

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p style="text-align: center;">REPUBLIC OF NAMIBIA</p> <p style="text-align: center;">NAMIBIA CIVIL AVIATION AUTHORITY</p> <p style="text-align: center;">AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
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APPLICATION FOR AVIATION EVENTS AND CONTENTS OF AN AVIATION EVENT MANUAL

1. Aviation Events require thoughtful consideration to ensure that safety standards are set and maintained. The NCAA when considering an application for an Aviation Event, organised in terms of the Namibia Civil Aviation Regulations, shall take cognisance of the additional risk such events may present. This document serves to give an overview of guidelines the NCAA will consider prior to approving any aviation event.
2. Aviation Events require information on these to be published in the Integrated Aeronautical Information Packages and shall be published with sufficient detail to allow non-participating aircraft the opportunity to avoid the affected area. Where possible AIP Supplements and AICs should be published and complimented by NOTAM. A single NOTAM containing complex information on the various aspects should not be used as the primary means of notification of an Aviation Event.
3. Organisers of an Aviation Event are required to make application to the Executive Director prior to the event for approval. Applications to the NCAA for consideration shall be made as per the schedule detailed in Section 1.
4. The Organisation shall include in the application a detailed Events Manual that would describe as a minimum, each of the required areas in section 2 and indicate the controls that would be put in place from the organisers to ensure safety is maintained. The contents of the events manual listed in section 2 is a guideline of aspects the NCAA will require details on and shall be submitted as part of the application a minimum of 90 days' prior to the event. The NCAA will assess the aspects from the information given and verify with other sources if required before issuing a decision on the approval of the event.
5. It should be noted that events will not be approved unless the organisers can guarantee an acceptable level of safety will be maintained during the event and due consideration is given to the protection of:
 - a) Event Participants
 - b) Spectating Public
 - c) Non-participating public
 - d) Major Infrastructure
 - e) Environment
6. Aviation Events should also be organised to cause minimal disruption or nuisance to non-participating persons and ensure that where these may affect scheduled air traffic adequate flow measures have been incorporated into the planning of the event.

Section 1
Event Application Time-frames

For Airshows/Air-displays, Large Public Demonstrations and events where Airspace reservation is required.

- a) Minimum 150 Days prior to the event-
 - 1) Aviation Event Application Notification (Pre-application)
 - 2) Date(s) of Event
 - 3) Venue
 - 4) Type of Event
 - 5) Request for Airspace Reservations (i.e. controlled airspace/ AFIS etc. incl if ATC is required)
- b) Minimum 120 Days prior to the event-
 - 1) Aviation Event Application Form (FSS-GEN-074)
 - 2) Municipal, Property owner and/or land owner's signed permission letter
 - 3) Local Authority (Police/municipality) approval reference public risk categories, clearances and crowd management requirements for event.
 - 4) Nomination of Organiser's appointed Safety Staff (Flying Display Director [FDD]/Event Safety Officer etc.) and responsible person(s)

For events other than airshows and events where airspace reservation is not required

- c) Minimum 90 Days prior to the event
 - 1) Deadline to receive all of the above for non airshow or aviation events where airspace reservation is not required.
 - 2) Aviation Event Manual, organisers shall submit a detailed manual showing what measures will be in place to ensure safety at the event. The NCAA will use this manual in assessing the approval process Guidelines on areas to be addressed in the Manual are included in Section 2. Some aspects of this manual may be submitted at a later date as addendums, however no later than the deadlines defined below.
- d) Minimum 60 Days prior to the event
 - 1) Airside Emergency Response Plan including disaster management and evacuation plans
 - 2) Emergency Services Contracts and contact lists
 - 3) Insurance Schedules including participants public liability coverage (as applicable)
 - 4) Detailed Airside Operational Plan (prepared by FDD or Safety officer)
 - 5) Payment of the applicable fees for an Aviation Event (As Applicable)
- e) Minimum 30 Days prior to the event
 - 1) Provisional flying/display program
 - 2) List of participants names, display routines and aircraft types
 - 3) Pilot's briefings and safety minima
 - 4) Names and contact details and duties of all personnel associated with the event organisation and management.
 - 5) Airside Operations plan including amendments to the Emergency plan if made.
- f) Minimum 14 Days prior to the event
 - 1) Final Written confirmation of all safety standards
 - 2) Copies of participating display pilots licensing details (when special ratings are required i.e. aerobatic)
- g) Maximum of 30 Days post event
 - 1) A post event report that details the running of the event as well as any difficulties, incidents or non-standard operations that occurred as well as highlighting areas for improvement and recommendations for future events.

Section 2

Contents of an Aviation Event Manual

Applicants should include details of the following areas (as applicable to the event) in the submission manual. Some aspects (such as details of flying displays or crews) may be submitted at a later date or as an addendum to the submission.

- I. Introduction
 1. Rationale for the event
 2. Type of Organisation
 3. Regulatory Compliance
 4. Liaison with Authorities
 5. Authorisations etc.
- II. Event Organisational Personnel and Responsibilities
 1. Event Organisation Personnel
 2. Event Coordinators
 3. Flight Control Committee (If Required)
 4. Officials
 5. Flight Crew
- III. Detailed Plan and Description of Site identifying
 1. Event Location
 - a. Organiser's area of responsibility/jurisdiction
 - b. Geographical Information
 - c. Runway/Taxiway Information
 - d. Navigational Aids and Instrument approach Procedures available
 2. Site Assessment including
 - a. Description and Suitability of Surfaces for Landing/Take-off/Taxi/Parking
 - b. TORA/TODA/LDA/ASDA
 - c. Obstructions of Significance to Aviation incl masts, powerlines, bridges etc.
 - d. Proximity of Congested/Built up Areas
 - e. Proximity and direction of travel of Major Motorways/Arterial Roads/Railway Lines
 - f. Proximity of Sensitive Infrastructure (Power Stations/Schools/Hospitals/Statehouse/Houses of Parliament)
 - g. Proximity of Prohibited/Restricted/Danger Areas
 - h. Proximity of Controlled Airspace
 - i. Proximity of other Aerodromes/strips/launch sites etc.
 - j. Presence of Noise/Electronic sensitive areas (Livestock farming/Nursing Homes/Satellite tracking stations etc.)
 3. Manoeuvring Area Requirements
 - a. Aircraft Parking Areas
 - b. Aircraft Start, Taxi, Holding Areas
 - c. Emergency Vehicle Access routes
 4. Public Areas
 - a. Permitted Crowd Gathering Areas
 - b. Vehicle Areas
 - c. Entry Exit Routes (vehicle and pedestrian)
 - d. Control Measures, Security and Marshalling of Spectators
 - e. Public Address Systems
 - f. Emergency Assembly Points
 - g. Areas where non-paying spectators may assemble
 - h. Types and locations of Vendors on site (Gas cooking/Toy Balloon sales etc)
 - i. FOD and Waste Management
 5. Safety Requirements for Participants
 6. Fire Prevention Measures
 7. Details of Emergency Services Provided

8. Environmental Considerations (Wildlife reserves/ Contamination Risks etc.
- IV. Flight Requirements
 1. Airspace Requirements
 2. Allocation/Use of Radio Frequencies
 3. ATS Requirements
 4. Publication Requirements (AIP Sup, NOTAM)
 5. Display Box
 6. Display Lines/Axis Selection and Marking
 7. Boundaries of Display Area
 8. Minimum Heights / Hard-deck
 9. Maximum Speeds
 10. Crowd Lines
 11. Separation Distances
 12. Airborne Staging/Holding areas
 13. Weather Minima
 14. Flight Routes
 15. Competition Areas
 16. Recovery/escape routes/areas
- V. Details of Flying Programme(s) identifying
 1. the schedule of events
 2. the types of manoeuvres to be completed
 3. number of aircraft used in each event
- VI. Event Risk Assessment, identifying the perceived hazards of the Event and the associated Risk Control Measures to be introduced to mitigate these.
- VII. Aircraft Accident / Disaster Management Procedures

The above list of contents should not be seen as exhaustive and organisers may add additional section as seen fit for the event.