



Application for an Aerodrome Certificate

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.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact and applicant details based on your ARN.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

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

Contact number

Email address

Aerodrome

2 What are the **aerodrome** details?

Name of the aerodrome

Real property description

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

Yes

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 rates (per year)?

15 What are the **aerodrome** details to be shown on the **Aerodrome Certificate**?

Name of the aerodrome

Aerodrome operator

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

Declaration

17 I declare that:

- I am authorised to make this application and hold the role indicated below on behalf of the Aerodrome Operator named in question 15.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Director, Agent

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**

Returning your form



By email – attach this form and all supporting documents. Send them to Aerodromes@casa.gov.au



By post – return this form and all supporting documents to:

CASA Permissions Issue
GPO Box 2005
Canberra ACT 2601