



GOVERNMENT OF INDIA
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION-4, AERODROME STANDARDS
& LICENSING
SERIES 'F', PART I
16th October 2006

EFFECTIVE: FORTHWITH

Subject: REQUIREMENTS FOR ISSUE OF AN AERODROME LICENSE

INTRODUCTION

The Central Govt. has made Rules for the licensing of aerodromes, which are, contained in Part XI of the Aircraft Rules 1937. The Rule 78 requires that no aerodrome shall be used as a regular place for landing and departure by a scheduled air transport service or for a series of landing and departures by any aircraft carrying passengers or cargo for hire or reward unless it has been licensed.

This CAR lays guidelines for grant of aerodrome license under the Aircraft Rules and is issued under the power conferred vide sub Rule (1) of Rule 83 and Rule 133A of the Aircraft Rules, 1937.

When an aerodrome is granted a license, it signifies to aircraft operators and other organizations operating on the aerodrome that, at the time of licensing, the aerodrome meets the specifications regarding its management systems, operational procedures, physical characteristics, assessment and treatment of obstacles, visual aids, rescue and fire-fighting services as per DGCA CAR Section 4 and that it has, according to the DGCA, the capability to maintain these specifications for the period of validity of the license.

These guidelines are issued only for the licensing of the aerodrome from technical point of view and grant of license is subject to the clearance from the Central Govt. as per the Civil Aviation policy and instructions issued from time to time.

1. General

1.1 The aerodromes shall be licensed in one of the following categories, namely:

- i. **For public use**; the aerodrome, which, when available for operation of aircraft, shall be so available to all persons on equal terms and conditions.
- ii. **For private use**, that is to say, for use by the licensee and by individuals specifically authorized by the licensee.

(Note: Usage of Private use aerodromes excludes the operation of schedule flights)

2. Procedure for Application

2.1 Public Use Category. Ministry of Civil Aviation shall grant Site clearance and 'In Principle' approval for all proposals pertaining to the aerodromes under Public Use category as per the Greenfield Airport Policy.

2.2 Private Use Category. Site clearance as well as 'In Principle' approval shall be granted by DGCA as per technical assessment of the site and based on usage of airport indicated by the applicant. The 'In Principle' approval granted by DGCA indicates that the proposed airport is essentially meant for non-commercial operations by the licensee and by individuals specifically authorized by the licensee only.

2.3 Application for cargo airports and heliports need not be submitted for approval of the Ministry of Civil Aviation and these cases may be considered and decided at the level of DGCA, subject to applicable regulations.

2.4 In case the applicant wish to convert the airport from 'Private Use' category to 'Public Use' later, Steering Committee process and Government approvals as per the prevailing policy shall be required.

2.5 Similarly if an applicant wishes to convert the airport from 'Public Use' category, which was duly approved by Steering Committee, to 'Private Use' later, the case may be referred to Steering Committee for review.

3. Site Clearance.

3.1 Greenfield airport for public use: Prior to commencing the construction, the potential owner/developer of the Greenfield aerodrome for public use shall make applications to the Steering Committee at ministry of Civil Aviation. The request for site approval and issuance of in-principle approval in respect of these

aerodromes shall be dealt by Steering Committee in accordance with Greenfield Airport Policy of GOI.

3.2 Airport for Private Use (including cargo airport): Application for private use aerodrome and cargo aerodrome shall be dealt in following manner. Applicant for construction of private use aerodrome and cargo aerodrome shall make an application to the DGCA in Form CA 93(A) as set out in Attachment-I for approval of the aerodrome the site.

3.3 The applicant for private use aerodrome and cargo aerodrome shall obtain and forward, along with the application form, attested copies of the clearances/permissions* to the DGCA from the following:

- i. Ministry of Defence; **
- ii. Ministry of Home Affairs (applied through MoCA)
- iii. Ministry of Environment and Forests, Government of India;
- iv. Owner of the land; and
- v. Local authority such as municipal corporation/committee or urban land development board/authority of the State or its Country and Town Planning Department. ***

* The copies of the clearances / permissions issued by the above authorities may be endorsed to DGCA.

** While granting clearances /permission, it should be ensured that the proposed aerodrome is not causing operational constraints to the defence activities and security hazard.

*** the local authorities should also indicate that a suitable mechanism has been evolved or exists to regulate the construction around the proposed aerodrome, so that the obstacle limitation surfaces as defined in Statutory Order issued in this regard by the Central Government, from time to time, can be continuously maintained.

3.4 In case of the existing Govt. aerodromes, clearances in para 3.3 are not required. However the clearance from the Ministry of Environment for expansion of an aerodrome shall be applicable as per the instructions issued by them in this regard.

Note: Any aerodrome constructed and in operation prior to 1st Sept. 1992, (i.e. issue of AIC No. 22 of 1992) will be considered as an existing aerodrome for this purpose.

3.5 The site may be inspected for its suitability by the DGCA along with the representatives of other agencies as considered necessary. The applicant shall make arrangements for facilitating the site inspection.

3.6 The decision of the site approval shall be communicated to the applicant. The approval of the site does not absolve the applicant from observing the statutory requirements of other official bodies (as in para 3.3).

4. Construction of Aerodrome

4.1 After 'in principle' clearance is given by the Steering Committee / DGCA for the site, the applicant has to submit his intention and plan including a project report and commence construction work. The Steering Committee will monitor the progress of Greenfield airport proposals under development for public use where "in principle" approvals are granted.

Note: The permission for the construction of aerodrome shall be granted only after the requisite clearances indicated above in para 3.3 has been submitted.

4.2 The project report shall include the aerodrome facilities to be made available and that these services and equipment shall be provided in accordance with the requirements specified in the Civil Aviation Requirement, Section 4 Series B Part – I (Aerodromes).

4.3 Architectural and infrastructure related requirement for the optimal implementation of security requirement shall be integrated in the design of the aerodrome as per the BCAS guidelines issued in this regard from time to time.

4.4 During the construction the applicant is required to demonstrate and satisfy DGCA the quality assurance system being applied for the construction of aerodrome and procurement and installation of equipment etc.

4.5 DGCA may do periodical inspections of the aerodromes during the construction period if required to assess the progress and quality assurance system adopted by the applicant. Final inspection will be done after the applicant gives the completion report and makes a request for licensing of the aerodrome

5. Application for Grant of License

5.1 The application for grant of an aerodrome license by all aerodromes shall be made in the prescribed form CA 96(A) (Attachment –II) and Schedule for the issue of Aerodrome License (Attachment –IV) to the DGCA along with fee prescribed in the Aircraft Rules 1937. The prescribed fee shall be remitted by crossed Demand Draft drawn in favour of Pay & Accounts Office, DGCA, Ministry of Civil Aviation, New Delhi.

5.2 The application for an aerodrome license shall be accompanied with an Aerodrome Manual, prepared in accordance with the requirement contained in Rule 81 of the Aircraft Rules, including establishment of an effective Safety

Management System. The Aerodrome Manual is the means by which all aerodrome operating staff, are fully informed about their duties and responsibilities, the aerodrome services and facilities, all operating procedures and any restrictions on aerodrome availability. The aerodrome manual shall contain all the information, procedures and instructions that are necessary to enable the operating staff, competent to perform their duties in such a manner that will ensure the aerodrome to be safe for use by aircraft.

5.3 The aerodrome operator shall employ an adequate number of employees competent to perform their duties to perform all critical activities for aerodrome operations and maintenance. The aerodrome In-charge / Airport Director / Chief Operating Officer, who is responsible for day to day operations of aerodrome shall be the designated 'ACCOUNTABLE MANAGER' for the licensing authority

5.4 Applications should be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the issue of a license. The minimum period required for processing may be about three months from the date a complete application along with aerodrome manual is received by the DGCA. This period of three months may exceed in case the applicant is not able to resolve the observations/ issues satisfactorily.

5.5 The applicant shall submit CAR compliance check list in respect of the requirements contained in CAR issued on the subject of Aerodrome Design and Operations, Aeronautical Telecommunication, Aeronautical information Services and other relevant ICAO documents will also be kept in view while preparing the compliance statement. The statement shall indicate whether requirement has been met or not and if not, the extent of deviation thereto. Supporting material shall also be provided.

5.6 The applicant for the aerodrome to be licensed for Public Use shall demonstrate the functional arrangements and their integration for provision of CNS-ATM, RFF, AIS and meteorological services.

5.7 The aerodrome license may be granted under an appropriate category, if the DGCA is satisfied that applicant has complied with all relevant requirements. In case of the non-compliance of the requirement by the applicant, license may either be refused or granted with limitations/ restrictions / conditions as deemed appropriate by the DGCA, if it is considered that the overall safety is not compromised.

5.8 An aerodrome license shall be **valid for a period of two years** as prescribed in the Aircraft Rules, 1937 unless it is surrendered by the license holder or is suspended or cancelled by the Director General for non-adherence to the relevant Rules and requirements or for any other reason. The license shall

remain valid subject to adherence of all applicable rules or regulations and conditions/limitations, if any, attached to the license.

5.9 The agency providing the CNS (navigational and landing aids) shall ensure that all such aids are installed as per the **CAR Section 9, Series D Part I dated 08.01.2010** and thereafter maintained and periodically calibrated (ground and flight) as per guidelines laid down for the purpose.

5.10: The aerodrome operator shall establish and implement procedures for all users of the aerodrome, including fixed-base operators, ground-handling agencies and other organizations that perform activities independently at the aerodrome in relation to aerodrome maintenance, flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome and speedy communication of any accidents, incidents, defects and faults which may have a bearing on safety in general. The aerodrome operator shall monitor such compliance and document the same.

5.11 During the currency of license, the DGCA may depute his representatives at any time for audit / inspection of the aerodrome. The license holder shall provide all necessary assistance for the conduct of the inspection / audit of the aerodrome by the DGCA representative. Deficiencies observed during such audit / inspection shall promptly be addressed and rectified with in the period specified by the DGCA.

5.12 Aerodrome licensee remains responsible to maintain the aerodrome license in a proper condition. The aerodrome license should be kept in safe custody and aerodrome operators have to safeguard the aerodrome license against tempering, loss, theft, mutilation or defacement. Aerodrome License is submitted for endorsement of renewal and other changes, therefore it should not be framed or laminated.

6. Renewal of License

6.1 The license holder shall submit the application for the renewal of license CA96 (B) along with the prescribed fee, at least two months prior to the **date of expiry of aerodrome license in case of public use aerodromes and (one month prior to expiry in case of Private use category aerodrome.)** The original aerodrome license should be enclosed for renewal.

6.2. A copy each of the last self-inspection report and the last calibration report on Navigation and Landing aids and latest runway friction assessment report shall also be submitted with the application. The self-inspection should have been completed within 30 days preceding the renewal application.

6.3. At the time of grant of aerodrome license, DGCA may impose certain conditions, which are required to be addressed by the license holder in a time bound manner as per the action plan submitted to DGCA. The Action Plan should be reviewed before making the application for renewal of license and the progress made in the direction of compliance shall be submitted along with the supporting documents, a revised Action Plan should also be submitted.

6.4 At the time of licensing or during the currency of aerodrome license, exemptions are granted in temporary and permanent categories for each non-compliance and deviations from the requirements. An Aerodrome operator submits mitigation measures and action plan for the rectification of such non-compliances in temporary exemptions and mitigation measures for permanent exemptions. At the time of making application for renewal of license, the aerodrome operator shall submit the details of progress made during the currency of license regarding compliance of such requirements and adequacy of mitigation measures employed to ensure safety and regularity of flight operations.

6.5 During the currency of aerodrome license, the competency of manpower shall be maintained through specialized trainings and recurrent refreshers so as to meet the requirements of AD AC 1 of 2011. The license holder shall submit the details of all such trainings and refreshers along with the application for renewal of license.

6.6 Aerodrome Manual is accepted by DGCA before the grant of aerodrome license. Being a dynamic document containing all operational and technical information and procedures critical to flight safety, it should be amended as and when required. The details of all such amendments along with status of SMS implementation should be submitted along with the renewal application.

7. Change of Category of License

7.1 Application for the purpose should be submitted three months prior to the intended conversion of the license category. The original aerodrome license should be submitted along with the application.

7.2 In such cases, application in CA-96 (A) for the issue of a fresh license shall be made along with the fee prescribed in Aircraft Rules for the category.

8. Amendment to Aerodrome License

8.1 An Aerodrome license may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by DGCA. The

application for amendment to the aerodrome license should be submitted along with original aerodrome license.

8.2 An aerodrome operator may request amendment to an aerodrome license for a number of reasons like a change of aerodrome name, change of coordinates of aerodrome reference point, to remove or amend a condition, limitation or special procedure and change in flight rules between IFR and VFR

8.3 The application for amendment to the aerodrome license should be supported by relevant documents including detailed account of the proposed amendment including the reasons for the amendment; the details of changes shall be included in the AIP, aerodrome manual and aerodrome emergency plan.

9. Change of Aerodrome License Holder

9.1 An aerodrome license is granted to a named 'legal person' (an individual or a company or any other legally constituted authority or body), who satisfies the DGCA that the criteria for the license issue have been met. Once a license is granted the licensee is to ensure that the aerodrome continues to meet the requirements. **An aerodrome license is nontransferable.**

9.2 If the owner or the operator of licensed aerodrome is to be changed, a fresh application along with requisite fee for issue of new license is to be submitted to DGCA by the prospective licensee. The prospective licensee shall also fulfill all requirements as required for an issue of license.

9.3 A change in the name only of the current license holder does not constitute a change of identity of the licensee, the licensee should apply for the variation of the license to reflect the name change and provide a copy of the relevant 'certificate of incorporation on change of name'

9.4 Minimum notification of three months is required for change in the license holder. During the change the outgoing licensee shall be responsible for the operation of the aerodrome until the grant of fresh aerodrome license to the new applicant.

10. Discontinuation / Surrender of License

10.1 The license holder must give a written notice to DGCA not less than 60 days from the date on which the license is to be discontinued / surrendered, in order that suitable promulgation action can be taken. **The original aerodrome license should be surrendered along with.**

10.2 On approval of the surrender of the license, the aerodrome operator shall: -

(a) Provide such information to AAI for promulgation through Aeronautical Information Service.

(b) Ensure that appropriate measures have been taken to avoid unintended use of the aerodrome by aircraft unless this office has approved the use of the aerodrome by other purposes.

11. Issue of Duplicate License due to Loss or Any Other Reason

11.1 The airport operator is responsible for proper upkeep and safe custody of aerodrome license at a secure place so that there is no risk of loss or defacing of license.

11.2 However, despite all precautions, if the license is lost or defaced, the aerodrome operator has to apply in writing for a duplicate copy of the aerodrome license to DGCA. The defaced license shall also be submitted along with.

11.3 In case the lost license is found after issue of duplicate license, the same shall be submitted to the office of DGCA at the earliest.

12. Submission of Applications

12.1 Applications for site selection, grant of license and renewal of license etc. are required to be signed with seal by the Owner or CEO or Managing Director of the company or any authorized signatory under whose name such authority is issued by any of the above persons.

12.2 All applications duly completed in all respect shall be forwarded to DGCA at the following address;

Director General of Civil Aviation
(Attn. : Director of Operations – Aerodrome Standards)
DGCA Complex, Opposite Safadarjung Airport,
New Delhi - 110003, I N D I A.
Email: doas@dgca.nic.in (for correspondence only)

This CAR supersedes AIC 22 of 1992.

(xxxx)
Director General of Civil Aviation

APPLICATION FOR AERODROME SITE APPROVAL
(In triplicate)

1. DETAILS OF APPLICANT

- 1.1 Full name of applicant (in capital letters)

- 1.2 Address of applicant (in capital letters)

- 1.3 Telephone Number(s)
- Fax Number
- Email/ Telex number

- 1.4 Nationality of the Applicant

2. DETAILS OF AERODROME SITE

- 2.1 Place name by which the aerodrome is to be known in all future references

- 2.2 Name and Address of the owner of Aerodrome

- Telephone Number
- Fax Number
- Email / Telex Number

- 2.3 Location of the aerodrome site with reference to the nearest airport, railway station and town/village

- 2.4 State / District in which situated

- 2.5 Latitude / longitude of the Aerodrome reference point

- 2.6 Grid reference in WGS 84

- 2.7 Elevation of the Aerodrome reference point (AMSL)

3. CONTROL OF THE AERODROME

Are you the owner of the aerodrome land

YES NO

IF NO – Please state:

3.1 Details of the rights you hold over the land (Attach copy of relevant documents)

3.2 The period for which you hold these rights, including terminating date

FROM	TO	TERMINATION

4. PERMISSIONS AND APPROVALS REQUIRED

	Whether Submitted	Details / Action taken
4.1 Ministry of Defence	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.2 Ministry of Home Affairs.	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.3 Ministry of Environment and Forests, Government of India	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.4 Owner of the land	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.5 Local authority such as municipal corporation / committee or urban land development board/ authority of the State or its Country and Town Planning Department.	YES <input type="checkbox"/> NO <input type="checkbox"/>	

5. TOTAL LAND AREA AVAILABLE

	<i>Details</i>
5.1 Dimensions <i>(Enclose layout plan of the aerodrome site, including boundary, buildings and facilities proposed to be provided, preferable scale 1:2500 / 5000)</i>	
5.2 Enclose a topographical map in the scale of 1:25,000 or 1:50,000 of the proposed area showing distances and heights of all objects likely to interfere with the safe use of the aerodrome within a radius of Kms of the proposed site. (*5Km for VFR/ 15 Kms for IFR operations)	

6. METEOROLOGICAL INFORMATION (Attach data from recognized organization for a reasonable period as available.)

6.1 Wind speed/ direction data and wind rose diagram.	
6.2 Rainfall data	
6.3 Aerodrome Reference temperature	

7. AERODROME ACTIVITIES

- 7.1 State category of aerodrome / heliport proposed as defined in Aircraft Rules 1937 ? PUBLIC USE PRIVATE USE
- 7.2 State aerodrome reference code (in case of aerodrome as per CAR Series-B, Part-I, Table 1-1) CODE NUMBER CODE LETTER
- 7.3 State proposed type of operations DAY VFR ALL WEATHER

8. EXPLAIN ARRANGEMENTS FOR

- 8.1 Accessibility to site
- 8.2 Water supply
- 8.3 Electric power
- 8.4 Medical facilities

9. DETAILS OF AGENCY LIKELY TO EXECUTE THE WORK / CONSULTANT

- 9.1 Name of the Agency (Attach qualification, experience & their quality assurance system)
- 9.2 Name and details of consultant engaged for the project
- 9.3 Whether project report is prepared (if yes, please enclose the report) YES NO

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

DATE..... SIGNATURE OF APPLICANT
NAME.....
(in capital letters)
POSITION HELD
(with official seal)

APPLICATION FOR AERODROME LICENCE

(In triplicate)

1. DETAILS OF LICENCEE (as required to be shown on the license)

1.1 Full name of applicant (in capital letters)

1.2 Address of applicant (in capital letters)

1.3 Telephone Number(s)
Fax Number
Email/ Telex number

1.4 Nationality of the Applicant

2. DETAILS OF AERODROME (as required to be shown on the license)

2.1 Place name by which the aerodrome is to be known in all future references

2.2 Name and Address of the owner of Aerodrome

Telephone Number
Fax Number
Email / Telex Number

2.3 Situation of the aerodrome site with reference to the nearest airport, railway station and town/village

2.4 State / District in which situated

2.5 Latitude / longitude of the Aerodrome reference point

2.6 Grid reference in WGS 84
(attach a survey map, scale 1:10,000 showing by means of broken line the exact boundaries of the aerodrome)

2.7 Elevation of the Aerodrome reference point (AMSL)

2.8 Orientation and length of runway (s) (in feet and meter)

3. AERODROME ACTIVITIES

3.1 State category of licence required as defined in Aircraft Rules 1937?

PUBLIC USE PRIVATE USE

3.2 In case of private aerodrome, indicate the purpose for which the aerodrome will be used e.g. joy rides, air displays, miscellaneous instructional flying, private flying etc.

Whether your own aircraft only will use the aerodrome

YES NO

or

do you propose to use the aerodrome by own aircraft as well as other aircraft ?

YES NO

If use by others aircraft, state whether prior permission or notice is required.

YES NO

3.3 Is a licence for NIGHT USE/ ALL WEATHER required?

YES NO

3.4 If the answer to 3.3 above is YES, Please provide details of proposed lighting alongwith the lighting plan.

3.5 Please provide details of proposed CNS-ATM facilities.

3.6 Please provide details of proposed MET facilities;

3.7 Please give details of other proposed aviation activities (for example gliding, parachuting, micro lights).

3.8 Type and maximum total weight of the largest / heaviest aircraft for which the aerodrome is designed, including overall length and maximum fuselage width.

TYPE	
WEIGHT	
LENGTH	
WIDTH	

4. CONTROL OF THE AERODROME

Are you the owner of the aerodrome site

YES NO

IF NO – Please state:

4.1 Details of the rights you hold over the land

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4.2 The period for which you hold these rights, including terminating date

FROM	TO	TERMINATION

5. PERMISSIONS AND APPROVALS *(Attach the attested copies, if not submitted earlier with CA93)*

NAME AND ADDRESS OF AUTHORITY	DATES AND APPROVAL	REFERENCE OF
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5.1 Ministry of Defence;		
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5.2 Ministry of Home Affairs;		
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5.3 Owner of the land		
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5.4 Local authority such as municipal corporation / committee or urban land development Board/authority of the State or its Country and Town Planning Department.		
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6. AERODROME MANGEMENT PERSONNEL

6.1 Board Member/ Managing Director or person having specific responsibility for safety. *(To be completed only where the applicant is a company/ corporate/society)*

Name	
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Status/ Designation	
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Telephone number	
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6.2 The person in charge of day to day operation of aerodrome.
(Please enclose a current Curriculum Vitae [CV])

Name

Status/ Designation

Telephone number

6.3 The person responsible for Aerodrome Safety.
If different from 6.2 (Please enclose a current Curriculum Vitae [CV])

Name

Status/ Designation

Telephone number

6.4 Provider of the CNS - ATM

Name

Address

6.5 Provider of the MET services

Name

Address

6.6 The person responsible for overseeing the day to day provisions of the Air Traffic Management

Name

Status/ Designation

Telephone number

6.7 The person responsible for overseeing the day to day provisions of CNS

Name

Status/ Designation

Telephone number

6.8 The person responsible for overseeing the day to day provisions of RFF

Name

Status/ Designation

Telephone number

6.9 The person responsible for overseeing the day to day provisions of MET services

Name

Status/ Designation

Telephone number

7. AERODROME MANUAL

7.1 Is an Aerodrome Manual enclosed with this application? (Ref Rule 81)

YES NO

7.2 If no please indicate when this is likely to be submitted to DGCA.
(Note: An Aerodrome Licence will not be granted until an acceptable aerodrome Manual has been received by DGCA)

8. DETAILS OF FEES

8.1 Demand draft No.

8.2 Amount
(Attach a sheet showing the calculation of amount as per runway length)

8.3 Date & name of the drawee bank

9. ANY OTHER INFORMATION: (the information may include details in annex 1, 2 & 3)

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

DATE.....

SIGNATURE OF APPLICANT

NAME.....
(in capital letters)

POSITION HELD.....
(with official seal)

- Note:
1. Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.
 2. The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.
 3. It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of an aerodrome licence.

APPLICATION FOR RENEWAL OF AERODROME LICENCE

1. Aerodrome License Number
2. Name of the Aerodrome
3. Enclose the aerodrome license in original
4. Enclose copy of last self-inspection report
5. Enclose copy of latest Nav-aids Calibration report
6. Enclose the copy of latest friction test report along with corrective action taken if any
7. Enclose the copy of updated Aerodrome Manual (a soft copy also)
8. Enclose the training records of all the operational staff (Carried out during the currency of aerodrome license along with annual training plan.)
9. Status of Change Management (use separate sheet for each project to include DGCA approval number, progress status with respect to approved timelines, delay, review of Hazlog as accepted etc.)
10. Status of Temporary Exemptions and review report of mitigation measures (enclose report)
11. Status of Permanent exemption w.r.t employed mitigation measures. (enclose report)
12. Details of license renewal fee
- 12.1 Demand Draft No./Challan No. for online deposit
- 12.2 Amount
- 12.3 Name and Date of Drawee Bank.

It is certified that no change in the physical characteristics of the aerodrome including the erection of new buildings and alterations to the existing buildings or to visual aids at the aerodrome have been made without prior approval of the DGCA since the issue/ last renewal and approved changes in the aerodrome facilities have been duly incorporated in the Aerodrome Manual wherever necessary.

SIGNATURE OF APPLICANT

DATE.....

NAME.....
(in capital letters)

POSITION HELD
(with official seal)

- Note:
1. *Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.*
 2. *The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.*
 3. *It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of an aerodrome licence.*

INFORMATION ON THE AIRPORT SERVICES

1. CUSTOMS/IMMIGRATION/HEALTH (IN CASE OF INTERNATIONAL AIRPORT)

Information on these facilities at the airport should be provided by the concerned aerodrome managements which shall include information about the number of counters for customs, immigration and health-clearance of passengers.

Health facilities in accordance with the requirements of the Aircraft (Public Health) Rules 1954 shall be established. Information on the facilities provided at the airport including the number of Health Counters available, First Aid facilities, Ambulance and doctors available shall be given. Details of the quarantine facilities for plant, animal and human shall also be included.

2. SECURITY

Procedures for security check of passengers and their hand baggage inside the terminal building and the system/ procedure for checking the entrance of passengers, visitors and other pre boarding anti hijacking check should be formulated normally in accordance with the standards and recommended practices of Annex 17 of ICAO and the instructions of the BCAS and Home Ministry Circulars. Arrangements for guarding the vital installations at the airport serving the ATC Services and other Navigation and Landing Aids. Security coverage shall be in accordance with ICAO requirements as well as that of Ministry of Home Affairs. Information on the following shall be provided:

- i. System of checking the entry of passengers and visitors inside the terminal building.
- ii. Provision of anti hijacking control room and facilities provided therein.
- iii. Availability of;
 - a) Hand held metal detectors,
 - b) Door frame metal detector,
 - c) X-Ray machine for screening hand baggage and the Checked in baggage,
 - d) Dog squad,
 - e) Bomb disposal unit,
 - f) Isolation bay,
 - g) Cooling Pit.

3. PASSENGERS / VISITORS

Give particulars of the following or any other accommodation provided for passengers and the pilots stating hours open in each case:

- i. Waiting Room
- ii. Lavatories
- iii. Hotel
- iv. Restaurant
- v. Parking of vehicles
- vi. Transport available to and from the Aerodrome (Car, Railways, Omnibus, etc.)

4. CARGO HANDLING

Information on cargo handling facilities, such as existence of a separate cargo terminal, annual/ peak hour cargo handling capacity, separate cargo bays and warehousing facilities.

FACILITIES FOR AIRCRAFT

1. REFUELLING

Information on physical location of the fuel tanks, their capacity and the type of refueling facility – hydrant or bowser particularly from the view point of safety of terminal building and other adjoining facilities should be given. The names and addresses with Telephone No. of the agencies having AFS at the aerodrome shall also be given.

Safety precautions/ measures to be taken during refueling at an AFS as well as the emergency procedures for handling AFS fires shall also be established.

2. ACCOMODATION

- i. Facilities for picketing aircraft in the open.
- ii. State in respect of hangers, if available
 - a) Length
 - b) Breadth
 - c) Head room (door height)
 - d) Width of doorway
 - e) Structure (material)
- iii. Hanger accommodation normally available to visiting aircraft

NAVIGATIONAL AND LANDING FACILITIES FOR SAFETY AND REGULARITY OF AIRCRAFT OPERATIONS

1. PUBLIC USE AERODROME

In so far as the aerodrome is open for public use of aircraft for carrying passengers for hire and reward, at least the following Navigational Aids and Visual Aids shall be provided:

A. FOR OPERATION BY DAY

1. Non-Directional Beacon / VOR for navigational guidance.
2. Instrument approach procedures for IFR flights
3. Visual approach slope indicator systems as applicable.

B. FOR OPERATIONS BY NIGHT

1. In addition to the aids mentioned in A above, Aeronautical ground lights including simple approach lights may also be provided to support night operations, including lighting of significant obstacles.
2. Where the terrain conditions or the weather conditions so demand, precision approach procedure may also be provided to support regularity of scheduled operations.

2. PRIVATE USE AERODROME


For aerodromes licensed for private use, requirement of facilities listed above will be decided on the basis of intended operations.

SCHEDULE FOR ISSUE OF AERODROME LICENCE
(In triplicate)

1.	NAME OF THE AERODROME				
2.	STATE CATEGORY OF AERODROME	PUBLIC USE <input type="checkbox"/>	PRIVATE USE <input type="checkbox"/>		
3.	STATE AERODROME REFERENCE CODE <i>(As per CAR Series-B, Part-I, Table 1-1)</i>	CODE NUMBER <input type="checkbox"/>	CODE LETTER <input type="checkbox"/>		
4.	AERODROME REFERENCE TEMPARATURE				
5.	AERODROME REFERENCE POINT				
5.1	Latitude / longitude of the Aerodrome reference point	____ ° ____ ' ____ " N ____ ° ____ ' ____ " E			
5.2	Elevation of the Aerodrome reference point (AMSL)Feet (.....meter)			
6.	PHYSICAL CHARACTERISTICS				
	RUNWAY DESIGNATION ↻				
6.1	LENGTH				
6.2	WIDTH				
6.3	RWY END ELEVATIONft			
	m			
6.4	RWY SURFACE				
6.5	ACN/ PCN <small>(attach certificate and cross-sectional drawing of pavement)</small>				
6.6	FRICION VALUE <small>(attach certificate)</small>				
6.7	RWY SLOPES				
	i) Longitudinal				
	ii) Transverse				
6.8	RWY SHOULDER				
	i) Width				
	ii) Transverse slope				
	iii) strength				
	iv) surface				
	v) slope-also note sharp shoulders				
6.9	TURNPAD				

6.10	BASIC STRIP				
	i) Width				
	ii) Length				
	iii) Longitudinal slope				
	iv) Transverse				
	v) Grading				
6.11	RESA (Dimensions)				
	i) Length x Width				
	ii) slope				
	iii) strength & grading				
6.12	CLEARWAYS				
	i) Length x Width				
	ii) slope				
	iii) strength & grading				
6.13	STOPWAYS				
	i) Length x Width				
	ii) slope				
	iii) strength & grading				
6.14	TORA				
6.15	TODA				
6.16	ASDA				
6.17	LDA				

NOTE: Attach Drawings of aerodrome showing the details of runways, thresholds, taxiways, aprons, etc.

7.	DETAILS OF TAXIWAYS (attach separate sheets, if required)				
	TAXIWAY DESIGNATION 				
7.1	TAXIWAY STRIP				
7.2	SHOULDER				
7.3	STRENGTH (attach certificate and cross-sectional drawing of pavement)				
7.4	SLOPE				

8.	APRONS (attach separate sheets, if required)			
	APRONS			
8.1	SIZE			
8.2	STRENGTH (attach certificate and cross-sectional drawing of pavement)			
8.3	SLOPE			
8.4	NO. OF BAYS			
8.5	AIRCRAFT STAND CLEARANCE			
8.6	ISOLATED AIRCRAFT PARKING POSITION			

9.	VISUAL AIDS FOR NAVIGATION (Enclose marking plan for all the runways.)			
9.1	MARKINGS on RUNWAYS			
a)	DESIGNATION			
b)	CENTERLINE			
c)	THRESHOLD			
d)	RWY END			
e)	AIMING POINT			
f)	TOUCHDOWN ZONE			
g)	SIDE STRIP			
h)	TURNPAD			
i)	HOLDING POSITION, if provided			
j)	MANDATORY INFORMATION MARKING			
k)	INFORMATION MARKING			

9.2	MARKINGS on TAXIWAYS			
a)	CENTRELINE			
b)	SIDE STRIP			
c)	TWY HOLDING POSITION			
d)	INTERMEDIATE HOLDING POSITION			
e)	INFORMATION MARKING			

9.3	APRONS			
a)	APRON SAFETY LINES			
b)	AIRCRAFT STAND			

c)	INFORMATION MARKING			
	(Attach separate sheet if required)			

9.4	OTHER MARKINGS			
a)	ROAD HOLDING POSITION			
b)	VOR AERODROME CHECK POINT MARKING			
c)	ALTIMETER CHECK POINT			

9.5	LANDING 'T' LOCATION AND COLOUR		
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9.6	WIND DIRECTION INDICATOR			
	i) Location			
	ii) colour			
	iii) Swings freely			

9.7	SIGNAL SQUARE (Details of size & signages provided)		
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9.8	Aerodrome beacons		
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9.9	Aerodrome identification beacon		
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Note: Attach details of frequency of flashes, code, colour, vertical light distribution, intensity etc.

10.	LIGHTING			
10.1	RUNWAYS			
a)	Runway edge lights			
b)	Runway threshold / wing bar lights			
c)	Runway end lights			
d)	Runway Center line lights			
e)	Runway touchdown zone lights			
f)	Runway turn pad lights			
g)	Runway guard lights			
h)	Stopway lights			
i)	Runway threshold identification lights			

Note: Attach the details of intensity control provided.

10.2	TAXIWAYS				
a)	Center line lights				
b)	Edge lights				
c)	Apron taxiway lights				
d)	Road holding position light				
e)	Stop bars				
f)	Intermediate holding position lights				

10.3	APRON				
a)	Flood lighting				
b)	Visual docking guidance system, where provided				
c)	Aircraft stand maneuvering guidance lights				
d)	Lighting of obstacles (Inside aerodrome)				

10.4	Landing – T				
10.5	Wind Direction Indicator				

10.6	APPROACH LIGHTING SYSTEM				
	RUNWAYS				
a)	Simple approach lighting system				
b)	Precision approach light (Category)				
c)	Lead-in lights				

10.7	Emergency lighting/ Secondary Power Supply to meet the type of operation and switch over time				
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Note: Enclose lighting plan for all lighting system and certify that they are meeting the respective requirements of intensity, coverage etc.

11.	VISUAL APPROACH SLOPE INDICATOR SYSTEMS				
	RUNWAYS				
11.1	PAPI				
11.2	SLOPE angles				
11.3	CALIBRATION Date (attach calibration certificate)				

12.	SIGNAGES				
12.1	Mandatory instruction signs				
a)	No entry				
b)	Runway designation				
c)	Runway holding position				
d)	Cat-I, II or III holding position				
e)	Road holding position				
f)	VOR check point sign				

12.2	Information signs				
a)	Runway exit sign				
b)	Intersection take off sign				
d)	Location and direction sign				

12.3	Aerodrome identification sign				
12.4	Aircraft stand identification signs				

13. OBSTACLE LIMITATION SURFACES

Enclose obstacle limitation charts including type 'A' chart for the aerodrome including the details of obstructions, which are marked and lighted.

13.1	Objects in operational areas and their frangibility	
a)	Runway Strip	
b)	Stopway	
c)	Clearway	
d)	RESA	

13.2 OBSTACLES

POSITION OF OBSTACLE	HAZARD TO FLYING	INTERFERENCE TO NAVIGATION AIDS	MARKING OF OBSTACLE

8.	APRONS	(attach separate sheets, if required)
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14.	RESCUE AND FIRE FIGHTING	
14.1	AERODROME CATEGORY	
14.2	NO. OF TRAINED PERSONNEL	
14.3	RFF EQUIPMENTS REQUIRED AND AVAILABLE	
14.4	AVAILABILITY OF WHETHER RESCUE EQUIPMENT	
14.5	AVAILABILITY AND POSITION OF HYDRANTS/ WATER RESERVOIRS	

15.	GENERAL INFORMATION	
15.1	Boundary wall as per BCAS requirements and Security lighting	
15.2	No. of access gate	
15.3	Drainage system	
15.4	Terminal building with capacity and passenger facilities	

16.	DOCUMENTS	
16.1	Aerodrome Manual	
16.2	Aerodrome emergency planning	
16.3	Disabled aircraft removal plan	
16.4	Bird hazard reduction plan	
16.5	Apron management service	
16.6	Aerodrome vehicle operations	
16.7	Surface movement guidance and control systems	

17. Compliance status of Annex 14

This is to certify that all SARPS applicable in respect of this aerodrome has been complied with or a list of Deviations from SARPS in respect of the aerodrome is enclosed.

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

DATE.....

SIGNATURE OF APPLICANT
NAME.....
(in capital letters)

POSITION HELD
(with official seal)

- Note:
1. Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.
 2. The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.
 3. It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of an aerodrome licence.
 4. Annexure I,II & III are informatory and may be filled up as applicable for aerodrome.

SCHEDULE OF INSPECTION FOR RENEW AL OF AERODROME LICENCE

Name of Aerodrome: _____

Date of Inspection: _____

S. No.	PHYSICAL CHARACTERISTICS	OBSERVATIONS	ACTION TAKEN
1.	GENERAL		
a.	Latitude and Longitude		
b.	Local Land Marks		
2.	PHYSICAL CHARACTERISTICS		
a.	Availability of current AIC (s) / Drawings showing the details of runways, displaced thresholds, taxiways, aprons, etc.		
b.	Declared Distances for each runway		
c.	The condition of the runway surface. (Cracks, holes, bumps, low spots, vegetation etc.)		
d.	Details of obstructions		
	i. along the border of the landing area		
	ii. surrounding the aerodrome		
e.	undulation or other possible obstacles		
f.	The general slope of the ground		
g.	Pavement Lip		
h.	Operational fence/walls and wildlife menace.		
i.	Is the aerodrome liable to be unserviceable after rain?		
j.	Adequacy of the curves provided at the Junction of runways and taxiways		
k.	Any special precautions necessary when approaching or taking-off and the conditions under which precautions are necessary		
l.	Mention any physical features in the vicinity which might cause the formation of down drafts or eddies		
m.	Status of visual ground aids.		
n.	Availability of space for air Conditioning, power units, trestles, ladders and ramp equipment etc.		

o	Apron discipline		
p.	ATC/ follow me jeep availability and serviceability of RT		
q	Display of Sign boards		
r.	Check whether openable gates are available at both ends of runway in take-off and approach direction		
s.	Check whether cooling pit is provided at suitable location for keeping suspected items		
t.	Check whether isolated aircraft parking stand is provided for aircraft under Bomb Threat.		
3.	SAFETY AREAS		
a.	Any hazardous ruts/ humps/ erosion/ depression or variation from the normal smooth surface		
b.	Ensure that there is no object in the safety area except for those that are required because of their function, such as runway light sign or navigational light)		
c.	Drainage/Construction		
d.	Objects/Fragible base		
e.	Ensure that manhole and hand hole covers are at grade levels and mounts for light fixture are at grade levels		
4.	MARKINGS AND SIGNS		
a.	Check markings for correct colour coding, peeling, blistering, chipping and fading.		
b.	Check signs to ensure they are of the correct colour coding, easy to read and that all lights are working and not obscure by vegetation, dirt snow etc.		
c.	Check all taxi way hold position markings and runway designation signs are in good condition, clearly visible and the sign lights are working.		
d.	Check signs to ensure they are frangible mounted.		
e.	Check that the signs are not missing and they have correct legend and orientation with no broken panels.		
5.	LIGHTING		
	Check to ensure that the following are operable if installed, and that the optical systems are not obscured by vegetation or deposits of foreign		

	material.		
a.	Runway and taxiway edge lights		
b.	Apron edge lights		
c.	Runway centre line and touched down zone lights		
d.	Taxiway centre line lights		
e.	Guidance signs		
f.	Flood lights		
g.	Obstruction lights		
h.	Lightning in fuel storage area		
i.	Details of aerodrome obstructions lighted with fixed red light or other form of lighting.		
j.	Are portable red lights available for marking obstructions on the landing area immediately by nights		
k.	Are lights available for marking runways		
l.	Ensure that runways and taxiway lights and runway threshold lights are the proper colour and are oriented correctly		
m	Check the lights are functioning properly through the manual or radio control features and that photocell controls function properly		
6.	NAVIGATIONAL AIDS		
a.	Check the segmented circle is clear of vegetation and that it can be seen easily from the air.		
b.	Check the airport rotating beacon is visible and working properly		
c.	Check the wind cone to ensure that it swing freely and, if lighted, that all lights are operating		
d.	Check the Runway End Identifier Lights (REIL's) are mounted on frangible couplings		
e.	Check visual glide slope Indicators (VASI's, or PAPI's) to ensure that their lights are working and mounted on frangible couplings. Also check the lights are not obscured by vegetation or any other obstruction.		
f.	Check the date of last ground calibration and flight calibration of Visual Glide Slope Indicators.		
g.	Check calibration found within limits, if not give details.		

7.	MAINTENANCE OF NAVIGATIONAL AIDS		
	Check whether the records of proper maintenance has been maintained with respect to all Navigational facilities/ equipment including last calibration result (where applicable)		
a.	Instrument landing system		
	Glide path		
	Localizer		
b.	DVOR/VOR		
c.	DME		
d.	NDB		
e.	Outer / inner markers		
f.	Radar		
8.	AIR TRAFFIC CONTROL		
a.	General tidiness, serviceability of air conditioners and presentation of the Air Traffic Service Units.		
b.	Availability of the relevant ICAO documents, DARA Circulars, AIC's, NOTAMs, Air Safety Circulars etc.		
c.	Display of landing and instrument approach charts.		
d.	The Duty officer's log book.		
e.	The operation of ATS units and provision of Air Traffic Services.		
f.	Availability of updated instructions regarding Search and rescue and Air Safety Circulars to deal with the situation in the event of aircraft accident/incident		
g.	Display of the list of medical practitioners, who would be available in case of an emergency, together with their addresses and telephone numbers in the Control Tower		
9.	Communications		
	Check the following		
a.	Serviceability/reliability status of navigation aids.		
b.	Serviceability/reliability status of air/ground communication facilities (VHF, HF etc.).		
c.	Inter-Unit communication and adequacy thereof		
d.	Direct speech circuit for serviceability and reliability.		
e.	Last date of ground /air calibration of		

	Navigation and air /ground communication equipment and the date when next due		
f.	Check quality or recording		
10.	METEOROLOGY		
a.	Check the services provided and their adequacy		
b.	Check whether Met reports are received expeditiously by A.T.S. unit		
c.	Serviceability status of Met equipment.		
11.	OBSTRUCTIONS:		
a.	Check construction underway on or near the airport that could affect aircraft operations		
b.	Check if the construction equipment especially tall cranes etc. being used at construction sites are forming any obstruction		
c.	Check obstructions are properly marked and lighted		
12.	FUELLING OPERATIONS		
a.	Check the location of Aviation Fuel Station (AFS) vis – à - vis Terminal building and other installations.		
b.	Check the AFS including security, fire protection, general housekeeping fuel dispensing facilities and procedures		
c.	Check grounding clips and cable to ensure they are available in good condition		
d.	Check to ensure that the appropriate signs for the AFS are installed and that all gates are capable of being closed and locked.		
e.	Check the AFS is clean, not littered with debris, vegetation is not growing in or around the area, and presence of any flammable material		
f.	Check the “NO SMOKING” Sign are prominently displayed at various places in the AFS		
g.	Check whether any fire in the AFS is likely to endanger the Terminal Building and other installations.		
13.	CONSTRUCTION		
a.	Check the following level of safety is maintained under construction activities on the airport		
b.	Check stockpiled materials and		

	construction materials are properly stored to keep them from being moved by wind, jet blast or prop wash		
c.	Check all construction adjacent to movement area to ensure areas are identified with conspicuous markings and lightning.		
d.	Check heavy construction equipment (such as bull dozers, cranes, etc.) are marked and lighted and parked clear of the safety areas.		
e.	Check to determine that stockpiles and stores equipment are not left in the safety area		
f.	Check to ensure that debris and foreign objects are continuously being picked up around construction		
14.	AIRCRAFT RESCUE AND FIRE FIGHTING:		
a.	Check aircraft rescue and fire fighting equipment availability.		
b.	Check all required fire-fighting trucks are in operable condition and adequate crews are available.		
c.	Check to ensure communication systems are operable		
d.	Check the adequacy of the fire fighting agents on hand		
e.	Check the crew are familiar with the aircraft emergency exits		
f.	Check the fire station has lay out of the aircraft operating to and from the airport showing location of doors, engines and emergency evacuation from aircraft		
g.	Check Ambulance has all necessary First-Aids facilities and medicines within prescribed life.		
h.	Check adequate communication facilities exists for direct communication between fire station, watch tower and ATC		
i.	Check adequate communication facilities exists to communicate in an emergency from watch tower to fire crew.		
j.	Check whether public address system is available.		

k.	Check whether static water tank with water available indicate capacity.		
l.	Check the position of fire hydrants.		
m.	Check grid map displayed in fire station, control tower and each C FT		
n.	Check whether RT is fitted in each crash fire tenders		
15.	PUBLIC PROTECTION:		
	Check gates, fencing, locks etc. for security		
16	ACCOMMODATION:		
a.	Watch Hours and arrangements outside these hours.		
b.	Facilities for picketing aircraft in the open.		
c.	Check in respect of each hangers		
d.	Pigeon proofing.		
e.	Adequacy of fire extinguishers provided		
17	MEDICAL FACILITIES		
a.	Check the nature of the medical facility available.		
b.	Check the arrangements for dealing with injuries.		
c.	Check the nature of the 'crash' equipment provided.		
d.	Check the availability of the doctor.		
18	LOCAL REGULATIONS ETC.		
	Check particulars of any restrictions on flying in the neighbourhood of the aerodrome.		
19.	WILD LIFE HAZARD		
a.	Check any wild life such as large flocks of birds or animals hazards on or adjacent to the airport.		
b.	Can animals stray or grazed on the landing area? If so what are the arrangements available for clearing the landing or grazing of animals.		
c.	Check the height of the grass on the side strip.		
d.	Provide details on AEMC meetings held and status of implementation of recommendations, Wild Life Hazards management etc.		
20.	PASSENGER FACILITATION		
a.	Check whether the all passenger facilities are available and properly		

	maintained :		
b.	Seating arrangement in terminal building including sterile area		
c.	Arrangement and availability of drinking water.		
d.	Availability of snack bar/Restaurant		
e.	Proper maintenance of toilets/dustbins		
f.	Availability and serviceability of Public telephone booth/STD/ISD.		
g.	Availability and serviceability of PA system		
h.	Proper positioning of serviceable fire extinguisher in Terminal building including appropriate signage of fire points & escape routes in emergency		
i.	Adequacy of sign board		
j.	Complaint book with Terminal manager & action taken on these complaints		
k.	Availability of Tourist Information Centre/ Inquiry counter/Assistance booth		
l.	Adequacy and serviceability of X-ray baggage system/HHMD/Conveyer belt / Escalator.		
m.	Air conditioners, ventilation, emergency exits.		
n.	Adequacy of counters and weighing machines and their last calibration done		
o.	Flight information display adequacy.		
p.	Availability of vehicle parking stand		
21.	ANY CHANGES IN THE DOCUMENTS		
a.	Aerodrome Manual		
b.	Aerodrome emergency planning (including details of exercises during intervening period)		
c.	Disabled aircraft removal plan		
d.	Bird hazard reduction plan		
e.	Apron management service		
f.	Aerodrome vehicle operations		
g.	Surface movement guidance and control systems		

22.	STATUS OF TEMPORARY EXEMPTIONS/PENDING ITEMS OF PREVIOUS INSPECTIONS	
	Including details of any new exemptions arising during the intervening period	
23.	SAFETY MANAGEMENT SYSTEM	
	Provide details like implementation status/ Internal Audit by safety manager/ Review of operating procedures/ analysis and implementation of Accident/ incident investigation etc.	
24.	CHANGE IN ORGANIZATION STRUCTURE	
	Provide details on changes in the management and key personnel responsible for operation and management of aerodrome including system of ensuring adequacy of incumbent by management	
25.	INTRODUCTION OF NEW FACILITIES	
	Provide details on date, procedure and compliance of applicable regulations for commissioning, including acceptance by appropriate level in management	
26.	ANY OTHER OBSERVATIONS	

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

SIGNATURE OF APPLICANT

DATE.....

NAME.....

(in capital letters)

POSITION HELD.....

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