

Application for a Temporary 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.

or 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)

The licence holder must be a legal entity. If a group or club applying for a licence 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.

Full Name of Licence Holder:

Licence Holder's Accountable Manager:

Address of Licence Holder:

.....

.....

Telephone:

E-mail:

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

Proposed Name of Aerodrome:

Is it for Public Transport use?	YES	NO
Is it for flying training use?	YES	NO

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

Latitude/Longitude in WGS 84 of Reference Point:

Grid Reference in OSGB of Reference Point:

Elevation:

6. DETAILS OF LICENCE

Dates and times (hours of operation) for which licence is required:.....

Is a licence for night use required? YES NO

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

Name and job title of the person with responsibility for on-site operational management and safety of the aerodrome:

	Aeroplanes	Helicopters	Seaplanes
Types of aircraft to be operated			
Largest aircraft type:
Total number of expected movements on the busiest day:
Total number of aircraft expected to be within the circuit pattern on the busiest day of the licence period:
RFF Category to be provided. (see CAP 168 Chapter 8 Table 8.1 and Table 8B.1)

7. 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.

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.

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.

7. CONTROL OF THE AERODROME

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?	YES	NO
Have any arrangements been made to control the rights of way?	YES	NO
If YES, please give details below (e.g. Letters of Agreement).		
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8. RESCUE AND FIRE FIGHTING SERVICES

Name, job title and contact details of the person responsible for provision of the rescue and fire fighting services where this differs from those details provided under Section 4.

Name:

Job Title:

Telephone:

E-mail:

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)
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)

10. 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.)	

11. ANY FURTHER COMMENTS

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12. 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:

.....

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.

13. FINANCIAL DECLARATION

I am applying for a Temporary 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:

5. 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 \(caa.co.uk\)](#)



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 a Temporary Aerodrome Licence - Guidance Notes



Dear Applicant

This application must be accompanied by the following:

An extract from the Ordnance Survey map, size A4, showing by means of a red line the exact boundary of the proposed licensed area of the aerodrome or heliport, and its location with regard to local roads, towns and villages.

An Aerodrome Manual is required to be submitted in accordance with the requirements of Schedule 12 of the Air Navigation Order and the CAA's guidance material. Particular attention should be given to:

A description of the operational management of the aerodrome together with individually named responsibilities and accountabilities.

A diagrammatic representation of the site, preferably to a scale of 1:10,000 showing:

- All runways or FATOs and aprons.
- Their markings and designations.
- Declared distances.
- Significant obstacles (in feet agl).
- Location of aircraft parking spots and gates with clearances, dimensions and markings.
- Location of fuelling facilities.
- Location of RFF.
- Location of air traffic control position.
- Location of windsock.

Normal and emergency operating procedures.

Rescue and fire fighting facilities and procedures.

Fuelling procedures including fuel spill procedures.

Weather minima for operations.

Consideration for other airspace users, with any necessary letters of agreement with adjacent ATC units or arrangements with local microlight operators, hang-gliding, parachuting, gliding, private flying etc. activities.

Documentation including the Aerodrome Manual, details of Emergency Orders, details of the Safety Management System (if contained in a separate document) and a map showing the licensed area should be submitted in electronic format to asdocs@caa.co.uk. (See CAP 168, Chapter 2, Paragraph 7.)

Please Note: The operation of a temporary licensed aerodrome must be by prior permission (PPR) only.

You should apply separately to the CAA for the following:

Air Traffic Service Applications: Applications related to Air Traffic Service Arrangements should be made in accordance with CAP 403, Chapter 3.

All applications to establish or amend an aeronautical ground radio station licence should be sent to Ofcom's spectrum licensing team. Please review the information on [Ofcom's Aeronautical licensing website page](#) or contact the licensing team on spectrum.licensing@ofcom.org.uk.

Aerodrome Traffic Zone (ATZ): You should apply to Safety and Airspace Regulation Group - Airspace Regulation (Utilisation) on:

Tel: +44 (0) 1293 983 880

or via AROps@caa.co.uk annotating 'For the attention of ORA'.

A formal application for any permanent ATZ would be processed in accordance with the Safety and Airspace Regulation Group Policy Statement - Aerodrome Traffic Zones (ATZ).

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