

## Guidelines for Submissions to NASCOM

1. The National Airspace Committee (NASCOM) has been established, in terms of Regulation 11.05.1 of the Civil Aviation Regulations 2011, to provide a forum where the Regulators and organisations which provide services in the national airspace as well as the users of such airspace may consider the construction and usage of such airspace. The Committee makes recommendations to the Director of Civil Aviation regarding proposed changes to airspace, associated services and structures, and is scheduled to meet every quarter commencing in February of each year.
2. Applications for aerodrome licences, as well as significant changes to existing aerodrome licences, and the establishment of aerodromes within controlled airspace and under a TMA or within 10NM of any CTR boundary, shall be referred to this forum in terms of Regulation 139.02.10 (b) (vii), due to the inseparable association with airspace allocation, prior to final approval. The provisos of Regulation 139.02.10 must be complied with. Any such application may be first directed to the CAA's Aerodromes & Facilities Department, Tel: 011-545 1091, Fax: 011-545 1451 or [nkabitin@caa.co.za](mailto:nkabitin@caa.co.za)
3. Any proposals for Air Traffic Service provision may be directed to the CAA's ATS section, Tel: 011-545-1065, Fax: 011-545 1282 or [Mays@caa.co.za](mailto:Mays@caa.co.za)
4. Requests for temporary airspace restrictions may be directed to the Central Airspace Management Unit (CAMU), Tel: 011-928 6433, Fax: 011-928 6420, [camu@atns.co.za](mailto:camu@atns.co.za)
5. Submissions or proposals requiring a decision by the Committee for recommendation to the Director shall be made in the form of an appropriately detailed working paper. Working and Information papers shall be submitted to the NASCOM Secretariat at least six weeks in advance of the meeting in which they are to be presented. The format of these papers is available in electronic format on the CAA's web page by accessing Form CA 172-07 which is available by clicking on the "Forms" link on the Air Traffic Service pages. Electronic submissions should be limited in size to 1Mb. Please indicate the type of Paper & actions required by deleting the inapplicable wording where marked with an asterisk (\*).
6. Graphic presentations must accompany submissions proposing the demarcation of airspace boundaries. Graphics must be clear and must include pertinent data such as vertical & lateral limits, adjacent aerodromes & existing airspaces, and should be appropriately sized for emailing.
7. Where known third parties may be affected, adequate consultation must be made with such parties or their legal representatives and the records thereto must be made available to the Committee. Any agreements or dispensations with such parties must be recorded and made available to the Committee.
8. A clear indication of what is intended by the proposal and what action is sought from the Director of Civil Aviation must be given.

9. Any safety considerations, both positive and negative, must be clearly indicated (a safety assessment may be required).
10. The AIRAC cycle must be taken into account for implementation purposes. Proposers should note that after approval by the Director any airspace change must be published allowing a minimum of 56 days before the effective date of implementation.
11. The proposer, or his representative, must present his/ her submission to the Committee as advised by the Secretariat.
12. It should be noted that only submissions by users & service providers which fall within the ambit of Regulation 11.05.1 may be considered by the Committee.
13. Submissions may be forwarded to:

The NASCOM Secretariat  
P/Bag X 73  
Halfway House  
1685

Tel: 011-545 1562  
Fax: 011-545 1282

Attention Mr Zwelinzima Cira  
[Ciraz@caa.co.za](mailto:Ciraz@caa.co.za)

Or

Siphokazi May  
011 545 1065  
[Mays@caa.co.za](mailto:Mays@caa.co.za),

*If further information or advice is required the above-mentioned persons may be contacted.*