

# **PART 175.D – Aeronautical Data Originators – Data Product Specification: NOTAM Originators**

**ATS-DPS-0009**

**Version 1**

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## Change summary

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## 1 Purpose

The purpose of this document is to prescribe the information exchange protocols for the submission, modification and withdrawal of aeronautical data or information which may be published in the Integrated Aeronautical Information Publication (IAIP), or Aeronautical Datasets. This DPS should be followed to ensure compliance with the regulatory requirements of CASR Part 139 – Manual of Standards and CASR Part 175.

## 2 Scope

The scope of this DPS is to assist NOTAM originators in meeting ICAO and CASA recommendations and requirements. It will enable NOTAM originators to provide aeronautical data to the AIS provider (Airservices) in a controlled manner, which the included DPS articulates.

Airservices is obligated to report any breaches of CASR Part 175 to CASA.

## 3 NOTAM Web Service (NOSNIS)

NOSNIS will allow originators who are part of an authorised NOTAM group to submit NOTAM's via NAIPS Internet Service (NIS).

## 4 NOTAM Office Contact Details

### 4.1 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 [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)

### 4.2 NOSNIS, Email and Fax / Telephone

NOSNIS (preferred): <https://www.airservicesaustralia.com/naips/Account/Logon>

Email: [nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)

Telephone / Fax (*Urgent only*): 02 6268 5063 / 02 6268 5044

### 4.3 Mailing Address

ATTN: NOTAM Office  
Airservices Australia Network Coordination Centre  
GPO BOX 367  
CANBERRA ACT 2601

## 5 NOSNIS Group Manager

The NOSNIS group manager is responsible for ensuring that the group member names are correct and up to date. If changes to the group manager are required, the new manager must complete and return the ADO form in [Appendix C](#), **prior** to any changes being made in NOSNIS.

**Note:** The group manager is not the AIP responsible person unless the applicable DPS has been completed\*\*

## 6 The NOTAM Originator DPS / ADO Form

The NOTAM originator DPS is included as [Appendix A](#), and the Aeronautical Data Originator Form (ADO) is included as [Appendix C](#).

## 7 Definitions

Within this document, the following definitions apply:

Term	Definition
ADO	Aeronautical Data Originator
AD	Aerodrome
AIS	Aeronautical Information Service
AAA	Australian Airports Association
AIM	Aeronautical Information Management
AIP	Aeronautical Information Package
AIP SUP	Aeronautical Information Package Supplement
ARFF	Aerodrome Rescue and Fire Fighting Service
ARFOR	Area Forecast
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
ERSA	En Route Supplement Australia
EST	Estimated
FIR	Flight Information Region
IAIP	Integrated Aeronautical Information Package

<b>Term</b>	<b>Definition</b>
ICAO	International Civil Aviation Organisation
LJR	Low Jet Route
MATS	Manual of Air Traffic Services
MOS	Manual of Standards
NAIPS	National Aeronautical Information Processing System
Navaid	Navigation Aid
NBC	NOTAM Office, Briefing Office and Communications Centre
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOSNIS	NOTAM Originator Service for NIS
NOTAM	Notice to Airmen
OAR	Office of Airspace Regulations
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
UA	Unmanned Aircraft
UAV	Unmanned Aerial Vehicle
UTC	Coordinated Universal Time

## Appendix A NOTAM ORIGINATOR DPS

### A.1 Requesting a NOTAM

#### A.1.1 NOTAM Requests

NOTAM requests are to be issued via NOSNIS, this is the preferred method as users have more visibility into the current status of their activity/aerodrome or airspace. The email option for submission is still available but is to be used if NOSNIS is not available. NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

#### A.1.2 NOSNIS

NIS users will be given access to new NOTAM menus in NIS, which will give them the ability to submit new NOTAMs, review or cancel current NOTAMs and requests for templates to the NOF. Refer to NAIPS Internet Service Authorised NOTAM Originator User Guide for more information.

#### A.1.3 NOTAM Request Form

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

- Go to > Airservices website, select > Flight briefing, select > NOTAM originator > NOTAM request Form - or follow the link:

<http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>

### A.2 Authorised Originators

A NOTAM may be requested by any of the following authorised originators:

- CASA delegates of Airspace and Aerodrome Regulation Division and Operations Division.
- Airservices officers as specified in the Manual of Air Traffic Services.
- Military Airspace and Airfield Authorities.
- Aerodrome proprietors and their representatives (CASR Part 175 authorised).
- Bureau of Meteorology (BoM).
- Individuals or organisations authorised in writing under CASR Part 175 to originate NOTAM in relation to matters related to their operations. Such authorisation must be in writing and copied to the NOTAM Office.

Civil Aviation Safety Regulation – CASR Part 175 section 175.450 requires aeronautical data originators to supply the AIS provider (Airservices) with the names of the NOTAM authorised persons for each location. The new rules, as defined in subpart 175D will commence for Data Originators once provided with a Data Product Specification (DPS) from the AIS provider, Airservices.

## A.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 or 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.

## A.4 NOTAM Templates

- If the same NOTAM is likely to be issued on multiple occasions, a template can be created within NOSNIS to save the originator and the NOTAM Office time, and to decrease the likelihood of errors.
- NOTAM templates will be assigned a template number specific to the location.
- Creating and amending NOTAM templates will need approval from the NOTAM Office.
- The status of pending templates can be found in the Pending Template Directory.

### A.4.1 Creating NOTAM Templates

Within NOSNIS, select the following:

NOTAM Menu > New NOTAM > Complete NOTAM form (See NOTAM Request Fields) > submit template to NOTAM Office for approval.

The NOTAM Office will check for accuracy and approve or reject the template.

See the NAIPS Internet Service Authorised NOTAM Originator User Guide for more information on creating/activating templates.

### A.4.2 Activating NOTAM Templates

NOTAM menu > Template Directory > select group and location > Retrieve Directory select Template and Retrieve > template will open with pre saved information > select Field B (start time) and Field C (finish time) and if required, Field D (periods of activation/daily periods) > submit NOTAM.

## A.5 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, unless it is accompanied by a valid approval letter from CASA.

- When a NOTAM with an estimated end time (EST) 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.

## **A.6 Checking NOTAM**

- MOS Part 139 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.
- NOTAMs will be available via NOSNIS after submission.
- Any discrepancies must be raised with the NOTAM Office, by phone, as soon as the error has been discovered.

## **A.7 NOTAM Conventions**

### **A.7.1 '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.

### **A.7.2 Abbreviations**

- A list of permitted abbreviations to be used in NOTAM is available in 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 2.2 abbreviations are updated every three months and should be checked on a regular basis.

### **A.7.3 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 100<sup>th</sup> of an arc second). Please refer to the appropriate CASR PART 175 Aeronautical Data Originator - DPS for your location.



## A.7.4 Units of Measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal distance:
  - Nautical miles NM, (usually used for distances greater than 2 NM).
  - Shorter distances: metres 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.

A full list can be found in AIP GEN 2.1 – Units of Measurements

## A.7.5 Cross Referencing

- 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.

## A.7.6 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 navaids which are used on international routes.

## A.8 NOTAM Types

### A.8.1 NOTAMN

- NOTAMN (New) when a NOTAM is first issued.
- If a NOTAM is being requested on an event for which there is no current NOTAM, a NOTAMN should be requested.

## A.8.2 NOTAMR

- NOTAMR (Replace) when an existing NOTAM is amended.
- A NOTAM which has already been issued but needs to be extended, reduced or amended should be replaced rather than a new NOTAM being created.
- When reviewing a current NOTAM ensure the intent of the NOTAM does not change. If the facility is being amended, users must 'Cancel' and issue a 'New' NOTAM. Review NOTAM 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.
- **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.

### 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.

## A.8.3 NOTAMC

- NOTAMC (Cancel) when an existing NOTAM is 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 Field C).

## A.9 NOTAM Locations

### A.9.1 Aerodrome (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:
  - NAVAIDS, CTAF or ATS frequencies when requested by the service provider or CASA.
  - Special procedures when requested by Airservices or CASA or;
  - 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.

### **A.9.2 Navaid ('BN', 'CB')**

- Navaid NOTAM requests are submitted by Airservices with the exception of privately owned navaid.
- Navaids not located with an aerodrome will be issued on the navaid location.

### **A.9.3 Restricted or Danger Area (R520A, R628ABC)**

- A NOTAM will be issued on an individual restricted or danger area number if that area is not associated with an airspace group and if that area is being:
  - Activated
  - Deactivated (if published as H24) or;
  - There is a hazard occurring within it.
- These NOTAM must only be requested by the airspace authority.
- Temporary restricted or temporary danger area requests must be authorised by CASA Office of Airspace Regulations (OAR) before submission to the NOTAM Office.

### **A.9.4 Military Airspace Group (AMX, ESX)**

- A NOTAM will be issued on an airspace group if a restricted or danger area within that group is being:
  - Activated
  - Deactivated (if published as H24) or;
  - There is a hazard occurring within it.
- These NOTAM must only be requested by the airspace authority.

### **A.9.5 FIR (YBBB, YMMM)**

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

- Location (aerodrome or navaid) 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 or;
- Hazard for which a location NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overhead or nearby not using the aerodrome. This is generally determined by CASA or Airservices.

### **A.9.6 Dual FIR (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 area forecast (ARFOR) areas are shared by the boundary.

## A.9.7 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 ARFOR areas are not shared by the boundary.

## A.9.8 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.

## A.10 NOTAM Times

### A.10.1 Time Format

- 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.
- **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 [NIS User Guide](#) for more information.
- Extra care should be taken during daylight savings periods. See [Time Conversion Chart](#)
- 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 'Actual 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.
- **IMPORTANT** - use of the times **xx59** and **xx01** in NOTAM can create anomaly within the Air Traffic Control systems. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.
- **Example** - a NOTAM that finishes at 2359 will be removed from ATC systems at 2359 and 01 second, **not** at 2359 and 59 seconds.

### A.10.2 Maximum Time

The maximum time that a NOTAM may be issued for is **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](#))

### A.10.3 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 Field C) 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.*  
**\*\* Please refer to the ERSA FAC page template style guide (see CASR PART 175 Aeronautical Data Originator - DPS for your location) when issuing PERM NOTAM.**

### A.10.4 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.

## A.11 NOTAM Request Fields

### A.11.1 Group

Select the group that corresponds to the aerodrome/airspace to which the individual is authorised to originate NOTAM's for. Contact the NOTAM Office for more information on creating NOTAM groups within NIS.

### A.11.2 Contact Details

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

### A.11.3 Summary Line

The summary line is a brief description of the NOTAM (Max. 50 Characters) which is displayed in the Active NOTAM Briefing menu as the NOTAM subject. After seven (7) days, the NOTAM will only display the summary line in NIS, unless full length NOTAMs are specifically requested.

If unable to specify the exact contents of the NOTAM in the summary, provide a general description. This must include a general location of the subject of the NOTAM if issued under the FIR. Ensure that the first line of the NOTAM contains enough information so the pilot can decide if it is relevant to their operation. There are some examples of NOTAM Summary in the examples below.

#### **A.11.4 Field A) Location**

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

#### **A.11.5 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's to be reviewed or cancelled can be found in the Active NOTAM Directory.

#### **A.11.6 Mandatory Fields**

- For NOTAM N: Fields A), B), C) and E) are mandatory.
- For NOTAM R: Fields A), B), C) and E) are mandatory.
- For NOTAM C: Fields A), B) (WIE) and E) are mandatory.

#### **A.11.7 Field B) Commencing Time**

- Field B) in a NOTAM is the time at which the NOTAM comes into effect.
- The time in Field B) must be WIE or in the future, NOTAM cannot be issued retrospectively.
- If a NOTAM is required immediately or as soon as possible, WIE (with immediate effect) 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 Field B).
- 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 Field B) and commence Field E) with the abbreviation WEF (with effect from) and the implementation date/time e.g. WEF 1405181600.
- If you originate a NOTAMR and amend Field B to a future time, the current NOTAM will cease to exist as soon as the NOTAMR is issued. Refer [NOTAMR](#), for further information.

#### **A.11.8 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 in Field C) which will be a confirmed finished time unless the 'EST' is specifically selected.
- The NOTAM will be published with the 10-figure date/time group in Field C).
- 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

Field C), and the box marked 'Estimated' should be selected. The NOTAM will be published with the 10-figure date/time group in Field C), followed by 'EST' for estimated.

- A permanent finish time should only be used when the content is to be incorporated into the AIP. For more information refer [Permanent NOTAM](#)
- Refer [Field C\) Estimated \(EST\)](#) for more information regarding NOTAM with an EST finish time.

### **A.11.9 Field C) Estimated (EST)**

- Any NOTAM with an estimated finish time (EST) must be replaced or cancelled prior to the finish time.
- A minimum one hour notice when extending or cancelling an EST NOTAM is appreciated where possible.
- It is the originators responsibility to contact the NOTAM Office.
- Field D) and EST:
  - If you have specific dates in Field D) (i.e. 1508150100 to 1508150200), an EST finish time is not permitted.
  - If you have daily periods in Field D) (i.e. DAILY 0100/0200, HJ, HN), an EST finish time is permitted.

### **A.11.10 Field D) Activation Periods**

- 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. 1408020200 TO 1408021400.
  - 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.

### **A.11.11 Field E) Text of NOTAM**

- This field is used for the content of the NOTAM.
- Refer [NOTAM Examples](#), for more information.

### A.11.12 Field F) and G) Lower and Upper Limit

- These fields are used to indicate the lower and upper limits of airspace affected by the NOTAM.
- It is mandatory for the following NOTAM:
  - PRD NOTAM
  - LJR NOTAM without Abrupt Vertical Manoeuvres
  - Flare, fireworks and blasting NOTAM.
  - UAV

## A.12 NOTAM Categories

Category	Use	Generally originated by
<b>AD</b> (Aerodrome)	For promulgating information relating to the establishment, withdrawal from service, or variation in availability of aerodromes or facilities thereon including: <ul style="list-style-type: none"> <li>• approach (including associated locator) and landing aids (instrument or visual)</li> <li>• the existence or removal of hazards or obstructions on and in the vicinity of the aerodrome</li> <li>• traffic holding fuel advisory.</li> </ul>	<ul style="list-style-type: none"> <li>• ARO</li> <li>• CASA</li> <li>• Airservices</li> <li>• Military.</li> </ul>
<b>ATS</b> (Air Traffic Services)	To notify the establishment, activation, cancellation, deactivation or variation in services provided by ATS units	<ul style="list-style-type: none"> <li>• Airservices</li> <li>• Military.</li> </ul>
<b>COM</b> (Communications)	For the promulgation of the establishment, activation, withdrawal, failure or variation in the status of communication facilities or services.  <b>Note:</b> NOTAM on Aerodrome Frequency Response Unit (AFRU) will be issued under AD category.	<ul style="list-style-type: none"> <li>• Airservices</li> <li>• Military.</li> </ul>
<b>LJR</b> (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
<b>MET</b> (Meteorological Services)	For the promulgation of the establishment, variation or termination of such services	<ul style="list-style-type: none"> <li>• BoM</li> <li>• ARO</li> <li>• Airservices</li> <li>• Military.</li> </ul>
<b>NAV</b> (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"> <li>• ARO</li> <li>• CASA</li> <li>• Airservices</li> <li>• Military.</li> <li>• UAV Delegates</li> </ul>
<b>PRD</b> (Prohibited, Restricted and Danger Areas)	To notify the establishment, activation, cancellation, deactivation or variation of such an airspace	<ul style="list-style-type: none"> <li>• Airspace authorities</li> <li>• CASA OAR</li> <li>• OAR-authorized originators.</li> </ul>



Category	Use	Generally originated by
<b>PROC</b> (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"> <li>Airservices AIM</li> <li>Military AIM.</li> </ul>
<b>RFF</b> (Rescue and Firefighting Facilities)	To notify the establishment, activation, cancellation, deactivation or variation of the service provided by such a unit	Airservices ARFF

## A.13 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 [NOTAM Request Fields](#)

### A.13.1 AD NOTAM

AD category NOTAM 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 nav aids, ATS frequencies or special procedures.
- An aerodrome has been recently registered/certified and is not yet 'NOTAMable'.

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

AD NOT AVBL DUE (reason)	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
<b>SUMMARY</b>	<b>AD NOT AVBL DUE WIP</b>

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>
<b>SUMMARY</b>	<b>AD NOT AVBL DUE WIP EXC EMERG ACFT 30MIN PN</b>

AD NOT AVBL FIXED WING	E) AD NOT AVBL TO FIXED WING ACFT E) AD NOT AVBL TO FIXED WING ACFT DUE WIP (SNOW CLEARING)
<b>SUMMARY</b>	<b>AD NOT AVBL FIXED WING ACFT</b>

AD WIP	E) AD WIP MEN AND EQPT WILL VACATE WITH **MIN PN TEL: **** REFER METHOD OF WORKING PLAN **** (optional)  E) AD WIP MEN AND EQPT MNT CTAF AND WILL VACATE WITH **MIN PN WORKS SAFETY OFFICER TEL: **** REFER METHOD OF WORKING PLAN **** (optional)
<b>SUMMARY</b>	<b>AD WIP 30MIN PN REQ</b>

## Helicopter Landing Sites

### Helipad vs Heliport?

- Helipads are simply 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
<b>SUMMARY</b>	<b>HLS SITE NOT AVBL DUE WIP</b>

HELIPORT	E) HELIPORT NOT AVBL DUE WIP
<b>SUMMARY</b>	<b>HLP NOT AVBL DUE WIP</b>

## Runway Distance Supplement

- A NOTAM must be issued if the dimensions, declared distance, or supplementary TKOF distance for a runway or runway strip:
  - Length - decreases by 10M or more, 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](mailto:docs.amend@airservicesaustralia.com).

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 DISTANCE	E) RWY 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) RWY DECLARED DISTANCE AND GRADIENT CHANGES RWY TODA
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	05 1588(2.54) SUPPLEMENTARY TKOF DISTANCES RWY05 - 1262(1.6) 1404(1.9) 1505(2.2) 1580(2.5)
<b>SUMMARY</b>	<b>RWY 05 DECLARED DIST AND GRADIENT CHANGES</b>

### 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)	E) RWY 11/29 LENGTH REDUCED 70M DUE WIP THR RWY 11 DISPLACED 270M RWY TORA TODA ASDA LDA 11 1606 1727 1606 1406 29 1606 1676 1606 1606 RWY 11 PAPI AND THR IDENT LIGHTS (RTIL) NOT AVBL TWY B BTN TWY D AND RWY 11 NOT AVBL <i>REFER METHOD OF WORKING PLAN 14/1 (optional)</i>
<b>SUMMARY</b>	<b>THR RWY 11 DISPLACED 270M DUE WIP</b>

DISPLACED THRESHOLD (military)	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 LIGHTS ON EASTERN SIDE HN RWY 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)
<b>SUMMARY</b>	<b>THR RWY 15 DISPLACED 4711FT DUE WIP</b>

### Taxiway

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

TWY NOT AVBL	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 WI E) TWY J NOT AVBL DUE ACFT PARKING
<b>SUMMARY</b>	<b>TWY A AND TWY C EAST RWY 10/28 NOT AVBL</b>

### 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 MOS139.

### Precision Approach and Landing Aids

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

ILS	E) ILS 'IPH' 109.9 RWY 24 NOT AVBL DUE MAINT
<b>SUMMARY</b>	<b>ILS 'IPH' 109.9 RWY 24 NOT AVBL DUE MAINT</b>

ILS ON TEST	E) ILS 'ISW' 109.7 RWY 25 ON TEST DO NOT USE, FALSE INDICATIONS POSSIBLE
<b>SUMMARY:</b>	<b>ILS 'ISW' 109.7 RWY 25 ON TEST DO NOT USE</b>

ILS SUBJ INTRP	E) ILS 'ISW' 109.7 RWY 25 SUBJ INTRP DO NOT USE, FALSE INDICATIONS POSSIBLE
<b>SUMMARY:</b>	<b>ILS 'ISW' 109.7 RWY 25 SUBJ INTRP</b>

ILS PILOT MONITORED	E) ILS 'ISW' 109.7 RWY 25 PILOT MONITORED
<b>SUMMARY</b>	<b>ILS 'ISW' 109.7 RWY 25 PILOT MNT</b>

**Note:** If the Localiser is not available, the entire ILS facility must be taken as not available and a NOTAM will be issued as appropriate 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
<b>SUMMARY</b>	<b>ILS DME 'IBS' 110.1/38X RWY 27 NOT AVBL</b>

If the Glide Path is not available but the rest of the ILS components are:

GP	E) ILS GP 'IKS' 332.6 RWY 16R NOT AVBL DUE MAINT
<b>SUMMARY</b>	<b>ILS GP 'IKS' 332.6 RWY 16R NOT AVBL DUE MAINT</b>

If a Marker Beacon is not available but the rest of the ILS components are:

OM	E) ILS OM 'IPC' 111.9 RWY 36R NOT AVBL
<b>SUMMARY</b>	<b>ILS OM 'IPC' 111.9 RWY 36R NOT AVBL</b>

MM	E) ILS MM 'IPE' 75 RWY 18L NOT AVBL
<b>SUMMARY</b>	<b>ILS OM 'IPC' 111.9 RWY 36R NOT AVBL</b>

### 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
<b>SUMMARY</b>	<b>AD AND APCH LGT NOT AVBL PWR FAILURE</b>

PAPI	E) PAPI RWY 08/26 RIGHT SIDE NOT AVBL
<b>SUMMARY</b>	<b>PAPI RWY 08/26 RIGHT SIDE NOT AVBL</b>

RTIL	E) RWY 34 RWY THR IDENT LGT NOT AVBL
<b>SUMMARY</b>	<b>RWY 34 RWY THR IDENT LGT NOT AVBL</b>

HOLDING POINT	E) TWY A2 HLDG POINT LGT NOT AVBL HLDG POINT MARKED BY 2 TEMPO RED LIGHTS EITHER SIDE OF TWY
<b>SUMMARY</b>	<b>TWY A2 HLDG POINT LGT NOT AVBL</b>

### 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) ON RWY 11/29
<b>SUMMARY</b>	<b>ANIMAL HAZARD RWY 11/29</b>

INCREASED ANIMAL HAZARD	E) INCREASED BIRD HAZARD (CORELLAS) WI RWY STRIP DURING DAYLIGHT HOURS
<b>SUMMARY</b>	<b>INCREASED BIRD HAZARD WI RWY STRIP HJ</b>

### 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
<b>SUMMARY</b>	<b>CONTROLLED FIRE HAZARD ON AD 80M SOUTH RWY 12 THR</b>

### 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 unavailability 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.
- NOTAM will be issued for any change in the status of administered replenishment facilities at MILITARY aerodromes, as listed in ERSA INTRO Handling Services and Facilities.

FUEL NOT AVBL – CODE BLACK	E) FUEL RATIONING 'CODE BLACK' IN PLACE DUE SUPPLY SHORTAGES CONTACT YOUR SUPPLIER FOR FURTHER INFORMATION
<b>SUMMARY</b>	<b>FUEL CODE BLACK</b>

### OBST and OBST LGT

- An obstacle NOTAM will be issued on the aerodrome (as opposed to an FIR) if the obstacle is within 5 NM of the aerodrome.
- All obstacle and obstacle lighting NOTAM require a height and a position.
- 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 - the time it is an obstacle.
- Inclusion of a latitude/longitude is optional. If provided please ensure you comply with the format convention as shown in [Latitude and Longitude](#).
- However, 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.

**Note: Optional inclusions in a NOTAM are underlined in the following examples:**

OBST NOT AVBL - AD	E) OBST CRANE <u>MARKED AND LIT</u> 63FT AMSL [ <u>LAT/LONG</u> ] BRG 205 MAG 1.5NM FM ARP <u>INFRINGES INNER HORIZONTAL SFC BY 17FT</u>
<b>SUMMARY</b>	<b>OBST CRANE 63FT AMSL BRG 205 MAG 1.5NM FM ARP</b>

OBST NOT AVBL - FIR	E) OBST CRANE 423FT AMSL [ <u>LAT/LONG</u> ] BRG 205 MAG 1.5NM FM DUBBO AD (YSDU)
<b>SUMMARY</b>	<b>OBST CRANE 423FT AMSL BRG 205 MAG 1.5NM FM YSDU</b>

OBST LGT NOT AVBL - AD	E) OBST LGT ON TOWER 220FT AMSL NOT AVBL [ <u>LAT/LONG</u> ] BRG 074 MAG 2.5NM FM ARP
<b>SUMMARY</b>	<b>OBST LGT 220FT AMSL BRG 074 2.5NM FM ARP NOT AVBL</b>

OBST LGT NOT AVBL – FIR	E) OBST LGT ON TOWER 220FT AMSL NOT AVBL [ <u>LAT/LONG</u> ] BRG 074 MAG 2.5NM FM DUBBO AD (YSDU)
<b>SUMMARY</b>	<b>OBST LGT 220FT AMSL BRG 074 2.5NM FM YSDU NOT AVBL</b>

### Other Aerodrome Facilities

AFRU	E) AD FREQ RESPONSE UNIT (AFRU) 126.7 NOT AVBL
<b>SUMMARY</b>	<b>AD FREQ RESPONSE UNIT 126.7 NOT AVBL</b>

WDI	E) RWY 07 WDI NOT AVBL DUE WIP
<b>SUMMARY</b>	<b>RWY 07 WDI NOT AVBL DUE WIP</b>

IWI	E) RWY 07 ILLUMINTED WDI NOT AVBL DUE WIP
<b>SUMMARY</b>	<b>RWY 07 ILLUMINATED WDI NOT AVBL</b>

## A.13.2 ATS NOTAM

### ATS/TWR Hours

ATS HR	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
<b>SUMMARY</b>	<b>ATS HOURS</b>

TWR/ATS HR	E) TWR ATS AMD HR
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	MON-FRI 2000-1200
<b>SUMMARY:</b>	<b>TWR ATS AMD HR</b>

### Control Zone activated

CTR ACT (military)	E) CTR ACT MAY BE ACTIVATED/DEACTIVATED AT SHORT NOTICE PILOT RESPONSIBILITY TO CHECK CURRENT STATUS WITH ATS
<b>SUMMARY</b>	<b>CTR ACT</b>

### Control Zone deactivated

CTR DEACT (military)	E) CTR DEACTIVATED SUBJECT TO RECALL AT SHORT NOTICE. CTAF PROCEDURES APPLY FOR FURTHER INFO TEL: ****
<b>SUMMARY</b>	<b>CTR DEACTIVATED</b>

### ATIS, VOLMET and AERIS

ATIS AMD FREQ	E) ATIS TRANSMITTING ON 135.8
<b>SUMMARY</b>	<b>ATIS TRANSMITTING ON 135.8</b>

ATIS NOT AVBL	E) ATIS 280.4 NOT AVBL
<b>SUMMARY</b>	<b>ATIS 280.4 NOT AVBL</b>

VOLMET NOT AVBL	E) VOLMET BROADCAST ON 6676 AND 11387 NOT AVBL DUE MAINT
<b>SUMMARY</b>	<b>VOLMET BCST 6676 AND 11387 NOT AVBL</b>

VOLMET LIMITED	E) VOLMET BROADCAST 11387 SUBJ TO INTRP DUE MAINT
<b>SUMMARY</b>	<b>VOLMET BCST 11387 SUBJ INTRP</b>

AERIS NOT AVBL	E) AERIS KALGOORLIE 128.25 NOT AVBL
<b>SUMMARY</b>	<b>AERIS KALGOORLIE 128.25 NOT AVBL</b>

## A.13.3 LJR NOTAM

### General Information

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



- The LJR will be activated from 30 minutes prior to 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) and C) periods have been nominated by the originator.
- Any expected delay of EOBT by more than one hour must be notified to the NOF.
- The LJR NOTAM will only include that portion of the flight which is conducted below 5000 FT 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 05.0 E152 11.0.
- The text 'ASCENT' and 'DESCENT' are required when the LJR begins or ends mid-route. If the entire flight is below 5000FT from DEP to DEST then 'ASCENT' and 'DESCENT' are not required.

Heights will be included in the F) and G) from SFC to 5000FT AGL.

### LJR without AVM

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

LJR WITHOUT AVM	E) LJR SE QUEENSLAND/N NEW S 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) F) SFC G)5000FT AGL
<b>SUMMARY</b>	<b>LJR SE QUEENSLAND/N NEW SOUTH WALES</b>

### LJR with AVM

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

LJR WITH AVM	E) LJR COASTAL NEW S WALES MIL F18 JET ACFT OPR BLW 5000FT AGL ON THE FLW RTE: AMBERLEY / LISMORE 232028 / GLEN INNES 036039 / GLEN INNES 349031 / GLEN INNES 301040 / GLEN INNES 310045 / AMBERLEY 215092 / AMBERLEY AVM UP TO 9000FT AMSL - GLEN INNES 301040
<b>SUMMARY</b>	<b>LJR COASTAL NEW SOUTH WALES</b>

## A.13.4 MET NOTAM

### General Information

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 is 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 of NOTAM. Airservices are the only originators for VOLMET/AERIS NOTAM.

### NOTAM Advice

- NOTAM will refer to the **service/product** that is not available, rather than the equipment that is not available. E.g. 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 (AD 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.
- BoM radar outages are not notified by NOTAM.

### 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 to 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.
  - Sub-FIR if the location does not have an AVFAX code.

### Aerodrome Forecast (TAF)

TAF SVC CEASED	E) TAF SERVICE NOT AVBL
<b>SUMMARY</b>	<b>TAF SERVICE NOT AVBL</b>

TAF SVC REDUCED	E) TAF SERVICE HOURS OF OPERATION REDUCED 2200/0830 MON-FRI 2300/0630 SAT-SUN
<b>SUMMARY:</b>	<b>TAF SERVICE HOURS OF OPERATION REDUCED</b>

**Trend Type Forecast (TTF)**

TTF NOT AVBL	E) TREND TYPE FORECAST NOT AVBL
<b>SUMMARY</b>	<b>TREND TYPE FORECAST NOT AVBL</b>

TTF REDUCED	E) TTF METAR/SPECI HOURS OF OPERATION REDUCED 2200/0830 MON-FRI 2300/0630 SAT-SUN
<b>SUMMARY</b>	<b>TTF METAR/SPECI HOURS OF OPERATION REDUCED</b>

**METAR/SPECI and AWIS**

METAR/SPECI NOT AVBL	E) METAR/SPECI NOT AVBL
<b>SUMMARY</b>	<b>METAR/SPECI NOT AVBL</b>

AWIS NOT AVBL	E) AD WEATHER INFO SERVICE (AWIS) NOT AVBL
<b>SUMMARY</b>	<b>AD WX INFO SERVICE (AWIS) NOT AVBL</b>

MET DATA CORRUPT	E) METAR/SPECI AND AWIS CLOUD DATA CORRUPT, DO NOT USE
<b>SUMMARY</b>	<b>METAR/SPECI AND AWIS CLOUD DATA CORRUPT</b>

**A.13.5 NAV NOTAM**

NAV category NOTAM can be issued on:

- A specific aerodrome (when the hazard is within 5 NM of that aerodrome)
- A navaid (when 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).

**Navigation Aid NOT AVBL**

NDB	E) NDB 'WYM' 372 NOT AVBL
<b>SUMMARY</b>	<b>NDB 'WYM' 372 NOT AVBL</b>

VOR	E) VOR 'YWE' 114.3 NOT AVBL DUE MAINT
<b>SUMMARY</b>	<b>VOR 'YWE' 114.3 NOT AVBL DUE MAINT</b>

DME	E) DME 'IES' 109.5/32X RWY 22 NOT AVBL
<b>SUMMARY</b>	<b>DME 'IES' 109.5/32X RWY 22 NOT AVBL</b>

TACAN	E) TACAN 'TVL' 113.5/82X NOT AVBL
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<b>SUMMARY</b>	<b>TACAN 'TVL' 113.5/82X NOT AVBL</b>
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### Navigation Aid on Test/Subject to Interruption

NDB	E) NDB 'TW' 341 ON TEST DO NOT USE
<b>SUMMARY</b>	<b>NDB 'TW' 341 ON TEST DO NOT USE</b>

VOR	E) VOR 'TW' 116.0 ON TEST DO NOT USE
<b>SUMMARY</b>	<b>VOR 'TW' 116.0 ON TEST DO NOT USE</b>

NDB	E) NDB 'TW' 341 SUBJ TO INTRP
<b>SUMMARY</b>	<b>NDB 'TW' 341 SUBJ TO INTRP</b>

### Navigation Aid Pilot Monitored

NDB	E) NDB 'OK' 254 PILOT MONITORED
<b>SUMMARY</b>	<b>NDB 'OK' 254 PILOT MNT</b>

### Co-site Navigation Aids

VOR/DME	E) VOR/DME 'BN' 113.2/79X NOT AVBL E) VOR/DME 'ML' 114.1/88X NOT AVBL DUE MAINT
LOC/DME	E) LOC/DME 'ICN' 109.5/32X RWY 33 NOT AVBL
<b>SUMMARY</b>	<b>VOR/DME 'BN' 113.2/79X NOT AVBL</b>

### Fireworks and Flare NOTAM

AD	E) FIREWORKS DISPLAY MINDIL BEACH PSN S** *.* E*** *.* BRG *** MAG *NM FM ARP
<b>SUMMARY:</b>	<b>FIREWORKS DISPLAY BRG *** MAG *NM FM ARP</b>

FIR	E) FIREWORKS DISPLAY VICTORIA HARBOUR DOCKLANDS PSN S** *.* E*** *.* BRG *** MAG *NM FM ***** AD (Y***)
<b>SUMMARY</b>	<b>FIREWORKS DISPLAY BRG *** MAG *NM FM Y***</b>

FLARE	E) ROCKET AND FLARE DEMONSTRATION DUE SEA SURVIVAL TRAINING FM BEAUTY POINT, TASMANIA PSN S** *.* E*** *.* BRG *** MAG *NM FM ***** AD (Y***)
<b>SUMMARY</b>	<b>ROCKET/FLARE DEMONSTRATION BRG *** MAG *NM FM Y***</b>

## 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 as the appropriate FIR only and not on an aerodrome in 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	E) OCULAR HAZARD ASSOCIATED WITH LIDAR LASER USE DURING AERIAL SURVEY OPS IN THE **** AREA. THE HAZARD EXISTS WI: ****FT BLW SURVEY ACFT WHEN LASER ACTIVATED. LIVE RUN BROADCASTS WILL BE MADE. ACFT TYPE: **** CALLSIGN: ***** FOR FURTHER INFO CTC: **** LATERAL LIMITS: OPERATING AREA IS **** OPERATING ALTITUDE: ****FT - ****FT AMSL
<b>SUMMARY</b>	<b>OCCULAR HAZARD IN **** AREA</b>

## Balloon Release NOTAM

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 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
- Meteorological balloons fall under the light/medium/heavy category
- **CASA are the authority to approve balloon operations and will submit the NOTAM request on the operator's behalf, if required**
- 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
- Again, if you are unsure as to whether you require approval, contact your local CASA Flying Operations Inspector (FOI).

LIGHT BALLOON RELEASE	E) LIGHT BALLOON RELEASE AT LANG LANG SHOWGROUND, WESTERNPORT, VICTORIA PSN S38 16.1 E145 33.6 BRG 078 MAG 19NM FM TYABB AD (YTYA)
<b>SUMMARY</b>	<b>LIGHT BALLOON RELEASE BRG 078 MAG 19NM FM YTYA</b>

SMALL BALLOON RELEASE	E) BALLOON RELEASE (APRX 300 SMALL BALLOONS) OPR FM CLAREMONT SHOWGROUND, CLAREMONT, WESTERN AUSTRALIA PSN S31 58 E115 47 BRG 258 MAG 9.05NM FM PERTH AD (YPPH)
<b>SUMMARY</b>	<b>SMALL BALLOON RELEASE BRG 258 MAG 9.05 FM YPPH</b>

MET BALLOON	E) METEOROLOGICAL BALLOON RELEASE KHANCOBAN, NEW SOUTH WALES PSN S36 13.3 E148 06.5 BRG 098 MAG 13NM FM CORRYONG AD (YCRG) SINGLE BALLOONS WILL BE RELEASED AT 3 HOUR INTERVALS CTC OPR SNOWY HYDRO LIMITED 02 **** **
<b>SUMMARY</b>	<b>MET BALLOON RELEASE BRG 098 MAG 13NM FM YCRG</b>

## A.13.6 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 authorised person in accordance with CASR Part 175.
- UA NOTAM will be issued on either an Aerodrome (AD) or a Flight Information Region (FIR):
  - AD - The NOTAM will be issued on the AD if the UA activity will be occurring within 5 NM of the ARP (AD Reference Point) of a certified or registered aerodrome, which have full information listed on the white pages in ERSA.
  - FIR - The NOTAM will be issued on the Brisbane (YBBB) or Melbourne (YMMM) FIR, (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 impact to other airspace uses.
- The text of the NOTAM (Field E) 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

**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. It would be better to use a more prominent position that is further away.

- 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 enquiries or need to de-conflict).

For formatting templates and examples refer section [UA NOTAM – OPR within a radius of PSN \(preferred\)](#) and [UA NOTAM – OPR within defined points](#).

- Generally UA NOTAM will require the lower level to be SFC and an upper level and datum (AGL, AMSL, or FL) to be specified. However larger UA's can operate in block levels, for example F120-F150.
- Where the NOTAM has been requested by RPAS, the UA Operator's email may be included in the email field along with the Remote Piloted Aircraft Systems (RPAS) Office address and a copy of the issued NOTAM will be sent to both.

**1. UA NOTAM – OPR within a radius of PSN (preferred)**

<b>TEMPLATE FORMAT</b>	<b>E) UA (<i>weight, type and identifying characteristics</i>) OPR WI xM/NM RADIUS OF PSN Sxx xx.x Exxx xx.x BRG xxx MAG xNM FM yyyy OPR WILL BCST xxxx AND/OR MONITOR CTAF/FREQ xxx.x OPR CTC TEL: xxxxxxxx</b>
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<b>FIR NOTAM</b>	E) UA (3KG MULTI-ROTOR) OPR WI 0.5NM RADIUS OF PSN S33 51.3 E151 17.1 BRG 042 MAG 8NM FM SYDNEY AD (YSSY) OPR WILL BCST ON 129.0 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVALS WHILST AIRBORNE OPR CTC TEL 04** *** **
<b>SUMMARY</b>	<b>UA OPR BRG 042 MAG 8NM FM YSSY</b>

<b>AD NOTAM</b>	E) UA (MULTICOPTER BELOW 20KG) OPR WI 600M RADIUS OF PSN S35 20.0 E149 06.5 (FEDERAL GOLF COURSE) BRG 270 MAG 3.9NM FM ARP OPR WILL MNT TOWER FREQ 118.7 OPR CTC TEL 04** *** **
<b>SUMMARY</b>	<b>UA OPR BRG 270 MAG 3.9NM FM ARP</b>

**2. UA NOTAM – OPR within defined points**

<b>TEMPLATE FORMAT</b>	<b>E) UA (<i>weight, type and identifying characteristics</i>) OPR WI xM/NM EITHER SIDE OF A LINE BETWEEN PSN Sxx xx.x Exxx xx.x (BRG xxx MAG xNM FM yyyy) AND Sxx xx.x Exxx xx.x (BRG xxx MAG xNM FM yyyy) OPR WILL BCST xxxx AND/OR MONITOR CTAF/FREQ xxx.x OPR CTC TEL: xxxxxxxx</b>
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<b>FIR NOTAM</b>	E) UA (2KG FIXED WING, RED AND YELLOW STRIPES) OPR WI 1.5NM EITHER SIDE OF A LINE BETWEEN PSN S27 13.1 E153 05.5 BRG 135 MAG 1.5NM FM REDCLIFFE AD (YRED) AND S27 16.2 E152 59.0 BRG 225 MAG 3NM FM YRED OPR WILL BCST ON COMMON TFC ADVISORY FREQ (CTAF) 127.15 OPR CTC TEL 04** *** **
<b>SUMMARY</b>	<b>UA BTN BRG 135 MAG 1.5NM AND BRG 225 MAG 3NM YRED</b>

<b>AD NOTAM</b>	E) UA (MULTICOPTER BELOW 20KG) OPR WI 500M EITHER SIDE OF A LINE BETWEEN PSN S27 13.1 E153 05.5 BRG 135 MAG 1.5NM FM ARP AND S27 16.2 E152 59.0 BRG 225 MAG 3NM FM ARP OPR WILL MNT TOWER FREQ 118.7 OPR CTC TEL 04** *** **
<b>SUMMARY</b>	<b>UA BTN BRG 135 MAG 1.5NM AND 225 MAG 3NM FM ARP</b>



## A.13.7 PRD NOTAM

### 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 ERS/DAH.
- Temporary RAs or DAs 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 Mil OAR liaison if amending boundaries to ensure the appropriate buffers have been applied.
- All PRD NOTAM require an upper and lower limit to be entered.
- Some PRD NOTAM will be promulgated internationally by the NOTAM Office: all Restricted airspace above FL245 plus specific areas as listed in the NOTAM Office Local Instructions.
- Information entered into Field D) and E) 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 - see examples on next page.

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.

### PRD and Public Holidays

PRD activation 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 January
Australia Day	26 January
Good Friday	Friday before Easter Sunday
Easter Monday	Monday after Easter Sunday
Anzac Day	25 April
Queen's Birthday	Usually second Monday in June (except WA)
Christmas Day	25 December
Boxing Day	26 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.

### 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 Field A), and then referred to again in Field E).

R289B	A) R289B E) R289B ACT (RA3) DUE MIL NON-FLYING
<b>SUMMARY</b>	<b>R289B ACT (RA3) DUE MIL NON-FYLING</b>

### 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 field A), and then the individual area referred to in the E) field.

SBX – SHOALWATER BAY AIRSPACE	A) SBX E) R680 ACT (RA2) DUE MIL FLYING
<b>SUMMARY</b>	<b>R680 ACT (RA2) DUE MIL FLYING</b>

### Partial Activation – part of an airspace group

If a NOTAM request has multiple Restricted Area activations and the activation includes a partial activation of one of the Restricted Areas, that portion must be issued as a separate NOTAM.

WRX – WOOMERA AIRSPACE  (R250A and partial activation of R240)	A) WRX E) R250A ACT  and A) WRX E) R240 ACT WI 10NM RADIUS OF...
<b>SUMMARY</b>	<b>R240 ACT WI 10NM RADIUS ***</b>

### Multiple Areas- part of an airspace group

- If multiple restricted or danger areas which are part of the same airspace group are to be 'NOTAMed', 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 or;
  - 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 the highest level of the highest area as the upper limit in the G) field.

LNX – LANCELIN AIRSPACE	A) LNX E) R146ABC ACT (RA2) DUE MIL FLYING
<b>SUMMARY</b>	<b>R146ABC ACT (RA2) DUE MIL FLYING</b>

## A.13.8 RFF NOTAM

### 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 current.

OPR HR	E) FIRE AND RESCUE OPR HR MON CAT 8 1945-1147, CAT 7 1147-1230 TUE CAT 8 1945-1147, CAT 7 1147-1230 WED CAT 8 1945-1150, CAT 7 1150-1230 THU CAT 8 1945-1147, CAT 7 1147-1230 FRI CAT 8 1945-1147, CAT 7 1147-1230 SAT CAT 8 1945-1147, CAT 7 1147-1230 SUN CAT 8 1945-1150, CAT 7 1150-1230
<b>SUMMARY</b>	<b>FIRE AND RESCUE OPR HR</b>

### Amended Hours

- If the published Rescue and Fire Fighting (RFF) hours are being amended, a NOTAM will be issued as in the below example.
- If 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).

AMD HR	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
<b>SUMMARY</b>	<b>FIRE AND RESCUE CAT 7 AMD HR</b>

## Amended Category

- If the category of coverage is downgraded temporarily a NOTAM will be issued as in the below example.
- If RFF are downgrading category for less than an hour, no NOTAM is required (refer RFF OPS-005 – Service Provision for Temporary Change to Category).

AMD CAT	E) FIRE AND RESCUE CAT 5
SUMMARY	FIRE AND RESCUE CAT 5

## A.13.9 SPA NOTAM

### Sports Aviation

- To ensure that all NOTAM are received in a Specific Pre-flight Information Bulletin (SPFIB), the activity heights of any SPA NOTAM must be included in Item E).  
In addition to an FIR NOTAM, 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 just a duplicate of the FIR NOTAM.

FIR NOTAM	E) INCREASED GFY (GLIDERS AND TUGS) WILL TAKE PLACE WI 15NM RADIUS OF YBTH. GLIDERS MNT CTAF 127.35 WI 5NM YBTH OTHERWISE MULTICOM 126.7 OR GLIDING FREQ 122.7 CTC AIR FORCE CADETS ** **** ** SFC TO 10000FT AMSL
SUMMARY	<b>INCREASED GFY WI 15NM RADIUS OF BATHURST AD</b>
TEMPLATE FORMAT - FIR	<b>E) INCREASED GFY (TYPES OF ACFT INVOLVED) WILL TAKE PLACE WI **NM RADIUS OF *** AD (Y***). OR CAN BE A LAT/LONG, OR OPR WITHIN DEFINED BOUNDARIES Y*** - Y**** - Y**** ETC. (ANY SPECIFIC DETAILS THAT PILOTS NEED TO BE AWARE OF) GLIDERS MNT CTAF XXX.XX WI XXNM YXXX OTHERWISE MULTICOM XXX.XX OR GLIDING FREQ XXX.XX CTC OPR TEL ** **** ** LOWER LEVEL TO UPPER LEVEL</b>

AD NOTAM	E) INCREASED GFY. GLIDERS AND TUGS USE GRASS STRIP W 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 35 DURING GFY. GLIDERS MNT CTAF 127.35 WI 5NM YBTH OTHERWISE MULTICOM 126.7 OR GLIDING FREQ 122.7 CTC AIR FORCE CADETS ** **** **
SUMMARY	<b>INCREASED GFY GRASS STRIP WEST OF RWY 17/35</b>

<p><b>TEMPLATE FORMAT - AD</b></p>	<p><b>E) INCREASED GFY AT AD (TYPES OF ACFT) (OPR AREA) (ANY SPECIFIC CIRCUIT OPS OR OTHER DETAILS THAT PILOTS NEED TO BE AWARE OF) (GLIDERS MNT CTAF ***.** OR IT CAN BE NARROWED DOWN TO WI **NM Y*** AND/OR PROVIDE A SECOND FREQ) CTC OPR TEL ** **** ***) LOWER LEVEL TO UPPER LEVEL</b></p>
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## Appendix B 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

## Appendix C Aeronautical Data Originator (ADO) Form

### C.1 NOTAM Authorised Person(s)

CASR Part 175.D.1 requires aeronautical data originators to appoint a single senior manager within the originators organisation as the NOTAM authorised person(s). The NOTAM authorised person – aeronautical data originator has specific responsibilities under CASR Part 175, and an example of some items are provided below (for detailed instructions – refer [CASR Part 175](#)):

1. Appointment of a NOTAM authorised person(s) with the knowledge and competence to carry out the responsibilities of the position.
2. The originator must ensure that changes can be readily identified for NOTAM requests that amend existing published aeronautical data.
3. Provide in writing to the AIS provider (Airservices) any changes to the person(s) occupying the position of NOTAM authorised person.
4. The originator must ensure that the aeronautical data included in a NOTAM request is suitable for publication in NOTAM format.

**Please return only Appendix C of this DPS to:**

**[nof@airservicesaustralia.com](mailto:nof@airservicesaustralia.com)**

**Please acknowledge the following before completing this form (*tick to confirm*):**

1. I understand my responsibilities as a NOTAM authorised person in accordance with CASR Part 175 subpart 175.D	<input type="checkbox"/>
2. My <b>NOSNIS</b> username is _____ (To register for a username: <a href="https://www.airservicesaustralia.com/naips/Account/Register">https://www.airservicesaustralia.com/naips/Account/Register</a> )	<input type="checkbox"/>

### Aeronautical Data Originator

Registering as: **NOTAM authorised person**

Contact Details:	
Full name:	
Company:	
Position:	
Address:	
Phone number:	
Email address:	

**Description and Location of activity requiring NOTAM:**

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**I acknowledge the following (tick to confirm):**

I understand my responsibilities as an aeronautical data originator – NOTAM authorised person	<input type="checkbox"/>
I will notify Airservices of any changes to the aeronautical data originator – NOTAM authorised person(s)	<input type="checkbox"/>
NOSNIS username's will be kept private with no shared access or passwords. Misuse of this system will be reported to CASA.	<input type="checkbox"/>
NOTAM requests provided to Airservices must be made by a NOTAM authorised person.	<input type="checkbox"/>

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only (NOF)**

Appropriate description and location of activity / Allocated locations have been advised to originator	<input type="checkbox"/>
Group directory checked for duplications	<input type="checkbox"/>
Group name _____	<input type="checkbox"/>
Group name provided to aeronautical data originator – NOTAM authorised person	<input type="checkbox"/>
DPS form filed	<input type="checkbox"/>