

Application for an Aerodrome Certificate

In accordance with Regulation (EC) No 216/2008 and its Implementing Rules including Commission Regulation (EU) 139/2014.



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

Please read the attached Guidance Notes before completing this form.

CAA Use Only).

FALSE REPRESENTATION STATEMENT
 It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

Please read attached Guidance Notes before completing the technical sections of this form

| 1. APPLICANT TYPE | | | |
|-------------------------------|------------------------|-----------------|------------------------|
| Individual | Complete Section 2. a) | Limited Company | Complete Section 2. b) |
| Partnership | Complete Section 2. a) | Charity | Complete Section 2. c) |
| Limited Liability Partnership | Complete Section 2. b) | Trust | Complete Section 2. c) |

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges but may not necessarily be the Licence Holder)

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

Country Postcode:

Telephone: Mobile Telephone:

E-mail: Fax:

Trading Name: (if applicable)

Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

or b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

Country: Postcode:

Telephone: Fax Number:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

Country: Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

E-mail: Telephone:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

Country: Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Website address:

Authorised Representative

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: Forename: Surname:

Position:

Charity Number (if applicable):

3. ADDRESS FOR CORRESPONDENCE

Title: Forename: Surname:

AND/ OR Trading Name: (if applicable)

Address:

Country Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Website address:

4. DETAILS OF CERTIFICATE HOLDER (AERODROME OPERATOR) (as required to be shown on the certificate)

The certificate holder must be a legal entity. If the certificate holder is a group or club and is not incorporated, the name(s) of the person(s) who will hold the certificate and be responsible for giving effect to the conditions of the certificate should be stated. Where the applicant is an individual, his/her current CV must be enclosed. (All CVs will be destroyed once the application has been processed.)

Full name of certificate holder:

Address of Certificate holder:

..... Company Number:

Country: Postcode:

Telephone: Mobile telephone:

Fax Number:

Email address:

5. KEY MANAGEMENT PERSONNEL

This application is to be submitted in accordance with Regulation (EU) 139/2014, ADR.OR.B.015.
A certification Basis and Operations Basis will be required to be submitted with the application, although these may be updated and amended during the application process.

Please provide name, qualifications and experience for: (attach supporting documentation as required)

Aerodrome Accountable Manager

Name: Additional documentation attached: Yes No
Qualifications:
Experience:

Person responsible for aerodrome safety (if different)

Name: Additional documentation attached: Yes No
Qualifications:
Experience:

Person responsible for overseeing day-to-day provision of RFFS

Name: Additional documentation attached: Yes No
Qualifications:
Experience:

6. DETAILS OF THE AERODROME

Proposed name of aerodrome:

Address of aerodrome:

.....

County: Postcode:

Telephone: Fax:

Email address:

Position of aerodrome with reference to nearest town (in nautical miles):

Elevation:

Latitude/longitude in WGS 84 of reference point:

Grid reference in OSBG of reference point.:

The design and facilities of the aerodrome, in accordance with the applicable certification specifications established by the Agency.
(See [Certification Basis \(CB\) template](#)):

7. AERODROME ACTIVITIES

Purpose for which aerodrome is to be used (e.g. commercial air transport, flying training, cargo):
.....

Details of proposed aviation activities (e.g. gliding, parachuting, microlights):
.....

Classification of aircraft to be operated at the aerodrome (e.g. aeroplanes, helicopters, gyroplanes):
.....

Is night use required? Yes No

Rescue and fire fighting level of service:

Typical aircraft types to be served at the aerodrome:

Runway declared distances – runway designator, TORA, TODA, ASDA, LDA in metres for each runway, including intersection take-off if applicable:

Type of approaches:

8. CONTROL OF THE AERODROME SITE

Are you the owner of the aerodrome site? Yes No

If not, give details of the rights you hold over the site, and the period for which you hold these rights:

Give the name and address of the owner or tenant whose permission has been obtained for the site to be used as an aerodrome:

Name :

Address :

County: Postcode:

Does any third party hold rights over any part of the site? Yes No

If yes, would the exercise of these rights interfere with the use of the site as an aerodrome? Yes No

If there is a risk of interference with the use of the site as an aerodrome, has any agreement been made with the holder of the rights (e.g. Letter of Agreement)? Yes No

If yes, please give details:

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

If yes, would the use of the site as an aerodrome interfere with such rights? Yes No

If there is a risk of interference with such rights, has any agreement been made with the holder of the rights for the use of the site as an aerodrome? Yes No

If yes, please give details of the agreement:

Do you have sole charge of aircraft movements at the aerodrome? Yes No

If no, give details of the nature of aircraft movements outside of your control, and the person controlling such movements, and any agreements made regarding co-ordination of movements, including any agreement with third parties (e.g. Letters of Agreement):

9. PERMISSIONS AND APPROVALS

Before submitting this application, the authorities as indicated below should be consulted and, if appropriate, their approvals obtained. There may be other bodies that applicants should inform, in their own interest. However, the application for planning permission and the request for the aerodrome licence are not interdependent and are made separately.

The following list is not comprehensive and is for guidance only:

- Local Planning Authority
- Local Emergency Services (Emergency Plan)
- Port and Harbour Authority
- Environment Agency (Rivers)
- Utilities Bodies (e.g. power cables)

Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome? Yes No

If yes, please provide details:

Has any of the authorities mentioned above raised any objections to the proposed use of the site as an aerodrome? Yes No

If yes, please state the authority concerned and the nature of the objections:

Is a safeguarding map to be deposited with the Local Planning Authority, to show the height above which new constructions in the vicinity of the aerodrome might interfere with its use? (See CAP 738 Safeguarding of Aerodromes.) Yes No

10. SCHEME OF CHARGES

The following table conforms to the CAA Scheme of Charges (Aerodrome Licensing and EASA Certification). Please enter against the highest weight category appropriate to your aerodrome the total number of movements of aircraft in that category for the purpose of public transport of passengers, of commercial air transport flights or of instruction in flying which you expect to take place at the aerodrome during the twelve month period starting on 1 April.

NOTE: The figure required is the combined total for the year, each take-off and each landing counting as a movement.

| Category (by maximum total weight authorised of aircraft) | Number of movements |
|---|---------------------|
| Not exceeding 2730 kg | |
| Exceeding 2730 kg but not exceeding 6 Tonnes | |
| Exceeding 6 Tonnes but not exceeding 35 Tonnes | |
| Exceeding 35 Tonnes but not exceeding 140 Tonnes | |
| Exceeding 140 Tonnes | |

A further charge is payable for the grant of an aerodrome certificate where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours (as specified in Column 5 of the relevant table in the Scheme of Charges) for that application which corresponds with the appropriate charge category in the above table.

11. AERODROME MANUAL

Has an Aerodrome Manual been submitted to the CAA? Yes No

If not, please indicate when this will be submitted:

See Form of Aerodrome Manual (ADR.OR.E.005 / AMC1.OR.E.005 / AMC3.OR.E.005) Aerodrome Manual Checklist.

NOTE: An aerodrome certificate will not be granted until an Aerodrome Manual has been received and accepted by the CAA.

The Aerodrome Manual should be submitted in electronic format to asddocs@caa.co.uk.

12. ANY FURTHER COMMENTS

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

13. CHARGES

The charge(s) required as calculated in accordance with the CAA Aerodrome Licensing and Aerodrome Air Traffic Services Regulation Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith.
NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

.....

IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

14. FINANCIAL DECLARATION

I am applying for an Aerodrome Certificate.

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

(as shown in 2)

Signature of Applicant (named in 2):

or Signature of Authorised Representative (named in 2):

Date:

15. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it to:

Airspace, ATM & Aerodromes
CAA, Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

| | | |
|---|-------------------------------|----------------------------------|
| CAA USE ONLY | Applicant's name | Date of application |
| Department: Contact Name: | | |
| Job No: Folio No: CAA Account Number: | | |
| Nominal Code: Cost Centre: Date received: | | |
| If payment is received by cheque, attach a copy to this application form. | | |
| The sum of £..... has been received by: Date: | | |
| Amount paid by: Cheque Cash Card Bank Transfer* | | |
| £..... £..... £..... £..... | | |
| *Receipt of Bank Transfer to be verified by Treasury. | | |
| Cheque drawn against account of: | | |
| Bank Account No: Sort Code: | | |
| Is this part of a Company payment? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes - Total amount paid:£ | | |
| Amount to be deducted from NATS account: £..... | | |
| Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:..... | | |
| Legal Entity Details | | |
| Company – Date of incorporation of Company: | | |
| If declaration is signed on behalf of a Company: is declaration signed by a Director or Company Secretary? | | |
| if not, then does signatory have authority to sign? | | |
| Individual – Identification Document Details e.g. Passport/Driving Licence. | | |
| Type of identification: | | |
| Signature on ID checked against Form Signature: Appropriately certified: | | |

PAYMENT AUTHORISATION



Please complete this form online or in BLOCK CAPITALS using black or dark blue ink, before printing, signing and submitting as instructed on the associated Application Form.

PLEASE NOTE: One Payment Authorisation Form is required for each application.

1. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa
 Mastercard
 Debit Card
 Cheque/Banker's Draft
 Bank Transfer
 Cash (max.£1000)

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to '**Civil Aviation Authority**'.
Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £..... BACS/CHAPS Reference*:

* When making a bank transfer please instruct your bankers to quote the CAA Application Form number followed by the application date in the description field (i.e. SRG XXXXddmmyyyy).

Payer: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:

Start date: / Amount: £.....

Issue No: (if applicable)

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:

Card holder's signature:

Please tick box if paying with Company Card Company Name:

This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purposes

Application for an Aerodrome Certificate – GUIDANCE NOTES

It is important that you answer all relevant questions as fully as possible as this will help to avoid delays in processing your application. Your responses to these questions should provide the CAA with the information it needs to give proper consideration to your application.

It may be helpful to explain why this information is required. The CAA may grant an aerodrome certificate only if it is satisfied that both the aerodrome and the applicant meet the safety-related requirements for certificate issue. This will involve an inspection and assessment of the aerodrome against Commission Regulation (EC) 139/2014, appropriate to the nature and scale of operations proposed. The CAA also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft.

You will be required to complete a Certificate Basis (CD), an Operations Basis (OS) and an Aerodrome Manual for submission with your application, in accordance with (EU) 139/2014, ADR.OR.015. Templates for the CB and OB, together with the Aerodrome Manual Checklist are available on the CAA web site [here](#).

You should apply separately to the CAA for the following:

Air Traffic Permissions: You should apply to SARG ATM via email at ATS.enquiries@caa.co.uk. Alternatively you can contact the relevant regional office - see [here](#) for details.

Radio Licensing: You can apply using form SRG 1417 Application to Establish or Change an Aeronautical Ground Radio Station. Should you wish to discuss your requirements you can contact Radio Licensing on:

Tel: +44 (0) 20 7453 6555

Fax: +44 (0) 20 7453 6556

Email: radio.licensing@caa.co.uk

Aerodrome Traffic Zone (ATZ): You should apply to SARG (Airspace) on:

Tel: +44 (0) 20 7453 6545

Fax: +44 (0) 20 7453 6565 (This is a generic fax number therefore it is essential the ATZ-related faxes are annotated 'For the attention of Airspace Regulation'.)

A formal application for any ATZ would be processed in accordance with an associated work process set out at Annex G of the Airspace Charter (CAP 724).

AIP REQUIREMENTS

The Aeronautical Information Publication is identified as the publication used for the provision of aeronautical information/data necessary for the regularity and efficiency of air navigation. The holder of an aerodrome certificate should ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to users of the aerodrome.

You should apply separately to:

UK Aeronautical Information Service

NATS Ltd

1st Floor, North Wing

Heathrow House

Bath Road

Hounslow

TW5 9AT

Tel: +44 (0) 20 8750 3777

Email: ais.supervisor@nats.co.uk

If you have any difficulty completing the form please do not hesitate to contact us at aerodromes@caa.co.uk.