***Notice of Aerodrome/Heliport Proposal***

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| Instructions for completing this form |
| 1. *Refer to* [*AC157-1*](https://www.aviation.govt.nz/assets/rules/advisory-circulars/ac157-1.pdf) *for the applicability requirements for a notice of Aerodrome/Heliport proposal.* 2. *Express all bearings as magnetic and distances as nautical miles (Nm) and elevation in feet (ft).* 3. *Attach any guidance materials that might help with the process e.g. a map or equivalent plot locations of facility alignments, associated taxiways, or seaplane alignments, and/or, aeronautical studies conducted in relation to notify the CAA of an aerodrome/heliport proposal.* 4. *The CAA Standard Rate hourly charge applies. See* [*fees, levies and charges*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/) *on the CAA website for more information.* 5. *The notice required above shall be made by submitting this form to either:*   *Email:* [*aeronautical.services@caa.govt.nz*](mailto:aeronautical.services@caa.govt.nz)  *Post: Manager Aeronautical Services, Civil Aviation Authority, PO Box 3555, Wellington 6140* |

1. **Aerodrome/Heliport operator details**

|  |  |  |  |
| --- | --- | --- | --- |
| **CAA Participant Number *(if applicable)*** | |  |  |
| **Person completing application** | |  | |
| **Legal name of Organisation** | |  | |
| **Tel** |  | **Email** |  |
| **Address for Service**  ***PO Number (if known)*** | |  | |

1. **Aerodrome/Heliport details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Aerodrome/Heliport name** | | |  | | |
| **Aerodrome/Heliport location indicator**  ***(if applicable)*** | | |  | | |
| **Type of facility**  ***(i.e. aerodrome/heliport/water aerodrome)*** | | |  | | |
| **Nearest city or town** | | |  | | |
| **Distance and direction from nearest city or town** | | | Nm | **Direction** |  |
| **Latitude** |  | **Longitude** |  | **Elevation** |  |

1. **Reason for application**

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| --- | --- |
| **Proposed project:**  *Provide details of the proposed project. Where projects include the establishment of an aerodrome or heliport or the construction, re-alignment alteration or activation of any runway or aircraft landing or take-off area, provide an indicative plan of the proposed project.*  *Refer to Part 157.5 for more guidance* |  |
| **Proposed activation date** |  |

1. **Aerodrome/Heliport data**

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| --- | --- | --- | --- |
| **Aerodrome** | | **Heliport** | |
| **Magnetic bearing of runway(s)** |  | **Dimensions of TLOF (metres)** |  |
| **Length of runway(s) (metres)** |  | **Dimensions of FATO (metres)** |  |
| **Type of runway surface (concrete, asphalt grass, etc).** |  | **Type of surface (turf, rooftop, etc).** |  |
| **Magnetic direction of approach and take-off paths** |  |

1. **Operational details**

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| --- | --- | --- |
| **Average number of monthly landings** | **Present** | **Proposed** |
| **Passenger air transport operations** |  |  |
| **Other commercial operations** |  |  |

1. **Anticipation of IFR operations**

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| --- | --- | --- |
| **Are IFR operations anticipated** | No |  |
| Yes |  |
| **If yes, please provide proposed:**   * **Estimated time frame** * **Type of navigation aid** |  | |

1. **Aeronautical Study details**

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| --- | --- | --- | --- | --- | --- |
| **List all VFR Aerodromes and Heliports within 5 nm and all IFR Aerodromes within 10 nm** | | | | | |
| **Aerodrome/Heliport name** | | **Distance** | | **Direction** | |
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| **List any obstacles within the associated obstacle limitation surfaces detailed in the following Advisory Circulars (ACs).** [AC139-7 - Aerodrome Standards and Requirements— Aeroplanes at or below 5700 kg MCTOW–Non Air Transport Operations](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC139-7) [AC139-8 - Aerodrome design: Heliports](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC139-8) | | | | | |
| **Obstruction type** | **Height above aerodrome/heliport** | | **Direction** | | **Distance** |
|  |  | |  | |  |
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|  |  | |  | |  |
| **List any congested areas – areas which are substantially in use for residential, industrial, commercial, or recreational purposes such as schools, church, hospitals within 2 nm radius for Aerodromes and 1 nm radius for Heliports** | | | | | |
| **Identification** | | **Direction** | | **Distance** | |
|  | |  | |  | |
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1. **Declaration**

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| *This declaration must be signed by the person completing this application.* | I confirm I have read section 49 of the Civil Aviation Act 1990 and I declare that to my best knowledge the information supplied in this application and the documentation attached are complete and correct. |

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| **Signature** | A white square with a blue border  Description automatically generated | **Date** |  |