

**Aerodrome Standards Advisory  
Document  
(ASAD-01)**

Page: 1/5  
Date: 01 May 2020  
Issue: 3  
Ref.: ASAD-01-11



# **Guidance to operators planning to apply for an Aerodrome Licence in accordance with National Legislation.**

## **Civil Aviation Directorate (CAD)**

### **Air Navigation Services & Aerodromes Unit (ANS&AU)**

Malta Transport Centre, Pantar Road, Lija LJA 2021, Malta.

Tel: +356 2555 5608, Fax: +356 2123 9278

[info.tm@transport.gov.mt](mailto:info.tm@transport.gov.mt), <http://www.transport.gov.mt>

# Aerodrome Standards Advisory Document (ASAD-01)

Page: 2/5  
Date: 01 May 2020  
Issue: 3  
Ref.: ASAD-01-11



## Contents

1.	Preface .....	3
2.	Requirement for an Aerodrome Licence.....	3
3.	Application for an Aerodrome Licence.....	3
4.	Grant of an Aerodrome Licence .....	3
5.	Duration of the Aerodrome Licence .....	4
6.	Surrender of an Aerodrome Licence.....	4
7.	Transfer of an Aerodrome Licence .....	4
8.	Amendment of an Aerodrome Licence .....	4
9.	Revoking of an Aerodrome Licence.....	5
10.	References .....	5

## 1. Preface

The scope of this document is to provide guidelines for operators intending to apply for an Aerodrome Licence in Malta. It also outlines the typical requirements expected by the Civil Aviation Directorate – Transport Malta, with regard to the granting and continued validity of the Aerodrome Licence and the policies related to the surrender, transfer, amendment and revoking of the Licence.

## 2. Requirement for an Aerodrome Licence

In accordance with Articles 69, 70, and 71 of the *Air Navigation Order*, an operator of an aerodrome intended for take-off and landing of aircraft engaged on flights for the purpose of public transport of passengers or for the purpose of instruction in flying shall be licensed.

## 3. Application for an Aerodrome Licence

An applicant for an Aerodrome Licence shall in accordance with SL499.29 *Civil Aviation (Aerodrome Licensing) Regulations*, submit an application on the appropriate application form together with the aerodrome manual for the aerodrome.

The granting of an Aerodrome Licence will not be considered unless an Aerodrome Manual is provided because it is a major indicator of the competency of the prospective licence holder to operate the aerodrome safely.

## 4. Grant of an Aerodrome Licence

Prior to granting the Aerodrome Licence, the ANS&AU shall:

- evaluate the competency and experience of the applicant to operate and maintain the aerodrome properly,
- verify that the aerodrome manual submitted contains all the relevant information,
- check that the aerodrome facilities, services and equipment are in accordance with the accepted standards and practices,

- verify that the aerodrome operating procedures provide for a safe environment for the operation of aircraft, and,
- ensure that an acceptable safety management system is in place.

If, following the appropriate evaluation by CAD-TM, an Aerodrome Licence is not to be granted; the applicant shall be notified in writing and given the reason/s for this refusal.

#### **5. Duration of the Aerodrome Licence**

Once granted, the Aerodrome Licence shall remain in force for the period specified on the licence or until it is suspended or revoked.

#### **6. Surrender of an Aerodrome Licence**

The aerodrome operator must give written notice of the date on which the Aerodrome Licence is to be surrendered to TM-CAD. *(This date of surrender of the licence shall not be less than one month from the date of notification of licence surrender)*. The licence shall become invalid on the date specified.

#### **7. Transfer of an Aerodrome Licence**

An existing Aerodrome Licence is not transferable to any other entity. No interim aerodrome certificate is issued.

#### **8. Amendment of an Aerodrome Licence**

The TM-CAD may amend the Aerodrome Licence provided that the conditions in section 4 of this document are met and that any changes which the aerodrome operator wishes to be made to the aerodrome manual are notified to TM-CAD and are accepted.

Amendment requests shall be made on the appropriate amendment form.

This is required when:

- a. there is a change in the ownership or management,
- b. there is a change in the use or operation,
- c. there is a change in the boundaries, and,
- d. the Aerodrome Licence holder requests an amendment.

## **9. Revoking of an Aerodrome Licence**

If, through the appropriate execution of audits and inspections and after having exhausted all possibilities together with the Aerodrome Operator, it is determined that an aerodrome cannot continue to operate safely, the ANS&AU may recommend to the Director General, CAD, that an Aerodrome Licence be revoked and therefore prevent any further aircraft operations and related activities from continuing at the aerodrome.

## **10. References**

Civil Aviation Act (Cap 232)

Air Navigation Order (S.L.499.09)

Civil Aviation (Aerodrome Licensing) Regulations (S.L.499.29)

ICAO, Annex 14, Volume I and II

ICAO Doc 9774, AN/969, Manual on Certification of Aerodromes