

	TANZANIA CIVIL AVIATION AUTHORITY SAFETY REGULATION AERODROMES AND GROUND AIDS	Revision: 1
Document No. TCAA/QSP/SR/AC/AGA-015	ADVISORY CIRCULAR ON APPLYING FOR AERODROME CERTIFICATE OR LICENCE	Page 1 of 5

1. PURPOSE

The purpose of this Advisory Circular (AC) is to describe in detail the procedures for applying for an aerodrome license or certificate.

2. REFERENCES

- 2.1. Civil Aviation (Aerodromes) Regulations 2017, as amended.
- 2.3. Manual of Aerodrome Standards (MOAS), 4th Edition, December 2016
- 2.4. Manual of Standards (Heliports)
- 2.5. Manual of Aerodrome Certification Procedures
- 2.6. Manual of Aerodrome Licensing Procedures
- 2.7. ICAO Annex 14 Volumes I, 7th edition, July 2016
- 2.8. ICAO Doc 9774 – Manual on Certification of Aerodromes.
- 2.9. ICAO Doc 9246 – Heliports Manual

3. APPLICABILITY

- 3.1. This AC is applicable to all categories of aerodromes.

4. WHO CAN APPLY FOR THE CERTIFICATE

- 4.1. The applicant for an aerodrome license or certificate should be the operator of the aerodrome who can either be:
 - a) the owner of the land on which the aerodrome is located;
 - b) the occupier of the land on which the aerodrome is located; or
 - c) the person or organization operating the aerodrome.
- 4.2. If the applicant is not the owner or occupier of the land on which the aerodrome is located, written consent of the owner or occupier of the land will be required.

5. WHAT DOES AN APPLICANT NEED TO DO BEFORE SUBMITTING THE APPLICATION

- 5.1. Application for an aerodrome license or certificate is processed by the Authority. It is therefore important that the applicant establishes dialogue with the Authority at the earliest opportunity to ensure a clear understanding of the regulatory requirements.


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- 5.2. The legal requirements for aerodrome licensing and certification are contained in Parts III and IV of the Civil Aviation (Aerodromes) Regulations, as amended respectively. These regulations are available on the TCAA website www.tcaa.go.tz. The hard copy of the regulations may also be purchased from the relevant government offices.
- 5.3. The applicant will need to ensure that the aerodrome facilities and equipments are compliant with the relevant safety standards and recommended practices. Aerodrome standards and recommended practices are published in the Manual of Aerodromes Standards. Heliport standards and recommended practices are also published by the Authority in the Manual of Standards (Heliports). These documents are also posted on the TCAA website. The manuals of standards documents and subsequent amendments in hard copies, can be acquired from:

The Director Safety Regulation
Civil Aviation Authority
PO Box: 2819
Dar es Salaam Tanzania

AERODROME MANUAL

- 5.4. One of the requirements for application of an aerodrome license or certificate is the preparation and submission of an aerodrome manual. Part VI of the Tanzania Civil Aviation (Aerodromes) regulations prescribes the requirements, contents and amendments of an aerodrome manual. The specific details of an aerodrome manual are further described in the Schedules to the regulations. It is important that the aerodrome operating procedures proposed for the aerodrome are appropriate for the circumstances of the aerodrome and are commensurate with the level of aircraft activities.
- 5.5. The Aerodrome Manual is a living document, subject to change from time to time. It is recommended that the Manual be prepared and published in a manner that allows for ease of amendment. The aerodrome manual control must include an appropriate system to record changes, provide a checklist for currency and maintain a distribution register for on-going distribution of amendments.
- 5.6. Attention of the applicants is drawn to the information to be provided to the Authority when applying for an aerodrome license or certificate as specified in the regulations. Further, the applicant is required to provide a list of

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aerodrome data for promulgation in the Aeronautical Information Publication.

Once the aerodrome is duly licensed or certificated. This information is intended to provide pilots and other users of the aerodrome with up to date data on the aerodrome and it is therefore important that the promulgated information is accurate. Some of the aerodrome data such as the aerodrome coordinates, runway orientation, elevation of the runways thresholds and obstacle limitation surfaces and free zones require detailed measurement and survey in accordance with specified standards. It is important that the person or persons carrying out the task have the appropriate qualification(s), experience and knowledge to do so. It should be noted that although the Authority will check that the information provided is accurate, responsibility for the accuracy of data rests with the applicant.

6. CONDITIONS THAT MUST BE SATISFIED TO OBTAIN A LICENSE OR CERTIFICATE

- 6.1. Before a certificate is granted, the Authority will need to be satisfied that:
- a) the aerodrome's facilities and equipments are in accordance with the standards and recommended practices specified in the manuals of standards referred to in 5.3 of this AC;
 - b) the Aerodrome Manual contains all of the particulars required under the Civil Aviation (Aerodromes) Regulations, as amended;
 - c) the aerodrome's operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and
 - d) the applicant will be able to properly operate and maintain the aerodrome.
- 6.2. In assessing an application, the Authority will be looking particularly for evidence that:
- a) the aerodrome movement area conforms to the standards specified in the manuals of standards;
 - b) the aerodrome operational information to be promulgated in the AIP has been correctly gathered, and verified, by appropriately qualified person(s);
 - c) the aerodrome operating procedures show a clear understanding of the responsibilities of the operator and are adequate for the particular aerodrome concerned;
 - d) personnel employed at the aerodrome have the appropriate skills, experience and training.
 - e) The aerodrome has complied with other relevant laws of the state and especially the laws relating to environmental protection and aviation security.

7. AN APPLICANT WHOSE AERODROME HAS FACILITIES NOT IN

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COMPLIANCE WITH STANDARDS

- 7.1. Under certain unavoidable circumstances, an aerodrome with a facility which is not in compliance with the minimum standards may be accepted for licensing or certification. This will however involve conduct of a special assessment of the non-standard facility by the Authority to determine how the facility may be used without compromising safety of the aerodrome. Solutions may include alternative means of compliance to meet the intent of the safety standard or imposing of restrictions to aircraft operations.

8. AERODROME LICENSING AND CERTIFICATION FEES

- 8.1. The applicant should liaise with the Authority or refer to the relevant Aeronautical Information Circular (AIC) for the costs of assessment which will have to be borne by the applicant.
- 8.2. An applicant will have to pay, at the time of submitting the application, a license or certificate processing fee. The approved fees which have been notified through the Aeronautical Information Circular are based on the expected amount of effort by the Authority in processing the application.
- 8.3. The applicant may contact Authority to obtain a quote for the appropriate fees where the AIC is not easily accessible.

9. MAKING AN APPLICATION

- 9.1. Applications forms for an aerodrome license or certificate can be downloaded from the Authority website or can be obtained directly from Authority. An applicant should complete the appropriate application form and submit to:

The Director General
Civil Aviation Authority
PO Box 2819
Dar Es Salaam
Tanzania
Fax: +255 22 2844300/2844304
Email: tcaa@tcaa.go.tz

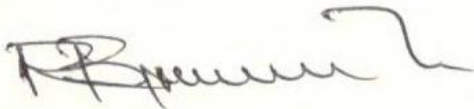
together with the required documents as listed in Parts III and IV of the Civil Aviation (Aerodromes) Regulations , as amended.

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- 9.2. The applicable processing fees must be submitted with the application.
- 9.3. The applicant must submit three copies of the aerodrome manual which upon approval shall be returned to the applicant with one copy retained by the Authority for the purpose of continuous surveillance.

10. APPROVAL PROCESS

- 10.1. To ensure that the application meets the conditions set out in Section 6 of this AC, the Authority will carry out a site inspection and may also conduct interviews.
- 10.2. The Authority may also ask for clarification or additional information if the information provided is deemed inadequate.
- 10.3. The Authority will issue a license or certificate in a form prescribed by the Authority.
- 10.4. If the issuance of the aerodrome licence or certificate involves the attachment of certain conditions, written notification of the conditions will be provided.
- 10.5. If the Authority has to refuse an application as provided for in the regulations, written notification of the refusal, together with reasons for doing so, will be sent to the applicant within 14 days after the Authority makes that decision



Tanzania Civil Aviation Authority