

# AERODROME LICENCE APPLICATION PROCESS



**IRISH AVIATION AUTHORITY**  
UDARÁS EITLIOCHTA NA hÉIREANN



## Why is a Licence Required?

An aerodrome licence is required for a site if it is intended to facilitate operations by commercial transport aircraft, other aerial work other than rotorcraft, or if you wish to facilitate flying training. S.I. 355 of 2008, “Aerodromes and Visual Ground Aids Order” sets out the legal basis for this requirement.

## Licensing Criteria

When considering the suitability of a site for licensing purposes the Authority assesses the site against the Standards and Recommended Practices specified by the International Civil Aviation Organisation (ICAO) in Annex 14 to the Chicago Convention, the Authority’s Aerodrome Licensing Manual (ALM) and the ICAO Manual on Aerodrome Certification (Doc 9774). Due regard is also given to guidance material prepared by ICAO, GASR and EUROCONTROL.

**Annex 14, Volume 1, “Aerodromes” may be purchased from;**

**Airplan Flight Equipment  
1a Ringway trading Estate,  
Shadowness Road,  
Manchester M22 5LH,  
England**

**Tel: 0044 161 499 0023**

## Aerodrome Coding & Classification

Specifications for runway, taxiway and stand design are based on a system of aerodrome coding and runway classification. Annex 14 provides detailed guidance on the selection of these codes but generally an aerodrome code number is selected depending on the aeroplane reference field length of the largest aircraft intending to use the aerodrome and the code letter is based on the wingspan of that aircraft. The runway classification is dependent on the visual and non-visual aids provided at the aerodrome. Hence it is vital that the aircraft intending to use the aerodrome and the meteorological conditions under which they will operate are identified.

## Three Phase Licensing Process

The Authority has adopted a three phase approach in assessing the suitability of an aerodrome to be licensed. Phase 1 assesses the overall suitability of a site for aircraft operations whilst phases 2 and 3 relate to the provision of services, competency of staff and supporting documentation.

### Phase 1

Upon receipt of a completed application the Authority will undertake an initial desktop assessment of the suitability of a site for granting an aerodrome licence. The assessment will be based on the following parameters;

- Critical aircraft type
- Obstacle Limitation Surfaces (based on initial survey)
- Runway width
- Runway gradient
- Runway Strip dimensions
- Runway End Safety Area (if required)
- Runway surface
- Runway Orientation based on appropriate wind analysis
- Navigation Aids being provided
- Impact on existing airspace structure
- Flight assessment by appropriately qualified pilot as described above, if not carried out at the Initial Expression of Interest.

There will be three possible outcomes to this assessment, each of which will be communicated in writing to the applicant

- (a) the site is not considered suitable for use as a licensed aerodrome.
- (b) some remedial works may be required for the site to be considered as potentially suitable and these will be clearly communicated in writing to the applicant. Upon request the Authority will meet with the applicant to discuss the issues.
- (c) the site has the potential to be considered suitable.

### Phase 2

If the site has the potential to be considered suitable, this part of the process will require compliance with the specifications of ALM 002 or ALM 003 as appropriate in relation to the provision of facilities and services at the aerodrome. A compliance assessment will be undertaken by the Authority upon receipt of the following;

- Full consultation document which demonstrates compliance with ALM 002 or ALM 003 as appropriate including:
  - Drawing of Runway, taxiway & apron markings (dimensions & position)
  - Drawing of Signage
  - Details of windsock
  - Details of Lighting facilities if the aerodrome is to be used at night
  - Provision of rescue, fire fighting and first aid facilities and services

- Arrangements for maintaining movement area free of persons/animals
- Fuel Installation details
- Competency and experience of persons managing the aerodrome
- Aerodrome safety management system
- Aerodrome Manual
- Emergency Plan
- WGS 84 Positional data
- Aerodrome Survey of the as constructed facility
- Fee for inspection of proposed aerodrome site – current Fees
- Order is available on the Authority's website at [www.iaa.ie](http://www.iaa.ie)

An aerodrome inspection will be undertaken by the Authority to verify that all licensing requirements as specified above have been complied with. Any deficiencies in the above facilities or services will be brought to the attention of the applicant in writing together with an outline of any remedial works required.

*Note: Air Navigation Services and fuel installations are outside of the scope of the aerodrome licence application. Separate communication on these aspects should be entered into with the Authority.*

## Phase 3

Phase 3 requires the following documentation, information and fee to be submitted to the Authority;

Safeguarding map  
Copy of aerodrome insurance certificate  
Map showing boundary of licensed aerodrome

Fee for the grant of an aerodrome licence – current Fees Order is available on the Authority's website at [www.iaa.ie](http://www.iaa.ie)

When the facilities, services and documentation meet the requirements, an aerodrome licence will be issued.

Aerodrome licences are normally valid for a period of one year. Heliports and water aerodromes will follow a similar licensing process.

## To make an application

Complete the application form (available from [www.iaa.ie](http://www.iaa.ie) ) and submit the form together with an aerodrome site location map and a survey of the Obstacle Limitation Surfaces to;

**Aerodromes Division,  
Aeronautical Services Department  
Irish Aviation Authority,  
The Times Building,  
11-12 D'Olier Street,  
Dublin 2.**

**Tel: 01 603 1117  
Fax: 01 677 4460**

Applicants should note that in addition to the fees outlined above, there is an annual aerodrome licence renewal fee and the current rates are specified in the current Fees Order.

**NOTE:** Local Authorities may consider that the use of lands as an aerodrome or heliport requires planning permission. We would advise that you contact the relevant Local Authority Planning Department to ascertain their requirements for use of the proposed site as an aerodrome or heliport.

The issue of an aerodrome licence does not remove any requirements to conform with any other legislative requirements by other state entities.

## APPENDIX 1

The airspace in the vicinity of a runway is protected by a series of imaginary surfaces known as obstacle limitation surfaces. Ideally there should be no objects extending above these surfaces. For a non-instrument runway less than 800m in length i.e. a Code 1 non-instrument runway, the following drawing represents the obstacle limitation surfaces. The five surfaces comprising the obstacle limitation surfaces are;

*Approach Surface.* The surface commences 30m from the start of the runway (the runway threshold) and is 60m wide, centred on the extended runway centreline. Its elevation at this point is equal to the elevation of the runway threshold. It splay out at 10% on either side and rises upwards at a gradient of 5% out to a distance of 1600m, resulting in the final width of the Approach surface being 380m.

*Transitional Surface.* The surface slopes upwards from the edge of the runway strip (which is located 30m either side of the runway centreline), and from the edge of the Approach Surface at a gradient of 20% until it intersects with the Inner Horizontal Surface at a height of 45m above the elevation of the runway midpoint.

*Inner Horizontal Surface* – This surface is developed by the intersection of circles of 2000m radius centred on the runway thresholds. The surface is 45m above the runway elevation.

*Conical Surface* – This surface slopes upwards at a gradient of 5% from the edge of the Inner Horizontal Surface resulting in a top height of 80m above the runway elevation. The height of the Conical Surface is 35m.

*Take-Off Climb Surface* commences at 30m from the end of the runway and rises upwards at a gradient of 5% out to a distance of 1600m. It is 30m wide either side of the extended centreline and splay outwards at 10% resulting in a final overall width of 380m. Depending on the locations of the threshold and the end of the runway, this surface may be co-incident with the Approach Surface.

For runways greater than 800m in length the dimensions of the obstacle limitation surfaces are specified in Annex 14 and in the Authority's ALM 002.

A survey of the obstacle limitation surfaces should be undertaken to determine if there are any obstacles penetrating the surfaces. If there are obstacles they should be clearly identified on a chart with a description of the type of obstacle e.g. terrain, a tree, pole or building and submitted with the application. If there are no obstacles then a statement to this effect must be submitted.

We recommend that the obstacle limitation surfaces should not be penetrated by obstacles and that every effort should be made to remove obstacles or to position the runway so that the objects are no longer obstacles. The Authority may require obstacles to be marked and lighted.

## Drawing of Surfaces

