

NOTAM Data Quality Requirements for Aeronautical Data Originators (ADO)

Manual

C-MAN0264

Version 1

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1 Purpose

The purpose of this document is to assist NOTAM Originators in meeting the Data Quality Requirements (DQR) to provide Aeronautical Data/NOTAM. The DQR will enable NOTAM originators to provide Aeronautical Data in a controlled/standardised manner. The DQR for NOTAM forms part of the Data Product Specification that all NOTAM Originators must have in place, this is provided by Airservices.

2 NOTAM Office contact details

2.1 Advice of errors

Due to the volume of correspondence received by the NOTAM Office, users are urged to notify us of corrections or suggestions to this specification via email to:

nof@airservicesaustralia.com.

2.2 Email, telephone and fax

Email (preferred): nof@airservicesaustralia.com

Telephone: 02 6268 5063

Fax: 02 6268 5044

2.3 Mailing address

ATTN: NOTAM Office

Airservices Australia Network Coordination Centre

GPO BOX 367

Canberra ACT 2061

3 Definitions

Within this document, the following definitions apply:

Term	Definition
AD	Aerodrome
AIS	Aeronautical Information Service
AIM	Aeronautical Information Management
AIP	Aeronautical Information Package
AIP SUP	Aeronautical Information Package Supplement
ARFF	Aerodrome Rescue and Fire Fighting Service
ARO	Aerodrome Reporting Officer
AVM	Abrupt Vertical Manoeuvres
BoM	Bureau of Meteorology
CASR	Civil Aviation Safety Regulation
CASA	Civil Aviation Safety Authority
DAH	Designated Airspace Handbook
DAP	Departure and Approach Procedures
DPS	Data Product Specification
DQR	Data Quality Requirements
ERSA	En Route Supplement Australia
EST	Estimated
FIR	Flight Information Region
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organisation
LJR	Low Jet Route
MATS	Manual of Air Traffic Services
MOS	Manual of Standards Part 139 - Aerodromes
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigation Aid
NBC	NOTAM Office, Briefing Office and Communications Centre
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOTAM	Notice to Airmen
OAR	Office of Airspace Regulations
RPA	Remotely Piloted Aircraft

Term	Definition
RPAS	Remotely Piloted Aircraft System
UA	Unmanned Aircraft
UAV	Unmanned Aerial Vehicle
UTC	Coordinated Universal Time

4 Requesting a NOTAM

4.1 NOTAM requests

NOTAM requests are to be submitted to the NOF via email. NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

4.1.1 NOTAM request form

All written NOTAM requests must be submitted on the latest version of the NOTAM request form, available on the Airservices website:

1. Go to the Airservices Australia website
2. Select 'Flight Briefing' from the menu
3. Select 'NOTAM originator'
4. Select the NOTAM Request Form, or follow the link:
<http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>

4.2 Authorised originators

A NOTAM may be requested by any of the following authorised originators who have provided a valid Data Product Specification.

- Approved CASA officers
- Airservices officers as specified in the Manual of Air Traffic Services
- Military airspace and airfield authorities
- Aerodrome proprietors and their approved representatives
- Bureau of Meteorology (BoM) representatives
- Individuals or organisations authorised in writing by CASA to originate NOTAM in relation to matters related to their operations. For further information contact the NOTAM Office.

4.3 Notification times

When requesting a NOTAM, the following times should be allowed (where practicable) for the NOTAM to be processed and issued by the NOF:

- immediately in emergency situations
- eight hours for airspace published in DAH and by AIP Sup e.g. military exercises
- 48 hours from receipt by the NOF for information regarding scheduled maintenance or changes to a facility, service or aerodrome.

Non-urgent NOTAM will be processed and issued in the order they are received which may at times result in delays during busy periods.

4.4 Verifying information

The NOTAM Office will contact the NOTAM originator in the following situations:

- if a NOTAM is to be published with substantive differences from the way it was requested. This does not include minor changes such as abbreviations or changing the order of the information for standardisation purposes.
- where the information or the intent of a NOTAM request differs from or cannot be verified within an official document
- when the request comes from an unauthorised originator
- when a NOTAM with an estimated (EST) end time has reached that time without further notification from the originator about whether it should be extended or cancelled
- when there are errors in the NOTAM request, including but not limited to; incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

4.5 Checking NOTAM

The *Manual of Standards Part 139 – Aerodromes* (Civil Aviation Safety Authority 2017) 10.3.2.5 states- “after making a request to the NOF for a NOTAM, the reporting officer must obtain a copy of the subsequent NOTAM, in order to check the accuracy and to keep a record of its issue”.

All NOTAM will be available via NIS after submission by the NOTAM Office and any discrepancies must be raised with the NOTAM Office, by phone, as soon as the error has been discovered.

5 NOTAM conventions

5.1 ‘NOT AVBL’

The convention in Australian NOTAM is to use the phrase ‘NOT AVBL’ rather than ‘U/S’ (unserviceable) or ‘CLOSED’.

This prevents confusion by informing pilots not to use a facility even if it appears to be working, as it may not be working correctly.

The term ‘closed’ is used in the AD MOS to refer to a facility which is closed permanently, hence the term ‘NOT AVBL’ is used in NOTAM instead to refer to short-term closures.

5.2 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the Aeronautical Information Publication (AIP) GEN 2.2 – General and Meteorological Abbreviations.

Abbreviations marked with ‘●’ must not be used in NOTAM which are promulgated internationally. If you are unsure of your aerodrome’s distribution status please contact the NOTAM Office.

The AIP GEN abbreviations are updated every three months and should be checked on a regular basis.

5.3 Latitude and longitude

Any latitude and longitude positions used in a temporary NOTAM should be in the following format: S31 27.9 E115 51.8 (degrees, minutes and tenths of a minute).

Latitude and longitude positions that amend the AIP (permanent NOTAM) should be in the following format: S37 40 24.07 E144 50 36.25 (degrees, minutes, seconds and 100th of an arc second).

5.4 Units of measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal Distance:
 - Nautical Miles (NM) - usually used for distances greater than 2nm
 - Shorter distances: meters (M)
- Vertical distance (altitudes, elevations and heights): feet (FT)
- Bearings (from an AD or navaid): degrees magnetic (MAG)
- Weight (Mass): Metric tonnes or kilograms (KG)

5.5 Cross referencing

A NOTAM will not be issued containing a reference to another specific NOTAM number. This is because if the original NOTAM is reviewed or cancelled, then the NOTAM number will change and the NOTAM referring to it will no longer be correct. Where cross-referencing between NOTAM is deemed necessary, the phrase ‘SEPARATE NOTAM REFERS’ will be used.

NOTAM will not be issued containing a reference to a date and/or page number of ERSA or DAH as these documents are replaced in full when a new version is published, so date/page references will no longer be accurate.

NOTAM may be issued with date and/or page reference for DAP and AIP as these are updated on a page-by-page basis.

5.6 Distribution criteria

All domestic NOTAM issued will be held in the Australian NOTAM database and can be accessed via NIS.

Some NOTAM will also be distributed to international NOTAM offices and accessed by international pilots flying to or through Australian airspace.

NOTAM sent internationally are as follows:

- PRD NOTAM activating airspace higher than FL245 or below FL245 if affecting international routes.
- FIR NOTAM affecting controlled airspace or airspace within 10 NM of an international aerodrome or international alternate aerodromes (as per AIP).
- AD NOTAM issued on international aerodromes or international alternate aerodromes (as per AIP).
- NAVAID NOTAM for nav aids which are used on international routes.

6 NOTAM types

The different types of NOTAM are identified by the following suffix; 'N' (New), 'R' (Replacement) and 'C' (Cancellation).

6.1 NOTAMN

A NOTAMN is when a NOTAM is first issued. A NOTAMN should be requested if the NOTAM is regarding an event for which there is no current NOTAM.

6.2 NOTAMR

A NOTAMR (Replace) allows an existing NOTAM to be amended. A NOTAMR should be used when a NOTAM which has already been issued needs to be extended, reduced or amended, rather than a new NOTAM being created.

When reviewing a current NOTAM ensure the intent of the NOTAM does not change. NOTAMR are only to be used when amending a facility status or validity times; there should be no substantial changes to the Subject, Status or NOTAM Summary. If the facility is being amended, users must 'Cancel' and issue a 'New' NOTAM.

IMPORTANT – a NOTAMR will **immediately** replace your current NOTAM.

If your NOTAM is active or future dated, immediate changes to the content, start time or finish time are permitted.

6.2.1 Reviewing NOTAM with activation/daily periods

If you wish your NOTAM to remain active but **change content at a future point in time**, you must first amend the original NOTAM to self-cancel at that point in time and then you may originate a second NOTAM with details for the new period of activity.

6.3 NOTAMC

NOTAMC (Cancel) allows an existing NOTAM to be cancelled. Any NOTAM which is no longer required must be cancelled with a NOTAMC.

A NOTAM can only be cancelled with immediate effect. If you require a NOTAM to be cancelled at a future time, a NOTAMR should be originated with a confirmed finish time in the C) field.

7 NOTAM locations

7.1 Aerodrome (e.g. YBBN, YSCB)

A full NOTAM service is provided for certified aerodromes, registered aerodromes, military aerodromes, certain other aerodromes regulated under CASR Part 139.D and specialised helicopter operations with published terminal instrument flight procedures under CASR Part 173.

A NOTAM will be issued on an aerodrome if:

- it is about a facility, event or hazard that has a direct effect on aerodrome operations (generally within 5 NM of a full NOTAM service aerodrome), on the ground or within the airspace associated with that aerodrome
- limited information is published in ERSA for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for changes to:
 - NAVAID, CTAF or ATS frequencies when requested by the service provided or CASA
 - special procedures when requested by Airservices or CASA
 - MET facilities/services as requested by the BoM.

When an aerodrome NOTAM is required it will be raised on the location if the aerodrome has an AVFAX code listed in ERSA, or on the appropriate Flight Information Region (FIR) if the location does not have an AVFAX code.

7.2 NAVAID (e.g. 'BN', 'CB')

NAVAID NOTAM requests are submitted by Airservices with the exception of privately owned NAVAIDs.

NAVAIDs not co-located with an aerodrome will be issued on the NAVAID location.

7.3 Restricted or danger area (e.g. R520A, R628ABC)

A NOTAM will be issued on an individual Restricted or Danger Area number if that area is not associated with a Military Airspace Group and if that area is being:

- activated
- deactivated (if published H24)
- there is a hazard occurring within it.

Note: These NOTAM must only be requested by the airspace authority. Temporary restricted or danger areas requests must be authorised by CASA Office of Airspace Regulations (OAR) before submission to the NOTAM Office.

7.4 Military airspace group (e.g. AMX, ESX)

A NOTAM will be issued on a military airspace group if a restricted or danger area within that group is being:

- activated
- deactivated
- there is a hazard occurring within in.

Note: These NOTAM must only be requested by the airspace authority.

7.5 FIR (e.g. YBBB, YMMM)

A NOTAM will be issued on a single FIR if it refers to a:

- location (aerodrome or navigational aid) without a full NOTAM service that does not have an AVFAX code but which meets NOTAM origination criteria
- hazard occurring more than 5 NM from an aerodrome
- hazard for which an aerodrome NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overheard or nearby not using the aerodrome. This is generally determined by CASA or Airservices.

7.6 Dual FIR (e.g. YMMM/YBBB)

A NOTAM will be issued as a dual FIR NOTAM if the conditions for an FIR NOTAM are fulfilled, and the hazard or facility extends across the FIR boundary and the affected QNH areas are shared by the boundary.

7.7 Multiple FIR

A NOTAM will be issued on both FIRs (YMMM and YBBB) if the conditions for an FIR NOTAM are fulfilled, and the hazard or facility extends across the FIR boundary, but the affected ANH areas are not shared by the boundary.

7.8 Head Office

A NOTAM will be issued as a Head Office NOTAM if it refers to procedures, rules or updates relevant to all pilots in Australian airspace.

Head Office NOTAM are requested by Airservices and Military Aeronautical Information Management (AIM) only.

8 NOTAM times

All NOTAM are published in UTC (Zulu) time. UTC is the preferred convention as it decreases the likelihood of errors during the conversion process.

If a NOTAM request is made using local time (not preferred), this must be clearly marked on the NOTAM request form, including which time zone has been used. If a different time convention has been used on the form, the NOTAM Office will convert it to UTC before issuing.

Extra care should be taken during daylight savings periods. Refer [Time Conversion Chart](#).

Note: NIS does not automatically convert local time to UTC. However, there is a utility in NIS that allows a user to manually convert local date/time for various time zones within Australia to UTC date/time. Refer to NAIPS Internet Service Authorised NOTAM Originator User Guide for more information.

8.1 Time format

In Australia the format for all times in NOTAM is as a 10-figure date/time group YYMMDDHHMM, where YY is the year, MM is the month, DD is the date and HHMM is the time (hour and minute) in 24 hour UTC format.

Days of the week are referenced in Australian NOTAM as the 'Local Day'. E.g. MON-WED 2300-0900 means the NOTAM is active for three days (MON, TUE and WED) from 2300z in the morning until 0900z in the afternoon on each day.

Note: The use of the times **xx59** and **xx01** in NOTAM can create an anomaly within the Air Traffic Control systems. For example; a NOTAM that finishes at 2359 will be removed from the ATC systems at 2359 and 01 second, **not** at 2359 and 59 seconds. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.

8.2 Maximum time

The maximum time that a NOTAM may be issued is for **three months**. If it is expected that a NOTAM will be needed for longer than three months, it should be issued with an estimated finish time. If the time is expected to go significantly beyond three months, consideration should be given to issuing a Permanent NOTAM (refer [Permanent NOTAM](#)).

8.3 Permanent NOTAM

A permanent NOTAM will be issued when the content is to be incorporated into the AIP and **can only be issued by the AIP Responsible Person – Aeronautical Data Originator**.

If a NOTAM is issued to advise of a permanent change, the 'Permanent' box should be selected instead of an end time being specified. The NOTAM will be published with PERM in the C) field instead of a time.

The NOTAM will remain in existence until it is incorporated into the appropriate documentation, then it will be cancelled by the NOTAM Office. No further notification from the originator is required.

To reduce the amount of NOTAM appearing in pilot briefings, if an estimated NOTAM is expected to continue for a long period of time (i.e. 1+ years), consideration should be given to submitting a PERM NOTAM and having the information incorporated into ERSA. Once the event has been resolved a second PERM NOTAM can be issued removing the information from ERSA.

Note: This is not appropriate for NAVAID or frequency NOTAM unless they are being decommissioned due to the potential impact on AIP charts and instrument approaches.

8.4 Daylight saving time

Daylight Saving Time is observed in the Australian summer in some Eastern and Central time zones. Care must be taken to ensure that times are correct for NOTAM that will be active over the time change.

A Head Office NOTAM will be issued prior to the changeover to Daylight Saving Time to notify of the exact date and time (in UTC) that it will come into effect.

9 NOTAM request fields

9.1 Contact details

These are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM. Refer to [Verifying Information](#) for further information.

9.2 Field A) (location)

This is the location under which the NOTAM will be issued. Refer [NOTAM Locations](#) for more information.

9.3 NOTAM type (form only)

NOTAMN, NOTAMR or NOTAMC. Refer [NOTAM Types](#) for more information on which type of NOTAM you require depending on what you need to achieve.

NOTAM to be reviewed or cancelled can be found in the Active NOTAM Directory.

9.4 Mandatory fields

- For NOTAMN: Fields A), B), C) and E) are mandatory
- For NOTAMR: Fields A), B), C) and E) are mandatory
- For NOTAMC: Fields A), B) (WIE, and E) are mandatory.

9.5 Field B) (commencement time)

The B) field in a NOTAM is the time at which the NOTAM comes into effect. The time in the B) field must be WIE (with immediate effect) or in the future, NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately or as soon as possible, WIE may be selected on the NOTAM request form instead of specifying a time. In this case the NOTAM Office will issue the NOTAM as soon as they are able to and the published NOTAM will list the issue time as the start time in the B) field.

In rare circumstances, advance notice is required when the occurrence will become effective at a time in the future. In this case, enter the filing time in the B) field and commence the E) field with the abbreviation WEF (with effect from) and the implementation date/time e.g. WEF 1805181600.

If you originate a NOTAMR and amend the B) field to a future time, the current NOTAM will cease to exist as soon as the NOTAMR is issued. Refer [NOTAMR](#) for further information.

9.6 Field C) (finishing time)

This is the time at which the NOTAM will cease. If the end time of the NOTAM is known, this should be entered into the C) field which will be a confirmed finish time unless the 'EST' is specifically selected. The NOTAM will be published with the 10-figure date/time group in the C) field.

If the end time of the NOTAM is not known, or the NOTAM is for a period of more than three months, an end time within three months must still be entered in the C) field and the box marked 'Estimated' should be selected. The NOTAM will be published with the 10-figure date/time group in the C) field followed by 'EST' for estimated. Refer [C\) Field – Estimated \(EST\)](#) for more information regarding NOTAM with an EST finish time.

A permanent finish time should only be used when the content is to be incorporated into the AIP. For more information refer [Permanent NOTAM](#).

9.7 Field C) (estimated)

Any NOTAM with an estimated finish time (EST) must be replaced or cancelled prior to the finish time. A minimum of one hour notice when extending or cancelling an EST NOTAM is appreciated.

Note: It is the originators responsibility to contact the NOTAM Office.

- D) field and EST:
 - If you have specific dates in the D) field (i.e. 1808150100 to 1808150200), an EST finish time is not permitted.
 - If you have daily periods in the D) field (i.e. DAILY 0100/0200, HJ, HN), an EST finish time is permitted.

9.8 Field D) (activation times)

This field will only be used if the NOTAM will **not** be active continuously from the start time to the end time e.g. if the NOTAM will only apply during daylight hours (HJ).

These periods of activity could be in any of the following formats:

- date/time periods in the format YYMMDDHHMM e.g. 1808020200 TO 1808021400
- the same time each day e.g. DAILY 0200/0400 for the period of the NOTAM
- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM

For a complete list of abbreviations that can be used for operating hours, refer to AIP GEN 2.2 – General and Meteorological Abbreviations. Not all abbreviations used in ERSA are permitted in a NOTAM.

9.9 Field E) (text of the NOTAM)

This field is used for the content of the NOTAM.

Refer to [NOTAM Examples](#) for more information.

9.10 Field F) (lower limit) and Field G) (upper limit)

These fields are used to indicate the lower and upper limits of airspace affected by the NOTAM and are normally used in NOTAM regarding navigation warnings and airspace restrictions.

Fields F) and G) are mandatory for the following NOTAM:

- balloon release- meteorological or helium (NAV)
- exercises (NAV or PRD)
- air refuelling (NAV)
- fireworks (NAV)
- blasting (NAV)
- demolitions (NAV)
- banner towing (NAV)
- rockets (NAV)
- burning/blowing gas (NAV)
- UAV (NAV)

To ensure that all NOTAM are included in a Specific Pre-Flight Information Bulletin (SPFIB), the heights of the activity for the following NOTAM will be included in field E), rather than field F) and field G):

- PJE (SPA)
- aerobatics (SPA)
- sport flying (SPA)
- air display (SPA)
- model flying (SPA)
- mass movement of aircraft (SPA)
- formation flying (SPA)
- hot air ballooning (SPA)
- obstacle/obstacle lighting (AD or NAV)
- ocular hazard (NAV)

10 NOTAM categories

Category	Use	Generally originated by
AD (Aerodrome)	For promulgating information relating to the establishment, withdrawal from service, or variation in availability of aerodromes of facilities thereon including: <ul style="list-style-type: none"> • Approach (including associated locator) and landing aids (instrument of visual) • The existence or removal of hazards or obstructions on and in the vicinity of the aerodrome • Traffic holding fuel advisory 	<ul style="list-style-type: none"> • ARO • CASA • Airservices • Military
ATS (Air Traffic Services)	To notify the establishment, activation, cancellation, deactivation or variation in services provided by ATS units	<ul style="list-style-type: none"> • Airservices • Military
COM (Communications)	For the promulgation of the establishment, activation, withdrawal, failure or variation in the status of communication facilities or services. Note: NOTAM on Aerodrome Frequency Response Unit (AFRU) will be issued under AD category.	<ul style="list-style-type: none"> • Airservices • Military
LJR (Military Low Level Operations)	For the promulgation of the establishment, activation, cancellation or variation of such routes, or activity by such aircraft, outside controlled airspace.	Military
MET (Meteorological Services)	For the promulgation of the establishment, variation or termination of such services.	<ul style="list-style-type: none"> • BoM • ARO • Airservices • Military
NAV (Navigation)	For the promulgation of the establishment, activation, withdrawal, failure or variation in status of aids to navigation, except aerodrome approach aids, instrument or visual and the existence or removal of hazards to en-route navigation.	<ul style="list-style-type: none"> • ARO • CASA • Airservices • Military • UAV Delegates
PRD (Prohibited, Restricted and Danger Areas)	To notify the establishment, activation, cancellation, deactivation or variation of such an airspace.	<ul style="list-style-type: none"> • Airspace authorities • CASA OAR • OAR-authorized originators
PROC (Procedures)	For the promulgation or implementation of new procedures, and the variation or cancellation of existing procedures, without specific reference to documents.	<ul style="list-style-type: none"> • Airservices AIM • Military AIM
RFF (Rescue and Firefighting Facilities)	To notify the establishment, activation, cancellation, deactivation or variation of the service provided by such a unit.	Airservices ARFF

Category	Use	Generally originated by
SPA (Sports Aviation)	For the promulgation of the establishment, activation, cancellation, deactivation or variation of areas or routes to be used for parachuting, hang gliding, ballooning, ultralight aircraft, model aircraft, air racing, air displays or similar activities, where such an activity is not covered by the activation of restricted, danger or controlled airspace, or of any other information relating to such an activity.	<ul style="list-style-type: none"> • CASA • CASA-authorized originators

11 NOTAM examples

The following are **examples** of how to write a NOTAM **E) Field**. They are provided as a guide only. Contact the NOF if you would like to see a specific example included.

For instructions on how to complete **A), B), C), D), F) and G)** fields refer to [NOTAM Request Fields](#).

11.1 AD NOTAM

AD category will be issued on a specific AD, unless:

- a significant change occurs to an aerodrome without a NOTAM service and this change is considered worthy of a NOTAM by CASA or Airservices, for example changes to navaids, ATS frequencies or special procedures.
- an aerodrome has been recently registered/certified and is not yet included in the NOTAM location database.

In the above cases, the NOTAM will be issued on the appropriate FIR, until either the hazard has ceased, or the ERSAs have been updated.

11.1.1 Aerodrome

AD NOT AVBL DUE ***	E) AD NOT AVBL DUE WIP E) AD NOT AVBL DUE SOFT WET SFC E) AD NOT AVBL DUE DISABLED ACFT E) AD NOT AVBL DUE MOTORSPORT EVENT E) AD NOT AVBL DUE POWER FAILURE E) AD NOT AVBL DUE FLOODING
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AD NOT AVBL EXCEPT	E) AD NOT AVBL DUE WIP EXC FOR EMERG ACFT WITH **MIN PN TEL: **** <i>REFER METHOD OF WORKING PLAN **** (optional)</i> E) AD NOT AVBL DUE *** EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: ****
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AD NOT AVBL TO FIXED WING ACFT	<p>E) AD NOT AVBL TO FIXED WING ACFT</p> <p>E) AD NOT AVBL TO FIXED WING ACFT DUE WIP (SNOW CLEARING)</p> <p>E) AD NOT AVBL TO FIXED WING ACFT</p> <p>EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: ****</p>
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AD WIP	<p>E) AD WIP</p> <p>MEN AND EQPT WILL VACATE WITH **MIN PN TEL: ****</p> <p><i>REFER METHOD OF WORKING PLAN **** (optional)</i></p> <p>E) AD WIP</p> <p>MEN AND EQPT MNT CTAF ***.* AND WILL VACATE WITH **MIN PN WORKS SAFETY OFFICER TEL: ****</p> <p><i>REFER METHOD OF WORKING PLAN **** (optional)</i></p>
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11.1.2 Runway

RWY NOT AVBL DUE **	<p>E) RWY 12/30 NOT AVBL DUE WIP</p> <p>E) RWY 12/30 NOT AVBL DUE SOFT WET SFC</p> <p>E) RWY 17/35 NOT AVBL DUE DISABLED ACFT</p> <p>E) RWY 07 DEP NOT AVBL</p>
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RWY NOT AVBL EXC **	<p>E) RWY 12/30 NOT AVBL DUE WIP</p> <p>EXC FOR EMERG ACFT WITH **MIN PN CTC TEL: ****</p> <p><i>REFER METHOD OF WORKING PLAN **** (optional)</i></p> <p>E) RWY 17/35 NOT AVBL DUE **</p> <p>EXC WITH **MIN PN</p> <p>CTC AD REP OFFICER CTAF ***.* OR TEL: ****</p>
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RWY WIP	<p>E) RWY 07/25 WIP</p> <p>MEN AND EQPT WILL VACATE WITH **MIN PN CTAF ***.* OR TEL: ****</p> <p><i>REFER METHOD OF WORKING PLAN **** (optional)</i></p> <p>E) RWY 07/25 WIP</p> <p>MEN AND EQPT MNT CTAF ***.* AND WILL VACATE WITH **MIN PN WORKS SAFETY OFFICER TEL: ****</p> <p><i>REFER METHOD OF WORKING PLAN **** (optional)</i></p>
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11.1.3 Helicopter landing sites

Helipad vs Heliport?

Helipads are landing pads for helicopters. They are found on the roofs of skyscrapers, in front of hospitals and in other places where helicopters may commonly land.

Heliports will be more like an airport. It should have fuelling services, possibly a terminal building, ticketing services, air traffic control, night landing lights and other amenities. It will generally be located at an aerodrome.

HELIPAD	E) HELICOPTER LANDING SITE NOT AVBL DUE WIP
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HELIPORT	E) HELIPORT NOT AVBL DUE WIP
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11.1.4 Runway distance supplement

A NOTAM must be issued if a dimension, declared distance or supplementary take-off distance for a runway or runway strip:

- Length - decreases by 10M or more OR increases by 30M or more
- Width - any change
- TODA gradient - changes by 0.05% or more.

Changes that don't meet these tolerances should be sent directly to Docs Amend at docs.amend@airservicesaustralia.com.

Note: Feet are not to be included with Civil declared distances and will only be added to Military declared distances when provided by the originator.

RWY DECLARED DISTANCES	E) DECLARED DISTANCE AND GRADIENT CHANGES
	RWY TORA TODA ASDA LDA 05 1528 1588(2.54) 1528 1528 SUPPLEMENTARY TKOF DISTANCES RWY05- 1262(1.6) 1404(1.9) 1505(2.2) 1580(2.5)
	E) DECLARED DISTANCE AND GRADIENT CHANGES
	RWY TODA 05 1588(2.54) SUPPLEMENTARY TKOF DISTANCES RWY05- 1262(1.6) 1404(1.9) 1505(2.2) 1580(2.5)

11.1.5 Displaced threshold

Feet are not to be included with Civil declared distances and will only be added to Military declared distances when provided by the originator.

DISPLACED THR (CIVIL)	<p>E) RWY 11/29 LENGTH REDUCED 70M DUE WIP THR RWY 11 DISPLACED 270M DECLARED DISTANCE AND GRADIENT CHANGES RWY TORA TODA ASDA LDA 11 1606 1727 1606 1406 29 1606 1676 1606 1606 RWY 11 PAPI AND THR IDENT LGT (RTIL) NOT AVBL TWY B BTN TWY D AND RWY 11 NOT AVBL <i>REFER METHOD OF WORKING PLAN **** (optional)</i></p>
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DISPLACED THR (MILITARY)	<p>E) THR RWY 15 DISPLACED 1436M(4711FT) DUE WIP HIGH INTENSITY APCH LGT AND SEQUENTIAL FLASHING ARR LGT NOT AVBL. DISPLACED THR MARKED BY VEE BAR MARKERS HJ, FIVE GREEN LGT ON EASTERN SIDE HN DECLARED DISTANCE AND GRADIENT CHANGES RWY TORA TODA ASDA LDA 15 1736(5695) 1796(5892) 1806(5925) 1611(5285) 33 1676(5498) 1796(5892) 1676(5498) 1676(5498) SUPPLEMENTARY TKOF DISTANCES RWY15- 1422(1.9) 1543(2.2) 1637(2.5) RWY33- 2633(1.6) 2710(1.9) 2749(2.2) 2785(2.5)</p>
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11.1.6 Taxiway

The cardinal points (N, S, E and W) and their combinations shall not be abbreviated in connection with TWY.

TWY NOT AVBL	<p>E) TWY A AND TWY C EAST OF RWY 10/28 NOT AVBL E) TWY C BTN TWY A AND TWY B NOT AVBL DUE WIP E) TWY J NOT AVBL DUE ACFT PARKING</p>
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11.1.7 Apron and parking bay

Apron and parking bay areas are not part of the manoeuvring area and are normally not the subject of a NOTAM. However, if there is an associated coordinate change, aerodrome works or other conditions that require the use of the manoeuvring area then a NOTAM may be issued. An exception to this will be made:

- for aerodromes where works on aprons or parking bays will have a significant effect on aircraft movements
- at minor aerodromes to indicate temporary parking arrangements or the unserviceability affects their only apron, or;
- if aerodromes are unable to mark and light the unserviceability in accordance with MOS 139.

11.1.8 Precision approach and landing aids

If the entire ILS is considered not available or if restrictions apply, then the NOTAM description should be as follows:

ILS	E) ILS 'IPH' 109.9 RWY 24 NOT AVBL DUE MAINT
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ILS ON TEST	E) ILS 'ISW' 109.7 RWY 25 ON TEST DO NOT USE, FALSE INDICATIONS POSSIBLE
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ILS SUBJ INTRP	E) ILS 'ISW' 109.7 RWY 25 SUBJ TO INTRP DO NOT USE, FALSE INDICATIONS POSSIBLE
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ILS PILOT MNT	E) ILS 'ISW' 109.7 RWY 25 PILOT MNT
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Note: If the Localiser is not available, the entire ILS facility must be taken as not available. A NOTAM will be issued unless the Localiser is not associated with a glide path (ILS).

If a co-sited DME is not available but the rest of the ILS components are:

ILS DME	E) ILS DME 'IBS' 110.1/38X RWY 27 NOT AVBL
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If a Glide Path is not available but the rest of the ILS components are:

ILS GP	E) ILS GP 'IKS' 332.6 RWY 16R NOT AVBL DUE MAINT
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If a Marker Beacon is not available but the rest of the ILS components are:

OM or MM	E) ILS OM 'IPC' 111.9 RWY 36R NOT AVBL E) ILS MM 'IPE' 75 RWY 18L NOT AVBL
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11.1.9 AD and approach lighting

Include 'AD AND APCH LGT NOT AVBL' and the reason for the unserviceability when both the runway lighting and approach lighting is not available.

ALL LGT	E) AD AND APCH LGT NOT AVBL DUE PWR FAILURE
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ABN NOT AVBL	E) ABN NOT AVBL
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PAPI	E) PAPI RWY 08/26 RIGHT SIDE NOT AVBL E) PAPI RWY 30 NOT AVBL
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T-VASIS	E) T-VASIS RWY 17 NOT AVBL
RTIL	E) RWY THR IDENT LGT RWY 34 NOT AVBL
HOLDING POINT	E) TWY A2 HLDG POINT LGT NOT AVBL HLDG POINT MARKED BY TWO TEMPO RED LGT EITHER SIDE OF TWY
TWY LGT	E) CL LGT TWY B NOT AVBL E) EDGE LGT TWY B NOT AVBL
RWY LGT	E) RWY CL LGT RWY 17/35 NOT AVBL E) HIGH INTENSITY RWY LGT RWY 17/35 NOT AVBL E) MEDIUM INTENSITY RWY LGT RWY 12/30 NOT AVBL

11.1.10 Animal hazards

At aerodromes where a standing caution is included in ERSA for a bird or animal hazard, NOTAM must only be initiated where there is a significant increase of birds or animals. The NOTAM should, where possible, provide specific information on species, period of concentration, likely location and flight path.

ANIMAL HAZARD	E) ANIMAL HAZARD (KANGAROOS AND WALLABIES) IN VCY RWY 11/29
INCREASED ANIMAL HAZARD	E) INCREASED BIRD HAZARD (CORELLAS) WI RWY STRIP DURING DAYLIGHT HOURS

11.1.11 Fire and smoke

A NOTAM will be issued when a fire is within the boundaries of the aerodrome and is likely to have a direct effect on aircraft operations at the aerodrome.

A smoke hazard caused by a fire outside the aerodrome boundary will be covered in the appropriate weather report (contact the appropriate Bureau of Meteorology Office if required- Switchboard 03 9669 4000). A NOTAM will not be issued unless there is a significant risk to aviation activity.

FIRE HAZARD	E) CONTROLLED FIRE ON AD 80M SOUTH OF RWY 12 THR
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11.1.12 Fuel NOTAM

ERSA INTRO- Handling Services and Facilities states:

'Airservices Australia takes no responsibility for the accuracy or completeness of refuelling information. NOTAM will not be issued notifying changes. Notwithstanding the above, a NOTAM will be issued for any change in the status of Defence administered replenishment facilities at Defence Aerodromes'

NOTAM will not be issued on changes to or limitations on availability of fuel, oil, and oxygen at civil aerodromes unless the situation is sufficiently serious to warrant NOTAM action e.g. code BLACK circumstances at major aerodromes, or long term fuel availability due flooding in remote areas. The Network Coordination Centre (NCC) Line Manager will be the deciding authority. Requests for consideration should be submitted through the NOTAM Office.

FUEL NOT AVBL (CODE BLACK)	E) FUEL RATIONING 'CODE BLACK' IN PLACE DUE SUPPLY SHORTAGES CTC YOUR SUPPLIER FOR FURTHER INFORMATION
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11.1.13 Obstacle and obstacle lights

An obstacle NOTAM will be issued on the aerodrome (as opposed to an FIR) if the obstacle is within 5 NM of the aerodrome.

A NOTAM is required for:

- any lit OBST with a failure to all or some of the lights
- unlit OBST if 300FT AGL or higher

MOS Part 139 (7.1.4.3) states- information on any new obstacle must include:

- the nature of the obstacle – for instance structure or machinery
- distance and bearing of the obstacle from the start of the take-off end of the runway (if the obstacle is within the take-off area), or the ARP
- height of the obstacle in relation to the aerodrome elevation
- if it is a temporary obstacle, then the time it is an obstacle.

Note: If the OBST is permanently withdrawn, the NOTAM must include the location in latitude and longitude and the height in feet AGL. This will enable AIS to meet their responsibilities in amending charts.

OBST ERECTED (AD)	E) OBST CRANE MARKED AND LIT 63FT AMSL [LAT/LONG] BRG 205 MAG 1.5NM FM ARP <i>INFRINGES INNER HORIZTONTAL SFC BY 17FT (optional)</i>
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OBST ERECTED (FIR)	E) OBST CRANE 423FT AMSL [LAT/LONG] BRG 205 MAG 6NM FM DUBBO AD (YSDU)
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OBST LGT NOT AVBL (AD)	E) OBST LGT ON TOWER 220FT AMSL NOT AVBL [LAT/LONG] BRG 074 MAG 2.5NM FM ARP
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OBST LGT NOT AVBL (FIR)	E) OBST LGT ON TOWER 220FT AMSL NOT AVBL [LAT/LONG] BRG 074 MAG 6NM FM DUBBO AD (YSDU)
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11.1.14 Other aerodrome facilities

AFRU	E) AD FREQ RESPONSE UNIT (AFRU) 126.7 NOT AVBL
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WDI	E) WDI RWY 07 NOT AVBL DUE WIP
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IWI	E) ILLUMINATED WDI RWY 12 NOT AVBL DUE WIP
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11.2 ATS NOTAM

11.2.1 ATS/TWR hours

ATS HOURS	E) ATS HOURS MON 2230-0630 AND 0830-1230 TUE 2230-0630 AND 0830-1230 WED 2230-0630 AND 0830-1230 THU 2230-0630 AND 0830-1230 FRI 2230-0630 ACTIVATION TIMES MAY VARY, CHECK ATIS FOR AIRSPACE STATUS
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TWR HOURS	E) TWR ATS AMD HR MON-FRI 2000-1200
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11.2.2 Control zone

CTR ACT (MILITARY)	E) CTR ACT MAY BE ACTIVATED/DEACTIVATED AT SHORT NOTICE PILOT RESPONSIBILITY TO CHECK CURRENT STATUS WITH ATS F) SFC G) 8500FT AMSL
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CTR DEACTIVATED	E) CTR DEACTIVATED SUBJECT TO RECALL AT SHORT NOTICE. CTAF PROCEDURES APPLY FOR FURTHER INFO TEL: **** F) SFC G) 8500FT AMSL
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11.2.3 ATIS, VOLMET AND AERIS

ATIS AMD FREQ	E) ATIS TRANSMITTING O N 135.8
ATIS NOT AVBL	E) ATIS FREQ 280.4 NOT AVBL
VOLMET NOT AVBL	E) VOLMET BROADCAST ON 6676 AND 11387 NOT AVBL DUE MAINT
VOLMET LTD	E) VOLMET BROADCAST 11387 SUBJ TO INTRP DUE MAINT
AERIS	E) AERIS KALGOORLIE 128.25 NOT AVBL

11.3 COM NOTAM

Communication facilities NOTAM will generally be originated by Airservices. For NOTAM on AFRU, see the topic under AD NOTAM.

A/G FAC NOT AVBL	A/G FAC BRISBANE CENTRE 124.6 CAIRNS NOT AVBL ALTN FREQ 120.15 OR AS DIRECTED BY ATC
A/G FAC LTD	A/G FAC BRISBANE CENTRE 124.6 CAIRNS INTERFERENCE MAY NOT BE MNT BY ATC. ALTN FREQ 120.15 OR AS DIRECTED BY ATC
ADS-B SUBJ TO INTRP	ADS-B SERVICE 'KYNUNA AREA' SUBJ TO INTRP COVERAGE DETAILS AVBL FM HTTP://WWW.AIRSERVICESAUSTRALIA.COM/PROJECTS/ADS-B/ADS-B-COVERAGE/

11.4 LJR NOTAM

LJR NOTAM will be issued as an FIR NOTAM (or dual-FIR if necessary), not under an aerodrome or restricted area and are not promulgated internationally.

The LJR will be activated from 30 minutes prior to the estimated low level entry time to one hour after the estimated departure from the low level portion of the flight, as provided by the NOCOM time. When NOCOM times are not provided, the NOF will use the EOBT and EOBT+EET unless B) field and C) field periods have been nominated by the originator. An expected delay of EOBT by more than one hour must be notified to the NOF.

The LJR NOTAM will only include the portion of the flight which is conducted below 5000FT and which is outside of controlled or restricted airspace.

Waypoints should be written as follows:

- place names in full; GYMPIE (not YGYM)
- bearing and distance from place names; GYMPIE 117005
- latitude and longitude; S26 05.5 E152 11.0.

11.4.1 LJR without AVM

LJR without Abrupt Vertical Manoeuvres (AVM) will have the levels entered in the F) and G) fields:

LJR WITHOUT AVM	<p>E) LJR SE QUEENSLAND/N NEW SOUTH WALES MIL F18 JET ACFT OPR BELOW 5000FT AGL ON THE FLW RTE: LISMORE 232028 (DESCENT) / GLEN INNES 036039 / GLEN INNES 349031 / GLEN INNES 301040 / GLEN INNES 310045 / AMBERLEY 215092 (ASCENT) F) SFC G) 5000FT AGL</p>
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11.4.2 LJR with AVM

LJR with AVM will have the AVM level entered in the E) field:

LJR WITH AVM	<p>E) LJR SE QUEENSLAND/N NEW SOUTH WALES MIL F18 JET ACFT OPR BLW 5000FT AGL ON THE FLW RTE: LISMORE 232028 (DESCENT) / GLEN INNES 036039 / GLEN INNES 349031 / GLEN INNES 301040 / GLEN INNES 310045 / AMBERLEY 215092 (ASCENT) AVM UP TO 9000FT AGL GLEN INNES 301040</p>
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11.5 MET NOTAM

MET category NOTAM will usually be originated by the Bureau of Meteorology (BoM). Exceptions to this rule are:

- for equipment owned by the aerodrome or a third party operator who is not the BoM, the AD operator is responsible for NOTAM origination
- for a frequency or phone number by which a service is accessed that becomes not available (e.g. during a power failure), but the service itself is still working, the AD operator is responsible for NOTAM origination
- VOLMET and AERIS are weather provision services, however they fall under the ATS category or NOTAM. Airservices are the only originators for VOLMET/AERIS NOTAM.

Note: BoM radar outages are not notified by a NOTAM.

NOTAM advice

NOTAM will refer to the **service/product** that is not available, rather than the equipment that is not available. For example, AWIS (Aerodrome Weather Information Service) NOT AVBL rather than AWS (Automatic Weather Station) NOT AVBL, or TEMPERATURE DATA NOT AVBL rather than THERMOMETER NOT AVBL.

AWIS provides a facility to access real time meteorological observations from AWS sites. The observations can be accessed via phone (AWIS) or, at selected locations, via radio transmissions (Aerodrome Weather Information Broadcasts – AWIB). However for NOTAM purposes, both will be referred to as AWIS.

When there are multiple ways to access the AWIS and only one is affected, the status of the other must be referred to in the NOTAM.

If a service is not available, but this is indicated by solidi (///) in the text of a weather product and/or by the words 'currently not available' in a spoken weather product, a NOTAM is not required.

MET locations

NOTAM will be issued for locations listed in the BoM Aeronautical Services Handbook (ASH) where a TAF service is provided, plus additional sites critical Airservices.

If the location has a NOTAM service, the NOTAM will be raised under that location.

If it does **not** have a NOTAM service, the NOTAM will be raised as:

- location-specific if the location has an AVFAX code
- FIR if the location does not have an AVFAX code

11.5.1 Aerodrome forecast (TAF)

TAF SERVICE CEASED	E) TAF SERVICE NOT AVBL
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TAF SERVICE REDUCED	E) TAF SERVICE HOURS OF OPERATION REDUCED MON-FRI 2200-0830 SAT-SUN 2300-0630
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11.5.2 Trend type forecast (TTF)

TTF NOT AVBL	E) TREND TYPE FORECAST (TTF) NOT AVBL
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TTF REDUCED	E) TREND TYPE FORECAST (TTF) METAR/SPECI HOURS OF OPERATION REDUCED MON-FRI 2200-0830 SAT-SUN 2300-0630
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11.5.3 METAR/SPECI and AWIS

METAR/SPECI NOT AVBL	E) METAR/SPECI NOT AVBL
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AWIS NOT AVBL	E) AD WEATHER INFO SERVICE (AWIS) NOT AVBL
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MET DATA CORRUPT	E) METAR/SPECI AND AD WX INFO SER (AWIS) CLOUD DATA CORRUPT, DO NOT USE
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11.6 NAV NOTAM

NAV NOTAM will be originated by Airservices, CASA, the Military and other approved authorities. NAV category NOTAM can be issued on:

- a specific aerodrome (when the hazard is within 5 NM of that aerodrome)
- a navaid (where the aerodrome is not certified but there is a navaid present) or,
- an FIR (when the hazard occurs more than 5 NM from an aerodrome with a NOTAM service)

11.6.1 Navigation aids

NAVAID NOT AVBL	E) NDB 'KU' 221 NOT AVBL E) VOR 'KU' 116.5 NOT AVBL DUE MAINT E) DME 'IES' 109.5/32X RWY 22 NOT AVBL E) TACAN 'TVL' 113.5/82X NOT AVBL
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NAVAID ON TEST	E) NDB 'TW' 341 ON TEST DO NOT USE E) VOR 'TW' 116.0 SUBJ TO INTRP
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NAVAID PILOT MONITORED	E) NDB 'OK' 254 PILOT MONITORED
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CO-SITE NAVAID	E) VOR/DME 'BN' 113.2/79 NOT AVBL E) LOC/DME 'ICN' 109.5/32X RWY 33 NOT AVBL
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11.6.2 Fireworks, lasers and flares

AD	E) FIREWORKS/LASER LIGHT DISPLAY 'MINDIL BEACH' [LAT/LONG] BRG 233 MAG 3.4NM FM ARP <i>OPR CTC: **** (optional)</i> F) SFC G) 460FT AGL
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FIR	E) FIREWORKS/LASER LIGHT DISPLAY 'BARKERS CREEK, VICTORIA' [LAT/LONG] APRX BRG 324 MAG 16NM KYNETON AD (YKTN) <i>OPR CTC: **** (optional)</i> F) SFC G) 500FT AGL
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FLARE	E) FLARE DEMONSTRATION 'LOWE FARMS, SOUTH AUSTRALIA' [LAT/LONG] BRG 355 MAG 16.5NM FM EDINBURGH AD (YPED) <i>OPR CTC TEL: **** (optional)</i> F) SFC G) 3000FT AMSL
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11.6.3 Blasting and demolition

BLASTING (AD)	E) BLASTING BRG 185 MAG 5.5NM FM ARP F) SFC G) 2000FT AGL
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BLASTING (FIR)	E) BLASTING BRG 185 MAG 5.5NM FM GROOTE EYLANDT ARP (YGTE) F) SFC G) 2000FT AGL
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11.6.4 Rocket launching

ROCKET LAUNCHING	E) HIGH POWERED ROCKET LAUNCHING PSN [LAT/LONG] BRG 315 MAG 13NM FM NORTHAM AD (YNTM) CTC OPR **** F) SFC G) 7000FT AMSL
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11.6.5 Exercises

MIL HEL LLO	<p>E) MIL HEL LOW LEVEL OPERATIONS LEYBURN AREA OPR IN AN AREA BOUNDED BY [LAT/LONG] / [LAT/LONG] / [LAT/LONG] / [LAT/LONG] LEYBURN AREA AND TRANSIT BTN AREA AND OAKEY. NO COM</p> <p>F) SFC G) 4500FT AMSL</p>
MIL HEL OPS	<p>E) MIL HEL OPS WI 200NM OF BRISBANE AD (YBBN) FORMATION ACFT USING LGT ENHANCING DEVICES AND MAY NOT DISPLAY EXTERNAL VISUAL LGT</p> <p>F) SFC G) 4500FT AMSL</p>
HIGH INTENSITY FLYING	<p>E) HIGH INTENSITY FLYING TRAINING WI AMBERLEY CTR (YAMB) AND R625D WILL RESULT IN CLEARANCES IN THIS AREA SUBJ TO RESTR</p> <p>F) SFC G) FL150</p>

11.6.6 Ocular hazard (LIDAR)

Ocular Hazard NOTAM may only be originated by parties authorised by the OAR (Office of Airspace Regulation).

NOTAM advising of an ocular hazard shall be issued on the appropriate FIR only and not on an aerodrome within the vicinity of the flight, unless the laser activity would directly affect operations at that aerodrome.

Ocular Hazard NOTAM will have the activity heights within the E) field text, not in the F) and G) fields.

LIDAR	<p>E) OCULAR HAZARD ASSOCIATED WITH LIDAR LASER USE DURING AERIAL SURVEY OPS IN THE **** AREA</p> <p>THE HAZARD EXISTS WI: ****FT BLW SURVEY ACFT WHEN LASER ACTIVATED. LIVE RUN BROADCASTS WILL BE MADE</p> <p>ACFT TYPE: **** CALLSIGN: VH-***</p> <p>FOR FURTHER INFO CTC: ****</p> <p>LATERAL LIMITS: OPERATING AREA IS ****</p> <p>OPERATING ALTITUDE: ****FT AMSL TO ****FT AMSL</p>
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11.6.7 Balloon release

Balloon release details can be found under Subpart 101.E – Unmanned free balloons in the Civil Aviation Safety Regulation (CASR) 1998.

This section covers the release of ‘free balloons’ meaning an unmanned balloon that is not tethered. There are 4 kinds of free balloons: light, small, medium and heavy, each with a differing payload.

Light

- Light balloon releases outside of an approved area must give CASA the details of the operation before they can go ahead with the activity.
- If you are unsure as to whether you require approval, contact your local CASA Flying Operations Inspector (FOI).

Small

- Small balloon release activities may require CASA approval and a NOTAM raised depending on how far the activity takes place from an AD
- The table below illustrates when a NOTAM and/or approval are required.

Small balloon release table

Table 101.155-1 Requirements for release of small balloons					
Item	Number of balloons to be released at once	Distance from place of release to nearest aerodrome			
		less than 3 nautical miles	3–6 nautical miles	6–12 nautical miles	over 12 nautical miles
1	101–1 000	approval required	NOTAM	no approval required	no approval required
2	1 001–10 000	approval required	approval required	NOTAM	no approval required
3	Over 10 000	approval required	approval required	approval required	NOTAM

Table sourced from CASR 1998 Subpart 101.E Unmanned Free Balloons Regulation 101.155 Releasing Small Balloons.

Medium/heavy

- Medium/Heavy balloon release activities are not permitted unless the operator submits to CASA a list of details required for this activity at least 2 (two) working days before the release. For more information on the details required, please contact your local CASA Flying Operations Inspector (FOI) or refer to CASR 1998 Subpart 101.E – Unmanned Free Balloons table 101.165

Details required to be given to CASA include: contact details of the operator, date and time, location, approximate balloon numbers and approximate heights.

Heights will appear in the F) and G) field of a balloon NOTAM, not the E) field.

LIGHT BALLOON RELEASE	E) LIGHT BALLOON RELEASE (APRX 100 BALLOONS) 'LANG LANG SHOWGROUND, WESTERNPORT, VICTORIA' [LAT/LONG] BRG 078 MAG 19NM TYABB AD (YTYA) F) SFC G) 400FT AGL
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<p>SMALL BALLOON RELEASE</p>	<p>E) BALLOON RELEASE (APRX 300 SMALL BALLONS) OPR FM CLAREMONT SHOWGROUND, CLAREMONT, WESTERN AUSTRALIA [LAT/LONG] BRG 258 MAG 9.05NM FM PERTH AD (YPPH) F) SFC G) 400FT AGL</p>
<p>MET BALLOON</p>	<p>E) METEOROLOGICAL BALLOON RELEASE 'KHANCOBAN, NEW SOUTH WALES' [LAT/LONG] BRG 098 MAG 13NM FM CORRYONG AD (YCRG) SINGLE BALLOONS WILL BE RELEASED AT 3 HOUR INTERVALS CTC OPR SNOWY HYDRO LIMITED TEL: **** F) SFC G) 8500FT AMSL</p>

11.6.8 Unmanned aircraft NOTAM

General information

The term UA (Unmanned Aircraft) must be used in NOTAM as the abbreviations 'RPA', 'RPAS' and 'UAV' are currently not approved by ICAO.

UA NOTAM requests must come from an approved NOTAM Originator as per their current DPS or with prior CASA approval via instrument.

UA NOTAM will be issued on either:

- an AD:
if the UA activity will be occurring within 5 NM of the ARP (AD Reference Point) of a certified or registered aerodrome.
- the Brisbane FIR (YBBB) or Melbourne FIR (YMMM), or both:
if the UA activity is occurring more than 5 NM from the ARP of a certified or registered aerodrome, or in the vicinity of an uncertified aerodrome when CASA believe the operations will have a direct impact on aviation safety.

Activation times should be as specific as possible, so that inactivity is not included. This reduces the impact to other airspace users.

The text of the NOTAM in the E) field will need to include the following:

- the maximum all up weight and type (multirotor, fixed wing etc.) of the UA (to allow other airspace users an indication of the size)
- any specific identifying characteristics e.g. strobe, high visibility markings, fluorescent paint, reflective surfaces etc.
- the area of operations expressed as either:
 - a radius from a position or
 - a distance either side of a line between two positions
- details of broadcasts to be made (if required on CASA permission) and/or frequencies that will be monitored
- the operator's identification and contact number (for ATC and other airspace users who may have enquirers or need to de-conflict)

UA NOTAM will require the F) field (lower level) to be SFC and the G) field (upper level) and datum (AGL, AMSL, of FL) to be specified. However, larger UA's can operate in block levels, for example F120-F150.

Note: Positions should be expressed both as a latitude/longitude and as a bearing and distance from a defined position that can be found in ERSA, e.g. an AD, a NAVAID, or a VFR waypoint. The most useful points for pilots are those that are identified on charts. Smaller ALA or HLS sites which are defined in ERSA but not on charts are not recommended. If possible, reference to a registered HLS or ALA would be preferable.

For formatting examples, refer to section [UA NOTAM – Operating within a radius of position \(preferred\)](#) and [UA NOTAM – Operating within defined points](#).

11.6.8.1 UA NOTAM – operating within a radius of position (preferred)

FIR NOTAM	<p>E) UA (3KG MULTI-ROTOR) OPR WI 0.5NM RADIUS OF PSN [LAT/LONG] BRG 042 MAG 8NM FM SYDNEY AD (YSSY)</p> <p>OPR WILL BCST ON FREQ ***.* 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVALS WHILST AIRBORNE</p> <p>OPR CTC TEL: ****</p> <p>F) SFC G) 450FT AMSL</p>
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AD NOTAM	<p>E) UA (MULTICOPTER BELOW 20KG) OPR WI 600M RADIUS OF PSN [LAT/LONG] BRG 270 MAG 3.9NM FM ARP OPR WILL MNT TOWER FREQ ***.*</p> <p>OPR CTC TEL: ****</p> <p>F) SFC G) 450FT AMSL</p>
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11.6.8.2 UA NOTAM – operating within defined points

FIR NOTAM	<p>E) UA (2KG KG FIXED WING, RED AND YELLOW STRIPES) OPR WI 1.5NM EITHER SIDE OF A LINE BTN PSN [LAT/LONG] BRG 135 MAG 1.5NM REDCLIFFE AD (YRED) AND [LAT/LONG] BRG 225 MAG 3NM FM YRED OPR WILL BCST ON CTAF ***.* OPR CTC TEL: ****</p> <p>F) SFC G) 450FT AMSL</p>
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AD NOTAM	<p>E) UA (MULTICOPTER BELOW 20KG) OPR WI 500M EITHER SIDE OF A LINE BTN PSN [LAT/LONG] BRG 135 MAG 1.5NM FM ARP AND [LAT/LONG] BRG 225 MAG 3NM FM ARP</p> <p>OPR WILL MNT TWR FREQ ***.* OPR CTC TEL: ****</p> <p>F) SFC G) 450FT AMSL</p>
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11.7 PRD NOTAM

11.7.1 General information

- Times **59 and **01 should not be used in NOTAM. Refer [Time Format](#) for further information.
- If it is an existing restricted area (RA) or danger area (DA) listed in the DAH/ERSA, it may be issued on Military or Civil airspace without specific OAR instrument.
- Must be requested by the organisation listed as the authority for that PRD area in the ERSA/DAH.
- Temporary RA's or DA's must have OAR approval.
- The boundaries of a PRD may be temporarily amended to within the existing boundaries only (i.e. to make the area smaller) but must quote an OAR instrument number. Military are advised to contact the Military OAR liaison if amending boundaries to ensure the appropriate buffers have been applied.
- All PRD require an F) field (lower level) and G) field (upper level) to be entered.
- Information entered in the D) field and the E) field must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS:
D) field – must be specific date time groups, not general terms such as 'HN',
E) field – refer to examples below.
- When activating an area for multiple time periods with the same levels and information, the preferred procedure is to request one NOTAM with multiple activation periods rather than a separate NOTAM for each time period.

11.7.2 PRD and public holidays

PRD activations that refers to public holidays, i.e. MON-FRI EXC PH will only refer to the national holidays as specified in AIP GEN 2.1 para 4.1.

Event	Public Holiday Dates
New Year's Day	1 st January
Australia Day	26 th January
Good Friday	Friday before Easter Sunday
Easter Monday	Monday after Easter Sunday
ANZAC Day	25 th April
Queen's Birthdays	Usually second Monday in June (except WA)
Christmas Day	25 th December
Boxing Day	26 th December

When New Year's Day, Australia Day, Christmas Day or Boxing Day falls on a Saturday or Sunday, the next working day is declared the Public Holiday. In these instances both the actual day and the following declared Public Holiday are considered Public Holiday's for PRD purposes.

Airspace closures due to Local Council or State Public Holiday's must be deactivated by NOTAM.

11.7.3 Single area – not part of an airspace group

If a NOTAM is to be issued on an individual Restricted or Danger Area, that area will be listed as the location in the A) field and then referred to again in the E) field.

R289B	A) R289B E) R289B ACT (RA3) DUE MIL NON-FLYING F) 2500FT AMSL G) 7000FT AMSL
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11.7.4 Single area – part of an airspace group

If a NOTAM is to be issued on an individual Restricted or Danger Area which is part of an Airspace Group, the Airspace Group will be listed as the location in the A) field and the individual area referred to in B) field.

SBX – SHOALWATER BAY AIRSPACE	A) SBX E) R680 ACT (RA2) DUE MIL FLYING F) SFC G) FL120
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11.7.5 Multiple areas- part of an airspace group

If multiple restricted or danger Areas which are part of the same airspace group are to be activated via NOTAM, they will need to be issued as separate NOTAM as above, unless:

- they share the same lateral dimensions and are immediately on top of each other
- their lateral boundaries are adjoining and they have the same upper and lower limits.

These areas will usually have the same restricted or danger area number, but with multiple letters, e.g. R265ABCD.

In these cases they may be activated by the one NOTAM listing all the areas activated, with the lowest level of the lowest area as the lower limit in the F) field and, and the highest level of the highest area as the upper limit in the G) field.

LNK – LANCELIN AIRSPACE	A) LNK E) R146ABC ACT (RA2) DUE MIL FLYING F) SFC G) FL700
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11.8 ARFFS NOTAM – RFF Category

11.8.1 Hours notified by NOTAM

If a NOTAM for current operating hours is to be reviewed, ensure the review NOTAM starts 'With Immediate Effect' (WIE). This will ensure the NOTAM remains valid.

OPR HOURS (daily periods)	E) FIRE AND RESCUE OPR HR DAILY 1915-1230 (CAT 9) DAILY 1230-1915 (CAT 5)
	E) FIRE AND RESCUE OPR HR MON 1845-1147 (CAT 8) 1147-1230 (CAT 7) TUE 1945-1147 (CAT 8) 1147-1230 (CAT 7) WED 1945-1150 (CAT 8) 1150-1230 (CAT 7) THU 1945-1147 (CAT 8) 1147-1230 (CAT 7) FRI 1945-1147 (CAT 8) 1147-1230 (CAT 7) SAT 1945-1147 (CAT 8) 1147-1230 (CAT 7) SUN 1945-1150 (CAT 8) 1150-1230 (CAT 7)

11.8.2 Amended hours

If the published Aviation and Rescue Fire Fighting Service (ARFFS) hours are being amended, a NOTAM will be issued as per below.

Note: If the ARFFS are amending their category by less than one hour, no NOTAM is required (refer RFF OPS-005 – Service Provision for Temporary Change to Category).

RFF AMD HOUR	E) FIRE AND RESCUE CAT 7 AMD HR MON 1945-1205 TUE 1945-1205 WED 1945-1205 THU 1945-1205 FRI 1945-1205 SAT 1945-1205 SUN 1945-1124
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11.8.3 Amended category

If the category of coverage is downgraded temporarily a NOTAM will be issued as in the below example.

Note: If the RFF are amending their category by less than one hour, no NOTAM is required (refer RFF OPS-005 – Service Provision for Temporary Change to Category).

RFF AMD CAT	E) FIRE AND RESCUE CAT 5
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11.9 SPA NOTAM

In addition to an FIR NTAM, consideration must be given to issuing a NOTAM on the aerodrome if it affects flights arriving or departing that aerodrome. When issuing a NOTAM on the aerodrome, ensure the NOTAM refers to the information relevant to aerodrome operations only and is not a duplicate of the FIR NOTAM.

11.9.1 Glider flying

FIR NOTAM	E) INCREASED GFY (GLIDERS AND TUGS) WI 15NM RADIUS OF BATHURST AD (YBTH) GLIDERS MNT CTAF ***.* WI 5NM YBTH OTHERWISE MULTICOM ***.* OR GLIDING FREQ ***.* CTC AIR FORCE CADETS TEL: **** SFC TO 10000FT AMSL
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AD NOTAM	E) INCREASED GFY GLIDERS AND TUGS USE GRASS STRIP WEST OF RWY 17/35 SIMULTANEOUS CONTRA CIRCUIT OPS. GLIDERS AND TUG CCTS TO THE WEST AND OTHER ACFT CCTS TO THE EAST. ACFT OTHER THAN GLIDERS AND TUGS USE RIGHT CCTS RWY 25 DURING GFY. GLIDERS MNT CTAF ***.* WI 5NM YBTH OTHERWISE MULTICOM ***.* OR GLIDING FREQ ***.* CTC AIR FOCE CADETS TEL: **** SFC TO 10000FT AMSL
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11.9.2 Model aircraft

MODEL ACFT	E) MODEL ACFT OPR WI 500M OF PSN [LAT/LONG] BRG 048 MAG 12.2NM FM ESSENDON AD (YMEN) SFC TO 1500FT AMSL
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11.9.3 Aerobatics and air displays

AIR DISPLAY (AD)	E) AIR DISPLAY WI 5NM RADIUS OF AD ACFT WILL MNT AND BCST ON CTAF ***.* OPR CTC TEL: **** SFC TO 3000FT AGL
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AIR DISPLAY (FIR)	E) AIR DISPLAY WI 5NM RADIUS OF BATHURST AD (YBTH) ACFT WILL MNT AND BCST ON CTAF ***.* OPR CTC TEL: **** SFC TO 3000FT AGL
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11.9.4 Parachute jumping exercises

PJE OPS	E) PARACHUTE OPS WI 5NM OF 'OCEAN REEF, WA' APRX PSN [LAT/LONG] BRG 311 MAG 17NM FM PERTH ARP (YPPH) SFC TO 6000FT AMSL
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Appendix A Time conversion chart

STANDARD TIME				DAYLIGHT SAVINGS		
	EST	CST	WST		EDT	CDT
UTC	QLD, NSW VIC, ACT TAS	NT, SA	WA	UTC	NSW, VIC, ACT, TAS	SA
0000	1000	0930	0800	0000	1100	1030
0100	1100	1030	0900	0100	1200	1130
0200	1200	1130	1000	0200	1300	1230
0300	1300	1230	1100	0300	1400	1330
0400	1400	1330	1200	0400	1500	1430
0500	1500	1430	1300	0500	1600	1530
0600	1600	1530	1400	0600	1700	1630
0700	1700	1630	1500	0700	1800	1730
0800	1800	1730	1600	0800	1900	1830
0900	1900	1830	1700	0900	2000	1930
1000	2000	1930	1800	1000	2100	2030
1100	2100	2030	1900	1100	2200	2130
1200	2200	2130	2000	1200	2300	2230
1300	2300	2230	2100	1300	0000	2330
1400	0000	2330	2200	1400	0100	0030
1500	0100	0030	2300	1500	0200	0130
1600	0200	0130	0000	1600	0300	0230
1700	0300	0230	0100	1700	0400	0330
1800	0400	0330	0200	1800	0500	0430
1900	0500	0430	0300	1900	0600	0530
2000	0600	0530	0400	2000	0700	0630
2100	0700	0630	0500	2100	0800	0730
2200	0800	0730	0600	2200	0900	0830
2300	0900	0830	0700	2300	1000	0930