



# System Requirements Specifications (Abridged) Directorate of Aerodrome Standards

AS 1 - APPLICATION FOR ISSUE OF AERODROME LICENSE

<b>PROJECT NAME:</b>	EGCA
<b>CUSTOMER NAME:</b>	DIRECTORATE GENERAL OF CIVIL AVIATION
<b>LOCATION:</b>	NEW DELHI



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All revisions made to this document are listed here in sequential order

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<b>SERVICE NAME</b>	<b>APPLICATION FOR ISSUE OF AERODROME LICENSE – PRIVATE USE / PUBLIC USE</b>
<b>ADMINISTRATOR</b>	<b>DIRECTOR - AERODROME STANDARDS</b>
<b>APPLICANT</b>	<b>AERODROME OPERATORS</b>

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## 1. SYNOPSIS

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### ISSUE OF AERODROME LICENSE FOR PRIVATE USE / PUBLIC USE

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**INPUT (APPLICATION)** CONTAINING DETAILS OF,

1. DETAILS OF APPLICANT, 2. DETAILS OF AERODROME SITE, 3. AERODROME ACTIVITIES, 4. CONTROL OF THE AERODROME, 5. PERMISSIONS AND APPROVALS REQUIRED, 6. AERODROME MANGEMENT PERSONNEL, 7. AERODROME MANUAL, 8. DATA FIELDS FOR EXEMPTION, 9. ATR DETAILS.

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### **PROCESS**

VERIFIED FOR CORRECTNESS OF PARTICULARS ALONG WITH ALL THE RELEVANT DOCUMENTS AND PERMIT GRANTED IF FOUND TO MEET THE REQUIREMENTS.

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### **EXEMPTION**

EXEMPTIONS (AS PER CAR SECTION 4 SERIES 'B' PART IV) FOR NON-COMPLIANCE SHALL BE:

I. TEMPORARY EXEMPTIONS: WHERE THE NON-COMPLIANCE IS EXPECTED TO BE REMOVED AND INTER OPERABILITY IS THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS MANDATORY SIGNS, AVAILABILITY OF RUNWAY STRIP ETC.

II. PERMANENT EXEMPTIONS: WHERE NON-COMPLIANCE IS NOT REASONABLY, BE REMOVED AND INTEROPERABILITY IS NOT THE PREDOMINANT ASPECT OF THE REQUIREMENT, SUCH AS THE INFRINGEMENT OF HIGH GROUND INTO AN OBSTACLE LIMITATION SURFACE ETC.

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### **OUTPUT**

ISSUE OF AERODROME LICENSE FOR PRIVATE USE / PUBLIC USE

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## 2. REFERENCE

RULE	<p>RULE 78 - LICENSING OF AERODROMES</p> <p>RULE 79 - QUALIFICATION FOR AERODROME LICENSE</p> <p>RULE 80 - PROCEDURE FOR GRANT OF LICENCE</p> <p>RULE 81 - AERODROME MANUAL &amp; SAFETY MANAGEMENT MANUAL(SMS)</p> <p>RULE 82 - INSPECTION</p> <p>RULE 83 - CONDITIONS GOVERNING THE GRANT OF LICENCE</p> <p>RULE 84 - AERODROME LICENSE VALIDITY</p> <p>RULE 85 - PUBLIC AERODROMES</p> <p>RULE 87 - FEE FOR AERODROME LICENSE</p>
CAR	<p>CAR SECTION 4 SERIES 'B' PART I</p> <p>CAR SECTION 4 SERIES 'F' PART I</p> <p>CAR SECTION 4 SERIES 'B' PART IV</p>
AIC	N/A
ADVISORY CIRCULAR	<p>AERODROME ADVISORY CIRCULAR 1 OF 2006</p> <p>AD AC 2 OF 2009</p> <p>AD AC 3 OF 2009</p>
PROCEDURE MANUAL	MANUAL OF AERODROME LICENSING PROCEDURES MANUAL SECTION 8.1 AND 8.2

## 3. BUSINESS RULES

ID NO.	REFERENCE CAR / AIC / PR. MANUAL	III. BUSINESS RULES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	REMARKS
AS1 / BR1	PROCEDURE MANUAL SECTION 2.1.3	THE ENTIRE PROCESS OF ASSESSMENT OF APPLICATION AND ISSUE OF LICENSE SHOULD BE COMPLETED WITHIN 90 DAYS FROM THE RECEIPT OF THE FORMAL APPLICATION COMPLETED IN ALL RESPECT.	
AS1 / BR2	CAR SECTION 4 SERIES 'F' PART I  (POINT 1)	THE AERODROMES SHALL BE LICENSED IN ONE OF THE FOLLOWING CATEGORIES, NAMELY: - I. FOR PUBLIC USE; THE AERODROME, WHICH, WHEN AVAILABLE FOR OPERATION OF AIRCRAFT, SHALL BE SO AVAILABLE TO ALL PERSONS ON EQUAL TERMS AND CONDITIONS. II. FOR PRIVATE USE; THAT IS TO SAY, FOR USE BY THE LICENSEE AND BY INDIVIDUALS SPECIFICALLY AUTHORISED BY THE LICENSEE.	
AS1 / BR3	CAR SECTION 4 SERIES 'F' PART I  (POINT 4.5)	THE APPLICANT SHALL SUBMIT COMPLIANCE CHECK LIST IN RESPECT OF THE REQUIREMENTS CONTAINED IN CAR ISSUED ON THE SUBJECT OF AERODROME DESIGN AND OPERATIONS.	
AS1 / BR4	CAR SECTION 4 SERIES 'F' PART I  (POINT 4.9)	AN AERODROME LICENCE SHALL BE VALID FOR A PERIOD OF 2 YEAR AS PRESCRIBED IN THE AIRCRAFT RULES, 1937 UNLESS IT IS SURRENDERED BY THE LICENCE HOLDER OR IS SUSPENDED OR CANCELLED BY THE DIRECTOR GENERAL FOR NON-ADHERENCE TO THE RELEVANT RULES AND REQUIREMENTS OR FOR ANY OTHER REASON. THE LICENCE SHALL REMAIN VALID SUBJECT TO ADHERENCE OF ALL APPLICABLE RULES OR REGULATIONS AND CONDITIONS/LIMITATIONS, IF ANY, ATTACHED TO THE LICENCE.	
AS1 / BR5	CAR SECTION 4 SERIES 'B' PART IV  (POINT 4)	AN APPLICATION FOR A STANDARD EXEMPTION INCLUDES: I. THE APPLICANT'S NAME AND ADDRESS. NAME OF AERODROME WHERE EXEMPTION IS BEING SOUGHT. (AERODROME LICENSE NUMBER TO BE QUOTED IF ALREADY ISSUED) II. THE RELEVANT PROVISIONS OF CIVIL AVIATION REQUIREMENTS FOR WHICH THE EXEMPTION IS SOUGHT. III. THE CATEGORY UNDER WHICH EXEMPTION SOUGHT (TEMPORARY/ PERMANENT) AND	



		<p>JUSTIFIABLE REASONS WHY THE APPLICANT NEEDS THE EXEMPTION. THE REASONS PROVIDED SHOULD BE DETAILED AND SELF-EXPLANATORY.</p> <p>IV. THE PERIOD FOR WHICH THE EXEMPTION IS REQUIRED.</p> <p>V. WHETHER THE EXEMPTION WILL AFFECT A PARTICULAR KIND OF OPERATION, THE DETAILS THEREOF;</p> <p>VI. THE ACTION PLAN FOR RECTIFICATION AND REVIEW OF NON-COMPLIANCE FOR TEMPORARY EXEMPTION, INCLUDING THE MITIGATION MEASURES ADOPTED FOR ENSURING THE SAFETY DURING THE EXEMPTION PERIOD.</p> <p>VII. IN CASE OF PERMANENT EXEMPTION IS SOUGHT, THE APPLICANT HAS TO INDICATE THE MITIGATION MEASURES ADOPTED TO REDUCE THE RISK ARISING DUE TO NON-COMPLIANCE AFTER CARRYING OUT A SAFETY ASSESSMENT.</p> <p>VIII. UNDERTAKING BY THE LICENSEE THAT HE SHALL ANNUALLY REVIEW THE CONDITIONS OR MITIGATION MEASURES AND ANY OTHER RESULTANT NON-COMPLIANCE IN PARTICULAR WHEN ANY SIGNIFICANT CHANGES IN THE ACTIVITY OR AERODROME DEVELOPMENT IS PROPOSED</p>	
AS1 / BR6	RULE 79	<p>A LICENCE FOR AN AERODROME SHALL NOT BE GRANTED TO ANY PERSON OTHER THAN –</p> <p>(A) A CITIZEN OF INDIA; OR(B) A COMPANY OR A BODY CORPORATE:PROVIDED THAT-</p> <p>(I) IT IS REGISTERED AND HAVING ITS PRINCIPAL PLACE OF BUSINESS IN INDIA;</p> <p>(I) IT MEETS THE EQUITY HOLDING CRITERIA SPECIFIED BY THE CENTRAL GOVERNMENT FROM TIME TO TIME; OR</p> <p>(C) THE CENTRAL GOVERNMENT OR A STATE GOVERNMENT OR ANY COMPANY OR ANY CORPORATION OWNED OR CONTROLLED BY EITHER OF THE SAID GOVERNMENTS; OR</p> <p>(D) A SOCIETY REGISTERED UNDER THE SOCIETIES EGISTRATION ACT, 1860. (21 OF 1860).</p>	
AS1 / BR7	RULE 84	<p>PERIOD OF VALIDITY OF LICENCE. – AN AERODROME LICENCE MAY BE GRANTED FOR ANY PERIOD NOT EXCEEDING TWENTY-FOUR MONTHS, AND ON EACH OCCASION OF RENEWAL, MAY BE RENEWED FOR ANY PERIOD NOT EXCEEDING TWENTY FOUR MONTHS.</p>	
AS1 / BR8	RULE 83	<p>CONDITIONS GOVERNING THE GRANT OF LICENSE. – (1) AN AERODROME LICENSE SHALL BE GRANTED OR RENEWED SUBJECT TO SUCH CONDITIONS AS THE DIRECTOR-GENERAL CONSIDERS NECESSARY TO ENSURE COMPLIANCE WITH THE CONVENTION AND THE SAFETY OF AIRCRAFT OPERATIONS.</p> <p>(2) WHILE A LICENSE IS IN FORCE, NO ALTERATIONS TO THE LANDING AREA OR TO THE BUILDINGS OR OTHER STRUCTURES ON THE AERODROME WHICH MAY AFFECT THE SAFETY OF AIRCRAFT SHALL BE UNDERTAKEN SAVE WITH THE PREVIOUS APPROVAL OF THE DIRECTOR-GENERAL AND APPLICATION FOR SUCH APPROVAL SHALL BE ADDRESSED TO THE DIRECTOR-GENERAL AND SHALL BE ACCOMPANIED BY FULL PARTICULARS WITH PLANS OF ANY SUCH</p>	





		ALTERATIONS INCLUDING ALTERATIONS TO SURROUNDING OBSTRUCTIONS WHICH MAY AFFECT THE SAFETY OF AIRCRAFT. (3) THE NECESSARY APPROVAL MAY BE GRANTED OR WITHHELD AND IF GRANTED MAY BE GRANTED SUBJECT TO SUCH CONDITIONS (INCLUDING CONDITIONS INVOLVING A REVISION OF THE ORIGINAL CONDITIONS OF LICENSE) AS THE DIRECTOR-GENERAL MAY THINK FIT. (4) IF ANY ALTERATION OF THE NATURE REFERRED TO IN SUB-RULE (2) IS UNDERTAKEN WITHOUT THE PREVIOUS APPROVAL OF THE DIRECTOR-GENERAL, THE LICENSE MAY BE CANCELLED. (5) THE LICENSEE SHALL MAINTAIN THE AERODROME IN A FIT STATE FOR USE BY AIRCRAFT AND ADEQUATELY MARKED TO THE SATISFACTION OF THE DIRECTOR GENERAL DURING THE WHOLE PERIOD OF THE CURRENCY OF THE LICENSE AND SHALL, IF THE AERODROME BECOMES UNSERVICEABLE, IMMEDIATELY NOTIFY THE DIRECTOR-GENERAL.	
AS1 / BR9	RULE 87	FEE. – (1) THE FEE CHARGEABLE FOR THE GRANT OF A LICENSE FOR AN AERODROME SHALL BE – (A) WHEN THE LICENSE IS GRANTED RS.1,00,000/- FOR PRIVATE USE (B) WHEN THE LICENSE IS GRANTED RS.5,00,000/- FOR PUBLIC USE UP TO RUNWAY LENGTH OF 5,000 FEET PLUS RS 2,00,000/- FOR EVERY 1,000 FEET OR PART THEREOF. (2) THE FEE CHARGEABLE FOR RENEWAL OF LICENSE OF AN AERODROME SHALL BE FIFTY PER CENT OF THE FEE FOR LICENSE REFERRED TO IN SUB-RULE (1). (3) THE FEE SHALL BE PAYABLE BY BANK DRAFT DRAWN IN FAVOUR OF PAY AND ACCOUNTS OFFICE, DIRECTOR GENERAL OF CIVIL AVIATION, MINISTRY OF CIVIL AVIATION, NEW DELHI.	
AS1 / BR10	RULE 88	PASSENGER SERVICE FEE – THE AIRPORT LICENSEE MAY COLLECT FEES TO BE CALLED THE PASSENGER SERVICE FEE FROM THE EMBARKING PASSENGERS AT SUCH RATE AS THE CENTRAL GOVERNMENT MAY SPECIFY. THE AIRPORT LICENCEE SHALL UTILISE THE FEES SO COLLECTED FOR THE INFRASTRUCTURE AND FACILITATION OF THE PASSENGERS: PROVIDED THAT THE RATE OF FEES IN RESPECT OF MAJOR AIRPORTS SHALL BE AS DETERMINED UNDER CLAUSE (1) OF SUB-SECTION (1) OF SECTION 13 OF THE AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA ACT, 2008 (27 OF 2008)”. THE AIRPORT LICENCEE SHALL UTILISE THE FEES SO COLLECTED FOR THE INFRASTRUCTURE AND FACILITATION OF THE PASSENGERS: PROVIDED THAT THE RATE OF FEES IN RESPECT OF MAJOR AIRPORTS SHALL BE AS DETERMINED UNDER CLAUSE (1) OF SUB-SECTION (1) OF SECTION 13 OF THE AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA ACT, 2008 (27 OF 2008)”.	



## 4. APPLICATION / DATA ELEMENTS

ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
AS1 – DE 1		Form CA96 A	<p>AERODROME MANUAL, SAFETY MANAGEMENT SYSTEM MANUAL, CATEGORY OF AERODROME, CAR COMPLIANCE CHECKLIST, NEED EXEMPTION, EXEMPTION FOR NON-COMPLIANCE TEMPORARY, EXEMPTION FOR NON-COMPLIANCE - PERMANENT, SAFETY ASSESSMENT REPORT ( ONLY FOR PUBLIC USE), AERONAUTICAL CHARTS FOR PUBLIC USE AERODROME, PARKING / DOCKING, TYPE A, OLS, GRID MAPETC., AERONAUTICAL CHARTS FOR PRIVATE USE AERODROME, OLS, GRID MAP ETC., ATTACHMENT 4 (SCHEDULE FOR THE ISSUE OF AERODROME LICENSE), LICENSE FEE, PAY LICENSE FEE(ONLINE / DD),</p> <p>ENTER FILE NUMBER,</p> <p><u>DETAILS OF APPLICANT</u> - FULL NAME OF APPLICANT (IN CAPITAL LETTERS),ADDRESS OF APPLICANT (IN CAPITAL LETTERS),TELEPHONE NUMBER(S),FAX NUMBER,EMAIL (PRIMARY),EMAIL (SECONDARY),NATIONALITY OF THE APPLICANT, <u>DETAILS OF AERODROME SITE</u> - PLACE NAME BY WHICH THE AERODROME IS TO BE KNOWN IN ALL FUTURE REFERENCES, NAME AND ADDRESS OF THE OWNER OF AERODROME, TELEPHONE NUMBER(S),FAX NUMBER,EMAIL,LOCATION OF THE AERODROME SITE WITH REFERENCE TO THE NEAREST AERODROME, RAILWAY STATION AND TOWN/VILLAGE,STATE / DISTRICT IN WHICH SITUATED, LATITUDE / LONGITUDE OF THE AERODROMEREFERENCE POINT, GRID REFERENCE IN WGS 84, (ATTACH SURVEY MAP, SCALE1:25,000 SHOWING BY MEANS OF BROKEN LINE THE EXACT BOUNDARIES OF THE AERODROME, ORIENTATION AND LENGTH OF RUNWAY (S) (IN FEET AND METER)),ELEVATION OF THE AERODROME REFERENCE, POINT (AMSL),</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>AERODROME ACTIVITIES - STATE CATEGORY OF AERODROME PROPOSED AS DEFINED IN AIRCRAFT RULES 1937 ( IN CASE OF PRIVATE AERODROME, (INDICATE), THE PURPOSE FOR WHICH THE AERODROME WILL BE USED E.G. JOY RIDES, AIR DISPLAYS, MISCELLANEOUS INSTRUCTIONAL FLYING, PRIVATE FLYING ETC.,WHETHER YOUR OWN AIRCRAFT ONLY WILL USE THE AERODROME, DO YOU PROPOSE TO USE THE AERODROME BY OWN AIRCRAFT AS WELL AS OTHER AIRCRAFT ,STATE WHETHER PRIOR PERMISSION OR NOTICE IS REQUIRED. )</p> <p>PLEASE GIVE DETAILS OF OTHER PROPOSED ACTIVITIES (E.G. GLIDING, MICROLIGHT ETC.,TYPE AND MAXIMUM TOTAL WEIGHT OF THE HEAVIEST/LARGEST AIRCRAFT FOR WHICH THE AERODROME IS DESIGNED INCLUDING OVERALL LENGTH AND MAXIMUM FUSELAGE WIDTH, TYPE,WEIGHT (KG),LENGTH (METERS),WIDTH (METERS),IS A LICENSE FOR NIGHT USE/ ALL WEATHER REQUIRED?,UPLOAD DETAILS PROPOSED LIGHTING ALONG WITH THE LIGHTING PLAN, UPLOAD DETAILS OF PROPOSED CNS-ATM FACILITIES,UPLOAD DETAILS OF PROPOSED MET FACILITIES, <u>CONTROL OF THE AERODROME</u> - ARE YOU THE OWNER OF THE AERODROME LAND, DETAILS OF THE RIGHTS YOU HOLD OVER THE LAND (ADD DETAILS,ADD UPLOAD,THE PERIOD FOR WHICH YOU HOLD THESE RIGHTS, INCLUDING TERMINATING DATE,FROM DATE,TO DATE), <u>PERMISSIONS AND APPROVALS REQUIRED –</u></p> <p>MINISTRY OF DEFENCE - (NAME OF AUTHORITY,ADDRESS OF AUTHORITY,DATE OF APPROVAL,UPLOAD),</p> <p>MINISTRY OF ENVIRONMENT AND FORESTS,GOVERNMENT OF INDIA - (NAME OF AUTHORITY,ADDRESS OF AUTHORITY,DATE OF APPROVAL,UPLOAD),</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>OWNER OF THE LAND - (NAME OF AUTHORITY, ADDRESS OF AUTHORITY,DATE OF APPROVAL, UPLOAD),</p> <p>LOCAL AUTHORITY SUCH AS MUNICIPAL CORPORATION / COMMITTEE OR URBAN LAND DEVELOPMENT BOARD/ AUTHORITY OF THE STATE OR ITS COUNTRY AND TOWN PLANNING DEPARTMENT - (NAME OF AUTHORITY,ADDRESS OF AUTHORITY,DATE OF APPROVAL,UPLOAD),</p> <p><u>AERODROME MANGEMENT PERSONNEL</u></p> <p>BOARD MEMBER/ MANAGING DIRECTOR OR PERSON HAVING SPECIFIC RESPONSIBILITY FOR SAFETY NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL),THE PERSON IN CHARGE OF DAY TO DAY OPERATION OF AERODROME (NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL,UPLOAD CV),THE PERSON RESPONSIBLE FOR AERODROME SAFETY SAME AS THE PERSON IN CHARGE OF DAY TO DAY OPERATION OF AERODROME (NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL,UPLOAD CV),PROVIDER OF THE CNS - ATM (NAME,ADDRESS),PROVIDER OF THE MET SERVICES (NAME,ADDRESS),THE PERSON RESPONSIBLE FOR OVERSEEING THE DAY TO DAY PROVISIONS OF THE AIR TRAFFIC MANAGEMENT (NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL),THE PERSON RESPONSIBLE FOR OVERSEEING THE DAY TO DAY PROVISIONS OF CNS (NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL),THE PERSON RESPONSIBLE FOR OVERSEEING THE DAY TO DAY PROVISIONS OF RFF (NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL),THE PERSON RESPONSIBLE FOR OVERSEEING THE DAY TO DAY PROVISIONS OF MET</p>	<p>INTEGRATION WITH CNS AND ATM WOULD BE REQUIRED.</p>



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>SERVICES(NAME,DESIGNATION,TELEPHONE NUMBER,EMAIL)</p> <p><u>AERODROME MANUAL</u></p> <p>IS AN AERODROME MANUAL SUBMISSION,EXPECTED DATE OF SUBMISSIONS,UPLOAD MANUAL SECTIONS,</p> <p>DECLARATION: (I HEREBY CERTIFY THAT THE FORGOING INFORMATION IS CORRECT IN EVERY RESPECT AND NO RELEVANT INFORMATION HAS BEEN WITHHELD. NOTE: IT IS AN OFFENCE TO MAKE ANY FALSE REPRESENTATION WITH THE INTENT TO DECEIVE, FOR THE PURPOSE OF PROCURING THE GRANT OF AN AERODROME LICENSE),FEE,DATE OF DD,DD NUMBER,BANK NAME,BRANCH,ANY OTHER INFORMATION,APPLYING FOR EXEMPTIONS?,ADD RUNWAY LENGTH</p>	
AS1 – DE 2		ATTACHMENT 4 DATA FIELDS	<p>NAME OF THE AERODROME, STATE CATEGORY OF AERODROME, <u>STATE AERODROME REFERENCE CODE</u> - AS PER CAR SECTION 4 SERIES 'B', PART-I, TABLE 1-1) CODE NUMBER (STATE AERODROME REFERENCE CODE (AS PER CAR SERIES-B, PART-I, TABLE 1-1) CODE LETTER, IS THE RUNWAY AT THE AERODROME AN INSTRUMENT RUNWAY, IF INSTRUMENT RUNWAY, PLEASE SELECT CATEGORY., AERODROME REFERENCE TEMPERATURE, <u>AERODROME REFERENCE POINT*</u> - LATITUDE OF THE AERODROME REFERENCE POINT, LONGITUDE OF THE AERODROME REFERENCE POINT, ELEVATION OF THE AERODROME REFERENCE POINT (AMSL), <u>PHYSICAL CHARACTERISTICS</u> - RUNWAY DESIGNATION, LENGTH,WIDTH,RWY END ELEVATION,RWY SURFACE,ACN/ PCN (ATTACH CERTIFICATE OF</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p>CORRECTNESS AND CROSS-SECTIONAL DRAWING OF PAVEMENT),FRICTION VALUE (ATTACH CERTIFICATE OF CORRECTNESS), RWY SLOPES (LONGITUDINAL, TRANSVERSE),RWY SHOULDER (WIDTH, TRANSVERSE SLOPE,STRENGTH,SURFACE,SLOPE-ALSO NOTE SHARP SHOULDERS),TURNPAD,BASIC STRIP, (WIDTH, LENGTH, LONGITUDINAL SLOPE, TRANSVERSE, GRADING), RESA DIMENSIONS (LENGTH X WIDTH, SLOPE, STRENGTH &amp; GRADING), CLEARWAYS(LENGTH X WIDTH, SLOPE, STRENGTH &amp; GRADING),STOPWAYS (LENGTH X WIDTH, SLOPE, STRENGTH &amp; GRADING),TORA,TODA,ASDA,LDA)</p> <p><u>DETAILS OF TAXIWAYS</u> - ATTACH SEPARATE SHEETS, IF REQUIRED),TAXIWAY DESIGNATION,TAXIWAY STRIP,SHOULDER,STRENGTH (ATTACH CERTIFICATE OF CORRECTNESS AND CROSS-SECTIONAL DRAWING OF PAVEMENT),SLOPE,</p> <p><u>APRONS (ATTACH SEPARATE SHEETS, IF REQUIRED)</u> - SIZE, STRENGTH (ATTACH CERTIFICATE OF CORRECTNESS AND CROSSSECTIONAL DRAWING OF PAVEMENT), SLOPE, NO. OF BAYS, AIRCRAFT STAND CLEARANCE, ISOLATED AIRCRAFT PARKING POSITION, <u>VISUAL AIDS FOR NAVIGATION (ENCLOSE MARKING PLAN FOR ALL THE RUNWAYS.)</u> - DESIGNATION,CENTERLINE,THRESHOLD,RWY END,AIMING POINT,TOUCHDOWN ZONE,SIDE STRIPE (RWY EDGE MARKING).,TURNPAD,HOLDING POSITION, IF PROVIDED,MANDATORY INFORMATION MARKING,INFORMATION MARKING,</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>MARKINGS ON TAXIWAYS</u> - CENTRELINE,SIDE STRIP,RWY HOLDING POSITION,INTERMEDIATE HOLDING POSITION,INFORMATION MARKING, <u>APRONS</u> - APRON SAFETY LINES(AIRCRAFT STAND,INFORMATION MARKING), OTHER MARKINGS (ROAD HOLDING POSITION,VOR AERODROME CHECK POINT MARKING,ALTIMETER CHECK POINT),LANDING 'T' LOCATION AND COLOUR, WIND DIRECTION INDICATOR (LOCATION,COLOUR,SWINGS FREELY,SIGNAL SQUARE ( DETAILS OF SIZE &amp;SIGNAGES),AERODROME BEACONS,AERODROME IDENTIFICATION BEACON), <u>LIGHTING</u> - RUNWAYS (RUNWAY EDGE LIGHTS,RUNWAY THRESHOLD / WING BAR LIGHTS,RUNWAY END LIGHTS,RUNWAY CENTER LINE LIGHTS,RUNWAY TOUCHDOWN ZONE LIGHTS,RUNWAY TURN PAD LIGHTS,RUNWAY GUARD LIGHTS,STOPWAY LIGHTS,RUNWAY THRESHOLD IDENTIFICATION LIGHTS), TAXIWAYS (CENTER LINE LIGHTS,EDGE LIGHTS,APRON TAXIWAY LIGHTS,ROAD HOLDING POSITION LIGHT,STOP BARS,INTERMEDIATE HOLDING POSITION LIGHTS),APRON (FLOOD LIGHTING,VISUAL DOCKING GUIDANCE SYSTEM, WHERE PROVIDED,AIRCRAFT STAND MANEUVERING GUIDANCE LIGHTS,LIGHTING OF OBSTACLES (INSIDE AERODROME)), LANDING – T, WIND DIRECTION INDICATOR, APPROACH LIGHTING SYSTEM (RUNWAYS - SIMPLE APPROACH LIGHTING SYSTEM, PRECISION APPROACH LIGHT (CATEGORY), LEAD-IN LIGHTS), EMERGENCY LIGHTING/ SECONDARY POWER SUPPLY TO MEET THE TYPE OF OPERATION AND SWITCH OVER TIME, UPLOAD FIELD REQUIRED TO COMPLY WITH NOTE: ENCLOSE LIGHTING PLAN FOR ALL LIGHTING SYSTEM AND CERTIFY THAT THEY ARE MEETING THE RESPECTIVE REQUIREMENTS OF INTENSITY, COVERAGE ETC. UPLOAD IN PDF.,</p>	



ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			<p><u>VISUAL APPROACH SLOPE INDICATOR SYSTEMS</u> - RUNWAYS,PAPI SYSTEM,SLOPE ANGLES OF, CALIBRATION DATE (ATTACH CALIBRATION CERTIFICATE), <u>SIGNAGES</u> - MANDATORY INSTRUCTION SIGNS (NO ENTRY,RUNWAY DESIGNATION,RUNWAY HOLDING POSITION,CAT-I, II OR III HOLDING POSITION,ROAD HOLDING POSITION,VOR CHECK POINT SIGN), INFORMATION SIGNS (RUNWAY EXIT SIGN,INTERSECTION TAKE OFF SIGN,LOCATION AND DIRECTION SIGN), AERODROME IDENTIFICATION SIGN,AIRCRAFT STAND IDENTIFICATION SIGNS, <u>OBSTACLE LIMITATION SURFACES</u> - OBJECTS IN OPERATIONAL AREAS AND THEIR FRANGIBLE TYPE (RUNWAY STRIP,STOPWAY,CLEARWAY,RESA), OBSTACLES (POSITION OF OBSTACLE,HAZARD TO FLYING,INTERFERENCE TO NAVIGATION AIDS,MARKING OF OBSTACLE), <u>RESCUE AND FIRE FIGHTING</u> - AERODROME CATEGORY, NO. OF TRAINED PERSONNEL,RFF EQUIPMENTS REQUIRED AND AVAILABLE,AVAILABILITY OF WEATHER RESCUE EQUIPMENT,AVALIABILITY AND POSITION OF HYDRANTS/ WATER RESERVOIRS, <u>GENERAL INFORMATION</u> - BOUNDARY WALL AS PER BCAS REQUIREMENTS AND SECURITY LIGHTING, NO. OF ACCESS GATE, DRAINAGE SYSTEM, TERMINAL BUILDING WITH CAPACITY AND PASSENGER FACILITIES, <u>DOCUMENTS</u> - AERODROME MANUAL,AERODROME EMERGENCY PLANNING,DISABLED AIRCRAFT REMOVAL PLAN,BIRD HAZARD REDUCTION PLAN,APRON MANAGEMENT SERVICE,AERODROME VEHICLE OPERATIONS,SURFACE MOVEMENT GUIDANCE AND CONTROL SYSTEMS, LIST OF DEVIATIONS</p>	
AS1 – DE 3		FILING OF ATR BY THE APPLICANT	ENTER OBSERVATION LETTER NUMBER ENTER APPLICATIONNUMBER	





ID	REFEREN CE  CAR / AIC / PR. MANUA L	PARTICULARS	DETAIL	REMARKS
			FILL ATR AS PER FORMAT IN 9.2.10 FIELDS TO BE MADE AVAILABLE IN THE DATA FIELDS HERE  UPLOAD ATTACHMENTS  ATTACHMENT REFERENCE NUMBER  ATTACHMENT NAME  ATTACHMENT DESCRIPTION  ADD COVER NOTE	
AS1 – DE 4		VERIFIER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS1 – DE 5		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN  INSPECTION OFFICER ASSIGNED	
AS1 – DE 6		VERIFIER (INSPECTION OFFICER)	DATE OF INSPECTION  ATTACH INSPECTION REPORT  ACTION TAKEN	
AS1 – DE 7		EXEMPTION (IF REQUIRED)	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS1 – DE 8		CLARIFICATION	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN	
AS1 – DE 9		APPROVER	ADD COMMENTS FOR INTERNAL WORKFLOW  ACTION TAKEN  ATTACH DIGITAL SIGNATURE	



## 5. PROCESS

PROCESS	<ol style="list-style-type: none"> <li>1. THE APPLICATION WHEN SUBMITTED WITH APPLICABLE FEE, WOULD ACKNOWLEDGE THE RECEIPT WITH A SYSTEM GENERATED ACKNOWLEDGEMENT NUMBER WHICH WOULD FORM THE BASIS OF REFERENCE OR TRACKING.</li> <li>2. THE APPLICATION WILL LAND IN GENERAL INBOX, VERIFIER INBOX AND APPROVER INBOX.</li> <li>3. PROVISION WOULD BE MADE FOR THE APPROVER TO REASSIGN THE WORK TO ANOTHER VERIFIER OR PROCESS THE APPLICATION HIMSELF.</li> <li>4. WHERE REQUIRED THE APPROVER WOULD REFER THE APPLICATION FOR EXEMPTION TO COMPETENT AUTHORITY.</li> <li>5. THE DISCREPANCIES NOTED IN THE APPLICATION OR THE ATTACHMENT WOULD BE REFLECTED AS A REMARK AGAINST EACH ITEM AND A SYSTEM GENERATED DISCREPANCY REPORT WOULD BE PROVIDED TO THE APPLICANT AT THE END OF THE SCRUTINY VIA E-MAIL WITH A SMS REGARDING APPLICATION STATUS.</li> <li>6. APPLICATION STATUS WOULD BE INDICATED AS REJECTED/ IN PROCESS/ PENDING/ APPROVED</li> </ol>
VERIFIER	VERIFY CORRECTNESS OF THE FURNISHED INFORMATION OR SEND DISCREPANCY REPORT
APPROVER	PERFORM CHECKS AS REQUIRED, APPROVE AND ISSUE APPROVAL OR SEND DISCREPANCY REPORT TO APPLICANT AND VERIFIER OR FORWARD FOR EXEMPTION OR ISSUE PERMIT
EXEMPTION	APPROVER TO RECOMMEND THE APPLICATION TO EXEMPTING AUTHORITY FOR GRANT OF EXEMPTION
RETURN AFTER EXEMPTION	DESIGNATED AUTHORITY GRANT / RETURN THE REQUEST TO APPROVER
PERMIT ISSUE	ISSUE AERRODROME LICENSE FOR PUBLIC/PRIVATE USE



## 6. INTERDEPENDENCIES


SERVICE	INFORMATION RECEIVED FROM OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	INFORMATION RECEIVED	EXTERNAL STAKEHOLDER(S)	INTERNAL STAKEHOLDER
AS1 - ISSUE OF AERODROME LICENSE FOR PRIVATE USE / PUBLIC USE	Permission/Clearances	Ministry of Defense	
	Permission/Clearances	Ministry of Environment and Forests, GoI;	
	Permission/Clearances	Owner of the land; and development board/authority of the State or its Country and Town	
	Permission/Clearances	Local Authority, Municipal corp'n, Planning Department	
	ATRs	Operator	
	Clearance	Ministry of Home Affairs (MHA) through MoCA	



SERVICE	INFORMATION SENT TO OTHER DIRECTORATE(S) / EXTERNAL STAKEHOLDER(S)		
	TITLE / NATURE OF OUTPUT	DISTRIBUTION 1	DISTRIBUTION 2
AS1 - ISSUE OF AERODROME LICENSE FOR PRIVATE USE / PUBLIC USE	Observations	Operator	
	Providing information about the aerodrome for inclusion in AIP and NOTAM.	Aeronautical Information Services (AIS), owned and managed by AAI.	

## 7. OUTPUT

ISSUE OF  
AERODROME  
LICENSE –  
PUBLIC USE



**GOVERNMENT OF INDIA**  
**OFFICE OF THE DIRECTOR GENERAL OF CIVIL AVIATION**  
 DGCA COMPLEX, OPP. SAFDARJUNG AIRPORT, NEW DELHI-110 003

File No.....  
 License No. AL/Public/ 000

**AERODROME LICENSE - PUBLIC USE**

The Director General of Civil Aviation, in exercise of the powers under Rule 78 of the Aircraft Rules, 1937 delegated vide S.O. No. 727 (E) dated the 4<sup>th</sup> October, 1994, hereby grants license to,

*XYZ*  
(Name of License holder)

for

*ABCDE*  
(Name & Place of Aerodrome)

Latitude 00° 00' 00.00" N, Longitude 00° 00' 00.00" E

the details of the aerodrome as contained in its Aerodrome Manual.

This license authorizes the aerodrome to be used as regular place of landing and departure to all persons on equal terms and conditions for operation by aircraft requiring specifications of runway and associated facilities equal to or less than those indicated in the aerodrome Manual, subject to the conditions as contained in schedule-I and for a period as shown in Schedule-II hereto.

The license is liable to be suspended/ modified/ withdrawn/ and/or any limitations or conditions may be imposed, if any violation of the provisions of the Aircraft Act 1934, Aircraft Rules 1937, or any orders/ directions/ requirements issued under the said Act, rules or of the limitations or conditions as in schedule-I are observed.

This Aerodrome License is not transferable.

(SEAL)

Date of issue:  
 Place: **DIRECTOR GENERAL OF CIVIL AVIATION**

License No. AL/Public/ 056

**SCHEDULE-I**

**GENERAL CONDITIONS**

1. The Licensee shall ensure that aerodrome facilities, equipment, services and procedures are operated and / or maintained properly and efficiently in accordance with the Aerodrome Manual submitted to DGCA, the applicable standards set out in the CARs and conditions specified in this license.
2. The Licensee shall ensure that the copies of the Aerodrome Manual and Safety Management System (SMS) Manual, accepted by DGCA are always kept complete and current. The Licensee shall ensure that each member of the aerodrome operating staff is aware of the contents of the every part of the aerodrome manual and SMS manual, relevant to his duties and undertakes his duties in conformity with the relevant provisions of these manuals.
3. The Licensee shall ensure that an adequate number of qualified and skilled personnel are employed to perform all critical activities for the operation and maintenance of its aerodrome, and that a programme to upgrade the competency for the personnel is in place.
4. The Licensee shall notify the agency responsible for Aeronautical Information Services and the air traffic control unit immediately of any obstacles, obstructions or hazards, change in level of service at the aerodrome as set out in any publication by the aeronautical information services or variation from the Standards; closure of the movement area of the aerodrome; significant change in aerodrome facility or the physical layout of the aerodrome; and any other condition that could affect aviation safety at the aerodrome and against which precautions are warranted.
5. The Licensee shall notify the agency responsible for Aeronautical Information Services of any change to any aerodrome facility or equipment or level of service at the aerodrome which has been planned in advance and which is likely to affect the accuracy of the information contained in any publication by the agency before effecting the change.
6. The licensee shall be responsible to ensure that all security and anti hijacking arrangements stipulated from time to time by the Bureau of Civil Aviation Security for the aerodrome are complied with.
7. When so demanded by an officer duly authorised under the Aircraft Rules, 1937, this license and any other relevant documents shall be produced for inspection.
8. The licensee shall be responsible for payment to the concerned authorities of all applicable charges pertaining to the services provided by such authorities in connection with the aerodrome operation such as water supply, electricity supply, telephone lines etc.
9. Licensee shall maintain record of all aircraft landing at and taking-off from the aerodrome.
10. The Licensee shall have legally tenable agreement with CNS and ATM service provider(s) to ensure continuity and reliability of CNS and ATM to ensure the safety of aircraft in the airspace associated with aerodrome, and that proper coordination with the agencies responsible for aeronautical information services, meteorological services, security and other areas related to safety are established.
11. The aerodrome shall at all reasonable times be open to use by any aircraft in the service of the Central Government.
12. The licensee shall ensure that during the validity of the license the capability of the services/facilities, etc. are not degraded below the notified level.
13. The licensee is to submit the application for renewal in prescribed proforma along with relevant enclosures and fee, at least 3 months before expiry of license to the Director General of Civil Aviation. The license may be renewed if DGCA is satisfied that all requirements have been fulfilled.
14. Other requirements of Central Government and State Government as applicable shall be complied with.

License No. AL / Public / 000

15. The Aerodrome is licensed for use in IFR (All Weather) / VFR (Day) conditions.

16. Any other conditions:-

i) Provisional license issued for one year. Actions required to be completed by the licensee for consideration of extension of license validity are contained in Annexure - I, here to.

ii)

iii)

iv)

Map showing exact location of aerodrome.





License No. AL / Public / 909

SCHEDULE - II

VALIDITY OF THE LICENSE

JALPAIGURI Airport, (Siahaat)

FROM	TO	SIGNATURE





License No. AL / Public / 000

Annexure - 1

Annexure to SI. No. 16 of General Conditions of license.

Actions required to be taken by the licensee for consideration of extension of license validity of XXXX Airport, (Station) beyond the provisional validity period of one year :-

i.

ii.

iii.

iv.



ISSUE OF AERODROME LICENSE – PRIVATE USE	CURRENTLY NO OUTPUT AVAILABLE FOR PRIVATE USE AND SHALL BE PROVIDED AT A LATER STAGE.
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## 8. SPECIFIC SOFTWARE FEATURES

FEATURE ID	VII. SPECIFIC SOFTWARE FEATURES – DIFFERENTIATE BUSINESS RULES, PROCESS AND FEATURE	CROSS REFERENCE SECTION (IF ANY)
AS1 / SF1	INAPPROPRIATELY FILLED FIELDS TO PROVIDE POP UP IMMEDIATELY, PROVIDING HYPERLINK TO USER GUIDE IF SELECTED NOT AFTER REACHING THE END OF THE PAGE.	
AS1 / SF2	WORKING DAY TO BE CALCULATED AS MONDAY – FRIDAY	
AS1 / SF3	DATA FIELD WILL VALIDATE OR AUTO POPULATED FORM MASTER DATABASE.	
AS1 / SF4	NAME OF AERODROME AS APPEARING IN LICENSE SHOULD BE CAPTURED IN THE APPLICATION.	
AS1 / SF5	THERE MAY BE MULTIPLE VERIFIERS AND APPROVER'S IN ASD.	
AS1 / SF6	THE FORMAT OF THE OUTPUT I.E. THE LICENSE FOR PUBLIC USE AND PRIVATE USE SHOULD BE MADE CONFIGURABLE.	
AS1 / SF7	THERE WILL BE FURTHER SUB CATEGORIES OF LICENSE ISSUED UNDER THE PUBLIC CATEGORY.	
AS1 / SF8	VALIDITY OF LICENSE IS UP TO MAX OF 2 YEARS. WHICH IMPLIES VALIDITY CAN BE ANY TIME PERIOD BUT LESS THAN 2 YEARS	
AS1 / SF9	THERE WILL BE A DASHBOARD SHOWING HOW APPLICATIONS COUNT ON APPROVED OR PENDING STAGE.	
AS1 / SF10	EXEMPTIONS MASTER LIST WILL BE MAINTAINED AND THE SAME WILL BE PROVIDED BY ASD.	
AS1 / SF11	OTHER EXEMPTIONS WHICH ARE NOT LISTED IN CAR TO BE CAPTURED BY SYSTEM IN A GENERIC WAY.	
AS1 / SF12	ACCOUNTABLE EXECUTIVE NAME IN THE APPLICATION FORM FOR RENEWAL AND INITIAL-CA 96A	
AS1 / SF13	MOU WITH AAI FOR CNS / ATM AS AN ATTACHMENT	
AS1 / SF14	DATE OF COMMISSION OF RUNWAY LENGTH, IF IT IS AFTER RENEWAL	



## 9. GENERAL COMMENTS

COMMENT ID	GENERAL COMMENTS
GC 1	
GC 2	



## 10. APPENDIX

### 10.1. IMPORTANT CHECKLIST DOCUMENTS

1.	CAR COMPLIANCE CHECKLIST	UPLOAD	M	ATTACHMENTS	YES

## 11. REVIEW HISTORY

This document was reviewed by Director Sri. D.C.Sharma and ASD Team on 3-2-2016.

DATE	REVIEWED BY	SECTION NUMBER	REVIEW FEEDBACK	ACTION TAKEN
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	NAME OF AERODROME AS APPEARING IN LICENSE SHOULD BE CAPTURED IN THE APPLICATION.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	THERE MAY BE MULTIPLE VERIFIERS AND APPROVER'S IN ASD.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	4	MERGE DE1-DE2 CURRENTLY WRITTEN AS SEPARATE DATA ELEMENTS	APENDED TO SECTION 4 - APPLICATION / DATA ELEMENTS
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	THE FORMAT OF THE OUTPUT I.E. THE LICENSE FOR PUBLIC USE AND PRIVATE USE SHOULD BE MADE CONFIGURABLE.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	7	ACTUAL LICENSE IS A 3 PAGE DOCUMENT AND A SAMPLE COPY NEEDS TO BE PROVIDED BY ASD AND INCORPORATED IN SRS.	APENDED TO SECTION 7 - OUTPUT
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	THERE WILL BE FURTHER SUB CATEGORIES OF LICENSE ISSUED UNDER THE PUBLIC CATEGORY.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	VALIDITY OF LICENSE IS UP TO MAX OF 2 YEARS. WHICH IMPLIES VALIDITY CAN BE ANY TIME PERIOD BUT LESS THAN 2 YEARS	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES



3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	THERE WILL BE A DASHBOARD SHOWING HOW APPLICATIONS COUNT ON APPROVED OR PENDING STAGE.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	5	POINT 3 MENTIONED IN ABRIDGED SRS UNDER THE PROCESS SECTION TO BE REMOVED.	REMOVED FROM SECTION 5
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	5	POINT 7 MENTIONED IN ABRIDGED SRS UNDER PROCESS SHOULD SAY "APPROVED".	REMOVED FROM SECTION 5
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	EXEMPTIONS MASTER LIST WILL BE MAINTAINED AND THE SAME WILL BE PROVIDED BY ASD.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	8	OTHER EXEMPTIONS WHICH ARE NOT LISTED IN CAR TO BE CAPTURED BY SYSTEM IN A GENERIC WAY.	APENDED TO SECTION 8 - SPECIFIC SOFTWARE FEATURES
3-2-16	DIRECTOR SRI. D.C. SHARMA AND ASD TEAM	2	APPLICABLE CAR RULES - 78,79,80,81,82,83,84,85,87,90,91,92	APENDED TO SECTION 2 - REFERENCE