

## Appendix A

### Aerodrome Certification Application Forms

#### 1. Application

The oversight of the initial Aerodrome Certification process as well as the on-going safety oversight of certificated aerodrome is support Kuwait DGCA/ASD processes and associated forms. The certification framework is supported by a three stage process. The below paragraphs include indicative applications for each of the three stages.

#### 2. Application - Stage 1 – Application Acceptance

It is important that you answer relevant questions as fully as possible to avoid delays in processing your application. Your responses to these questions should provide the Kuwait DGCAASD with the information it needs to give proper consideration to your application. In order to aid you through the certification process, please refer to Kuwait civil aviation regulation (KCASR) and Guidance Material for Aerodrome Operators (**Chapter 3**).

<b>AERODROME CERTIFICATION STAGE 1 – APPLICATION ACCPETANCE</b>
<b>Section 1 - DETAILS OF CERTIFICATE HOLDER</b>
<i>(As required to be shown on the Aerodrome Certificate)</i>
<i>Note: The certificate holder must be a legal entity or individual. If the certificate holder is a group or club that is not incorporated, the name(s) of the person(s) who will hold the Certificate and be responsible for giving effect to the conditions on the Certificate must be stated.</i>

Legal Name of Certificate Holder:

Address of Certificate Holder:

Telephone Number:

Email:

Certificate Holder's Accountable Manager:

Accountable Manager's Telephone Number:

Accountable Manager's Email:

**Section 2 - DETAILS OF AERODROME**

*(As required to be shown on the Aerodrome Certificate)  
 Note: This application must be accompanied by map extract showing the exact Aerodrome Boundary by means of a red line*

Proposed Name of Aerodrome:

Address of Aerodrome:

Telephone Number: Email:

Website:

Position of proposed aerodrome with reference to nearest location (in nautical miles):

Aerodrome Reference Point (geographical coordinates in WGS 84 format):

**Section 3 - TYPE OF AERODROME**

Airport <input type="checkbox"/>	Surface Level <input type="checkbox"/>	Shipboard <input type="checkbox"/>
Water Aerodrome <input type="checkbox"/>	Heliport <input type="checkbox"/>	Heliport <input type="checkbox"/>
Elevated Heliport <input type="checkbox"/>	Other:	

**Section 4 - CONTROL OF THE AERODROME**

Are the owner of the aerodrome site? Yes  No

If NO – please state:

Details of the rights you hold over the site:

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

The name and address of the owner or the tenant whose permission has been obtained for the site to be used as an aerodrome:

Name:	
Address:	

### Section 5 – AERODROME ACTIVITIES

**Aerodrome Certification:** *Kuwait DGCA/ASD requires any operator of an aerodrome open for public use to hold an Aerodrome Certificate.*

Purposes for which aerodrome is to be used. Please indicate one or more from the following:

Public Use	<input type="checkbox"/>	International	<input type="checkbox"/>	Day Use Only	<input type="checkbox"/>	Passenger Service	<input type="checkbox"/>
Private Use	<input type="checkbox"/>	Domestic	<input type="checkbox"/>	Day/Night Use	<input type="checkbox"/>	Air Freight or Mail	<input type="checkbox"/>
Maintenance or Positioning	<input type="checkbox"/>	Royal Flights	<input type="checkbox"/>	Flying Training	<input type="checkbox"/>	Flying Club	<input type="checkbox"/>
Hospital	<input type="checkbox"/>	Aerial Works	<input type="checkbox"/>	Light Sport Aircraft	<input type="checkbox"/>	Ballooning	<input type="checkbox"/>
Parachuting	<input type="checkbox"/>						

### Section 6 – AERODROME OPERATIONAL SPECIFICATION

Approach Category	Aerodromes	Heliports
Non-Instrument	Aerodrome Reference Code:	Heliport “D” Value:
Instrument	Aerodrome Fire Service Category:	Heliport Fire Service Category:
Non-Precision	Largest type of aeroplane intended to use the aerodrome:	Largest type of helicopter intended to use the heliport:
Precision – Cat 1	Aircraft Overall Length (m):	Largest overall dimension (m):
Precision - Cat 2	Maximum Fuselage Width (m):	Performance Class:
Precision - Cat 3	Outer main gear wheel span (m):	
	Wing Span (m):	

### Section 7 - AIR TRAFFIC SERVICES

*Note: You should apply separately to the relevant national telecommunication authority for frequency allocation*

Which of the following will be provided:

Air Traffic Control Service with licensed air traffic controllers?	Yes	No
Aerodrome Flight Information Service?	Yes	No
Air/Ground or FISO Service?	Yes	No

**Section 8 - PERMISSION AND APPROVALS**

*Note: Before submitting this application, the authorities as indicated in Attachment B, should be consulted and if appropriate, their approvals obtained. There may also be other bodies that applicants should inform in their own interests; it is the responsibility of the applicant to obtain the appropriate approvals. The application for planning / building permissions and the request for the Aerodrome Certificate is not interdependent and is required to be made separately.*

Are there any local planning conditions or other relevant approvals which may affect the use of the site as an aerodrome? Yes  No   
If Yes, please provide details:

Have any of the relevant authorities mentioned in Attachment B raised any objections to the proposed use of the site as an aerodrome? Yes  No   
If Yes, please state the authority concerned and the nature of objections:

**Section 9 - COMMENTS**

**Section 10 - DECLARATION**

I hereby certify that the foregoing information is correct in every respect and no relevant information has been withheld. I undertake to pay the Kuwait DGCA's Service Fee in respect of this application and agree to abide by the terms and conditions of holding an Aerodrome Certificate as outlined in Kuwait DGCA regulation.

*Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.*

**Name:**

**Title:**

**Signature:**

**Date:**

---

If you have any difficulty completing this application form then please do not hesitate to contact the Kuwait DGCA/ASD. Send with this application form and the required supporting documentation to the Kuwait DGCA/ASD by one of the following:

<b>Post:</b>
Kuwait DGCA /ASD Attn: Director <a href="mailto:safety@dgca.gov.kw">safety@dgca.gov.kw</a>

### A3 Application - Stage 2 – Design Compliance and Construction

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to Kuwait civil aviation regulation KCASR and guidance material.

**AERODROME CERTIFICATION STAGE 2 -  
DESIGN COMPLIANCE AND CONSTRUCTION  
Section 1 – GENERAL DETAILS**

Aerodrome Name	
Aerodrome ICAO Designator	
Proposed Aerodrome Certificate Holder	

#### Application Point of Contact

Name	
Title	
Organization	
Phone Number	
e-mail address	

**Section 2 – SUPPORTING DOCUMENTS**  
*Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 3 explaining why.*

	Yes	No	N/A
Compliance Matrix			
Supporting Drawings			
Obstacle Limitation Surface Assessment			
Receipt for payment of Service Fee			

**Other Documents:**

**Section 3 – COMMENTS**

**Section 4 – DECLARATION**

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

*Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.*

**Name:**

**Title:**

**Signature:**

**Date:**

**A4 Application - Stage 3 – Operational Acceptance**

Complete the following form and attach supporting information. If there have been any changes to the information provided in the Stage 1 application please provide update and explanation as part of this application. In order to aid you through the certification process, please refer to national civil aviation regulation and guidance material.

**AERODROME CERTIFICATION STAGE 3 –  
OPERATOINAL ACCEPTANCE  
Section 1 – GENERAL DETAILS**

Aerodrome Name	
Aerodrome ICAO Designator	
Proposed Aerodrome Certificate Holder	

**Application Point of Contact**

Name	
Title	
Organization	
Phone Number	
e-mail address	

**Section 2 – SUPPORTING DOCUMENTS**

*Please indicate which of the following document are included as part of this application. If a required document is not included please include a comment in Section 4 explaining why.*

	Yes	No	N/A
Evidence all actions identified Assessment have been completed.			
Final Compliance Matrix			
As Built Drawing and Photographs			
Final Aerodrome Manual			
Completed Aerodrome Manual Checklist			
Evidence of other required approvals from National Authority			
Evidence of other required approvals from other authorities			

**Other Documents:**

Section 3 – KEY MANAGEMENT PERSONNEL					
<b>Accountable Manager</b>			<b>Key Person responsible for Aerodrome Safety</b>		
<i>Name</i>	<b>Telephone</b>		<i>Name</i>	<b>Telephone</b>	
<i>Title</i>	<b>Email</b>		<i>Title</i>	<b>Email</b>	
	<b>Post Holder?</b>	Yes No	<b>Post Holder?</b>	Yes No	
<b>Key Person responsible for day to day provision of Aerodrome Operations</b>			<b>Key Person responsible for rescue &amp; Firefighting Services</b>		
<i>Name</i>	<b>Telephone</b>		<i>Name</i>	<b>Telephone</b>	
<i>Title</i>	<b>Email</b>		<i>Title</i>	<b>Email</b>	
	<b>Post Holder?</b>	Yes No	<b>Post Holder?</b>	Yes No	
<b>Key Person responsible of Aerodrome Maintenance</b>			<b>Key Person responsible for Air traffic Services</b>		
<i>Name</i>	<b>Telephone</b>		<i>Name</i>	<b>Telephone</b>	
<i>Title</i>	<b>Email</b>		<i>Title</i>	<b>Email</b>	
	<b>Post Holder?</b>	Yes No	<b>Post Holder?</b>	Yes No	

**Section 4 – COMMENTS**

**Section 5 – DECLARATION**

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

*Note: It is an offence to make any false representation with intent to deceive, for the purpose of procuring the grant, issue, renewal or variation of an Aerodrome Certificate. A person found guilty of such an offence is liable to a fine on summary conviction and to a fine, imprisonment or both on conviction on indictment.*

**Name:**

**Title:**

**Signature:**

**Date:**