

# APPLICATION FOR AERODROME REGISTRATION

AD104/REG/APL1

## JABATAN PENERBANGAN AWAM MALAYSIA [DEPARTMENT OF CIVIL AVIATION MALAYSIA]

### PERMOHONAN KELULUSAN/PENDAFTARAN AERODROME [APPLICATION FOR APPROVAL/REGISTRATION OF AERODROME]

#### 1. MAKLUMAT PEMOHON [PARTICULARS OF APPLICANT]

1.1 Name \* : .....

1.2 Address : .....

..... Postal Code : .....

1.3 Designation : .....

1.4 Telephone : ..... Facsimile : .....

1.5 Is the Applicant the Owner of the Aerodrome Site? YES / NO

If **NO**, provide:

- [i] Details of Rights Held in Relation to the Site;
- [ii] The period and/or dates Applicant holds these rights; and
- [iii] Name and address of the owner of the site and written evidence to show permission has been obtained for the site to be used by the applicant as an aerodrome.

**Note:**

[\*] *Name of person[s], company or club designated as Aerodrome Operator and that will be responsible for giving effect to the conditions of the approval/registration of the aerodrome.*

#### 2. MAKLUMAT TAPAK CADANGAN AERODROME [PARTICULARS OF PROPOSED AERODROME SITE]

2.1 Name of Aerodrome : .....

2.2 State : ..... District : .....

Lot No.: ..... Plan No.: .....

2.3 Geographical Coordinates of the Aerodrome Reference Point [WGS-84] Latitude .....  
Longitude .....

2.4 Ground Elevation Aerodrome [meters] : .....

2.5 **Position of aerodrome with reference to nearest town or populous area :**

[i] Name of town : .....

[ii] Distance from town : .....

[iii] Bearing from town : .....

2.6 **Position of aerodrome with reference to nearest other aerodrome :**

[i] Name of aerodrome : .....

[ii] Distance from aerodrome : .....

[iii] Bearing from aerodrome : .....

2.7 **Is there any public or private right of way exists on or near the proposed aerodrome? YES / NO**

[i] If **YES**, would the use of the site as an aerodrome 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 use of the site as an aerodrome.

**3. CADANGAN OPERASI AERODROME**  
[PROPOSED AERODROME OPERATIONS]

3.1 **Is the aerodrome to be used by Public Transport Aircraft? YES / NO**

3.2 **Is the aerodrome to be used at night? YES / NO**

3.3 **Type of aircraft to be operated at the aerodrome:**  
[aircraft specification to be submitted together with this application]

[a] **Aeroplanes:**

[i] .....

[ii] .....

[iii] .....

[b] **Helicopters:**

[i] .....

[ii] .....

[iii] .....

[c] **Microlights:** .....

[d] **Others:** .....

3.4 **State heaviest aircraft in reference to item 3.3:**

[i] Aircraft type : .....

[ii] Maximum Total Weight Authorized [kilograms] : .....

3.5 **Expected number of movements per calendar month of heaviest aircraft type.** ..... per month  
[One movement is one take-off or one landing]

3.6 **Is there an appointed Duty Officer?** YES / NO

If YES, state whether the Duty Officer

[i] is competent to determine safe use of the aerodrome? 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 Services 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 aerodrome?

.....  
.....

3.7 **Is aircraft fuelling expected to take place at the aerodrome?** YES / NO

If YES, state

[i] Type of aviation fuel: .....

[ii] Quantity stored [liters]: .....

[iii] Location of storage: .....

[iv] Method of storage: .....

[v] Are there suitable fire extinguishers positioned at fuel storage area? YES / NO

#### **4. CADANGAN INFRASTRUKTUR FISIKAL** [PROPOSED PHYSICAL INFRASTRUCTURE]

##### 4.1 **Runway Characteristics:**

[i] Runway Length [meters]: .....

[ii] Runway Width [meters]: .....

[iii] Runway Strip Dimension [meters]: .....

[iv] Runway surface Type: .....

##### **For heliports:**

[i] Heliport Type: **SURFACE-LEVEL / ELEVATED / HELIDECK / SHIPBOARD**

[ii] FATO Dimension [meters]: .....

[iii] Safety Area Dimension [meters]: .....

[iv] Touchdown and Lift-off area Dimension [meters]: .....

4.2 **Landing Area Markings:**

- [i] Designation YES / NO
- [ii] Touchdown YES / NO
- [iii] Boundary Markers YES / NO
- [iv] Boundary Markers Type: .....
- [v] Others [specify]: .....

**For heliports:**

- [i] Heliport Identification Marking YES / NO
- [ii] FATO Marking YES / NO
- [iii] Touchdown and Lift-off area Marking YES / NO
- [iv] Others [specify]: .....

4.3 **Ground Signals and Visual aids:**

- [i] Windsock YES / NO
- [ii] Landing T YES / NO
- [iii] Signal Lamps YES / NO
- [iv] Others [specify]: .....

4.4 **Lightings:** [For aerodrome used at night only]

- [i] Runway Edge YES / NO
- [ii] Runway End YES / NO
- [iii] Runway Threshold YES / NO
- [iv] Approach Slope Guidance YES / NO
- [v] Others [specify]: .....

**For heliports:**

- [i] FATO YES / NO
- [ii] Touchdown and Lift-off Area YES / NO
- [iii] Winching Area YES / NO
- [iv] Others [specify]: .....

4.5 **Obstacle marking and control**

**[a] Slope**

[i] Approach Slope: ..... %

[ii] Take-off Slope: ..... %

[iii] Transitional Slope: ..... %

**[b] Obstacles within aerodrome boundary:**

[i] Have the obstacles been identified? YES / NO

**[c] Obstacle outside aerodrome 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 aerodrome may interfere with its use?** YES / NO

4.6 **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

**5. CADANGAN PERKHIDMATAN BOMBA DAN PENYELAMAT**  
[PROPOSED FIRE AND RESCUE SERVICES]

5.1 **Fire and Rescue Services:**

**[a] Fire and Rescue Vehicle**

[i] Type : RIT / ULFT / LFT

[ii] Numbers of Vehicle : .....

[iii] Number of trained Personnel : .....

**[b] Foam Extinguisher**

[i] Performance level : A / B

[ii] Quantity [liters] : .....

[iii] Discharge rate [liters per minute] : .....

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

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

5.2 **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**

**6. CADANGAN PENGURUSAN TRAFIK UDARA**  
**[PROPOSED AIR TRAFFIC MANAGEMENT]**

6.1 **Airspace required around the aerodrome:**

[i] Vertical Limits [feet] : .....

[ii] Lateral Limit : .....  
[In reference to ARP]

6.2 **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 aerodrome with other aviation activities in neighboring airspace .

.....  
.....  
.....

6.3 **Is there arrangement to notify Air Traffic Services authorities and aircraft operators intending to use the aerodrome, pertaining to condition and/or activities at the aerodrome?** **YES / NO**

**7. KELULUSAN PENGUASA TEMPATAN**  
[LOCAL AUTHORITIES APPROVAL]

7.1 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] .....

**8. MAKLUMAT TAMBAHAN**  
[ADDITIONAL INFORMATION]

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

- [i] Key Plan, Location Plan and Site Plan.
- [ii] Layout Plan.
- [iii] Profile Plan for Approach, Take-off and Transition area.
- [iv] Runway or Heliport marking scheme.
- [v] Schematic Plan for Electrical Installation.

**9. PENGESAHAN**  
[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 : .....

**MAKLMUMAN**  
[INFORMATION]

- [i] Before approval/registration is granted, the Department of Civil Aviation will require to be satisfied that the physical conditions on the maneuvering area and its environs are acceptable, that the scale of equipment and services are adequate, and that the aerodrome is organized, staffed and other arrangements sufficient to ensure the safe operations of the aerodrome. The requirements are set out in detail in the Department's publication AD103 [Approval and Registration of Non-Licensed Aerodrome].
- [ii] Completed application form shall be submitted to the Department of Civil Aviation at the following address:

Jabatan Penerbangan Awam  
Bahagian Piawaian Lapangan Terbang  
Aras B1 Blok D5 Parcel D  
Pusat Pentadbiran Kerajaan Persekutuan  
**62502 PUTRAJAYA**