

	Aeronautical Services Advisory Memorandum (ASAM) Focal Point: ANSP	ASAM No: 037A Issue 2 Date 20/07/2026
Title	Guidance on applications to seek a Limited Certificate under Commission Regulation (EU) 2017/373 including for events of a temporary nature	

1. Introduction

This Aeronautical Services Advisory Memorandum (ASAM) provides guidance to applicants seeking a Limited Certificate from the Irish Aviation Authority (IAA) as the National Competent Authority (NCA) under Regulation (EU) 2017/373. It also addresses applications relating to short duration operations and special aviation events, including those of a temporary or recurring nature such as air displays, heliports supporting large sporting events etc.

This ASAM is intended to support consistent, proportionate, and transparent applications for limited certification. It does not replace or override the applicable EU, ICAO or national regulatory framework, which remains the controlling reference in all cases.

Applicants seeking to declare the provision of an Aerodrome Flight Information Service (AFIS) under Article 7 of Regulation (EU) 2017/373 (i.e. without a certificate) should refer to ASAM 37B. Applicants who are uncertain as to which ASAM applies should contact ANSD at ansd.info@iaa.ie before submitting an application.

Note: Under the Irish Aviation Authority (Air Traffic Control Standards) Order, 2004 (S.I. No. 856 of 2004), the IAA may also direct the person in charge of an aerodrome to ensure the provision of air traffic control (ATC), aerodrome flight information service (AFIS), or radio communication services are provided for a specified aerodrome or area of airspace.

Appendix A

Appendix A provides a consolidated, non-exhaustive summary of the

- eligibility criteria,
- Regulation (EU) 2017/373 Article 3a applicability,
- operational thresholds, and
- minimum submission expectations

applicable to the limited certificate pathways described in this ASAM. It is intended solely as an orientation and cross-reference aid for applicants. It does not replace or modify the detailed provisions set out in the main body of this ASAM.

2. DEFINITIONS

Regulation EU 2017/373 ANNEX I PART- DEFINITIONS

(21) 'air traffic services unit' is a generic term meaning variously air traffic control unit, flight information centre, aerodrome flight information service unit or air traffic services reporting office.

(132) 'air traffic control (ATC) unit' or 'ATC unit' is a generic term meaning variously, area control centre, approach control unit or aerodrome control tower.

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(6) 'aerodrome flight information service (AFIS)' means flight information service for aerodrome traffic provided by a designated air traffic services provider.

(126) 'AFIS unit' means a unit established to provide AFIS and alerting service.

(183) 'flight information zone' means an airspace of defined dimension within which aerodrome flight information service and alerting service for aerodrome traffic are provided.

(122) 'aeronautical mobile service' means a mobile service between aeronautical stations and aircraft stations, or between aircraft stations, in which survival craft stations may participate.

(123) 'aeronautical station' means a land station in the aeronautical mobile service. In certain instances, an aeronautical station may be located, for example, on board a ship or on a platform at sea.

(124) 'aeronautical telecommunication station' means a station in a telecommunication service provided for any aeronautical purpose.

(128) 'air-ground communication' means two-way communication between aircraft and stations or locations on the surface of the earth.

(148) 'ceiling' means the height above the ground or water of the base of the lowest layer of cloud below 6 000 m (20 000 ft) covering more than half of the sky.

(150) 'cloud base' means the height of the base of the lowest observed or forecast cloud element in the vicinity of an aerodrome or operating site or within a specified area of operations, normally measured above aerodrome elevation or, in the case of offshore operations, above mean sea level.

3. Scope

This ASAM applies to the following limited certificate applications:

1. Air Traffic Service Providers (ATSPs) applying under Regulation (EU) 2017/373, ATM/ANS.OR.A.010(a), where the provision of ATS (ATC or AFIS) is proposed in designated airspace.
2. Non-ATS Air Navigation Service Providers (ANSPs) applying under Regulation (EU) 2017/373, ATM/ANS.OR.A.010(b)(1); and
3. AFIS ANSPs applying under Regulation (EU) 2017/373, ATM/ANS.OR.A.010(b)(2).

Applications may also relate to short duration or recurring operations and special events that may require:

1. the temporary establishment of airspace arrangements (e.g. Temporary Reserved Areas (TRAs) or Temporary Segregated Areas (TSAs)); and/or

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2. the temporary or event specific provision of aeronautical or air traffic services.

4. References

Document	Document title
Regulation (EU) 2018/1139	Regulation (EU) 2018/1139 – Common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency
Commission Implementing Regulation (EU) 2017/373	Commission Implementing Regulation (EU) 2017/373 – Common requirements for providers of air traffic management/air navigation services and other ATM network functions
Commission Regulation (EU) 2015/340	Regulation (EU) 2015/340 – Technical requirements and administrative procedures relating to air traffic controllers' licences and certificates
Commission Implementing Regulation (EU) No. 923/2012	Commission Implementing Regulation (EU) No. 923/2012 – Standardised European Rules of the Air (SERA)
REGULATION (EU) No 376/2014	REGULATION (EU) No 376/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation
ICAO Annex 10	ICAO Annex 10 – Aeronautical Telecommunications
ICAO Annex 11	ICAO Annex 11 – Air Traffic Services
S.I. No. 333 of 2000	STATUTORY INSTRUMENT S.I. No. 333 of 2000 IRISH AVIATION AUTHORITY (PERSONNEL LICENSING) ORDER, 2000
S.I. No. 266 of 2019	STATUTORY INSTRUMENTS S.I. No. 266 of 2019 IRISH AVIATION AUTHORITY (STANDARDISED RULES OF THE AIR) ORDER, 2019
S.I. No. 855 of 2004	STATUTORY INSTRUMENTS S.I. No. 855 of 2004 IRISH AVIATION AUTHORITY (AIR TRAFFIC SERVICE SYSTEMS) ORDER, 2004
S.I. No. 856 of 2004	STATUTORY INSTRUMENTS S.I. No. 856 of 2004 IRISH AVIATION AUTHORITY (AIR TRAFFIC CONTROL STANDARDS) ORDER, 2004
IAA Schedule of Charges	IAA Schedule of Charges - Schedule 8 - ANS and Airspace
ICAO Doc 9774	ICAO Doc 9774 – Manual on Certification of Aerodromes
ASAM No. 020	Guidance Material on Temporary Airspace
ASAM.F.No.020A	Temporary Airspace Application Form

5. Applicability of Article 3a (Determination of the Need for ATS)

Article 3a of Regulation EU 2017/373 applies only where the provision of an air traffic service (ATS) is proposed.

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Accordingly:

1. Applicants seeking a limited certificate as an ATS ANSP (ATSP), proposing the provision of ATC or AFIS, are required to provide information sufficient to support a State determination under Article 3a.
2. Applicants seeking a limited certificate as a non-ATS ANSP under ATM/ANS.OR.A.010(b)(1), and not proposing the provision of ATS, are not subject to an Article 3a determination.

For non-ATS ANSP applications, ANSD will assess the submission solely for the purpose of determining regulatory applicability and the compliance baseline relevant to the services planned.

6. Limited Certificate Pathways

At a minimum, applicants shall comply with the requirements set out in Table 1 below. Each application will be dealt with on a case-by-case basis and depending on the service to be provided the NCA may determine that more than the minimum is required.

Table 1 — Type of service provision, minimum criteria to be complied with, and the applicable rules

Type of service	Type of approval	Criteria to be complied with	Applicable Rules
Air traffic service providers	Limited Certificate	ATM/ANS.OR.A.010(a)	ATM/ANS.OR.B.001 ATM/ANS.OR.B.005 ATM/ANS.OR.B.020 ATM/ANS.OR.A.075 Annex IV, V, VI and VIII, where those requirements are applicable in light of the services that the service provider provides or plans to provide, in accordance with Article 6.
Air navigation service providers (other than the air traffic services providers) (gross annual turnover of EUR 1 000 000 or less)	Limited Certificate	ATM/ANS.OR.A.010(b)(1)	ATM/ANS.OR.B.001 ATM/ANS.OR.B.005 ATM/ANS.OR.B.020 ATM/ANS.OR.A.075 Annex IV, V, VI and VIII, where those requirements are applicable in light of the services that the service provider provides or plans to provide, in

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Type of service	Type of approval	Criteria to be complied with	Applicable Rules
			accordance with Article 6.
Air navigation service providers (aerodrome flight information services providers)	Limited Certificate	ATM/ANS.OR.A.010(b)(2)	ATM/ANS.OR.B.001 ATM/ANS.OR.B.005 ATM/ANS.OR.B.020 ATM/ANS.OR.A.075 Annex IV

(ref Reg. 2017/373 GM1 ATM/ANS.OR.A.010)

7.0 ATSP Pathway (ATM/ANS.OR.A.010(a))

Information Supporting the Article 3a Determination (ATS Applicants Only)

7.1 General

As stated previously, the determination of the need for the provision of ATS is made by the NCA. This determination is made on the basis of current European, ICAO, National requirements; the type, complexity, risk and duration of service to be provided; and the information/safety assurance/justification provided to it by applicants.

Submissions should address, as applicable:

- traffic composition and heterogeneity
- traffic density
- meteorological conditions
- geographic and environmental characteristics
- airspace and procedural complexity, and
- for AFIS, the language(s) used for air–ground communications.

7.2 Type of Air Traffic

1. All IFR flights at an aerodrome shall be provided with an air traffic control service.
2. All IFR and VFR flights in Class C airspace shall be provided with an air traffic control service.

7.3 Airspace Capacity

Airspace capacity is the maximum number of aircraft (traffic density) that can be safely accommodated within a given period by the ATS system or one of its components.

Capacity is influenced by factors including:

- airspace design and structural complexity

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- facilities and services (e.g. tower, ACC sector, remote unit)
- CNS infrastructure
- interaction with adjacent airspace(s) design and/or service providers
- workload capacity
- training and competence of personnel
- aircraft equipage
- prevailing meteorological conditions.

7.4 Density of Air Traffic

Traffic density at EU certified aerodromes is characterised in regulation EU 139/2014 GM1 4a [Aerodrome traffic density] to Annex I of Regulation (EU) No 139/2014 (ED Decision 2024/004/R) as follows:

- Light: ≤ 15 movements per runway in the mean busy hour, or typically < 20 total movements;
- Medium: 16–25 movements per runway, or typically 20–35 total movements.
- Heavy: ≥ 26 movements per runway, or typically > 35 total movements.

Minimum ATS service levels are:

- Light: radio communication service (unless a safety assessment requires AFIS or ATC)
- Medium: AFIS or ATC - As supported by a safety assessment.
- Heavy: AFIS or ATC - As supported by a safety assessment.

7.5 Meteorological Conditions

At an aerodrome located within a CTR or flight information zone (FIZ), where meteorological conditions are below those permitting VFR in accordance with Regulation EU No 923/2012 SERA.5001, aircraft operations require an ATS capable of issuing the necessary clearances.

7.6 Aerodromes with Fixed-Wing Operations

Where the reported flight or ground visibility is less than 1 500 m, VFR operations by aircraft are not permitted other than in accordance with Regulation (EU) No 923/2012 SERA.5010 (Special VFR).

7.7 Helicopter Only Aerodromes

Where the reported flight visibility is less than 800 m, VFR helicopter operations are not permitted other than in accordance with Regulation (EU) No 923/2012 SERA.5010 (Special VFR). The 800 m threshold reflects the national application of SERA in Ireland.

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7.8 Special VFR

Where Special VFR operations are necessary under Regulation (EU) No 923/2012 SERA.5010, an ATC unit shall be established to issue clearances. AFIS shall not operate where Special VFR clearances are required.

7.9 Navigation Aids and Instrument Procedures

Aerodromes equipped to provide holding, let-down, or approach aids supporting instrument flight operations including the use of satellites, unless exempted by the NCA, require the provision of an air traffic control service, consistent with the conduct of IFR operations.

7.10 Selection of ATS Model

Where a particular ATS model is proposed, the application shall explain how the considerations in Sections 7.2 to 7.9 support that selection. Alternative ATS models may be considered where applicable, with justification provided where such alternatives are assessed as tolerably safe. In addition to the previously stated, the requirements laid down in Regulation (EU) No 923/2012 (SERA) are required to be complied with.

8. Non-ATS ANSP Pathway (ATM/ANS.OR.A.010(b)(1))

8.1 General

Where no requirement exists for ATS, non-ATS aeronautical services or facilities may be established in accordance with NCA arrangements hereafter and under other relevant ASAM(s) or S notice(s).

8.2 Non-ATS Aeronautical Stations

Applications shall demonstrate that:

- no ATS functions are required to be provided
- the station operates solely as a facilitation mechanism for communication.

9. General Expectations

9.1 Safety Assessment

For all operations including short duration events, safety assessments shall address hazards and risks arising from the nature of the activity, including setup, recovery, traffic concentration, site constraints, and interaction with adjacent airspace structures or service providers. An air traffic services provider shall develop and have in place a safety management system (SMS) as per Regulation (EU) 2017/373 ATS.OR.200 Safety management system. The level of detail required will depend on the type of service, duration and complexity of the operation.

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8.2 licencing

1. Where the scope of service provision includes an ATC service, "Air traffic control services shall only be provided by air traffic controllers qualified and licensed in accordance with this Regulation." (Regulation (EU) 2015/340, Article 3(1)).
2. Where the scope includes AFIS; AFIS is "flight information service for aerodrome traffic provided by a designated air traffic services provider" (Regulation (EU) 2017/373, Annex I — Definitions). In Ireland, personnel providing an aerodrome flight information service are subject to national licensing requirements under S.I. No. 333 of 2000 (Irish Aviation Authority (Personnel Licensing) Order, 2000).
3. Where the scope includes an aeronautical communications service, in Ireland such services are subject to national licensing requirements under S.I. No. 333 of 2000 (Irish Aviation Authority (Personnel Licensing) Order, 2000).

8.3 Frequencies

The State has appointed a National Frequency Manager (NFM) to allocate aeronautical frequencies. The NFM for Ireland is designated to AirNav Ireland. An applicant should apply in sufficient time to allow for the application and assignment of a frequency or frequencies to take place.

8.4 Identification and Call Sign Usage

ATS unit call signs are defined using ICAO conventions (Annex 11 / Doc 9432) Location + function suffix (e.g. "Dublin Tower", "Shannon Control"). The NCA, in consultation with the applicant, will determine the actual call sign in practice. Depending on the operational need an ICAO 4 letter designator maybe required.

Non-ATS stations shall use the proposed station identification and the suffix "**RADIO**", in accordance with ICAO Annex 10, Aeronautical Telecommunications, Volume II

8.5 Other aviation Stakeholders

Applicants should identify as soon as is practicable any impact on other aviation entities e.g. the ATS provider designated for the airspace within which the proposed activity is planned to take place. This should be done in sufficient time to allow the SP affected to assess the impact on their operations and possible support, service or coordination needed under an LOA, SLA or MOU. The outcome of this may impact the original intent of the new operation and may require a reassessment of the original concept of operations.

8.6 Non-aviation Stakeholders

Applicants should identify as soon as is practicable any impact on other non-aviation entities e.g. County Councils within which the proposed activity is planned to take place within. This should be done in sufficient time to allow for any planning permissions and environmental impact assessments needed because of the proposed aviation activity.

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8.7 Registered offices in EU

Applicants may apply for a certificate limited to the provision of services in the airspace under the responsibility of the Irish NCA where its principal place of operation or, if any, registered office is located, when it provides or plans to provide services only with respect to one or more of the categories listed under Regulation (EU) 2017/373 ATM/ANS.OR.A.010 Application for a limited certificate.

8.8 Liability & Insurance

In accordance with Regulation (EU) 2017/373 ATM/ANS.OR.D.020 Liability and insurance cover, ANSPs shall have in place arrangements to cover liabilities related to the execution of their tasks in accordance with Irish law.

ANSPs who avail themselves of services of another service provider shall ensure that the agreements that they conclude to that effect specify the allocation of liability between them.

8.9 Promulgation of Information

The applicant must conduct an assessment in a timely manner to ensure that service providers, airspace users, and other relevant stakeholders are promptly informed in advance of any operational impacts, such as changes in airspace responsibility or airspace restrictions etc. Notifications should comply with AIRAC criteria. Accordingly, arrangements should be made to draft and publish pertinent information via an AIC, AIP, or NOTAM, as appropriate.

9. Application Process

1st step -preapplication meeting

Applicants should prepare a Concept of Operations (ConOps) document and request a pre-application meeting with ANSD. This should ideally be done 6–9 months before the activity to allow time for consultation, coordination, regulatory review, the issue of approvals or certificates, and any required AIRAC publications (AIC/AIP/NOTAM). For highly complex proposals, operations involving significant stakeholder engagement, or activities of a long-term or permanent nature, applicants should engage with ANSD at least 12 months in advance. A ConOps template is available on request from ansd.info@iaa.ie, and meeting requests may also be sent to that address.

2nd step - Application process

Once the ConOps is finalised, the application phase begins. Applicants will be issued the relevant application form(s) and compliance matrix/matrices, which must be submitted with the required safety assessment documentation to demonstrate that the proposed operation or event can be conducted safely. At the start of this phase, applicants are also expected to provide a project plan or, at a minimum a safety plan, setting out how the operation will be

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implemented and identifying the relevant regulatory submission dates and timelines. This enables both the applicant and the NCA to confirm that expectations can be met or adjusted where necessary.

When requested, applicants shall submit safety assessment material demonstrating that the proposed operation or event complies with the applicable European, ICAO and national requirements and is tolerably safe. The scope and level of documentation required will depend on the complexity, risk, duration and nature of the operation or event. Where individuals or small organisations propose non-complex or short-duration activities and do not routinely prepare safety assessment reports, the IAA may provide templates to assist in structuring the assessment. However, applicants remain responsible for demonstrating full compliance. Any IAA templates are provided on a discretionary basis and may not, by themselves, satisfy all requirements needed to demonstrate full compliance or the safety of the operation or event.

Once the application, project or safety plan, compliance matrices and supporting safety documentation have been received, the NCA will determine whether a formal review is required. If no review is required, the operation or event may proceed once the NCA confirms this position and issues any necessary certificates or approvals. See Step 4.

3rd step – Regulatory Review

If a review is required, the applicant will be notified. The review is conducted using a standardised Common Response Document (CRD) (see ASAM No. 43) to address issues identified by the NCA. The time required will depend on factors such as the level of safety risk, the complexity of the operation or event, the volume of supporting evidence, any licensing processes to be followed, required inspections, stakeholder involvement (including service providers, airspace users, relevant IAA divisions, and airport operators), the quality of the documentation, the maturity of the safety assessment, and available NCA resources. Once the CRD has been closed, the NCA will determine whether the operation or event may proceed.

4th step – Approval or rejection

No review required

The NCA will, where necessary, issue a certificate together with any associated approvals and licences, after which the operation or event may proceed.

Review completed

At the end of the review, the NCA will either:

- Issue a certificate, together with any associated approvals and licences, allowing the operation or event to proceed; or
- issue a rejection letter, in which case the operation or event may not proceed.

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Note: Some certificates, approvals, or licences may include conditions or limitations on the operation.

10. FEES AND CHARGES

The IAA is funded by charges levied on organisations and individuals it regulates. The IAA Act states it may charge such amounts as it considers appropriate in respect of the performance by it of its functions or services provided by it to other persons. The company may also charge such amounts pursuant to Schedule 2 of the Irish Aviation Authority Act, 1993, as amended.

Charges are set out in the various Schedules found on the IAA website.

[IAA Schedule of Charges](#)

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Appendix A

Table A1 — Summary of Eligibility, Article 3a Applicability, and Submission Requirements for Limited Certificate Pathways

	ATC ATM/ANS.OR.A.010(a)	Non-ATS ANSP ATM/ANS.OR.A.010(b)(1)	AFIS ANSP ATM/ANS.OR.A.010(b)(2)
Eligibility criteria	Provides ATS (ATC) in designated airspace	No ATS provided; gross turnover ≤ EUR 1 000 000	Provides AFIS; normally ≤ 1 working position. Short-duration events: up to 2 positions if safety assessment supports. If not, national licence route may apply — contact ANSD to confirm eligibility (see S.I. No. 856 of 2004).
Regulation EU 2017/373 Article 3a determination required?	Yes	No	Yes
Regulation EU 2017/373 3a considerations (ATS applicants)	Submissions must provide sufficient, accurate, documented information addressing traffic composition and heterogeneity; traffic density; meteorological conditions (see thresholds below); geographic/environmental factors; airspace complexity; and (for AFIS) language of air-ground communications. Assertions without documented evidence are not sufficient.		
REGULATION (EU) No 923/2012 SERA.5005 Visual flight rules	Fixed-wing: Visibility < 1 500 m → ATC required (SVFR cannot be conducted under AFIS). Helicopter-only: Visibility < 800 m → ATC required. CTR/ATZ generally: Conditions below VFR minima (SERA.5001) → ATC required. Instrument aids: Aerodrome with holding/let-down/approach aid → ATC required.		
Traffic density thresholds (regulation EU 139/2014 GM1 ADR.OPS.B.010)	Light (≤15 mvts/runway/mean busy hr; <20 total): radio comm service acceptable unless safety assessment requires more. Medium (16–25 mvts/runway; 20–35 total): ATS (AFIS or ATC) supported by safety assessment. Heavy (≥26 mvts/runway; >35 total): ATS (AFIS or ATC) supported by safety assessment. <i>In each case a safety assessment must support the minimum service level required.</i>		
Licencing requirements	Regulation (EU) 2015/340 (ATC)	SI 333 Aeronautical station operator (see potential exemption requirements)	SI 333 (AFISO)
Submission requirements	ATSP	Non-ATS ANSP	AFIS ANSP
Concept of Operations (Con-Ops) document	Required	Required	Required
Pre-application meeting with ANSD	Required	Required	Required
Article 3a supporting information (Section 6)	Required	Not required	Required

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Safety assessment / risk assessment	Required	As applicable	Required
Description of services & facilities (including non-ATS confirmation where applicable)	Required	Required	Required
AIRAC (e.g. AIP/AIC/NOTAM) promulgation material & arrangements	As applicable	As applicable	As applicable
Temporary airspace application (ASAM.F.No.020A), if airspace arrangement required	As applicable	As applicable	As applicable
Station identification and call sign details	Required	As applicable	Required
Manual(s) of procedures	Required	As applicable	Required
Interface arrangements/agreements (e.g. LOA / MOU / SLA etc)	As applicable	As applicable	As applicable
License applications	Required	As applicable	Required
Contracted Activities	As applicable	As applicable	As applicable
Registered offices	Required	Required	Required
Liability and insurance cover	Required	Required	Required
Non-ATS aeronautical stations (UNICOM-type)	Application must confirm: no ATS functions provided; station operates solely as facilitation for air-ground/air-air communications. Use suffix "RADIO" per ICAO Annex 10 Vol II. Include in AIP: aerodrome ID, station location/ID, hours, language(s), facilitation description and limitations.		

Note: An ATC station is "designated" when the State determines a need for ATC and approves a certified ANSP to provide that service at a defined location/airspace, supported by safety justification and formalised through regulatory direction and AIP promulgation.

End