

	AIR NAVIGATION SERVICES AND AERODROME DIVISION AERODROME CERTIFICATION APPLICATION FORM	CAAM/ANSA/COA/1
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About this Application Form:

This form is approved by the Civil Aviation Authority of Malaysia (CAAM) for the issuance of specific approvals. The application form is made up of four (4) sections as follows:

- 1) Section A – Details of the applicant
- 2) Section B – Details of aerodrome site
- 3) Section C – Details of aerodrome
- 4) Section D – Applicants declaration

Guidelines for Completing this Application Form:

All applicants shall fill all sections of this application form. All information will be used to assess if the applicant is entitled to a Certificate of Aerodrome. An incomplete, poorly prepared or inaccurate application may:

- Result in rejection of the application
- Result in delays
- Result in a refusal to issue a Certificate of Aerodrome

Giving false or misleading information is an offence under Regulation 67(1)(c) of the Civil Aviation (Aerodrome Operations) Regulations 2016.

If the form is filled by hand, use block letters and either a black or blue ballpoint pen. Some questions contain check boxes or columns to be ticked, annotate with a 'X' where appropriate (e.g. columns where there is a YES/NO option). This information is used by the Air Navigation Services and Aerodrome Division when going through the application package.

Required Documentation Supporting this Application:

- 1) CAAM/ANSA/AM/1
- 2) Aerodrome Manual / Heliport Operation Manual
- 3) Aerodrome Emergency Plan (AEP)
- 4) Safety Management System Manual (SMS)
- 5) Aerodrome Wildlife Hazard Management Plan (AWHMP)
- 6) Aerodrome Disabled Aircraft Removal Plan (ADARP)
- 7) Proof of payment

Note. – All documents are to be prepared and made readily available to process this application in electronic format. CAAM may request for hard copies if required.

	AIR NAVIGATION SERVICES AND AERODROME DIVISION AERODROME CERTIFICATION APPLICATION FORM	CAAM/ANSA/COA/1
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Section A – Details of the applicant

Applicant type:		Certificate of Aerodrome No.: <i>(if applicable)</i>			
	New Certification				
	Renewal				
	Variation				
Name of Aerodrome Operator <i>(reflected on Aerodrome Certificate)</i>					
Phone		Fax			
Registered Address					
		City			
	State		Postcode		

Details of the person that you wish CAAM to contact in relation to this application

Full Name			
Phone		Mobile	
Email			

Section B – Details of the aerodrome site

Name of Aerodrome <i>(this will be reflected on the aerodrome certificate)</i>			
State		Lot No.	
District		Plan No.	
Geographical Coordinate of ARP	Latitude		
	Longitude		
Ground Elevation Aerodrome (Meters)			

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Section C – Details of aerodrome					
1. Aerodrome operations					
Is the aerodrome to be used by public transport aircraft	YES		NO		
Aerodrome operational hours (Only if not 24 – hours operations, state opening time and closing time)	24 – hours operations		YES		
			NO		
	Opening time				
	Closing time				
2. Type of aircraft to be operated at the aerodrome					
Aeroplane		Helicopter		Microlight	
Other (<i>Specify</i>):					
3. The heaviest type of aircraft in reference to the type of aircraft to be operated					
Aircraft type					
Maximum total weight authorised (kg)					
Expected Number of movements per calendar month of the heaviest aircraft type. (<i>one movement is one take-off or one landing</i>)	_____ Per Month				
4. Obstacle control					
Obstacle Limitation Surface	Approach Slope		%		
	Take – off Slope		%		
	Transitional Slope		%		
Is there a controlled area gazetted, under Civil Aviation Act 1969 Section IV, for the aerodrome			YES		
			NO		
If YES, state	Gazetted reference				
	Date Gazetted				

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5. Local authorities approval (Before submitting this application, the local authorities, must be consulted (where applicable) and their approval obtained)				
		YES	NO	N/A
Local authorities for land – use				
Certificate of Completion and Compliance				
Fire and rescue services department approval				
Environmental impact assessment				
6. Air Traffic Management				
Is the aerodrome located within controlled airspace?		YES		
		NO		
If YES, state (in reference to ARP)	Vertical Limits (feet)			
	Lateral Limit			
Is the Air Traffic Control services with licensed Air Traffic Controllers be provided at the aerodrome?		YES		NO
Aerodrome Flight Information Service (AFIS)		YES		NO
NOTAM		YES		NO
In reference to the above who is responsible to provide the services for AFIS and NOTAM		AFIS		
		NOTAM		



Section D – Applicants declaration

DECLARATION

1. I declare and undersign below that the statements, answers and attachments provided in this application form is true and correct to the best of my knowledge in accordance with Civil Aviation (Aerodrome Operations) Regulations 2016 and Civil Aviation Directives (CADs).

Giving false or misleading information is an offence under Regulation 67(1)(c) of the Civil Aviation (Aerodrome Operations) Regulations 2016.

2. I understand that processing the application may be delayed if:

- The application does not accurately and completely identify my/our requirements; or
- The details in this application are subsequently changed; or
- Adequate supporting documentation has not been provided.

3. I understand and agree that for CAAM to proceed with this application, I must:

- Accept the cost as per Civil Aviation (Fees and Charges) Regulation; and
- Forward the prescribed payment; and
- Forward all supporting documentation as required by the specific approval being applied for.

4. I understand that before certificate of aerodrome is granted, the Authority will require to be satisfied that the physical conditions on the manoeuvring area and its environs are acceptable, that the scale of equipment and services are adequate, and that the aerodrome is organized, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the respective Civil Aviation Directives, Civil Aviation (Aerodrome Operations) Regulations 2016 and any relevant publications issued by the Civil Aviation Authority of Malaysia (CAAM) in relation to this application.

Note. – CAAM may send materials/responses relating to this application by email or by mail.

Name of Applicant		Signature		Date	
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