



Brunei Department of Civil Aviation
Negara Brunei Darussalam
www.mtic.gov.bn/dca

ADR 019

Application Form for an Aerodrome Certificate
Version 1.0

For official submission by aerodrome operator



Foreword

This Application Form for an aerodrome certificate ADR 019 is issued by the Department of Civil Aviation to provide guidance to the applicant for the application of aerodrome certificate and should be used by the applicant, pursuant to Brunei Aviation Requirement, BAR 14 Vol. I – Aerodrome

Organisations shall use these guidelines to ensure compliance with the respective provisions of the relevant BAR's issued.

This manual may be updated from time to time based on suggestions received or to incorporate any changes in the guidance and procedures

Approved by:

.....
MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI

Acting Director of Civil Aviation
Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei Darussalam



(Date: 29 April 2024)



Application for an Aerodrome Certificate

1. An applicant for the grant or amendment of an aerodrome certificate shall apply to the Brunei DCA by supplying:

- (a) the applicant's name and address;
- (b) the aerodrome name and location;
- (c) the name and position of the accountable manager;
- (d) the Aerodrome Manual required by Chapter 2 paragraph 2.2;
- (e) evidence that the requirements in paragraph (b) have been met;
- (f) such other particulars relating to the applicant and the aerodrome as may be required by the Brunei DCA; and
- (g) Payment of any applicable fee required by the appropriate requirements (if applicable).

2. The applicant for an aerodrome certificate shall satisfy the Brunei DCA that:

- (a) the applicant and his/her staff have the necessary competence and experience to operate and maintain the aerodrome;
- (b) the Aerodrome Manual prepared for the aerodrome contains all of the relevant information;
- (c) the aerodrome facilities, services and equipment meet the required standards;
- (d) the aerodrome operating procedures ensure the safe operations of aircraft and/or the safety of air navigation;
- (e) acceptable safety and quality management systems are in place to ensure continued compliance with, and the adequacy of, the requirements of this BAR and the safe operation of the aerodrome;
- (f) appropriate arrangements are in place for the provision of:
 - (i) the Air Traffic Services;
 - (ii) the Aeronautical Information Service; and
 - (iii) the Meteorological Service
- (g) The Rescue and Fire Fighting Services provided for the aerodrome meet the requirements of BAR 14 Volume I – Aerodromes para 9.2.1 to 9.2.46.

3. An application form for an Aerodrome Certificate ADR 019 that shall be used by the aerodrome operator is shown below.



ADR 019	APPLICATION FORM FOR AN AERODROME CERTIFICATE
Version: 1.0	

Application for an Aerodrome Certificate

NOTES:

1. Please print, then complete in **BLOCK CAPITALS** using black or blue ink, sign and submit as instructed.
2. **Uncompleted application will be rejected** and the Authority will inform the Applicant accordingly.
3. This application **MUST be accompanied by a Ordnance Survey map, size A4**, showing by means of a red line the exact boundary of the proposed certificated area of the aerodrome or heliport, and its location with regards to local roads, towns and populous areas. This map will be a Schedule attached to the Certificate.

1. Particulars of the Applicant

NOTE: The intended certificate holder must be a legal entity. If the certificate holder is a group or club and is not incorporated, the name(s) of the person(s) who will hold the certificate and be responsible for giving effect to the conditions of the certificate should be stated.

Full Name of the Organisation:

Address:

.....

..... Postal Code:

Phone: Fax: E-mail:

Authorised Representative Full Name:

Position:

Phone: Fax: Email:

2. Particulars of the Aerodrome Site

(e.g Brunei International Airport)

Aerodrome Name:

Geographical Coordinates of the Aerodrome Reference Point (ARP): (in degrees, minutes and tenths of minutes and in WGS-84 format)

Latitude: Longitude:

ARP Elevation above mean sea level [meter]:

ARP Bearing and Distance from Nearest Town or Populous Area (in nautical miles):

(e.g NNW 3.2nm of Bandar Seri Begawan, East 0.5nm of Rimba Housing Area)

.....

3. Is the Applicant the Owner of the Aerodrome Site?

YES NO

If No, provide:

a) Details of Rights Held in Relation to the Site;

b) The period/ or dates Applicants holds these Rights; and

c) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome.



4. Details of Aerodrome (as required to be shown on the certificate)

(e.g already operating)

Intended commencement date of aerodrome operations:

(e.g open 24 hours 7 days)

Operating hours:

Type of aircraft to be operated at aerodrome: Aeroplanes Helicopters Others (specify):

.....

Largest type of aircraft expected to operate at aerodrome:

(e.g Code 4E)

Intended aerodrome reference code:

Intended type of runway: Non-instrument: Non-precision

Precision CAT I CAT II CAT III

Expected number of traffic movement per calendar month of heaviest aircraft.
[One movement is one take-off or one landing] : per month

5. Is the Aerodrome to be Used for Regular Public Transport Operations?

YES NO

6. Details of the Aerodrome (as required to be shown on the certificate)

Aerodrome Name:

Aerodrome Operator:

Aerodrome Address :

.....

.....

7. Aerodrome Manual

Has an Aerodrome Manual been submitted to DCA? (See Notes below) YES NO

If NO, please indicate below when this is likely to be submitted

.....

NOTES:

1 An aerodrome certificate will not be granted until a completed Aerodrome Manual has been received and accepted by the DCA Brunei Regulatory. The Aerodrome Manual should be submitted 1 softcopy (.pdf) to aerodrome.regulatory@dca.gov.bn AND 2 hardcopies to Director of DCA Brunei Regulatory.

2 Documentary evidence in support of all matters in this application may be requested.

8. AIP Requirements

NOTE:

The Aeronautical Information Publication (AIP) is identified as the publication used for the provision of aeronautical information/data necessary for the regularity and efficiency of air navigation. The holder of an aerodrome certificate should ensure that all information relating to the aerodrome and its facilities, which is significant for the conduct of flights to and from the aerodrome, is available to users of the aerodrome.



9. Key Management Personnel (please enter and complete the details when applicable)

<p>SECTION 9 TO BE COMPLETED BY ALL APPLICANTS</p> <p>The aerodrome's accountable manager:</p> <p>Name:</p> <p>Job Title:</p> <p>Telephone: E-mail:</p> <p>The person in charge of day-to-day operation of the aerodrome:</p> <p>Name:</p> <p>Job Title:</p> <p>Telephone: E-mail:</p> <p>The person responsible for aerodrome safety:</p> <p>Name:</p> <p>Job Title:</p> <p>Telephone: E-mail:</p> <p>Person responsible for overseeing the day-to-day provision of Rescue & Fire Fighting Services (RFFS):</p> <p>Name:</p> <p>Job Title:</p> <p>Telephone: E-mail:</p> <p>Provider of the Air Traffic Control Service:</p> <p>Name:</p> <p>Address:</p> <p>.....</p> <p>.....</p> <p>Person responsible for overseeing the day-to-day provision of the Air Traffic Control Service:</p> <p>Name:</p> <p>Job Title:</p> <p>Telephone: E-mail:</p>
--



10. Certification Declaration

Note: This application is to be signed by a person or persons authorised by the organisation named above to act on behalf of it. Evidence of the authorisation to act on behalf of the organisation should be provided with the application.

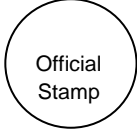
On behalf of the aerodrome operator shown above, I hereby apply for a certificate to operate the aerodrome.

My authority to act on behalf of the applicant is:

.....

.....

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.



Signed: Date:/...../.....

Full Name of person making the declaration:

Application for an Aerodrome Certificate – GUIDANCE NOTES

Information:

1. One(1) Softcopy (.pdf) AND two(2) hard copies of the aerodrome manuals, prepared in accordance with the regulations and commensurate with the aircraft activities expected at the aerodrome, are required as part of the application as instructed.
2. The application should be submitted to the Director of Department of Civil Aviation Brunei.
3. The fee of processing this application is currently not applicable until further notice.
4. Documentary evidence in support of all matters in this application may be requested.
5. For Air Traffic Permissions, Radio Licensing and Aerodrome Traffic Zone (ATZ), applicant should apply separately to the Director of Civil Aviation Department or other authorities.

Notes:

It is important that applicant answer all relevant questions as fully as possible as this will help to avoid delays in processing the application. Applicant’s responses to these questions should provide the DCA Brunei with the information it needs to give proper consideration to Applicant’s application.

It may be helpful to explain why this information is required. The DCA Brunei may grant a certificate only if it is satisfied that both the aerodrome and the applicant meet the safety-related requirements for certificate issue. This will involve an inspection and assessment of the aerodrome against internationally agreed criteria as laid out in Brunei Aviation Requirements, BAR 14 Volume 1 - Aerodromes and BAR 14 Volume 2 Heliports, appropriate to the nature and scale of operations proposed. The DCA Brunei also has to satisfy itself that the applicant is competent to provide a safe operating environment for aircraft.