 days from the date notified to the CAA.
4.2.2 Guidelines for Receiving Notification from the Aerodrome Operator

An aerodrome operator may voluntarily choose to surrender an aerodrome certificate.

An aerodrome operator must give CAA at least 60 days written notice of the cancellation date.

CAA must cancel the certificate, provided the request is made by the aerodrome operator.

If the aerodrome operator contacts CAA 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 a surrender is made and the aerodrome certificate subsequently cancelled as a result.

The surrender or cancellation of an aerodrome certificate may affect:

- Certain regular public transport (RPT) operations into the aerodrome
- Continuing general aviation safety
- CAA aerodrome surveillance activity.

4.2.3 Procedures for Receiving Notification from the Aerodrome Operator

**Manager Aerodromes**

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

**Assigned Aerodrome Inspector**

1. Establish the credentials of the person requesting the cancellation as the certificate holder.

2. On the notification of the intention to surrender the aerodrome certificate, check that the aerodrome operator has:
Manual of Aerodrome Certification Procedures

4. Surrender of an Aerodrome Certificate
   a. Clearly stated he or she is making a request for the cancellation of certificate.

4.2 Receiving Notification from the Aerodrome Operator

   b. Specified when cancellation should become effective.
      If no date is specified, the certificate 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 certificate, contact the operator and advise them to supply the necessary details in writing.

4. Determine whether the aerodrome is to continue to operate as an unlicensed aerodrome.
4. Surrender of an Aerodrome Certificate

4.3 Assessing a Surrender Request

4.3.1 Key Elements of the Process of Assessing the Request to Surrender a Certificate

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

**Controls**
- Regulation 4.7 Provides for the cancellation of an aerodrome certificate at the request of an aerodrome operator.

**Staff**

<table>
<thead>
<tr>
<th>Delegation Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg 4.7 Determines that the request is from the aerodrome certificate holder.</td>
</tr>
</tbody>
</table>

**Forms**

Checksheet 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.
4.3 Assessing a Surrender Request

4.3.2 Guidelines for Assessing the Request to Surrender a Certificate

CAA must cancel an aerodrome certificate when it is properly requested.

4.3.3 Procedures for Assessing the Request to Surrender a Certificate

**Assigned Aerodrome Inspector**

1. Using the Checksheet for Cancellation by Surrender:
   
   a. Check that the aerodrome operator has given at least 30 days notice.
   
   b. Check that the operator has provided sufficient information:
      
      - Are there regular public transport (RPT) 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 unserviceability 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 certificate
   
   b. Directing him to return the original certificate document to the CAA to enable cancellation of the certificate.
   
   c. Advising him or her to carry out any actions necessary in the interests of aviation safety.

3. Sign the letter as the approving delegate 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 certificate.

5. When you have the original certificate 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 certificate document on the appropriate aerodrome file.

6. Advise the MA of the surrender of the certificate.

Manager Aerodromes

1. Update the Aerodrome Certificate Register.
4. Surrender of an Aerodrome Certificate

4.4 Advising about Surrendered Aerodrome Certificates

4.4.1 Key Elements of the Process of Notifying CAA

**Purpose**
- To ensure that the safety of aviation is not compromised at the delicensed aerodrome.
- To advise members of the aviation industry to take appropriate action if they wish to use the aerodrome.

**Staff**

**Assigned Aerodrome Inspector**

<table>
<thead>
<tr>
<th>Delegation</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg. 4.7</td>
<td>Notifies relevant CAA branches and the aviation industry that an aerodrome is no longer licensed.</td>
</tr>
</tbody>
</table>

**Forms**
None

**Sample Letters**
None

**Timeframe**
CAA internal services and the aviation industry must be notified of the surrender of the aerodrome certificate two days before the certificate expires.

4.4.2 Procedures for Notifying CAA/AA System

**Assigned Aerodrome Inspector**

1. Notify NOTAM Office (NOF):
   - To issue a permanent NOTAM delicensing the aerodrome

2. Notify the Aeronautical Information Service (AIS) to issue an amendment of publications.

3. Notify the MA to amend the Aerodrome Certificate Register.

4. Notify the FOI by e-mail (copy on file).

5. Amend aerodrome file and surveillance records.
4.5 Industry guidance for Surrender of Certificates

4.5.1 Guide

*Individual States may provide guidance material depending on regulatory arrangements in place for operations by aircraft not engaged in air transport operations.*
5.1 Cancelling or Suspending an Aerodrome Certificate

5.1.1 Regulation 4.8

Regulation 4.8 empowers the CAA to suspend or cancel an aerodrome certificate if CAA is satisfied that certain grounds exist.

5.1.2 Cause for Action

In regard to aerodrome certificates, action may be instituted if CAA is satisfied that the certificate holder:

- Has contravened a condition imposed on the Aerodrome Certificate; or

- Fails to satisfy the standards required for the aerodrome facilities, operations or maintenance;

- 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 certificate holders is to be found in the appropriate section of the CAA Compliance and Enforcement Manual.
6. Sample Letters

6.1 Grant of an Aerodrome Certificate

Dear {name of applicant}

Subject: 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 officers of this Authority under the requirements expressed in the aerodrome surveillance program.

This function and any day-to-day matters in relation to your aerodrome, will normally be performed on behalf of the Authority by me 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
{dd month yyyy}
6. Sample Letters

6.2 Refusal to Grant a Certificate

Dear {Name}

Subject: 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 Regulations 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 licensed 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 CAR 4.3.

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 CAR 4.3.

{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
{dd month yyy}y

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.
6. Sample Letters

6.3 Sample of Consent to Transfer Letter

{File reference}

{Aerodrome Operator}
{Aerodrome name}
{Address}

Dear {Name}:

I refer to your request {appropriate detail} that the Civil Aviation Authority (CAA) consent to the transfer of the aerodrome certificate for {aerodrome name} aerodrome from {transferor} to {transferee}.

CAA consents to this transfer, provided the transfer is executed on or prior to {date/time} not more than 28 days from the date of consent}.

Three transfer notification forms are enclosed with this letter. Please complete all three with original signatures and then ensure:

a. One copy of the signed transfer notification is retained for your records;

b. Another copy of the signed transfer notification is retained by the transferee; and

c. The remaining signed transfer notification is returned to this office.

Additionally, would you please ensure the original aerodrome certificate document is passed to the transferee.

Your cooperation in formalising the transfer of this aerodrome certificate in the above manner is appreciated, as, at a future time, it may be important for CAA to be able to provide evidence of the chain of title.

Yours sincerely,

{Signature}
{Name}
Aerodrome Inspector
Delegate of the Authority
{dd month yyyy}
cc {transferee}
att {transfer notification forms}
Manual of Aerodrome Certification Procedures

6. Sample Letters

6.4 Sample of Transfer Confirmation Letter

{File reference}

{New aerodrome operator}
{Aerodrome name}
{Address}

Dear {Name}

I refer to the transfer of {aerodrome name} aerodrome from {transferor} to yourself which took effect from {date}.

Please find enclosed an Aerodrome Certificate Transfer Certificate. The Aerodrome Certificate Transfer Certificate is provided should you wish to display publicly that you are now the operator of {aerodrome name} aerodrome.

The original aerodrome certificate document, with the letter of consent previously copied to you, establishes the legal basis on which you are licensed as the operator of {aerodrome name} aerodrome and, additionally, provides evidence of the chain of title for this aerodrome certificate.

Please ensure any requirements relating to published information or aerodrome manual data variations associated with the certificate transfer are actioned by NOTAM and/or amendment issue, as appropriate.

Yours faithfully,

{Signature}
{Name}
Aerodrome Inspector
Delegate of the Authority
{dd month yyyy}
6. Sample Letters

6.5 Sample of Non-consent to Transfer Letter

{File reference}

{Certificate holder’s name}
{Aerodrome name}
{Address}

Dear {Name}

I refer to your request for the Civil Aviation Authority to consent to the transfer of aerodrome certificate number {XXnnn} for {aerodrome name} aerodrome from you to {name of the proposed new certificate holder}.

I have decided not to consent to the proposed transfer of the aerodrome certificate. My decision is made because

{Insert statement of reasons. The statement of reasons should refer to your understanding of the relevant law, any findings of fact on which a conclusion depends and your reasoning process. Explanations should be stated clearly, using unambiguous language and should not use vague or legalistic terms. All statements of reasons are to be cleared with legal Counsel before the letter is issued.

Examples of reasons may be that the transfer will involve significant variation to operational procedures, substantial variation to the facilities or to the key personnel.}

You are hereby advised that, subject to the {State appeal process} you, or any person whose interests are affected by this decision may apply to {as required} for a review of my decision within 28 days from the date of this letter.

I would like to remind you that you retain all the obligations of aerodrome operator under the current certificate. If you are unable or not prepared to continue to meet these obligations, please advise me of your intentions.

Yours sincerely,

{Signature}
{Name}
Aerodrome Inspector
{dd month yyyy}
Manual of Aerodrome Certification Procedures

6.   Sample Letters

6.6   Sample Letter of Cancellation by Surrender

{file reference}

{Certificate holder’s name}
{Address}

Dear {name of certificate holder}

Subject:   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 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 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 unserviceability 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
{dd month yyyy}
Manual of Aerodrome Procedures
7. Checksheets
7.1 Aerodrome Certificate Issue Checksheet

The Aerodrome Inspector must complete this checksheet to ensure that each step of the aerodrome licensing procedure is completed during issue of the aerodrome certificate.

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 issued....................
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. Certificate granted/refused................................................
15. Applicant advised of grant/refusal to grant and conditions....... 
16. Certificate issued........................................................................
17. Manual endorsed and returned................................................
18. Internal CAA notification completed .................................
19. AIS notification completed....................................................
20. Notify reporting officers to NOF ............................................

Signed: ..........................................................Date: ....../ .... /......

Name: ...............................................................(Aerodrome Inspector)
Manual of Aerodrome Procedures

7. Checksheets

7.2 Aerodrome Certificate Surrender Checksheet

1. The aerodrome operator must provide CAA with written notification of the request to surrender the aerodrome certificate. The CAA officer who assesses the request may be required to investigate the application further to establish the relevant information.

- Cancellation date specified by the aerodrome operator.
- Authority verified — that is, the notification is from the certificate holder and signed.
- Are air transport operations being conducted at the aerodrome?
- Is the aerodrome to be closed?
- Is it necessary for CAA 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 CAA and the certificate is cancelled

- Confirm that the details specified in section 1 of this checksheet have been addressed.
- Endorse the original certificate document or a copy as Cancelled.
- Sign the endorsed original certificate document or a copy as the delegate.
- Place endorsed original certificate document or copy on the appropriate aerodrome file.

3. Advise the following of the details of the cancellation

- Aerodrome Operator by letter including confirmation of date of cancellation.
- NOF for issuing permanent NOTAM or of any changes to the reporting officer details.
- AIS for amendment to publications.
- Manager Aerodromes to amend certificate Register
- FOI

4. Surveillance Update

- Profile Sheet update
- Surveillance Plan amendment

Aerodrome Inspector ___________________________ Date __________/________/________
Application for an Aerodrome Certificate

1. Particulars of the Applicant
   Full Name: ........................................................................................................................................
   Address: ........................................................................................................................................
   .................................................................................. Postcode ..........................
   Position: ........................................................................................................................................
   Phone: ......................................... Fax: ......................................................................................

2. Particulars of Aerodrome Site
   Aerodrome Name: ........................................................................................................................
   Real Property Description: ...........................................................................................................
   ....................................................................................................................................................
   Geographical Coordinates of the ARP: ...........................................................................................
   Bearing and Distance from Nearest Town or Populous Area:
   ....................................................................................................................................................

3. Is the Applicant the Owner of the Aerodrome Site?
   [ ] Yes [ ] 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 to show 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 Air Transport Operations?
   [ ] Yes [ ] No

6. Details to Be Shown on the Aerodrome Certificate
   Aerodrome Name: ........................................................................................................................
   Aerodrome Operator: .....................................................................................................................
[On behalf of the Aerodrome Operator shown above *], I hereby apply for a certificate to operate the aerodrome.

* Delete if not applicable.

Signed: ...........................................................................

My authority to act on behalf of the applicant is:

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

Name of person making the declaration: .............................................................................

Date: ....../ ....../ ......

Information:

1. A copy of the Aerodrome Manual, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application.

2. The application should be submitted to the nearest CAA Office.

3. A quote will be provided for the cost of processing this application. CAA will take no action to assess this application until payment is received.

4. Documentary evidence in support of all matters in this application may be requested.
## Manual of Aerodrome Procedures

### 9. Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Chapter/Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>May 2002</td>
<td>All</td>
<td>Generic manual compiled</td>
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