

Air Safety Support International



APPLICATION FOR AN AERODROME CERTIFICATE

This form may be used for an application for the Issue, Amendment, Transfer or Surrender of an Aerodrome Certificate issued by Air Safety Support International (ASSI) for an aerodrome in the United Kingdom Overseas Territories.

For information about the requirements for aerodrome certification please read the Air Navigation (Overseas Territories) Order and Overseas Territories Aviation Requirements (OTAR) Part 139, both of which are available through the ASSI website at <http://www.airsafety.aero>

Applicants should also read the notes at page 4 of this form.

1	Type of Application
All applicants must complete this section	
This application is for (select one):	
ISSUE	<input type="checkbox"/>
AMENDMENT	<input type="checkbox"/>
TRANSFER	<input type="checkbox"/>
SURRENDER	<input type="checkbox"/>
2	APPLICANT DETAILS
All applicants must complete this section	
Name of applicant	
Organisation	
Address of applicant	
Telephone	
Website	
Fax	
E-mail	
3	AERODROME DETAILS (as required to be shown on the certificate)
All applicants must complete this section	
Name of Aerodrome or Proposed Aerodrome	
ICAO Identifier	
Telephone	
Fax	
Website	
E-mail	
Position of aerodrome relative to nearest settlement	
WGS84 Latitude and Longitude of aerodrome (ARP)	
Local Grid Reference	

4 AERODROME SERVICE PROVISION					
All applicants must complete this section unless applying to SURRENDER an Aerodrome Certificate					
Please indicate which services are to be provided at the aerodrome:					
Air Traffic Services (to be approved in accordance with OTAR Parts 171 and 172):	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	<input type="checkbox"/>
Instrument Flight Procedures (to be approved in accordance with OTAR Part 176):	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	<input type="checkbox"/>
5 REASON FOR CERTIFICATION					
All applicants must complete this section					
International Flights	<input type="checkbox"/>	Flight Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial Air Transport	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 AERODROME ACTIVITIES					
All applicants must complete this section unless applying to SURRENDER an Aerodrome Certificate					
Which flight regime is to be certificated? (IFR will include VFR)	IFR	<input type="checkbox"/>	VFR	<input type="checkbox"/>	<input type="checkbox"/>
Is the aerodrome intended to be used at night?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	<input type="checkbox"/>
Is aeronautical ground lighting to be provided?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	<input type="checkbox"/>
Level of Air Traffic Control service to be provided (select one):	Air Traffic Control Service			<input type="checkbox"/>	<input type="checkbox"/>
	Flight Information Service			<input type="checkbox"/>	<input type="checkbox"/>
Highest Rescue and Fire Fighting Service category to be provided:					
Instrument Flight Procedures to be provided (select all that apply):	STAR			<input type="checkbox"/>	<input type="checkbox"/>
	SID			<input type="checkbox"/>	<input type="checkbox"/>
	Non-precision Approach (VOR/DME, NDB)			<input type="checkbox"/>	<input type="checkbox"/>
	Precision Approach (ILS, GBAS)			<input type="checkbox"/>	<input type="checkbox"/>
	Low Visibility Approach (e.g. Cat II, III)			<input type="checkbox"/>	<input type="checkbox"/>
	RNAV/PBN Approach			<input type="checkbox"/>	<input type="checkbox"/>
	Circling Approach			<input type="checkbox"/>	<input type="checkbox"/>
Are non-standard procedures required (e.g. steep approach, emergency turn etc.)?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate the largest aircraft that will use the aerodrome in regular use:					
COMMERCIAL AIR TRANSPORT			COMMERCIAL AIR TRANSPORT		
TYPE					
MAXIMUM TAKE-OFF MASS (kg)					
LENGTH/D-VALUE					
FUSELAGE WIDTH					

7	KEY MANAGEMENT PERSONNEL (TO BE COMPLETED BY CORPORATE APPLICANTS)	
All applicants must complete this section unless applying to SURRENDER an Aerodrome Certificate		
Certificate Holder or Managing Director, Chief Executive Officer or equivalent		
Name		
Telephone		E-mail
Person with specific accountability for Safety (if different from above)		
Name		
Telephone		E-mail
Aerodrome Manager or Person responsible for day-to-day operation of the Aerodrome		
Name		
Telephone		E-mail
Person with specific responsibility for RFFS		
Name		
Telephone		E-mail
Air Traffic Services Manager or person responsible for day-to-day operation of Air Traffic Services		
Name		
Telephone		E-mail
Air Traffic Services provider		
Name of applicant		
Organisation		
Address of provider		
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.....		
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.....		
Telephone		Website
Fax		E-mail

NOTES TO APPLICANTS

These notes should be read in conjunction with the corresponding sections of this application form.

1. This application form covers:

INITIAL ISSUE - an application for the issue of an Aerodrome Certificate for a new aerodrome or for an existing aerodrome for the first time.

AMENDMENT - an application for a change to an Aerodrome Certificate where the Certificate Holder does not change.

TRANSFER - an application to transfer an Aerodrome Certificate to a new Certificate Holder.

SURRENDER - an application to surrender an Aerodrome Certificate. Please indicate which by checking the relevant box.

2. Unless the application is for the surrender of an Aerodrome Certificate, all applicants should complete this section. For transfer and amendment applications only changes to listed postholders need be entered. The personnel listed will be assessed as the relevant accountable postholders, and will be included in the schedules attached to the Aerodrome Certificate.

Applicants must be aware that processing of an application for an Aerodrome Certificate can be significantly delayed unless all the required supporting documentation is submitted with the application form. Such documentation may include the draft Aerodrome Manual, Safety and Quality Management manuals and curriculum vitae for nominated accountable personnel. For further information on the supporting documentation required, please browse the ASSI website or contact ASSI Aerodrome Standards using the information below.

Once complete applications should be submitted electronically to **aerodromes@airsafety.aero** or by post to:

Air Safety Support International
Floor 2, Northgate House
115 High Street Crawley
West Sussex RH10 1FY
United Kingdom

On receipt of an application form, ASSI will assign an Aerodrome Inspector to manage the application. The assigned Inspector will despatch confirmation of receipt of the application within 5 working days of receipt at the ASSI office. The assigned Inspector will be responsible for all communication relating to the application thereafter.