

NOTAM DATA QUALITY REQUIREMENTS FOR CIVIL AVIATION SAFETY AUTHORITY (CASA)



NOTAM Data Quality Requirements for Civil Aviation Safety Authority (CASA)

C-MAN0280

Version 4

Effective 17 September 2021

Prepared: Air Traffic Management Information Specialist

Endorsed: AIS Business Manager - Jan-Paul Davison-Lamilla

Approved: Aeronautical Information Services (AIS) - Alistair John Hooke

Change summary

Version	Date	Change description
4	17 September 2021	No change bars applied due to extent of changes

Table of contents

1	Purpose	4
2	NOTAM Office contact details	4
2.1	Advice of errors	4
2.2	Email, telephone, and fax	4
2.3	Mailing address	4
3	NOTAM issuance	5
3.1	NOTAM promulgation criteria	5
3.2	Non-NOTAMable circumstances	7
3.3	Information not to be included in NOTAM.....	7
3.4	CASA reportable occurrences	8
4	Aeronautical Information Regulation and Control	8
4.1	Permanent Changes	9
4.2	Permanent NOTAM.....	9
4.3	Permanent NOTAM and Requests for Change (RFC)	9
5	NOTAM Authorised Persons	9
5.1	NOTAM Authorised Persons verification	10
6	Requesting a NOTAM	10
6.1	Notification times	10
6.2	Verifying information	11
6.3	Checking NOTAM	11
6.4	NOTAM duplication or confliction.....	11
7	NOTAM conventions	12
7.1	Facility availability	12
7.2	Abbreviations	12
7.3	Latitude and longitude.....	12
7.4	Units of measurement.....	12
7.5	Cross referencing.....	13
7.6	Distribution criteria	13
7.7	Timing Conventions	13
8	NOTAM types	15
8.1	NOTAMN.....	15
8.2	NOTAMR.....	15
8.3	NOTAMC.....	15
8.4	Determining correct NOTAM type.....	16
9	NOTAM locations	17

9.1	Aerodromes.....	17
9.2	Temporary restricted or danger area	17
9.3	FIR (e.g., YBBB, YMMM).....	18
9.4	Dual FIR (e.g., YMMM/YBBB)	18
9.5	Multiple FIR.....	18
10	NOTAM request fields	18
10.1	Mandatory fields.....	18
10.2	NOTAM Group name	18
10.3	Contact details	19
10.4	NOTAM summary (NWS only).....	19
10.5	NOTAM type (form only)	19
10.6	Item A) – location	19
10.7	Item B) – start period.....	19
10.8	Item C) – end period	20
10.9	Item C) – estimated end period.....	20
10.10	Item D) – activation times	20
10.11	Item E) (NWS only)	21
10.12	Item E) – NOTAM Request Form.....	21
10.13	Item F) – lower limit and Item G) – upper limit.....	21
11	NOTAM format.....	22
11.1	ICAO format	22
11.2	Briefing format.....	22
12	NOTAM examples.....	23
12.1	Permanent NOTAM format	23
12.2	Aerodrome facilities.....	24
12.3	Navigation warnings.....	24
12.4	Unmanned aircraft NOTAM	26
12.5	Temporary restricted or danger area NOTAM	28
12.6	Sports Aviation (SPA)	29
13	Definitions.....	31
Appendix A – Time conversion chart		33

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* to provide aeronautical data and information 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.

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

As per ICAO Doc 8126 – Aeronautical Information Services Manual, *the basic purpose of NOTAM is the distribution of information in advance of the event to which it relates, except in cases of unserviceable facilities or services, volcanic activity, or the release of radioactive material and toxic chemicals that cannot be foreseen. Thus, the end user, e.g., flight crew or airline, must receive a NOTAM in sufficient time to take any required action to realize its purpose.*

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

- when the information is of a temporary nature, unplanned and of short duration; or
- when operationally significant permanent changes, or temporary changes of long duration are made at short notice (refer [7.7.2 NOTAM duration](#)).

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

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to issue NOTAM for the following circumstances:

- the request meets any of the circumstances mentioned in *Annex 15 – Aeronautical Information Services* (refer [3.1 NOTAM promulgation](#))
- 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:

- 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, CNS, MET, 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 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)
- conflict zones which affect air navigation (to include information that is as specific as possible regarding the nature and extent of threats of that conflict and its consequences for civil aviation)
- 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 (see *Annex 14, Volume I, Chapter 9, and Attachment A, Section 17*)
- presence or removal of, 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 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
- 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 unserviceability 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
- 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 warnings 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 of 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
- does not impact the safe operation of aircraft
- is not likely to influence a pilot or operators' decision to divert a flight.

3.4 CASA reportable occurrences

As per *CASR Part 139 (Aerodromes) Manual of Standards*, 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 NOTAMs or in the AIP made in accordance with Part 175 of CASR
- 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 aerodrome operators are required 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 [3.1 NOTAM promulgation criteria](#) and *Annex 15 – Aeronautical Information Services* and as such, a NOTAM may not always be required.

Note: Contact the NOTAM Office for further guidance.

4 Aeronautical Information Regulation and Control

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/about-us/our-services/aeronautical-information-management/document-amendment-calendar/>.

4.1 Permanent Changes

As per *ICAO Doc 8126 – Aeronautical Information Services Manual*, operationally significant changes 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 [3.1 NOTAM 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 must only be requested by the AIP Responsible Person or AIP Nominee for the listed Subject Owner (refer to the [Data Originators Custodians](#) document and the *Data Product Specification*).

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.

PERM NOTAM should not be issued with an immediate start time (exceptions apply, such as unanticipated/unavoidable circumstances) and should instead provide sufficient notification to industry (refer [6.1 Notification times](#)).

For further guidance on the issuance of permanent NOTAM, contact the NOTAM Office.

4.3 Permanent NOTAM and Requests for Change (RFC)

As per the Data Product Specification, Airservices AIS cannot initiate a work package to amend the IAIP based on a permanent NOTAM.

To initiate the change to published aeronautical information and data in the IAIP, the AIP Responsible Person or AIP Nominee must submit a Request for Change (RFC) to via email to docs.amend@airservicesaustralia.com.

5 NOTAM Authorised Persons

NOTAM which meets the criteria specified in [3.1. NOTAM promulgation criteria](#) may only be requested by NOTAM Authorised Persons.

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

5.1 NOTAM Authorised Persons verification

NOTAM Group management has been established as a method for the NOTAM Office to confirm that a NOTAM request has been received from a NOTAM Authorised Person.

Under *CASR Part 175.D – Aeronautical Information Management – Aeronautical Data Originators*, Aeronautical Data Originators have the responsibility to advise Airservices AIS of the names of all NOTAM Authorised Persons for the Aeronautical Data Originator.

All nominated NOTAM Authorised Persons are required to create a NAIPS Internet Service (NIS) user account and provide the User Name to the nominated Group Manager, who is responsible for assigning the User Name as a member of the NOTAM Group.

The 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 User Name and Group name is annotated on all emailed NOTAM requests to ensure that the NOTAM Office can perform the required cross check procedures.

NOTAM requests submitted via the NOTAM Web Service (NWS) are automatically linked to the NOTAM Group from which it was submitted and only require the contact details of the NOTAM Authorised Person requesting the NOTAM in the Originating Authority section.

6 Requesting a NOTAM

NOTAM requests are to be submitted via the NWS (available through NIS for approved ADOs) or on the latest version of the NOTAM Request Form, available at: <https://www.airservicesaustralia.com/industry-info/flight-briefing/notam-originator/>.

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

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.

Non-urgent NOTAM will be processed in order of effective time (see [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
- when the request comes from an individual who is not a NOTAM Authorised Person
- one hour before the estimated (EST) finish time of a NOTAM if notification from the originator about whether it should be extended or cancelled has not been received
- 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.

Note: It is the responsibility of the originating NOTAM Authorised Person to be available to verify the above information if required.

6.3 Checking NOTAM

It is the responsibility of the originating NOTAM Authorised Person 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.

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 published NOTAM.

Active NOTAM can be viewed via 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

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.

For a facility that is permanently withdrawn from service (refer [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. Abbreviations marked with '●' must not be used in NOTAM which are promulgated internationally.

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) - used for distances greater than 2NM
 - Shorter distances: meters (M)
- Vertical distance (altitudes, elevations, and heights): feet (FT)
- Bearings (from an AD or navaid): degrees magnetic (MAG)
- Weight (Mass): Metric tonnes or kilograms (KG)

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, and results in the associated NOTAM referencing an incorrect NOTAM number.

Where cross-referencing between NOTAM is deemed necessary, the phrase 'SEPARATE NOTAM REFERS' should 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 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 *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. 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)
- Navigation Aids (NAVAID) which are used on international routes.

7.7 Timing Conventions

All NOTAM are published in Universal Coordinated Time (UTC or 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 has been submitted using local time (not preferred), this must be clearly marked on the request form, including which time zone has been used. If a different time convention has been used on the form, the NOTAM Office will convert it to UTC before issuing.

Extra care should be taken during daylight savings periods. Refer [Appendix A Time Conversion Chart](#).

7.7.1 Time format

The ICAO NOTAM format specifies that the timing convention used to indicate Items B) and C) (refer [10.7 Item B – start period](#) and [10.8 Item C – end period](#)) is a ten-digit date-time group (year, month, day, hours, and minutes i.e., YYMMDDHHMM) in 24-hour UTC, and that the beginning of the day is specified as 0000.

There are multiple time formats that may be used for Item D) (refer [10.10 Item D\) - activation times](#)).

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 use of the times xx59 and xx01 in NOTAM can create an anomaly within the Air Traffic Control systems. For example, a NOTAM that finishes at 2359 will be removed from the ATC systems at 2359 and 01 second, not at 2359 and 59 seconds. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.

7.7.2 NOTAM duration

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

NOTAM with an estimated end time that unexpectedly exceeds 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 (more than 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 a permanent NOTAM appropriate to bridge the period between notification and incorporation (refer [4.2 Permanent NOTAM](#)).

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

7.7.3 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.

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 (Replacement) 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 of the NOTAM origination. Future replacement of a NOTAM is not to be issued to avoid possible misinterpretation about further changes or existence of multiple NOTAM.

As such, when requesting a NOTAM replacement, 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 [8.4. Determining correct NOTAM type](#).

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 and no future cancellation of NOTAM is permitted.

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

8.4 Determining correct 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
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
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

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 assigned by the ADO for the aerodrome.

However, relevant CASA 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 aerodromes

A full NOTAM service is provided for certified aerodromes, registered aerodromes, military aerodromes, certain other aerodromes regulated under *CASR Part 139 – Aerodromes* and specialised helicopter operations with published terminal instrument flight procedures 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 the aerodrome), on the ground or within the airspace associated with that aerodrome.

9.1.2 Uncertified aerodromes

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

9.2 Temporary restricted or danger area

A NOTAM will be issued on the relevant FIR with an individual 9 Series Restricted or Danger Area number if the temporary restricted or danger area has been promulgated via an AIP SUP.

NOTAM for temporary restricted or danger areas that have not been promulgated via an AIP SUP will be issued on the relevant FIR, with all relevant details provided within Item E).

Unless otherwise agreed, temporary restricted or danger areas requests must only be authorised and submitted by CASA Office of Airspace Regulations (OAR).

9.3 FIR (e.g., YBBB, YMMM)

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

- Uncertified location (aerodrome or navigational aid) without a full NOTAM service but which meets NOTAM origination criteria
- hazard occurring more than 5NM from an aerodrome
- hazard for which an aerodrome NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overheard or nearby not using the aerodrome.

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, and the hazard or facility extends across the FIR boundary and the affected QNH areas are shared by the boundary.

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

9.5 Multiple FIR

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

Note: If required, contact the NOTAM Office for guidance on QNH areas and FIR boundaries.

10 NOTAM request fields

Refer below for detailed instructions on completing the NOTAM Request Form.

Note: Instructions may differ between each method of submission: emailed NOTAM Request Forms or the NOTAM Forms on 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 NOTAM Group name

Select the required group that the NOTAM is to be assigned to from the drop-down box on the NWS or annotate the NOTAM Group Name and NAIPS User Name of the originating NOTAM Authorised Person at the bottom of the NOTAM Request PDF form.

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 [6.2 Verifying information](#) for further information).

10.4 NOTAM summary (NWS only)

Provide a short (max 50 characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available on NIS (SPFIB and AVFAX) will display only the summary line for any NOTAM that is older than seven (7) days (i.e., commencement DTG is more than 7 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 of the NOTAM contains enough information so pilots can determine if it is relevant to their operations.

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

10.5 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.

For NWS users, NOTAM to be reviewed or cancelled can be found in the Active NOTAM Directory.

10.6 Item A) – location

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

Refer [9 NOTAM locations](#) for more information.

10.7 Item B) – start period

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 instead of specifying a time. In this case the NOTAM Office will process the NOTAM request as soon as they are able to, and the published NOTAM will list the issue time as the start 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 [6.4 NOTAM duplication or confliction](#)).

Note: Item B) for an NOTAMR or NOTAMC will have a default time stamp of the date and time that the NOTAMR or NOTAMC was created and cannot be amended. Refer [8.2. NOTAMR](#) and [8.3 NOTAMC](#) for further information.

10.8 Item C) – end period

Item C) in a NOTAM 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. For an emailed request form, the 'Confirmed' box must be ticked. The NOTAM will then 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 (refer [7.7.2 NOTAM duration](#)). The NOTAM will be published with the 10-digit date/time group in Item C) followed by 'EST' (refer [10.9 Item C\) – estimated end period](#))

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 an end time specified. The NOTAM will be issued with 'PERM' in Item C). For more information refer [4.2 Permanent NOTAM](#).

10.9 Item C) – estimated end period

Any NOTAM with an estimated finish time (EST) must be replaced or cancelled prior to the finish time. It is the responsibility of the originating ADO 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 [11.10 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.

10.10 Item D) – activation times

This field will 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 (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).

10.11 Item E) (NWS only)

The Subject and Status fields of Item E) are used to specify the subject of the NOTAM (what facility/service etc. is the NOTAM about), and the condition/status of the subject (not available, work in progress, subject to interruption, etc.).

Additional information can be provided in the NOTAM Text section of Item E).

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM. Refer to [12 NOTAM examples](#) for guidance on NOTAM Item E) Subject, Status and Additional Information creation.

10.12 Item E) – NOTAM Request Form

This field is used for the content of the NOTAM, including the Subject, Status, and any additional information.

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM. Refer to [12 NOTAM examples](#) for more information.

10.13 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:

NOTAM subject	
balloon release- meteorological or helium	UAV, model aircraft
exercises, PJE and formation flying	banner towing
TRA and TDA	rockets
air refuelling	sport flying
fireworks, blasting and demolitions	burning/blowing gas
aerobatics and air display	mass movement of aircraft
ocular hazard	hot air ballooning

11 NOTAM format

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

11.1 ICAO format

The ICAO format presents all fields with the corresponding letter (as outlined in 10 NOTAM request fields).

Item A) YMMM

Item B) 21 09 25 1100

Item C) 21 10 02 1335

Item D) DAILY 1100/1335

Item E) FIREWORKS DISPLAY 'CLAREMONT SHOWGROUNDS'
PSN 315833S 1154708E BRG 257 MAG 9.5NM FM PERTH AD (YPPH)
OPR CTC TEL: 0418 848 188

Item F) SFC

Item G) 400FT AGL

11.2 Briefing format

NAIPS will present NOTAM requested within certain briefing products (i.e., Location Briefing) in a briefing format e.g.:

MELBOURNE FIR (YMMM)

C695/21

FIREWORKS DISPLAY 'CLAREMONT SHOWGROUNDS'
PSN 315833S 1154708E BRG 257 MAG 9.5NM FM PERTH AD (YPPH)
OPR CTC TEL: 0418 848 188
SFC TO 400FT AGL
FROM 09 251100 TO 10 021335
DAILY 1100/1335

12 NOTAM examples

The following are examples of how to compose Item E) of a NOTAM. These examples are provided as a guide only.

If required, contact the NOTAM Office for assistance and guidance.

12.1 Permanent NOTAM format

Permanent NOTAM must be submitted in the following format:

TEMPLATE

E) [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 (REFER TO IAIP PRODUCT BEING AMENDED)

EXAMPLE

E) 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)

12.2 Aerodrome facilities

For examples on formatting NOTAM requests on aerodrome facilities, refer to the [NOTAM Data Quality Requirements for Aerodrome Operators \(C-MAN0276\)](#), available on the Airservices website: <https://www.airservicesaustralia.com/flight-briefing/notam-originator/>.

12.3 Navigation warnings

FIREWORKS/LASER LIGHT DISPLA/FLARE DEMO - AERODROME	
Subject	FIREWORKS/LASER LIGHT
Status	DISPLAY
Additional Info	[LAT/LONG] BRG 233 MAG 3.4NM FM ARP <i>OPR CTC: **** (optional)</i>
Lower Limit	SFC
Upper Limit	*specify height
Summary	FIREWORKS DISPLAY BRG *** MAG *** FM ARP

FIREWORKS/LASER LIGHT DISPLAY/FLARE DEMO - FIR	
Subject	FIREWORKS/LASER LIGHT
Status	DISPLAY
Additional Info	[LAT/LONG] APRX BRG 324 MAG 16NM **** AD (Y****) <i>OPR CTC: **** (optional)</i>
Lower Limit	*specify height
Upper Limit	*specify height
Summary	FIREWORKS DISPLAY BRG *** MAG *** FM Y****

BLASTING - AERODROME	
Subject	BLASTING
Status	WILL TAKE PLACE
Additional Info	[LAT/LONG] BRG 185 MAG 5.5NM FM ARP
Lower Limit	*specify height
Upper Limit	*specify height
Summary	BLASTING BRG BRG 185 MAG 5.5NM FM ARP

BLASTING – FIR	
Subject	BLASTING
Status	WILL TAKE PLACE
Additional Info	[LAT/LONG] APRX BRG 185 MAG 5.5NM FM **** AD (Y***)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	BLASTING APRX BRG 185 MAG 5.5NM FM Y***

ROCKET LAUNCHING	
Subject	HIGH POWERED ROCKET
Status	LAUNCHING
Additional Info	PSN [LAT/LONG] BRG 315 MAG 13NM FM **** AD (Y***) CTC OPR ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	HIGH POWERED ROCKET LAUNCHING BRG 315 MAG 13NM FM Y***

LIGHT BALLOON RELEASE	
Subject	LIGHT BALLOON
Status	RELEASE
Additional Info	APRX 100 BALLOONS [LAT/LONG] BRG 078 MAG 19NM **** AD (Y***)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	LIGHT BALLOON RELEASE BRG 078 MAG 19NM Y***

SMALL BALLOON RELEASE	
Subject	BALLOON
Status	RELEASE
Additional Info	APRX 300 SMALL BALLOONS OPR FM *** [LAT/LONG] BRG 078 MAG 19NM **** AD (Y***)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	SMALL BALLOON RELEASE BRG 078 MAG 19NM Y***

12.4 Unmanned aircraft NOTAM

The term UA (Unmanned Aircraft) must be used in NOTAM as the abbreviations 'RPA', 'RPAS' and 'UAV' are currently not approved by ICAO.

UA NOTAM will be issued on either:

- an AD - if the UA activity will be occurring within 5NM of the ARP of a certified aerodrome
- the Brisbane FIR (YBBB) or Melbourne FIR (YMMM), or both - if the UA activity is occurring more than 5NM from the ARP of a certified aerodrome, or in the vicinity of an uncertified aerodrome when CASA believe the operations will have a direct impact on aviation safety.

Activation times should be as specific as possible, so that inactivity is not included. This reduces the impact to other airspace users.

The text of the NOTAM in Item E) will need to include the following:

- the maximum all up weight and type (multicopter, fixed wing etc.) of the UA (to allow other airspace users an indication of the size)
- any specific identifying characteristics e.g., strobe, high visibility markings, fluorescent paint, reflective surfaces etc.
- the area of operations expressed as either:
 - a radius from a position or
 - a distance either side of a line between two positions
- details of broadcasts to be made and/or frequencies that will be monitored
- the operator's identification and contact number (for ATC and other airspace users who may have enquirers or need to de-conflict)

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

Positions should be expressed both as a latitude/longitude and as a bearing and distance from a defined position that can be found in *En Route Supplement Australia (ERSA)*, e.g., an AD, a NAVAID, or a VFR waypoint. The most useful points for pilots are those that are identified on charts. Smaller ALA or HLS sites which are defined in *En Route Supplement Australia (ERSA)*, but not on charts are not recommended. If possible, reference to a registered HLS or ALA would be preferable.

UNMANNED AIRCRAFT (UA) – AERODROME (RADIUS)	
Subject	UA (MULTICOPTER BELOW 20KG)
Status	OPR WI 600M RADIUS
Additional Info	PSN [LAT/LONG] BRG 270 MAG 3.9NM FM ARP OPR WILL MNT TOWER FREQ *** * OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	UA OPR BRG 270 MAG 3.9NM FM ARP

UNMANNED AIRCRAFT (UA) – AERODROME (LINE)	
Subject	UA (MULTICOPTER BELOW 20KG)
Status	OPR WI 500M EITHER SIDE OF A LINE
Additional Info	BTN PSN [LAT/LONG] BRG 135 MAG 1.5NM FM ARP AND [LAT/LONG] BRG 225 MAG 3NM FM ARP OPR WILL MNT TWR FREQ ***.* OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	UA OPR BTN BRG 135 MAG AND 225 MAG MAX 3NM FM ARP

UNMANNED AIRCRAFT (UA) – FIR (RADIUS)	
Subject	UA (3KG MULTI-ROTOR)
Status	OPR WI 0.5NM RADIUS OF PSN
Additional Info	[LAT/LONG] BRG 042 MAG 8NM FM *** AD (Y****) OPR WILL BCST ON FREQ ***.* 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVALS WHILST AIRBORNE OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	UA OPR WI 0.5NM RADIUS OF BRG 042 MAG 8NM FM Y****

UNMANNED AIRCRAFT (UA) – FIR (LINE)	
Subject	UA (3KG MULTI-ROTOR)
Status	OPR WI 1.5NM EITHER SIDE OF A LINE BTN PSN
Additional Info	[LAT/LONG] BRG 135 MAG 1.5NM *** AD (Y****) AND [LAT/LONG] BRG 225 MAG 3NM FM Y*** OPR WILL BCST ON CTAF ***.* OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	UA OPR BTN BRG 135 MAG AND 225 MAG MAX 3NM FM ARP

12.5 Temporary restricted or danger area NOTAM

- Times **59 and **01 should not be used in NOTAM. Refer [7.7.1 Time format](#) for further information.
- 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.
- all PRD activations must have the heights specified in AMSL.

TEMPORARY RESTRICTED AREA (FIR)	
Subject	TEMPO RESTRICTED AREA
Status	ACT
Additional Info	***ADDITIONAL INFORMATION***
Lower Limit	*specify height
Upper Limit	*specify height
Summary	TEMPO RESTRICTED AREA ACT WI ****

TEMPORARY RESTRICTED AREA (9 SERIES TRA)	
Subject	TEMPO RESTRICTED AREA R***
Status	ACT
Additional Info	REFER TO AIP SUP H**/**
Lower Limit	*specify height
Upper Limit	*specify height
Summary	TEMPO RESTRICTED AREA R**** ACT

12.6 Sports Aviation (SPA)

In addition to an FIR NOTAM, consideration must be given to issuing a NOTAM on the aerodrome if it affects flights arriving or departing that aerodrome. When issuing a NOTAM on the aerodrome, ensure the NOTAM refers to the information relevant to aerodrome operations only and is not a duplicate of the FIR NOTAM.

GLIDING FLYING - AERODROME	
Subject	INCREASED GFY
Status	WILL TAKE PLACE
Additional Info	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: ****
Summary	INCREASED GFY WILL TAKE PLACE

GLIDING FLYING - FIR	
Subject	INCREASED GFY (GLIDERS AND TUGS)
Status	WILL TAKE PLACE
Additional Info	WI 15NM RADIUS OF **** AD (Y****) GLIDERS MNT CTAF ***.* WI 5NM FM **** OTHERWISE MULTICOM ***.* OR GLIDING FREQ ***.* CTC AIR FORCE CADETS TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	INCREASED GFY WILL TAKE PLACE

MODEL AIRCRAFT	
Subject	MODEL ACFT
Status	OPR WI 500M OF PSN
Additional Info	[LAT/LONG] BRG 048 MAG 12.2NM FM ****AD (Y****)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	MODEL ACFT BRG 048 MAG 12.2NM FM Y****

AIR DISPLAY – AERODROME	
Subject	AIR DISPLAY
Status	WI 5NM RADIUS OF AD
Additional Info	ACFT WILL MNT AND BCST ON CTAF ***.* OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	AIR DISPLAY WI 5NM RADIUS OF AD

AIR DISPLAY – FIR	
Subject	AIR DISPLAY
Status	WI 15NM RADIUS OF **** AD (Y***)
Additional Info	ACFT WILL MNT AND BCST ON CTAF ***.* OPR CTC TEL: ****
Lower Limit	*specify height
Upper Limit	*specify height
Summary	AIR DISPLAY WI 15NM RADIUS OF Y***

PARACHUTE JUMPING EXERCISES - AERODROME	
Subject	PARACHUTE OPS
Status	WI 5NM OF APRX PSN
Additional Info	[LAT/LONG] BRG 311 MAG 17NM FM *** ARP (Y***)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	PARACHUTE OPS WI 5NM OF ARP

PARACHUTE JUMPING EXERCISES - FIR	
Subject	PARACHUTE OPS
Status	WI 5NM OF APRX PSN
Additional Info	[LAT/LONG] BRG 311 MAG 17NM FM *** AD (Y***)
Lower Limit	*specify height
Upper Limit	*specify height
Summary	PARACHUTE OPS BRG 311 MAG 17NM FM Y***)

13 Definitions

Within this document, the following abbreviations will be used:

Term	Definition
AD	Aerodrome
ADO	Aeronautical Data Originator
AGL	Above Ground Level
AIP	Aeronautical Information Package/Publication
AIP SUP	AIP Supplement
AIRAC	Aeronautical Information Regulation and Control
AIS	Aeronautical Information Service
ALA	Aircraft/Alternate Landing Area
AMSL	Above Mean Sea Level
ARP	Aerodrome Reference Point
ATS	Air Traffic Service
AVBL	Available
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CNS	Communication, Navigation and Surveillance
CTAF	Common Traffic Advisory Frequency
DAH	Designated Airspace Handbook
DAP	Departure and Approach Procedures
DPS	Data Product Specification
ERSA	En Route Supplement Australia
EST	Estimated
EXC	Except
FIR	Flight Information Region
FL	Flight Level
HJ	Hours of Day
HLS	Helicopter Landing site
HN	Hours of Night
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organisation
MET	Meteorology

Term	Definition
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigation Aid
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOTAM	Notice to Airmen
NOTAMC	NOTAM Cancellation
NOTAMN	NOTAM New
NOTAMR	NOTAM Replacement
NWS	NOTAM Web Service
OAR	Office of Airspace Regulation
PERM	Permanent
PJE	Parachute Jumping Exercises
PRD	Prohibited, Restricted and Danger
RFC	Request for Change
SAR	Search and Rescue
SPA	Sports Aviation
SPFIB	Specific Pre-Flight Information Bulletin
TDA	Temporary Danger Area
TRA	Temporary Restricted Area
U/S	Unserviceable
UA	Unmanned Aircraft
UAV	Unmanned Aerial Vehicle
UTC	Universal Coordinated Time
VFR	Visual Flight Rules
WIE	With Immediate Effect

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