

**AIRPORTS AUTHORITY OF INDIA  
RAJIV GANDHI BHAWAN  
SAFDARJUNG AIRPORT, NEW DELHI-110 003.**

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**DIRECTORATE OF AIR ROUTES & AERODROMES  
(F.NO.AAI/20012/MISC./2008-ARI)  
DARA CIRCULAR NO. 2/2008**

**PROCEDURE FOR ISSUE OF NOC**

The following procedures shall be followed for handling of NOC cases. Regional Headquarters (RHQ) /Stations where the NOC Cell have been established shall handle the NOC cases of Buildings and Structures. Accordingly, the following NOC Cells are authorized to examine and issue NOC.

1. **Regional Level**
  - 1.1 RHQ, Delhi
  - 1.2 RHQ, Kolkata
  - 1.3 RHQ, Chennai
  - 1.4 RHQ, Mumbai
  - 1.5 RHQ, Guwahati
2. **Station Level**
  - 2.1 Ahmedabad
  - 2.2 Bangalore
  - 2.3 Hyderabad
  - 2.4 Nagpur
3. The applicant shall submit the Application for NOC on prescribed form (APPENDIX-1). The applicant will provide the exact location of the proposed construction on the grid map / zoning map of the concerned aerodrome along with the coordinates in Everest as well as WGS-84 system. The Applicant shall be responsible for the correctness and integrity of site data furnished in the application. The applicant shall also submit an undertaking to the effect that the data furnished in the application is correct in all respect and in case at any stage the data provided by the applicant is found to be incorrect, the NOC issued shall automatically stand cancelled. The application should be accompanied by the site elevation of the proposed construction duly verified by the Local Authorities.
  - 3.1 The applications received shall be verified by the Aerodrome-in-Charge before forwarding to the Regional NOC Committee except for stations mentioned at para 2

above. The applications submitted by the parties will be considered by the Regional NOC Committee at the Regional Headquarters or at the concerned aerodrome, as the case may be.

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

i)	General Manager (Aerodrome-Region)/ Jt.GM/DGM (ATM Region)	Chairman
ii)	Jt. GM/DGM (ATM Region)	Member
iii)	Jt.GM/DGM (N&S)	Member
iv)	Dy.GM (IAL)/SM(IAL)	Member
v)	Representative of Airport Operator as applicable	Member
vi)	Sr. Manager / Manager NOC	Member Secretary

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

i)	General Manager (Aerodrome)/ Jt.GM/DGM(ATM)	Chairman
ii)	Jt. GM/DGM (ATM)	Member
iii)	Jt.GM/DGM (N&S)	Member
iv)	Dy.GM (IAL)/SM (IAL)	Member
v)	Representative of Airport Operator as applicable	Member
vi)	Sr. Manager / Manager NOC	Member Secretary

Note 1 : Official deployed in the NOC Cell shall be trained for at least one week at CHQ in NOC Cell for clear understating and application of Annex 14 surfaces and Annex 10 criteria as applicable.

Note 2 : In case of non-availability of IAL representative at RHQ/Station level, a representative from CHQ shall attend the meeting.

Note 3 : Dte of PIng. and CNS-P CHQ shall keep RHQ/Station updated about proposed extension of RWYS 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 RHQ/Station concerned.

4. The site shall be plotted on the grid map/zoning map of the aerodrome and the calculations for the permitted height made from the Annex 14 as well as CNS criteria. Thereafter, the case will be put before the Committee to permit the proper examination in which PANS-OPS criteria shall also be considered. The minutes of the discussions will be recorded in a prescribed Performa. The Member Secretary will assist the Committee in conduct of the meeting.

5. The Committee will generally meet once in every week or on need basis as decided by the Chairman of the Committee.
6. The applicant or their Architect can be heard by the Committee if they so desire, but they should not be permitted to be present at the time of deliberations and recording of the minutes.
7. All the cases will be decided in accordance with the provisions of **S.O.1589(E)**, as amended from time to time.
8. Prior to finalization of the case, AAI officers may enter into necessary correspondence for seeking additional information and clarifications from the applicants if so required. A proper record of the same shall be kept.
9. RED/APD may constitute a Committee at Regional/Station Level for verification of proposed site.
10. Regional/Station Level NOC Committee shall be competent to issue NOC for permissible heights, in all cases, both within the applicable Obstacle Limitation Surfaces (OLS) as well as beyond the limits of OLS.
11. 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; or MSA, Minimum Altitude of Initial Approach and MHA of the instrument approach procedures beyond the limit of OLS, Regional/Station Level NOC Committee should decide the case with the help of PANS-OPS expert requisitioned from CHQ.
12. Following timelines shall be strictly adhered to by all concerned for issue of NOC:-
  - (i) Verification of applications by the - within 7 days from the date of Aerodrome-in-charge and forwarding to receipt of application Regional NOC Committee.
  - (ii) Consideration by the Regional/Station Level - within 4 weeks from the date of NOC Committee and communication of receipt of verified application decision to the applicant from the Aerodrome-in-charge.

It must ensured that the decision, in respect of any application, is communicated to the applicant within a total period of 5 (five) weeks from the date of receipt of application. Where any clarifications etc. have been sought from the applicant while processing the application time taken by the applicant in furnishing his response shall be excluded from the time limits specified above. However, it will be the responsibility of the Aerodrome-in-Charge/the Member-Secretary of the NOC Committee, as the case may be, to ensure that only relevant and substantial queries/observations are raised with the applicant. Any attempt to delay the



matters by raising frivolous or last minute queries/observations shall be viewed seriously.

13. **APPEAL MECHANISM.**

Where an applicant is not satisfied with the decision made by the Regional/Station Level NOC Committee, he may make an appeal to the Appeals Committee. NOC Cell at CHQ shall process such cases and submit the same for the decision of the Committee, consisting of the following:

- i) Jt. Secretary(i/c of AAI, Ministry of Civil Aviation - Chairperson
- ii) Member(OPS), AAI
- iii) ED(ATM), AAI
- iv) Director(Aerodrome Licensing), DGCA

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

14. Following timelines shall be adhered to by all concerned in appeal cases:

- (i) Filing of appeal by the applicant. - within 4 weeks from the date of receipt of the decision of Regional/Station Level NOC Committee.
- (ii) Consideration by the Appeals Committee and Communication of decision to the applicant. - within 6 weeks from the date of receipt of appeal and clarification, if any, which may be required from the applicant.

15. **PROFORMA OF NOC**

A **No Objection Certification (NOC)** shall be issued in the prescribed form and copy of the same should be sent to the Municipal Corporation/Committee of the City/Town by Registered Post.

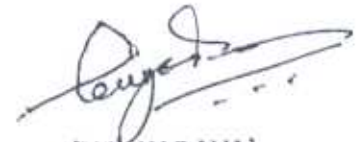
**VALIDITY OF NOC**

- 16. The validity of NOC in respect of building/structure shall be **FIVE** years and the validity for Power Projects/Chimneys/ Transmission Lines shall be **SEVEN** years from the date of issue.
- 17. If the building/structure/Power Project/Chimneys/Transmission Lines is not completed within the period quoted above, the NOC will be treated as cancelled and the applicant will be required to obtain fresh NOC/submit fresh application.
- 18. NOC is not transferable. However, in case of change ownership of property NOC may be substituted in the name of lessee/owner for Reissue.

## COMPUTERISATION

19. Digitized zoning maps of each of the operational airport shall be prepared and loaded on website of AAI ([www.aai.aero](http://www.aai.aero)). It will be the responsibility of the NOC Cell, CHQ to ensure that such zoning maps are available on the AAI website latest by 1<sup>st</sup> July, 2008.
20. A procedure for online submission of NOC applications shall be devised by the AAI CHQ. This procedure should also enable the applicant to ascertain online status of the application. This procedure should be implemented latest by 1<sup>st</sup> September, 2008.

*This supersedes DARA Circular No. 5/2004 and DARA Circular NO.7 of 2006.*



[V.K. YADAVA]  
EXECUTIVE DIRECTOR (ATM)  
for Airports Authority of India

Date: 30.07.2008

DISTRIBUTION:- As Per Standard List

~~REGULATIONS GOVERNING THE CONSTRUCTION OF BUILDINGS AROUND AIRPORTS~~  
AIRPORT

APPLICATION FOR NO OBJECTION CERTIFICATE (NOC) FOR CONSTRUCTION  
OF BUILDING/STRUCTURES AROUND AIRPORTS.

(Please see overleaf for guidelines for filling the application and the documents to be submitted)

1. Name of the applicant :
2. Name of the airport for which NOC pertains to :
3. Address for communication :
4. Details of the site  
a) Plot No./Survey No. :  
b) Six digit Geo Coordinates of this site (in case of Mast/Chimney) and Six Digit Geo Coordinates of the perimeter of the site(in case of Building) with Reference Datum, Everest or WGS 84 :  
Village or Town/Taluk :  
District/State :
5. Type of structure proposed to be constructed (House/Factory/ Chimney/ Overhead Water tank etc.) :
6. Location of the site :  
(Distance and direction from the central point of runway, coordinates preferred)
7. Elevation (reduced level AMSL) of the site :
8. If the structure proposed is a factory, type of fuel proposed to be used in the furnace be given :
9. Elevation (reduced level AMSL) of the highest point of the building/structure proposed :
10. Ownership of the site : Self owned/leased/corporate body/ society.  
(Strike out whichever is not applicable)

Certified that the information given above is correct to the best of my knowledge. The required drawing/certificates/documents duly certified are enclosed.

Signature of the applicant with date.



**GUIDELINES FOR FILING THE APPLICATION FORM AND THE DOCUMENTS TO BE SUBMITTED**

1. The application completed in all respects should be submitted to the in-charge of the airport, Airports Authority of India for which the NOC pertains (Nearest airport).
2. The location plan of scale 1:8000 clearly highlighting the site of proposed structure with reference to the airport concerned and duly approved and authenticated by the municipal authorities/Urban Development authority /any other authorized agency.
3. Architectural drawings of plan and elevation including site plan with dimensions of the proposed structure or alterations indicating clearly the heights above the ground level/mean sea level.
4. A certificate authenticating the site elevation from the Municipal authorities/corporation of the area or from the central/State PWD or MES or concerned district authorities.
5. The following undertakings are to be submitted in the prescribed proforma on a non-judicial stamp paper of Rs.10:-
  - i) Undertaking for not installing any superstructures above the duly authenticated submitted drawing not commencing construction on the proposed site before grant of NOC and for not making complaints/compensation demands against aircraft noise, vibrations, damages etc., due to aircraft operation at and in the vicinity of the airport. (Form-IA).
  - ii) Undertaking for no causing smoke hazard, if the application is for industrial units/factory/chimneys (Form IB)
6. Under Sl. No.10 of the application form,
  - i) If the site belongs to Airports Authority of India and leased, the reference of AAI letter number to be indicated and enclose a copy of the AAI's lease order.
  - ii) If the site is leased from other parties, a copy of the lease agreement to be attached with the application.
7. If the application for NOC is for alternations/modifications of existing structure, a copy of earlier NOC for original structure is to be enclosed.
8. The sectional and elevation drawings should include all installations planned above the structure such as radio/television aerial/mast, lightning arrester, vent pipes, overhead water tanks and attachments on superstructure of any description.
9. Zoning maps for some of the AAI airports are available and can be obtained on payment.
10. Application form with all the above documents are to be submitted in quadruplicate (One Original and Three Copies).

UNDERTAKING

I/We \_\_\_\_\_ the applicant(s) for the proposed construction at \_\_\_\_\_ do hereby undertake:-

1. Not to commence the proposed construction before grant of NOC by Airports Authority of India.
2. Not to complaint/claim compensation against aircraft noise, vibrations, damages etc. to me/us or to the occupants of the proposed construction due to aircraft operations at or in the vicinity of the airport.
3. That no radio/television aerial, mast, lightning, arresters, vent pipes, overhead water tanks and attachments of any description will project on super structure, which are no indicated in the submitted drawings.

Signature of the applicant with date

Signature, Name and Address of witnesses:

1)

2)

Dated:



UNDERTAKING

I/We \_\_\_\_\_ the applicant(s) for the proposed construction at \_\_\_\_\_ do hereby undertake:-

1. That I will use oil fired, electric furnace or any other type of fuel in my factory/industrial unit that will not cause smoke hazards (applicable to industrial units and chimneys located within 8 Km of Airport)

Signature of the applicant with date

Signature, Name and Address of witnesses:

1)

2)

Dated: