

# **NOTAM Data Quality Requirements for Aerodrome Operators**

**Manual**

**C-MAN0276**

**Version 2**

**Effective 24 January 2020**

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Authorised: ATM Network Services Manager

## Change summary

Version	Date	Location	Change description	NRFC
2	24 January 2020	Throughout	<ul style="list-style-type: none"> <li>Amended formatting,</li> <li>spelling and grammatical corrections</li> <li>amended reference to MOS 139 to CASR Part 139 (Aerodromes) Manual of Standards.</li> <li>updated hyperlinks and cross-referencing</li> </ul>	41204
		3.3	Amended to include reference to the NAIPS NOTAM Group	
		3.6	Amended to reflect originators responsibility to check NOTAM details after publication	
		4.2	Removed specific AIP GEN reference	
		4.6	<ul style="list-style-type: none"> <li>Removed duplicated information</li> <li>Addition of reference to PRD areas</li> </ul>	
		5.2	Amended for clarity	
		5.2.1	Updated to reflect new requirements for reviewing NOTAM	
		8.3	Removed reference to the Active NOTAM Directory	
		8.5	Amended to include reference to the 10 digit date/time group	
		8.6	Amended to include reference to the 10 digit date/time group	
		8.8	Amended to included reference that 'EXC' is not to be used	
		8.10	Amended for clarity	
		9.3.1	Amended to included reference to privately owned NAVAID	
		9.4.1	Included reference that CASA must originate UA NOTAM that are operating more than 5NM from the ARP	
		9.5	Amended to include reference to CASA responsibility	
9.6	Amended to included Military and Airservices responsibility and included reference to requirement for all heights in AMSL			
9.6.2	Amended from 'PRD area'			

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## Definitions

Within this document, the following definitions apply:

Term	Definition
AIS	Aeronautical Information Service
AIP	Aeronautical Information Package
AIP GEN	AIP General
AIP SUP	Aeronautical Information Package Supplement
ATS	Air Traffic Service
AVFAX	MET and NOTAM Facsimile Service
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
FIR	Flight Information Region
ICAO	International Civil Aviation Organisation
MOS	Manual of Standards Part 139 - Aerodromes
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigation Aid
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOTAM	Notice to Airmen
OAR	Office of Airspace Regulations
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
UA	Unmanned Aircraft
UTC	Coordinated Universal Time
VFR	Visual flight rules
WEF	With effect from
WIE	With immediate effect

# 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 (DPS) that all NOTAM Originators must have in place, which 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](mailto:nof@airservicesaustralia.com).

### 2.2 Email, telephone and fax

Email (preferred): [nof@airservicesaustralia.com](mailto: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 Requesting a NOTAM

### 3.1 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.

### 3.2 NOTAM request form

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

Step	Action
1	Go to the <a href="http://www.airservicesaustralia.com">Airservices Australia</a> website
2	Select 'Flight Briefing' from the menu
3	Select 'NOTAM originator'
4	Select the NOTAM Request Form

Alternatively, follow the link: <http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>

### 3.3 Authorised originators

As per the issued DPS, a NOTAM may be requested by any authorised originator whose [NIS](#) User ID has been added to the NAIPS NOTAM Group for the relevant aerodrome.

### 3.4 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 in order of effective time (see [8.5 Item B – commencement time](#)). This may at times result in delays during periods of high workload in the NOTAM Office. If your NOTAM has not been issued after 5 (five) days since submission, contact the NOTAM Office to confirm.

### 3.5 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
- when a NOTAM with an 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.

## 3.6 Checking NOTAM

It is the NOTAM Originators responsibility to ensure that information promulgated by the NOTAM Office is correct. All NOTAM will be available via NIS after publication and any discrepancies must be raised with the NOTAM Office, by phone, as soon as the error has been discovered.

# 4 NOTAM conventions

## 4.1 '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 [CASR Part 139 \(Aerodromes\) Manual of Standards](#) 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.

## 4.2 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the [AIP GEN](#). 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.

## 4.3 Latitude and longitude

Any latitude and longitude positions used in a temporary or permanent NOTAM are required in degrees, minutes and if required, seconds, followed by a cardinal point.

**Example:** 324620S 1382405E.

If more precision is required, such as for ICAO data accuracy and resolution requirements, seconds will be followed by a decimal and tenths or hundredths of seconds. **Example:** 324620.2S 1382405.1E or 324620.27S 1382405.15E.



## 4.4 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)

## 4.5 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.

## 4.6 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 will be sent internationally if the operations affect:

- PRD airspace higher than FL245 or below FL245 if affecting international routes
- international aerodromes or international alternate aerodromes (as per [AIP](#))
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per [AIP](#))
- NAVAIDS which are used on international routes.

## 5 NOTAM types

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

### 5.1 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.

## 5.2 NOTAMR

A NOTAMR (Replace) allows an existing NOTAM to be amended. A NOTAMR immediately replaces the previous NOTAM.

### 5.2.1 NOTAMR limitations

If the condition described in an active NOTAM is to remain valid for a period before being changed, then a NOTAMR shall be issued for the period up to the intended date and time of the change. This NOTAMR shall immediately replace the existing NOTAM and shall notify the same conditions but with a changed finish time. A NOTAMN detailing the intended change in condition shall then be issued with a future date and time in Item B.

If the NOTAM to be replaced is not active at the time of replacement, the NOTAM is to be cancelled WIE and a NOTAMN is to be issued with amended information and commencement time.

The table below provides further details for these requirements:

Circumstances	NOTAM Required
NOTAM Currently in effect, conditions to cease now and resume in the future	NOTAMC and NOTAMN
NOTAM Currently in effect, conditions to stay in effect and then change in the future	NOTAMR and NOTAMN
NOTAM not yet in effect, conditions to now start at different time (including WIE)	NOTAMC and NOTAMN
NOTAM not yet in effect, conditions change but subject and start time remain the same	NOTAMC and NOTAMN
NOTAM within current period of activity, conditions to cease now and resume in the future	NOTAMC and NOTAMN
NOTAM outside current period of activity, has already been in effect	NOTAMC and NOTAMN
NOTAM outside current period of activity, has not yet been in effect, start time unchanged	NOTAMC and NOTAMN
NOTAM Currently in effect, conditions to cease now and resume in the future	NOTAMC and NOTAMN

## 5.3 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 Item C.

## 6 NOTAM locations

### 6.1 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 5NM 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 ALAs and a NOTAM service is not provided except for changes to:

- NAVAID, CTAF or ATS frequencies
- special procedures
- MET facilities/services.

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.

### 6.2 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 5NM 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 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 [Appendix A Time conversion chart](#).

## 7.1 Time format

In Australia the format for all times in NOTAM is as a 10 digit 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.

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.

## 7.2 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 [7.3 Permanent NOTAM](#)) or an AIP SUP.

## 7.3 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 Item 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.

## 7.4 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 (YSHO) 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.

## 8 NOTAM request fields

### 8.1 Contact details

These are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM. Refer to [3.5 Verifying information](#) for further information.

### 8.2 Item A – location

This is the location under which the NOTAM will be issued. Refer [6 NOTAM locations](#) for more information.

### 8.3 NOTAM type (form only)

NOTAMN, NOTAMR or NOTAMC. Refer [5 NOTAM types](#) for more information on which type of NOTAM you require depending on what you need to achieve.

### 8.4 Mandatory fields

NOTAM type	Mandatory fields
NOTAMN	Items A, B, C and E
NOTAMR	Items A, B, C and E
NOTAMC	Items A, B (WIE), and E

### 8.5 Item B – commencement time

Item B in a NOTAM is the 10 digit date/time group at which the NOTAM comes into effect. The time in Item 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 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 Item 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 Item B and commence Item E with the abbreviation 'WEF' and the implementation date/time e.g. WEF 1805181600.

If you originate a NOTAMR and amend Item B to a future time, the current NOTAM will cease to exist as soon as the NOTAMR is issued. Refer [5.2 NOTAMR](#) for further information.

## 8.6 Item C – finishing time

This is the 10 digit date/time group at which the NOTAM will cease. If the end time of the NOTAM is known, this should be entered into Item C which will be a confirmed finish time unless EST is specifically required. The NOTAM will be published with the 10 digit date/time group in Item 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 Item C and the box marked 'EST' should be selected. The NOTAM will be published with the 10 digit date/time group in Item C followed by 'EST'. Refer [8.7 Item C – estimated](#) for more information regarding NOTAM with an estimated finish time.

A permanent finish time should only be used when the content is to be incorporated into the [AIP](#). For more information refer [7.3 Permanent NOTAM](#).

## 8.7 Item C – estimated

Any NOTAM with an estimated (EST) finish time 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.

Refer below to determine if the dates specified in Item D are permitted to have an EST finish time:

- if there are specific dates in Item D (i.e. 1808150100 to 1808150200), an EST finish time is not permitted.
- If there are daily periods in Item D (i.e. DAILY 0100/0200, HJ, HN), an EST finish time is permitted.

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

## 8.8 Item 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

**Note:** The term 'EXC' is not to be used in Item D.

## 8.9 Item E – text of the NOTAM

This field is used for the content of the NOTAM. Refer to [9 NOTAM examples](#) for more information.

## 8.10 Item F – lower limit and Item G – upper limit

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

Items F and G are mandatory for the following NOTAM:

- blasting and demolitions
- UAV
- PRD activations/deactivations.

## 9 NOTAM examples

The following are examples of how to write a NOTAM Item E. 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 **Items A, B, C, D, F and G**, refer to [8 NOTAM request fields](#).

### 9.1 Aerodrome facilities

Aerodrome (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 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 [ERSA](#) has been updated.

#### 9.1.1 Aerodrome

<b>AD NOT AVBL DUE ***</b>	<b>E) AD NOT AVBL DUE WIP</b> <b>E) AD NOT AVBL DUE SOFT WET SFC</b> <b>E) AD NOT AVBL DUE DISABLED ACFT</b> <b>E) AD NOT AVBL DUE MOTORSPORT EVENT</b> <b>E) AD NOT AVBL DUE POWER FAILURE</b> <b>E) AD NOT AVBL DUE FLOODING</b>
<b>AD NOT AVBL EXCEPT</b>	<b>E) AD NOT AVBL DUE WIP</b> <b>EXC FOR EMERG ACFT WITH **MIN PN TEL: ****</b> <i>REFER METHOD OF WORKING PLAN **** (optional)</i> <b>E) AD NOT AVBL DUE ***</b> <b>EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: ****</b>

<b>AD NOT AVBL TO FIXED WING ACFT</b>	<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>
<b>AD WIP</b>	<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>

### 9.1.2 Runway

<b>RWY NOT AVBL DUE **</b>	<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>
<b>RWY NOT AVBL EXC **</b>	<p>E) RWY 12/30 NOT AVBL DUE WIP</p> <p>EXC FOR EMERG ACFT WITH **MIN PN</p> <p>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>
<b>RWY WIP</b>	<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>

### 9.1.3 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.



<b>HELIPAD</b>	<b>E) HELICOPTER LANDING SITE NOT AVBL DUE WIP</b>
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<b>HELIPORT</b>	<b>E) HELIPORT NOT AVBL DUE WIP</b>
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### 9.1.4 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](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.

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

### 9.1.5 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.

<b>DISPLACED THR (CIVIL)</b>	<b>E) RWY 11/29 LENGTH REDUCED 70M DUE WIP</b> 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>
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<b>DISPLACED THR (MILITARY)</b>	<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</p> <p>DECLARED DISTANCE AND GRADIENT CHANGES</p> <table> <tr> <td>RWY</td> <td>TORA</td> <td>TODA</td> <td>ASDA</td> <td>LDA</td> </tr> <tr> <td>15</td> <td>1736(5695)</td> <td>1796(5892)</td> <td>1806(5925)</td> <td>1611(5285)</td> </tr> <tr> <td>33</td> <td>1676(5498)</td> <td>1796(5892)</td> <td>1676(5498)</td> <td>1676(5498)</td> </tr> </table> <p>SUPPLEMENTARY TKOF DISTANCES</p> <p>RWY15- 1422(1.9) 1543(2.2) 1637(2.5) RWY33- 2633(1.6) 2710(1.9) 2749(2.2) 2785(2.5)</p>	RWY	TORA	TODA	ASDA	LDA	15	1736(5695)	1796(5892)	1806(5925)	1611(5285)	33	1676(5498)	1796(5892)	1676(5498)	1676(5498)
RWY	TORA	TODA	ASDA	LDA												
15	1736(5695)	1796(5892)	1806(5925)	1611(5285)												
33	1676(5498)	1796(5892)	1676(5498)	1676(5498)												

### 9.1.6 Taxiway

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

<b>TWY NOT AVBL</b>	<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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### 9.1.7 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 [CASR Part 139 \(Aerodromes\) Manual of Standards](#).

### 9.1.8 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.

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

### 9.1.9 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.

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

### 9.1.10 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.

<b>FIRE HAZARD</b>	<b>E) CONTROLLED FIRE ON AD 80M SOUTH OF RWY 12 THR</b>
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### 9.1.11 Fuel NOTAM

The [ERSA](#) INTRO- Handling Services and Facilities states:

‘When information is received from the relevant aerodrome authority, a NOTAM will be issued notifying changes to refuelling information. However, Airservices Australia takes no responsibility for the accuracy or completeness of refuelling information’.

Temporary fuel restrictions at aerodromes to re-fuel bowsers and tankers does not require a NOTAM.

<b>FUEL NOT AVBL</b>	E) [FUEL TYPE] (AVGAS or JET A1) NOT AVBL
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### 9.1.12 Obstacle and obstacle lights

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

[CASR Part 139 \(Aerodromes\) Manual of Standards](#) states that 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. The height of an obstacle or obstacle light is included in Item E
- if it is a temporary obstacle, then the time it is an obstacle.

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.

<b>OBST ERECTED (AD)</b>	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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<b>OBST LGT NOT AVBL (AD)</b>	E) OBST LGT ON TOWER 220FT AMSL NOT AVBL [LAT/LONG] BRG 074 MAG 2.5NM FM ARP
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### 9.1.13 Other aerodrome facilities

<b>AFRU</b>	E) AD FREQ RESPONSE UNIT (AFRU) 126.7 NOT AVBL
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<b>WDI</b>	E) WDI RWY 07 NOT AVBL DUE WIP
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<b>IWI</b>	E) ILLUMINATED WDI RWY 12 NOT AVBL DUE WIP
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<b>ATIS AMD FREQ</b>	E) ATIS TRANSMITTING O N 135.8
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<b>ATIS NOT AVBL</b>	<b>E) ATIS FREQ 280.4 NOT AVBL</b>
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## 9.2 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

### 9.2.1 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.

### 9.2.2 AWIS NOT AVBL

<b>AWIS FREQ NOT AVBL</b>	<b>E) AD WX INFO SERVICE (AWIS) FREQ 133.25 NOT AVBL AVBL VIA TEL: 02 8302 7504</b>
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## 9.3 Navigation warnings

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 5NM 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 5NM from an aerodrome with a NOTAM service)

### 9.3.1 Navigation aids

All NAVAID NOTAM will be originated by Airservices or the Military except for privately owned navigational aids.

<b>NAVAID NOT AVBL</b>	E) NDB 'SHT' 212 NOT AVBL E) VOR/DME 'ARG' 113.9/86X NOT AVBL
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<b>NAVAID ON TEST</b>	E) VOR 'ARG' 113.9 ON TEST, DO NOT USE E) NDB 'LST' 230 SUBJ TO INTRP
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### 9.3.2 Blasting and demolition

<b>BLASTING (AD)</b>	E) BLASTING BRG 185 MAG 5.5NM FM ARP F) SFC G) 2000FT AGL
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## 9.4 Unmanned aircraft NOTAM

### 9.4.1 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 5NM of the ARP of a certified or registered aerodrome
- the Brisbane FIR (YBBB) or Melbourne FIR (YMMM), or both - if the UA activity is occurring more than 5NM 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. Any UA operating more than 5NM from the ARP must be originated by CASA (does not apply to Military).

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 Item 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
- 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 Item F to be SFC and Item G upper level and datum (AGL, AMSL, or FL) to be specified. However, larger UA's can operate in block levels, for example F120-F150.

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.

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

<b>AD NOTAM</b>	<p><b>E)</b> 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><b>F)</b> SFC <b>G)</b> 450FT AMSL</p>
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#### 9.4.3 UA NOTAM – operating within defined points

<b>AD NOTAM</b>	<p><b>E)</b> 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><b>F)</b> SFC <b>G)</b> 450FT AMSL</p>
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### 9.5 Glider flying

Glider NOTAM or other Sports Aviation (SPA) will usually be originated by CASA except for those aerodromes with prior approval.

<b>INCREASED GFY</b>	<p><b>E)</b> INCREASED GFY</p> <p>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 CTAFF ***.* WI 5NM YBTH OTHERWISE MULTICOM ***.* OR GLIDING FREQ ***.* CTC AIR FOCE CADETS TEL: ****</p> <p><b>F)</b> SFC <b>G)</b> 10000FT AMSL</p>
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## 9.7 Prohibited, restricted and danger areas (PRD) NOTAM

### 9.7.1 General information

PRD NOTAM will usually be promulgated by the Military or Airservices with the exception of some PRD areas that are owned by the aerodrome operators or CASA.

PRD activation NOTAM are subject to the below criteria:

- times \*\*59 and \*\*01 should not be used in NOTAM. Refer [7.1 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
- information entered in Item D and Item E must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS:
  - Item D – must be specific date time groups, not general terms such as 'HN',
  - Item E – 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
- all PRD activations must have the heights specified in AMSL.

### 9.7.2 PRD activation

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

<b>Restricted Area</b>	<b>A)</b> R330A <b>E)</b> R330A (RA3) DUE MIL FLYING <b>F)</b> SFC <b>G)</b> 2500FT AMSL
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<b>Danger Area</b>	<b>A)</b> D106 <b>E)</b> D106 ACT DUE BLASTING <b>F)</b> SFC <b>G)</b> 1600FT 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