

# **NOTAM DATA QUALITY REQUIREMENTS FOR AERODROME OPERATORS**

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

**C-MAN0276**

**Version 9**

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Endorsed: National Network Supervisor, AIS QA Safety & Service Improvement Mgr

Approved: Aeronautical Information Services (AIS) Mgr, Network Operations Mgr

## Change summary

Version	Date	Change description
9	05 October 2024	<ul style="list-style-type: none"><li>• General editorial updates throughout the document</li><li>• Section 2.3 – Mailing Address updated</li><li>• Section 11.1 – ICAO Format updated</li><li>• Section 11.2 – Briefing Format updated</li><li>• Section 12.1 – NOTAM Subject and Status updated</li><li>• Section 12.3.2 – MOWP NOTAM updated</li><li>• Section 12.3.4 – Aerodrome and approach lighting table updated</li><li>• Section 12.3.9 – Other aerodrome facilities table updated</li><li>• New section 12.5 – Physical Characteristics added</li><li>• Section 12.6 – Runway Distance Supplement updated</li><li>• Section 12.7 – Displaced Threshold table updated</li><li>• Section 12.8 – Obstacle and Obstacle Lights updated</li><li>• Section 12.10.1 – Navigation aids table updated</li><li>• Section 13 – Definitions table updated</li></ul>

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# 1 Purpose

The purpose of this document is to establish the aeronautical data and information exchange protocols between *NOTAM Authorised Persons* and the *NOTAM Office (NOF)* for the issuance, replacement, and cancellation of NOTAM as part of the Integrated Aeronautical Information Package (IAIP).

This document forms part of the *Data Product Specification (DPS)* that Airservices must provide to all *Aeronautical Data Originators (ADO)* under *CASR Part 175 – Aeronautical Information Management* and is designed to assist NOTAM Authorised Persons with providing aeronautical information and data that is published via NOTAM in a controlled and standardised manner.

## 2 NOTAM Office Contact Details

### 2.1 Advice of Errors

Notify the NOTAM Office 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 National Operations Management Centre

Airservices Australia, Tower Road

Melbourne Airport, VIC 3049, Australia

## 3 NOTAM Issuance

As per ICAO Doc 10066 – Procedures for Air Navigation Services Aeronautical Information Management (PANS-AIM) and ICAO Annex 15 – Aeronautical Information Services, a NOTAM is *a notice distributed by means of telecommunications containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.*

NOTAM should be originated, issued, and distributed promptly when:

- information is of a temporary nature, unplanned, and of short duration
- operationally significant permanent changes, or temporary changes of long duration, are made at short notice.

Information that is of short duration, but which contains extensive text and/or graphics, is to be published as an AIP Supplement (SUP).

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to promulgate NOTAM on behalf of Aeronautical Data Originators in the following circumstances:

- the request meets any of the circumstances mentioned in *Annex 15 – Aeronautical Information Services* (refer to section [3.1 NOTAM Promulgation Criteria](#))
- it is required by Australian law
- it is deemed necessary in the interest of aviation safety.

### 3.1 NOTAM Promulgation Criteria

As per *Annex 15 – Aeronautical Information Services*, NOTAM should be originated and issued when concerning the following information:

- establishment, closure, or significant changes in operation of aerodrome(s) or heliport(s) or runways
- establishment, withdrawal, or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation, and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.)
- establishment, withdrawal, or significant changes in operational capability of radio navigation and air-ground communication services. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services or limitations of relay stations including operational impact, affected service, frequency and area
- unavailability of back-up and secondary systems, having a direct operational impact
- establishment, withdrawal, or significant changes to visual aids
- interruption of or return to operation of major components of aerodrome lighting systems
- occurrence or correction of major defects or impediments in the manoeuvring area
- changes to and limitations on availability of fuel, oil, and oxygen

- establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation
- presence of hazards, not otherwise promulgated, which affect air navigation (including obstacles, military exercises and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races, and major parachuting events)
- erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip
- establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas
- allocation, cancellation or change of location indicators
- presence or removal or, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area.

## 3.2 Non-NOTAMable Circumstances

As per *Annex 15 – Aeronautical Information Services*, the following information shall not be notified by NOTAM:

- routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft
- runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary
- temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft
- partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations
- the lack of apron marshalling services and road traffic control
- the unserviceability of location, destination, or other instruction signs on the aerodrome movement area
- training activities by ground units
- unavailability of back-up and secondary systems if these do not have an operational impact
- limitations to airport facilities or general services with no operational impact
- national regulations not affecting general aviation
- announcement or warning about possible/potential limitations, without any operational impact
- general reminders on already published information
- availability of equipment for ground units without containing information on the operational impact for airspace and facility users
- closure of movement area parts in connection with planned work locally coordinated of duration or less than one hour
- closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) outside the aerodrome(s)/heliport(s) operational hours
- other non-operational information of a similarly temporary nature.



### 3.3 Information not to be included in NOTAM

A NOTAM should not contain information that:

- relates to an aerodrome or heliport and its vicinity, but does not affect its operational status
- is not of direct operational significance
- does not impact the safe operation of aircraft
- is not likely to influence a pilot or operator's decision to divert a flight.

### 3.4 CASA Reportable Occurrences

As per *CASR Part 139 – (Aerodromes) Manual of Standards 2019*, aerodrome operators have a responsibility to report the following reportable occurrences to the NOTAM Office:

- any change (whether temporary or permanent) in the published runway information, including changes to information contained in current permanent NOTAM or in the AIP made in accordance with *CASR Part 175 – Aeronautical Information Management*
- aerodrome works affecting the manoeuvring area or the obstacle limitation surfaces, including time-limited works that require more than 10 minutes to restore normal safety standards
- outage or unserviceability of aerodrome lighting or obstacle lighting, unless the outage or unserviceability is fixed immediately
- temporary obstacles to aircraft operations, unless the temporary obstacle is removed immediately
- any significant increase in, or concentration of, wildlife hazards on or near the aerodrome which constitutes a danger to aircraft, unless the wildlife causing the hazard is dispersed immediately
- any change within the take-off climb area that is due to a new or changed obstacle which results in a change to the gradient of more than 0.05% from the published gradient data for the runway – unless that new or changed obstacle is dealt with immediately
- the emergence of new obstacles, unless the new obstacle is removed immediately
- that a radio navigation aid or landing aid owned by the aerodrome operator is unserviceable or has returned to service
- any other event which affects the safety of aircraft using the aerodrome unless the event is ceased immediately.

**Note:** Although it is the responsibility of the aerodrome operators to report the above occurrences to the NOTAM Office, it is important to note that these occurrences are subject to the promulgation criteria listed in section [3.1 NOTAM Promulgation Criteria](#), *ICAO Doc 10066 – PANS-AIM* and *Annex 15 – Aeronautical Information Services* and as such, a NOTAM may not always be promulgated. If further guidance is required, contact the NOTAM Office.

## 4 Aeronautical Information Regulation and Control (AIRAC)

As specified in the Data Product Specification, aeronautical data and information is managed and published in a controlled manner through the internationally adopted Aeronautical Information Regulation and Control (AIRAC) system to determine a series of common dates and associated publication procedures for effective coordination of amendments.

Airservices utilises a quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products. This requires that aeronautical data and information is submitted to Airservices in a timely manner to ensure that changes can be processed and published in the appropriate products for the required effective date.

Cut-off dates for the submission of data or information for each production cycle can be found at the following link: <https://www.airservicesaustralia.com/industry-info/aeronautical-information-management/document-amendment-calendar/>.

### 4.1 Permanent Changes

As per *ICAO Doc 8126 – Aeronautical Information Services Manual*, operationally significant changes to published aeronautical information and data are to be made using the AIRAC system.

Permanent changes that are deemed to be operationally significant must be published as an AIRAC AIP amendment (either as a permanent NOTAM or AIP SUP).

Permanent changes that are not considered to be significant to flight operations are to be processed as an AIP amendment only, which is published on the next available AIRAC date, and is not subject to promulgation via NOTAM.

### 4.2 Permanent NOTAM

When information to be disseminated is of permanent nature and is considered operationally significant (refer to section [3.1 NOTAM Promulgation Criteria](#)), the AIP Responsible Person or AIP Nominee should issue a permanent (PERM) NOTAM to notify industry that the content is to be incorporated into the IAIP.

PERM NOTAM will only be accepted from the AIP Responsible Person or AIP Nominee for the listed Subject Owner / Custodian (refer to the [Aeronautical Data Originators Custodians](#) document and the Data Product Specification (DPS) issued for your aerodrome).

PERM NOTAM will remain valid until incorporated into the appropriate documentation, after which it will be cancelled by the NOTAM Office. No further notification from the originator is required.

PERM NOTAM should not be issued with an immediate start time (exceptions apply) and should instead provide sufficient notification to industry (refer to section [6.1 Notification Times](#)).

**Note:** Exceptions apply to the above, such as changes to published Runway Distance Supplements (RDS) data due to a recent survey, or unanticipated/unavoidable circumstances.

For further guidance on the issuance of permanent NOTAM, including advice on what permanent changes are deemed to be operationally significant and therefore may be the subject of a PERM NOTAM, refer to the PERM NOTAM section in the [Aeronautical Data Originators Custodians](#) document or contact the NOTAM Office.

## 4.3 Permanent Data Change Requests not subject to NOTAM

Aeronautical Data Originators should not use permanent NOTAM to initiate changes that are not considered to be significant to flight operations.

Instead, a Data Change Request (DCR) should be submitted to Airservices AIS via the [ADO Portal](#) as per the Data Product Specification issued for your aerodrome.

# 5 NOTAM originators

## 5.1 NOTAM Authorised Persons

NOTAM which meets the criteria specified in section [3.1 NOTAM Promulgation Criteria](#) may be requested by a NOTAM Authorised Person.

NOTAM that permanently amends aeronautical data or information published in the IAIP may only be requested by an AIP Responsible Person or AIP Nominee (refer to section [4.2 Permanent NOTAM](#)).

## 5.2 NOTAM Authorised Persons Verification

NAIPS Internet Service (NIS) NOTAM Group management has been established as a method for the NOTAM Office to confirm that a NOTAM request has been submitted by a NOTAM Authorised Person.

Under *CASR Part 175.D – Aeronautical Information Management – Aeronautical Data Originators*, an ADO has a responsibility to advise Airservices of the names of all nominated NOTAM Authorised Persons for the ADO.

All nominated NOTAM Authorised Persons are required to create a NIS user account and provide the username to the nominated Group Manager for addition to the NOTAM Group.

The nominated Group Manager is responsible for ensuring that the group details remain up to date with all current NOTAM Authorised Persons.

The originating NOTAM Authorised Person must ensure that their NIS username and NOTAM Group name is recorded on all emailed NOTAM request forms.

NOTAM submitted via the NOTAM Web Service (NWS), available through the NIS, are automatically linked to the NOTAM Group from which it was submitted, however, the contact details of the originating NOTAM Authorised Person must be recorded in the Originating Authority section.

## 6 Requesting a NOTAM

NOTAM requests are to be submitted via the NWS (preferred method), or on the latest version of the NOTAM Request Form available on the Airservices website:

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

NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

**Note:** Access to the NWS can be arranged by contacting the NOTAM Office.

### 6.1 Notification Times

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

- immediately in emergency situations
- eight hours for airspace published in the *Designated Airspace Handbook* (DAH) and by AIP SUP e.g., military exercises
- 48 hours from receipt by the NOTAM Office for information regarding scheduled maintenance or changes to a facility, service, or aerodrome.
- 14 days for notification of non-emergency aerodrome closures due to aerodrome works.

Non-urgent NOTAM will be processed in order of effective time (refer to section [10.7 Item B\) – Start Period](#)). This may at times result in delays during periods of high workload in the NOTAM Office.

### 6.2 Verifying Information

The NOTAM Office will contact the originating NOTAM Authorised Person 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
- if the request comes from an unauthorised originator
- if there are errors in the NOTAM request, including but not limited to, incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

**Note:** It is the responsibility of the ADO to ensure a NOTAM Authorised Person is available to verify the above information if required.

### 6.3 Checking NOTAM

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

## 6.4 NOTAM Duplication or Confliction

It is the responsibility of the originating NOTAM Authorised Person to ensure that NOTAM requests do not cause duplication or confliction of already published NOTAM.

Active NOTAM can be viewed via the NIS, either in the Active NOTAM Directory (for users with access to the NWS) or via a Location Briefing.

Location Briefings will only provide NOTAM that are active during the specified validity period (maximum of 336 hours).

The NOTAM Office can provide guidance on published NOTAM commencing more than 14 days (336 hours) in the future.

## 7 NOTAM Conventions

### 7.1 Facility Availability

A facility should be referred to as either U/S (unserviceable), CLOSED, or NOT AVBL as per the below table:

UNSERVICEABLE (U/S)	CLOSED	NOT AVBL
<ul style="list-style-type: none"><li>• Navigation or landing aids</li><li>• Lighting facilities</li><li>• Communication and surveillance facilities</li><li>• Aerodrome devices/equipment</li><li>• VOLMET</li><li>• ATIS</li><li>• Obstacle lights</li></ul>	<ul style="list-style-type: none"><li>• Aerodrome/Heliport/Helipad</li><li>• Tower</li><li>• Movement areas</li><li>• Taxiway</li><li>• Runway/Runway turning bay</li><li>• Parking area</li><li>• Apron</li><li>• Runway strip/shoulder</li><li>• Aircraft stands</li><li>• Stopway</li><li>• Rapid exit taxiway</li></ul>	<ul style="list-style-type: none"><li>• Oxygen</li><li>• Aircraft de-icing</li><li>• Meteorological service</li><li>• Oils and fuel</li><li>• Customs/immigration</li><li>• GNSS operations</li><li>• Flight information service (FIS)</li><li>• Aerodrome FIS (AFIS)</li><li>• Upper advisory service</li><li>• Air Traffic Procedures</li></ul>

For a facility that is permanently withdrawn from service (refer to section [4.2 Permanent NOTAM](#)), the phrase DECOMMISSIONED is to be used vice NOT AVBL.

### 7.2 Abbreviations

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

## 7.3 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.

## 7.4 Units of Measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal Distance:
  - Nautical Miles (NM) - for distances greater than 2NM
  - 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).

## 7.5 Cross Referencing

To avoid the publication of erroneous information, a NOTAM will not be issued containing a reference to another NOTAM number. This is to avoid situations where the original NOTAM is reviewed or cancelled, which amends the original NOTAM number, resulting in the associated NOTAM referencing an incorrect NOTAM number.

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 *En Route Supplement Australia (ERSA)* or *Designated Airspace Handbook (DAH)* as these documents are replaced in full when an updated version is published, so date/page references will no longer be accurate.

NOTAM may be issued with date and/or page reference for *Departure and Approach Procedures (DAP)* and *Aeronautical Information Publication (AIP)* as these are updated on a page-by-page basis.

## 7.6 Distribution Criteria

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

Certain 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:

- SUA (Special Use Airspace) areas higher than FL245, or below FL245 if affecting international routes
- international aerodromes or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports - Australia*)
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per *AIP GEN 2. Designated International Airports - Australia*)
- Navigation Aids (NAVAIDS) which are used on international routes.

## 7.7 Timing Conventions

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

UTC is the only time convention available in the NWS. Local time can be converted to UTC using the Time Zone Converter, available within the NOTAM form on the NWS.

If an emailed NOTAM request is submitted 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:** Extra care should be taken during daylight savings periods. Refer to [Appendix A Time conversion chart](#).

### 7.7.1 Time Format

The ICAO NOTAM format specifies that the timing convention used to indicate Item B) and Item C) (refer to section [10 NOTAM Request Form](#)) is a ten-digit date-time group in 24-hour format (year, month, day, hours, and minutes i.e., YYMMDDHHMM).

There are multiple time formats that may be used for Item D) (refer to section [10 NOTAM Request Form](#)).

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

The beginning of the day is specified as 0000 UTC and 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 UTC 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.



## 7.7.2 NOTAM Validity

A NOTAM is valid when it is published (i.e., date and time of NOTAM origination), whereas it is active and comes into force at the date-time specified in Item B) (refer to section [10.7 Item B\) – Start Period](#)).

## 7.7.3 NOTAM Duration

A temporary NOTAM must never be active for more than three months.

NOTAM with an estimated end time that unexpectedly exceed the maximum three-month period may be extended for a further period of up to three months.

If it is expected that the extension is to exceed a period of three months, an AIP SUP shall be issued instead.

Temporary changes of long duration (exceeding three months) must be published as an AIP SUP. When required, a temporary NOTAM may be issued to bridge the period between required notification and AIP SUP publication.

Permanent changes require the relevant IAIP section to be amended, with an appropriate permanent NOTAM to bridge the period between notification and incorporation into the IAIP (refer to section [4.2 Permanent NOTAM](#)).

**Note:** NOTAM regarding crane operations are exempt from the above requirements and may be continually reviewed in three-month increments.

## 7.7.4 Daylight Saving Time

Daylight Saving Time is observed in the Australian summer in certain 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.

# 8 NOTAM Types

NOTAM types are identified by the following suffixes: 'N' (New), 'R' (Replacement) and 'C' (Cancellation) and the resulting identifier appears after the reference number as follows:

- NOTAMN (New NOTAM)
- NOTAMR (Replacement NOTAM)
- NOTAMC (Cancellation NOTAM)

**Example:** C0123/22 NOTAMN

C0124/22 NOTAMR C0123/22

C0125/22 NOTAMC C0124/22.

## 8.1 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.



## 8.2 NOTAMR

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

Item B) of a NOTAMR must be the actual date-time group that the NOTAMR is created. The NOTAMR will take effect immediately, and no future coming into force is permitted. This is to avoid potential misinterpretation about further changes or existence of multiple NOTAM.

When requesting a NOTAMR the following conditions apply:

- 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.

For further guidance, refer to section [8.4 Determining NOTAM Type](#).

## 8.3 NOTAMC

NOTAMC 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 and no future cancellation of NOTAM is permitted.

If you require a NOTAM to finish at a future end period, the NOTAM should instead be replaced (NOTAMR) with a confirmed finish time in Item C).

## 8.4 Determining NOTAM Type

The below table should be used to determine the correct procedure and NOTAM type required for the following circumstances:

Circumstances	Required action
NOTAM is currently active with the conditions to cease now and resume in the future	The current NOTAM is to be cancelled with immediate effect and a new NOTAM issued with the amended start time
NOTAM is currently active with conditions to stay in effect but change in the future	The current NOTAM is to be reviewed to amend the finish time and a new NOTAM is to be issued specifying the new conditions
NOTAM is not yet in effect, but conditions are now commencing at a different time (including WIE)	The current NOTAM is to be cancelled and a new NOTAM issued with the amended commencement time
NOTAM not yet in effect, subject and start time remain the same but conditions change (e.g., RWY WIP changes to RWY NOT AVBL)	The current NOTAM is to be cancelled and a new NOTAM issued with the new conditions

Circumstances	Required action
NOTAM within the current period of activity, conditions to cease now and resume in the future	The current NOTAM is to be cancelled and a new NOTAM issued with the amended start time
Any changes to a NOTAM which has already been in effect but is outside of a period of activity	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings
Changes to a NOTAM that is outside a period of activity and has not yet been in effect	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings

## 9 NOTAM Locations

### 9.1 Aerodromes

NOTAM regarding aerodrome facilities, or events and hazards that have a direct impact on aerodrome operations, are issued by the NOTAM Authorised Persons nominated by the ADO for the aerodrome.

Relevant Airservices staff, however, may originate a NOTAM regarding aerodrome facilities or operations if the originating authority is not available, and the information is essential for flight safety and/or conduct of flight operations.

#### 9.1.1 Certified Aerodromes

A NOTAM service is provided for certified aerodromes, military aerodromes, certain other aerodromes regulated under *CASR Part 139 – Aerodromes*, and specialised helicopter operations with published terminal instrument flight procedures regulated under *CASR Part 173 – Instrument Flight Procedure Design*.

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 (within 5NM of an aerodrome with a NOTAM service), on the ground, or within the airspace associated with that aerodrome.

## 9.1.2 Uncertified Aerodromes

Limited information is published in *En Route Supplement Australia (ERSA)* for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for the following circumstances:

Subject	Events or Hazards	Responsible entity
Aerodrome	<ol style="list-style-type: none"> <li>1. Certification status changes</li> <li>2. Contact detail - limited to phone number change</li> <li>3. Closure – permanent</li> </ol>	<ol style="list-style-type: none"> <li>1. CASA</li> <li>2. Aerodrome *</li> <li>3. CASA</li> </ol>
Aerial works	<ul style="list-style-type: none"> <li>• Aerobatics</li> <li>• Air displays</li> <li>• Flight inspections</li> <li>• Ocular hazards</li> <li>• Surveying</li> </ul>	CASA, or approved NOTAM originators
Flight procedures	Limited to circuit direction changes for safety reasons	CASA
Communication	<ol style="list-style-type: none"> <li>1. Limited to frequency changes (CTAF with or without an AFRU)</li> <li>2. UNICOM</li> </ol>	<ol style="list-style-type: none"> <li>1. CASA</li> <li>2. Aerodrome *</li> </ol>
Instrument Flight Procedures	Any changes to instrument flight procedure	Certified Procedure Designers, under CASR Part 173
Lighting facilities	Limited to frequency changes (PAL)	Aerodrome *
Meteorological services	Limited to TAF changes	BoM
Navaid	Unserviceable or frequency changes	Airservices, or navaid owner
Sports aviation	<ul style="list-style-type: none"> <li>• Balloons</li> <li>• Gliders</li> <li>• Model rockets</li> <li>• Parachuting</li> </ul>	CASA
Unmanned aircraft activities	<ol style="list-style-type: none"> <li>1. Model aircraft</li> <li>2. RPAS</li> </ol>	<ol style="list-style-type: none"> <li>1. CASA</li> <li>2. CASA, or approved NOTAM originators</li> </ol>
Other activities	<ol style="list-style-type: none"> <li>1. Blasting</li> <li>2. Fireworks</li> <li>3. Gas plumes</li> <li>4. Laser light displays</li> </ol>	<ol style="list-style-type: none"> <li>1. CASA</li> <li>2. CASA, or approved NOTAM originators</li> <li>3. CASA</li> <li>4. CASA, or approved NOTAM originators</li> </ol>

\* Only for those Aerodromes with a Data Product Specification (DPS) in place with Airservices AIS.

## 9.2 FIR (YBBB or YMMM)

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

- 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 overhead or nearby not using the aerodrome. This need is determined by CASA or Airservices.

## 9.3 Restricted or Danger Area

A NOTAM will be issued on an individual Restricted or Danger Area (e.g., R406, D427) if that area is not associated with a Military Airspace Group and if that area is being:

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

**Note:** These NOTAM must only be requested by the Airspace Authority. Temporary Restricted Areas (TRA) or Temporary Danger Areas (TDA) requests must be authorised, and submitted to the NOTAM Office, by CASA Office of Airspace Regulations (OAR).

# 10 NOTAM Request Form

Refer below for detailed instructions on completing the [NOTAM Request Form](#).

Where applicable it is clearly identified if the instructions are relevant to NOTAM submitted through NWS or the emailed NOTAM Request Form.

Refer to the [NOTAM Web Service User Guide](#) detailed guidance on NOTAM submission using the NWS.

## 10.1 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)

## 10.2 Group Name

Select the required NOTAM Group for the ADO from the drop-down box on the NWS or annotate the Group Name and NIS username of the originating NOTAM Authorised Person at the bottom of the [NOTAM Request Form](#).

Refer to section [5.2 NOTAM Authorised Persons Verification](#) for more information regarding NOTAM Groups.

## 10.3 Contact Details

Provide the name and contact number of the originating NOTAM Authorised Person.

Contact details are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM.

Refer to section [5 NOTAM Originators](#) and section [6.2 Verifying Information](#) for further information.

## 10.4 NOTAM Summary (NWS only)

Provide a short (maximum fifty characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available via NIS (e.g., SPFIB and AVFAX) will only display the summary line for any NOTAM that has been active for more than seven days (i.e., commencement DTG is more than seven days in the past).

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 summary line contains enough information so pilots can easily determine if the NOTAM is relevant to their operations.

Examples of NOTAM summaries can be found in section [12 NOTAM Examples](#).

## 10.5 NOTAM Type (PDF only)

NOTAMN, NOTAMR or NOTAMC.

Refer to section [8 NOTAM Types](#) for more information on which type of NOTAM is required depending on the desired outcome.

**Note:** If NOTAMR or NOTAMC is selected, include the NOTAM number that is to be replaced or cancelled.

## 10.6 Item A) – Location

This is the location under which the NOTAM will be issued.

Refer to section [9 NOTAM Locations](#) for more information.

## 10.7 Item B) – Start Period

Item B) specifies the beginning of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

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 instead of specifying a start period. In this instance, the NOTAM Office will process the NOTAM request as soon as practicable, and the published NOTAM will list the publication time in Item B).

Care must be taken to ensure that NOTAM requests do not cause duplication or conflict of currently published NOTAM (refer to section [6.4 NOTAM Duplication or Confliction](#)).

**Note:** Item B) for NOTAMC will have a default time stamp of the date and time that the NOTAMC was created and cannot be amended (refer to section [8.3 NOTAMC](#)).

## 10.8 Item C) – End Period

Item C) specifies the end of the occurrence or activity in a ten-digit date-time group (YYMMDDHHMM).

If the information is of a permanent nature (refer to section [4.2 Permanent NOTAM](#)), then the abbreviation PERM is inserted instead of the ten-digit date-time group.

If the end period of the NOTAM is uncertain, or the NOTAM duration is for a period exceeding three months, an approximate end period within three months must be indicated, followed by the abbreviation EST (refer to section [7.7.3 NOTAM duration](#)).

Refer to section [10.9 Item C\) - Estimated End Period](#) for more information regarding NOTAM with an estimated finish time.

## 10.9 Item C) – Estimated End Period

NOTAM with an estimated (EST) end period must be replaced or cancelled prior to the end period.

It is the responsibility of the ADO to ensure that a nominated NOTAM Authorised Person contacts the NOTAM Office to extend or cancel an EST NOTAM, and a minimum of one hour notice is appreciated.

If a NOTAM is not replaced or cancelled prior to the estimated end period, the details of the originating ADO will be forwarded to CASA for record of non-compliance.

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.

## 10.10 Item D) – Hours of Activation

This field should only be used if the NOTAM will not be active continuously from the start period to the end period e.g., if the NOTAM will only apply during daylight hours.

The first date-time group in Item D) should correspond to the date-time group in Item B). The last date-time group in Item D) should correspond to the date-time group in Item C).

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
- combination of several time frames on various days of the week. e.g., MON TUE FRI 0900-1300 1400-1430, WED THU 1000-1100 1230-1300 or MON-FRI 2000-2200, SAT SUN 2300-0500
- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM.

## 10.11 Item E) – NOTAM Text

Item E) specifies the text of NOTAM, including the Subject, Status, and any additional information, in plain language complemented, where necessary, by ICAO abbreviations, indicators, identifiers, designators, call signs, frequencies, and digits.

The text in Item E) should be kept as short as possible, containing all the essential information needed for the safe conduct of flight.

For guidance on NOTAM formatting requirements, refer to section [12 NOTAM Examples](#).

Refer to section [3 NOTAM Issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM.

## 10.12 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 activity and are mandatory for NOTAM regarding navigation warnings and airspace restrictions.

Item F) is the lower limit expressed as an altitude either in metres (M) or feet (FT) above mean sea level (AMSL), above ground level (AGL), a flight level (FL), or surface level (SFC).

Item G) is the upper limit expressed as an altitude either in M or FT above AMSL or AGL, as FL, or as unlimited (UNL) if applicable.

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

- blasting and demolitions
- UAV
- SUA activations/deactivations

## 11 NOTAM Format

NOTAM are presented in NIS in either the ICAO format or the NAIPS briefing format.

### 11.1 ICAO Format

The ICAO format presents all fields with the corresponding letter (as outlined in [10 NOTAM Request Form](#)).

- Item A) YSSY
- Item B) 21 09 24 2100
- Item C) 21 10 25 0700
- Item D) DAILY 2100-0700
- Item E) RWY 16L/34R CLSD DUE WIP

### 11.2 Briefing Format

The NAIPS briefing format presents NOTAM in the following format:

SYDNEY (YSSY)	C2122/21
RWY 16L/34R CLSD DUE WIP	
FROM 09 242100 TO 10 250700	
DAILY 2100-0700	



## 12 NOTAM Examples

The following are examples of how to format Item E) of a NOTAM.

### 12.1 NOTAM Subject and Status

The subject and status of a NOTAM refer to the subject for the which the NOTAM is required and the status and/or condition of that subject (refer to section [3.1 NOTAM Promulgation Criteria](#) and section [10.11 Item E\) – NOTAM Text](#)).

Best practice is for a NOTAM to contain only one subject. If more than one subject is required, separate NOTAM proposals will need to be submitted.

The NOTAM examples below do not form an exhaustive list of NOTAM Subjects and Statuses. A complete list of NOTAM subjects and statuses is available in ICAO Doc 8126 – Aeronautical Information Services Manual.

Common subjects	Common statuses
<ul style="list-style-type: none"> <li>• AERODROME/HELIPORT/HELIPAD</li> <li>• AERODROME DEVICES/EQUIPMENT</li> <li>• RUNWAY</li> <li>• TAXIWAY</li> <li>• FUEL</li> <li>• WDI</li> <li>• METEOROLOGICAL SERVICES</li> <li>• AERODROME/HELIPORT LIGHTING</li> <li>• PAL</li> <li>• RUNWAY/TAXIWAY LIGHTING</li> <li>• ABN</li> <li>• PAPI</li> <li>• RUNWAY THRESHOLD</li> <li>• DECLARED DISTANCES</li> <li>• MOVEMENT AREA</li> <li>• APRON/PARKING AREA</li> <li>• RUNWAY MARKINGS</li> <li>• RWY STRIP/SHOULDER</li> <li>• NAVIGATION AIDS (NDB/VOR/DME etc.)</li> <li>• RESTRICTED/DANGER AREA</li> <li>• ATIS/AFRU</li> <li>• OBSTACLE</li> </ul>	<ul style="list-style-type: none"> <li>• NOT AVBL</li> <li>• U/S</li> <li>• CLOSED</li> <li>• ACTIVATED</li> <li>• DEACTIVATED</li> <li>• WILL TAKE PLACE</li> <li>• ERECTED</li> <li>• OPR FREQ CHANGED TO (<i>specify</i>)</li> <li>• LIMITED TO (<i>specify</i>)</li> <li>• INSTALLED</li> <li>• AVBL FOR DAYLIGHT OPS</li> <li>• AVBL FOR NIGHT OPS</li> <li>• AVBL, PRIOR PERMISSION REQ</li> <li>• AVBL ON REQUEST</li> <li>• WIP</li> <li>• GRASS CUTTING</li> <li>• CONCENTRATION OF BIRDS</li> <li>• RESERVED FOR ACFT BASED THEREIN</li> <li>• U/S FOR ACFT HEAVIER THAN (<i>specify</i>)</li> <li>• CLOSED TO IFR/VFR OPERATIONS</li> <li>• ACFT RESTRICTED TO RUNWAYS AND TAXIWAYS</li> <li>• DISPLACED</li> <li>• USABLE FOR LENGTH OF... AND WIDTH OF... (<i>specify</i>)</li> </ul>

## 12.2 Permanent NOTAM Format

Permanent NOTAM must be submitted in the following format:

TEMPLATE
<b>E)</b> [HEADING OF IAIP SECTION] AMD INFORMATION TO BE ADDED, CHANGED OR REMOVED USING ONE OF THE FOLLOWING: <ul style="list-style-type: none"><li>• AMD TO READ:</li><li>• ADD/REMOVE NOTE* (insert number associated with note e.g., note 4)</li></ul> AMD * RELEVANT DOCUMENT NAME*

EXAMPLE
<b>E)</b> AERODROME AND APPROACH LIGHTING AMD ADD: RWY 15/33 PAPI(2) PAL 122.8 3.0 DEG 45FT (2) LEFT SIDE AMD EN ROUTE SUPPLEMENT AUSTRALIA (ERSA)

## 12.3 Aerodrome Facilities

AD CLOSED	
<b>Subject:</b>	AD
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE *** ( <i>optional</i> ) - EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: **** - REFER METHOD OF WORKING PLAN ****
<b>Summary</b>	AD CLOSED DUE ***

AD CLOSED TO FIXED WING	
<b>Subject:</b>	AD
<b>Status:</b>	CLOSED TO FIXED WING ACFT
<b>Additional Info:</b>	DUE *** ( <i>optional</i> ) - EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: ****
<b>Summary:</b>	AD CLOSED TO FIXED WING ACFT

RWY CLOSED	
<b>Subject:</b>	RWY 12/30
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE *** <i>(optional)</i> - EXC FOR EMERG ACFT WITH **MIN PN - CTC AD REP OFFICER CTAF ***.* OR TEL: **** - REFER METHOD OF WORKING PLAN **** <i>(optional)</i>
<b>Summary:</b>	RWY 12/30 CLOSED

HELIPAD CLOSED	
<b>Subject:</b>	HELICOPTER LANDING SITE
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE *** <i>(optional)</i>
<b>Summary:</b>	HELICOPTER LANDING SITE CLOSED

HELIPORT CLOSED	
<b>Subject:</b>	HELIPORT
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE *** <i>(optional)</i>
<b>Summary:</b>	HELIPORT CLOSED

TWY CLOSED	
<b>Subject:</b>	TWY A AND TWY C EAST OF RWY 10/28
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE *** <i>(optional)</i>
<b>Summary:</b>	TWY A AND TWY C EAST OF RWY 10/28 CLOSED

### 12.3.1 Aerodrome works

If works on the aerodrome, runway or taxiways will render the aerodrome, runway or taxiway closed to aircraft operations, the NOTAM should reflect the closure of the aerodrome or facility.

AD CLOSED DUE WIP	
<b>Subject:</b>	AD
<b>Status:</b>	CLOSED
<b>Additional Info:</b>	DUE WIP - EXC WITH **MIN PN CTC AD REP OFFICER CTAF ***.* OR TEL: **** - REFER METHOD OF WORKING PLAN ****
<b>Summary:</b>	AD CLOSED DUE WIP

If works on the aerodrome, runway or taxiway do not affect aircraft operations, the NOTAM should reflect the works occurring and the appropriate notice period, if required.

AD WIP	
<b>Subject:</b>	AD
<b>Status:</b>	WIP
<b>Additional Info:</b>	- WORKERS AND EQPT MNT CTAF ***.* WILL VACATE WITH **MIN PN - WORKS SAFETY OFFICER TEL: **** - REFER METHOD OF WORKING PLAN ****
<b>Summary:</b>	AD WIP WORKERS AND EQPT RQ **MIN PN TO VACATE

RWY WIP	
<b>Subject:</b>	RWY 07/25
<b>Status:</b>	WIP
<b>Additional Info:</b>	- WORKERS AND EQPT MNT CTAF ***.* AND WILL VACATE WITH **MIN PN - WORKS SAFETY OFFICER TEL: **** - REFER METHOD OF WORKING PLAN **** ( <i>optional</i> )
<b>Summary:</b>	RWY 07/25 WIP RQ **MIN PN TO VACATE

### 12.3.2 MOWP NOTAM

Complex aerodrome works with elaborate Method of Working Plans changing the availability of multiple services and facilities should be submitted in separate NOTAM requests per main facility or service (NOTAM subject) and its status. Alternatively, consideration can be given to an AIP SUP to communicate the information effectively.

### 12.3.3 Disabled aircraft

A NOTAM closing an aerodrome, runway, or part of a runway, due to an obstruction caused by a disabled aircraft, must contain as much information as possible, including:

- the runway that is obstructed
- type of aircraft causing obstruction
- distance of aircraft from runway end, or the length by which the runway is reduced
- distance from the runway centre line or end at which reduction occurs e.g., SW end
- obstacle height
- declared and supplementary take-off distance of useable parts of the runway
- expected duration of the total or partial closure.

### 12.3.4 Aerodrome and approach lighting

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

AERODROME LIGHTING FACILITIES	
<b>Subject:</b>	[LIGHTING TYPE]
<b>Status:</b>	U/S
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	[LIGHTING TYPE] U/S

### 12.3.5 Apron and parking bays

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
- if aerodromes are unable to mark and light the unserviceability in accordance with *CASR Part 139 (Aerodromes) Manual of Standards*.

### 12.3.6 Animal hazards

At aerodromes where a standing caution is included in *En Route Supplement Australia (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	
<b>Subject:</b>	INCREASED BIRD HAZARD (CORELLAS)
<b>Status:</b>	IN VCY RWY 11/29
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	INCREASED BIRD HAZARD (CORELLAS) IN VCY RWY 11/29

### 12.3.7 Fire and smoke

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

A NOTAM will not be issued unless there is a significant risk to aviation activity. The additional info provided will need to be specific. A NOTAM will also not be required if visibility reductions due smoke are already included on the Aerodrome Forecast (TAF).

FIRE HAZARD	
<b>Subject:</b>	CONTROLLED FIRE
<b>Status:</b>	IN VCY AD
<b>Additional Info:</b>	APRX 2NM SE OF AD SMOKE AFFECTING APCH TO RWY30
<b>Summary:</b>	CONTROLLED FIRE IN VCY AD

### 12.3.8 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 bowzers and tankers does not require a NOTAM.

FUEL NOT AVBL	
<b>Subject:</b>	[FUEL TYPE] [FACILITY <i>*if applicable*</i> ]
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	AVGAS BOWSER NOT AVBL

### 12.3.9 Other aerodrome facilities

OTHER AERODROME FACILITIES	
<b>Subject:</b>	AD FREQ RESPONSE UNIT (AFRU) / WDI / ATIS etc.
<b>Status:</b>	U/S
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	[AD FAC] U/S

## 12.4 Runway Condition Reports (RCR) NOTAM for the Global Reporting Format

The new global reporting system for assessing and reporting runway surface conditions, known as the Global Reporting Format (GRF) was introduced in Australia through the Part 139 Manual of Standards (Global Reporting Format and Miscellaneous Amendments) Instrument (No. 1) 2024.

The GRF provides uniformity and consistency in the assessment and reporting of runway surface conditions when contamination, mainly due to adverse weather conditions, is present. It is also used to correlate the reported runway surface condition and aircraft performance data. Assessing and reporting the condition of the runway surface is necessary to provide the flight crew with the information needed for safe operation of the aeroplane. The runway condition report (RCR) is used for reporting assessed information.

If the relevant criteria from the Part 139 MOS are met, a RCR must be made to the NOTAM Office. While the ICAO PANS-Aerodromes expects a RCR to be issued when the runway is dry, Australia only requires the RCR NOTAM to be cancelled which indicates to pilots that the complete runway has returned to normal dry conditions.

Due to technical limitations with Australia's NOTAM system (NAIPS), SNOWTAM cannot currently be issued within Australia. A RCR NOTAM will be issued with the relevant and necessary runway surface condition elements in Field E), as below.

SNOWTAM Report format	
<b>Subject:</b>	SNOWTAM
<b>Status:</b>	REP
<b>Additional Info:</b>	MMDDhhmm RWY nn[X] n/n/n [nn/nn/nn] aaa/aaa/aaa
<b>Summary:</b>	SNOWTAM REP

SNOWTAM Report example	
<b>Subject:</b>	SNOWTAM
<b>Status:</b>	REP
<b>Additional Info:</b>	09130055 RWY 16 5/5/2 NR/NR/05 WET/WET/STANDING WATER
<b>Summary:</b>	SNOWTAM REP

## 12.5 Physical Characteristics

**Note:** The ERSA – INTRO provides a decoded explanation of the relevant physical characteristics of a runway.

PHYSICAL CHARACTERISTICS	
<b>Subject:</b>	PHYSICAL CHARACTERISTICS
<b>Status:</b>	AMD
<b>Additional Info:</b>	04/22 041 80a PCN 48/F/D/1080 (157PSI) /T WID 45 RWS 150
<b>Summary:</b>	PHYSICAL CHARACTERISTICS AMD

### 12.5.1 PCN to PCR transition

With effect from 28 November 2024, the publication of Pavement Classification Number (PCN) will transition to a Pavement Classification Rating (PCR).

PCN and PCR will co-exist until 27 November 2025, after which, all runways without a published PCR will be published as 'Unrated'. The ERSA will only publish either PCN or PCR for a runway during the transition period.

**Note:** Further information can be found in CASA Advisory Circular [AC 139.C-07 v1.0 - Strength rating of aerodrome pavements \(casa.gov.au\)](#).

PCR Example (effective from 28 November 2024)	
<b>Subject:</b>	PHYSICAL CHARACTERISTICS
<b>Status:</b>	AMD
<b>Additional Info:</b>	04/22 041 80a PCR 480/F/D/1.08MPa/T WID 45 RWS 150
<b>Summary:</b>	PHYSICAL CHARACTERISTICS AMD

PCR Example (effective from 28 November 2024)	
<b>Subject:</b>	PHYSICAL CHARACTERISTICS
<b>Status:</b>	AMD
<b>Additional Info:</b>	04/22 041 80a PCR 480/F/D/W/T WID 45 RWS 150
<b>Summary:</b>	PHYSICAL CHARACTERISTICS AMD



## 12.6 Runway Distance Supplement

NOTAM are to be issued if a dimension, declared distance or supplementary take-off distance for a runway, runway direction or runway strip meets the following criteria:

- Length – decreases by 10M (33FT) or more, or increases by 30M (98FT) or more
- Width – any change
- TODA gradient – changes by +/- 0.05% or more.

If the above criteria are met, the ensuing PERM NOTAM should include all changes to the Runway Distance Supplement for that runway direction (e.g. RWY05).

Do not issue a PERM NOTAM with partial Runway Distance Supplement changes.

**Note:** A change to the supplementary take-off distances only (nil change to TORA, ASDA, LDA) need only include the TODA and TODA gradient for the relevant runway direction.

**Note:** Supplementary take-off distances should not be less than 800M in length, and should be provided for the 1.6%, 1.9%, 2.0% (MIL AD only), 2.2%, 2.5%, 3.3% and 5.0% gradient options up to but not equal to or exceeding the TODA gradient for that runway direction.

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

RUNWAY DECLARED DISTANCE AND GRADIENT CHANGES	
<b>Subject:</b>	DECLARED DISTANCE AND GRADIENT
<b>Status:</b>	CHANGES
<b>Additional Info:</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) AMD EN ROUTE SUPPLEMENT AUSTRALIA <i>*if applicable*</i>
<b>Summary:</b>	DECLARED DISTANCE AND GRADIENT CHANGES

If none of the changes to the Runway Distance Supplement meet the above criteria, then a DCR should be submitted via the [ADO Portal](#) as per the Data Product Specification issued for your aerodrome.

## 12.7 Displaced Threshold

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

DISPLACED THRESHOLD AND RDS CHANGES – CIVIL AD	
<b>Subject:</b>	THR RWY 11
<b>Status:</b>	DISPLACED 270M
<b>Additional Info:</b>	DECLARED DISTANCE AND GRADIENT CHANGES RWY TORA TODA ASDA LDA 11 1606 1727 (3.54) 1606 1406 29 1606 1676 (2.76) 1606 1606 REFER METHOD OF WORKING PLAN **** <i>*if applicable*</i>
<b>Summary:</b>	THR RWY 11 DISPLACED 270M DUE WIP

DISPLACED THRESHOLD AND RDS CHANGES – MIL AD	
<b>Subject:</b>	THR RWY 15
<b>Status:</b>	DISPLACED 1436M(4711FT) DUE WIP
<b>Additional Info:</b>	DISPLACED THR MARKED BY VEE BAR MARKERS HJ, FIVE GREEN LGT ON EASTERN SIDE HN DECLARED DISTANCE AND GRADIENT CHANGES RWY TORA TODA ASDA LDA 15 1736 (5695) 1796 (5892) (3.54) 1806 (5925) 1611 (5285) 33 1676 (5498) 1796 (5892) (2.76) 1676 (5498) 1676 (5498) SUPPLEMENTARY TKOF DISTANCES RWY15- 1222(1.9) 1469(2.0) 1543(2.2) 1637(2.5) 1753(3.3) RWY33- 1033(1.6) 1290(1.9) 1443(2.0) 1589(2.2) 1745(2.5)
<b>Summary:</b>	THR RWY 15 DISPLACED 1436M(4711FT) DUE WIP

## 12.8 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 or infringes the Obstacle Limitation Surface (OLS), regardless of the distance from the aerodrome.

A NOTAM is required for:

- any lit OBST with a failure to all or some of the lights
- unlit OBST that infringes the OLS.

NOTAM on any obstacle must include:

- the nature of the obstacle – for example crane, tower, etc
- the position of the obstacle written as a latitude and longitude (minimum accuracy requirement is degrees, minutes and seconds. If the obstacle is surveyed, include highest resolution up to hundredths of second – refer to section [7.3 Latitude and Longitude](#)).
- the elevation of the obstacle or obstacle light in feet (FT) – included in Item E).

- if it is a temporary obstacle, time during which it is a temporary obstacle, indicated by times specified in Item B), Item C) and, if applicable, Item D).

**Note:** The preferred way to indicate the elevation of an obstacle is for its elevation to be expressed as above mean sea level (AMSL).

**Note:** All OBST NOTAM must be requested via a [NOTAM Request Form](#) (NWS cannot be used).

OBST ERECTED	
<b>Subject:</b>	OBST CRANE MARKED AND LIT ***FT AMSL
<b>Status:</b>	ERECTED
<b>Additional Info:</b>	PSN [LAT/LONG] 324620.18S 1382405.37E INFRINGES INNER HORIZONTAL SFC BY 17FT <i>*if applicable*</i>
<b>Summary:</b>	OBST CRANE ***FT AMSL PSN 324620S 1382405E

OBST LGT NOT AVBL	
<b>Subject:</b>	OBST LGT ON TOWER ***FT AMSL
<b>Status:</b>	U/S
<b>Additional Info:</b>	PSN [LAT/LONG] 324620.18S 1382405.37E
<b>Summary:</b>	OBST LGT 324620S 1382405E U/S

## 12.9 Meteorology 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.

### 12.9.1 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.

The Aerodrome Weather Information service (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.

## 12.9.2 AWIS NOT AVBL

AWIS FREQ NOT AVBL	
<b>Subject:</b>	AD WX INFO SERVICE (AWIS) FREQ 133.25
<b>Status:</b>	NOT AVBL
<b>Additional Info:</b>	AVBL VIA TEL: 02 8302 7504
<b>Summary:</b>	AWIS FREQ 133.25 NOT AVBL

## 12.10 Navigation Warnings

Navigation (NAV) NOTAM will be originated by Airservices, CASA, the Military and other approved authorities.

NAV 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).

### 12.10.1 Navigation aids

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

The below information is required for promulgation of NOTAM regarding NAVAID availability:

NAVAID	Required Information	Example
NDB	Type, ident, frequency, range	NDB 'NWA' 359
DME	Type, ident, frequency, channel, and runway	DME 'INA' 108.5/22X RWY 21
VOR	Type, ident, frequency	VOR 'AD' 116.4
VOR/DME	Type, ident, frequency, channel	VOR/DME 'TL' 114.1/88X
TACAN	Type, ident, frequency, channel	TAC 'EDN' 114.7/94X
LOC/DME	Type, ident, frequency, channel, and runway	DME/LOC 'ICN' 109.5/32X RWY 33

**Note:** The NDB range will not be published in Item E) of a NOTAM but must be provided to the NOTAM Office to ensure the correct radius is applied.

NOT RADIATING	
<b>Subject:</b>	NDB 'SHT' 212
<b>Status:</b>	U/S
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	NDB 'SHT' 212 U/S

ON TEST – NOT TO BE USED FOR NAVIGATION	
<b>Subject:</b>	VOR 'ARG' 113.9
<b>Status:</b>	ON TEST, DO NOT USE
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	VOR 'ARG' 113.9 ON TEST, DO NOT USE

SUBJECT TO INTERRUPTION	
<b>Subject:</b>	NDB 'LST' 230
<b>Status:</b>	SUBJ TO INTRP
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	NDB 'LST' 230 SUBJ TO INTRP

PILOT MONITORED	
<b>Subject:</b>	NDB 'LST' 230
<b>Status:</b>	PILOT MONITORED
<b>Additional Info:</b>	<i>*if applicable*</i>
<b>Summary:</b>	NDB 'LST' 230 PILOT MONITORED

UNDERGOING FLIGHT CALIBRATION	
<b>Subject:</b>	VOR/DME 'ARG' 113.9/86X
<b>Status:</b>	OPR BUT AWAITING FLIGHT CHECK
<b>Additional Info:</b>	DO NOT USE, FALSE INDICATIONS POSSIBLE <i>*if applicable*</i>
<b>Summary:</b>	VOR/DME 'ARG' 113.9/86X OPR BUT AWAITING FLIGHT CHECK

## 12.10.2 Blasting and demolition

BLASTING	
<b>Subject:</b>	BLASTING
<b>Status:</b>	WILL TAKE PLACE
<b>Additional Info:</b>	BRG 185 MAG 2.5NM FM ARP
<b>Item F):</b>	SFC
<b>Item G):</b>	2000FT AGL
<b>Summary:</b>	BLASTING WILL TAKE PLACE BRG 185 MAG 2.5NM FM ARP

## 12.11 Glider Flying

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

INCREASED GFY	
<b>Subject:</b>	INCREASED GFY
<b>Status:</b>	WILL TAKE PLACE
<b>Additional Info:</b>	GLIDERS AND TUGS USE GRASS STRIP WEST OF RWY 17/35 SIMULTANEOUS CONTRA CIRCUIT OPS. GLIDERS AND TUG CCTS TO THE WEST AND OTHER ACFT CCTS TO THE EAST. ACFT OTHER THAN GLIDERS AND TUGS USE RIGHT CCTS RWY 25 DURING GFY. GLIDERS MNT CTAF ***. * WI 5NM YBTH OTHERWISE MULTICOM ***. * OR GLIDING FREQ ***. * CTC AIR FOCE CADETS TEL: ****
<b>Summary:</b>	INCREASED GFY WILL TAKE PLACE IN VCY RWY 17/35

## 12.12 Special Use Airspace (SUA) NOTAM

The term Special Use Airspace (SUA) is used for airspace volumes designated for specific operations that may impose limitations on airspace access or use for non-participating aircraft. SUA includes Prohibited, Restricted, Danger and Military Operating Areas (MOA or M), and airspace reservations.

SUA NOTAM are subject to the below criteria:

- NOTAM for activation and deactivation of SUA areas will only be accepted if the request is received from the appropriate listed airspace Authority as per *En Route Supplement Australia (ERSA)* and *Designated Airspace Handbook (DAH)*.
- Temporary Restricted Areas (TRA) or Temporary Danger Areas (TDA) must be submitted by, or with approval from, the CASA Office of Airspace Regulation (OAR).
- If it is an existing Restricted Area (RA), Danger Area (DA) or Military Operating Area (MOA) listed in the *DAH/ERSA*, it may be issued on Military or Civil airspace without specific OAR instrument.
- The boundaries of a SUA may be temporarily amended to within the existing boundaries only (i.e., to make the area smaller).
- Times \*\*59 and \*\*01 should not be used in NOTAM. Refer to section [7.7.1 Time format](#) for further information.
- Information entered in Item D) (refer to section [10.10 Item D\) – Hours of Activation](#)) and Item E) must be in the correct format as this information is used to create the Restricted Area Briefing available via NAIPS.
- 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 period of activity.
- All SUA NOTAM require Item F) and Item G) to be entered and all heights must be specified in AMSL.

### 12.12.1 SUA 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).

SUA ACTIVATION	
<b>Subject:</b>	R330A
<b>Status:</b>	ACT (RA3)
<b>Additional Info:</b>	DUE MIL FLYING
<b>Item F):</b>	SFC
<b>Item G):</b>	2500FT AMSL
<b>Summary:</b>	R330A ACT (RA3) DUE MIL FLYING

## 13 Definitions

Within this document, the following abbreviations will be used:

Term	Definition
ABN	Aerodrome Beacon
ACFT	Aircraft
AD	Aerodrome
ADO	Aeronautical Data Originator
AFIS	Aerodrome Flight Information Service
AFRU	Aerodrome Frequency Response Unit
AGL	Above Ground Level
AIP	Aeronautical Information Publication (Book)
AIP GEN	AIP General
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Services
AMSL	Above Mean Sea Level
ALA	Aircraft Landing Area
APCH	Approach
ARP	Aerodrome Reference Point
ASDA	Accelerate Stop Distance Available
ATC	Air Traffic Control
ATIS	Automatic Terminal Information Service
ATS	Air Traffic Services
AVBL	Available
AVFAX	Aviation Facsimile
AWIB	Aerodrome Weather Information Broadcast
AWIS	Aerodrome Weather Information Service
AWS	Automatic Weather Station
BoM	Bureau of Meteorology
BRG	Bearing
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CNS	Communication, Navigation and Surveillance
CTAF	Common Traffic Advisory Frequency



Term	Definition
DA	Danger Area
DAH	Designated Airspace Handbook
DAP	Departure and Approach Procedure
DCR	Data Change Request
DPS	Data Product Specification
DTG	Date-time-group
ERSA	En Route Supplement Australia
EST	Estimated
EXC	Except
FIR	Flight Information Region
FIS	Flight Information Service
FL	Flight Level
FT	Foot/Feet
GRF	Global Reporting Format
HJ	Daytime Hours
HN	Nigh-time Hours
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
KG	Kilogram(s)
LDA	Landing Distance Available
LGT	Light
M	Metre(s)
MAG	Magnetic
MET	Meteorology
MIL	Military
MOA	Military Operating Area
MOS	Manual of Standards
MOWP	Method of Working Plan
NAIPS	National Aeronautical Information Processing System
NAV	Navigation
NAVAID	Navigation Aid
NIS	NAIPS Internet Service

Term	Definition
NOF	NOTAM Office
NOTAMC	NOTAM Cancellation
NOTAMN	NOTAM New
NOTAMR	NOTAM Replacement
NWS	NOTAM Web Service
OAR	Office of Airspace Regulation
OBST	Obstacle
OLS	Obstacle Limitation Surface
OPR	Operator/Operating
OPS	Operations
PAL	Pilot Activated Lighting
PANS-AIM	Procedures for Air Navigation Services of Aeronautical Information Management
PAPI	Precision Approach Path Indicator
PCN	Pavement Classification Number
PCR	Pavement Classification Rating
PERM	Permanent
RA	Restricted Area
RCR	Runway Condition Report
RDS	Runway Distance Supplement
RPAS	Remote Piloted Aircraft System
RWY	Runway
SAR	Search and Rescue
SFC	Surface
SNOWTAM	A special series NOTAM given in a standard format providing a surface condition report notifying the presence or cessation of hazardous conditions due to snow, ice, slush, frost, standing water or water associated with snow, slush, ice or frost on the movement area
SPA	Sports Aviation
SPFIB	Special Pre-Flight Information Bulletin
SUA	Special Use Airspace
TAF	Aerodrome Forecast
TDA	Temporary Danger Area
TODA	Take-off Distance Available
TORA	Take-off Run Available

Term	Definition
TRA	Temporary Restricted Area
U/S	Unserviceable
UAV	Unmanned Aerial Vehicle
UNICOM	Universal Communications
UNL	Unlimited
UTC	Coordinated Universal Time
VFR	Visual Flight Rules
VOLMET	Meteorological information for aircraft in flight
WDI	Wind Direction Indicator
WIE	With Immediate Effect
WIP	Works in Progress

## 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