



TTCAA Advisory Circular

Subject: APPLICATION FOR AN AERODROME LICENCE

TTCAA Advisory Circular TAC-AD001

Date: 07/01/04

PURPOSE

1. (1) The purpose of this TTCAA Advisory Circular (TAC) is to describe the process of applying for and obtaining an aerodrome licence under the Trinidad and Tobago Civil Aviation Regulations (TTCARs). The information in this TAC will assist the applicant in completing the process with minimal delays and complications.

(2) The TTCAA will publish Advisory Circulars like this one from time to time to guide aerodrome operators on aerodrome licensing matters as necessary. TACs are intended to provide recommendations and guidance as a means, but not necessarily the only means of complying with the regulations. TACs should always be read in conjunction with the referenced regulations.

(3) This amendment arises because of a change in the numbering system for TACs in which the numbering of aerodrome TACs now have the identifier "AD" before the TAC number. This TAC replaces and supercedes TAC-039 which is cancelled and should be destroyed.

STANDARDS AND RELATED REGULATIONS

2. (1) Article 15 of the Convention on International Civil Aviation requires all aerodromes open to public use to provide uniform conditions for the aircraft of all Contracting States. Each State is required to provide airports and other navigation facilities in accordance with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs) prescribed in ICAO Annex 14.

(2) The requirement for an aerodrome licence applies equally to privately owned aerodromes, government departments operating State-owned aerodromes and aerodromes operated by entities such as the airport authority or corporations owned totally or partially by the State. State-owned or partial State-owned aerodromes are not exempt from aerodrome licensing requirements.

(3) The Civil Aviation Act 2001, and Trinidad and Tobago Civil Aviation Regulations (TTCARs) provide the regulatory requirements for obtaining an aerodrome licence. Section 33(1) (a) of the Act requires regulations to be made for the licensing, inspection and regulation of aerodromes. Under TTCAR No.12 (4) a person shall not operate an aerodrome in Trinidad and Tobago unless such aerodrome is issued an aerodrome licence by the Authority.

APPLICATION FOR AN AERODROME LICENCE

3. (1) An applicant for an aerodrome licence should be the operator of the aerodrome who may be any of the following:

- (a) The actual person or head of the organization operating the aerodrome;
- (b) The person assigned by the State to operate the aerodrome; or
- (c) The owner of the land on which the aerodrome is operated.

(2) TTCAR No.12:5 describes the application requirements for an aerodrome licence. The application should be presented to the TTCAA on completed form TF-076 and accompanied by a copy of the Aerodrome Manual applicable to the aerodrome for which the application is made. There is a prescribed fee associated with the application. The applicant will also need to meet the security requirements of an aerodrome operator under TTCAR No.8.

FIVE-PHASE CERTIFICATION PROCESS

4. (1) The certification process is designed to ensure that a prospective holder of an Aerodrome licence understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant is able to comply with the applicable requirements of TTCAR No. 12 and the international standards applicable to the operation of an aerodrome.

(2) The TTCAA uses a 5-phase certification process. A phase is a convenient way of separating the process into related sequential activities supporting a specific function. The five (5) phases are graphically described in the table below:

Phase	Activity
1. Pre-application.	Initial expression of interest by applicant.
2. Formal Application.	Submission of application and documents; and initial review by TTCAA.
3. Document Evaluation.	Detailed assessment of documents and the management system including the Safety Management System.
4. Demonstration and Inspection.	Site visit to verify standards are met.
5. Certification.	Issue of Licence.

PHASE ONE - PRE-APPLICATION

5. (1) As far in advance as possible of an anticipated start of aerodrome operations, a prospective aerodrome operator should contact the TTCAA and register his intent or express his interest in applying for an aerodrome licence to operate an aerodrome at a proposed location. The TTCAA will conduct a flight operations assessment to ensure that the operation of an aerodrome from the specified location will not endanger the safety of aircraft operations. The flight operations assessment will take into consideration the proximity of the proposed aerodrome site with other aerodromes and landing sites, including any military aerodromes. It will also consider obstacles and terrain; any excessive operational restriction requirements; any existing restrictions and controlled airspace; and any existing instrument procedures. If the result of this assessment is negative, the process ends there. The applicant will be so advised in writing within 14 days with the reasons stated in the letter of denial. If the results of the flight operators assessment is positive the process will advance to phase two.

(2) In the case of an already functioning aerodrome that needs to be licenced, the aerodrome operator would start the process at Phase Two by contacting the TTCAA with his intention to commence the process. The TTCAA will provide the applicant with an application form TF-76 (sample at Appendix 1), a copy of TTCAR No.12, a copy of TTCAR No.8, and a copy of this TAC.

PHASE TWO - FORMAL APPLICATION

6. An applicant for an aerodrome licence must submit a completed formal application form TF-76 accompanied by an Aerodrome Manual applicable to the aerodrome for which the application is being made. The TTCAA will assign an inspector to the project and will give the applicant his name and contact number.

(2) The Aerodrome Manual accompanying the application must be constructed in accordance with the requirements of TTCAR No.12: Part III and Schedule 1.

(3) The TTCAA inspector will perform a cursory review of the application and accompanying manual for proper content and format.

PHASE THREE – DOCUMENT EVALUATION

Application Form and Aerodrome Standards

7. (1) TTCAR No.12:6 outlines the conditions for obtaining an aerodrome licence and the need for operational safety considerations. The applicant will need to ensure that the aerodrome facilities and equipment are in compliance with the relevant safety standards. TTCAR No.12:3 states that the Manual of Aerodrome Standards provides the minimum standards for the operation of an aerodrome in Trinidad and Tobago. The Manual of Aerodrome Standards means the International Standards and Recommended Practices for aerodromes contained in ICAO Annex 14 to the Chicago Convention, as stated in the Interpretation section of TTCAR No.12:2.

(2) The assessment by the TTCAA of the formal application will include a flight operations assessment (if this was not carried out in Phase 1), an assessment of the Aerodrome Manual, and management system assessment, including the safety management system as required by TTCAR No: 12:52.

Assessment of an Aerodrome Manual

8. (1) For the purpose of uniformity and to facilitate the TTCAA's review and acceptance/approval of the Aerodrome Manual, the regulations prescribe the structure and content of the Aerodrome Manual. Examples of the particulars to be included in the Aerodrome Manual are shown in TTCAR No.12: Schedule 1.

(2) The Aerodrome Manual is a fundamental requirement of the licensing process. It contains all the pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organization and management including the safety management system. The information presented in the Aerodrome Manual should demonstrate that the aerodrome conforms to the licensing standards and practices and that there are no apparent shortcomings which would adversely affect the safety of aircraft operations. The manual is a reference document and provides a checklist of aerodrome licensing standards to be maintained and the level of airside services at the aerodrome. Information provided in the Aerodrome Manual will enable the TTCAA to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to hold an aerodrome licence. It is a basic reference guide for conducting site inspections for granting an aerodrome licence and for

subsequent safety inspections. The Aerodrome Manual is a reference document agreed between the aerodrome operator and the TTCAA with respect to the standards, conditions and the level of service to be maintained at the aerodrome.

(3) The Aerodrome Manual should be presented and maintained in a sturdy, loose leaf binder. It must be a controlled document with an appropriate system for recording of amendments, providing a checklist to ascertain currency and a distribution register maintained for on-going distribution of amendments. The applicant for an aerodrome licence is entirely responsible for the accuracy of the information provided in the Aerodrome Manual.

(4) The TTCAA inspectors will conduct an assessment of the Aerodrome Manual to determine whether –

- (a) It complies with the requirements of TTCAR No.12 including Schedule 1;
- (b) The management system, including the safety management system indicate that the applicant will be able to operate and maintain the aerodrome properly.

PHASE FOUR –INSPECTION AND DEMONSTRATION

9. (1) Under TTCAR No.12:27, an aerodrome operator is required to operate and maintain his aerodrome in accordance with the procedures set out in the Aerodrome Manual for the aerodrome. Having evaluated the Aerodrome Manual, the TTCAA inspectors can now assess through a site inspection whether the aerodrome can be operated and maintained in accordance with the Aerodrome Manual. TTCAR No.12:6 requires that the TTCAA is satisfied that –

- (a) The aerodrome facilities and equipment are in accordance with the Manual of Aerodrome Standards;
- (b) The aerodrome's operating procedures as documented in the Aerodrome Manual make satisfactory provision for the safety of aircraft and air navigation;
- (c) The Aerodrome Manual has in fact been prepared for that specific aerodrome;
- (d) An acceptable safety management system that complies with the Manual of Aerodrome Standards is in place;
- (e) If an aerodrome licence is granted, the applicant would be able to properly operate and maintain the aerodrome.

(2) The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase:

- (a) On-site verification of aerodrome data such as –
 - (i) Dimensions and surface conditions of runways, stopway, clearway, taxiway, apron etc;
 - (ii) The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
 - (iii) The condition and flight check records of aeronautical ground lights;
 - (iv) Standby power;
 - (v) Wind direction indicators including their illumination;

- (vi) Aerodrome markings and markers;
- (vii) Signs in the movement areas;
- (viii) Tie-down points for aircraft;
- (ix) Ground earthing points;
- (x) Rescue and fire-fighting equipment and installations;
- (xi) Aerodrome maintenance equipment, including runway surface friction measurement;
- (xi) Runway sweepers;
- (xii) Disabled aircraft removal equipment;
- (xiii) Stray animals management procedures and equipment;
- (xiv) Two way radio installed in vehicles for use by aerodrome operator in the movement area;
- (xv) The presence of lights that may endanger the safety of aircraft;
- (xvi) Fuelling facilities.

(3) If the TTCAA is not satisfied with the results of the assessments and site visit, the applicant will be denied the issue of a licence. This denial will be in the form of a letter which will include a list of all discrepancies. The applicant will be advised of the steps that would be required to be taken to rectify the discrepancies prior to the issue of a licence. Typical examples of discrepancies which may necessitate denial of a licence are-

- (a) Application signed by an unauthorized person;
- (b) Aerodrome Manual does not contain the particulars prescribed in the TTCAR No.12;
- (c) Aerodrome facilities, equipment or operating procedures do not make satisfactory provision for safety of aircraft operations;
- (c) Assessment may reveal facts such as outlined in TTCAR No.12:7 or other factors (which will be listed in the letter of denial) that cause the TTCAA to conclude that the applicant and his staff would not be able to properly operate and maintain the aerodrome.

CERTIFICATION PHASE

10. (1) When the TTCAA is satisfied with the results of the assessments and the site visit, the TTCAA will grant an aerodrome licence to the applicant, subject to any conditions that the TTCAA considers necessary in the interest of safety of aircraft and air navigation. The operator must acknowledge receipt of these documents.

(2) The aerodrome operator is required to keep a printed copy of his Aerodrome Manual at his principal place of business and at the aerodrome. The Aerodrome Manual is a living documentary and must be kept up to date to ensure that it provides current and accurate information. When an aerodrome operator wishes to amend his Aerodrome Manual, he must first submit in writing the proposed amendment to the TTCAA for approval. The TTCAA will assess the proposed amendment and when satisfied that it will not establish procedures or equipment which will endanger aircraft, persons or the aerodrome, the amendments will be approved.

(3) The Aerodrome Manual located at the principal place of business and at the aerodrome must be made available to authorized persons during normal business hours. The aerodrome licence holder is responsible for continued compliance with TTCAR's and any conditions and provisions of the licence

SURVEILLANCE

11. After an aerodrome operator has been granted an aerodrome licence, the TTCAA will conduct periodic inspections of the aerodrome operations to ensure continued compliance with the TTCARs, the conditions of the aerodrome licence and safe operating practices. The TTCAA may also carry out spot checks of the operations of an aerodrome to determine whether it continues to comply with the TTCARs.

RENEWAL OF AN AERODROME LICENCE

12. An aerodrome licence is valid for 12 months from the date of issue unless it is surrendered, suspended or revoked. An application for renewal of an aerodrome licence will be the same as an initial application for a licence and should be submitted at least 60 days before the expiration date of the existing licence. The TTCAA will conduct a formal audit of the aerodrome to ensure continued compliance with TTCAR No.12 before renewing an aerodrome licence.

SUSPENSION OR REVOCATION OF AN AERODROME LICENCE

13. (1) An aerodrome operator must at all times be in compliance with TTCAR No. 12, and any provisions of its licence. An aerodrome licence may be suspended or revoked where the TTCAA determines that there are reasonable grounds for believing that-

- (a) A condition of the licence has been breached;
- (b) The aerodrome facilities, equipment, operations or maintenance are not of the standard required in the interest of safety of air navigation; or
- (c) The licence holder has failed to comply with any directive given by the TTCAA in respect of aerodrome operations, or denies access by the TTCAA to conduct tests or inspections at the aerodrome.

AMENDMENT OF AN AERODROME LICENCE

14. (1) The TTCAA may amend an aerodrome licence where –

- (a) The aerodrome licence holder requests an amendment;
- (b) There is a change in the ownership or management of the aerodrome;
- (c) There is a change in the use or operation of the aerodrome; or
- (d) There is a change in the boundaries of the aerodrome.

(2) It is the responsibility of the aerodrome operator to advise the TTCAA in a timely manner of any change or impending change shown in (b), (c) or (d) above.

Ramesh Lutchmedial
Director General, Civil Aviation

APPENDIX 1

SAMPLE APPLICATION FORM FOR AN AERODROME LICENCE

APPLICATION FOR ISSUE OR RENEWAL OF AN AERODROME LICENCE	
SECTION 1	
1. Particulars of the Applicant	
(1) Full Name :	(2) Position in Organization- or Title:
(3) Address:	(4) Telephone:
	(5) Fax:
2. Particulars of Aerodrome Site	
(1) Aerodrome Name:	
(2) Aerodrome Location: <i>(Tick as applicable and enter information below)</i>	
Real Property Description <input type="checkbox"/> , OR	
Geographical Coordinates of ARP <input type="checkbox"/> , OR	
Bearing and distance from nearest town <input type="checkbox"/>	
3. Ownership	
(1) Is the applicant the Owner of the Aerodrome Site <input type="checkbox"/> YES <input type="checkbox"/> NO	
(2) If response to (1) is "NO", complete the following:	
(a) Details of Rights held to the Aerodrome Site:	
(b) Name and Address of Owner:	
(c) Is written evidence attached showing that permission has been obtained for the site to be used as an Aerodrome? <i>(Tick as applicable)</i> . <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
(3) If response to (2)(c) is "NO" or "N/A", state reasons:	
4. Aerodrome Usage	
(1) Largest Aircraft Type Expected to use the Aerodrome:	
(2) Is the Aerodrome to be used for Regular Public Transport? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Tick as applicable)</i> .	
(3) If response to (2) is "NO" give description of types of aerodrome operation and frequency of usage:	
5. Details to be Shown on Aerodrome Licence	
(1) Aerodrome Name:	
(2) Aerodrome Operator:	

6. Statement by Applicant	
The details in this form and accompanying documents are in support of our application for an Aerodrome licence to operate the Aerodrome (<i>To be signed by Aerodrome Operator or his designated representative on behalf of the Aerodrome Operator</i>).	
Name _____ Position _____ Signature _____ Date _____	
SECTION 2 (TTCAA Use Only)	
7. To be completed by the TTCAA Office.	
(1) Application Accepted <input type="checkbox"/>	(2) Application Denied <input type="checkbox"/> - Reasons for Denial:
<i>Note: Acceptance of this application does not constitute approval of accompanying documents which will be assessed during the document evaluation phase.</i>	
(2) Recommendations	
TTCAA Inspector _____ Signature _____ Date _____	

Information:

1. The completed application should be submitted to the TTCAA Licensing Section at PO. Box 2163 National Mail, Centre Golden Grove Road, Piarco .
2. A copy of the Aerodrome Manual constructed in accordance with TTCAR No. 12 is required to accompany the application.
3. A prescribed fee will be provided for the cost of providing this service. TTCAA will take no action to asses the application until payment is recorded.
4. The TTCAA may request documentary evidence in support of all matters in this application

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