



# Application for Aviation Event Authorisation

Please complete the form in full using block capitals and black or dark blue ink

As required by AIC 19.1 08-01-18

1. Event Details	
Name of Event	
Nature of event	
Date/s of event (including practise)	
If postponed what alternate date/s will event be held	
Times of event (Local)	
Number of Aircraft	
Event/Competition Director (Full Names)	
Cell Number	
E-mail Address	
Fax Number	
Safety Officer (Full Names)	
Cell Number	
E-mail Address	
Fax Number	
2. Location & Airspace Usage Details	
Location / Airfield Name	
Is the airfield licensed	
Is the airfield in controlled airspace	
Is the airfield suitable for the event	
Route (Area of operation)	
Is any part of the route in controlled airspace	
What is the nearest ATSU and have they been informed	
3. Safety	
Do you have a Disaster Management Plan	
Are emergency Services available at the airfield	
What Alternate/Diversion Airfield will be used	
Who will conduct the Event Briefing ( <b>See pg 3</b> )	

#### 4. Event/Competition Director's Declaration

I (Full Names) \_\_\_\_\_ hereby certify that this event will be conducted with full adherence to the Civil Aviation Regulations as laid out by the South African Civil Aviation Authority.

I acknowledge that the Safety Officer has the authority to halt the event at any stage and that I am bound by his decision.

I hereby indemnify and agree to hold free from harm SAPFA, Aero Club and their officials, assistants, agents, servants, members and representatives, against any claim whatsoever which may arise as a result of an act or omission during this event or the granting of approval to hold this event.

Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Place \_\_\_\_\_

#### 5. Safety Officer's Declaration

I (Full Names) \_\_\_\_\_ hereby acknowledge that I am the I appointed Safety Officer and that the safety of this event is my overall responsibility. I shall provide a written report, which is to include any issues of safety or recommendations, on this event within fourteen days of the event completion (**See Section 6 for submission instructions**).

***Note:** The safety officer should be involved in the planning stages of the event and should be present on site during the event, except*

*that he may delegate specific duties but retain overall responsibility for the event, including the right to cancel a planned*

*flight due to meteorological or any other reasons bearing on safety.*

**Except where the safety officer has banned flying, the decision to take off or not remains with the pilot.**

Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Place \_\_\_\_\_

#### 6. Submission Instructions

Send your completed Application Form or Safety Report to:

South African Power Flying Association, P.O.Box 27013, Greenacres, 6057  
Fax: 086 613 5100 | E-mail: [safety@sapfa.org.za](mailto:safety@sapfa.org.za)

Should you require assistance in completing this form:

Web: [www.sapfa.org.za](http://www.sapfa.org.za) | E-mail: [safety@sapfa.org.za](mailto:safety@sapfa.org.za) | Telephone: 084 880 9000 (Mary de Klerk)

***Your application is to be received at least 21 days before the event.***

#### 7. Approval

I (Full Names) \_\_\_\_\_ hereby approve this event on behalf of the South African Power Flying Association.

Sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_ Place \_\_\_\_\_

**PLEASE NOTE**

Completion of this application, whether successful or not, does not ensure full compliance with AIC 19.1. Please ensure that all event officials and participants are familiar with the requirements of AIC 19.1. An online copy of AIC 19.1 can be found at: <http://www.caa.co.za/resource%20center/AIC'S/AIC%2019.1.pdf>  
The SA Civil Aviation Association web site can be accessed at: <http://www.caa.co.za>

**PERMISSIONS**

All permissions with regard to airfield and airspace use are the responsibility of the event organiser. Contact details for Air Traffic Service Units (ATSU) can be found on the ATNS web site under contact details: <http://www.atns.co.za>

**DISASTER MANAGEMENT PLAN**

**Please ensure that a Disaster Management Plan is in place for your event.** This is not intended to be a full-scale plan but rather a clear definition of responsibilities, actions and procedures to be followed should an emergency occur.

**BRIEFING**

**Prior to the start of an event the organiser or his representative shall carry out a group briefing of all participants.** The briefing must cover all aspects that are likely to affect the safety of flying operations. The sample briefing below is not intended as an exclusive document but should be seen as the minimum requirement.

- a. Attendance check
- b. Programme of events
- c. Current and Forecast Weather and procedure if weather deteriorates below event minima
- d. Runway(s), taxiways, spectator, aircraft parking and movement areas
- e. Alternate Airfield/s
- f. Circuit pattern, holding areas, holding heights and aircraft movements
- g. Traffic control procedures, radio frequencies and Transponder codes (if necessary)
- h. Procedure for cancellation of event or variation of the route
- i. Emergency Procedures
- j. Communication failure procedure
- k. Minimum heights and distances that apply
- l. Ground handling and taxiing procedures, refueling
- m. Procedure in the event of movements of aircraft not participating in the event
- n. Contact telephone number for the Competition Director / Event Organiser.

**SAFETY OFFICER AND SAFETY REPORT**

The Safety Officer must be an impartial party with no financial or commercial interest in the event. He should also be suitably qualified or experienced, having either participated in or organised a similar type of event. The Safety Officer's report is not intended as an exhaustive breakdown of the event or a comprehensive safety review but as a means of highlighting any safety deficiencies, concerns or areas that could be improved. This will help us expand our knowledge base on conducting safe aviation events. Please note that failure to submit this could lead to rejection of future applications.

**EMERGENCY INFORMATION**

In the event of an aviation emergency please contact the nearest ATSU or if that is not possible then the:

**AERONAUTICAL RESCUE CO-ORDINATION CENTRE**

Ms Santjie White 082 823 8493 (Mobile) | 011 928 6526 (O/H) | 011 928 6454/5 (24hrs)  
Mr Charles Norval 082 891 6270 (Mobile) | 011 961 0291 (O/H) | 012 998 9327 (A/H)