

79



भारतीय विमानपत्तन प्राधिकरण
AIRPORTS AUTHORITY OF INDIA

DIRECTORATE OF AIR TRAFFIC MANAGEMENT

RAJIV GANDHI BHAWAN, NEW DELHI-110003

[File No. AAI/20012/131/2012-ARI (NOC)]

Doc. Id: ED/ATM/2013/2001201/ATMC/PROC

ATMC

AIR TRAFFIC MANAGEMENT CIRCULAR NO. 02 of 2013

Procedure for issue of NOC (No Objection Certificate for height clearance)

1. **Introduction**

1.1 No Objection Certificate (NOC) for height clearance is a legal document issued by Airports Authority of India on behalf of Central Government so that the airspace around aerodromes is maintained free from obstacles to permit the intended aeroplane operations at the aerodromes to be conducted safely and to prevent the aerodromes from becoming unusable by the growth of obstacles around the aerodromes.

2. **Purpose**

2.1 Purpose of this ATMC is to standardize the NOC issuing process and to apprise the personnel involved in the process about the various procedures to be followed prior to the issuance of NOC.

3. **Scope**

3.1 This ATMC is applicable to all ATM personnel handling NOC cases at Regional and Station level NOC cells. The General Manager (Aero-Region) at Regional NOC Cells and General Manager (ATM)/Joint General Manager (ATM)/Dy. General Manager (ATM) at station level NOC cells shall be the designated officers for handling NOC cases.

71

4. General Procedure

- 4.1 Colour coded zoning maps of the airports are being prepared for distribution to the Local/Municipal Body of the cities in which the airport is located. The Local/Municipal Body shall be empowered to sanction building plans as per their own building regulations/bye laws, up to the height as indicated in these colour coded zoning maps. The Local /Municipal Body shall **then** submit the **sanctioned** building plan to the designated officer of Airports Authority of India within a period of thirty days. **The Local/Municipal body will certify on the colour coded zoning map of AAI that the FSI/FAR of the sanctioned building plan is within the permissible height indicated in the map.** No Objection Certificate (NOC) for height clearance from AAI will not be required for such cases.
- 4.2 The procedure in Para 4.1 above shall be implemented in two phases. In Phase I airports of Delhi, Mumbai, Kolkata, Chennai, Guwahati, Ahmedabad, Bangalore, Nagpur and Hyderabad shall be covered. The remaining airports shall be covered gradually in Phase II.
- 4.3 a) An applicant will make a reference/representation to the designated officer/office of AAI for issue of NOC if the height of the proposed building exceeds the height indicated in the colour coded zoning map. This reference to AAI will be through the Local/Municipal Body responsible for approval of the building plans along with their recommendations justifying higher height for the building/structure. The designated officer/office, will analyze the details of the proposed building, hold discussions with the Local/Municipal Body with a view to explore the possibility whether No Objection Certificate (NOC) for the requested height can be granted for the proposed construction by changing the design/orientation of the proposed building so that it conforms to the existing regulations. If such a possibility does not emerge, the designated officer/office will either issue a NOC for the restricted height as per the criteria applicable-AGA/CNS/IAL in that surface or deny the NOC for the requested height.
- b) An applicant will make a reference/representation to the designated officer/office of AAI for issue of NOC if the site is located in approach, take off climb and transitional surfaces. The designated officer/office will issue a NOC for the height as per the criteria applicable-AGA/CNS/IAL in that surface.
- c) An applicant will make a reference/representation to the designated officer/office of AAI for issue of NOC if the site is located in the vicinity of airports yet to be covered in colour coding zoning maps. The designated officer/office will issue a NOC for the height as per the criteria applicable-AGA/CNS/IAL in that surface.

4.3 The Regional NOC cells and the station level NOC cells shall handle NOC cases of height of buildings, structures and masts. Accordingly the following NOC cells with their designated officers have been established:

Regional Level NOC Cell		Designated Officer
i)	RHQ, Delhi	General Manager(Aero) Northern Region
ii)	RHQ, Kolkata	General Manager (Aero) Eastern Region
iii)	RHQ, Chennai	General Manager (Aero) Southern Region
iv)	RHQ, Mumbai	General Manager (Aero) Western Region
v)	RHQ, Guwahati	General Manager (Aero) North East Region

Station Level NOC Cell		Designated Officer
i)	Ahmedabad	Jt. GM(ATM)/ Dy. GM (ATM)
ii)	Bengaluru	General Manager (ATM)
iii)	Hyderabad	General Manager (ATM)
iv)	Nagpur	Jt. GM(ATM)/ Dy. GM (ATM)

4.5 The online “No Objection Certificate Application System (NOCAS)” for buildings, structures and masts height clearances is accessible from AAI website www.aai.aero for submission of NOC application online. With this system, applicants will not only be able to apply online but also will be able to track the status of their applications. NOCAS carries out calculations w.r.t. AGA & CNS criteria to decide on the height clearance based on site location coordinates provided by the applicants. It is mandatory for the applicant to provide surveyed site coordinates in WGS-84 and site elevation from an agency authorized by a Govt. body. The applicants are first required to register themselves online and only thereafter they can submit their applications for NOC. On registering in NOCAS, an applicant User ID will be issued which can be used for future references including status check of the application. After submission of the online application, the applicant will take the printout of the application and forward the same to nearest airport along with the requisite hard copies of documents.

4.6 On receipt of the documents at respective airport, the concerned officer at the airport will scrutinise the NOC documents. In case of any non-compliance in the NOC application, intimation to the applicant will be forwarded online with the

details of discrepancies observed in the application. Applicant will then be required to submit the relevant documents to the airport in order to make the application acceptable for further processing.

4.7 The applications along with hard copies of documents received shall be forwarded by the airports to the Regional NOC Committee except for stations mentioned at Para 4.4 above. The concerned airport will also forward the application using NOCAS to the Regional NOC Cell.

4.8 The Regional/Station level NOC Committee will examine the case for issuance of NOC from AGA, CNS, IAL & planning point of view.

4.9 The NOC Committee at the Regional Level shall comprise the following:-

- i) General Manager (Aero), Region Designated Officer and Chairman
- ii) Jt. GM (N&S) /Dy. GM (N&S) Member
- iii) Dy. GM (IAL)/ SM(IAL) Member
- iv) Representative of Airport Operator as applicable Member
- v) Dy. GM (NOC) /Senior Manager (NOC) Member Secretary

4.10 The NOC Committee at the Station Level shall comprise the following:-

- i) General Manager (ATM)/Jt. GM(ATM)/ Dy. GM (ATM) Designated Officer and Chairman
- ii) Jt. GM (N&S) / Dy. GM (N&S) Member
- iii) Dy. GM(IAL)/ SM(IAL) Member
- iv) Representative of Airport Operator as applicable Member
- v) Senior Manager (NOC) / Manager (NOC) Member Secretary

Note 1: In case of non-availability of IAL representative at RHQ/Station level, a representative from Region/ CHQ shall attend the meeting.

Note 2: Dte of Aerodrome Planning. and CNS-P shall keep GM (NOC) CHQ, RHQ/Station updated about proposed extension of Rways or plan to relocate the Nav. Aids at the beginning of the year. Thereafter, revision in the plan, if any, shall also be intimated to CHQ/RHQ/Station concerned.

69

- 4.11 The site plotted on the grid map/zoning map of the aerodrome or on a map of suitably large scale and the site plotted by NOCAS for calculation of the permitted height needs to be checked for accuracy. Thereafter, the case will be put before the Committee to permit the proper examination in which PANS-OPS criteria shall also be considered.
- 4.12 To minimize the delay in issuing of NOC to the applicant, NOC Committee meeting shall be held regularly. The designated officer of AAI shall keep a close check on number of NOC cases received and disposed of. He will also ensure proper coordination with Local/Municipal bodies for NOC related issue & control of obstacles.
- 4.13 All the cases will be decided in accordance with the provision of Govt. of India, Ministry of Civil Aviation Statutory Order and any other instructions received from time to time.
- 4.14 RED/APD may constitute a Committee at Regional/Station Level for verification of proposed site with respect to site elevation and location.
- 4.15 Regional/Station Level NOC Committee shall be competent to issue NOC for permissible heights in their jurisdictions laterally up to 20 km. from ARP for aerodromes having non-instrument runway and up to 56 km. from ARP for aerodromes having instrument runway.
- 4.16 Where, the heights, otherwise permissible, impact/infringe applicable Minimum Sector Altitude (MSA), Minimum Holding Altitude(MHA), Minimum RADAR Vectoring Altitude (MVA), Minimum Altitude of Initial/Intermediate segment and OCA (Straight-in-and circling) of the published procedure in case of areas within the applicable OLS and impact/infringe procedure altitudes of STARS and SIDs or MSA, Minimum Altitude of Initial Approach and MHA of the Instrument approach procedures beyond the limits of OLS, Regional/Station Level NOC Committee should decide the case with the help of PANS-OPS expert.
- 4.17 Shielding benefit cases shall be dealt with at CHQ as per provisions of the S.O.
- 4.18 Following timelines shall be adhered to by the concerned for issue of NOC:-
- (i) Verification of applications by the Aerodrome-in-charge and forwarding to Regional NOC Committee. - within 7 days from the date of receipt of hard copy of application bearing the NOCAS ID number.
- (ii) Consideration by the Regional NOC Committee and communication of decision to the applicant. - within 4 weeks from the date of receipt of verified application from the Aerodrome-in-charge.

(57)

- (iii) Consideration by the Station level NOC cells and communication of decision to the applicant. within 4 weeks from the date of receipt of hard copy of application bearing NOCAS ID and documents.

4.19 It must be ensured that the decision, in respect of any application, is communicated to the applicant within a total period of 6 (Six) weeks from the date of receipt of application. Any attempt to delay the matters by raising frivolous or last minutes queries/observations shall be viewed seriously.

5. Appellate Committee

5.1 In case the applicant has not been issued NOC for the requested height by the designated officer of AAI, he/she can appeal to the Ministry of Civil Aviation against the order of the designated officer. An appellate body comprising

1) Joint Secretary (Airports) as Chairman;

2) Member (ANS), AAI, as Member

3) Joint DGCA (Aerodrome), as Member

shall consider the appeal and pass appropriate orders as deemed fit after following the laid down procedures for disposal of such appeals. The appeals shall be addressed to the Chairman, Appellate Committee, Ministry of Civil Aviation, Rajiv Gandhi Bhavan, Safdarjung Airport, New Delhi 110003. The NOC cell at CHQ shall process such cases for the Appellate Committee and provide technical assistance. A fee of Rs. 2 lakh plus applicable taxes is payable to Airports Authority of India for processing the case.

5.2 The decision of the Appellate Committee shall be final and binding on all concerned.

5.3 Following timelines shall be adhered to by all concerned in review cases:-

i) Filing of appeal by the applicant - Within 4 weeks from the date of decision by the designated officer.

ii) Processing by the NOC cell, CHQ before putting up to the Appellate Committee, Within 4 weeks of the date of receipt of the applicable fee of Rs. 2 lakh plus service tax, NOCAS ID, original documents from NOC cells at Regions or Stations and any other data/documents requested.

66

6. **Aeronautical Study**

- 6.1 If an applicant requests for the Aeronautical Study, the Appellate Committee may recommend Aeronautical Study based on the merit of the case, its primary importance and its effect on the safety and regularity of operations.
- 6.2 Aeronautical Study shall be undertaken by Airports Authority of India. A fee of Rs. 20 lakh plus applicable taxes is payable to Airports Authority of India for conduct of aeronautical study.
- 6.3 On completion of the aeronautical study, a report shall be submitted to the Appellate Committee and based on the directives of the Appellate Committee, an authorization letter shall be issued by CHQ to the concerned region/station for issue of NOC.
- 6.4 After Authorization letter from CHQ is received, the Regional/Station level NOC cell shall obtain requisite documents as mentioned in the letter, from the applicants before grant of NOC.
- 6.5 The aeronautical study for cases for which validity of NOC has expired will not be considered except after a revalidation process mentioned hereunder.
- 6.6 Aeronautical study will not be recommended in Approach surfaces and Transitional Surfaces of an airport.

7. **Proforma of NOC**

- 7.1 A No Objection Certificate (NOC) shall be issued in the prescribed format or may be generated through NOCAS and copy of the same should be sent to the Municipal Corporation/Committee of the City/Town by Registered Post.

8. **Validity of NOC**

- 8.1 The validity of NOC in respect of building/structure shall be FIVE years and the validity for Chimneys/Transmission Lines/Masts shall be SEVEN years from the date of issue.

9. **Revalidation**

- 9.1 If an applicant applies for revalidation within the validity period of NOC and major work of construction has been completed, the NOC may be revalidated for a period not exceeding three years for buildings / structure and five years for Chimneys / Transmission Line from the date of expiry of NOC. A detailed justification for not completing the construction within the validity period should be obtained from the applicant before revalidation. If the construction has not started, the applicant will have to apply afresh for NOC.

9.2 Cases of revalidation of NOC where height has been cleared after an aeronautical study shall be decided by the Executive Director (ATM).

10. Transferability of NOC

10.1 NOC is not transferable. However, in case of change of ownership of property NOC may be substituted in the name of lessee/owner for Reissue for the remaining time period.

11. Queries

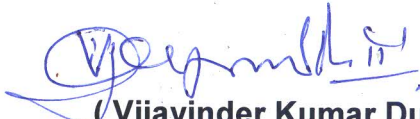
Any queries or further guidance required on the contents of this ATMC should be addressed to:

Executive Director [ATM]
Airports Authority of India
Rajiv Gandhi Bhawan
Safdarjung Airport
New Delhi-110003
E-mail: edatm@aai.aero

12 Validity

12.1 This ATMC will come into force on the date of issue. Action as per Para 4.1/4.2 should be completed within two months. Till such time that the colour coded zoning maps are ready and coordination between AAI and local/municipal bodies is established, the Regional and Station level NOC cells will continue to issue NOC in all such cases.

12.2 ATMC 6 of 2012 is hereby cancelled.


(Vijayinder Kumar Dutta)
EXECUTIVE DIRECTOR [ATM]
AIRPORTS AUTHORITY OF INDIA

Dated: