

Application for an Aerodrome Licence

(New Aerodrome Licence, Amendment/Surrender of an existing Aerodrome Licence
Issued under the Air Navigation Order as amended)



Civil Aviation Directorate - Aerodrome Standards Unit

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Section 1	Application
<i>Please tick the appropriate box relevant to your application</i>	
Application for a new Aerodrome Licence (complete sections 2, 3, 4, 5, 6, 7, 10 and 11)	<input type="checkbox"/>
Application for the amendment of the details of an existing Aerodrome Licence (proceed to section 8 and follow instructions then complete section 11)	<input type="checkbox"/>
Application for the surrender of an existing Aerodrome Licence (complete sections 9 and 11)	<input type="checkbox"/>

Section 2	Details of the Licence Holder
<i>Details about the Aerodrome Licence Holder and the Accountable Manager shall be provided in this section. This information may also appear on the Aerodrome Licence. Please tick either A or B below before proceeding:</i>	
A	Information below provided as part of an application for a <u>new</u> Aerodrome Licence: <input type="checkbox"/>
B	Information below provided as part of the application for the <u>amendment</u> of an existing Aerodrome Licence (section 8 refers also): <input type="checkbox"/>
2.1	Name of Licence Holder: <input type="text"/>
2.2	Name of Accountable Manager: <input type="text"/>
2.3	Address of Licence Holder: <input type="text"/>
2.4	Telephone number: <input type="text"/>
2.5	Fax number: <input type="text"/>
2.6	Email address: <input type="text"/>
2.7	If the Licence Holder is a Corporate Body, then please attach the Articles of Association of the company with this application.
For Official use:	
Articles of Association included: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Section 3	Details of the Aerodrome
<p><i>Details of the aerodrome including its position and location in terms of geographical coordinates and vicinity to other established inhabited areas shall be provided in this section. The coordinates of the Aerodrome Reference Point (ARP) shall be provided according to the WGS-84 map datum standard.</i></p> <p><i>The map required in (3.9) below shall comprise the area included within a circle of radius 3.5km with its centre being the ARP.</i></p>	
3.1 Proposed name of Aerodrome:	
3.2 Address of Aerodrome:	
3.3 Telephone number:	
3.4 Fax number:	
3.5 Website address:	
3.6 Email address:	
3.7 Longitude/Latitude (WGS 84) of reference point:	
3.8 Aerodrome elevation (in feet):	
3.9 Please attach a map showing the position of the aerodrome in relation to the nearest towns/cities/villages	
<p><u>For Official use:</u></p> <p>Aerodrome map included: Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

Section 4	Key Management Personnel
<p><i>Details of the names and contact information of key personnel at the aerodrome shall be provided in this section.</i></p> <p><i>The persons stated in this section will be important points of reference for the licensing process and the continuation of safe aerodrome operations.</i></p> <p><i>Please tick either <u>C</u> or <u>D</u> below before proceeding:</i></p> <p>C Information below provided as part of an application for a <u>new</u> Aerodrome Licence: <input type="checkbox"/></p> <p>D Information below provided as part of the application for the <u>amendment</u> of an existing Aerodrome Licence (section 8 refers also): <input type="checkbox"/></p>	
4.1 The Director or Board Member having specific responsibility for safety:	
Name:	_____
Telephone number:	_____
Email address:	_____
4.2 The person in charge of day-to-day operation of the aerodrome or aerodrome safety:	
Name:	_____
Job Title:	_____
Telephone number:	_____
Email address:	_____
4.3 Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services:	
Name:	_____
Job Title:	_____
Telephone number:	_____
Email address:	_____
4.4 Provider of Air Traffic Control Service:	
Name:	_____
Address:	_____

Section 5	Aerodrome Activities
<p><i>This section details the purpose of the aerodrome in so far as what aircraft shall use the facilities and what type of operations shall be carried out. With this information it is then possible to determine the fire fighting requirements and protection level required.</i></p> <p><i>The Aerodrome Category shall be determined using ICAO Annex 14 standards and recommended practices.</i></p> <p><i>Please tick either E or F below before proceeding:</i></p>	
<p>E Information below provided as part of an application for a <u>new</u> Aerodrome Licence: <input type="checkbox"/></p>	
<p>F Information below provided as part of the application for the <u>amendment</u> of an existing Aerodrome Licence (section 8 refers also): <input type="checkbox"/></p>	
<p>5.1 Purpose for which aerodrome is to be used: Public Transport <input type="checkbox"/></p> <p style="margin-left: 20px;"><i>(Please tick where applicable)</i></p> <p style="margin-left: 20px;">Flying Training <input type="checkbox"/></p> <p style="margin-left: 20px;">Other (state below) <input type="checkbox"/></p>	
<p>5.2 What class of aircraft are to be operated at the aerodrome? (e.g. aeroplanes, helicopters, microlights):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>5.3 Details of the largest aircraft expected to operate from the aerodrome per annum:</p> <p>Type: _____</p> <p>Maximum total weight: _____</p> <p>Length: _____</p> <p>Fuselage width: _____</p> <p>Wing span: _____</p> <p>Width of main u/c _____</p>	
<p>5.4 The Aerodrome Category for Rescue and Fire Fighting:</p> <p>_____</p>	

Section 6	Control of the Aerodrome
<p><i>Please provide details of your right to use the site as an aerodrome and to exercise control on the activities that shall take place there.</i></p> <p><i>Please tick either G <u>or</u> H below before proceeding:</i></p> <p>G Information below provided as part of an application for a <u>new</u> Aerodrome Licence: <input style="float: right;" type="checkbox"/></p> <p>H Information below provided as part of the application for the <u>amendment</u> of an existing Aerodrome Licence (section 8 refers also): <input style="float: right;" type="checkbox"/></p>	
6.1	<p>Are you the owner of the aerodrome site? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.2	<p>If No, please state:</p> <p>(a) Details of the rights you hold over the site</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(b) The name and address of the owner/tenant whose permission has been obtained for the site</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(c) Has a letter of agreement been made Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) If Yes, please give details of the agreement that explains how the risk of interference with use of the site as an aerodrome shall be mitigated</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

6.3	Do you have sole charge of aircraft movements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If No, please give details of what aircraft movements are outside of your control and the persons/organisations controlling these movements. Also, provide details of any agreements made regarding co-ordination of movements with these third parties.</p> <hr/> <hr/> <hr/>			
6.4	Do any other third parties hold rights within the aerodrome perimeter or access thereto	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, describe what agreements have been made with the third party in so far as the exercise of these rights may interfere with the use of the site as an aerodrome.</p> <hr/> <hr/> <hr/>			
6.5	Are there any local planning or environmental approvals which may affect the use of the site as an aerodrome?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, please provide details</p> <hr/> <hr/> <hr/>			
6.6	Have any Authorities (other than TM) raised any objections to the proposed use of the site as an aerodrome?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>If Yes, please state the Authority and the nature of the objection(s)</p> <hr/> <hr/> <hr/>			

Section 7	Aerodrome Manual
<p><i>An Aerodrome Licence will not be considered unless an Aerodrome Manual has been submitted. This document is required because it is a major indicator of the competency of the Licence Holder to operate the aerodrome safely.</i></p> <p><i>CAD-TM expects that the Aerodrome Manual is forwarded together with this application. If this is not possible, please state the reason(s) why in sub-section (7.2), providing a date by which the manual will be fully submitted.</i></p> <p><i>Please tick either I or J below before proceeding:</i></p> <p><i>I Information below provided as part of an application for a <u>new</u> Aerodrome Licence: <input type="checkbox"/></i></p> <p><i>J Information below provided as part of the application for the <u>amendment</u> of an existing Aerodrome Licence (section 8 refers also): <input type="checkbox"/></i></p>	
7.1	<p>Has an Aerodrome Manual been submitted to CAD-TM? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
7.2	<p>If No, please state why this will not be submitted together with this application and when it will to be forwarded to CAD-TM.</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Section 8	Application for the amendment of an Aerodrome Licence
<p><i>This section shall be completed in order to apply for the amendment of an <u>existing</u> Aerodrome Licence. Once this application has been reviewed, a new Aerodrome Licence shall be issued.</i></p> <p><i>The following changes to the aerodrome infrastructure necessitate an amendment of an existing Aerodrome Licence:</i></p> <ul style="list-style-type: none"> <i>A change in the ownership or management of the aerodrome - complete sub-section 8.1</i> <i>A change in the use or operation of the aerodrome - complete sub-section 8.2</i> <i>A change in the boundaries of the aerodrome - complete sub-section 8.3</i> <p><i>The holder of the Aerodrome Licence may also request an amendment for a specified reason - complete sub-section 8.4</i></p>	
8.1	<p>Change of ownership or management - Complete sections 2, 4, 6 and 7 <input type="checkbox"/></p>
8.2	<p>Change in the use or operation of the aerodrome - Complete sections 5, 6 and 7 <input type="checkbox"/></p>
8.3	<p>Change in the boundaries of the aerodrome - Complete section 6 as necessary <input type="checkbox"/></p> <p>Please provide details of the changes that will occur to the existing aerodrome boundary:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>
8.4	<p>Request for an amendment by an Aerodrome Licensee <input type="checkbox"/></p> <p>Please provide details of why you are requesting that the existing Aerodrome Licence be amended:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>

Section 11	Certificate
<p>I, the Applicant, hereby declare to the best of my knowledge, information and belief:</p> <ul style="list-style-type: none"> • That the particulars given on this form are true in every respect and I fully understand that any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution. • That I have familiarised myself with the Maltese regularity requirements for the issue, amendment and surrender of an Aerodrome Licence. 	
11.1 Signature of Applicant:	
11.2 Name: (In Block Capitals)	
11.3 Date:	
11.4 Position Held:	

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