

	Company Name  <div style="text-align: center;">           □□□□□□ □□□ □□□□□ □□□□□□  <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b> </div>	Document No.  <div style="text-align: center;"> <b>ECAA/AGA/OF/011</b> </div>	
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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 or 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: .....

3.2 Region: ..... City: .....

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**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)**

- |   |   |
|---|---|
| <b>a) Aeroplanes:</b><br>1) .....<br>2) .....<br>3) ..... | <b>b) Helicopters:</b><br>1).....<br>2).....<br>3)..... |
|---|---|

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**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:**

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

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**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:**

- i. Designation Yes  No
- ii. Runway Threshold Yes  No
- iii. Runway Centre line Yes  No
- iv. Runway Side Strip Yes  No
- v. Runway boundary markings or markers Yes  No
- v. Boundary markers type: .....
- vi. Others (specify): .....

**For heliports:**

- i. Heliport Identification Marking Yes  No
- ii. FATO Marking Yes  No
- iii. TLOF Marking Yes  No
- vii. Others (specify): .....

**5.3 Ground signals and visual aids:**


- i. Windsock Yes  No
- ii. Landing T Yes  No
- iii. Signal Lamps Yes  No
- iv. Others [specify]: .....

**5.4 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

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viii. Others [specify]: .....

**For heliports:**

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

**5.5 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

**5.6 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 public areas or car parks? Yes  No
- [iii] Are there suitable fire extinguishers positioned where aircraft engines are started? Yes  No

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**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**

**7.1 Airspace required around the airstrip:**

- [i] Vertical Limits [feet] : .....
- [ii] Lateral Limit : .....

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[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?
  - 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.
- 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**

	Company Name  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Document No.  <b>ECAA/AGA/OF/011</b>	
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**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