



Notice of Landing Area Proposal

Name of Proponent, Individual , or Organization <input type="checkbox"/> Check if the property owner's name and address are different than above, and list property owner's name and address on the reverse.	Address of Proponent, Individual , or Organization (Postal Address & Location Address)
<input type="checkbox"/> Establishment or Activation <input type="checkbox"/> Deactivation or abandonment <input type="checkbox"/> Alteration <input type="checkbox"/> Change of Status	} of
<input type="checkbox"/> Airport <input type="checkbox"/> Airstrip <input type="checkbox"/> Ultralight Strip <input type="checkbox"/> Heliport <input type="checkbox"/> Vertiport <input type="checkbox"/> Seaplane Base <input type="checkbox"/> Other (Specify)	

A. Location of Landing Area			
1. Associated City/Town	2. District/ Region (Physical Location of Airport)	3. Distance and Direction From Associated City or Town	
		Miles/Kilometres	Direction
4. Name of Landing Area	5. Latitude ° ' " N	6. Longitude ° ' "	7. Elevation

B. Purpose			
Type Use <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Private Use of Public Land	If Change of Status or Alteration, Describe Change	<input type="checkbox"/> Establishment or change to traffic pattern (Describe on reverse)	Construction Dates To Begin/Began Est. Completion

C. Other Landing Areas	Direction From Landing Area	Distance From Landing Area	D. Landing Area Data			Existing (if any)			Proposed		
			1. Airport, Seaplane Base, or Strip	Rwy #1	Rwy #2	Rwy #3	Rwy	Rwy	Rwy		
			Magnetic Bearing of Runway (s) or Sealane								
			Length of Runway (s) or Sealane (s) in Feet								
			Width of Runway (s) or Sealane in Feet								
			Type of Runway Surface (Concrete, Asphalt, Turf, Etc.)								
			2. Heliport								
			Dimensions of Final Approach and Take off Area (FATO) in Feet								
			Dimensions of Touchdown and Lift-Off Area (TLOF) in Feet								
			Magnetic Direction of Ingress/Egress Routes								

E. Obstructions		Direction From Landing Area	Distance From Landing Area	Type of Surface (Concrete, Turf, rooftop, Etc.)			Direction of Prevailing Wind
Type	Height Above Landing Area			3. All Landing Areas	Description of Lighting (If any)		

F. Operational Data					
1. Estimated or Actual Number Based Aircraft					
Airport, Airstrip, Seaplane base	Present (If est. indicate by letter "E")	Anticipated 5 Years Hence	Heliport	Present (If est. indicate by letter "E")	Anticipated 5 Years Hence
Multi-engine			Under 3500 lbs. MGW		
Single-engine			Over 3500 lbs. MGW		
Glider					

G. Other Considerations		Direction From Landing Area	Distance From Landing Area	2. Average Number Monthly Landings		
Identification				Present (If est. indicate by letter "E")	Anticipated 5 Years Hence	Present (If est. indicate by letter "E")
			Jet		Helicopter	
			Turboprop		Ultralight	
			Prop		Glide	
3. Are IFR Procedures For The Airport Anticipated						
<input type="checkbox"/> No <input type="checkbox"/> Yes Within _____ Years Type Navaid:						

H. Application for Airport Certificate		
<input type="checkbox"/> Has Been Made	<input type="checkbox"/> Will Be Made	<input type="checkbox"/> Not Required

I. CERTIFICATION: I hereby certify that all of the above statements made by me are true and complete to the best of my knowledge.		
Name, title (and address if different than above) of person filing this notice ----- type or print	Signature (in ink)	
	Date of Signature	Telephone No. (Precede with area code)

INSTRUCTIONS NOTICE OF LANDING AREA PROPOSAL

**As Used Herein, The Term "Airport" Means
Any Landing or Takeoff Area such as Airport, Airstrip, Heliport, Helistop, Vertiport, Gliderport, Seaplane
Base, Ultralight Flightpark, or Balloonport**

Ghana Civil Aviation Regulation Part 14 requires all persons to notify the GCAA at least 180 days before any construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. Notice is not required for the intermittent use of a site that is not an established airport, which is used for less than 1 year and at which flight operations will be conducted only under VFR. Intermittent use means the use of the site for not more than 1 day in any one week and for no more than 5 operations per day.

Required notice shall be submitted on this form from each person who intends to do anything under the following categories:

- 1 Construct or otherwise establish a new airport or activate an airport.
- 2 Construct, realign, alter, or activate any runway, or other aircraft landing or takeoff area of an airport.
- 3 Construct realign, alter, or activate a taxiway associated with a landing or takeoff area on a public-use airport.
- 4 Deactivate, discontinue using, or abandon an airport or any landing or takeoff area of an airport for a period of one year or more.
- 5 Deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport.
- 6 Change the status of an airport from private use (use by the owner or use by the owner and other persons authorized by the owner) to an airport open to the public or from public-use to another status.
- 7 Change status from IFR to VFR or VFR to IFR.
- 8 Establish or change any traffic pattern or traffic pattern altitude or direction.

The notice required shall be made by submitting this form to the GCAA. However, in an emergency involving essential public service or when the delay arising from the 180-day advance notice requirement would result in an unreasonable hardship, you may provide notice to the GCAA Office by telephone in lieu of submitting this form. The GCAA may require the subsequent submission of this form when necessary for safety or other reasons.

Section 14.1.9.1 of the Ghana Civil Aviation Regulation provides that any person who violates the above notice requirements shall be subject to a penalty of GH¢1000 for each violation.

GENERAL INSTRUCTIONS

- I. For any project falling in categories 1, or 2 above, complete all appropriate sections.
- II. For any project falling in categories 3, 4, or 5 above, complete sections A, B, D (if appropriate), and I.
- III. For status change (categories 6 or 7 above), from private use to public use or from VFR to IFR, complete sections A, B, E, G, and I. For all other changes, complete sections A, B, and I.
- IV. For traffic pattern establishment or change (category 8) completes all appropriate sections. Traffic pattern description should be entered on the reverse side of this form (GCAA /SRD/ASAS – 03)
- V. Express all bearings as magnetic and mileages as nautical.
- VI. **Please Print or Type All Items.**

Section A - Identify Reference Datum of Coordinates (WGS-84 or National datum)

Section B - If the airport is to be used by the owner only, or by the owner and persons authorized by the owner, check "private". If the landing and takeoff area of the airport is publicly owned and the operator is a non-government entity, then check "private use of public lands". If the airport is to be available for use by the general public without a requirement for prior approval of the owner or operator, then check "public". If necessary, use the reverse side of the form or a separate sheet of paper to describe changes or alterations.

Section C - Airport or seaplane base: List VFR airports and heliports within 5NM, and IFR airports within 20NM. Heliports: List VFR airports and heliports within 3NM and IFR airports within 10NM.

Section D - Attach a Survey of Ghana maps (scale of 1/2500 and 1/50000 each). Plot locations of facility to the nearest second, runway alignments, associated taxiways or sealane alignments on the map with scale of **1/2500**. When appropriate, use city map for heliports.

Section E - List and plot on **1/50,000** map any obstructions within: 3NM of a VFR airport or a seaplane base; 5NM of an IFR airport; or 5,000 feet of a heliport.

Section F - Self-explanatory.

Section G - List schools, churches and residential communities within a 2NM radius for airports and within a 1NM radius for heliports. List all waste disposal sites within a 5NM radius.

Section H - Self-explanatory.

Notification to the GCAA does not waive the requirements of any other government agency.

ADDRESS OF THE GHANA CIVIL AVIATION AUTHORITY

Submit your completed form to:

The Director General
Ghana Civil Aviation Authority
Private Mail Bag
Kotoka International Airport
Accra