

Ethiopian Civil Aviation Authority



Procedure for the Application and Issuance of Airstrip/Heliport Investment Permit, Approval and Business License

**September, 2022
Addis Ababa**

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PREAMBLE

WHEREAS, Civil Aviation Proclamation 616/2008 as amended 1179/2020 stipulates no person may operate an aerodrome unless obtained an investment permit from the concerned organ and approval issued by the Authority and except in accordance with the terms and conditions of such permit and license.

WHEREAS, before issuing investment permit for Airstrip/Heliport development it's highly necessary to evaluate the technical requirements including the proposed site to ensure its suitability for the intended operation.

WHEREAS, Ethiopian Civil Aviation Authority (ECAA) and Ethiopian Investment Commission (EIC) have agreed to facilitate the coordination between the two entities and ease the process to get investment permit for Airstrip/Heliport operation.

WHEREAS, ECAA is also mandated by commercial registration and licensing proclamation No.980/2016 to issue business license for air transport and other aviation services in compliance with the proclamation and other relevant laws.

WHEREAS, it is important to set transparent procedure as to how the regulatory, administrative and technical activities of the Authority shall be performed in the one hand and setting simple and consolidated procedure that shall be respected by operators and aviation personnel.

Now Therefore, ECAA has adopted this procedure to facilitate a comprehensive, transparent and efficient process for the application and issuance of Airstrip/Heliport Investment permit, Approval and Business License.

1. SHORT TITLE

The procedure may be sited as **“Procedure for Application and Issuance of Airstrip/Heliport Investment Permit, Approval and Business License”**

2. EFFECTIVE DATE

This Procedure shall come into force as of September 26, 2022.

Name _____

Signature _____


**Getachew Mengistie
Alemayehu
Director General**

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1. OBJECTIVE

The objective of this procedure is to promote the development of Airstrips and Heliports and to establish an efficient and transparent process for application and issuance of Airstrip/Heliport Investment Permit, Construction & Operation Approval and Business License.

2. SCOPE OF APPLICATION

This Procedure shall be applicable to any domestic investors interested in engaging on Airstrip/Heliport operation for commercial purpose.

3. APPLICATION AND ISSUANCE OF AIRSTRIP/HELIPORT INVESTMENT PERMIT, CONSTRUCTION & OPERATION APPROVAL AND BUSINESS LICENSE

3.1 Airstrip/Heliport Investment Permit Issuance process

- 3.1.1 The Authority for the issuance of Airstrip/Heliport investment permit is the Ethiopian Investment commission.
- 3.1.2 Any Ethiopian national above the age of 18 and/or domestic investor as defined by investment proclamation No.1180/2020 are eligible for investment permit application.
- 3.1.3 Any person or legal entity applying for an Airstrip/Heliport investment permit shall apply its interest to EIC and ECAA simultaneously and submit the following documents
 - a) Completed application form of EIC;
 - b) Completed application form of ECAA and other documentation as detailed in the Application Form [**Appendix I**];
 - c) Certificate of Principal Registration;
 - d) Original and necessary copies of valid identity card or passport of the applicant;
 - e) Two passport size photographs taken within six months, which shows the clear identity of the applicant; and

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- f) Where the application is submitted by an attorney; original and copy of power of attorney given by all of the founders, copies of valid identity card or passport of the attorney and the manager.
- 3.1.4 Ethiopia Investment Commission shall review the application and forward to Ethiopian Civil Aviation Authority for technical evaluation of the intended operation.
- 3.1.5 Ethiopian Civil Aviation Authority will assess the proposed site in relation to the intended operation and national standards.
- 3.1.6 Ethiopian Civil Aviation Authority notifies its technical assessment result for Ethiopia Investment Commission to issue the investment permit.
- 3.1.7 After considering the technical assessment result and review other relevant requirements Ethiopia Investment Commission shall issue permit for the applicant.
- 3.1.8 After securing investment permit the applicant shall proceed to ECAA for construction & operational approval and business license.

3.2 Airstrip/Heliport Construction & Operational Approval Process

- 3.2.1 The Authority for the issuance of Airstrip/Heliport construction and operational approval is the Ethiopian Civil Aviation Authority.
- 3.2.2 The detail procedure for the Approval and Registration of Airstrips and Heliport can be found in a separate document (**ECAA/AR/PR/001**)

3.2.3 Application

- a) Application for approval of airstrip/heliport shall be made to the Authority at the following address:

Ethiopian Civil Aviation Authority
Addis Ababa
Phone: +251116650200
Fax : +251116650281
P.O. Box: 978

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- b) The applicant shall submit completed Application Form and other documentation as detailed in the Application Form [**Appendix I**].

3.2.4 Approval to build

- a) Assessment of application shall be based on information provided by applicant in the form, and the various documentations, plans and other information submitted together with the application.
- b) Applicant that comply the relevant published aerodrome standards as well as airspace and flight operation conditions required by the Authority shall be issued approval to build.
- c) Where the Authority concludes that the result of this assessment is not satisfactory, the applicant shall be notified accordingly. The Authority shall state the reason[s] and advice what additional steps needs to be taken for the approval.
- d) The applicant may appeal to the Authority and/or submit revised proposal and/or additional documentation for reconsideration of the application.
- e) Approval to build issued by the Authority, will take into consideration land-use, environmental protection issues and other relevant approval[s] that the applicant may require to obtain from other Authorities prior to the construction and operation of the airstrip/heliport.

3.2.3 Compliance Confirmation

- a) The applicant shall notify the Authority on the completion of works for a physical inspection to be conducted by the Authority.
- b) The inspection will be undertaken for the purpose of verifying the information provided in the form; and to physically check and assess the airstrip/heliport infrastructure, facilities and equipment to ensure that they comply with the relevant airstrip/heliport standards.
- c) Where the assessment is satisfactory, the Authority shall issue a Compliance Confirmation which indicates that the airstrip/heliport has met compliance to the standards published in the relevant airstrip/heliport standards.

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- d) Where the assessment is not satisfactory, the Authority shall notify the applicant on additional steps that must be taken to rectify and/or clarify the Authority’s observations and/or provide additional documentation required by the Authority.
- e) The applicant is required to notify the completion of rectification works required and submit any clarification and/or documentation required by the Authority. The Authority may conduct a follow-up inspection on the airstrip/heliport.
- f) Where the Authority is satisfied with the required rectification works, clarification and/or documentation, a Compliance Confirmation shall be issued.

3.2.4 Approval to Operate

- a) An approval to operate is issued where the Authority is satisfied that the airstrip/heliport have met minimum requirements to support safe air navigation.
- b) While assessment on physical characteristics, airspace and flight operations issues may have been conducted in the earlier stages, the applicant’s competency shall be assessed prior to the issue of approval to operate.

3.2.5 Registration

- a) An airstrip/heliport which has successfully obtained approval to operate shall be registered.
- b) Registered airstrips/heliports will be recommended to be published in the Aeronautical Information Publication [AIP].
- c) Registration of airstrip/heliport is to ensure continued compliance to the relevant airstrip/heliport standards and, other conditions and requirements detailed by the Authority. Failure to meet this obligation shall result in cancellation of registration and removal from the AIP.

3.2.6 Transport and daily allowance for any on site activities performed by the Authority expert(s) will be covered by the applicant.

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3.3 Airstrip/Heliport Business License Issuance and Renewal Process


3.3.3 Airstrip/Heliport Business License Issuance

3.3.3.1 The Authority to issue Airstrip/Heliport Business license is the Ethiopian Civil Aviation Authority

3.3.3.2 Any person or legal entity who secured investment permit and construction & operation approval requesting for an Airstrip/Heliport business license shall submit the following documents to ECAA

- a) Airstrip/Heliport Investment permit;
- b) Airstrip/Heliport Operation Approval document;
- c) Complete the Application Form prepared by the Authority;
- d) Original and necessary copies of valid identity card or passport of the applicant;
- e) Certificate of Taxpayer Identification Number (TIN);
- f) Copies of the Company's Memorandum and Articles of Association (as appropriate);
- g) Details of rights held in relation to the sites or lease agreement;
- h) Two passport size photographs taken within six months, which shows the clear identity of the applicant;
- i) statement of address if the applicant has principal business address and branch offices, if any
- j) Where the application is submitted by an attorney; original and copy of power of attorney given by all of the founders, copies of valid identity card or passport of the attorney and the manager.

3.3.3.3 The business license is valid for one year.

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3.3.2 Airstrip/Heliport Business License Renewal Process

3.3.2.1 Application for renewal of business license shall be submitted by attaching the following documents with the application form:

- a) Tax clearance issued from the concerned authority;
- b) Audit report in case of an association;
- c) Two Passport size photographs taken within six month time, which shows clear identity of the manager;
- d) Where the application is submitted by an attorney; original and copy of power of attorney given by all of the founders if it is business organization; and original and necessary photocopies of valid identification card or passport of the attorney and the manager;
- e) Statements of address if the applicant has principal business address and branch offices, if any.
- f) ECAA shall review and renew the business license.

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APPENDIX I – APPLICATION FORM

ETHIOPIAN CIVIL AVIATION AUTHORITY

APPLICATION FOR APPROVAL/REGISTRATION OF AIRSTRIP OR HELIPORT

1. Particulars of Applicant

1.1 Name:- _____

1.2 Address:- _____

1.3 Postal Code :- _____

1.4 Designation:- _____

1.5 Telephone:- _____

1.6 Is the Airstrip/Heliport: Existing New

1.7 Is the Applicant the operator of the Airstrip or Heliport sites? Yes No

If No, Provide:

- a) Details of Rights Held in Relation to the sites;
- b) The period and/or dates Applicant holds these rights; and
- c) Name and address of the operator of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an airstrip or heliport.

Note:

Name of person(S), company or club designated as airstrip or heliport operator and that will be responsible for giving effect to the conditions of the approval/registration of the airstrip or heliport.

2. Environmental Impact Assessment for the development of Airstrip/Heliport approved by the appropriate entity.

3. Particulars of proposed Airstrip or Heliport site

3.1 Name of Airstrip or Heliport:- _____

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3.2 Region:- _____ City:- _____

3.3 Geographical Coordinates of the airstrip or heliport Reference Point (WGS-84)

Latitude:- _____

Longitude:- _____

3.4 Elevation of Airstrip or Heliport (meters):- _____

3.5 Position of Airstrip or Heliport with reference to nearest town or populous area:

i. Name of town:- _____

ii. Distance from town:- _____

iii. Bearing from town:- _____

3.6 Position of Airstrip or Heliport with reference to nearest aerodrome:

i. Name of town:- _____

ii. Distance from town:- _____

iii. Bearing from town:- _____

3.7 Is there any public or private right of way exists on or near the proposed Airstrip or Heliport? Yes No

i. If YES would the use of the site as an Airstrip or Heliport interfere with such rights?

Yes No

ii. If there is a risk of interference with private rights, please give details of any agreement made with the holder of the rights for the site as an Airstrip or Heliport.

4. Proposed Airstrip or Heliport Operations

4.1 Is the Airstrip or Heliport to be used by public transport aircraft? Yes No

4.2 Is the Airstrip or Heliport to be used at night? Yes No

4.3 Type of Aircraft/Helicopter to be operated at the Airstrip or Heliport (aircraft specification to be submitted together with this application)

a) Aeroplanes:

b) Helicopters:

1. _____

1. _____

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2. _____ 2. _____
 3. _____ 3. _____

4.4 Heaviest aircraft in reference to item 3.3:

- i. Aircraft type:- _____
 ii. Maximum Total Weight Authorized (Kilograms):- _____

4.5 Expected number of movements per calendar month of heaviest aircraft type.

(one movement is one take-off or one landing) _____ per month

4.6 Is there an appointed Duty officer?

Yes No

If Yes, state whether the duty officer

- i. Is competent to determine safe use of the Airstrip or Heliport? Yes No
 ii. Is responsible for supervising aircraft movement? Yes No
 iii. Is responsible for pilot briefing? Yes No
 iv. Is responsible with Air Traffic Service authorities? Yes No
 v. Is responsible for controlling spectators? Yes No
 vi. State duty officer's aviation qualification, if any:- _____

If No, state arrangement made to provide qualified personnel to manage aviation events at the Airstrip or Heliport?

4.7 Is aircraft fuelling expected to take place at the Airstrip or Heliport? Yes No


If yes, state

- i. Type of aviation fuel:- _____
 ii. Quantity Stored (litters):- _____
 iii. Location of storage:- _____
 iv. Method of storage:- _____
 v. Are there suitable fire extinguishers positioned at fuel storage area? Yes No

5. Proposed Physical Infrastructure

5.1 Runway Characteristics:

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- i. Runway length (meters):- _____
- ii. Runway width (meters):- _____
- iii. Runway strip (meters):- _____
- iv. Runway Surface type:- _____

For heliports:

- i. Heliport Type: **Surface-Level/Elevated**
- ii. FATO dimension (meters):- _____
- iii. TLOF dimension (meters):- _____
- iv. Safety Area dimension (meters):- _____

5.2 Landing Area Marking/Markers:

5.3 Designation

Yes No

5.4 Runway Threshold

Yes No

5.5 Runway Centre line

Yes No

- i. Runway Side Strip
- ii. Runway boundary markings or markers
- v. Boundary markers type:- _____
- vi. Others (specify):- _____

Yes No

Yes No

For heliports:

- i. Heliport Identification Marking
- ii. FATO Marking
- iii. TLOF Marking
- vii. Others (specify):

Yes No

Yes No

Yes No


5.6 Ground signals and visual aids:

- i. Windsock
- ii. Landing T
- iii. Signal Lamps
- iv. Others [specify]:

Yes No

Yes No

Yes No

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5.7 Lightings: (For Airstrip or Heliport used at night only)

- i. Aerodrome beacon Yes No
- ii. Runway Edge Yes No
- iii. Runway Threshold Yes No
- iv. Runway End Yes No
- viii. Others [specify]:

For heliports:

- i. Aerodrome beacon Yes No
- ii. FATO Yes No
- iii. TLOF Yes No
- iv. Others [specify]:

5.8 Obstacle marking and control

[a] Slope

- [i] Approach Slope: %
- [ii] Take-off Slope: %
- [iii] Transitional Slope: %

[b] Obstacles within airstrip or heliport boundary:

- [i] Have the obstacles been identified? **Yes/No**

[c] Obstacle outside airstrip or heliport boundary:


- [i] Have the obstacles been identified? Yes No
- [ii] Have arrangements made with appropriate authority or persons to remove or mark identified obstacles? Yes No

[d] Is a safeguarding map being deposited with the local authorities to show the height above which new construction in the vicinity of the Airstrip or Heliport may interfere with its use? Yes No

5.9 Is there a designated aircraft parking area? Yes No

If YES,

- [i] Are there barriers and notices warning against unauthorized entry? Yes No
- [ii] Are there separation distance between aircraft parking area and Yes No

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public areas or car parks?

[iii] Are there suitable fire extinguishers positioned where aircraft engines are started? Yes No

6. Proposed Fire And Rescue Services

6.1 Fire and Rescue Services:

[a] Fire and Rescue Vehicle

[i] Type:- _____

[ii] Numbers of Vehicle:- _____

[iii] Number of trained Personnel:- _____

[b] Foam Extinguisher

[i] Performance level:- **A / B**

[ii] Quantity [litters]:- _____

[iii] Discharge rate [litters per minute]:- _____

[iv] Type of Complementary Agent:- **Dry Powder / CO2**

[v] Quantity of Complementary Agent [kilograms]: _____

6.2 Medical Services:

[a] Medical First Aid

[i] List items available in the first aid pack

[ii] Number of trained Personnel:- _____

[b] Ambulance Services


[i] Is there arrangement made with Local Authority for such services? Yes No

[ii] If YES, what is the respond time to an emergency call [minutes]:

[iii] If NO, has arrangement made to have on-site services? Yes No

7. Proposed Air Traffic Management

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7.1 Airspace required around the airstrip:

[i] Vertical Limits [feet] :- _____

[ii] Lateral Limit :- _____

[In reference to ARP]

7.2 Is there communication facilities provided for coordination with Air Traffic Services authorities? Yes No

Describe arrangement made with Air Traffic Services authorities pertaining to coordination of aviation activities at Airstrip or Heliport with other aviation activities in neighboring airspace.

7.3 Is there arrangement to notify Air Traffic Services authorities and aircraft operators intending to use the airstrip or heliport, pertaining to condition and/or activities at the airstrip or heliport? Yes No

8. Local Authorities Approval

8.1 Before submitting this application, the Local Authorities, should be consulted and, their approval obtained.

i. Have approval obtained from Local Authorities? Yes No

ii. If YES, provide certified photocopy of the approval/s obtained? Yes No

iii. Are there conditions or restrictions attached to the approval? Yes No

If YES, [describe] _____

9. Additional Information

9.1 Applicant shall submit three [3] copies of the following:

- i. Location Plan and Site Plan.
- ii. Layout Plan and land use plan.

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- iii. Profile Plan for Approach, Take-off and Transition area.
- iv. Runway or Heliport marking/markers scheme.
- v. Schematic Plan for Electrical Installation.
- vi. Plan which shows the Physical Characteristics

10. Certification

I hereby certify that the foregoing information is correct in every respect and no relevant Information has been withheld.

[Signature of Applicant]

[Company stamp]

Name :- _____

Date :- _____

INFORMATION

- [i] Before approval is granted, Ethiopian Civil Aviation Authority will require to be satisfied that the physical conditions of the airstrip or heliport its environs are acceptable, that the scale of equipment and services are adequate, and that the airstrip or heliport is organized, staffed and other arrangements sufficient to ensure the safe operations of the airstrip or heliport.
- [ii] Completed application form shall be submitted to Ethiopian Civil Aviation Authority at the following address:

Ethiopian Civil Aviation Authority
Aerodrome Safety and Standards Directorate
Addis Ababa
Phone: +251116650255
Fax : +251116650281
P.O.Box: 978