

Aerodrome Certification Procedures - Pakistan

5. Sample Letters

Approved by *Director General Civil Aviation Authority*

Version 0.4: April 2006

5.1 Grant of an Aerodrome Certificate

{File reference}

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear *{name of applicant}*

Subject: Issue of certificate to operate *{name of}* aerodrome.

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been approved and Aerodrome Certificate, number *{XXnnn}* is enclosed.

Your aerodrome will *{now/continue to (delete whichever does not apply)}* be subject to regular routine surveillance by officers of this Authority under the requirements expressed in the aerodrome surveillance program

This function and any day-to-day matters in relation to your aerodrome, will normally be performed on behalf of the Authority by me as the Aerodrome Inspector assigned to your aerodrome.

If you have any queries regarding this certificate or any other aerodrome-related matters please contact me.

Yours sincerely,

{Signature}

{Name}

General Manager (ATS)

{dd month yyyy}

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5.2 Refusal to Grant a Certificate

{File reference}

Grant Certificate

{Applicant's name}

{Aerodrome name}

{Aerodrome address}

Dear *{Name}*

Subject: Application for Aerodrome Certificate refused

I refer to your letter dated *{dd/mm/yy}* and your application for a certificate to operate *{name of}* aerodrome. Your application has been assessed in accordance with the Civil Aviation Regulations and has been refused for the following reason(s):

{Delete whichever of the following four paragraphs do not apply}

- a. Following an inspection of the aerodrome's facilities and equipment, I have determined that they do not meet the standards specified for a licensed aerodrome.
- b. Following an assessment of the aerodrome's operating procedures I have determined that they do not make satisfactory provision for the safety of aircraft.
- c. Following an assessment of the Aerodrome Manual I have determined that it does not contain the particulars set out in CAR 4.3.
- d. Following assessment of the above facts and other factors listed below, I am not satisfied that you will be able to properly operate and maintain the aerodrome as required by CAR 4.3.

{Give details of each determination.}

You were advised of the above deficiencies on *{dd/mm/yy}* and your responses have led me to the conclusion that you are unable to comply with all of the requirements for issue of an aerodrome certificate at this time. Therefore, your application has been refused.

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A decision by the Authority to refuse to grant an aerodrome certificate is review able by the *{insert body applicable}*

If you have any queries relating to this matter please contact the undersigned on telephone *{nnnn nnnn}* or fax *{nnnn nnnn}*.

Yours sincerely,

{Signature}

{Name}

General Manager (ATS)

{dd month yyyy}

Note: This letter must be prepared and cleared with Legal Counsel before it is sent. Not more than 14 days may elapse from the time the decision to refuse is made and dated, and the time when the applicant is advised of the decision.

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5.3 Cancellation by Surrender

{file reference}

{Certificate holder's name}

{Address}

Dear *{name of certificate holder}*

Subject: Surrender of the certificate to operate *{name of}* aerodrome

I refer to your letter dated *{dd/mm/yy}* notifying surrender of your aerodrome certificate for *{name of}* aerodrome. The surrender of your certificate is accepted and your Aerodrome Certificate number *{XXnnn}* *{has been/will be}* cancelled on *{dd/mm/yy}*. A permanent NOTAM number *{nnnn/nn}* *{has been/will be}* issued advising of the certificate cancellation from that date.

{Insert whichever of the following two paragraphs is relevant.}

As there *{are/are not}* to be air transport operations at your aerodrome after the date of cancellation, it *{will/will not}* be subject to continued regular surveillance from this Authority. *{This function and any day-to-day matters in relation to your aerodrome will normally be performed on behalf of the Authority by me as the Aerodrome Inspector assigned to your aerodrome.}*

As the aerodrome *{is to be/has been}* closed to all aircraft operations, you are advised that there are certain steps that you should take:

Remove the windsock and boundary markers.

Advise any known local operators

Display appropriate unserviceability markers.

If you have any queries regarding this certificate cancellation or the legislative requirements for the continuing use of your aerodrome, please contact me.

Yours sincerely,

{Signature}

{Name}

General Manager (ATS)

{dd month yyyy}