



## Civil Aviation Authority of Botswana

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**AIC**  
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### **REQUIREMENTS PERTAINING TO AERODROME CERTIFICATION /LICENSING**

This AIC serves to sensitize aerodrome operators and other industry stakeholders that the Civil Aviation Act, 2011 and the Civil Aviation (Aerodromes) Regulations, 2012 are in force.

#### **1.0 INTRODUCTION**

1.1 ICAO specified 27 November 2003 as the date on which Contracting States shall licence aerodromes used for international operations and recommends a similar status for other aerodromes open for public use.

1.2 Taking cognizance of this, the Republic of Botswana has reviewed and promulgated aviation laws to enable the Civil Aviation Authority of Botswana (CAAB) to regulate aerodrome operations in Botswana for certification and licensing.

1.3 As per ICAO requirement specified in paragraph 1.1 above, CAAB intends to certificate all international aerodromes in Botswana in exception of those which are available for use by aircraft of maximum take-off mass not exceeding 21 000 kilograms.

1.4 All other aerodromes, private or public, are to be licensed in accordance with the licensing requirements in the Civil Aviation (Aerodromes) Regulations, 2012 Part IV. This AIC is intended to remind the stakeholders on the aerodrome certification/licensing requirements in the Civil Aviation (Aerodromes) Regulations, 2013

#### **2 AERODROMES TO BE USED BY AIRCRAFT EXCEEDING 21,000 kg.**

2.1 Aerodrome operators should note that certification of aerodromes to facilitate use of the aerodrome by aircraft of which the maximum total mass authorized exceeds 21,000 kg require

submission and approval of an aerodrome manual. Guidance in the preparation of the manual may be obtained from CAAB.

### **3 OTHER AERODROMES**

3.1 All other aerodromes shall need to be licensed. All licensed aerodromes are also required to have an aerodrome manual as per Civil Aviation (Aerodromes) Regulations, 2013, Part VII.

### **4 PUBLIC/PRIVATE AERODROMES**

4.1 There is no separation of regulatory requirements between public and private aerodromes and all aerodrome owners/operators shall be bound by the Civil Aviation (Aerodromes) Regulations, 2012 and shall need to get a licence/certificate for the aerodromes for use by aircraft as appropriate.

### **5 ISSUANCE OF AERODROME ESTABLISHMENT CERTIFICATE**

5.1 It is in the interest of the intending applicant to consult CAAB before committing himself to expenditure on constructing, developing or equipping an aerodrome. Where the proposed aerodrome is acceptable an aerodrome establishment certificate shall be issued.

### **6.0 GRANTING OF AERODROME LICENCE/CERTIFICATE**

6.1 An applicant may be granted an aerodrome certificate for public and international use or an ordinary aerodrome licence. In the case of the former, public transport aircraft may operate at the aerodrome. An ordinary aerodrome license relates only to use of the aerodrome by the holder of the licence and private operation aircraft authorized specifically by him. Public aerodromes are available during times indicated in the AIP. Private owned aerodromes may be available for limited time and are subject to permission for use by the owner. Aircraft operators and or pilots in command intending to operate at such private aerodrome shall obtain prior permission from the aerodrome owner.

### **7.0 USE OF LAND AS AN AERODROME**

7.1 The applicant for the aerodrome establishment certificate should either be the owner of the land, or has obtained the landowner's permission for the use of the site as an aerodrome. A proposal to use land as an aerodrome may be subject to the requirements of the appropriate land acquisition and planning regulations and applicants are advised to consult the Local Authorities such as the land Boards, Village Development Committees, District Councils and the Department of Environmental Affairs before embarking on any such project. A similar condition will almost certainly apply to any proposals for major improvements to an existing aerodrome. The granting of an aerodrome licence/certificate does not absolve the holder from observing the statutory requirements of other official bodies.

## **8.0 INITIAL APPLICATION**

8.1 The application for an aerodrome establishment certificate must be made on Form C set out in Schedule 1 of the Botswana Civil Aviation (Aerodromes) Regulations, (Aerodrome Establishment Certificate Application Form) accompanied by –

- (a) a detailed design of the proposed construction including related architectural requirements;
- (b) aerodrome data in accordance with the characteristics of the critical aircraft for which the aerodrome is intended;
- (c) a topographical map of the proposed aerodrome site as specified by the Authority indicating contours at one meter intervals; and
- (d) Applicable fees.

Application for renewal or amendment of aerodrome license should also be made on Form C set out in Schedule 1 of the Botswana Civil Aviation (Aerodromes) Regulations, 2012 accompanied by –

- (a) a copy of an approved aerodrome operations manual;
- (b) a plan for the aerodrome;
- (c) an environmental impact assessment report on the aerodrome;
- (d) approval of the establishment of the aerodrome from the relevant local authority;
- (e) particulars of any non-compliance or deviations from the appropriate aerodrome design, operation or equipment standards;
- (f) particulars of the airspace classification requirements;
- (g) a copy of the establishment certificate;
- (h) any fees as specified in Schedule 7.

It should be noted that the map must show the aerodrome location and boundaries (preferably on a scale 1:10 000 or 50 000). Additionally, survey data in the form of charts, profiles, sections, evidence of pavement strengths and surface textures etc, relating to the site and its environs, must be provided by the applicant.

## **9.0 SUBMISSION OF APPLICATION**

9.1 Applications should be submitted in sufficient time to allow for detailed consideration and inspection of the aerodrome before the issue of a licence/certificate. The minimum notice required for the renewal of an aerodrome establishment certificate, an ordinary Aerodrome License or an Aerodrome certificate is 30 days. The interval between application and grant of a licence/certificate (or a variation thereto) may depend upon matters within the control of the applicant and no undertaking can be given that CAAB will be able to reach a decision within a particular period.

## 10.0 CONDITIONS PRECEDENT

10.1 Before a licence /certificate is granted, CAAB will require to be satisfied that the physical conditions on the manoeuvring area, apron and in the environs of the aerodrome are acceptable and that the scale of equipment and facilities provided are adequate for the flying activities which are expected to take place.

CAAB will also wish to be satisfied that the applicant for the licence /certificate is able to ensure an effective aerodrome management organization and in those activities which are related to the safe operation of the aerodrome, staff who are competent and where necessary suitably qualified.

## 11.0 AERODROME INSPECTIONS

11.1 For purposes of grant of aerodrome certificate/licence, CAAB's Inspectors will carry out a detailed examination of the Aerodrome, its facilities, equipment and operational organization. Following the initial grant of certificate/licence, occasional inspections will be made. Normally, prior notice will be given to the holder of the licence but inspections may take place without such prior notice.

Inspectors are 'authorized persons' as defined in the Civil Aviation (Aerodromes) Regulations, 2011

## 12.0 AERODROME REFERENCE CODE

12.1 The aerodrome reference code shall be determined in accordance with the characteristics of the aeroplane for which an aerodrome facility is intended as per the following table

Code No.	Aeroplane reference field length	Code letter	Wing span	Outer main gear wheel span
1.	Less than 800 m	A	Up to but not including 15 m	Up to but not including 4.5 m
2.	800 m up to but not including 1,200 m	B	15 m up to but not including 24 m	4.5 m up to but not including 6 m
3.	1,200 m up to but not including 1,800 m	C	24 m up to but not including 36 m	6 m up to but not including 9 m
4.	1,800 m and over	D	36 m up to but not including 52 m	9 m up to but not including 14 m
		E	52 m up to but not including 65 m	9 m up to but not including 14 m
		F	65 m up to but not including 80 m	14 m up to but not including 16m

## **13 GUIDANCE**

CAAB has promulgated the following guidance manuals for licensing/certification of aerodromes.

1. Botswana Manual of Aerodromes Standards
2. Airport Certification Guide.
3. Airport Inspection Guide.

Applicants of aerodrome licence/certificate can access the documents in CAAB website [www.caab.co.bw](http://www.caab.co.bw) or from CAAB head office.

**This AIC becomes effective immediately and supersedes AIC 26/2013**