Republic of the Philippines
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

Permit-To-Operate Application Form

1. Particulars of the Applicant

Full Name:	
Address:	
Position:	*Signature:*
Telephone Number:	*Fax No.:*
Mobile No.	*Date*

2. Particulars of the Aerodrome / Heliport Site

Name of Aerodrome / Heliport	
Real Property Description:	
Aerodrome Reference Point (ARP)	*Latitude:*
	Longitude:
Distance and direction with respect to nearest Aerodrome / Heliport:	

3. Is the Applicant the Owner of the Aerodrome / Heliport Site?

Yes ☐	No ☐
If No, provide: *c.) Details of right held in relation to the site; and* *d.) Name and address of the owner of the site and written evidence to show that permission has been obtained for the site to be used by the applicant as an aerodrome / heliport* *NOTE: (For existing Aerodrome) The application must be accompanied by a report prepared by an approved safety inspector confirming the information provided on this page is accurate and that the aerodrome meets the applicable safety standards.*	

4. *Heliport Data*

If not applicable, insert N/A. (Heliport data must be derived in accordance with Chapter 15 of the MOS for Aerodromes)

a) Ground Site Heliport

Dimension:
Elevation (AMSL):

Strength of contact surface:
Surfacing:
Thickness of Pavement:
Type of sub-grade soil:
Dimension of Touchdown Pad(s):
Nearest distance of fence from edge of safety area:
Nearest distance and direction of building(s) from edge of safety area:
Height, distance, direction of highest obstruction(s) near the heliport:

b) Roof Site Heliport

Dimension:
Elevation (AMSL):
Height of Roof above ground:
Dimension of Touchdown Pad(s):
Dimensions of safety area(s):
Strength of contact surface:
Height and nearest distance of parapet/guard rail with respect to center of touchdown pad:
Possible directions of approach and Departure Paths with respect to the Magnetic North:
Height, distance, direction of highest obstruction(s) near the heliport:

c) Helideck

Operator:
Address:
Telephone:
Fax No.:
Helideck Usage:
Email Address:
Name of Helideck:
Location:
Geographical Coordinates:
Distance:
Heliport Type:
Elevation (AMSL):
Strength of contact surface:
TLOF/FATO Dimensions:
TLOF/FATO Slope:
TLOF/FATO Surface Type:
TLOF/FATO Bearing Strength (in tons):
TLOF/FATO Visual Aids including markings, lightings and signs:
Take off Distance Available:
Landing Distance Available:
Possible Directions of Approach and Departure paths with respect to magnetic north:
Helideck lighting source:

d) Helideck Type/s

Over-all Length:	
Rotor Diameter:	
Maximum Take-Off weight (MTOW):	
No. of Crew:	
No. of Passengers:	
Category Performance/Classification:	
RFFS Category:	

5. Airstrip Data

a. Runway Strip

Dimension:
Type of Fencing:

b. Runway

Dimension:	
Magnetic Bearing:	
Elevation (AMSL):	
Type of Surfacing:	
Thickness of Pavement	*Sub-base*
	Base:
	Wearing Surface:

Type of Sub-grade soil:		*BR:*
Strength (lbs. AUW):	*SW:*	
	DW:	
	DTW:	
Gradient:		
Stopways:		
Clearways:		

c. Apron

Dimension:	
	SW:
Strength (lbs. AUW)	*DW:*
	DTW:
Type of Surfacing:	
Parking Capacity	
Location	

6. Facilities

Day Facilities:	*Day Markers:*
	Prevailing Wind Direction(s):
	Wind Direction Indicator (kind and location)
Night Facilities	
Communication (Radio, Telegraph, Telephone, etc.)	
Weather Instrument (Barometer, Thermometer, etc.)	
Transportation (Land, Water, etc.)	

Emergency (First Aid, Hospital, Firefighting, Repair Shop, etc.)		
Others (Fuel, Oil, Water, etc.)		
Are subject to flood:		
Brief description of artificial drainage system:		
Attach detailed plans of aerodrome/heliport showing landing area, surrounding area and obstructions duly signed and sealed by a licensed Civil Engineer:		
Rating desired:		
Type of operations: (check one or more as applicable)	*Commercial*	
	General Aviation	
	Commercial	
	Private use of general aviation owner only	

CONSENT OF LAND AND/OR BUILDING OWNRE(S)

Name of Building Owner: _____
Name of Land Owner: _____

_____ _____
Signature of Building Owner *Signature of Land Owner*

_____
Signature of Civil Engineer

PTR No. _____
Expiration date _____
Issued _____

TO BE FILLED UP BY CAAP AANSOO INSPECTOR

*Inspection Fee (Php)*_____
Official Receipt No. _____
Date _____

1. *Name of Inspector:* _____
2. *Position :* _____

3. *Date Inspected:* _____

4. *Findings:* _____

_____

_____

5. *Recommendations:* _____

_____

_____

_____

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INSTRUCTIONS

a. This form can be accomplished through handwritten or computerized; and,
b. May add additional page/s as needed.

ITEM	DESCRIPTION
Full Name	Provide your complete name of the applicant as it appears on official documents, including your first name, middle name (if any), and last name.
Address	Enter your full residential or mailing address, including the house/building number, street name, city, state, and postal code.
Position	Specify your current job title or the role you are applying for.
Telephone Number	Provide your contact number, including the area code, for communication purposes
Name of the Aerodrome/Heliport	State the official name of the aerodrome or heliport relevant to this application.
Real Property Description	Describe the property in detail, including its legal description, location, and boundaries as officially recorded
Aerodrome Reference Point	Provide the geographical coordinates (latitude and longitude) that identify the central location of the aerodrome or heliport.
Largest Type of Aircraft Expected	Indicate the make and model of the largest aircraft anticipated to operate at the aerodrome, including its size and category.
Heliport Data	Information about a heliport, including its name, location, capacity, and operational details necessary for evaluation or compliance.
Roof Site Heliport	A heliport located on a building's rooftop, designed and equipped to ensure safe helicopter operations while adhering to aviation standards
Helideck	A helicopter landing platform, typically located on offshore structures or ships, designed for safe helicopter operations.
Helideck Types	Categories of helidecks based on their purpose or location, such as offshore, shipborne, or fixed installation helidecks
Runway	A defined, rectangular surface at an aerodrome prepared for the takeoff and landing of aircraft
Runway Strip	A defined area surrounding a runway to enhance safety by minimizing risks if an aircraft veers off the runway
Apron	A designated area at an airport for parking, loading, unloading, refueling, or maintaining aircraft.
Facilities	Infrastructure, equipment, and services provided to support operations and ensure functionality and safety.
Distance and Direction with Respect to Nearest Aerodrome/Heliport	This refers to how far away and in which direction a certain location is from the nearest airport or helicopter landing area

Dimension	This refers to the measurements of an object or area. In the context of a form, it typically means providing specific measurements such as length, width, height, or depth.
Geographic Coordinates	Coordinates shall be determined and reported in terms of the World Geodetic System – 1984 (WGS-84)
TLOF (Touchdown and Lift-Off Area)	The specific area where helicopters land and take off. It's usually a paved, load-bearing surface that can support the weight of the helicopter during these critical phases
FATO (Final Approach and Takeoff Area)	A larger area surrounding the TLOF, where the helicopter completes its final approach to land or begins its takeoff maneuver.
MTOW (Maximum Takeoff Weight)	This refers to the maximum weight at which an aircraft is permitted to take off. It includes the weight of the aircraft itself, along with passengers, cargo, fuel, and any other items on board.