

NOTAM DATA QUALITY REQUIREMENTS FOR AIRSERVICES

Manual

C-MAN0277

Version 5

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Authorised:
AIS Manager

CHANGE SUMMARY

Version	Date	Section	Change Description
5	15 September 2020	12.4	Amended to correctly reflect NOTAM text agreed upon by ANS and NOF
4	26 August 2020	Through-out	New version issued due to version 3 published without an effective date
3	25 August 2020	Through-out	<ul style="list-style-type: none"> Document transferred to new template NOTAM Originator changed to NOTAM authorised person or originating NOTAM authorised person Minor grammatical amendments
		1	Section rewritten to align with language contained within the various Data Product Specification (DPS) for Airservices
		3	New section included to outline the circumstances for which a NOTAM will be issued and circumstances and information that is not to be promulgated via NOTAM. Information taken from ICAO Annex 15
		4	New section included to outline the AIRAC system and permanent NOTAM
		5	<ul style="list-style-type: none"> Moved from 6. Requesting a NOTAM Amended section to align with the various Data Product Specifications (DPS) for Airservices. Included clause about several internal stakeholders who have the authority to issue NOTAM without the requirements to register as a NOTAM authorised person
		5.1	New section to outline the NOTAM Group Management system used by the NOTAM Office to verify the originators status as a NOTAM authorised person
		6.1	Amended to include reference to the NOTAM Web Service (NWS)
		7.1	Removed reference to the MOS Part 139
		7.4	Removed redundant information
		9.1	Section rewritten to clarify Airservices' ability to issue NOTAM on an aerodrome on behalf of the aerodrome operator in the interest of aviation safety
		9.1.1	New section outlining what is provided for a full NOTAM service
		9.1.2	New section outlining what is provided for a limited NOTAM service
		9.2	Removed
		9.6	Removed redundant information
		9.2	Included note to exempt crane NOTAM
11.6	Inclusion of note to advise of default DTG for NOTAMC		
11.7	Amended paragraph regarding permanent NOTAM for clarity		

Version	Date	Section	Change Description
		11.8	Section rewritten for clarity and improved readability
		11.10	Amended header and included reference to 3. NOTAM issuance and 11 NOTAM examples
		11.11	Amended to removed redundant information
		12	Section reformatted and NOTAM examples collated for improved readability
		12.1	New section included to outline the formatting requirements of a permanent NOTAM
		12.2	New section header
		12.3.1	New section included
		12.3.3	New section included to outline requirements for notification of disabled aircraft
		12.4	Collated sections under single heading due to identical formatting requirements
		12.4.1	Section reformatted into single table for ease of use
		12.4.2	New section included to outline required information and additional note regarding the highest range of NDB
		12.5	<ul style="list-style-type: none"> • Inclusion of 'FREQ' in examples for correct formatting requirements • Additional examples of: <ul style="list-style-type: none"> • TWR HOURS – FIR format • TASWAM • Reduced radar coverage
		12.6	New section to outline requirements for contingency NOTAM to be issued in accordance with the appropriate contingency plan
		12.7	Section rewritten to advise NOTAM will not be accepted if there are published alternate frequencies available
		12.9	<ul style="list-style-type: none"> • New section header • Removed NAVAID examples and moved to 11.4.1 • Section rewritten to included references to applicable sections
		12.10	Removed reference to Military requirements
		12.11	<ul style="list-style-type: none"> • New section header • Included reference to hours listed in ERSA
		12.11.3	<ul style="list-style-type: none"> • New section header • Included example of CAT 0 – ARFFS not available
		Appendix B	New section included which outlines the promulgation criteria for permanent NOTAM and the data custodian for each section of ERSA FAC and DAH Section 18 – Threshold Coordinates

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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* 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, and is designed to assist NOTAM authorised persons to provide 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

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

2.2. Email, telephone and fax

Email (preferred): nof@airservicesaustralia.com

Telephone: 02 6268 5063

Fax: 02 6268 5044

2.3. Mailing address

ATTN: NOTAM Office

Airservices Australia Network Coordination Centre

GPO BOX 367

Canberra ACT 2061

3. NOTAM ISSUANCE

A NOTAM should be originated and issued promptly whenever the information to be distributed is of a temporary nature and of short duration, or when operationally significant permanent changes or temporary changes of long duration are made at short notice, except for extensive text and/or graphics which is to be included in an AIP Supplement (AIP SUP).

A NOTAM authorised person should request the issuance, review or cancellation of a NOTAM when:

- the request meets any of the circumstances mentioned in Annex 15 to the Chicago Convention (refer [3.1 Circumstances for issuing NOTAM](#))
- required by Australian law
- it is deemed necessary in the interest of aviation safety.

3.1. Circumstances for issuing NOTAM

As per Annex 15 to the Chicago Convention, NOTAM should be originated and issued when concerning the following:

- 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
- establishment, withdrawal or significant changes to procedures for air navigation services
- occurrence or correction of major defects or impediments in the manoeuvring area
- changes to and limitations on availability of fuel, oil and oxygen
- major changes to search and rescue facilities and services available
- establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation
- changes in regulations requiring immediate action, e.g. prohibited areas for SAR action
- presence of hazards which affect air navigation (including obstacles, military exercises, displays, fireworks, sky lanterns, rocket debris, races and major parachuting events outside promulgated sites
- planned laser emissions, laser displays and search lights if pilots' night vision is likely to be impaired
- 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
- establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required
- allocation, cancellation or change of location indicators
- changes in aerodrome/heliport rescue and firefighting category provided
- 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
- outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures
- observations or forecasts of space weather phenomena, the date and time of their occurrence, the flight levels where provided and portions of the airspace which may be affected by the phenomena
- an operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected
- release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement
- establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of the United Nations, together with procedures and/or limitations which affect air navigation
- implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and related supporting services.

3.2. Circumstances not to be promulgated by NOTAM

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
- partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative
- the lack of apron marshalling services and road traffic control
- the unavailability of location, destination or other instruction signs on the aerodrome movement area
- parachuting when in uncontrolled airspace under VFR, when controlled, at promulgated sites or within danger or prohibited areas
- 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
- information about laser emissions without any operational impact and fireworks below minimum flying heights
- 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) operational hours
- other non-operational information of a similarly temporary nature.

3.3. Information not to be promulgated by NOTAM:

A NOTAM should not contain information that:

- relates to an aerodrome or heliport and its vicinity, but does not affect its operational status
- does not impact the safe operation of aircraft
- is not likely to influence a pilots or operators decision to divert a flight.

4. AERONAUTICAL INFORMATION REGULATION AND CONTROL

As specified in the DPS, 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 data and associated publication procedures.

Airservices utilises a quarterly amendment calendar for the updating and production of the IAIP and aeronautical chart products which 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: <http://www.airservicesaustralia.com/services/aeronautical-information-and-management-services/document-amendment-calendar/>.

4.1. Permanent NOTAM

In order to be able to update information published in the IAIP, outside the normal publication schedule, it may be necessary in certain circumstances to issue NOTAM that permanently changes the information.

When information to be disseminated is of permanent or long term nature, and meets the promulgation criteria, the AIP responsible person should issue a permanent (PERM) NOTAM to notify industry that the content is to be incorporated into the IAIP.

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

For further guidance on the issuance of permanent NOTAM, refer to [Appendix B – Permanent NOTAM promulgation criteria](#).

5. NOTAM AUTHORISED PERSONS

NOTAM which meet the criteria specified in [3.1. Circumstances for issuing NOTAM](#) may only be requested by NOTAM authorised persons. NOTAM that permanently amends aeronautical data or information published in the IAIP may only be requested by an AIP responsible person.

Note: There are several internal stakeholders with the ability to issue NOTAM under CASR Part 175, who are not registered NOTAM authorised persons. All NOTAM requests received from these stakeholders must have approval from the AIS Manager and Chief Operating Officer (COO).

5.1. NOTAM authorised persons verification

NOTAM Group management has been established in NAIPS as a method for the NOTAM Office to confirm that a NOTAM request has been received from a NOTAM authorised person.

All NOTAM authorised persons, including the AIP responsible person are required to register a NIS User Name which must be added to the aerodromes NOTAM Group by the appropriate NOTAM Group Manager.

NOTAM submitted via the NWS must be originated from a NIS User Name assigned to the appropriate NOTAM Group for which the NOTAM

NOTAM submitted by email must have the NIS User Name and NOTAM Group annotated on the [NOTAM Request Form](#) to ensure that the NOTAM Office can perform the appropriate cross checks.

6. REQUESTING A NOTAM

6.1. NOTAM requests

NOTAM requests are to be submitted via the NOTAM Web Service (NWS) or on the latest version of the NOTAM Request Form.

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

6.2. 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 Airservices Australia 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>

6.3. Notification times

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

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

Non-urgent NOTAM will be processed in order of effective time (see [11.6 Item B – commencement time](#)). This may at times result in delays during periods of high workload in the NOTAM Office.

6.4. 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
- when the request comes from an unauthorised originator
- when a NOTAM with an estimated (EST) end time has reached that time without further notification from the originator about whether it should be extended or cancelled
- when there are errors in the NOTAM request, including but not limited to; incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

6.5. Checking NOTAM

It is the originating NOTAM authorised person's 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.

7. NOTAM CONVENTIONS

7.1. 'NOT AVBL'

The convention in Australian NOTAM is to use the phrase 'NOT AVBL' rather than 'U/S' (unserviceable) or 'CLOSED'. This prevents confusion by informing pilots not to use a facility even if it appears to be working, as it may not be working correctly.

7.2. 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.

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: 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)

7.5. 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.

7.6. Distribution criteria

All domestic NOTAM issued will be held in the Australian NOTAM database and can be accessed via [NIS](#). Some NOTAM will also be distributed to international NOTAM offices and accessed by international pilots flying to or through Australian airspace.

NOTAM 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.

8. NOTAM TYPES

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

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 (Replace) allows an existing NOTAM to be amended. A NOTAMR can either be reviewed WIE or with a future start time in Item B and immediately replaces the previous NOTAM.

8.3. 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.

9. NOTAM LOCATIONS

9.1. Aerodromes

NOTAM regarding aerodrome facilities, or events and hazards that have a direct impact on an aerodrome operations are generally issued by NOTAM authorised persons assigned by the aeronautical data originator for the aerodrome. However, relevant Airservices staff 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/registered aerodromes

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 (within 5NM the aerodrome), on the ground or within the airspace associated with that aerodrome.

9.1.2. Uncertified/unregistered aerodromes

Limited information is published in [ERSA](#) for some ALAs and a limited NOTAM service is provided for the following circumstances:

- changes to NAVAID, CTAF or ATS frequencies when requested by the service provider or CASA
- changes to special procedures when requested by Airservices Australia or CASA
- changes to MET facilities/services when requested by the service provider or the BoM
- permanent changes to published aeronautical data or information which meets the promulgation criteria
- in the interest of aviation safety, when requested by or under the direction of CASA

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

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

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

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

9.3. 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 overhead or nearby not using the aerodrome. This is generally determined by CASA or Airservices.

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

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

9.5. Multiple FIR

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

9.6. Head Office

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

10. 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](#).

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

10.1. 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.

10.2. 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 [4.1 Permanent NOTAM](#)) or an AIP SUP.

Note: NOTAM regarding cranes are exempt from the above requirements.

10.3. Daylight saving time

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

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

11. NOTAM REQUEST FIELDS

11.1. Contact details

These are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM. Refer to [6.4 Verifying information](#) for further information.

11.2. NOTAM summary

If unable to specify the exact contents of the NOTAM in the summary, provide a general description. This must include a general location of the subject of the NOTAM if issued under the FIR. Ensure that the first line of the NOTAM contains enough information so pilots can determine if it is relevant to their operations.

11.3. Item A – location

This is the location under which the NOTAM will be issued. Refer [9 NOTAM locations](#) for more information.

11.4. NOTAM type (form only)

NOTAMN, NOTAMR or NOTAMC. Refer [8 NOTAM types](#) for more information on which type of NOTAM you require depending on what you need to achieve.

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

11.5. 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

11.6. 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 (with immediate effect) or in the future. NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately or as soon as possible, WIE may be selected on the NOTAM request form instead of specifying a time. In this case the NOTAM Office will issue the NOTAM as soon as they are able to and the published NOTAM will list the issue time as the start time in 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 (with effect from) and the implementation date/time e.g. WEF 1805181600.

Note: Item B for a NOTAMC will have default time stamp of the date and time that the NOTAMC was created.

11.7. 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 'Estimated' (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 [11.8 Item C - estimated](#) for more information regarding NOTAM with an estimated finish time.

If a NOTAM is issued to advise of a permanent change to aeronautical data or information published in the IAIP, the 'PERM' box should be selected instead of a specified end time. The NOTAM will be published with 'PERM' in Item C.

11.8. Item C – estimated

Any NOTAM with an estimated finish time (EST) must be replaced or cancelled prior to the finish time. It is the responsibility of the aeronautical data originator to ensure that a NOTAM authorised person contacts the NOTAM Office to extend or cancel an EST NOTAM, and a minimum of one hour notice is appreciated.

Refer below to determine if a NOTAM with activation times (refer 10.9 Item D – activation times) is permitted to have an estimated 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.

11.9. 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.

11.10. Item E – NOTAM text

This field is used for the content of the NOTAM. Refer to 3. NOTAM issuance for guidance on circumstances that can/cannot be notified by NOTAM.

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

11.11. 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 normally used in NOTAM regarding navigation warnings and airspace restrictions.

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

NOTAM subjects	
exercises, including PJE	air display
PRD activations/deactivations	mass movement of aircraft
air refuelling	formation flying
fireworks	hot air ballooning
blasting, demolitions and burning/blowing gas	obstacle/obstacle lighting
banner towing	ocular hazard
rockets	aerobatics
UAV and model aircraft	sport flying

12. 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 [11 NOTAM request fields](#).

12.1. Permanent NOTAM format

Permanent NOTAM must be submitted in the following format:

Template

[HEADING OF IAIP SECTION] AMD
 INFORMATION TO BE ADDED, CHANGED OR REMOVED USING ONE OF THE
 FOLLOWING:

- AMD TO READ:
- ADD/REMOVE NOTE* (insert number associated with note e.g. note 4)

AMD INTEGRATED AERONAUTICAL INFORMATION PACKAGE.

12.2. NOTAM format

Refer to the below examples for how to format NOTAM requests.

12.3. AD NOTAM

Aerodrome (AD) category will be issued on a specific AD, unless:

- a significant change occurs to an aerodrome without a NOTAM service and this change is considered worthy of a NOTAM by CASA or Airservices, for example changes to 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.

Aerodrome not available

E) AD NOT AVBL
 E) AD NOT AVBL *DUE *** (optional)*
 E) AD NOT AVBL DUE WIP
 EXC FOR EMERG ACFT WITH **MIN PN TEL: ****

Runway not available

E) RWY 12/30 NOT AVBL
 E) RWY 12/30 NOT AVBL *DUE *** (optional)*
 E) RWY 07 DEP NOT AVBL
 E) RWY 12/30 NOT AVBL DUE WIP
 EXC FOR EMERG ACFT WITH **MIN PN
 CTC TEL: ****

Helipad not available

E) HELICOPTER LANDING SITE NOT AVBL
 E) HELICOPTER LANDING SITE NOT AVBL *DUE *** (optional)*

Heliport not available

- E) HELIPORT NOT AVBL
- E) HELIPORT NOT AVBL *DUE *** (optional)*

12.3.1. Aerodrome beacon (ABN)

Besides privately owned equipment, Airservices is responsible for monitoring aerodrome beacons and reporting failures to the NOTAM Office.

Aerodrome beacon not available

- E) ABN NOT AVBL

12.3.2. 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

An obstacle NOTAM must include the following information:

- 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 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.

Obstacle erected – NOTAM issued on aerodrome

- E) OBST CRANE MARKED AND LIT 63FT AMSL
[LAT/LONG] BRG 205 MAG 1.5NM FM ARP
- E) OBST LGT ON TOWER 220FT AMSL NOT AVBL
[LAT/LONG] BRG 074 MAG 2.5NM FM ARP

Obstacle erected – NOTAM issued on FIR

- E) OBST CRANE 423FT AMSL
[LAT/LONG] BRG 205 MAG 6NM FM DUBBO AD (YSDU)
- E) OBST LGT ON TOWER 220FT AMSL NOT AVBL
[LAT/LONG] BRG 074 MAG 6NM FM DUBBO AD (YSDU)

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.

12.4. Navigation aids and precision approach and landing aids

The following criteria applies for NOTAM regarding navigational aids (NAVAID):

- if the NAVAID is co-located with an aerodrome, the NOTAM will be issued on the aerodrome
- if the NAVAID is not co-located with an aerodrome, the NOTAM will be issued on the relevant FIR.

12.4.1. Precision approach and landing aids format

The description of unavailability of an ILS or ILS components should be as follows:

If:	Item E)
the entire ILS is affected	ILS 'IDENT' {FREQ} {RWY}
the Localiser is not available but the rest of the ILS components are	ILS LOC 'IDENT' {FREQ} {RWY} NOT AVBL
a co-sited DME is not available but the rest of the ILS components are:	ILS DME 'IDENT' {FREQ/CHANNEL} {RWY} NOT AVBL
the Glide Path is not available but the rest of the ILS components are:	ILS GP 'IDENT' {FREQ} {RWY} NOT AVBL
the Outer Marker is not available but the rest of the ILS components are:	ILS OM 'IDENT' {FREQ} {RWY} NOT AVBL
the Middle Marker is not available but the rest of the ILS components are:	ILS MM 'IDENT' {FREQ} {RWY} NOT AVBL
the GBAS is not available	GROUND BASED AUGMENTATION SYSTEM (GBAS) NOT AVBL

Note: If the Localiser is not available, the entire ILS facility must be taken as not available. A NOTAM will be issued unless the Localiser is not associated with a glide path (ILS).

12.4.2. Navigation aids

The below information must be provided when issuing a NOTAM on the below navigation aids:

NAVAID	Required information	Example
NDB	type, ident, frequency	NDB 'NWA' 359
DME	type, ident, frequency, channel, 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, runway	DME/LOC 'ICN' 109.5/32X RWY 33

Note: the highest published range of an NDB must be provided to the NOTAM Office in order for the NOTAM to be published with the correct radius applied.

12.4.3. NAVAID/ILS NOTAM templates

Refer to the below templates for NOTAM templates for navigation aids and precision approach and landing aids:

NOT RADIATING

E) 'NAVAID/ILS' 'IDENT' 'FREQ' NOT AVBL

ON TEST

E) 'NAVAID/ILS' 'IDENT' 'FREQ' ON TEST, DO NOT USE
FALSE INDICATIONS POSSIBLE

UNDERGOING FLIGHT CHECK

E) 'NAVAID/ILS' 'IDENT' 'FREQ' UNDERGOING FLTKC, DO NOT USE

OPR WITHOUT IDENT OR IDENT OF 'XP'

E) 'NAVAID/ILS' 'IDENT' 'FREQ' OPR WO IDENT or IDENT 'XP'

SUBJECT TO INTERRUPTION

E) 'NAVAID/ILS' 'IDENT' 'FREQ' SUBJ TO INTRP

REMOTE MONITORING NOT AVBL

E) 'NAVAID/ILS' 'IDENT' 'FREQ' PILOT MNT

GBAS NOT AVBL

E) GROUND BASED AUGMENTATION SYSTEM (GBAS) NOT AVBL DUE
CONSTELLATION AVAILABILITY

12.5. ATS NOTAM

12.5.1. ATS/TWR hours

ATS HOURS

E) ATS HOURS

MON 2230-0630 AND 0830-1230

TUE 2230-0630 AND 0830-1230

WED 2230-0630 AND 0830-1230

THU 2230-0630 AND 0830-1230

FRI 2230-0630

ACTIVATION TIMES MAY VARY, CHECK ATIS FOR AIRSPACE STATUS

TWR HOURS	
AD FORMAT	E) TWR ATS AMD HR MON-FRI 2000-1200
FIR FORMAT	E) [AERODROME NAME] TWR AND CLASS D AIRSPACE WI 20NM ** 4500FT AND BLW HR EXTENDED

12.5.2. ATIS, VOLMET AND AERIS

AMEND ATIS FREQUENCY
E) ATIS TRANSMITTING ON FREQ 135.8

NOT AVBL
E) ATIS FREQ 280.4 NOT AVBL
E) VOLMET BROADCAST ON FREQ 6676 AND FREQ 11387 NOT AVBL DUE MAINT
E) AERIS KALGOORLIE 128.25 NOT AVBL
E) ADS-B SER IN BUNDABERG AREA NOT AVBL
E) TASWAM NOT AVBL

SUBJECT TO INTERRUPTION
E) VOLMET BROADCAST 11387 SUBJ TO INTRP DUE MAINT
E) ADS-B SERVICE 'KYNUNA AREA' SUBJ TO INTRP
COVERAGE DETAILS AVBL FM
HTTP://WWW.AIRSERVICESAUSTRALIA.COM/PROJECTS/ADS-B/ADS-B-COVERAGE/

REDUCED RADAR COVERAGE
E) RADAR COVERAGE BEYOND 50NM EAST OF MELBOURNE REDUCED DUE EAST SALE RADAR NOT AVBL
SURVEILLANCE INFO SER AND RADAR BASED TFC INFO SER MAY BE AFFECTED

12.6. Contingency NOTAM

NOTAM advising of ATS contingency procedures must be issued in accordance with the appropriate ATS Contingency Plan document.

12.7. COM NOTAM

NOTAM regarding the unavailability of communication facilities and frequency failures will **not** be accepted by the NOTAM Office if there are published alternates frequencies available.

A/G FAC NOT AVBL
E) A/G FAC BRISBANE CENTRE 124.6 CAIRNS NOT AVBL
ALTN FREQ 120.15 OR AS DIRECTED BY ATC

A/G FAC LIMITED

**E) A/G FAC BRISBANE CENTRE 124.6 CAIRNS INTERFERENCE
MAY NOT BE MNT BY ATC.
ALTN FREQ 120.15 OR AS DIRECTED BY ATC**

12.8. Trigger NOTAM

Trigger NOTAM are issued when an [AIP AIC](#) or [AIP SUP](#) has been published and gives a brief description of the contents, effective date and time, and the reference number of the AIC or SUP.

Trigger NOTAM are to become effective at the same effective date and time as the AIC or SUP and remains valid for 14 (fourteen) days. If the AIC or SUP is valid for less than 14 days, the Trigger NOTAM must only remain valid for the same period as the SUP or AIC.

TRIGGER NOTAM

**E) TRIGGER NOTAM – AIP SUP/AIC
[NAME OF AIC OR SUP]
AVBL FM AIRSERVICES WEBSITE
WWW.AIRSERVICESAUSTRALIA.COM/AIP/AIP.ASP (LOWER CASE)**

12.9. Navigation warnings

Navigation warnings will be originated by Airservices, CASA, the Military and other approved authorities. NAV NOTAM can be issued on an aerodrome, NAVAID location or the FIR. For more guidance, refer to 8. NOTAM Locations.

ROCKET LAUNCHING

**E) ROCKET LAUNCH WILL TAKE PLACE
FLW RECEIVED ***:
[RELEVANT TEXT COPIED FROM AFTN MESSAGE]
WI THE FOLLOWING AREAS:
[LAT/LONG]
[LAT/LONG]
[LAT/LONG]
[LAT/LONG]
F) *** G) *****

12.10. PRD NOTAM

12.10.1. General information

- 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 ERS/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.
- All PRD require Item F and Item G to be entered.
- 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.

12.10.2. 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.

RESTRICTED AREA ACTIVATION
A) R327A E) R327A ACT (RA3) DUE MODEL ROCKET ACTIVITY F) SFC G) FL150

DANGER AREA ACTIVATION
A) D399 E) D106 ACT DUE GFY F) 4500FT AMSL G) 5500FT AMSL

12.11. ARFFS operating hours

12.11.1. Hours notified by NOTAM

For locations where the ERSA specifies that Rescue and Firefighting Services operating hours are published via NOTAM, use the below template.

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

ARFF OPERATING HOURS NOTIFIED BY NOTAM
E) FIRE AND RESCUE OPR HR DAILY 1915-1230 (CAT 9) DAILY 1230-1915 (CAT 5)
E) FIRE AND RESCUE OPR HR MON 1845-1147 (CAT 8) 1147-1230 (CAT 7) TUE 1945-1147 (CAT 8) 1147-1230 (CAT 7) WED 1945-1150 (CAT 8) 1150-1230 (CAT 7) THU 1945-1147 (CAT 8) 1147-1230 (CAT 7)

ARFF OPERATING HOURS NOTIFIED BY NOTAM

FRI 1945-1147 (CAT 8) 1147-1230 (CAT 7)
 SAT 1945-1147 (CAT 8) 1147-1230 (CAT 7)
 SUN 1945-1150 (CAT 8) 1150-1230 (CAT 7)

12.11.2. Amended hours

If the hours published Rescue and Firefighting Services operating hours are being amended, use the below NOTAM template:

PUBLISHED ARFF OPERATING HOURS AMENDED BY NOTAM

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

12.11.3. Reduced category

Rescue and Firefighting Services are allocated a category within the ranges CAT 1 to CAT 10, depending on the water quantity and vehicles available. If the category of coverage is downgraded temporarily, a NOTAM will be issued as in the below example.

RESCUE AND FIREFIGHTING REDUCED CATEGORY

E) FIRE AND RESCUE CAT 5

If the Rescue and Firefighting services reduce completely to CAT 0, the below NOTAM should be issued:

RESCUE AND FIREFIGHTING NOT AVAILABLE

E) FIRE AND RESCUE NOT AVAILABLE (CAT 0)

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

APPENDIX B PERMANENT NOTAM PROMULGATION CRITERIA

The below table should be used to determine whether requests to permanently amend aeronautical information or data published in the IAIP may be amended via the issuance of a permanent NOTAM or whether a Data Change Request (DCR) to docs.amend@airservicesaustralia is sufficient.

Note: Only the listed custodian in the below table may request changes to the aeronautical information and data that they are the custodian for.

En Route Supplement Australia (ERSA)				
Section	Data/Information to be included	NOTAM	Custodian	*Notes
Name		YES	ADR OPR	
Elevation	<ul style="list-style-type: none"> The highest point of the landing area AMSL Shown in FT ELEV at sea level, is indicated as 00 ELEV below sea level, a minus sign will precede the figure 	YES*	AD OPR	<ul style="list-style-type: none"> Changes above 20FT for AD with Instrument Approaches Changes above 100FT for all other AD
AVFAX Code		NO	AD OPR	
State		NO	AD OPR	
UTC Time Conversion	The number of hours to be added to UTC to obtain the standard time applicable at the location	NO	AD OPR	
ICAO Identifier	The 3, 4 or 5 letter aeronautical code	YES*	AD OPR	Usually changed in conjunction with AD Name
ARP Coordinates	Location of ARP in degrees, minutes and seconds	YES*	AD OPR	Only if displacement is more than 0.5NM
Magnetic Variation	Variation shown in degrees magnetic, rounded to the nearest whole number	NO	AD OPR	
Aerodrome Type	Status of AD as per ERSA Intro	YES*	CASA	NOTAM issued when AD becomes either: <ul style="list-style-type: none"> Certified or loses its Certification Registered or loses its registration Note: CASA is in the process of

En Route Supplement Australia (ERSA)				
				abolishing the 'Registered' status
Contact details	<ul style="list-style-type: none"> Address Phone number Email address Website Fax number (if applicable) 	YES*	AD OPR	NOTAM can be accepted if: <ul style="list-style-type: none"> ARO contact details have changed AD is PPR and contact details have changed
AD Diagram	<ul style="list-style-type: none"> RWY Designators RWY Length Apron/Taxiway layout RWY Strip and surface type BRG and distance to nearest town Wind Indicators (including illuminated) ARP 	NO	AD OPR	
Remarks	<ul style="list-style-type: none"> Fees/Charges Types of operations allowed and permission required Security restrictions Operational hours 	NO	AD OPR	
Handling Services and Facilities	<ul style="list-style-type: none"> Fuel/Oil types and remarks (hours, payment details, contact information) Hanger space for visiting aircraft Repair facilities for visiting aircraft UNICOM – under separate heading 	YES*	AD OPR	Only details of fuel available and fuel providers. All other entries are not NOTAMable
Passenger Facilities	<ul style="list-style-type: none"> As per ERSA INTRO Remarks 	NO	AD OPR	
Rescue and Fire Fighting Services	<ul style="list-style-type: none"> Aerodrome Category for Fire Fighting and Operational Hours Rescue equipment Remarks 	YES	ARFFS	
Aprons and Taxiways	<ul style="list-style-type: none"> Apron Surface and Strength Taxiway width, surface and strength Remarks 	YES	AD OPR	
Surface Movement and Guidance	<ul style="list-style-type: none"> Use of Aircraft Stand IDs TWY guidelines Docking Systems 	NO	AD OPR	

En Route Supplement Australia (ERSA)				
	<ul style="list-style-type: none"> RWY and TWY markings Stop Bars Remarks 			
Aerodrome Obstacles	<ul style="list-style-type: none"> Obstacle ID/Designation (if applicable) Obstacle type Obstacle position Elevation Marking, type, colour Remarks 	YES*	AD OPR	NOTAM must be published: <ul style="list-style-type: none"> All new or dismantled OBST above 300FT AGL If a charted obstacle (300FT or above) is modified Any OBST infringing the OLS of an AD Any OBST LGT changes
Meteorological Info Provided	<ul style="list-style-type: none"> AWIS/ATIS frequency and phone numbers METER/SPECI Fault reporting 	YES*	BoM or AD OPR	All NOTAM to be raised by the BoM except for privately owned equipment
Physical Characteristics	<ul style="list-style-type: none"> RWY Designation Bearing Dimensions (length x width) Strength (PCN) Slope Remarks Arrester Barriers (MIL only) 	YES	AD OPR	
Aerodrome and Approach Lighting	<ul style="list-style-type: none"> RWY Designation Light type VASIS (MEHT) PAPI Remarks 	YES	AD OPR	
Other Lighting	<ul style="list-style-type: none"> ABN location, characteristics and hours of operation TWY edge and CL lighting Secondary power supply/switch over time Remarks 	YES	AD OPR	
ATS Communication Facilities	<ul style="list-style-type: none"> Designation Call sign Tower Hours Channel/frequency Remarks 	YES	<ul style="list-style-type: none"> Civil AD – AA (ANS) ADF AD – AIS-AF 	
Radio Navigation	<ul style="list-style-type: none"> Type ID 	YES*	AA (ANS) or AD OPR	All NOTAM to be raised by AA

En Route Supplement Australia (ERSA)				
and Landing Aids	<ul style="list-style-type: none"> • Frequency • LAT/LONG • Remarks 			except for privately owned equipment
Local Traffic Regulations <i>Note: Relating to movements/operations on the <u>ground</u></i>	<ul style="list-style-type: none"> • Parking bays • Taxiing and taxi clearance • Operation/restriction of large aircraft • Marshaller/Towing assistance • Engine power/idle power • Engine start-up and use of APU • Fuel spillage • Precautions during extreme weather • School and training flights • Weight/turning restrictions 	NO	<ul style="list-style-type: none"> • CTA – AD OPR • OCTA – CASA or AD OPR 	
CTAF - AFRU	<ul style="list-style-type: none"> • CTAF (with AFRU if applicable) frequency • Remarks 	YES	CASA	
Flight Procedures <i>Note: Relating to movements/operations in the <u>air</u></i>	<ul style="list-style-type: none"> • ATC/ATS related information • Radar approaches • Communication failure • Low Visibility Operations/Procedures • Information regarding circuits • Information regarding parachuting, ultra-light, gliding and Unmanned Aircraft System (UAS) operations 	YES	<ul style="list-style-type: none"> • CTA – AA (ANS) • OCTA – CASA • ADF AD – AIS-AF 	
Noise Abatement Procedures	<ul style="list-style-type: none"> • NAP as per aircraft size/weight and propulsion • Use of RWY – day/night • Restrictions 	NO	<ul style="list-style-type: none"> • CTA – AA (ANS) • OCTA - CASA 	
Additional Information	<ul style="list-style-type: none"> • Bird/animal hazards • Charts other than those listed below • Weather balloon launches • Blasting information (CASA) 	YES	<ul style="list-style-type: none"> • CTA – AA (ANS) • GND – AD OPR • OCTA - CASA 	
Charts Related to the Aerodrome	<ul style="list-style-type: none"> • Precision approach/obstacle charts (as supplied by ARO) • DAP Procedures • WAC 	NO	AD OPR	

En Route Supplement Australia (ERSA)				
	<i>Note: No other chart information, i.e. AIP Charts or local specific charts is to be published, but can be included in Additional Info</i>			
Runway Distance Supplement	<ul style="list-style-type: none"> • RWY Designator • CN • TORA/TODA/ASDA/LDA • STODA • TWY Intersection Declared Distances • Arrestor Barrier Info (Military only) 	YES*	AD OPR	NOTAM must meet the following criteria: <ul style="list-style-type: none"> • Length – decreases by 10M or increases by 30M or more • Width – any change • TODA gradient – changes by 0.05% or more

Designated Airspace Handbook (DAH)				
Section	Data/Information to be included	NOTAM	Custodian	Notes
Section 18 – Threshold Coordinates	<ul style="list-style-type: none"> • AD Name • BRG (True) • RWY Designator • Threshold Coordinates in degrees, minutes, seconds and 100ths of a second 	YES	AA (AIS)	AD OPR to supply data to AIS who will issue the NOTAM