

# Application for an Aerodrome Certificate

In accordance with Regulation UK (EC) No 216/2008 and its Implementing Rules including Commission Regulation UK (EU) 139/2014.

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



CAA Use Only).

**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.

<b>1. APPLICANT TYPE</b>			
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 or Certificate 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**

Title: ..... Forename: ..... Surname: .....

AND/ OR Trading Name: (if applicable) .....

Address: .....

Country ..... Postcode: .....

Telephone: .....

E-mail: ..... Mobile Telephone: .....

Website address: .....

**4. DETAILS OF CERTIFICATE HOLDER (INTENDED AERODROME OPERATOR) (as required to be shown on the certificate)**

The certificate holder must be a legal entity. If the certificate holder is a group or club and is not incorporated, the name(s) of the person(s) who will hold the certificate and be responsible for giving effect to the conditions of the certificate should be stated. Where the applicant is an individual, his/her current CV must be enclosed. (All CVs will be destroyed once the application has been processed.)

Full name of applicant: .....

Address of applicant: .....

..... Company Number: .....

Country: ..... Postcode: .....

Telephone: ..... Mobile telephone: .....

Email address: .....

**5. KEY MANAGEMENT PERSONNEL**

This application is to be submitted in accordance with Regulation UK (EU) 139/2014, ADR.OR.B.015.  
A certification Basis and Operations Basis will be required to be submitted with the application, although these may be updated and amended during the application process.

Please provide name, qualifications and experience for: (attach supporting documentation as required)

Aerodrome Accountable Manager

Name: ..... Additional documentation attached: Yes No  
Qualifications: .....  
Experience: .....

Person responsible for aerodrome safety (if different)

Name: ..... Additional documentation attached: Yes No  
Qualifications: .....  
Experience: .....

Person responsible for overseeing day-to-day provision of RFFS

Name: ..... Additional documentation attached: Yes No  
Qualifications: .....  
Experience: .....

**6. DETAILS OF THE AERODROME**

Proposed name of aerodrome: .....

Address of aerodrome: .....

.....

County: ..... Postcode: .....

Telephone: ..... Fax: .....

Email address: .....

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

Elevation: .....

Latitude/longitude in WGS 84 of reference point: .....

Grid reference in OSBG of reference point.: .....

**7. AERODROME ACTIVITIES**

Purpose for which aerodrome is to be used (e.g. commercial air transport, flying training, cargo):  
.....

Details of proposed aviation activities (e.g. gliding, parachuting, microlights):  
.....

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

Is night use required? Yes No

Rescue and fire fighting level of service: .....

Typical aircraft types to be served at the aerodrome: .....

Runway declared distances – runway designator, TORA, TODA, ASDA, LDA in metres for each runway, including intersection take-off if applicable: .....

Type of approaches: .....

## 8. CONTROL OF THE AERODROME SITE

Are you the owner of the aerodrome site? Yes No

If not, give details of the rights you hold over the site, and the period for which you hold these rights: .....

Give the name and address of the owner or tenant whose permission has been obtained for the site to be used as an aerodrome:

Name : .....

Address : .....

County: ..... Postcode: .....

Does any third party hold rights over any part of the site? 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: .....

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

If yes, please give details of the agreement: .....

Do you have sole charge of aircraft movements at the aerodrome? Yes No

If no, give details of the nature of aircraft movements outside of 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): .....

## 9. PERMISSIONS AND APPROVALS

Before submitting this application, the authorities as indicated below should be consulted and, if appropriate, their approvals obtained. There may be other bodies that applicants should inform, in their own interest. 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:

- Local Planning Authority
- Local Emergency Services (Emergency Plan)
- Port and Harbour Authority
- Environment Agency (Rivers)
- 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: .....

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 the objections: .....

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 might interfere with its use? (See CAP 738 Safeguarding of Aerodromes.) Yes No

## 10. SCHEME OF CHARGES

The following table conforms to the CAA Scheme of Charges (Aerodrome Licensing and UK (EU) Certification). Please enter against the highest weight category appropriate to your aerodrome the total number of movements of aircraft in that category for the purpose of public transport of passengers, of commercial air transport flights or of instruction in flying 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.

Category (by maximum total weight authorised of aircraft)	Number of movements
Not exceeding 2730 kg	
Exceeding 2730 kg but not exceeding 6 Tonnes	
Exceeding 6 Tonnes but not exceeding 35 Tonnes	
Exceeding 35 Tonnes but not exceeding 140 Tonnes	
Exceeding 140 Tonnes	

A further charge is payable for the grant of an aerodrome certificate where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours (as specified in Column 5 of the relevant table in the Scheme of Charges) for that application which corresponds with the appropriate charge category in the above table.

**11. AERODROME MANUAL**

Has an Aerodrome Manual been submitted to the CAA? Yes No

If not, please indicate when this will be submitted: .....

NOTE: An aerodrome certificate 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](mailto:asddocs@caa.co.uk).

**12. ANY FURTHER COMMENTS**

.....  
.....  
.....  
.....  
.....

**13. 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](http://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](http://www.caa.co.uk/refunds) for more information.

**14. FINANCIAL DECLARATION**

I am applying for an Aerodrome Certificate.

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)

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

or Signature of Authorised Representative (named in 2): .....

Date: .....

**15. 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.**



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:.....
<b>Legal Entity Details</b>		
<b>Company</b> – 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? .....		
<b>Individual</b> – Identification Document Details e.g. Passport/Driving Licence.		
Type of identification: .....		
Signature on ID checked against Form Signature: .....		
Appropriately certified: .....		

## Application for an Aerodrome Certificate – GUIDANCE NOTES

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 an aerodrome certificate only if it is satisfied that both the aerodrome and the applicant meet the safety-related requirements for certificate issue. This will involve an inspection and assessment of the aerodrome against Commission Regulation UK (EC) 139/2014, 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.

You will be required to complete a Certificate Basis (CB), an Operations Basis (OB) and an Aerodrome Manual for submission with your application, in accordance with (EU) 139/2014, ADR.OR.015. Templates for the CB and OB, together with the Aerodrome Manual Checklist are available on the CAA web site [here](#).

You should apply separately to the CAA for the following:

**Air Traffic Permissions:** You should apply to SARG ATM via email at [ATS.enquiries@caa.co.uk](mailto:ATS.enquiries@caa.co.uk). Alternatively you can contact the relevant regional office - see [here](#) for details.

**Radio Licensing:** 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](mailto:spectrum.licensing@ofcom.org.uk).

**Aerodrome Traffic Zone (ATZ):** You should apply for an ATZ by submitting:

DAP1916 (Statement of need: Intended Change to Notified Airspace) proforma. A formal application for any ATZ will be processed in accordance with CAP1616. Additional guidance can be found in the ATZ Policy Statement.

### AIP REQUIREMENTS

The Aeronautical Information Publication 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 certificate 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.

You should apply separately to:

UK Aeronautical Information Service  
NATS Swanwick  
Room 3115  
Sopwith Way  
Southampton  
Hampshire  
SO31 7AY  
United Kingdom

AIS General Enquiries:  
+44 (0) 1489887462 (Office Hours 0800-1600)

Email Address:  
[aissupervisor@nats.co.uk](mailto:aissupervisor@nats.co.uk) (Monitored Office Hours Only)

If you have any difficulty completing the form please do not hesitate to contact us at [aerodromes.atm@caa.co.uk](mailto:aerodromes.atm@caa.co.uk).