



GOVERNMENT OF INDIA
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
TECHNICAL CENTRE, OPP SAFDARJANG AIRPORT, NEW DELHI

CIVIL AVIATION REQUIREMENTS
SECTION 4 – AERODROME STANDARDS
& LICENSING

SERIES F PART II
ISSUE I, DATED 19th JULY, 2017

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F.No. AV.20024/02/2016-AL

**SUBJECT: REQUIREMENTS FOR ISSUE OF HELIPORT LICENCE/
OPERATIONAL AUTHORISATION FOR HELICOPTER LANDING
AREAS.**

1. INTRODUCTION

- 1.1 With the growth of aviation industry, the country is expected to witness increase in area of helicopter operations, the particularly due to Regional Connectivity Scheme (RCS) policy of Govt. of India. The utilization of the helicopters for the public use would require Heliport for exclusive use by helicopters equipped with full fledge facilities for operation in line with Public aerodromes. Moreover there is a need to regulate the helicopter operations from the helicopter landing areas used for RCS and on roof top structures where magnitude of operations are much simpler than a full-fledged public use heliport, for such sites operational authorization shall be issued.
- 1.2 Rule 78 of the Aircraft Rules, 1937 mandates the requirement of obtaining license for the aerodromes (which includes heliport) used regular place of landing and departure by a scheduled air transport service or for a series of landings and departures by any aircraft carrying passengers or cargo for hire or reward accordingly the full-fledged heliport will be issued with the heliport license.
- 1.3 Further, sub rule 4 of rule 78 of the Aircraft Rules, 1937 states that no person shall operate or cause to be operated any flight from a temporary aerodrome or an aerodrome which has not been licensed or approved, as the case may be, under these rules unless it meets the minimum safety requirements laid down by the Director-General accordingly the roof top landing areas, helicopter

landing areas for RCS and helicopter landing areas used for night operations shall be issued with the Operational Authorisation.

- 1.4 This CAR therefore lays down requirements for grant of license for heliport operated under Public use category and also lays down minimum safety requirement for the issue of operational authorizations for the Roof top helicopter landing area and landing area used under Regional Connectivity Schemes. This CAR is issued under the provisions of rule 133A of the Aircraft Rules, 1937.

2. Applicability

- 2.1 This CAR is applicable for grant of license for heliport operated under Public use category
- 2.2 This CAR shall also be applicable for following categories of helicopter landing areas which will be issued with operational authorization,
- (a) Roof top landing area.
 - (b) Surface level helicopter landing areas used under RCS.
 - (c) Helicopter landing areas used for Night Operations.

Definitions

Elevated heliport. A heliport located on a raised structure on land.

Final Approach and Take-Off area (FATO). A defined area over which the final phase of the approach manoeuvre to hover or landing is completed and from which the take-off manoeuvre is commenced. Where the FATO is to be used by helicopters operated in performance class 1, the defined area includes the rejected take-off area available.

Helicopter air taxiway. A defined path on the surface established for the air taxiing of helicopters.

Helicopter clearway. A defined area on the ground or water, selected and/or prepared as a suitable area over which a helicopter operated in performance class 1 may accelerate and achieve a specific height.

Helicopter ground taxiway. A ground taxiway intended for the ground movement of wheeled undercarriage helicopters.

Helicopter stand. An aircraft stand which provides for parking a helicopter and where ground taxi operations are completed or where the helicopter touches down and lifts off for air taxi operations.

Heliport. An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.

Heliport elevation. The elevation of the highest point of the FATO.

Heliport reference point (HRP). The designated location of a heliport or a landing location.

Helicopter Landing Area. A marked area that has the same physical characteristics as a visual heliport final approach and take-off area (FATO).

Protection area. An area within a taxi-route and around a helicopter stand which provides separation from objects, the FATO, other taxi-routes and helicopter stands, for safe manoeuvring of helicopters.

Rejected take-off area. A defined area on a heliport suitable for helicopters operating in performance class 1 to complete a rejected take-off.

Runway-type FATO. A FATO having characteristics similar in shape to a runway.

Safety area. A defined area on a heliport surrounding the FATO which is free of obstacles, other than those required for air navigation purposes, and intended to reduce the risk of damage to helicopters accidentally diverging from the FATO.

Surface-level heliport. A heliport located on the ground or on a structure on the surface of the water.

Touchdown and lift-off area (TLOF). An area on which a helicopter may touch down or lift off.

Note: Definition not covered in this CAR may be referred to CAR Section 4 Series B part III & Part I.

3. Requirement for Heliports licensing / Operational Authorisation

3.1 The Heliport operator / applicant shall obtain and forward the application form along with the clearances/permissions to the DGCA from the following:

- i. Ministry of Defence
- ii. Ministry of Home Affairs through MoCA
- iii. Ministry of Environment and Forests, Government of India, as applicable
- iv. Airports Authority of India –ATM point of view, as applicable
- v. Owner of the land
- vi. Local authority such as Municipal Corporation or urban land development board/authority of the State or its Country and Town Planning Department

4. Site Clearance for Heliport

4.1 Applicant for construction of Heliport shall make an application to the DGCA in Form CA 93(H) as set out in Attachment-I for approval of the Heliport site.

- 4.2 The site may be inspected for its suitability by the DGCA officials along with the representatives of other agencies as considered necessary. The applicant may be required to facilitate the inspecting officer(s) for such inspections.

5. Construction of Heliport

- 5.1 After 'In principle' approval is given by the DGCA for the intended heliport site, the applicant shall submit a project report / execution plan to the DGCA for acceptance. The grant of approval/acceptance by the DGCA does not absolve the applicant from observing the statutory requirements of other official bodies.

Note: The permission for the construction of Heliport shall be granted only after the requisite clearances indicated above in para 3.1 has been submitted.

- 5.2 The project report shall include the Heliport facilities to be made available and that these services and equipment shall be provided in accordance with the requirements specified in the CAR Section 4 Series B Part - III (Heliports). As a minimum, for public use heliport, the plan shall include an independent FATO, taxi and apron to provide at least two independent helicopter parking positions, designed for most demanding helicopter the heliport is intended to serve and terminal building for passenger facilitation. The Apron should be connected to the FATO by at least one taxiway designed for surface movement of helicopters and with enough protection area to ensure safe air-taxi by the helicopters. The plan may also include provision of associated infrastructure for passenger facilitation and maintenance of helicopters including hanger.
- 5.3 Architectural and infrastructure related requirement for the optimal implementation of security requirement shall be integrated in the design of the Heliport as per the relevant BCAS guidelines.
- 5.4 DGCA may carry out periodic inspections of Heliports during the construction period if required to assess the progress and quality assurance system adopted by the applicant. Final inspection will be done after the applicant submit the completion report along with CAR compliance check list and request for licensing of the Heliport.
- 5.5 During the construction stage, the applicant is required to demonstrate and satisfy DGCA the quality assurance system being applied for the construction of Heliport and procurement and installation of equipment etc.,.

6. Grant of License / Operational Authorization

A. Heliport License

- 6.1 The application for grant of Heliport license shall be made in the prescribed form CA 96(H-I) (Attachment –II) and Schedule for the issue of Heliport License (Attachment –IV) to the DGCA along with fee prescribed in the Aircraft Rules, 1937 in case of public use heliport. The prescribed fee shall be paid online, the link for license fee payment is available on www.dgca.nic.in.

- 6.2 The application for Heliport license shall be accompanied with Heliport Manual, prepared in accordance with the requirement specified by DGCA. The Heliport manual shall contain all information, procedures and instructions that are necessary to enable the operating staff, to perform their duties in such a manner that will ensure the Heliport to be safe for operations. Heliport operator shall be under obligation to ensure the safety, regularity and efficiency of operations at the Heliport and shall prepared the documents/procedure as per Appendix A.
- 6.3 The Heliport operator shall employ personnel commensurate to the level of operations competent to perform their duties to perform all critical activities for Heliport operations and maintenance. The Heliport In-charge / Chief Operating Officer, who is responsible for day to day operations of Heliport shall be the designated 'Accountable Manager' for the licensing authority.
- 6.4 The minimum period of 02 months is required from the date of receipt of application along with all the relevant documents for inspection and processing and issue of Heliport License/authorization.
- 6.5 The applicant shall submit CAR compliance check list in respect of the requirements contained in CAR issued on the subject of Heliport. The compliance checklist shall indicate compliance of requirement and deviation as well.
- 6.6 Prior to the issue of Heliport license in public use category, Heliport Operator shall obtain clearance as well as demonstrate the functional arrangements for ANSP (CNS-ATM), RFF, AIS, Security (BCAS) and meteorological services as applicable.
- 6.7 The Heliport license may be granted on compliance of all relevant requirements. In case of the non-compliance of the requirement by the applicant, licence may either be refused or granted with limitations/ restrictions/ conditions as deemed appropriate if it is considered that the overall safety is not compromised.
- 6.8 Heliport license shall be valid for a period of 02 years unless it is surrendered by the licence holder or is suspended or cancelled by the Director General. The licence shall remain valid subject to adherence of all applicable rules or regulations and conditions/limitations, if any, attached to the license.
- 6.9 The agency providing the CNS (navigational & landing aids) shall ensure that CNS aids installed meet the requirement of CAR Section 9, Series D Part I and thereafter maintained and periodically calibrated as per guidelines.
- 6.11 During the currency of License, DGCA may depute an officer at any time for audit/ inspection of the Heliport. The licence holder shall provide all necessary assistance for the conduct of the inspection/audit of the Heliport by the DGCA officer.

- 6.12 The grant of Heliport license obliges the Heliport operator to ensure the safety, regularity and efficiency of operations at the Heliport, to allow DGCA authorized personnel, access to the Heliport to carry out audits, inspections and testing and to be responsible for notifying and reporting as prescribed.
- 6.13 When the heliport is granted a license, it signifies to Helicopter operators and other organizations operating on the heliport that, the heliport meets the specifications regarding its management systems, operational procedures, physical characteristics, assessment and treatment of obstacles, visual aids, rescue and fire-fighting services as per CAR Section 4, Series B Part-III (Heliports).
- 6.14 Grant of heliport license by DGCA does not absolve the applicant/ licence holder to obtain other clearance/approval or permissions as required by any other statutory authorities and their regulations.

B. Operational Authorisation

- 6.15 For issue of operational authorization the application shall be made with relevant information filled in the CA96 (H-I) (Attachment-II) along with the fee of Rs One Lakh, including the applicable clearance as defined in para 3.1. The validity of Operational Authorisation shall be 02 years.
- 6.16 The facilities available for the helicopter operations shall comply with the specifications provided in the CAR Section 4 Series B Part-III and shall be maintained accordingly during the validity of operational authorization.
- 6.17 The applicant shall make arrangement for the maintenance and operations of the facilities at helicopter landing area. A Manual for the Operation of Helicopter landing area shall be prepared describing the details of the facilities available and applicable operations procedure as defined from Part I to Part of 5 in the Guidance provided in Aerodrome Advisory Circular 1 of 2006. Additional procedures depending on the location and surrounding terrain or any operational restrictions etc. may also be included in the manual. The manual shall be accepted by DGCA.
- 6.18 When the helicopter landing area is used for the public transportation under RCS, the holder of authorization shall also ensure arrangement for the passenger facilitation and the applicable security requirement of the BCAS. The facilities as described in Annexure -4 may be developed by the Authorisation holder as per the operational requirement and provide to this office along with the application.
- 6.19 During the currency of Operational Authorisation holder is obliged to ensure the safety, regularity and efficiency of operations from such facility, moreover DGCA may depute an officer at any time for audit / inspection of the Helicopter Landing Area. The Authorisation holder shall provide all necessary assistance for the conduct of the inspection / audit of the Landing Area by the DGCA officer.

7. Renewal of License /Authorization

- 7.1 The applicant shall submit the application for the renewal of license / Authorization CA96 (H-R) (Attachments - III) along with the prescribed fee as per the Aircraft Rule 1937 in case of license and fifty thousand rupees in case of operational authorization, at least 45 days before the date of expiry of Heliport license.
- 7.2. A copy each of the last self inspection report and the last calibration report on Navigation and Landing aids (if applicable) shall also be submitted with the application. The self-inspection should have been completed within 30 days preceding the renewal application.
- 7.3 In case of any alteration to the heliport infrastructure has been carried out during the currency of the Heliport license, the same may be submitted along with updated Heliport manual at the time of renewal.

8. Amendment to Heliport License/ Authorisation

- 8.1 A Heliport license / operational authorization may be amended in response to a request by the Heliport Operator or as a consequence of enforcement action by DGCA. The application for amendment to the Heliport license/ operational authorisation should be submitted along with original Heliport license/ operational authorisation, the processing time may take about 30 days.8.2 A Heliport operator may request amendment to Heliport license/ Authorization for a number of reasons like a change of Heliport name, change of coordinates of Heliport reference point, to remove or amend a condition, limitation or special procedure and change in flight rules between IFR and VFR.
- 8.3 The application for amendment to the Heliport license/ operational authorisation should be supported by relevant documents including detailed account of the proposed amendment.

9. Change of Heliport License Holder /Operational Authorisation holder

- 9.1 Heliport license is granted to a named 'legal person' (an individual or a company or any other legally constituted authority or body), who satisfies the DGCA that the criteria for the licence issue have been met. Once a licence is granted the licensee is to ensure that the Heliport continues to meet the requirements. Heliport license is not transferable.
- 9.2 If the identity of the licensee is to change a fresh application for issue of new licence is to be made to DGCA by the prospective licensee. The licensee shall also fulfill all requirements as required for a fresh issue of licence. Same provision shall also be applicable for the operational Authorisation holder.
- 9.3 A change in the name only of the current license holder does not constitute a change of identity of the licensee, the licensee should apply for the variation of the license to reflect the name change and provide a copy of the relevant 'certificate of incorporation on change of name.

- 9.4 Minimum notification of three months or any other time period decided by the Government is required for change in the licence holder. During the change the outgoing licensee shall be responsible for the operation of the heliport until the grant of fresh Heliport license to the new applicant.
- 9.5 Operational Authorisation holder needs to apply afresh in case of change of Operator.

10. Discontinuation / Surrender of Licence /Operational Authorisation

- 10.1 The license /Authorisation holder must give a written notice to DGCA not less than 60 days from the date on which the licence is to be discontinued / surrendered, in order that suitable promulgation action can be taken. The original Heliport license / operational authorisation should be surrendered along with.
- 10.2 On approval of the surrender of the license/ authorisation the Heliport operator shall: -
- (a) Provide such information to AAI for promulgation through Aeronautical Information Service. if applicable.
 - (b) Ensure that appropriate measures have been taken to avoid unintended use of the Heliport /landing area by Helicopter unless this office has approved the use of the Heliport for other purposes.

11. Submission of Applications

- 11.1 Applications for site selection, grant of license /authorisation and renewal of license/ authorisation etc. are required to be signed with seal by the Owner/ CEO/ Managing Director of the company or Accountable Manager.
- 11.2 All applications duly completed in all respect shall be forwarded to DGCA at the following address;

Director General of Civil Aviation
(Attn: Director of Operations – Aerodrome Standards)
DGCA Complex, Opposite Safdarjung Airport,
New Delhi - 110003, INDIA.



(B. S. Bhullar)
Director General of Civil Aviation

Appendix 'A'

OBLIGATIONS OF THE HELIPORT OPERATOR

Compliance with Standards

1. The Heliport operator shall comply with the specifications given in DGCA CAR Section 4, Series B, Part-III (Heliports) and with any conditions endorsed in the license issued in pursuant to Rule 78 of Aircraft Rule, 1937.

Competence of operational and maintenance personnel

2. The Heliport operator shall employ an adequate number of qualified and trained personnel to perform all critical activities for heliport operation and maintenance.

Heliport operation and maintenance

3. Subject to any directives that the DGCA may issue, the Heliport operator shall operate and maintain the heliport in accordance with the procedures established and accepted by DGCA,
4. To ensure the safety of helicopter, the DGCA may give written directives to Heliport operator to alter the procedures set out. In case of procedure not complied the action shall be initiated against the heliport operator and procedure may also be amended time to time.
5. The heliport operator should ensure proper and efficient maintenance of the Heliport facilities
6. The Heliport intended to use under Day VFR condition may be permitted to operate without ATS. However at any stage depending upon the volume of traffic or IFR operations, the provision of ATS may be required and must be ensured.

Heliport operator's internal safety audits and safety reporting

7. The Heliport operator shall arrange for an audit including an inspection of the heliport facilities and equipment. The audit shall cover the Heliport operator's own functions.
8. The audits referred above shall be carried out every three months or less, as agreed with the DGCA.
9. The Heliport operator shall ensure that the audit reports, including the report on the Heliport facilities, services and equipment, are prepared by suitably qualified safety expert.
10. The report(s) referred to in above paras must be prepared and signed by the persons who carried out the audits and inspections.

11. Helipport operator must have procedure/system in place for access control at the helipport.
12. Personnel authorized by the DGCA may inspect and carry out tests on the Helipport facilities, services and equipment, inspect the Helipport operator's documents and records before the Helipport license is granted or renewed and, subsequently, at any other time, for the purpose of ensuring safety at the Helipport.
13. The Helipport operator shall cooperate in conducting the above referred activities.

Notifying and reporting

14. An Helipport operator shall notify the DGCA, in writing before effecting any change to the Helipport facility or equipment or the level of service at the Helipport that has been planned in advance and which is likely to affect the accuracy of the information **Issues requiring immediate attention.**

a) Obstacles, obstructions and hazards:

- 1) Any projections by an object through an obstacle limitation surface relating to the Helipport;
- 2) The existence of any obstruction or hazardous condition affecting aviation safety at or near the Helipport;

b) Level of service: reduction in the level of service at the Helipport

c) Movement area: closure of any part of the movement area of the Helipport; and

d) Any other condition that could affect aviation safety at the Helipport and against which precautions are warranted.

Special inspections

15. A Helipport operator shall inspect Helipport, as circumstances require, ensuring aviation safety:
 - a) As soon as practicable after any aircraft accident or incident within the meaning of these terms as defined in Annex 13 to the Convention on International Civil Aviation;
 - b) During any period of construction or repair of the Helipport facilities or equipment that is critical to the safety of aircraft operation; and
 - c) At any other time when there are conditions at the Helipport that could affect aviation safety.

Removal of obstructions from the Heliport surface

- 16.** A Heliport operator shall remove from the Heliport surface any vehicle or other obstruction that is likely to be hazardous.

ATTACHMENT- I

FORM CA 93 (H)

APPLICATION FOR HELIPORT SITE APPROVAL

1. DETAILS OF APPLICANT

1.1 Full name of applicant (in capital letters)

1.2 Address of applicant (in capital letters)

1.3 Telephone Number(s)

Fax Number

Email/ Telex number

1.4 Nationality of the Applicant

2. DETAILS OF HELIPORT SITE

2.1 Place name by which the Heliport is to be known
in all future references

2.2 Name and Address of the owner of Heliport

Telephone Number

Fax Number

Email / Telex Number

2.3 Location of the Heliport site with reference to
the nearest airport, railway station and
town/village

2.4 State / District in which situated

2.5 Latitude / longitude of the Heliport Reference
Point

--- ° --- ' --- " N
--- ° --- ' --- " E

2.6 Grid reference in WGS 84

2.7 Elevation of the Heliport Reference Point
(AMSL)

.....Feet
(.....meter)

3. CONTROL OF THE HELIPORT

Are you the owner of the Heliport land

YES NO

IF NO – Please state:

3.1 Details of the rights you hold over the land (Attach copy of relevant documents)

--

3.2 The period for which you hold these rights, including terminating date

FROM	TO	TERMINATION

4. PERMISSIONS AND APPROVALS REQUIRED

	Whether Submitted	Details / Action taken
4.1 Ministry of Defence	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.2 Ministry of Home Affairs,	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.3 Ministry of Environment and Forests, Government of India	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.4 Airports Authority of India- ATM point of view	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.5 Owner of the land	YES <input type="checkbox"/> NO <input type="checkbox"/>	
4.6 Local authority such as municipal corporation / committee or urban land development Board/ authority of the State or its Country and Town Planning Department.	YES <input type="checkbox"/> NO <input type="checkbox"/>	

5. TOTAL LAND AREA AVAILABLE

5.1 Dimensions
*(Enclose layout plan of the Heliport site,
including boundary, buildings and facilities
proposed to be provided, preferable scale
1:2500 / 5000)*

Details

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5.2 Enclose a topographical map in the scale of
1:25,000 or 1:50,000 of the proposed area
showing distances and heights of all objects
likely to interfere with the safe use of the
Heliport within a radius of Kms of the proposed
site. (*3.5Km for VFR/ 11 Kms for IFR
operations)

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6. METEOROLOGICAL INFORMATION *(Attach data from recognized organization for a
reasonable period as available.)*

6.1 Wind speed/ direction data and wind rose
diagram.

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6.2 Rainfall data

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6.3 Heliport Reference temperature

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7. HELIPORT ACTIVITIES

- 7.1 State category of Heliport proposed
- HELIPORT LICENSE IN PUBLIC USE
- OPS AUTHORIZATION
- 7.3 State proposed type of operations
- DAY VFR
- ALL WEATHER

8. EXPLAIN ARRANGEMENTS FOR

- 8.1 Accessibility to site
- 8.2 Water supply
- 8.3 Electric power
- 8.4 Medical facilities

9. DETAILS OF AGENCY LIKELY TO EXECUTE THE WORK / CONSULTANT

- 9.1 Name of the Agency
(Attach qualification, experience & their quality assurance system)
- 9.2 Name and details of consultant engaged for the project
- 9.3 Whether project report is prepared
(if yes, please enclose the report) YES NO

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

SIGNATURE OF APPLICANT

DATE.....

NAME..... *(In capital letters)*

POSITION HELD..... *(With official seal)*

APPLICATION FOR HELIPORT LICENCE / AUTHORIZATION

1. DETAILS OF LICENCEE (as required to be shown on the license)

- 1.1 Full name of applicant (in capital letters)
- 1.2 Address of applicant (in capital letters)
- 1.3 Telephone Number(s)
Fax Number
Email/ Telex number
- 1.4 Nationality of the Applicant

3. DETAILS OF HELIPORT (as required to be shown on the license)

- 2.1 Place name by which the Heliport is to be known in all future references
- 2.2 Name and Address of the owner of Heliport
Telephone Number
Fax Number
Email / Telex Number
- 2.3 Situation of the Heliport site with reference to the nearest airport, railway station and town/village
- 2.4 State / District in which situated
- 2.5 Latitude / longitude of the Heliport Reference point
- 2.6 Grid reference in WGS 84 (attach a survey map, scale 1:10,000 showing by means of broken line the exact boundaries of the Heliport)
- 2.7 Elevation of the Heliport Reference point (AMSL)

2.8 Orientation and Size of Final Approach
Take off Area (FATO) (s) (in feet and
meter)

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3. HELIPORT ACTIVITIES

3.1 State category of licence
required

HELIPORT LICENSE IN PUBLIC USE

OPS AUTHORIZATION

3.2 Is a licence for NIGHT USE/ ALL
WEATHER required?

YES

NO

3.3 If the answer to 3.2 above is YES, Please provide details of proposed lighting along
with the lighting plan.

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3.4 Please provide details of proposed CNS-ATM facilities.

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3.5 Please provide details of proposed MET facilities;

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3.6 Please give details of other proposed aviation activities.

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3.7 Type and maximum total weight of the largest / heaviest Helicopter for which the
Heliport is designed, including overall length and maximum D value

TYPE	
WEIGHT	
“D” VALUE	

4. CONTROL OF THE HELIPORT

Are you the owner of the Heliport site

YES

NO

IF NO – Please state:

4.1 Details of the rights you hold over the land

--

4.2 The period for which you hold these rights, including terminating date

FROM	TO	TERMINATION

5. **PERMISSIONS AND APPROVALS** *(Attach the attested copies, if not submitted earlier with CA93)*

	NAME AND ADDRESS OF AUTHORITY	DATES AND REFERENCE OF APPROVAL
5.1	Ministry of Defence;	
5.2	Ministry of Home Affairs	
5.3	Ministry of Environment and Forests, Government of India	
5.4	Airports Authority of India –ATM Point of view	
5.5	Owner of the land	
5.6	Local authority such as municipal corporation / committee or urban land development Board/authority of the State or its Country and Town Planning Department.	

6. **HELIPORT MANGEMENT PERSONNEL**

6.1 **Board Member/ Managing Director or person specific responsible for safety.**
(To be completed only where the applicant is a company/ corporate/society)

Name	
Status/ Designation	
Telephone number	

6.2 **The person in charge of day to day operation of Heliport.**
(Please enclose a current Curriculum Vitae [CV])

Name	
Status/ Designation	
Telephone number	

6.3 **The person responsible for Heliport Safety.**
If different from 6.2 (Please enclose a current Curriculum Vitae [CV])

Name	
------	--

Status/ Designation	<input type="text"/>
Telephone number	<input type="text"/>
6.4 Provider of the CNS – ATM	
Name	<input type="text"/>
Address	<input type="text"/>
6.5 Provider of the MET services	
Name	<input type="text"/>
Address	<input type="text"/>
6.6 The person responsible for overseeing the day to day provisions of the Air Traffic Management	
Name	<input type="text"/>
Status/ Designation	<input type="text"/>
Telephone number	<input type="text"/>
6.7 The person responsible for overseeing the day to day provisions of CNS	
Name	<input type="text"/>
Status/ Designation	<input type="text"/>
Telephone number	<input type="text"/>
6.8 The person responsible for overseeing the day to day provisions of RFF	
Name	<input type="text"/>
Status/ Designation	<input type="text"/>
Telephone number	<input type="text"/>
6.9 The person responsible for overseeing day to day provisions of MET services	
Name	<input type="text"/>

Status/ Designation

Telephone number

8. DETAILS OF FEES

8.1 Detail of payments

8.2 Amount

9. ANY OTHER INFORMATION

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

SIGNATURE OF APPLICANT

DATE.....

NAME.....

(in capital letters)

POSITION HELD.....

(with official seal)

- Note:
1. Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.
 2. The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.
 3. It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of Heliport Licence.

APPLICATION FOR RENEWAL OF HELIPORT LICENCE / AUTHORIZATION

- | | | |
|-----|--|----------------------|
| 1. | Licence Number | <input type="text"/> |
| 2. | Name of the Heliport | <input type="text"/> |
| 3. | Enclosed a copy each of the last self-inspection report and calibration Report of 'Navigation and Landing aids'. | <input type="text"/> |
| 4. | Enclose the Heliport Licence in original | <input type="text"/> |
| 5. | Details of renewal fees (If Applicable) | |
| 5.1 | Payment Detail | <input type="text"/> |
| 5.2 | Amount | <input type="text"/> |

It is certified that no change in the physical characteristics of the Heliport including the erection of new buildings and alterations to the existing buildings or to visual aids at the Heliport have been made without prior approval of the DGCA since the issue/ last renewal and approved changes in the Heliport facilities have been duly incorporated in the Heliport Manual wherever necessary.

SIGNATURE OF APPLICANT

DATE.....

NAME.....

(in capital letters)

POSITION HELD.....

(with official seal)

Note:

1. Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.
2. The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.
3. It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of Heliport licence.

ANNEXURE- 1

INFORMATION ON THE HELIPORT SERVICES

1. **SECURITY**

Procedures for security check of passengers and their hand baggage inside the terminal building and the system/ procedure for checking the entrance of passengers, visitors and other pre boarding anti hijacking check should be formulated normally in accordance with the standards and recommended practices of Annex 17 of ICAO and the instructions of the BCAS and Home Ministry Circulars. Arrangements for guarding the vital installations at the Heliport serving the ATC Services and other Navigation and Landing Aids. Security coverage shall be in accordance with ICAO requirements as well as that of Ministry of Home Affairs. Information on the following shall be provided:

- i. System of checking the entry of passengers and visitors inside the terminal building.
- ii. Provision of anti-hijacking control room and facilities provided therein.
- iii. Availability of;
 - a) Hand held metal detectors / Door frame metal detector,
 - b) X-Ray machine for screening hand baggage and the Checked in baggage,
 - c) Dog squad /Bomb disposal unit,
 - d) Isolation parking stand,
 - e) Cooling Pit.

2. **PASSENGERS / VISITORS**

Give particulars of the following or any other accommodation provided for passengers and the pilots stating hours open in each case:

- i. Waiting Room
- ii. Lavatories
- iii. Hotel /Restaurant
- iv. Parking of vehicles
- v. Transport available to and from the Heliport (Car, Railways, Omnibus, etc.)

ANNEXURE- 2

FACILITIES FOR HELICOPTER

1. **REFUELLING**

Information on physical location of the fuel tanks, their capacity and the type of refueling facility – hydrant or bowser particularly from the view point of safety of terminal building and other adjoining facilities should be given. The names and addresses with Telephone No. of the agencies having AFS at the Heliport shall also be given.

Safety precautions/ measures to be taken during refueling at an AFS as well as the emergency procedures for handling AFS fires shall also be established.

2. **ACCOMMODATION**

- i. Facilities for picketing helicopter in the open.
- ii. State in respect of hangers, if available
 - a) Length
 - b) Breadth
 - c) Head room (door height)
 - d) Width of doorway
 - e) Structure (material)
- iii. Hanger accommodation normally available to visiting helicopters

ANNEXURE- 3

MINIMAL FACILITIES FOR SAFETY OF HELICOPTER OPERATIONS

In so far as the Heliport is open for public use of Helicopter for carrying passengers for hire and reward, at least the following Navigational Aids and Visual Aids shall be provided:

A. FOR OPERATIONS BY DAY

1. Wind Director Indicator
2. Heliport Beacon

B. FOR OPERATIONS BY NIGHT

1. Facilities mentioned in (A) above.
2. Instrument Approach Landing procedure for landing guidance.
3. VHF R/T for Pilot to Controller communications.
4. Visual Approach Slope Indicator / Helicopter Approach Path Indicator System for visual guidance on approach.(If applicable)
5. Aeronautical ground lights as per CAR Section 4 Series B part III would be provided to support night operations, including lighting of significant obstacles.

ANNEXURE- 4

**INFORMATION ON THE ADDITIONAL FACILITIES TO BE DEVELOPED AT
HELICOPTER LANDING AREA**

1. PASSENGERS FACILITATIONS

Accommodation provided for passengers and stating hours of availability in each case:

- a. Passenger check-in facilities with segregated arrival and departure concourse Waiting Room
- b. Lavatories
- c. Medical/ first-aid facility
- d. Weighing scale for accurate payload calculation

2. SECURITY

Procedures for security check of passengers and their hand baggage inside the passenger handling area and the system/ procedure for checking the entrance of passengers, visitors and other pre boarding anti hijacking check should be formulated normally in accordance with the instructions issued by BCAS and Home Ministry Circulars.

3. FACILITIES FOR HELICOPTER HANDLING

- a) The refueling arrangements as per applicable standards.
- b) VHF R/T for Pilot to ground communications
- c) Parking and mooring arrangement.

ATTACHMENT -IV

**SCHEDULE FOR RENEWAL OF HELIPORT LICENCE / OPERATIONAL
AUTHORISATION**

1.	NAME OF THE HELIPORT AND LICENSE NO./AUTHORISATION NO.	
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2.	CATEGORY OF HELIPORT	PUBLIC USE <input type="checkbox"/> Operational Authorization <input type="checkbox"/>
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3.	HELIPORT REFERENCE POINT	
3.1	Latitude / longitude of the Heliport Reference Point	_ _ ° _ _ ' _ _ ° _ _ _ " N _ _ ° _ _ ' _ _ ° _ _ _ " E

3.2	Elevation of the Heliport Reference point (AMSL)Feet (.....Meter)
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MENTION ANY CHANGES/MODIFICATIONS IN THE FOLLOWING CHARACTERISTICS FROM ISSUE/ LAST RENEWAL OF HELIPORT LICENSE (*DGCA approval reference where applicable*)

4.	PHYSICAL CHARACTERISTICS OF FATO INCLUDING REJECT TAKE OFF AREA, TLOF , SAFETY AREA AND CLEARWAY INCLUDING MARKINGS	
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5.	DECLARED DISTANCES	
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6.	PHYSICAL CHARACTERISTICS OF HELICOPTER TAXIWAYS AND MARKINGS	
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7.	PHYSICAL CHARACTERISTICS OF APRONS INCLUDING MARKINGS /NEW APRONS (if any)	
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8.	VISUAL AIDS FOR NAVIGATION (<i>SIGNAL SQUARE/ LANDING 'T'/ WIND DIRECTION INDICATOR ETC. ROAD HOLDING, HELIPORT BEACON</i>)	
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9.	AERONAUTICAL GROUND LIGHTING (<i>TLOF, FATO, APPROACH LIGHTING SYSTEM, TAXIWAY, APRON, WINCHING AREA, ETC.</i>)	
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10.	HELICOPTER APPROACH PATH INDICATOR or VISUAL APPROACH SLOPE INDICATOR SYSTEMS AND ITS CALIBRATION RECORD	
12.	SIGNAGES (MANDATORY, INSTRUCTION, NO ENTRY ETC.)	
13.	OBSTACLE LIMITATION SURFACES (date of last survey/ reason for the survey / new obstacle and its effect on the Heliport operations, if any)	
13.1	OBJECTS IN OPERATIONAL AREAS AND NON-ADHERENCE TO THE FRANGIBILITY CRITERIA, IF ANY (<i>strip, Rejected take off area, clearway, etc.</i>)	
14.	RESCUE AND FIRE FIGHTING FACILITIES, IF ANY (HELIPORT CATEGORY/ NO. OF TRAINED PERSONNEL/ RFF EQUIPMENTS ETC.)	
15.	STATUS OF BOUNDARY WALL OR FENCE No. of access gate Drainage system /Terminal building with capacity and passenger facilities	
16.	ANY CHANGES IN THE DOCUMENTS (DETAILS OF CHANGES AND DISSEMINATION OF CHANGES)	
16.1	Heliport Manual	
16.2	Heliport Emergency planning (including details of exercises during intervening period)	
16.3	Disabled Helicopter Removal plan	
16.4	Bird hazard reduction plan	
16.5	Apron management service	
16.6	Heliport vehicle operations	
17.	IMPLEMENTATION OF CAR AND OTHER REGULATORY DIRECTIVES. (<i>Compliance status of revision in CAR's, Operational communication, circular etc.</i>)	
18.	STATUS OF PROGRESS ON TEMPORARY EXEMPTIONS/PENDING ITEMS OF PREVIOUS INSPECTIONS	

	<i>(including details of any new exemptions arising during the intervening period)</i>	
19.	SAFETY MANAGEMENT SYSTEM <i>(Provide details like implementation status/ Internal Audit by safety manager/ Review of operating procedures/ analysis and implementation of Accident/ incident investigation etc.)</i>	
20.	AEMC <i>(Provide details on meetings held and status of implementation of recommendations, Wild Life Hazards management etc.)</i>	
21.	Heliport Safety Team <i>(Provide details on meetings and follow up action on the related issues)</i>	
22.	CHANGE IN ORGANIZATION STRUCTURE <i>(Provide details on changes in the management and key personnel responsible for operation and management of Heliport including system of ensuring adequacy of incumbent by management)</i>	
23.	Introduction of new facilities <i>(Provide details on date, procedure and compliance of applicable regulations for commissioning, including acceptance by appropriate level in management)</i>	
24.	Pending issues with any regulatory /Govt. organization	

I hereby certify that the forgoing information is correct in every respect and no relevant information has been withheld.

SIGNATURE OF APPLICANT

DATE.....

NAME.....
(In capital letters)

POSITION HELD.....
(With official seal)

Note:

1. Application not completed in all respect and not accompanied with relevant enclosures is likely to be rejected.
2. The application shall be signed by the owner of the company. In case of any other person authorized by the owner, authorization should be attached with the application.
3. It is an offence to make any false representation with the intent to deceive, for the purpose of procuring the grant of a Heliport licence.
4. Annexure I,II & III are informatory and may be filled up as applicable for Heliport.