

# MAAA – NOTIFICATION TEMPLATE

Club Name		Club Contact Name		Club Contact No.	
Club Address					

Approval Type	<input type="checkbox"/> New approval	<input type="checkbox"/> Replacing existing CASA approval	<input type="checkbox"/> Addition of new location
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Application Categories	
The individual/club is applying for the following authorisations :	
<input type="checkbox"/> Conduct of a model flying display	<input type="checkbox"/> Operate over movement area/runway of an Aerodrome
<input type="checkbox"/> Operate above 400ft AGL:	<input type="checkbox"/> Operate within Restricted Airspace
<input type="checkbox"/> Up to 1000ft	
<input type="checkbox"/> Up to 1500ft	
<input type="checkbox"/> Up to 2000ft	

Pathway 1					
Ref	Assessment Criteria	Yes	No	N/A	Details and document
1.	Are all areas of the form completed by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Has evidence of landowner consent or evidence of land ownership been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Has evidence of stakeholder engagement with all known aerodrome operators within a 50km radius of the club field (including the aerodrome operator if applicable) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Has evidence of stakeholder engagement with neighbouring properties to the club field/event location been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5.	Has evidence of stakeholder engagement included any responses or agreed upon outcomes which may impact upon the neighbouring property, aerodrome operator, conventionally piloted aircraft operator and the model aircraft operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Has an up-to-date copy of the club's rules and procedures been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Does the club's rules and procedures clearly define the boundaries of the club flying field/event location including: <ul style="list-style-type: none"> <li>• use of co-ordinates?</li> <li>• a screen shot of an aerial map (Google Earth) showing the operational and non-operational areas?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Does the club's rules and procedures include the approved height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Does the club's rules and procedures outline an emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Does the club's rules and procedures outline model aircraft operations during periods of TOBAN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Does the club's rules and procedures include a map of the club field, including any no-fly zones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Does the club's rules and procedures outline use of Airband radio monitoring (where relevant/required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Does the club's rules and procedures outline use of observers (where relevant/required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Does the club's rules and procedures include general operational hours (and where relevant, days) of club operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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15.	Will the club be operating giant model aircraft? <i>Note : If the club is not operating giant model aircraft, answer as N/A and skip to Question Ref 18</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Does the club ensure operations occurring above 400ft AGL do not neighbour a populous area (if operating giant model aircraft)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Does the club ensure sufficient distance from the edge of the operational area to the neighbouring property (if operating giant model aircraft)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Has the club confirmed (through the use of an AIP chart) that the airspace surrounding the location is Class G airspace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Has the club confirmed (through the use of an AIP chart) that a model aircraft symbol appears on the AIP charts near the model aircraft field location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Has the club contacted CASA to request a permanent NOTAM (if no symbol is identified on the AIP chart near the club)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Has the club confirmed (via checking in an ERSA) that the location of the model aircraft field/event is not within 1 nautical mile laterally of an IFR approach pathway? <i>Note : If the application is not for operations &gt;1000 feet AGL, answer as N/A and skip to Question Ref 22</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Is the location of the operational area within a Restricted Area? <i>Note : If the club is not operating within a Restricted Area, answer as N/A and skip to Question Ref 25</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Has the club provided a copy of the controlling authority's permission to operate within the restricted area (when active)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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24.	Does the club rules and procedures outline specific conditions imposed by the controlling authority of the restricted area (when active) or if the controlling authority has requested a specific process to obtain the permission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Has the club provided an up-to-date risk assessment relevant for the approved area of operation? <i>Note : Acceptable risk assessments include submissions via MAAA MOP022 template or via AVCRM</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Does the risk assessment include suitable risk management strategies to manage identified risks and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Has a copy of the risk assessment matrix been provided with the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Have the consequence values in the risk assessment been maintained appropriately to the additional risk management strategies to lower the likelihood of the risk occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Has the club requested approval of an appropriate ceiling height considered only on what is needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Is the club requesting a ceiling height where the aircraft are within visual line of sight at all times regardless of size and dimensions? <i>Note : If the application is not for operations &gt;1000 feet AGL, answer as N/A and skip to Question Ref 32</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Will the club be operating from a location that is not located on, or within close proximity (1 nautical mile) of controlled airspace (Class C or D)? <i>Note : If the application is not for operations &gt;1000 feet AGL, answer as N/A and skip to Question Ref 32</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Has the club identified the aerodrome in the ERSA and confirmed it is non-controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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33.	Has the club identified if the aerodrome requires PPR and obtained permission from the aerodrome operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Has the club identified if the aerodrome is certified? <i>Note : If the club is not operating at certified aerodromes, answer this Question and Question Ref 32 &amp; 33 as N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Does the club have access to and procedures for mandatory use Airband radio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Has the club ensured that all individuals Airside are wearing hi-vis compatible clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Pathway 2					
Ref	Assessment Criteria	Yes	No	N/A	Details and document
1.	Has the club provided a copy of the current CASA approval issued to the MAAA for the club's field location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Has the club provided an up-to-date risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Has the club provided a copy of the current Club rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Has the club provided written declaration that no changes have occurred to the club field operational area (as described in the CASA approval) or any other circumstances that may impact the current CASA approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>MAAA Assessor Name</b>		<b>Date of Assessment</b>	
<b>Assessor Signature</b>			

<b>Administration checklist</b>	<input type="checkbox"/> Assessment approved	<input type="checkbox"/> Assessment rejected	<input type="checkbox"/> MAAA authorisation issued
	<input type="checkbox"/> Details added to MAAA records	<input type="checkbox"/> Electronic copy of assessment sheet filed	<input type="checkbox"/> CASA instrument surrendered
	<input type="checkbox"/> Diarised on MAAA records for submission to CASA at next reporting period		