

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



APPLICATION FOR TEMPORARY CEILING HEIGHT EXTENSION PROCEDURE

MOP004

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Amendments made to MOP004

Paragraph	Brief description of change	Change incorporated by
1.0 2.0 3.0 4.0	Amend CAR to CASR (Civil Aviation Safety Regulation) Amend AAO to RAAO (Recreational Aviation Administration Organisation)	MAAA Secretary July 2014
5.2	Addition of the requirement for a Risk Assessment	
5.3 & 5.6	Requirement to send forms electronically	
Annex	To avoid confusion, the Annex containing the sample form was removed. Refer to the MAAA website to view or download the relevant form.	
2.0 3.0 4.0 5A.0	To accommodate operations permitted by CASA approval given for paragraph 6 (2) (f) of instrument CASA 96/17 (operations above 400 ft AGL).	MAAA Secretary Oct 2017

This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

APPLICATION FOR TEMPORARY CEILING HEIGHT EXTENSION PROCEDURE

1. PURPOSE

This procedure is to ensure that applications for temporary ceiling height extension are done in a controlled way with all appropriate information being supplied.

2. APPLICABLE DOCUMENTS

This procedure is to support the requirements of CASR (1998) Part 101 Subparts A, B, C and G and, for its duration, instrument CASA 96/17.

3. POLICY

The MAAA requires that model aircraft conform to ceiling height as defined by CASR (1998) Part 101 Subparts A, B, C and G and instrument CASA 96/17. Except as specified in section 5A, if an extension to the designated ceiling height is required then application shall be made to CASA for a temporary extension to the ceiling height in accordance with the provisions of CASR.

4. DEFINITIONS

Approved Area	An area approved by CASA under CASR (1998) Part 101 Subpart A 101.030 for the operation of Model Aircraft
CASA	Civil Aviation Safety Authority.
CASR	Civil Aviation Safety Regulations 1998
Ceiling Height/ Maximum Operating Height	The maximum height above ground level that a model aircraft is permitted to operate
Club	A Club properly affiliated with a State Association.
MAAA	Model Aeronautical Association of Australia Inc.
Ordinary Member	See State Association.
Part 101	Part 101 of the Civil Aviation Safety Regulations (1998) Unmanned Aircraft and Rockets
Recreational Aviation Administration Organisation (RAAO)	An organisation approved by CASA to administer a designated aviation activity
Risk Assessment	See MOP022 Risk Assessment Procedure
State Association	A State Association properly affiliated with MAAA Inc.

5. PROCESS

- 5.1 The Club or Association that require a temporary ceiling height extension shall complete MAAA Form MAAA007.
- 5.2 The Club or Association is required by CASA to ensure that risks associated with this application are identified and summarised in a Risk Assessment (MOP022) to be submitted with the application.
- 5.3 The completed forms and site plan and map, if required, shall be sent electronically to the State Association for processing at least 60 days prior to the dates required.
- 5.4 The State Association shall consider the application and check that all details have been provided.
- 5.5 The State Association shall decide whether to support the application or not.
- 5.6 If application is supported, the completed forms noting the State Association approval, shall be forwarded electronically to the appropriate CASA office with a copy to the MAAA Secretary Office, for their consideration. The current CASA email address should be obtained from the Federal Secretary.
- 5.7 Upon receiving CASA's reply to the application, the State Association shall send a copy to the applicant Club.

5A PROCESS FOR INSTRUMENT CASA 96/17

- 5A.1 This section 5A applies in relation to the operation of a model aircraft:
 - (a) higher than 400 ft above ground level; and
 - (b) clear of a populous area; and
 - (c) in sight of the member operating the aircraft; and
 - (d) not within 3 nautical miles of a controlled aerodrome; and
 - (e) not otherwise prohibited by Part 101 of CASR.
- 5A.2 Before commencing the operation, the Club or State Association under whose control the operation is to occur must ensure that risks associated with the operation are identified and summarised in a risk assessment conducted in accordance with MOP022.
- 5A.3 Where the risk assessment mentioned in 5A.2 identifies a risk of collision with a manned aircraft that has a risk factor of 6 or higher, not less than 2 business days before commencing the operation, the Club or State Association must request CASA to cause the issue of a NOTAM for the operation. The NOTAM request must be sent to CASA by email to RPAS@casa.gov.au. This paragraph does not apply if a NOTAM is already in place in relation to the operation and if the NOTAM is based on an application that meets the requirements mentioned in paragraph 5A.4.
- 5A.4 A NOTAM request must contain the following information:
 - (a) date or dates of the proposed operation
 - (b) time of the operation in the local time zone; and
 - (c) GPS co-ordinates, in decimal degrees, for the location from which the MAAA member will conduct the operation; and

- (d) radius of the area measured from the coordinates mentioned in paragraph (c) within which the operation will be conducted; and
- (e) proposed maximum height at which the operation will be conducted; and
- (f) telephone, address and email address details of the person responsible for the operation at the Club or State Association.

5A.5 The Club or State Association under whose control the operation is to occur must:

- (a) nominate a suitably trained site supervisor who is responsible for all model aircraft operations in the area mentioned in paragraph 5A.4 (d); and
- (b) ensure that the site supervisor has capacity and delegated authority to direct all model aircraft operators and operations at the site; and
- (c) ensure that the site supervisor is in the area and capable of monitoring and directing operations at all times that the operations are underway.

5A.6 The Club or State Association under whose control the operation is to occur must nominate a suitably trained person to monitor the CTAF or area frequency, as applicable to the area of the operation, for potential manned aircraft operations within 3NM of the site during the operation. The person may also be the site supervisor mentioned in paragraph 5A.5, providing the scope and complexity of the operation, and the location of the radio, allows the person to effectively perform both roles concurrently. The person is not required to hold a radiotelephone certification, but must be able to:

- (a) understand radiotelephony phraseology; and
- (b) identify and track movements of manned aircraft by the manned aircraft pilot's position reports.

5A.7 Paragraph 5A.8 applies if, during the operation, a member of MAAA at the location of the operation, or the person mentioned in paragraph 5A.6, becomes aware of a manned aircraft operating within 3 nautical miles of the location mentioned in paragraph 5A.4 (c).

5A.8 The Club or State Association under whose control the operation is to occur must ensure that:

- (a) the site supervisor is informed about the operation of the manned aircraft; and
- (b) the site supervisor directs all model aircraft involved in the model aircraft operation to immediately and safely descend to below 400 feet AGL and to land as soon as safely possible, until such time as the site supervisor advises that the manned aircraft is more than 3 nautical miles of the location mentioned in paragraph 5A.4 (c).

6. RESPONSIBILITIES

6.1 The applicant Club or Association is responsible to identify when temporary ceiling height extensions are required.

6.2 The applicant Club or Association is responsible to ensure that all the documentation required is sent to the State Association within the time required prior to the date the extension is required.

- 6.3 The State Association is responsible to check the application and if approved pass the application onto the relevant CASA Office for consideration.
- 6.4 The State Association is responsible to advise the applicant of the CASA's decision.
- 6.5 The Club is responsible to ensure that all miniature aircraft conform to the ceiling height approved and the conditions of the approval.

7. FORMS

- 7.1 Application for Temporary Ceiling Height Extension - Form No. MAAA007.
See the MAAA website.
- 7.2 Risk Assessment – Form MAAA031 & MAAA032.
See the MAAA website.