



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**TWENTY NINTH MEETING OF THE ASIA/PACIFIC  
AIR NAVIGATION PLANNING AND IMPLEMENTATION  
REGIONAL GROUP (APANPIRG/29)**

*Bangkok, Thailand, 3 to 5 September 2018*

**Agenda Item 3: Performance Framework for Regional Air Navigation Planning and Implementation**

**3.1: AOP**

**PROVISIONS ON PERMISSION FOR  
USING CIVIL TRANSPORT AIRPORTS IN CHINA**

(Presented by China)

**SUMMARY**

This Information Paper presents the application and issuance process of the permit for using a civil transport airport in China, through a series of procedures of access, examination, issuance and alteration, and carries out continuous inspection to form a closed loop to ensure the safe operation and normal use of airports.

**1. INTRODUCTION**

1.1 The permit for using civil transport airports a license document issued by the civil aviation administration of China or the regional administration of Civil Aviation. An application for the permit for using a civil transport airport shall be filed by the airport management authority in accordance with the conditions and procedures set forth herein. The license is valid for five years and printed by the Civil Aviation Administration of China (CAAC). The license number is also arranged by the general administration of civil aviation.

**2. PROCESS**

2.1 Administrative license basis:

*“Civil Aviation Law of the People's Republic of China”*

*“Administrative License Law of the People's Republic of China”*

*“Regulations on Civil Airports”*

*“Provisions on Permission for Using Civil Airports”*

2.2 Qualification

2.2.1 To apply for a civil transport airport use license, it shall meet the basic conditions of the airport specified in the *Provisions on Permission for Using Civil Airports* first, including equipment, personnel, management system, etc., and prepare the application form, supporting documents, airport use manual and other relevant materials.

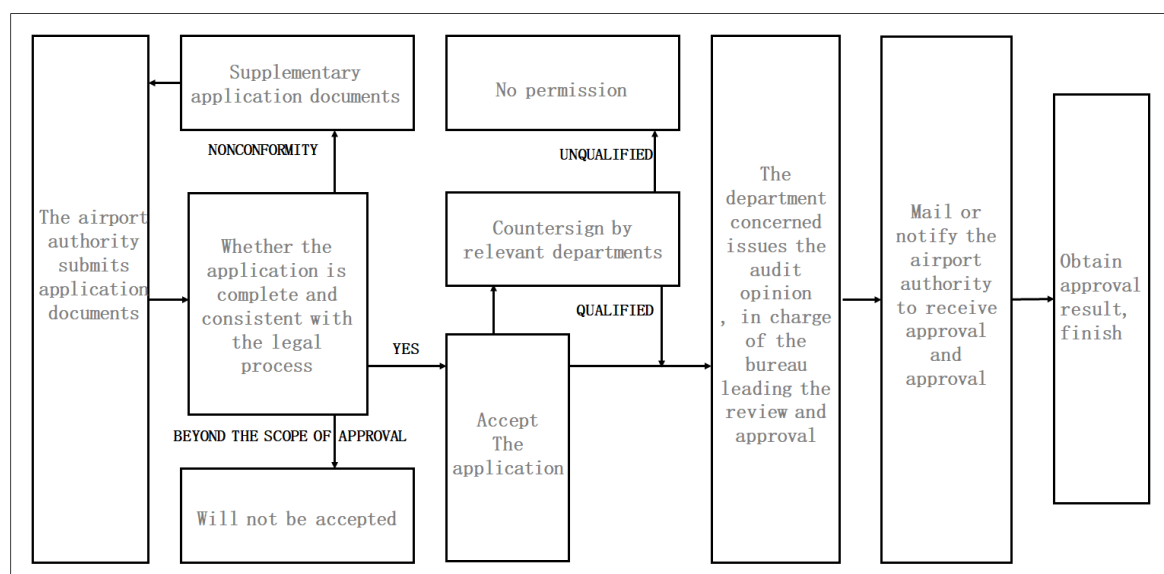
2.2.2 The civil transport airport regulatory agency, which is applicable to the airfield index of 4F, applies to the CAAC for application and transacts the documents of civil transport airport license. If the airfield index is under 4F, the airport management authority should apply to the civil aviation regional administration of the airport location and transact the civil transport airport using permit.

Airfield Index	The Examination and Approval Department
4F	CAAC
Under 4F	The civil aviation regional administration of the airport location

### 2.3 Application process

2.3.1 License application can be applied through the portal website of the civil aviation administration of China.

2.3.2 The following is the basic process of applying for the permit for using a civil transport airport.



### 2.4 Check and Licensing

2.4.1 The CAAC or the CAAC regional administration shall, upon receipt of the documents and materials submitted by the airport management authority for applying for the permit for using a civil transport airport, examine them in accordance with the relevant requirements of the *Provisions on Permission for Using Civil Airports*.

2.4.2 Upon examination, if the application of the airport management authority is deemed qualified, the CAAC or the regional administration of civil aviation shall approve the application and submit the civil transport airport use license, approval document and handbook signed by the inspectors to the airport management authority.

2.4.3 The airport administrative organ which has obtained the license for the use of civil transport airports shall, in accordance with the relevant provisions of CAAC, provide the information of the airport to the department of navigation intelligence services for publication.

**民用机场使用许可证**

机场名称: \_\_\_\_\_ 机场使用性质: \_\_\_\_\_  
 使用许可证编号: \_\_\_\_\_ 飞行区等级: \_\_\_\_\_  
 机场所有者法定代表人: \_\_\_\_\_ 通用等级: \_\_\_\_\_  
 机场管理机构法定代表人: \_\_\_\_\_ 可使用机型: \_\_\_\_\_  
 机场管理机构名称: \_\_\_\_\_ 消防救援等级: \_\_\_\_\_  
 跑道运行类别、模式: \_\_\_\_\_  
 目视助航设备: \_\_\_\_\_

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Sample of the permit for using a civil transport airport

## 2.5 Change and Replacement

2.5.1 In the event of any changes to the relevant airport referred to in the *Provisions on Permission for Using Civil Airports*, the civil transport airport use permit shall be changed in accordance with the relevant regulations, and only the changes may be reported. After the change of the license, the airport management authority shall return the original license to the issuing authority within 7 days.

2.5.2 The civil transport airport license is valid for 5 years. 45 days before the expiration date of the license, the airport management authority shall apply for a replacement and submit documents and materials in accordance with relevant regulations.

## 3. THE CLOSED LOOP MANAGEMENT

3.1 After airports have acquired the permit for using a civil transport airport, CAAC and related accredited institutions will be running a sustainable management of civil transport airport, according to laws and regulations, standards, to the airport to carry out supervision and inspection of the airport operation for a long time, to ensure that the airport facilities required to fulfill the requirements of relevant technical standards, does not affect the safe operation of the airport and normal use.

## 4. ACTION BY THE MEETING

4.1 The Meeting is invited to note information contained in this Paper.

— END —