

## NOTICE OF AERODROME/HELIPORT PROPOSAL

Note: The CAA Standard Rate hourly charge applies.

### 1. Aerodrome/Heliport operator details:

a.	Name: (Individual or Organisation)		
	If an individual:	Date of Birth:	Nationality
b.	Address for Service: <i>Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (ie, a physical address) and to promptly notify the Director of any changes</i>		
	Tel:	Fax:	Email:
	Postal Address: (If different from Address for Service.)		
	Tel:	Fax:	Email:

### 2. Aerodrome/Heliport Details

a.	Aerodrome/Heliport Name:		
b.	Aerodrome/Heliport Location Indicator:	(If allocated. See note)	
c.	Type of Facility:	Aerodrome:	Heliport:
d.	Nearest City or Town:		
e.	Local Authority:		
f.	Distance & Direction from nearest City or Town:	km	Direction:
g.	Latitude:	Longitude:	Elevation:
<i>Note: All aerodromes published in the AIPNZ are allocated a 4 letter designator. Application for this designator is to be made to Airways Corporation of New Zealand.</i>			

### 3. Reason for Application

a.	Construction or Establishment:	Alteration:
b.	Activation Date if Construction or Establishment:	
c.	If Alteration, describe change:	

### 4. Aerodrome/Heliport Data

1. AERODROME:			
a.	Magnetic Bearing of runway(s):		
b.	Length of runway(s):		
c.	Type of Runway Surface:		
	(Concrete, Asphalt, Grass, etc):		

2. HELIPORT:			
a. Dimensions of TALO:			
b. Dimensions of FATO:			
c. Type of Surface (Turf, Rooftop, etc):			
d. Magnetic Direction of Approach & Take-off Paths:			

**5. Operational Details**

a. Average number of Monthly Landings:	Present:		Proposed:	
Air Transport:				
:				
b. Are IFR Operations Anticipated:	Yes		No	
Within:		Years:		Type of Nav Aid:

**6. Aeronautical Study Details**

a. List all VFR Aerodromes and Heliports within 5 nm, and all IFR Aerodromes within 10 nm:			
Aerodrome/Heliport Name:	Distance:	Direction:	
b. List, and plot on a suitable map, any obstructions within a 3 nm radius for VFR Aerodromes and 5 nm for IFR Aerodromes and, for Heliports within 5000 ft of the perimeter of the Heliport Landing and Take-off Area.			
Obstruction Type:	Height above Aerodrome/Heliport:	Direction:	Distance:
c. List any Schools, Churches, hospitals, etc, and Residential areas within 2 nm radius for Aerodromes and 1 nm radius for Heliports:			
Identification:	Direction:	Distance:	

**7. Certification**

I hereby certify that all the above statements made by me are true and complete to the best of my knowledge.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NOTICE OF AERODROME/HELIPORT PROPOSALS INSTRUCTIONS

Civil Aviation Rules Part 157 requires that each person who intends to do any of the following shall notify the Civil Aviation Authority of New Zealand:

1. Construct or otherwise establish an aerodrome or heliport to which Part 157 applies or activate such an aerodrome or heliport;
2. Construct, re-align, alter, or activate any runway or other aircraft landing or take-off area of an aerodrome or heliport to which Part 157 applies;

The notice required above shall be made by submitting this form to:

Manager Aeronautical Services  
Civil Aviation Authority  
PO Box 3555  
Wellington 6140

### GENERAL INSTRUCTIONS

1. For any projects falling into category 1 above, complete all appropriate sections.
2. For category 2 above, complete sections 1, 2a, 2b, 3, 4 as appropriate and 7.
3. Express all bearings as magnetic and distances as kilometres.
4. Attach with this application a map or equivalent plot locations of facility alignments, associated taxiways or seaplane alignments. Where appropriate, use city maps heliports.
5. PLEASE PRINT OR TYPE ALL ITEMS AND BE SURE ALL COPIES ARE LEGIBLE.

**Note: Notification to the Civil Aviation Authority does not waive the requirements of any other local body or Government agency.**