

Notice of Aerodrome/Heliport Proposal

Instructions for completing this form

- Refer to [AC157-1](#) for the applicability requirements for a notice of Aerodrome/Heliport proposal.
- Express all bearings as magnetic and distances as nautical miles (Nm) and elevation in feet (ft).
- Attach any guidance materials that might help with the process e.g. a map or equivalent plot locations of facility alignments, associated taxiways, or seaplane alignments, and/or, aeronautical studies conducted in relation to notify the CAA of an aerodrome/heliport proposal.
- The CAA Standard Rate hourly charge applies. See [fees, levies and charges](#) on the CAA website for more information.
- The notice required above shall be made by submitting this form to either:
Email: [aeronautical.services@caa.govt.nz](mailto: aeronautical.services@caa.govt.nz)
Post: Manager Aeronautical Services, Civil Aviation Authority, PO Box 3555, Wellington 6140

1. Aerodrome/Heliport operator details

CAA Participant Number (if applicable)	<input type="text"/>		
Person completing application	<input type="text"/>		
Legal name of Organisation	<input type="text"/>		
Tel	<input type="text"/>	Email	<input type="text"/>
Address for Service PO Number (if known)	<input type="text"/>		

2. Aerodrome/Heliport details

Aerodrome/Heliport name	<input type="text"/>		
Aerodrome/Heliport location indicator (if applicable)	<input type="text"/>		
Type of facility (i.e. aerodrome/heliport/water aerodrome)	<input type="text"/>		
Nearest city or town	<input type="text"/>		
Distance and direction from nearest city or town	Nm	Direction	<input type="text"/>
Latitude	<input type="text"/>	Longitude	<input type="text"/>
		Elevation	<input type="text"/>

3. Reason for application

<p>Proposed project: Provide details of the proposed project. Where projects include the establishment of an aerodrome or heliport or the construction, re-alignment alteration or activation of any runway or aircraft landing or take-off area, provide an indicative plan of the proposed project. Refer to Part 157.5 for more guidance</p>	<input type="text"/>
Proposed activation date	<input type="text"/>

4. Aerodrome/Heliport data

Aerodrome		Heliport	
Magnetic bearing of runway(s)		Dimensions of TLOF (metres)	
Length of runway(s) (metres)		Dimensions of FATO (metres)	
Type of runway surface (concrete, asphalt grass, etc).		Type of surface (turf, rooftop, etc).	
		Magnetic direction of approach and take-off paths	

5. Operational details

Average number of monthly landings	Present	Proposed
Passenger air transport operations		
Other commercial operations		

6. Anticipation of IFR operations

Are IFR operations anticipated	No <input type="checkbox"/>
	Yes <input type="checkbox"/>
If yes, please provide proposed:	
<ul style="list-style-type: none"> • Estimated time frame • Type of navigation aid 	

7. Aeronautical Study details

List all VFR Aerodromes and Heliports within 5 nm and all IFR Aerodromes within 10 nm		
Aerodrome/Heliport name	Distance	Direction

List any obstacles within the associated obstacle limitation surfaces detailed in the following Advisory Circulars (ACs).

[AC139-7 - Aerodrome Standards and Requirements— Aeroplanes at or below 5700 kg MCTOW–Non Air Transport Operations](#)

[AC139-8 - Aerodrome design: Heliports](#)

Obstruction type	Height above aerodrome/heliport	Direction	Distance

List any congested areas – areas which are substantially in use for residential, industrial, commercial, or recreational purposes schools, church, hospitals within 2 nm radius for Aerodromes and 1 nm radius for Heliports

Identification	Direction	Distance

8. Declaration

This declaration must be signed by the person completing this application.

I confirm I have read section 49 of the Civil Aviation Act 1990 and I declare that to my best knowledge the information supplied in this application and the documentation attached are complete and correct.

Signature

Date