

Application for an Aerodrome Licence

Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.



FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICANT TYPE

Individual	Complete Section 2. a)	Limited Company	Complete Section 2. b)
Partnership	Complete Section 2. a)	Charity	Complete Section 2. c)
Limited Liability Partnership	Complete Section 2. b)	Trust	Complete Section 2. c)

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges but may not necessarily be the Licence Holder)

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

Country: Postcode:

Telephone: Mobile Telephone:

E-mail:

Trading Name: (if applicable)

Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

or b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

Country: Postcode:

Telephone:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

Country: Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

E-mail: Telephone:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

Country: Postcode:

Telephone:

E-mail: Mobile Telephone:

Website address:

Authorised Representative

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: Forename: Surname:

Position:

Charity Number (if applicable):

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

..... Postcode:

4. DETAILS OF LICENCE HOLDER (as required to be shown on the licence – may not necessarily be the person named at Section 2)

NOTES: 1) The licence holder must be a legal entity. If the licence holder is a group or club and is not incorporated, the name(s) of the person(s) who will hold the licence and be responsible for giving effect to the conditions of the licence should be stated.

2) Where the applicant is an individual, his/her current Curriculum Vitae (CV) must be enclosed. (All CVs will be destroyed once the application has been processed.)

Full Name of Licence Holder:

Licence Holder's Accountable Manager:

Address of Licence Holder:

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Telephone:

E-mail:

5. DETAILS OF AERODROME (as required to be shown on the licence)

Proposed Name of Aerodrome:

Address of Aerodrome:

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Telephone:

Website address:

E-mail:

Position of proposed Aerodrome with reference to nearest town (in nautical miles):

Elevation:

Latitude/Longitude in WGS 84 of Reference Point:

Grid Reference in OSGB of Reference Point:

Purpose for which Aerodrome is to be Used (e.g. Public Transport, flying training):

NOTE: This application must be accompanied by an Ordnance Survey map, size A4, showing by means of a red line the exact boundary of the proposed licensed area of the aerodrome. This map will be a Schedule attached to the Licence. (See CAP 168 Chapter 1 paragraph 5.)

6a. KEY MANAGEMENT PERSONNEL (please enter details when applicable)

SECTION 6a TO BE COMPLETED ONLY WHERE THE APPLICANT IS A COMPANY OR OTHER CORPORATE BODY

Board Member or person having specific responsibility for safety:

Name:

Telephone:

E-mail:

Managing Director (if different from above):

Name:

Telephone:

E-mail:

6b. KEY MANAGEMENT PERSONNEL (please enter details when applicable)

SECTION 6b TO BE COMPLETED BY ALL APPLICANTS

The person in charge of day-to-day operation of the aerodrome:

(Please enclose a current CV)

Name:

Job Title:

Telephone:

E-mail:

The person responsible for aerodrome safety (if different from the above):

(Please enclose a current CV)

Name:

Job Title:

Telephone:

E-mail:

Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS):

Name:

Job Title:

Telephone:

E-mail:

Provider of the Air Traffic Control Service:

Name:

Address:

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Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service:

Name:

Job Title:

Telephone:

E-mail:

7. AERODROME ACTIVITIES

a) Period for which licence is required, if less than 12 months (i.e. Seasonal Licence):

From: To:

b) Do you require a Public Use licence, as defined in Article 214 of The Air Navigation Order 2016, or an Ordinary licence? PUBLIC ORDINARY

c) Is a licence for night use required? YES NO

d) If the aerodrome is NOT intended for night use, is it intended to display aeronautical lights? YES NO

If the answer to 7c) or 7d) above is YES, a Permission to display aeronautical lights will be required. Please provide details of proposed lighting. (See CAP 168 Chapter 6.)

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Please give details of other proposed aviation activities not requiring the use of a licensed aerodrome (e.g. gliding, parachuting, microlights).

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Classification of aircraft to be operated at the aerodrome (e.g. aeroplanes, helicopters, gyroplanes).

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Type and maximum total weight authorised of the heaviest aircraft engaged on flights requiring the use of a licensed aerodrome expected to use the aerodrome per annum, including overall length and maximum **fuselage** width.

Commercial Air/Public Transport of Passengers

Instruction in Flying

Type:

Weight(kg):

Length:

FuselageWidth:

RFF Category to be provided (see CAP 168 Chapter 8 Table 8.1 and Table 8B.1).

Aeroplanes

Helicopters

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8. CONTROL OF THE AERODROME

Are you the owner of the aerodrome site?

YES

NO

If NO, please state:

a) Details of the rights you hold over the site.

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b) The period for which you hold these rights, including terminating date.

From:

To:

c) The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome.

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Does any third party hold rights over any part of the site (e.g. lease)?

YES

NO

If YES, would the exercise of these rights interfere with the use of the site as an aerodrome?

YES

NO

If there is a risk of interference with the use of the site as an aerodrome, has any agreement been made with the holder of the rights (e.g. Letter of Agreement)?

YES

NO

If YES, please give details of the agreement.

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Does any public or private right of way exist on or near the proposed aerodrome?

YES

NO

If YES, would the use of the site as an aerodrome interfere with such rights?

YES

NO

If there is a risk of interference with such rights, has any agreement been made with the holder of the rights for the use of the site as an aerodrome (e.g. Letters of Agreement)?

YES

NO

If YES, please give details of the agreement.

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Do you have sole charge of aircraft movements at the aerodrome?

YES

NO

If NO, please give details of the nature of aircraft movements outside your control, and the person controlling such movements, and any agreements made regarding co-ordination of movements, including any agreement with third parties (e.g. Letters of Agreement).

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9. PERMISSIONS AND APPROVALS

Before submitting this application, the authorities, as indicated below, should be consulted and, if appropriate, their approvals obtained. There may also be other bodies that applicants should inform, in their own interests. However, the application for planning permission and the request for the aerodrome licence are not interdependent and are made separately.

The following list is not comprehensive, and is for guidance only.

Land Aerodromes, or Water Aerodromes in Inland Waters

- Local Planning Authority
- Local Emergency Services (Emergency Plan)
- Port and Harbour Authority
- Environment Agency (Rivers)
- Utilities Bodies (e.g. power cables)

Water Aerodromes in Coastal Waters

- Local Planning Authority
- Pilotage Authority
- Port and Harbour Authority
- Utilities Bodies (e.g. power cables)

Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome? YES NO

If YES, please provide details.

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Has any of the authorities mentioned above raised any objections to the proposed use of the site as an aerodrome? YES NO

If YES, please state the Authority concerned and the nature of any objections.

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Is a safeguarding map to be deposited with the Local Planning Authority, to show the height above which new constructions in the vicinity of the aerodrome may interfere with its use? YES NO

(See CAP 738 Safeguarding of Aerodromes.)

10. SCHEME OF CHARGES

The following table conforms to the CAA Scheme of Charges (Aerodrome Licensing and Aerodrome Air Traffic Services Regulation). Please enter against the highest weight category appropriate to your aerodrome the total number of movements of aircraft in that Category flying for the purpose of public transport of passengers (or instruction in flying or both) which you expect to take place at the aerodrome during the twelve month period starting on 1 April.

NOTE: The figure required is the combined total for the year, each take-off and each landing counting as a movement.

	No. of Movements
Category (by maximum total weight authorised of aircraft)	
a) Not exceeding 2730 kg (not flying training)
b) Exceeding 2730 kg but not exceeding 6 Tonnes
c) Exceeding 6 Tonnes but not exceeding 35 Tonnes
d) Exceeding 35 Tonnes but not exceeding 140 Tonnes
e) Exceeding 140 Tonnes

11. AERODROME MANUAL

Has an Aerodrome Manual been submitted to the CAA?(See Note below.)

YES

NO

If NO, please indicate below when this is likely to be submitted.

NOTE: An aerodrome licence will not be granted until an Aerodrome Manual has been received and accepted by the CAA. The Aerodrome Manual should be submitted in electronic format to asddocs@caa.co.uk. (See CAP 168, Chapter 2, Paragraph 7.)

12. AIP REQUIREMENTS

The Aeronautical Information Publication (AIP) is identified as the publication used for the provision of aeronautical information/data necessary for the regularity and efficiency of air navigation. The holder of an aerodrome licence should ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to users of the aerodrome. (See CAP 168 Chapter 10.)

You should apply separately to Aeronautical Information Service (AIS), NATS Swanwick, Room 3115, Sopwith Way, Southampton, Hants, SO31 7AY telephone 08085-354802 / 01489-887515, www.ais.org.uk.

13. ANY FURTHER COMMENTS

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14. CHARGES

The charge(s) required as calculated in accordance with the CAA Aerodrome Licensing and Aerodrome Air Traffic Services Regulation Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5). NB: This application will not be processed until the applicable charges have been received.

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

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IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

15. FINANCIAL DECLARATION

I am applying for an Aerodrome Licence

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

(as shown in 2 (a), (b) or (c))

Signature of Applicant (named in 2 (a)):

or Signature of Authorised Representative (named in 2(b) or (c)):

Date:

16. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

CAA USE ONLY **Applicant's name** **Date of application**

Department: Contact Name:

Job No: Folio No: CAA Account Number:

Nominal Code: Cost Centre: Date received:

The sum of £..... has been received by: Date:

Amount paid by: Card Bank Transfer*
£..... £.....

*Receipt of Bank Transfer to be verified by Treasury.

Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £.....

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:.....

Legal Entity Details

Company – Date of incorporation of Company:

If declaration is signed on behalf of a Company:
is declaration signed by a Director or Company Secretary?
if not, then does signatory have authority to sign?

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification:

Signature on ID checked against Form Signature: Appropriately certified:

Application for an Aerodrome Licence – GUIDANCE NOTES

Dear Applicant

It is important that you answer all relevant questions as fully as possible as this will help to avoid delays in processing your application. Your responses to these questions should provide the CAA with the information it needs to give proper consideration to your application.

It may be helpful to explain why this information is required. The CAA may grant a licence only if it is satisfied that both the aerodrome and the applicant meet the safety-related requirements for licence issue. This will involve an inspection and assessment of the aerodrome against internationally agreed criteria as laid out in Civil Aviation Publication (CAP) 168 Licensing of Aerodromes, appropriate to the nature and scale of operations proposed. The CAA also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft. Many of the questions on the application form seek information relevant to that end; for example:

- a) Sections 1 to 5 will provide information about the applicant and the aerodrome; some of these details will be included on the aerodrome licence itself.
- b) Section 6 will provide details of key personnel with safety-related responsibilities. (All CVs provided will be destroyed once the application has been processed.)
- c) Section 7 will provide details on the nature, scale, and type of operations proposed.
- d) Sections 8 and 9 will provide information on the applicant's rights to use the site as an aerodrome, and to exercise control over the activities that will take place.
- e) Section 10 will provide information on which the licence fee will be assessed.
- f) Section 11 deals with the Aerodrome Manual, which is viewed by the CAA as a major indicator of the competency of the licence holder to operate the aerodrome safely.

You should apply separately to the CAA for the following:

Air Traffic Permissions: You should apply to ATS via e-mail at ats.enquiries@caa.co.uk alternatively you can contact the relevant regional office – see [Air Traffic Services Enquiries](#) for details.

Radio Licensing: Aeronautical Radio Licences will be issued and administered by Ofcom and not the Civil Aviation Authority. Details of how to apply for a new licence, or to renew your existing licence, will be made available by Ofcom. <https://www.ofcom.org.uk/manage-your-licence/radiocommunication-licences>
Tel: 0300 123 3333

Aerodrome Traffic Zone (ATZ): You should apply to the Directorate of Airspace Policy on:

Tel: +44 (0) 20 7453 6545

Fax: +44 (0) 20 7453 6565 – this is a generic DAP fax number therefore it is essential that ATZ-related faxes are annotated 'For the attention of ORA5'.

email: airspace@caa.co.uk

A formal application for any ATZ would be processed in accordance with an associated work process set out at Annex G of the Airspace Charter ([CAP 724](#)).

If you have any difficulty completing the form please do not hesitate to contact us at aerodromes.atm@caa.co.uk.