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Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to aerodromes@casa.gov.au

Purpose of this form

Use this form to apply for an aerodrome certificate.

Who is this form for?

This form is for aerodrome operators applying for an aerodrome certificate.

Information needed to complete this form

Aerodrome operators applying for a certificate will need to supply a completed Aerodrome manual, prepared in accordance with the regulations and commensurate with the aircraft activities, movement rates and passenger numbers expected at the aerodrome.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

Aerodrome

2 What are the **aerodrome** details?

Name of the aerodrome

Y code of the aerodrome

Real property description, including address if available

Geographical coordinates of the ARP

Latitude

Longitude

Bearing and distance from nearest town or populous area

3 Is the applicant the owner of the aerodrome site?

No → [Go to 4](#)

Yes → [Go to 7](#)

4 What are the details of **rights held in relation to the site**?

5 What is the **aerodrome site owner's** name?

Legal entity/full name

6 What is the **aerodrome site owner's** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

Provide written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.

 Attach evidence

7 What is the **largest type of aircraft** expected to use the aerodrome?

8 Is the aerodrome to be used for **Air Transport Operations**?

No

Yes

9 Is the aerodrome to be used for **international operations**?

No

Yes

10 What **Aerodrome Reference Code** are you nominating?

11 Do you intend to operate **at night**?

No

Yes

12 Do you intend to operate under **terminal instrument flight procedures**?

No

Yes

13 What are the expected **Passenger movement numbers (per year)**?

14 What are the expected **Aircraft movement numbers (per year)**?

15 Additional information (if applicable)

Expected Rescue and Fire Fighting (RFF) category

Expected operational restrictions at the aerodrome

Application checklist

16 Select all that apply:

Copy of the Aerodrome Manual, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome is attached

Written evidence of permission is attached

If other please specify

17 I declare:

- All statements in this application are true and correct.
- I acknowledge by providing my details below and submitting this application:
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application
 - I have used my best efforts to identify all Commonwealth, state and territory environmental protection legislation that governs the aviation-related activities I will be engaging in under the authorisation for which I am applying. I recognise and understand these obligations and will endeavour in good faith to comply with the applicable requirements specified in that legislation
 - We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement and privacy policy](#).

Fees

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

Role authority

18 In what capacity are you making this declaration?

- Self
- Director
- Agent
- Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 Attach authority

Submitting this form to CASA

Choose one option only

 By email – send this form with all supporting documents attached to aerodromes@casa.gov.au

 By post – return this form and all supporting documents to:
CASA Permissions Issue
GPO Box 2005
Canberra ACT 2601