

Aeronautical Information Management
Documentation



**PUBLISHING AND NOTAM
GUIDELINES
FOR
AERODROME OPERATORS**



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1 INTRODUCTION

1.1 Aeronautical Information Management (AIM)

Aeronautical Information Management (AIM) is a business unit of Airways New Zealand and is responsible for the publication and distribution of the Aeronautical Information Publication New Zealand (AIPNZ) under contract to the Civil Aviation Authority (CAA).

1.2 Guidelines for Aerodrome Operators

These guidelines are intended to explain the responsibilities of aerodrome operators contributing to the AIPNZ and how to use the services provided by Aeronautical Information Management and the NOTAM Office to ensure correct notification of changes to published data.

These guidelines will provide you with information on the following:

Aeronautical Information Publication

This section provides an overview of the AIPNZ and associated publications.

Operator Responsibilities

This section describes the responsibilities of aerodrome and heliport operators relating to published information and the request of NOTAM. This section describes how to get established as an operator and how to change operator details.

Registered Originators

Operators can nominate "Registered Originators" to request AIPNZ amendments and NOTAM on their behalf. This section describes the process for nominating Registered Originators and what their responsibilities are.

The Change Request Process

Temporary and permanent changes are described and a flow chart helps you identify what action you need to take.

NOTAM

All you need to know about NOTAM and how to go about getting one issued.

Requesting Changes to Published Information

This section describes how to request amendments to the AIPNZ.

Establishing a New Aerodrome

If you are establishing a new aerodrome or publishing an existing aerodrome for the first time in the AIPNZ, refer to this section.

Contact Details

This section contains relevant Airways and CAA contact details.

Forms Appendix

Forms can either be copied from this booklet or down-loaded as "pdf" files from www.ifis.airways.co.nz/publications.

2 AERONAUTICAL INFORMATION PUBLICATION

2.1 What is the AIPNZ?

The Aeronautical Information Publication New Zealand (AIPNZ) is a manual that provides aviation users with current aeronautical data for planning and operational purposes. The AIPNZ is produced and updated at regular intervals by Aeronautical Information Management.

2.2 AIPNZ Structure

The AIPNZ is divided into 3 parts:

- (a) **Part 1 – General (GEN)**, consists of five sections, contains information of an administrative and explanatory nature;
- (b) **Part 2 – Enroute (ENR)**, consisting of five sections, contains information concerning the airspace and its use; and
- (c) **Part 3 – Aerodrome (AD)**, consisting of two sections, contains information concerning aerodromes/heliports and their use.

2.3 Electronic AIPNZ

AIPNZ exists as an entire document in electronic form and is available on the Internet at www.aip.net.nz. The information is presented in pdf format.

2.4 Paper AIPNZ

AIPNZ is published in paper format in four volumes as follows:

- (a) **Volume 1** contains all of the GEN and ENR parts, as well as the content of the AD part specifically relevant to planning (i.e. AD 1 and AD 2.2 to AD 2.24).
- (b) **Volume 2 and 3**, which are issued as a set, for in-flight use, contains that information from the GEN and ENR parts relevant to IFR operations, and from the AD part, all aerodromes and heliports for which there are instrument procedures published, and those procedures.
- (c) **Volume 4**, for in-flight use, contains that information from the GEN and ENR parts relevant to VFR operations, and from the AD part, all aerodrome charts and associated VFR procedures.

2.5 AIPNZ Associated Publications

AIP Supplement (SUP)

The AIP Supplement is used to promulgate temporary changes of long duration (90 days or longer) and information requiring extensive text or graphics. AIP Supplements are published every 4 weeks.

Aeronautical Information Circular (AIC)

An AIC is published to notify information of general interest. This information is not of an operational nature but advises users of the implementation of systems or procedures that are likely to be of interest in the future.

Enroute Charts (ENRC) and Area Charts (ARC)

Aeronautical Information Management produces a number of charts depicting airspace boundaries and operational information for in-flight reference. These charts are re-issued every 6 months.

Visual Planning Charts (VPC) and Visual Navigation Charts (VNC)

Aeronautical Information Management produces a number of charts depicting airspace boundaries and operational information for in-flight reference. Visual Charts are available at scales of 1:1,000,000, 1:5000,000 and 1:250,000. Visual charts are re-issued annually as required.

2.6 AIPNZ Amendment Interval

Amendments to AIPNZ are published every 28 days. An up-to-date schedule of publication dates and due dates for requests to amend AIPNZ are available on the Airways New Zealand IFIS web site <http://www.ifis.airways.co.nz>.

2.7 Obtaining Document and Charts

To purchase any of the above documents or charts, go to the AIP Shop on the web at www.aipshop.co.nz or contact Aeronautical Information Management (AIM) Customer Services directly via:

- ✧ Phone 0800 500 045
- ✧ Fax 0800 686 867
- ✧ email aim@airways.co.nz

2.8 Further Information

For further information on any of the above documents and charts or other services provided by Airways New Zealand, visit the Airways New Zealand website at:

- ✧ www.airways.co.nz

3 OPERATOR RESPONSIBILITIES

3.1 Operators and Registered Originators

The Operator is the organisation/company or person who is responsible for operating and maintaining an aerodrome or heliport.

The Operator is responsible for nominating Registered Originators (see next section) and advising Aeronautical Information Management of changes to their contact details.

An Operator can restrict the type of information a Registered Originator can submit. There are two types of Registered Originators:

✧ **AIPNZ AUTHORISED**

These Registered Originators can only request changes to published data in the AIPNZ.

✧ **NOTAM AUTHORISED**

These Registered Originators can only request NOTAM.

A Registered Originator can be both AIPNZ and NOTAM authorised.

3.2 Change of Operator

When an Operator no longer continues to be responsible for an aerodrome they must advise Aeronautical Information Management.

The existing Operator should complete the [Change of Operator Form](#) (see Forms Appendix) and include the contact details for the new Operator.

4 REGISTERED ORIGINATORS

4.1 Requesting Changes to Published Information

Requests for changes to published information and the issue of a NOTAM will only be accepted from Registered Originators.

A Registered Originator is a person nominated by the Operator who is authorised to advise Aeronautical Information Management of data that needs to be published or amended in the AIPNZ. A Registered Originator is also required to contact the NOTAM Office when a change, hazard or condition at their aerodrome requires immediate notification.

There must be at least one Registered Originator at each aerodrome. An Operator can nominate themselves as a Registered Originator if they wish.

Registered Originators must be familiar with the AIPNZ documents in which their aerodrome data is published and must have access to current copies.

Aeronautical Information Management can provide copies of current information on request.

4.2 Changing Registered Originator Details

The [New/Amend Organisation Details Form](#) (see Forms Appendix) should be used to either submit contact details for the first time or amend existing details currently held on file by Aeronautical Information Management. If submitting details for the first time, complete all the sections.

If you are using the form to amend your current organisation details, tick the “no change required” box in the sections where the information is correct and then enter the details to be amended in the appropriate section as required. This will avoid having to repeat your contact details every time you wish to make a small change e.g. a change of a Registered Originator phone number.

CREATE OR AMEND ORGANISATION FILE

Tick the Create New if you are submitting your Operator/ Registered Originator details for the first time. Tick the Amend Existing if you wish to change the Operator or Registered Originator details for your aerodrome.

AERODROME NAME

Enter the Aerodrome Name or Heliport Name. This section should always be completed.

LOCATION INDICATOR

Complete your Location Indicator details in this box.

OPERATOR DETAILS

Complete the contact details of the Operator as appropriate.

OWNER DETAILS

If the owner is also the Operator then tick the box "SAME AS ABOVE". However some Operators run a facility on behalf of the owner and therefore should list those contact details in this section.

NOTAM OFFICE CONTACT DETAILS

The NOTAM Office require a fax number or an email address to send copies of all requested NOTAM back to you for confirmation. Make sure you select one or the other but not both.

REGISTERED ORIGINATOR INFORMATION

In this section list the names and contact details of the Registered Originators for your aerodrome or heliport. To the right of the name select whether the person is to be added or deleted from the file held by Aeronautical Information Management. Also select whether the Registered Originator is approved to submit changes to the AIPNZ, NOTAM or both.

AUTHORISATION

When all details are complete, sign the authorisation on the front of the form. The completed form should then be mailed to:

Aeronautical Information Management
Airways New Zealand
PO Box 294
WELLINGTON

4.3 Review and Confirmation of Registered Originator Details

Twelve months after you last changed owner, Operator or Registered Originator details, we will send you a report of the details we hold on file. These details should be reviewed and changed where required and the completed report should be returned to Aeronautical Information Management within 2 weeks of receipt.

If all the details are correct and no changes are required then tick the section boxes as "correct", sign the form and return it to Aeronautical Information Management.

If changes are required then tick the box which indicates the appropriate section where information needs to be changed and annotate the change required in the appropriate section of the report.

Sign and return the completed report to Aeronautical Information Management.

Failure to return this report on time may delay any subsequent changes that you wish to publish in the AIP or NOTAM.

5 THE CHANGE REQUEST PROCESS

5.1 Determining the Type of Change

The flow chart on the following page shows how to determine whether to request a NOTAM, or if an *AIPNZ Request Amendment Form* needs to be sent to Aeronautical Information Management (AIM).

5.2 Temporary Changes

Temporary changes to published data or warnings about conditions or hazards usually require only a NOTAM to be issued.

5.3 Permanent Changes

Permanent changes require an AIP Registered Originator to complete the *AIPNZ Amendment Request Form* (see Chapter 7 for instructions) and send it to AIM. To ensure that information can be published in the AIPNZ and distributed to users with sufficient notice, “cut-off” dates are established for each amendment of the AIPNZ.

The cut-off date for an amendment is at least 8 weeks prior to the effective date of the amendment. It is an international requirement that amendments are delivered to users at least 4 weeks before the effective date to allow the user sufficient time to assess the impact of changes on their operation.

If a request to publish a permanent change is received after the designated cut-off date, the Registered Originator submitting the change will need to request the issue of a NOTAM to cover the period until the change can be published in the AIPNZ.

Registered Originators should contact Aeronautical Information Management as soon as they become aware of planned changes to ensure information is received by the cut-off date.

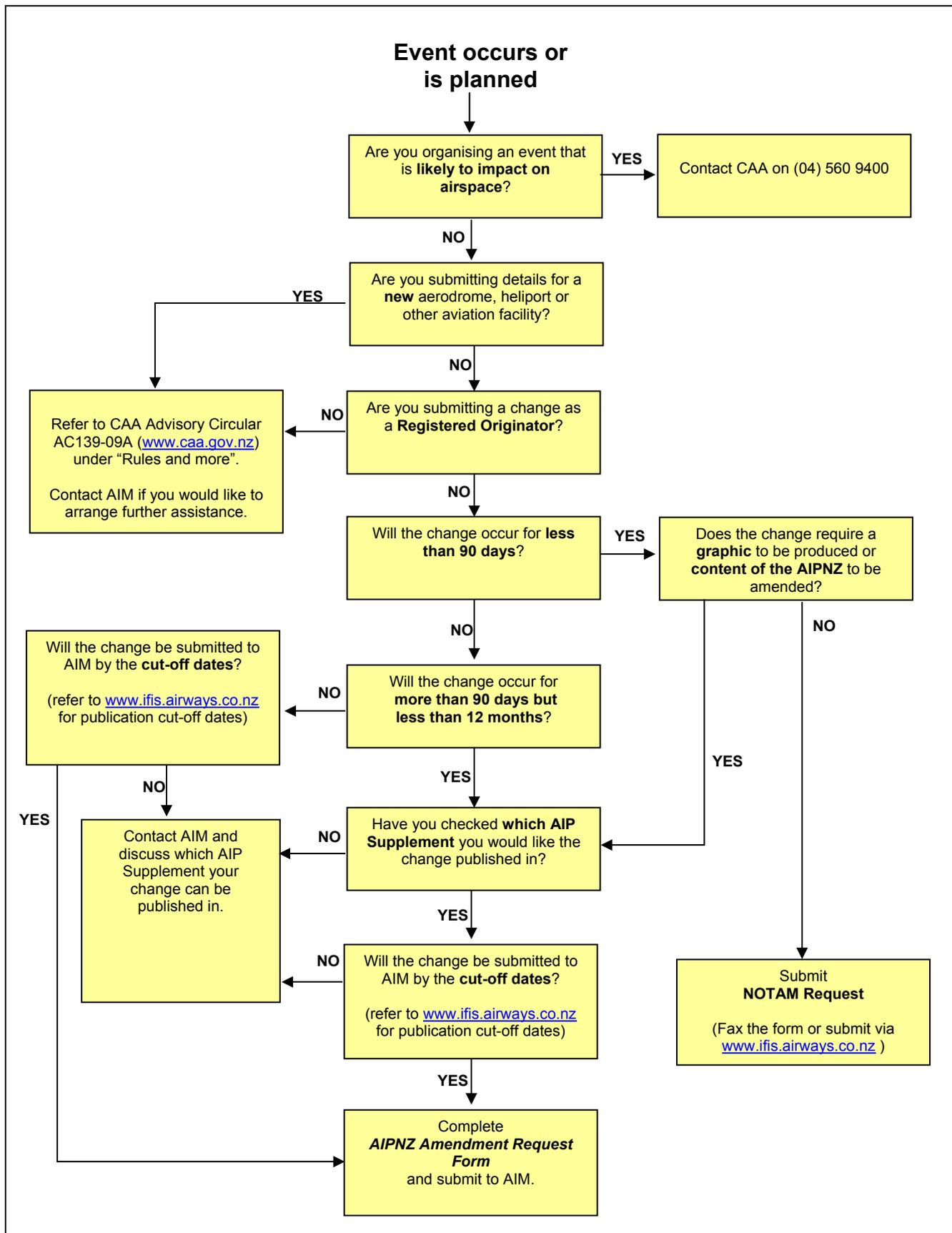
If you require assistance contact Aeronautical Information Management before submitting any details.

Cut-off dates for each scheduled AIPNZ amendment can be found on the Airways New Zealand IFIS website (www.ifis.airways.co.nz) in the “Publications” section.

NOTE

If you miss the appropriate AIPNZ cut-off date you may need request a NOTAM and submit an *AIPNZ Amendment Request Form* (see Chapter 7) to initiate the change in the AIPNZ.

Determining Type of Change Request



6 NOTAM

6.1 What are NOTAM?

A NOTAM contains any important information that could affect the safe flight of an aircraft or information that is required by the pilot to conduct safe operations. NOTAM are issued when there is not sufficient time to publish information and incorporate it into the AIPNZ or for changes of short duration.

A NOTAM can be requested by completing a [NOTAM Request Form](#) (see Forms Appendix) or requesting via the Airways IFIS website at www.ifis.airways.co.nz.

Before a flight, pilots should request a printout of any NOTAM that are relevant to the route, alternate and destinations for the flight.

A NOTAM can only be issued for a maximum of 90 days. If the change or condition is to last more than 90 days, an amendment to the AIPNZ will also be required.

Permanent changes or events longer than 90 days duration should be forwarded directly to Aeronautical Information Management. (AIM) AIM will then publish an AIP Supplement or amendment and request any NOTAM that may be required. An [AIPNZ Amendment Request Form](#) (see Forms Appendix) will need to be filled out and sent to Aeronautical Information Management. A further explanation of how to use the form can be found in Chapter 7.

6.2 Changes that Require the Issue of NOTAM

A NOTAM is required to be issued by an originator whenever the following is of operational significance:

- ✧ The establishment, closure or a significant change in the operation of a runway that is published in the AIPNZ.
- ✧ The establishment, withdrawal or change in the operation of electronic and other aids to air navigation and aerodromes. This includes any of the following:
 - Interruption or return to operation
 - Change of frequency
 - Change in notified hours of service
 - Change of orientation (directional aids)
 - Power increase or decrease amounting to 50 per cent or more
 - Change in broadcast schedules or contents
 - Irregularity or unreliability of operation
- ✧ The establishment, withdrawal or a significant change to a visual aid.

- ✧ The interruption of, or return to operation of, major components of an aerodrome lighting system.
- ✧ The occurrence or correction of major defects or impediments in a manoeuvring area.
- ✧ Changes to and limitations on availability of fuel, oil and oxygen at international aerodromes.
- ✧ The Establishment, withdrawal or return to operation of hazard beacons marking significant obstacles to air navigation.
- ✧ Any change in regulations or rules that require immediate action such as prohibited areas for search and rescue.
- ✧ The presence of hazards that affect air navigation including obstacles, military exercises, displays, races, major parachuting events outside promulgated sites.
- ✧ The erection, removal of or changes to significant obstacles to air navigation in the take-off/climb, approach, and missed approach areas, and runway strip.
- ✧ The establishment, discontinuance, activation or de-activation, or changes in the status of prohibited, restricted or danger areas.
- ✧ Any change from the published category of rescue and fire fighting services available at an aerodrome.
- ✧ The presence, removal or significant change in hazardous conditions due to snow, slush, ice or water on the movement area of an aerodrome.
- ✧ Any outbreaks of epidemics requiring changes in the notified requirements for inoculations and quarantine measures.
- ✧ Any other operationally significant circumstance.

6.3 Changes that DO NOT Require the Issue of NOTAM

The following information does not need to be notified by NOTAM:

Information that relates to an aerodrome or heliport and its vicinity and does not affect its operational status does not require the issue of a NOTAM. If the information is not of direct operational significance, it should be given local distribution during pre-flight briefing or other local contact with aircraft operators and pilots.

- ✧ Routine maintenance work on aprons and taxiways that do not affect the safe movement of aircraft.
- ✧ Runway marking work, when aircraft operations can be safely conducted on

other available runways or the equipment used can be removed when necessary.

- ✧ A partial failure of aerodrome lighting facilities where such failure does not directly affect aircraft operations.
- ✧ A partial temporary failure of air-ground communications when suitable alternative frequencies are available and are operative.
- ✧ The lack of apron marshalling facilities and road traffic control.
- ✧ The unserviceability of location, destination or other instruction signs on the aerodrome movement area.
- ✧ Any other information of a similar temporary nature that does not affect the safe operation of aircraft.

6.4 Using the NOTAM Request Form

The [NOTAM Request Form](#) should be used for all requests for the issue of NOTAM other than those made by AFTN or via the Airways IFIS website. (www.ifis.airways.co.nz)

Part 1 - Contact Details

These details will be used by the NOTAM Office to contact the NOTAM Originator should they need to clarify the request.

Part 2 - NOTAM Details

Select one of the following:

- ✧ **NEW** if it concerns a NOTAM containing new information
- ✧ **REPLACE** if it concerns a NOTAM replacing a previous NOTAM
- ✧ **CANCEL** if it concerns a NOTAM cancelling a previous NOTAM

If you are replacing or cancelling a current NOTAM, indicate the number of the current NOTAM in the space provided.

Item A) - Location

Specify the location of the activity which is the subject of the NOTAM to be issued. Insert the Location Indicator for the Aerodrome or the NOTAM Area, Special Use Airspace code (e.g. NZM201) or plain language.

Item B) - Valid From Time

This is the ten-figure date-time group (YYMMDDhhmm) representing year, month, day, hour and minute at which the NOTAM comes into effect.

- ✧ e.g. 0011080400 8 November 2000, 0400

Specify if the date-time group is expressed in Local time or UTC.

Item C) - Valid To Time

Ten-figure date-time group (YYMMDDhhmm) representing year, month, day, hour and minute at which the NOTAM expires. For NOTAM of uncertain duration of validity, the date-time group shall be followed by 'EST' (estimate). Examples:

- ✧ 0009180100 8 September 2000, 0100
- ✧ 0010112300 EST 11 October 2000, 2300 (estimate)

Specify if the date-time group is expressed in Local time or UTC.

The period of validity should not exceed 90 days.

Item D) - Daily Schedule

This item, if included, contains the specified schedule or period(s) during which an occurrence takes place. This field is optional and need only be completed as and when required e.g.

- ✧ Daily 0800 to 1700

Item E) - NOTAM Text

The NOTAM text contains information on the hazard, status of operation or condition of the facilities reported on. Abbreviations listed in AIPNZ GEN 2.2 (Volume 1) may be used where appropriate.

If you require more space to write a description than the form allows, tick the box, "extra text attached", write further descriptions on extra sheets of paper and attach them to the form/fax.

Item F) - Lower and Upper Limit

This information is applicable to navigation warnings and airspace restrictions and shows the lower limit of the activity. Units of measurement and reference datum should be included e.g.

- ✧ SFC
- ✧ 1500FT AGL
- ✧ 7500FT AMSL
- ✧ FL150

If the NOTAM will affect airspace or relates to navigation warnings
make sure you complete upper/ lower limit section.

A copy of the issued NOTAM will be forwarded to the designated fax number or email address that was selected by the Aerodrome Operator on the [New / Amend Organisations Details Form](#) (see Forms Appendix).

If you need further guidance in preparing the required material for the NOTAM request, please see Chapter 9 for information on arranging assistance from AIM.

7 REQUESTING CHANGES TO PUBLISHED INFORMATION

7.1 AIPNZ Amendment Request Form

The [AIPNZ Amendment Request Form](#) (see Forms Appendix) should be used when submitting an amendment to your aerodrome or heliport. If you have any questions regarding amendments contact Aeronautical Information Management (contact numbers are located in Chapter 9). We will be able to assist with any questions you may have.

This form should be used for all amendments that will remain in effect for more than 90 days. It is important that you submit your change details as soon as possible in order for the details to be published in the next AIPNZ amendment.

PART 1

Complete the location and Operator details and include contact phone numbers that you can be reached at should any details need verification.
Show the number of pages included with the form.

PART 2

Detail the effective date of the change and list the pages that require amendment. Indicate whether the change has also been promulgated as a NOTAM and if “yes” write down the NOTAM number.

PART 3

Complete your name, title and signature in the authorization box. These details will be checked with the Registered Originator details held on file at Aeronautical Information Management.

(Continues on following page with Part 4 and Part 5)

PART 4

Attach a current copy of the data or graphic that you wish to make changes to. It is important that you have the current version of the published page! If you do not have a current subscription to the AIP, you must print out a copy from the AIP web site (www.aip.net.nz). This will be your mark-up page.

Number the portions of the page that require a change and draw the changes to be made on the mark-up page and/or write the details of the requested change in the table provided (Part 5, see example).

- ✧ Please enlarge graphics to ensure they are easy to read.
- ✧ Indicate clearly on each page what needs to be changed.
- ✧ Include any addition drawings that will help to explain the changes more clearly (e.g. survey plans, photographs and hand sketches).
- ✧ If there are changes to Aerodrome Operator details you will need to:
 - Identify changes to the Operational Data page ("Supplementary" section)
 - Submit *New/Amend Organisation Details Form* (refer to Forms Appendix)

PART 5

List all items for amendment shown in Part 5 and detail as *Change*, *Add* or *Delete*.

Details should be described in full as follows:

- *Change*: "Change [*item*] from [*existing*] to [*new*]"
- *Add*: "Add [*describe text or item to be added*]"
- *Delete*: "Delete [*indicate all text or items to be deleted*]"

Detail all information in full. Aeronautical Information Management will incorporate the correct terminology or symbols as required.

If you need further guidance in preparing the required material for an AIP amendment request, please see Chapter 9 for information on arranging assistance from AIM.

The completed form can be mailed to AIM:

Aeronautical Information Management
Airways New Zealand
PO Box 294
WELLINGTON

8 ESTABLISHING A NEW AERODROME

8.1 Obtain an Aerodrome Designator

Before you send Aeronautical Information Management any details of a new aerodrome for publication you will need to have obtained an aerodrome designator from the CAA. This is a unique four-letter identifier for your aerodrome. Data for a new aerodrome or heliport cannot be published in the AIPNZ until a designator has been allocated by the CAA.

8.2 Information Required for Publication

If you are establishing a new aerodrome, or publishing an existing aerodrome in the AIPNZ for the first time, Refer to CAA Rule Parts 139 and 157 and associated Advisory Circulars for information regarding construction and use of an aerodrome. Note that CAA Advisory Circular 139-09A, which details the information required for publication, refers to both **certificated** and **non-certificated** aerodromes.

These documents can be found under “Rules and more” on the CAA website (www.caa.govt.nz).

You must assemble the required information and complete an [AIPNZ Amendment Request Form](#) (see Forms Appendix).

If you need further guidance in preparing the required material for new Aerodromes, please see Chapter 9 for information on arranging assistance from AIM.

Note that for safety reasons, AIM cannot accept unclear or incomplete information for publication. Such requests will be returned to the originator for clarification, and may result in delays in publication.

8.3 Operator and Registered Originator

After you have an aerodrome designator and all the details you would like published detailed on an [AIPNZ Amendment Request Form](#) then complete your Operator and Registered Originator contact details on a [New/ Amend Organisation Details Form](#). Send the completed forms to AIM for publication:

Aeronautical Information Management
Airways New Zealand
PO Box 294
WELLINGTON

9 AIM CONSULTANCY SERVICE

You may find that you need further clarification of the information requirements specified in the applicable CAA Rule Parts and Advisory Circulars. Aeronautical Information Management offers a consultancy service to assist you in assembling and submitting the required information for publication. Please contact AIM Customer Services for further details:

Phone: 0800 500 045
Fax: 0800 686 867
Email: aim@airways.co.nz

Note that for safety reasons, AIM cannot accept unclear or incomplete information for publication. Such requests will be returned to the originator for clarification, and may result in delays in publication.

10 CONTACT DETAILS

10.1 Airways New Zealand

Aeronautical Information Management (AIM) Customer Services
Airways House
44 - 48 Willis Street
PO Box 294
WELLINGTON
Phone: 0800 500 045
Fax: 0800 686 867
email: aim@airways.co.nz
website: www.ifis.airways.co.nz under "Publications"

NOTAM Office
Airways New Zealand
PO Box 14 131
CHRISTCHURCH
Phone: 03 358 1688
Fax: 03 358 9192
email: nof@airways.co.nz
website: www.ifis.airways.co.nz under "NOTAM Issue"

10.2 Civil Aviation Authority (CAA)

Civil Aviation Authority
Aviation House
PO Box 31 441
LOWER HUTT
Phone: 04 560 9400
Fax: 04 569 2024
email: info@caa.co.nz
website: www.caa.govt.nz

11 FORMS APPENDIX

This Appendix contains the following four forms:

- ✧ [Change of Operator Form](#) (1 page)
- ✧ [New/Amend Organisation Form](#) (2 pages)
- ✧ [NOTAM Request Form](#) (1 page)
- ✧ [AIPNZ Amendment Request Form](#) (3 pages)



CHANGE OF OPERATOR FORM

*Please ensure you complete the aerodrome name above before submitting this form.

AERODROME NAME*		LOCATION INDICATOR	
------------------------	--	---------------------------	--

I, _____ (*Current Aerodrome Operator*), wish to relinquish my role as the Aerodrome Operator for the above mentioned aerodrome and request that Aeronautical Information Management remove my Registered Originator and Operator contact details from their records and replace it with the new Operator details as listed below.

CURRENT AERODROME OPERATOR			
Operator Name			
Signature		Date	

No new Operator has been commissioned for this aerodrome <input type="checkbox"/>

OR

NEW AERODROME OPERATOR DETAILS			
Organisation Name		Contact Person	
Address		Phone	()
		Fax	()
		Mobile	()
		Email	
Signature		Date	

COMPLETE THE DETAILS AND RETURN THIS FORM TO:

**AERONAUTICAL INFORMATION MANAGEMENT
AIRWAYS NEW ZEALAND
PO BOX 294
WELLINGTON**

AIRWAYS
NEW ZEALAND

NEW/AMEND ORGANISATION DETAILS FORM

CREATE NEW ORGANISATION FILE

AMEND EXISTING ORGANISATION FILE

AERODROME NAME*		LOCATION INDICATOR	
------------------------	--	---------------------------	--

Please ensure you complete the aerodrome name above before submitting this form.

*Please

OPERATOR DETAILS		NO CHANGE REQUIRED <input type="checkbox"/>	
Organisation Name		Contact Person	
Address		Phone	()
		Fax	()
		Mobile	()
		Email	

AERODROME OWNER DETAILS		NO CHANGE REQUIRED/SAME AS ABOVE <input type="checkbox"/>	
Organisation Name		Contact Person	
Address		Phone	()
		Fax	()
		Mobile	()
		Email	

Please nominate below one fax number or e-mail address which will be used for all correspondence by the NOTAM Office

Fax	()	Email		NO CHANGE REQUIRED <input type="checkbox"/>
-----	-----	-------	--	---

Have there been changes to the details of your Registered Originators?	NO CHANGE TO DETAILS <input type="checkbox"/>	*YES, DETAILS HAVE CHANGED <input type="checkbox"/>
--	---	---

*If YES, you must complete the "REGISTERED ORIGINATOR DETAILS" section of this form (see Page 2).

AUTHORISATION			
Operator Name			
Signature		Date	

Complete Page 1 and Page 2 (if required), then return this form to:

**AERONAUTICAL INFORMATION MANAGEMENT
AIRWAYS NEW ZEALAND
PO BOX 294
WELLINGTON**

AERODROME NAME:	LOCATION INDICATOR:
------------------------	----------------------------

REGISTERED ORIGINATOR DETAILS										ACTION:		AUTHORISED FOR:	
	NAME	PHONE	FAX	MOBILE	EMAIL	ADD TO FILE	DELETE FROM FILE	AIPNZ	NOTAM				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

MAKE SURE THE OPERATOR HAS SIGNED THE AUTHORISATION!

**MAIL REQUEST TO: AERONAUTICAL INFORMATION MANAGEMENT
 AIRWAYS NEW ZEALAND
 PO BOX 294
 WELLINGTON**

For information on how to complete this form, please refer to the booklet "Publishing and NOTAM Guidelines for Aerodrome Operators", available on the Airways New Zealand IFIS website (www.ifis.airways.co.nz) under the "Publications" section.

AIRWAYS
NEW ZEALAND

PART 4 : MARK-UP ORIGINALS

ATTACH A COPY OF THE CURRENT PAGE(S)/CHART(S)

- Please ensure you enlarge any graphic as much as possible.
- Indicate clearly on each page what you would like to amend.
- Include extra drawings if you think it will explain your request more accurately (e.g. survey plans, aerodrome photos, or hand drawings).
- Number each change and fill out the details in the spaces provided in the PART 5 AMENDMENT ACTION REQUIRED section (see next page).
- If you have changes to the aerodrome Operator contact details, make sure you:
 - Submit details to amend the relevant Operational Data page in the AIPNZ - AD section, and
 - Send in a New/Amend Organisation Details form to update the Operator Database.
- If you have any questions, please contact *Aeronautical Information Management* :

by phone: 0800 500 045

or

by email: aim@airways.co.nz

AIPNZ AMENDMENT REQUEST FORM

PART 5 : AMENDMENT ACTION REQUIRED	
ITEM	ACTION REQUIRED (state Change ... , Add ... , or Delete ...)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

ATTACH BACKGROUND MATERIAL IF REQUIRED

For information on how to complete this form, please refer to the booklet *"Publishing and NOTAM Guidelines for Aerodrome Operators"*, available on the Airways New Zealand IFIS website (www.ifis.airways.co.nz) under the "Publications" section.