Application for an Aerodrome Certificate

Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

FALSE REPRESENTATION STATEMENT
It is an offence under Regulation 84 of the Civil Aviation (Safety) Regulations 2017 to make, with intent to deceive, any false representation for the purpose of procuring for himself or another person, a grant, an issue, renewal or variation of any certificate, license, approval, permission, exemption, authorization or other document.

1. Particulars of the applicant			
Full Name:			
Address:			
Position:			
Phone:		E-mail:	

2. Is the applicant the owner of the aerodrome site?
☐ Yes / ☐ No Provide: a) Details of rights held in relation to the site; and b) Name and address of the owner of the site and written evidence that permission has been obtained for the site to be used by the applicant as an aerodrome.

3. Particulars of the aerodrome site			
Aerodrome Name:			
Real Property Description:			
Telephone:		Fax:	
E-mail:		Website:	
Elevation:			
Latitude/Longitude in WGS-84 of aerodrome reference point:			
Purpose for which aerodrome is to be used (e.g. public transport, flying training)			

4. Details of aerodrome, including the largest type of aircraft expected and proposed operating hours	
Intended commencement date of operations	
Intended operating hours	
Classification of aircraft to be operated at aerodrome (e.g. aeroplanes, helicopters, gyroplanes)	

Largest type of aircraft expected (include maximum take-off weight, overall length and maximum fuselage width)	
Rescue and Firefighting Category to be provided	
Any other information:	

5. Key management personnel (please enter details where applicable)	
Board member or person having specific responsibility for safety (Please enclose a current CV)	
Name:	
Telephone:	
E-mail:	
Chief Executive Officer / Managing Director (if different from above) (Please enclose a current CV)	
Name:	
Post title:	
Telephone:	
E-mail:	
Accountable Manager (if different from above) (Please enclose a current CV)	
Name:	
Post title:	
Telephone:	
E-mail:	
Person in charge of day-to-day operation of the aerodrome (if different from above) (Please enclose a current CV)	
Name:	
Post title:	
Telephone:	
E-mail:	

Person responsible for aerodrome safety (if different from above) (Please enclose a current CV)	
Name:	
Post title:	
Telephone:	
E-mail:	
Person responsible for overseeing the day-to-day provision of Rescue & Firefighting Services (RFFS) (Please enclose a current CV)	
Name:	
Post title:	
Telephone:	
E-mail:	
Provider of Air Traffic Control Service	
Name:	
Address:	
Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service	
Name:	
Post title:	
Telephone:	
E-mail:	

6. Aerodrome Manual

Has an Aerodrome Manual been submitted to the CAA? ☐ Yes / ☐ No

If No, please indicate below when this is likely to be submitted.

Note: An aerodrome certificate will not be granted until an Aerodrome Manual has been received and accepted by the CAA. The Aerodrome Manual should be submitted in electronic format to seyaga@scaa.sc.

7. Details to be shown on the aerodrome certificate	
Aerodrome Name:	
Aerodrome Operator:	
Address:	

8. Any further comments

9. Declaration			
On behalf of the Aerodrome Operator shown above, I hereby apply for a certificate to operate the aerodrome. My authority to act on behalf of applicant is:			
Signed:		Date:	
Name of person making the declaration:			

Application for an Aerodrome Certificate – Guidance Notes

Dear Applicant

It is important that you answer all relevant questions as fully as possible as this will help to avoid delays in processing your application. Your responses to these questions should provide the CAA with the information it needs to give proper consideration to your application.

It may be helpful to explain why this information is required. The CAA may grant a certificate only if it is satisfied that both the aerodrome and the applicant meet the safety-related requirements for issuance of certificate. This will involve an inspection and assessment of the aerodrome against internationally agreed criteria as laid out in the Seychelles Technical Standards, appropriate to the nature and scale of operations proposed. The CAA also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft. Many of the questions on the application form seek information relevant to that end, for example:

a) Sections 1 to 3 will provide information about the applicant and the aerodrome including the applicant's rights to use the site as an aerodrome, and to exercise control over the activities that will take place.

b) Section 4 will provide details on the nature, scale, and type of operations proposed.

c) Section 5 will provide details of key personnel with safety-related responsibilities.

d) Section 6 deals with the Aerodrome Manual, which is viewed by the CAA as a major indicator of the competency of the certificate holder to operate the aerodrome safely.

Whilst processing the application, the CAA may request for further information or documentary evidence in support of all matters in the application. You are encouraged to provide these in an acceptable timeframe to avoid delays in processing of your application.

If you have any difficulty completing the form please do not hesitate to contact us at seyaga@scaa.sc.