



GOVERNMENT OF INDIA  
**OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION**  
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

**CIVIL AVIATION REQUIREMENTS  
SECTION-4, AERODROME STANDARDS  
& LICENSING  
SERIES 'F', PART I  
16<sup>th</sup> October 2006**

**EFFECTIVE: FORTHWITH**

**Subject: REQUIREMENTS FOR ISSUE OF AN AERODROME LICENSE**

### **INTRODUCTION**

The Central Govt. has made Rules for the licensing of aerodromes, which are, contained in Part XI of the Aircraft Rules 1937. The Rule 78 requires that no aerodrome shall be used as a regular place for landing and departure by a scheduled air transport service or for a series of landing and departures by any aircraft carrying passengers or cargo for hire or reward unless it has been licensed.

This CAR lays guidelines for grant of aerodrome license under the Aircraft Rules and is issued under the power conferred vide sub Rule (1) of Rule 83 and Rule 133A of the Aircraft Rules, 1937.

When an aerodrome is granted a license, it signifies to aircraft operators and other organizations operating on the aerodrome that, at the time of licensing, the aerodrome meets the specifications regarding its management systems, operational procedures, physical characteristics, assessment and treatment of obstacles, visual aids, rescue and fire-fighting services as per DGCA CAR Section 4 and that it has, according to the DGCA, the capability to maintain these specifications for the period of validity of the license.

These guidelines are issued only for the licensing of the aerodrome from technical point of view and grant of license is subject to the clearance from the Central Govt. as per the Civil Aviation policy and instructions issued from time to time.

## 1. General

1.1 The aerodromes shall be licensed in one of the following categories, namely:

- i. **For public use;** the aerodrome, which, when available for operation of aircraft, shall be so available to all persons on equal terms and conditions.
- ii. **For private use,** that is to say, for use by the licensee and by individuals specifically authorized by the licensee.

*(Note: Usage of Private use aerodromes excludes the operation of schedule flights)*

## 2. Procedure for Application

2.1 **Public Use Category.** Ministry of Civil Aviation shall grant Site clearance and 'In Principle' approval for all proposals pertaining to the aerodromes under Public Use category as per the Greenfield Airport Policy.

2.2 **Private Use Category.** Site clearance as well as 'In Principle' approval shall be granted by DGCA as per technical assessment of the site and based on usage of airport indicated by the applicant. The 'In Principle' approval granted by DGCA indicates that the proposed airport is essentially meant for non-commercial operations by the licensee and by individuals specifically authorized by the licensee only.

2.3 Application for cargo airports and heliports need not be submitted for approval of the Ministry of Civil Aviation and these cases may be considered and decided at the level of DGCA, subject to applicable regulations.

2.4 In case the applicant wish to convert the airport from 'Private Use' category to 'Public Use' later, Steering Committee process and Government approvals as per the prevailing policy shall be required.

2.5 Similarly if an applicant wishes to convert the airport from 'Public Use' category, which was duly approved by Steering Committee, to 'Private Use' later, the case may be referred to Steering Committee for review.

## 3. Site Clearance.

3.1 **Greenfield airport for public use:** Prior to commencing the construction, the potential owner/developer of the Greenfield aerodrome for public use shall make applications to the Steering Committee at ministry of Civil Aviation. The request for site approval and issuance of in-principle approval in respect of these aerodromes shall be dealt by Steering Committee in accordance with Greenfield Airport Policy of GOI.

**3.2 Airport for Private Use (including cargo airport):** Application for private use aerodrome and cargo aerodrome shall be dealt in following manner. Applicant for construction of private use aerodrome and cargo aerodrome shall make an application to the DGCA in Form CA 93(A) as set out in Attachment-I for approval of the aerodrome the site.

3.3 The applicant for private use aerodrome and cargo aerodrome shall obtain and forward, along with the application form, attested copies of the clearances/permissions to the DGCA from the following:

- i. Ministry of Defence; \*\*
- ii. Ministry of Home Affairs ( applied through MoCA)
- iii. Ministry of Environment and Forests, Government of India;
- iv. Owner of the land; and
- v. Local authority such as municipal corporation/committee or urban land development board/authority of the State or its Country and Town Planning Department. \*\*\*

*\*\*While granting clearances /permission, it should be ensured that the proposed aerodrome is not causing operational constraints to the defence activities and security hazard.*

*\*\*\* the local authorities should also indicate that a suitable mechanism has been evolved or exists to regulate the construction around the proposed aerodrome, so that the obstacle limitation surfaces as defined in Statutory Order issued in this regard by the Central Government, from time to time, can be continuously maintained.*

3.4 In case of the existing Govt. aerodromes, clearances in para 3.3 are not required. However the clearance from the Ministry of Environment for expansion of an aerodrome shall be applicable as per the instructions issued by them in this regard.

*Note: Any aerodrome constructed and in operation prior to 1<sup>st</sup> Sept. 1992, (i.e. issue of AIC No. 22 of 1992) will be considered as an existing aerodrome for this purpose.*

3.5 The site may be inspected for its suitability by the DGCA along with the representatives of other agencies as considered necessary. The applicant shall make arrangements for facilitating the site inspection.

3.6 The decision of the site approval shall be communicated to the applicant. The approval of the site does not absolve the applicant from observing the statutory requirements of other official bodies (as in para 3.3).

#### **4. Construction of Aerodrome**

4.1 After 'in principle' clearance is given by the Steering Committee or DGCA, as the case may be, for the airport site, the applicant has to submit his intention and plan including a project report and commence construction work. The Steering

Committee will monitor the progress of Greenfield airport proposals under development for public use where “in principle ‘approvals are granted.

*Note: The permission for the construction of aerodrome shall be granted only after the requisite clearances indicated above in para 3.3 has been submitted or received by DGCA.*

4.2 The project report shall include the aerodrome facilities to be made available and that these services and equipment shall be provided in accordance with the requirements specified in the Civil Aviation Requirement, Section 4 Series B Part – I (Aerodromes).

4.3 Architectural and infrastructure related requirement for the optimal implementation of security requirement shall be integrated in the design of the aerodrome as per the BCAS guidelines issued in this regard from time to time.

4.4 During the construction the applicant is required to demonstrate and satisfy DGCA the quality assurance system being applied for the construction of aerodrome and procurement and installation of equipment etc.

4.5 DGCA may do periodical inspections of the aerodromes during the construction period if required to assess the progress and quality assurance system adopted by the applicant. Final inspection will be done after the applicant gives the completion report and makes a request for licensing of the aerodrome

## 5. **Application for Grant of License**

5.1 The application for grant of an aerodrome license by all aerodromes shall be made in the prescribed form CA 96(A) (Attachment –II) and Schedule for the issue of Aerodrome License (Attachment –IV) to the DGCA along with fee prescribed in the Aircraft Rules 1937. The application and prescribed fee shall be submitted through eGCA portal ([www.dgca.nic.in](http://www.dgca.nic.in))

5.2 The application for an aerodrome license shall be accompanied with an Aerodrome Manual, prepared in accordance with the requirement contained in Rule 81 of the Aircraft Rules, including establishment of an effective Safety Management System. The Aerodrome Manual is the means by which all aerodrome operating staff, are fully informed about their duties and responsibilities, the aerodrome services and facilities, all operating procedures and any restrictions on aerodrome availability. The aerodrome manual shall contain all the information, procedures and instructions that are necessary to enable the operating staff, competent to perform their duties in such a manner that will ensure the aerodrome to be safe for use by aircraft.

5.3 The aerodrome operator shall employ an adequate number of employees competent to perform their duties to perform all critical activities for aerodrome operations and maintenance. The aerodrome In-charge / Airport Director / Chief Operating Officer, who is responsible for day to day operations of aerodrome shall be the designated 'ACCOUNTABLE MANAGER' for the licensing authority.

5.4 Applications should be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the issue of a license. The minimum period required for processing may be about three months from the date a complete application along with aerodrome manual is received by the DGCA. This period of three months may exceed in case the applicant is not able to resolve the observations/ issues satisfactorily.

5.5 The applicant shall submit CAR compliance check list in respect of the requirements contained in CAR issued on the subject of Aerodrome Design and Operations, Aeronautical Telecommunication, Aeronautical information Services and other relevant ICAO documents will also be kept in view while preparing the compliance statement. The statement shall indicate whether requirement has been met or not and if not, the extent of deviation thereto. Supporting material shall also be provided.

5.6 The applicant for the aerodrome to be licensed for Public Use shall demonstrate the functional arrangements and their integration for provision of CNS-ATM, RFF, AIS and meteorological services. Further Aerodrome operator will ensure publication of Aerodrome data in AIP within 02 months from the issuance of aerodrome license.

5.7 The aerodrome license may be granted under an appropriate category, if the DGCA is satisfied that applicant has complied with all relevant requirements. In case of the non-compliance of the requirement by the applicant, license may either be refused or granted with limitations/ restrictions / conditions as deemed appropriate by the DGCA, if it is considered that the overall safety is not compromised.

5.8 An aerodrome license shall be valid for a period of five years as prescribed in the Aircraft Rules, 1937 unless it is surrendered by the license holder or is suspended or cancelled by the Director General for non-adherence to the relevant Rules and requirements or for any other reason. The license shall remain valid subject to adherence of all applicable rules or regulations and conditions/limitations, if any, attached to the license.

5.9 The agency providing the CNS (navigational and landing aids) shall ensure that all such aids are installed as per the CAR Section 9, Series D Part I dated 08.01.2010 and thereafter maintained and periodically calibrated (ground and flight) as per guidelines laid down for the purpose.

5.10: The aerodrome operator shall establish and implement procedures for all users of the aerodrome, including fixed-base operators, ground-handling agencies and other organizations that perform activities independently at the aerodrome in relation to aerodrome maintenance, flight or aircraft handling, to comply with the requirements laid down by the aerodrome operator with regard to safety at the aerodrome and speedy communication of any accidents, incidents, defects and faults which may have a bearing on safety in general. The aerodrome operator shall monitor such compliance and document the same.

5.11 During the currency of license, the DGCA may depute his representatives at any time for audit / inspection of the aerodrome. The license holder shall provide all necessary assistance for the conduct of the inspection / audit of the aerodrome by the DGCA representative. Deficiencies observed during such audit / inspection shall promptly be addressed and rectified within the period specified by the DGCA.

5.12 Aerodrome licensee remains responsible to maintain the aerodrome license in a proper condition. The aerodrome license should be kept in safe custody and aerodrome operators have to safeguard the aerodrome license against tempering, loss, theft, mutilation or defacement. Aerodrome License is submitted for endorsement of renewal and other changes, therefore it should not be framed or laminated.

## **6. Renewal of License**

6.1 The license holder shall submit the application for the renewal of license CA96 (B) along with the prescribed fee, at least two months prior to the date of expiry of aerodrome license in case of public use aerodromes and (one month prior to expiry in case of Private use category aerodrome.) The original aerodrome license should be enclosed for renewal.

6.2. A copy each of the last self-inspection report and the last calibration report on Navigation and Landing aids and latest runway friction assessment report shall also be submitted with the application. The self-inspection should have been completed within 30 days preceding the renewal application.

6.3. At the time of grant of aerodrome license, DGCA may impose certain conditions, which are required to be addressed by the license holder in a time bound manner as per the action plan submitted to DGCA. The Action Plan should be reviewed before making the application for renewal of license and the progress made in the direction of compliance shall be submitted along with the supporting documents, a revised Action Plan should also be submitted.

6.4 At the time of licensing or during the currency of aerodrome license, exemptions are granted in temporary and permanent categories for each non-compliance and deviations from the requirements. An Aerodrome operator submits mitigation measures and action plan for the rectification of such non-compliances in temporary exemptions and mitigation measures for permanent exemptions. At the time of making application for renewal of license, the aerodrome operator shall submit the details of progress made during the currency of license regarding compliance of such requirements and adequacy of mitigation measures employed to ensure safety and regularity of flight operations.

6.5 During the currency of aerodrome license, the competency of manpower shall be maintained through specialized trainings and recurrent refreshers so as to meet the requirements of AD AC 1 of 2011. The license holder shall submit the details of all such trainings and refreshers along with the application for renewal of license.

6.6 Aerodrome Manual is accepted by DGCA before the grant of aerodrome license. Being a dynamic document containing all operational and technical information and procedures critical to flight safety, it should be amended as and when required. The details of all such amendments along with status of SMS implementation should be submitted along with the renewal application.

## **7. Change of Category of License**

7.1 Application for the purpose should be submitted three months prior to the intended conversion of the license category. The original aerodrome license should be submitted along with the application.

7.2 In such cases, application in CA-96 (A) for the issue of a fresh license shall be made along with the fee prescribed in Aircraft Rules for the category.

## **8. Amendment to Aerodrome License**

8.1 An Aerodrome license may be amended in response to a request by the Aerodrome Operator or as a consequence of enforcement action by DGCA. The application for amendment to the aerodrome license should be submitted along with original aerodrome license.

8.2 An aerodrome operator may request amendment to an aerodrome license for a number of reasons like a change of aerodrome name, change of coordinates of aerodrome reference point, to remove or amend a condition, limitation or special procedure and change in flight rules between IFR and VFR

8.3 The application for amendment to the aerodrome license should be supported by relevant documents including detailed account of the proposed amendment including the reasons for the amendment; the details of changes shall be included in the AIP, aerodrome manual and aerodrome emergency plan.

## **9. Change of Aerodrome License Holder**

9.1 An aerodrome license is granted to a named 'legal person' (an individual or a company or any other legally constituted authority or body), who satisfies the DGCA that the criteria for the license issue have been met. Once a license is granted the licensee is to ensure that the aerodrome continues to meet the requirements. **An aerodrome license is nontransferable.**

9.2 If the owner or the operator of licensed aerodrome is to be changed, a fresh application along with requisite fee for issue of new license is to be submitted to DGCA by the prospective licensee. The prospective licensee shall also fulfill all requirements as required for an issue of license.

9.3 A change in the name only of the current license holder does not constitute a change of identity of the licensee, the licensee should apply for the variation of the license to reflect the name change and provide a copy of the relevant 'certificate of incorporation on change of name'

9.4 Minimum notification of three months is required for change in the license holder. During the change the outgoing licensee shall be responsible for the operation of the aerodrome until the grant of fresh aerodrome license to the new applicant.

## **10. Discontinuation / Surrender of License**

10.1 The license holder must give a written notice to DGCA not less than 60 days from the date on which the license is to be discontinued / surrendered, in order that suitable promulgation action can be taken. The original aerodrome license should be surrendered along with.

10.2 On approval of the surrender of the license, the aerodrome operator shall: -

- (a) Provide such information to AAI for promulgation through Aeronautical Information Service.
- (b) Ensure that appropriate measures have been taken to avoid unintended use of the aerodrome by aircraft unless this office has approved the use of the aerodrome by other purposes.

## **11. Issue of Duplicate License due to Loss or Any Other Reason**

11.1 The airport operator is responsible for proper upkeep and safe custody of aerodrome license at a secure place so that there is no risk of loss or defacing of license.



11.2 However, despite all precautions, if the license is lost or defaced, the aerodrome operator has to apply in writing for a duplicate copy of the aerodrome license to DGCA. The defaced license shall also be submitted along with.

11.3 In case the lost license is found after issue of duplicate license, the same shall be submitted to the office of DGCA at the earliest.

## **12. Submission of Applications**

12.1 Applications for site selection, grant of license and renewal of license etc. are required to be signed with seal by the Owner or CEO or Managing Director of the company or any authorized signatory under whose name such authority is issued by any of the above persons.

12.2 All applications duly completed in all respect shall be submitted through eGCA portal. The address for communication is as follows;

Director General of Civil Aviation  
(Attn. : Director of Operations – Aerodrome Standards)  
DGCA Complex, Opposite Safadarjung Airport,  
New Delhi - 110003, I N D I A.  
Email: [doas@dgca.nic.in](mailto:doas@dgca.nic.in) (for correspondence only)

This CAR supersedes AIC 22 of 1992.