



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

**CIVIL AVIATION REQUIREMENTS**  
**SECTION 4 – AERODROME STANDARDS**  
**& AIR TRAFFIC SERVICES**  
**SERIES 'F' PART I**  
**16<sup>th</sup> October, 2006**

**EFFECTIVE: FORTHWITH**

**SUBJECT: REQUIREMENTS FOR ISSUE OF AN AERODROME LICENCE.**

**INTRODUCTION**

The Central Govt. Rules for the licencing of aerodromes 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 requirements to be fulfilled by an applicant for grant of aerodrome licence 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.

These requirements pertain to the technical parameters required to be fulfilled only for the licencing of the aerodrome (including heliports for Public use) .The grant of licence is also subject to the clearance from the Central Govt. and instructions issued from time to time on the subject by the Central Govt. .

**1. General**

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 authorised by the licensee.

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

## 2. Site Selection

2.1 The potential owner/operator shall submit an application in Form CA 93(A) as set out in Attachment I of this CAR to the DGCA for technical approval of the aerodrome site.

2.2 The applicant may forward alongwith the application form attested copies of the clearances/permission\* from the following:

- i. Ministry of Defence; \*\*
- ii. Ministry of Environment and Forests, Government of India;
- iii. Owner of the land; and
- iv. 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 are required to be endorsed to DGCA.*

\*\* *While granting clearances /permission, the military authorities should examine and indicate that the proposed aerodrome is not causing operational constraints to the defence activities due to proximity of site to the military aerodrome/establishments and is not considered as security hazard. Conditions for use of the site as an aerodrome if any may also be indicated after a flight operation assessment if considered necessary.*

\*\*\* *the local authorities should also indicate that a suitable mechanism has been evolved and/or exists to regulate the construction around the proposed aerodrome, so that the obstacle limitation surfaces as defined in SO 1589(E) can be continuously maintained.*

2.3 In case of the existing Govt. aerodromes, clearances in para 2.2 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 1<sup>st</sup> Sept. 1992, (i.e. date of issue of AIC No. 22 of 1992) will be considered as an existing aerodrome for this purpose.*

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

2.5 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 2.2).**

### 3. Construction of Aerodrome

3.1 Once the site has been approved the applicant has to submit his intention and plan including a project report for construction of the aerodrome.

*Note: The permission for the construction of aerodrome shall be granted only after the requisite clearances indicated above in para 2.2 has been submitted.*

3.2 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 and III .**

3.3 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.

3.4 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.

3.5 DGCA officials may carry out inspections during the period of construction as considered appropriate to assess the progress and quality assurance system adopted by the applicant.

### 4. Application for Grant of License

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

4.2 The applicant seeking aerodrome licence under the Public use category is required to submit Safety assessment report along with the application, demonstrating that aerodrome and its facilities are safe for aircraft operation.

4.3 The application for an aerodrome licence shall be **accompanied with an Aerodrome Manual, prepared in accordance with the requirement contained in Rule 81 of the Aircraft Rules 1937, including establishment of an effective Safety Management System.** The Aerodrome Manual is the means by which all aerodrome operating staff, are informed about their duties and responsibilities, the aerodrome services and facilities made available, operating procedures and any restrictions on aerodrome availability.

4.3A 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.

4.4 The minimum period required for processing the application is about three months from the date of receipt of application along properly formulated with aerodrome manual to allow for detailed consideration and inspection of the aerodrome before the issue of a licence.

4.5 The applicant shall **submit compliance check list in respect of the requirements contained in CAR issued on the subject of Aerodrome Design and Operations.** Other ICAO documents and CARs on Aeronautical Telecommunications, Aeronautical Information Services and other relevant Civil Aviation Requirements shall 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.

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

4.7 **Final inspection shall be undertaken for on site verification of data, checking of the aerodrome facilities, services, equipment and procedures to verify and ensure that they comply with the requirements.**

4.8 The aerodrome licence shall be issued by the Aerodrome Standard Dte. after approval of DG under the 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, licence may either be refused or granted with limitations/ restrictions / conditions as deemed appropriate by the DGCA, provided that in such cases the overall safety is not compromised.

4.9 An aerodrome licence shall be **valid for a period of 2 year** as prescribed in the Aircraft Rules, 1937 unless it is surrendered by the licence 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 licence shall remain valid subject to adherence of all applicable rules or regulations and conditions/limitations, if any, attached to the licence.

4.10 **The agency providing the CNS (navigational and landing aids) shall ensure that all such aids are provided in accordance with CAR Section 4, Series X Part I dated 4.2.1994.**

4.11 During the currency of licence, the DGCA may depute his representatives at any time for audit / inspection of the aerodrome. The licence 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 within the period specified by the DGCA.

## 5. Renewal of Licence

5.1 The licence holder shall submit the application for the renewal of licence CA96 (B) along with the prescribed fee, at least two months prior to the date of expiry for public use aerodromes and one month in case of Private use.

5.2. A copy each of the **last self inspection report and the last calibration report on Navigation and landing aids shall also be submitted with the application.** The self inspection should be within 30 days preceding the renewal application.

## 6. Change in the Category of License

6.1 Application for the change in the category of license should be submitted three months prior to the intended conversion of the license category.

6.2 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 1937 for the category.

## 7. Change of Aerodrome Licence Holder

7.1 An aerodrome licence is granted to a named 'legal person' (an individual or a company or any other legally constituted authority or body) as admissible under rule 79 of Aircraft Rule 1937, who satisfies that the criteria for the licence issue have been met. Once a licence is granted the licensee is to ensure that the aerodrome continues to meet the requirements. **The aerodrome licence is not transferable.**

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

7.3 Minimum notification of three months is required for change of owner or operator of the aerodrome. During the change the outgoing licensee shall be responsible for the operation of the aerodrome until the grant of aerodrome licence to the new applicant.

7.4 A change in the name of licensee does not constitute a change of identity, the licensee should apply for the variation of the licence to reflect the name change and provide a copy of the relevant 'certificate of incorporation on change of name'.

## 8. Discontinuation / Surrender of Licence

The licence holder must give a written notice to DGCA not less than 60 days from the date, on which the licence is to be discontinued / surrendered, in order that suitable promulgation action can be taken.

**9. Address for Communication**

All correspondences and submission of application shall be at the following address;

Director General of Civil Aviation  
(Attn : Director of Operations – Aerodrome Standards)  
DGCA Complex, Opposite Safdarjung Airport,  
New Delhi - 110003, I N D I A.

Email: [doas@dgca.nic.in](mailto:doas@dgca.nic.in) (for correspondence only)

This CAR supersedes AIC 22 of 1992.



(K. Gohain)  
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 document)

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 Environment and Forests, Government of India	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.3 Owner of the land	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.4 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**

5.1 Dimensions  
*(Enclose layout plan of the aerodrome site, including boundary, buildings and facilities proposed to be provided, preferable scale 1:2500 / 5000)*

*Details*

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 proposed as defined in Aircraft Rules 1937 ? PUBLIC USE  PRIVATE USE

7.2 State aerodrome reference code. (As per CAR Series-B, Part-I, Table 1-1) CODE NUMBER  CODE LETTER

**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 Do you propose to engage consultant for the project (if yes, furnish details) YES  NO

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.

SIGNATURE OF APPLICANT

DATE.....

NAME.....  
(in capital letters)

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

(Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected)

**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, microlights).

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.

<b>TYPE</b>	
<b>WEIGHT</b>	
<b>LENGTH</b>	
<b>WIDTH</b>	

**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)*

<b>NAME AND ADDRESS OF AUTHORITY</b>	<b>DATES AND</b>	<b>REFERENCE</b>	<b>OF</b>
	<b>APPROVAL</b>		

5.1 Ministry of Defence;

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5.2 Ministry of Environment and Forests,  
Government of India

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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 incharge 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

8.3 Date & name of the drawee bank

**9. ANY OTHER INFORMATION**

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

*(Note: 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)*

SIGNATURE OF APPLICANT

DATE.....

NAME.....  
*(in capital letters)*

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

*(Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected)*

**APPLICATION FOR RENEWAL OF AERODROME LICENCE**

1. Licence Number
  
2. Name of the Aerodrome
  
3. Enclosed a copy each of the last self inspection report and calibration report of 'Navigation and Landing aids'.
  
4. Enclose the Aerodrome Licence in original
  
- 5. DETAILS OF RENEWAL FEES**
- 5.1 Demand draft No.
  
- 5.2 Amount
  
- 5.3 Date & name of the 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)

*(Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected)*

**SCHEDULE FOR ISSUE OF AERODROME LICENCE**

<b>1.</b>	<b>NAME OF THE AERODROME</b>	
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<b>2.</b>	<b>STATE CATEGORY OF AERODROME</b>	PUBLIC USE <input type="checkbox"/> PRIVATE USE <input type="checkbox"/>
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<b>3.</b>	<b>STATE AERODROME REFERENCE CODE</b> <i>(As per CAR Series-B, Part-I, Table 1-1)</i>	CODE NUMBER <input type="checkbox"/> CODE LETTER <input type="checkbox"/>
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<b>4.</b>	<b>AERODROME REFERENCE TEMPARATURE</b>	
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<b>5.</b>	<b>AERODROME REFERENCE POINT*</b>	
5.1	Latitude / longitude of the Aerodrome reference point	___° ___' ___? ___? N ___° ___' ___? ___? E


5.2	Elevation of the Aerodrome reference point (AMSL)	.....Feet (.....meter)
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*(\*The data should be determined and certified by qualified person/agency. Attach documentary evidences.)*

<b>6.</b>	<b>PHYSICAL CHARACTERISTICS</b>			
	<b>RUNWAY DESIGNATION</b>			
6.1	LENGTH			
6.2	WIDTH			
6.3	RWY END ELEVATION	.....ft .....m		
6.4	RWY SURFACE			
6.5	ACN/ PCN <small>(attach certificate of correctness and cross-sectional drawing of pavement)</small>			
6.6	FRICION VALUE <small>(attach certificate of correctness)</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.*

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

<b>8.</b>	<b>APRONS</b> (attach separate sheets, if required)			
	<b>APRONS</b>			
8.1	SIZE			
8.2	STRENGTH (attach certificate of correctness 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.)

<b>9.1</b>	<b>MARKINGS on RUNWAYS</b>			
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			

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

<b>9.3</b>	<b>APRONS</b>			
a)	APRON SAFETY LINES			
b)	AIRCRAFT STAND			

c)	INFORMATION MARKING			
	(Attach separate sheet if required)			

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

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

<b>9.7</b>	<b>SIGNAL SQUARE</b> ( Details of size & signages)		
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<b>9.8</b>	Aerodrome beacons		
<b>9.9</b>	Aerodrome identification beacon		

*Note: Attach details of frequency of flashes, code, colour, vertical light distribution, intensity etc.*

## 10. LIGHTING

<b>10.1</b>	<b>RUNWAYS</b> ↗			
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 Intensity control provided.*

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

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

<b>10.4</b>	Landing – T				
<b>10.5</b>	Wind Direction Indicator				

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

<b>10.7</b>	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**

	<b>RUNWAYS</b> ☞				
11.1	PAPI SYSTEM				
11.2	SLOPE angles of				
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.

<b>13.1</b>	<b>Objects in operational areas and their frangible type</b>	
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

**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 Civil Aviation Requirements**

Provide a list of compliances of Civil Aviation Requirements applicable in respect of this aerodrome. Submit a list of deviations from Requirements in respect of the aerodrome if any.

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.

## 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 passenger entry 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 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 bowzer 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)
- iv. Hanger accommodation normally available to visiting aircraft

## MINIMAL FACILITIES FOR SAFETY OF AIRCRAFT OPERATIONS

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 TURBO-PROP OPERATION BY DAY

1. Non-Directional Beacon (IAL procedure for IFR flights.)
2. ATS by qualified personnel.

### B. FOR JET AIRCRAFT OPERATION BY DAY

1. VOR with IAL procedure for navigational and landing assistance.
2. VASI/PAPI. for visual guidance on approach.
3. ATS by qualified personnel.

### C. FOR OPERATIONS BY NIGHT

In addition to the aids mentioned in A & B above, lighting systems appropriate to the category of aerodrome operations should be provided to support night operations, including lighting of significant obstacles..

Where the terrain conditions or the weather conditions so demand, installation of Instrument Landing System would also be done to support scheduled Jet aircraft operations.

**SCHEDULE OF INSPECTION FOR RENEWAL OF AERODROME LICENCE**

**Name of Aerodrome** : -----  
**Date of Inspection** : -----

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.
    - i. Cracks
    - ii. Hole
    - iii. Spalling
    - iv. Bump
    - v. Low spot
    - vi. Debris
    - vii. Vegetation growth in tracks
  
  - 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 the cattle nuisance
  - 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 or 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 isolation bay 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/Frangible 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 frangibly 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.
- a. Apron edge lights.
- b. Runway centre line and touched down zone lights.
- c. Taxiway centre line lights.
- d. Guidance signs
- e. Flood lights.
- f. Obstruction lights.
- g. Lightning in fuel storage area
- h. Details of aerodrome obstructions lighted with fixed red light or other form of lighting.
- i. Are portable red lights available for marking obstructions on the landing area immediately by nights.
- j. Are lights available for marking runways.
- k. Ensure that runways and taxiway lights and runway threshold lights are the proper colour and are oriented correctly.
- l. 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/ equipement including last calibration result :

- a. Instrument landing system;
  - Glide path
  - Localizer
- b. DVOR/VOR
- c. DME
- d. NDB
- e. Outer marker
- f. Inner marker
- g. Radar

8. **Air Traffic Control:**

- a. General tidiness, serviceability of Airconditioners 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.

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. **Fueling 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 house keeping 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 CFT
- 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 neighborhood 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.

20. **Passenger facilitation:**

Check whether the all passenger facilities are available and properly maintained :

- a. Seating arrangement in terminal building including sterile area.
- b. Arrangement and availability of drinking water.
- c. Availability of snack bar/Restaurant.
- d. Proper maintenance of Toilets/Dustbins.
- e. Availability and serviceability of Public telephone booth/STD/ISD.
- f. Availability and serviceability of PA system.
- g. Proper positioning of serviceable fire extinguisher in Terminal building including appropriate signage of fire points & escape routes in emergency.
- h. Adequacy of sign board.
- i. Complaint book with Terminal manager & action taken on these complaints.
- j. Availability of Tourist Information Centre/ Inquiry counter/Assistance booth
- k. Adequacy and serviceability of X-ray baggage system/HHMD/Conveyer belt/Escalator .
- l. Air conditioners, ventilation, emergency exits.
- m. Adequacy of counters and weighing machines and their last calibration done.
- n. Flight information display adequacy .
- o. Availability of vehicle parking stand.

21. **Recommendations:**

- a. What type of aircraft do you recommend that this aerodrome should be licensed for use.
- b. What is the maximum number of aircraft that you recommend should be permitted to operate from this aerodrome at the same time.

22. **Remarks.**

**Date:**

**Signature of Inspecting Officer  
Designation.....**