


Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire	AERONAUTICAL NOTICE	
Safety Regulation Division	Rannán na Rialachán Sábháilteachta	No. T.15 ISSUE 01 DATE 06.09.19	

USE OF AN UNLICENSED AERODROME BY AIRCRAFT ENGAGED IN INSTRUCTION IN FLYING

The Irish Aviation Authority in pursuance of Articles 5(1)(b), 5(3), and 23 of the Irish Aviation Authority (Aerodromes and Visual Ground Aids) Order (S.I. No. 355 of 2008), hereby directs that where not subject to corresponding and applicable provisions under Commission Regulation (EU) No. 2018/1139 as amended which are currently effective the following shall apply:

An aerodrome in the State that is not otherwise licensed under the Order, (hereafter “an unlicensed aerodrome”) may be used by aircraft engaged in instruction in flying provided that:


- a) the owner, occupier, or manager of the unlicensed aerodrome declares to the Authority that such place is in compliance with the requirements of Appendix I to this Direction;
- b) the Authority has determined by inspection that the aerodrome is in compliance with the requirements of Appendix I to this Direction; and
- c) the Authority has prescribed by written permission that the unlicensed aerodrome is a place suitable for use by aircraft engaged in instruction in flying.

The Authority may vary, suspend or revoke the permission, at any time, if deemed necessary to ensure the safety of aircraft operations or persons.

Definitions:

An “Unlicensed Aerodrome” is an aerodrome in respect of which a licence has not been issued under Clause 5(1) (a) of S.I. No. 355 of 2008.

**Chief Executive
Irish Aviation Authority**

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APPENDIX I

Minimum Requirements for an Unlicensed Aerodrome to be used by aircraft engaged in instruction in flying

1. Aerodrome Infrastructure Requirements:

An unlicensed aerodrome used by aircraft engaged in instruction in flying shall have, as a minimum, the following facilities:


- a) At least one runway or take-off area that allows training aircraft to make a normal take-off or landing at the maximum take-off or maximum landing mass authorised, as appropriate;
 - (i) under calm wind (not in excess of four knots) conditions and temperatures equal to the mean high temperature for the hottest month of the year in the operating area;
 - (ii) clearing all obstacles in the take-off path by a minimum height of 50 feet;
 - (iii) with the powerplant operation and the landing gear and flap operation (if applicable) recommended by the manufacturer; and
 - (iv) with a smooth transition from lift-off to the best rate of climb speed without exceptional piloting skills or techniques.
- b) A wind direction indicator that is clearly visible from the air and at ground level from the ends of each runway.

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2. Aerodrome Owner, Occupier, or Manager Requirements:


Prior to the commencement of instructional flying at an unlicensed aerodrome, the aerodrome owner, occupier, or manager shall declare, through completion and submission of the Declaration Form in Appendix II, to Aerodromes Division, Safety Regulation Division of the Irish Aviation Authority or to aerodromes@iaa.ie that the following requirements are in place at the aerodrome:

- a) The aerodrome has been assessed by means of a flight assessment conducted by an appropriately qualified flight instructor in the category of aircraft proposed to be used for flying training, in order to assess the suitability of the unlicensed aerodrome for such purposes;
- b) A safety policy and a risk assessment appropriate to the level of operation;
- c) A layout chart of the aerodrome, indicating the runway(s), orientation, dimensions, slopes and any obstacles in the surrounding environment;
- d) An aerodrome manual which should contain the following information:
 - (i) general information;
 - (ii) particulars of the aerodrome site;
 - (iii) particulars of the aerodrome operating procedures and safety measures;
 - (iv) an aerodrome emergency plan (see Section 3 of this Appendix);
 - (v) aerodrome administration; and
 - (vi) procedures to appropriately limit the aerodrome operation if any unsafe conditions arise.
- e) Evidence of aerodrome insurance conforming to the schedule contained in S.I. No. 138/1988 - Aerodrome Insurance (Form of Certificate of Insurance) Regulations, 1988.

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3. Emergency Services

- a) When developing the emergency plan for the unlicensed aerodrome, the following should be considered:
- (i) a competent person should conduct an assessment of the hazards and risks;
 - (ii) arrangements for contacting the local Fire Service, An Garda Síochána, and Ambulance Service;
 - (iii) liaison with local Emergency Services to visit the aerodrome so that they can brief their personnel on suitable access and egress routes for their vehicles and the nature of any hazards, such as fuel in aircraft or storage tanks and the types of aircraft likely to use the aerodrome;
 - (iv) ensuring suitable first aid and fire-fighting equipment is available and can be transported to an accident or incident which occurs within the aerodrome boundary; and
 - (v) providing written instructions on the action to be taken should an emergency occur.
- b) The following is the minimum scale of equipment that should be provided for immediate use at an unlicensed aerodrome:
- (i) a means to convey personnel and equipment to any incident scene, bearing in mind varying distances, ground and weather conditions that may be encountered; and
 - (ii) fire extinguishing media of not less than 63 kg of dry powder and/or other complementary agent.
- c) Guidance on rescue and fire-fighting and first aid equipment is contained in Irish Aviation Authority Aerodrome Licensing Memorandum ALM003. A sample aerodrome emergency plan template is also provided therein.


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4. Notes

- a) Declarations may be submitted to Aerodromes Division, Safety Regulation Division, Irish Aviation Authority, The Times Building, 11-12 D’Olier St., Dublin 2 or to aerodromes@iaa.ie
- b) The acceptance of a declaration shall be valid for a period not exceeding two years from the date of said acceptance, at which point a new declaration shall be submitted to the Authority if aircraft engaged in instruction in flying are to continue to use the unlicensed aerodrome.
- c) During the period of validity of the declaration the aerodrome must be maintained at all times in a condition suitable for use by aircraft. Any material changes in the surface of the landing area or any changes in the obstruction characteristics of the approaches, take-off paths or circuit area or any circumstances which render the aerodrome hazardous shall be notified immediately to the Authority and operations at the aerodrome suspended.

5. Fees

A fee of €59 shall be payable as per Schedule 18 paragraph 3 to S.I. No. 523 of 2015, (Irish Aviation Authority (Fees) Order, 2015 as amended).

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APPENDIX II

Declaration of the suitability of an unlicensed aerodrome for use by aircraft engaged in instruction in flying			
1. Aerodrome Owner, Occupier, or Manager			
Aerodrome Name:			
Owner, Occupier, or Manager Name:			
Contact Number:			
Email Address:			
Postal Address:			
Aerodrome Address (if different):			
2. Aerodrome Details (To include an Aerodrome Chart)			
Latitude. / Longitude. (WGS-84)			
	Runway Orientation	Surface Type	Useable Length (m)
1.			
2.			
3. Details of Activity			
1.	Planned monthly movements		
2.	Airspace classification		
3.	Number of operators of aircraft engaged in instruction in flying		
4. Unlicensed Aerodrome Declaration			
<p>The Aerodrome at Section 1 of this form has been assessed in accordance with the requirements of Appendix I to Aeronautical Notice T.15 Issue 1 and is declared as suitable for use by aircraft engaged in instruction in flying as detailed in the aerodrome manual and any promulgated aeronautical information. All requirements of Appendix I have been complied with and are available for inspection.</p>			
Signature of Aerodrome Owner, Occupier, or Manager: _____			
Date: _____			