These guidelines are designed to assist the applicant with completion of DASR Form 1186, Application for Aerodrome Certificate, under Defence Aviation Safety Regulation (DASR) 139 Aerodromes.

IMPORTANT

It is the applicant’s responsibility to apply for DASA approval only if they have a requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.

Please carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material issued by DASA. This information is available on the [Defence Aviation Safety Authority](http://www.defence.gov.au/DASP/DASR-Regulations/Default.asp) (DASA) website and will assist with the application process.



About this form and application process

Application Process

An application for certification using DASR Form 1186 is one of the final steps in the certification process. Once received, DASA will review the application including all supporting documentation provided.

Applicants are to complete and sign the application form electronically and submit to the nominated DASA email.

NOTE: DASA may not consider an application, or may cease to consider it further, where the applicant has not complied with all DASR requirements. Mature draft submission to the DASA will support developing a complete application.

DASR Form 1186

This DASR Form 1186 is the official DASA form to obtain an Aerodrome Certificate under DASR 139 Aerodromes. This form is considered part of an application pack and should be submitted in accordance with the below guidance..



Withdrawal of Application

An application can be withdrawn in writing at any time. The request to withdraw must be sent to dasa.aerodromes@defence.gov.au



Section 1 – Applicant Information

Insert details of the applicant organisation and contact person for the application. The applicant should be any organisation or operator or its representative which applies for a Defence aerodrome certificate.



Section 2 – Aerodrome Operator Information

Insert details of the Aerodrome Operator (must be an approved Aerodrome Operator under DASR.139) who is responsible for operating the aerodrome seeking certification. The contact person would be expected to be the Aerodrome Manager or delegate. 

Section 3 – Identification of Activity

This form may be used for applying for initial certification of an aerodrome or to apply for approval of a change, where the change has an appreciable effect on safety of flight operations. Identify the type of application, initial or change. Where the application is for a change, provide details of the systems and functional zones impacted.



Section 4 – Aerodrome Identification and Use

Identify the Aerodrome to be certified and the configuration role and operating environment of the aerodrome through reference to the operating intent (typically found in SOI/SOIU/OSI). The aerodrome may be divided into different functional zones, where each functional zone relates to an airfield component (e.g. runway, taxiway(s), apron(s), etc.). Multiple airfield components can be grouped into one functional zone where similar functions and operating context exists. Details of these functional zones can be captured within the operating intent. All functional zones should be identified within the application form. In this section, the applicant must also identify Military and Civilian air operators which frequently use the aerodrome; and the main aircraft types and roles that air operators undertake, for example, fixed wing training operations.

Section 5 – Details to Support Declaration of Compliance

Identify the activities undertaken and supply all supporting evidence used to demonstrate that the aerodrome, or part thereof for a change, complies with the requirements in the Certification Basis (CB). The Certification Checklist (CCL) for each functional zone should be provided as part of the submission. Also include; all approved Military Aerodrome Certification Review Items (MACRIs) and supporting Aerodrome Issues Papers (ADIPs) where applicable; and a summary of the arrangements for continued compliance and instructions for continuing safe flight operations.



Section 6 – Demonstration of Eligibility to Make Declaration of Compliance

Identify why the person making the declaration of compliance is considered eligible and suitable. Include the members, qualifications, competence and authorisation as part of a suitable engineering organisation.



Section 7 – Applicant declarations

1. Provide a formal declaration that the design and construction of the aerodrome entirely meets the requirements of the CB and that all compliance demonstrations are complete.
2. Confirm all compliance demonstration evidence documentation is available.
3. Confirm all MACRIs have been submitted and approved with supporting ADIP’s as required.
4. Confirm all arrangements to support continued aerodrome compliance with the agreed Certification Basis (CB) and all design information to support continuing safe operations of the aerodrome are provided.
5. Provide a declaration that all required information associated with the application for an aerodrome certificate is present and correct.



Section 8 – Aerodrome Operator Accountable Manager Declaration

An authorised representative of the approved Aerodrome Operator organisation is to provide a formal declaration that the responsibilities’ for managing the aerodrome are known and understood, and will be carried out.



Privacy Policy

DASA requires the provision of information as listed in this form. All such information received will be treated as in confidence and will not be disclosed to any third parties unless that disclosure is required or authorised by law. DASA will safeguard personal information however, please be aware that DASA policy is to publish approvals on its website.



Form Submission

Applicants are to complete and sign the form electronically and submit to the DASA Aerodromes group mailbox: dasa.aerodromes@defence.gov.au

NOTE: This template contains example text within the < >, edit, delete and add as required to suit the form.

|  |
| --- |
| 1. Applicant Information |
| **1.1 Name and Address** | Organisation Name |  |
| Street No and Name |  |
| Suburb |  | State  |  | Post Code |  |
| Country |  |
| 1.2 Contact Person | Title/Rank |  |
| Full Name |  |
| Position Title |  |
| Phone |  |
| Email  |  |
| 2. Aerodrome Operator Information |
| **2.1 Name and Address** | Organisation Name |  |
| AD OPR Organisational Approval | *<Enter details of the Aerodrome Operator Organisational Approval / Certificate Number>* |
| Street No and Name |  |
| Suburb |  | State  |  | Post Code |  |
| Country |  |
| 2.2 Contact Person | Title/Rank |  |
| Full Name |  |
| Position Title |  |
| Phone |  |
| Email  |  |
| **3. Identification of Activity** |
| [ ]  Initial Aerodrome Certification [ ]  Change to Aerodrome Design and Construction |
| 3.1 Scope of Change/ Affected Aerodrome Systems and Functional Zones (for applications where changes have an appreciable effect of safety of flight operations only) |
|  |
| 3.2 Certification Programme (optional) |
| [ ]  Previously submitted **Reference:** Approval Date: | [ ]  Submitted as part of this Application *(Certification programmes can be submitted as part of this application where they are deemed simple.)*  **Reference:**  Approval Date: |
| *<Any additional aerodrome certification programme details are to be recorded here.>*  |
| **4. Aerodrome Identification and Use** |
| **4.1 Aerodrome Identification** | **Aerodrome Name** |  |
| **ICAO Identifier** |  |
| **4.2 Aerodrome Operating Intent (SOI/SOIU/OSI)**  | *<Provide the operating intent of the aerodrome (typically found in SOI/SIOU/OSI) OBJXX#####>**<Provide the functional zones for the aerodrome OBJXX#####>* |
| **4.3 Air Operators** | *<Identify all the MAOs and civilian operators who use the aerodrome and their major usage(s) e.g. fixed wing training operations, rotary wing commercial transport, …>* |
| 5. Details to Support Declaration of Compliance  |
| 5.1 Certification Basis  | *<Provide the approved provisional CB identification OBJXX#####>* |
| 5.2 Demonstration of Compliance to Certification Basis Requirements |
| *<Provide a summary of the compliance demonstration activities and the location of the CB along with their MoC and the compliance demonstration evidence. The CCL for each functional zone should be referenced. Additional Details (or reference to document where this is addressed) if required can also be captured here.>* |
| 5.3 Non-Compliant CB Requirements *(Military Aerodrome Certification Review Items (MACRI) and Aerodrome Issue Papers (ADIP))* |
| *<Provide a list of all the MACRIs raised for the initial certification/ change. Suggest identification using the MACRI number (unique number/code) and the short title/description of the MACRI. All ADIPs supporting MACRIs should also be listed. Suggest identification using the ADIP number (unique number/code) and the short title/description of the ADIP. Additional Details (or reference to document where this is addressed) if required can also be captured here.>* |
| 5.4 Aerodrome Continued Compliance and Continuing Safe Flight Operations |
| *<Provide a summary of the arrangements for continued compliance and instructions for continuing safe flight operations.>* |
| **6. Demonstration of Eligibility to Make Declaration of Compliance** |
| *Identify and confirm that the representative of the applicant has appropriate qualification, competence and authority to make the declaration of compliance.* |
| *<Provide details regarding the applicant’s eligibility to make the declaration of compliance.>* |
| **7. Applicant declarations**  |
| **7.1 Declaration of Compliance** (To be completed by the person nominated at item 6) |
| As an authorised representative of <*Applicant organisation>* I declare the following:[ ]  Compliance with the applicable aerodrome Certification Basis (CB) has been shown (in accordance with the agreed Means of Compliance).[ ]  All compliance demonstration evidence documentation is available.[ ]  All Military Aerodrome Certification Review Items (MACRIs) have been submitted and approved. Where applicable, supporting Aerodrome Issue Papers (ADIPs) have also been provided. [ ]  All arrangements to support continued aerodrome compliance with the agreed Certification Basis (CB) and all design information to support continuing safe operations of the aerodrome have been provided. **[ ]** All required information associated with the application for an aerodrome certificate is present and correct. |
| The above declaration is made on the basis of (detail the basis on which the Declaration of Compliance has been made. May be a reference if this detail is contained in another document(s))*<Any additional comments relating to the Declaration of Compliance should also be made here.>* |
|  |  |  |
| Date | Name / Position | Signature |
| **7.2 Declaration of Completion** (to be completed by an Authorised Representative of the Applicant Organisation) |
| As an authorised representative of <*Applicant organisation>* I declare the following:**[ ]**  That the information provided on this form is true and correct.[ ]  All arrangements to support continued aerodrome compliance with the agreed Certification Basis (CB) have been implemented. [ ]  All design information to support continuing safe operations of the aerodrome have been provided.[ ]  All aerodrome conditions and limitations detailed in Annex A have been approved. **[ ]**  The aeronautical data and information in Annex B has been reviewed and provided to RAAF Aeronautical Information Services (AIS) for publication. Further, **[ ]**  I understand and accept the requirements for DASA to proceed with this application and I have supplied all supporting documentation to DASA. |
|  |  |  |
| Date | Name / Position | Signature |
| 7.3 Submission Checklist |
| Please confirm that the following information is included or is available as part of your application: | Objective ID |
| **[ ]**   | Operating Intent Document (including Functional Zone breakdown) |  |
| **[ ]**   | Provisional Certification Basis  |  |
| **[ ]**  | Certification Checklist (for each Functional Zone) /Cross-Reference Matrix for the Certification Basis |  |
| **[ ]**  | Compliance Demonstration Evidence (CDE) |  |
| **[ ]**  | Aerodrome Manual |  |
| **[ ]**  | Aerodrome Maintenance Program |  |
| 8. Aerodrome Operator Accountable Manager Declaration*(to be completed by the identified Aerodrome Operator Accountable Manager or delegate)* |
| As the authorised representative of the Aerodrome Operator Organisation for the <*Aerodrome Name (ICAO Identifier)*> I confirm that we have been consulted about the <*Certification / Change*>, that the Aerodrome Operator Organisation has no objection to the *<Certification/ Change>* and will carry out Aerodrome Operator responsibilities*.* |
| *Any additional comments the Aerodrome Operator wishes to make relating to the Aerodrome’s Initial Certification/ Major Change or their declaration should be included here.* |
|  |  |  |
| Date | Name / Position | Signature |

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| Annex A. Aerodrome Conditions and Limitations |
| *<List all the aerodrome’s conditions and limitations that will be documented in the Aerodrome Certificate (page 2).>* |

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| Annex B. Aeronautical Information |
| *<Identify all the aerodrome aeronautical information that will be provided to RAAF AIS for publishing.>* |

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| 10. DASA USE ONLY |
| 10.1 Record Objective ID:  | BPXXXXXXXX |
| 10.2 Documents Received and Reviewed | [ ]  Operating Intent Document (including Functional Zone breakdown)[ ]  Provisional Certification Basis[ ]  Certification Checklist (for each Functional Zone)[ ]  Compliance Demonstration Evidence (CDE) [ ]  Aerodrome Manual [ ]  Aerodrome Maintenance Program |
| 10.2 Certification Application Outcome: |
| [ ]  Application Approved | [ ]  Application Requires Resubmit | [ ]  Application Not Approved |
| 10.3 Output Documentation: | [ ]  Aerodrome Certificate: *<Reference Id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ >*[ ]  DG DASA Minute: *<Reference Id \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_>*[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10.4 Additional Comments: |
|  |
|  |  |  |
| **Date** | Name / Position | Signature |