**Application form**

Appendix 1 to Aerodrome certification guidelines

**Application for a certificate under article 34 of regulation (EC) 2018/1139**

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| Direction de l´Aviation Civile  4, rue Lou Hemmer  L-1748 Luxemburg |

**A. Applicant**

**a) Aerodrome**

Grant a certificate for the operation of the aerodrome:

|  |
| --- |
| Name of aerodrome |
| Address |
| ICAO 4 Letter Code |

**b) Aerodrome operator**

|  |  |  |
| --- | --- | --- |
| Name | | |
| Address | | |
| Phone | Mobile | E-Mail |

**c) Accountable Manager**

|  |  |  |
| --- | --- | --- |
| Name | | |
| Phone | Mobile | E-Mail |

**B. Aerodrome data**

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| --- |
| Declared Distances (TORA, TODA; ASDA, LDA) |
| Aerodrome reference field length |
| Reference aerodrome temperature |
| Aerodrome elevation |
| Elevation of Thresholds |
| IFR / VFR Traffic |
| Operational Hours |
| Day- and/or Nightoperation |
| Low visibility procedures for Take-off and landing |
| RFF Category during operational hours - according AMC2 ADR.OPS.B.010(a)(2) |

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| Reference aircraft |

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| Application for an aerodrome reference code according CS ADR-DSN.A.005 |

**Note:** In this chapter, references to AIP are not allowed.

**C. Key personnel of aerodrome operator**

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| --- | --- | --- | --- | --- |
|  | Part | Name of post holder | Phone | E-mail |
|  | Operation of Aerodrome  (**Airside Operations Manager**) |  |  |  |
|  | Maintenance of pavements and electrical systems (**Airside** **Maintenance Manager**) |  |  |  |
|  | Safety Management System (**Safety Manager**) |  |  |  |
|  | Compliance Management System (**Compliance Manager**) |  |  |  |

The application shall be attached by relevant documents for the Accountable manager and key personnel, which provides information about the relevant qualifications and experiences of the nominated persons.

**D. Declaration of compliance according regulation (EC) 2018/1139 and regulation (EU) 139/2014**

Representing the aerodrome operator, the Accountable Manager declares

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| --- | --- |
|  | The certification basis is complied with, and the aerodrome, as well as its obstacle limitation and protection surfaces, and other areas associated with the aerodrome, have no features or characteristics making it unsafe for operation. |
|  | All personnel are qualified, competent, and trained in accordance with the applicable requirements. |
|  | The management system documentation, including the aerodrome manual, comply with the applicable requirements set out in Part-ADR.OR and Part-ADR.OPS. |
|  | The operation and maintenance of the aerodrome will be carried out in accordance with the requirements of Regulation (EC) No 216/2008 and its Implementing Rules, the terms of the certificate, and the procedures and instructions specified in the aerodrome manual. |
|  | The aerodrome operator confirms that the information disclosed in this declaration is correct. |

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| --- | --- |
| Date | Signature of the accountable manager |

**E. Publication of deviation**

**Infrastructure**

Following deviations, which are also outlined within the certification base, are proposed during certification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Requirements of the regulation CS-DSN | Short summary of deviation | Deviation (ELOS, SC, DAAD) | Period of deviation | NOTAM, AIC, AIP |
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**Operation**

Following deviations, which are also outlined within the certification base, are proposed as **AltMoc** during certification

These deviations are agreed with the Direction de l´Aviation Civile and the necessary documents for the notification to EASA are provided.

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| --- | --- | --- | --- | --- |
|  | Requirements of the regulation AMC | Short summary of deviation | Period of deviation | NOTAM, AIC, AIP |
|  |  |  |  |  |

**F. Safety Management System**

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| --- | --- |
|  | According the aerodrome certification guidelines set out by Direction de l´Aviation Civile, the aerodrome operator has a fully implemented Safety Management System |
|  | According the aerodrome certification guidelines set out by Direction de l´Aviation Civile, the aerodrome operators Safety Management System met the certification criteria and a implementation plan for a fully implemented Safety Management System is in place. |

**G. Apron Management Services**

The Apron Management Service on the aerodrome will be provided

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| --- | --- |
|  | by the aerodrome operator |
|  | by a shared responsibility with a written coordination document between |

|  |  |
| --- | --- |
| Partner A | Partner B |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Coordination document | Status, date | Number of document |
|  |  |  |  |

**H. Flight procedures**

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| --- | --- |
|  | The flight procedures published in the current AIP were calculated and approved according the national procedures and are capable for the indicated reference aircraft |

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| Name of company responsible for flight procedures |

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| --- | --- |
| Date | Signature of the company responsible for flight procedures |

**I. Adequacy of resources**

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| --- | --- |
|  | The accountable manager has access, as well as the authorisation, to the necessary resources to ensure that operations are carried out in accordance with the applicable requirements. The resources include, but are not limited to, personnel, tools and equipment, as well as financial resources. |
|  | The aerodrome operator has adequate financial resources for the safe operation and the maintenance of the aerodrome, including the aerodrome operator´s capability to implement the corrective actions needed. |

The application shall be attached by accounts of the previous two financial years, and a copy of the actual business plan.

**J. Relationship**

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| --- | --- |
|  | The aerodrome operator is the aerodrome owner and the owner of the land within the borders of the aerodrome. |

|  |  |
| --- | --- |
|  | The aerodrome operator is the aerodrome owner and the relationship to the owner of the land within the borders of the aerodrome is a followed |

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| --- |
| Explanation of relationship |

|  |
| --- |
| Land owner |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Coordination document | Status, date | Number of document |
|  |  |  |  |

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| --- | --- |
|  | The aerodrome operator is not the aerodrome owner and the relationship to the owner of the land within the borders of the aerodrome is a followed |

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| Explanation of relationship to the aerodrome owner |
| Explanation of relationship to the land owner |

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| --- | --- |
| Aerodrome owner | Land owner |

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| --- | --- | --- | --- |
|  | Coordination documents | Status, date | Number of document |
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**K. Other activities on the aerodrome**

Please indicate the name and responsibilities of other companies on the aerodrome with safety related activities.

The application shall be attached by written agreements with the indicated companies.

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| --- | --- | --- |
| Safety related activity | Responsibility | Company |
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**L. Coordination Document with ATC**

Please indicate the latest version of the coordination document between the aerodrome operator and the local ATC with regard to the daily operation of the aerodrome.

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| --- | --- | --- | --- |
|  | Coordination documents with ATC | Status, date | Number of document |
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**M. Attachments**

The application shall be attached at least by the following attachments

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| --- | --- | --- |
|  | Aerodrome manual according AMC1-3 ADR.OR.E.005 | Date of document |
|  | Certification base including evidences according the aerodrome certification guidelines | Date of document |
|  | Evidences for key personnel | Date of document |
|  | Chart of the organization of the aerodrome operator | Date of document |
|  | Evidences for adequacy of financial resources (business plan, accounts) | Date of document |
|  | Actual version of the aeronautical information publication of the aerodrome (AIP) including Charts and Obstacles within the OLS | Date of document |
|  | Additional documents as outlined in the application form | Date of documents |
|  | Coordination documents with local ATC | Date of documents |
|  | Written agreements with stakeholders and other partners | Date of documents |

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The Accountable manager of the aerodrome operator applies for a certificate under article 8a para. 2 of regulation (EC) 2018/1139.

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| Date of application | Signature of the accountable manager |

**INFORMATION NOTE ON DATA PROTECTION**

**NOTICE D’INFORMATION SUR LA PROTECTION DES DONNEES**

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| **Certification of heliports and aerodromes** |
| **Agrément des hélistations et aérodromes** |

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| Personal data are processed for the purpose of aviation safety by guaranteeing that aerodromes and heliports are constructed and operated in a safe manner. | Les données à caractère personnel sont traitées en vue de la sécurité des activités aériennes en garantissant que les hélistations et aérodromes sont construits et exploités d’une manière sûre. |
| The data subject has the right :   * to access to their personal data, * to rectification or erasure of personal data or restriction of processing, * to object to processing,   by contacting the data protection officer ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Proof of identity has to be included in the request (ex. copy of identity card or passport, licence number, etc.). | Toute personne concernée a le droit :   * d’accéder à ses données personnelles, * de demander la rectification ou l’effacement des données personnelles, ou la limitation du traitement, * de s’opposer au traitement,   en contactant le délégué à la protection des données ([dpo@av.etat.lu](mailto:dpo@av.etat.lu)). Une preuve de l’identité doit être jointe à la demande (ex. copie de la carte d’identité ou du passeport, numéro de la licence, etc.). | |
| Failure to provide the requested data will prevent the issuance of the aerodrome or heliport certificate. | Le fait de ne pas fournir les données à caractère personnel requises à la DAC fera obstacle à la délivrance de l’agrément d’aérodrome ou d’hélistation. |
| **For more detailed information on the protection of your personal data, please consult our website:**  [**https://dac.gouvernement.lu/en/data-protection.html**](https://dac.gouvernement.lu/en/data-protection.html) | **Pour des informations plus détaillées sur la protection de vos données personnelles, veuillez consulter notre site web :**  [**https://dac.gouvernement.lu/fr/protection-donnees.html**](https://dac.gouvernement.lu/fr/protection-donnees.html) |

