

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



APPLICATION TO REGISTER AN APPROVED FLYING AREA PROCEDURE

MOP005

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Amendments made to MOP005

Shading of **text** identifies changes to the previous version

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.	

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 TO REGISTER AN APPROVED FLYING AREA PROCEDURE

1. PURPOSE

This procedure is to ensure that applications for the approval of an area as an area of operation of model aircraft, as defined in CASR (1998) Part 101, is 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.

3. POLICY

The MAAA requires that the operation model aircraft conform to the regulations as defined by CASR (1998) Part 101 Subparts A, B, C and G.

4. DEFINITIONS

Approved Area	An area approved by CASA under CASR (1998) Part 101 Subpart A 101.030 for the operation of Model Aircraft.
Recreational Aviation Administration Organisation (RAAO)	An organisation approved by CASA to administer a designated aviation activity.
Part 101	Part 101 of the Civil Aviation Safety Regulations (1998), Unmanned Aircraft and Rockets
CASR	Civil Aviation Safety Regulations 1998
CASA	Civil Aviation Safety Authority.
Club	A Club properly affiliated with a State Association.
MAAA	Model Aeronautical Association of Australia Inc.
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 wishes to apply to CASA for approval of an area to be recognised as an approved area for the operation of model aircraft, shall complete MAAA form MAAA006.

- 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, together with maps and any other supporting information considered appropriate and required, shall be sent electronically to the State Association for processing.
- 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 and supporting information noting the State Association recommendation, shall be forwarded electronically to the appropriate CASA office for their consideration and copied to the MAAA Secretary Office. The current CASA email address should be obtained from the Federal Secretary.
- 5.7 If the application is not supported the application shall be returned to the Club stating the reasons for the non-support.
- 5.8 Upon receiving CASA's reply to the application, the State Association shall send a copy to the applicant Club.
- 5.9 The State Association shall enter the details of the approved area into a database of approved flying areas.

6. RESPONSIBILITIES

- 6.1 The applicant Club or Association is responsible to provide the information required and ensure its accuracy.
- 6.2 The applicant Club or Association is responsible to ensure that all the documentation required is sent to the State Association.
- 6.3 The State Association is responsible to check the application and if supported, 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 State Association is responsible to maintain a database of Approved Model Aircraft Flying Areas of Clubs that are affiliated to it.
- 6.6 The Club is responsible to ensure that all model aircraft operations conform to the conditions of the approval.

7. FORMS

- 7.1 Application to Register an Approved Flying Area - Form No. MAAA006.
See the MAAA website.
- 7.2 Risk Assessment – Form MAAA031 & MAAA032.
See the MAAA website.