

# Guidelines for Filing Online Application for NOC (Height Clearance) Through NOCAS, NOC Revalidation and Appeal to the Appellate Committee (MoCA)

## 1. No Objection Certificate Application System (NOCAS)

- 1.1. Airports Authority of India has introduced an On Line application system “No Objection Certificate Application System (NOCAS)” for the purpose of accepting NOC applications for Height Clearance for structures such as Buildings, Masts, Chimney, and Transmission Lines with effect from 1<sup>st</sup> April, 2011.
- 1.2. NOCAS is accessible from AAI website <http://www.aai.aero> for submission of NOC applications on line. The status of the application can also be tracked by the applicant.
- 1.3. NOCAS carries out related calculations for the permissible height, based on the site/Plot/Building location co-ordinates & elevation provided by the applicant. Therefore, it is mandatory for the applicant to provide surveyed site coordinates in WGS-84 Coordinates ( in DD°MM'SS.s” format), means up to one tenth of second and site elevation in meters from a qualified professional or an agency, authorized for the purpose by the concerned Department/Unit/Local Body of the Government. Without appropriate coordinates in WGS-84 and site elevation, submission of application will not be possible.

## 2. Filing online application through NOCAS:

An application for height clearance can be submitted to AAI in three easy steps.

- 2.1. **Step 1:** Applicant is to visit AAI website <http://www.aai.aero> and open NOCAS link “Apply & Track” to register and generate username & password for login.
- 2.2. **Step 2:** The registered user, can file the application, by filling all the information correctly, as available in the certificates and documents. The site co-ordinates, elevation (reduced level) and the desired height, including all installations such as radio/television aerial/mast, lightning arrester, vent pipes, overhead water tanks and attachments on superstructure of any description shall be as per the submitted certificates. **The user will not be able to alter any of the data field once the application is submitted.** The application needs to be filed in the name of the owner/lessee by the owner himself or his/her authorised representative.

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- 2.3. Step 3:** After submission of the online application a unique NOC ID for the application will be issued. The applicant will take the printout of the application and submit the two set of documents, mentioned in para 5.1, to the designated officer of AAI at nearest airport, indicated by NOCAS.
- 2.4.** On receipt of the application, the designated officer of AAI at the airport will scrutinize the documents. The applicant should provide their email address for expeditious communication. The completed applications will be forwarded by the airport office to the Regional NOC Cell for further processing as per para 4.
- 3.** NOCAS is a complete work flow based application system, providing on line routing of the application from airport to Regional Headquarter /NOC Cell. The designated AAI officer at the Regional/ Station Level NOC Cell is responsible for the assessment and for the issue of NOC for permissible height/elevation.
- 4.** Based on the calculations done by NOCAS w.r.t. Aeronautical Ground Aids (AGA) surfaces or Obstacle Limitation Surfaces (OLS), Communication Navigation and Surveillance (CNS) facilities and inputs from the Flight Procedures Design Experts w.r.t. PAN-OPS , the permissible height clearances are decided by the Designated Officer ( through NOC committee) with following options:
- 4.1.** No Objection for the requested top elevation (Above Mean Sea Level) / height with conditions.
- 4.2.** No Objection for the restricted top elevation (Above Mean Sea Level) / height with Conditions.
- 4.3.** Objection for the requested top elevation (Above Mean Sea Level) / height with reasons.

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**5. NOC for the height clearance for all the Structures except the fixed wireless communication masts:**

5.1	<p><b>Following documents (hard copies) are to be submitted to the designated officer at the airport or the regional/station level NOC office;</b></p> <p>5.1.1- Signed print out of submitted online NOC application with NOC ID sheet. 5.1.2- Site Location Plan, duly approved and authenticated by the municipal authorities/Urban Development authority/ any other licensed authorized agency. 5.1.3- Surveyed Site Elevation in meters (AMSL) and WGS-84 Coordinates ( in DD°MM'SS.s" format) means up to one tenth of second from a qualified professional or an agency, authorized for the purpose by the concerned Department/Unit/Local Body of the Government. 5.1.4- Undertaking on Form 1A (refer 6.4 below) on a non-judicial stamp paper of Rs.10 for Building and smoke emitting industrial unit/ chimneys Applications.</p>
5.2	<p><b>The applicant may be asked to submit the following documents (in case of detailed examination is required w.r.t. Radar): :</b></p> <p>5.2.1 Architectural Drawings of building such as the site plan, section and elevation drawing, indicating scale and north direction.</p>
5.3	<p><b>Details required for Shielding benefit (if any) :</b></p> <p>5.3.1- Location of the natural terrain from which shielding benefit is claimed and location of the site where the proposed structure is planned (shielded) with respect to the airport.</p>
6.	<p><b>Guidelines for filling the NOC Application and Document Requirement</b></p>
6.1	<p>6.1.1- The applicant needs to obtain the Surveyed Site Elevation in meters (AMSL) &amp; WGS 84 Coordinates ( in DD°MM'SS.s" format) means up to one tenth of second of all prominent corners of the site/plot or the structure, as the case may be, from a qualified professional or an agency, authorized for the purpose by the concerned Department/Unit/Local Body of the Government .</p> <p>6.1.2- For all building applications ( except small building up to 300 Square Meters), the applicant must file the minimum four coordinates of all corners including nearest point from the airport, encompassing all the CTS/plot/survey numbers included in NOC application.</p> <p>6.1.3 - Single point coordinates i.e.mid point of the plot are accepted only for mast, chimney, TX lines and for buildings on small plots up to the size of 300 Square Meters.</p>

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6.2	In case of more than one structure on the plot, a separate application is desirable for each individual structure. Otherwise, the system will restrict the height of the whole cluster to the minimum permissible height with in the plot. Filing the co- ordinates of the corners of the proposed structure, may result in permission for more height than the height permissible for the whole plot.
6.3	The location plan of scale 1:8000 or of suitable large scale map (1:25000& 1:50000), clearly highlighting the site of proposed structure with reference to the airport concerned and duly approved and authenticated by the municipal authorities/Urban Development authority/ any other licensed authorized agency.
6.4	The following undertakings are to be submitted in the prescribed Performa on a non-judicial stamp paper of Rs 10/-  <b>Undertaking (Form-IA) as given below in annexure 1A:-</b> in case of a structure except for the communication mast for which clearance is required
6.5	Under Sl.No.10 of the application form,  If the site belongs to Airports Authority of India and leased, the reference of AAI letter number to be indicated and enclose a copy of the AAI's lease order.
6.6	If the application for NOC is for alterations/modifications of existing structure, a copy of earlier NOC for height clearance for the existing structure is to be enclosed.
6.7	The sectional and elevation drawings should include all installations planned above the structure such as radio/television aerial/mast, lightning arrester, vent pipes, overhead water tanks and attachments on superstructure of any description.
6.8	Zoning maps for some of the AAI airports are available and can be obtained on Payment basis from the nearest airport.
6.9	Application form with all the above documents are to be submitted in duplicate (one original and one copy)
6.10	Map supplied by the applicant is only for record purpose. All NOC calculations shall be purely on the basis of surveyed WGS84 Coordinates of the site provided by the applicant. If, however, at any stage it is established that the actual data is different from the one, provided by the applicant, the NOC, so issued, will be invalid.

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**7. NOC for the height clearance for the fixed wireless communication Mast (SACFA-MAST cases)**

7.1	<p><b>INTEGRATION OF NOCAS AND SACFA SERVERS:</b></p> <p>For effective implementation of Single Window Clearance and to avoid duplicate filing of applications by the Telecom Operators and wireless users, the SACFA and NOCAS Servers have been integrated. The applicants are required to apply to SACFA Secretariat, WPC wing (DOT) only. The requisite data, is fetched from SACFA to NOCAS automatically. After processing, AAI issues online NOC for height clearance to SACFA. The individual SACFA application at the SACFA server is also automatically updated with NOC height data, as cleared by AAI.</p>
8	<p><b>Information for applicants applying for Fixed Wireless Communication Mast</b></p>
8.1	<p>The Telecom Operators, and other Wireless users are not required to file duplicate application to AAI through NOCAS. Applications, filed online to SACFA, are used to populate the NOCAS applications automatically.</p>
8.2	<p>Applicants are not required to submit certified copies of <b>Co-Ordinates and Site Elevation Certificates to AAI</b>. The Geo. data of the mast site, fetched from SACFA is taken as the basis for the calculation of height clearance.</p>
8.3	<p>No hard copy of any document is required by AAI from the applicants applying for fixed wireless mast cases.</p>
8.4	<p>After processing, AAI issues online NOC for height clearance to SACFA. The individual SACFA application at the SACFA server is also automatically updated with NOC height data, as cleared by AAI</p>
8.5	<p>In case the NOC for height clearance has been obtained for the mast, then AAI has no objection in case multiple antennas are affixed to this mast subject to the height remains within the limit specified in NOC.</p>

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## **9. Validity of NOC and revalidation**

9.1 The validity of NOC in respect of building shall be 5 (five) years and the validity for Chimneys/Transmission Lines/Masts shall be 7 (seven) years from the date of issue.

### **9.2 Revalidation**

9.2.1 Applicant may apply for revalidation of NOC if the construction work is either completed or is in progress. The NOC shall be revalidated for such a period so as not to exceed the total period of 8 years for buildings and 12 years for Masts/Chimneys/Transmission Lines, from the date of initial issue. An undertaking on form 1C **as given below in Annexure 1C** shall be submitted by the applicant, along with revalidation application.

9.2.2 If the construction has not started within the validity period, NOC validity will not be extended. The applicant shall apply for fresh NOC and the permissible top elevation will be re-assessed by the concerned Designated Officer.

9.2.3 Revalidation of NOC where height permission has been granted after an **Aeronautical Study** shall be processed by the office of Executive Director (ATM), AAI CHQ. Designated Officers of Regional / Station level NOC Cell may forward such cases to AAI CHQ, along with the recommendation for the revalidation, for the approval of ED (ATM).

## **10. APPEAL PROCEDURE:**

10.1 **Appellate Committee-** Appellate Committee has been constituted in Ministry of Civil Aviation, consisting of the following, namely:-

- (a) Joint Secretary (Airports), Ministry of Civil Aviation, Government of India – Chairperson;
- (b) Joint Director General of Civil Aviation (Aerodrome), Directorate General of Civil Aviation – Member;
- (c) Member (Air Navigation Services), Airports Authority of India – Member; and
- (d) One technical expert, having knowledge in the field of communication or air traffic management – Member.

Issued by: **Airports Authority of India, RGB, Safdarjung Airport, New Delhi**  
**Modified Date: 10/07/2015**

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10.2 Where the Local, Municipal or Town Planning and Development authorities, at the time of planning or before the sale or disposal of plots, propose to sanction additional Floor Space Index or Floor Area Ratio, requiring height beyond the permissible heights specified in annexure I and annexure II, such authority shall apply to the Appellate Committee for grant of approval for such additional height.

10.3 Where the application of any person for grant of No Objection Certificate in respect of height clearance for construction of building or structure more than the heights specified in Annexure-I and Annexure-II is refused by the designated officer, such person may appeal to the Appellate Committee seeking redressal over such refusal, giving justification for his claim of the additional height along with recommendations, if any, given by the Local, Municipal or Town Planning and Development authorities.

10.4 Where the application of any airport operator for grant of No Objection Certificate in respect of height clearance more than the heights specified in Annexure-I and Annexure- II for construction of building or structure for aeronautical purposes is refused by the designated officer, such airport operator may appeal to the Appellate Committee seeking redressal over such refusal.

10.5 Appeal to the Appellate Committee at the Ministry of Civil Aviation may be made along with an appeal fee of Rupee two lakhs (Rs.200,000/-) plus service tax (non-refundable) as applicable, through the demand draft in the name of Airports Authority of India payable at New Delhi. The cases for reference to the Appellate Committee, as specified above, shall be processed by the corporate office at the headquarters of the Airports Authority of India in New Delhi.

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### **10.6 Documents to be submitted along with the Appeal:**

1. Application for Appeal, addressed to Chairman, Appellate Committee **from the owner /lessee of the plot / proposed building.**
2. Copy of valid NOC letter issued by the Designated Officer of AAI.
3. If NOC application has not been submitted via NOCAS then submit the NOC application through NOCAS, having correct site elevation/WGS-84 coordinate/CTS Nos., Plot No. etc. at NOCAS link of AAI website: [www.aai.aero](http://www.aai.aero) and obtained fresh/revised NOC before applying for appeal
4. Provide surveyed, site elevation &WGS-84 Co-ordinates of all corners of the site ( same as provided in NOC application ) from a qualified professional or an agency, authorized for the purpose by the concerned Department/Unit/Local body of the Government. If there are multiple buildings in the plot, provide coordinates of corners of every building.
5. Concerned Town Planning Regulation of Local Body/Municipal Body justifying the requested height.
6. Appeal Fee of Rs. 2,00,000/- + Services Tax Rs. 28,000/- ( wef 01.06.2015) = Total Rs. 2,28,000/- by Demand Draft in favour of Airports Authority of India payable at New Delhi. **It may please be noted that the fee is non-refundable.**
7. Contact details such as E-mail id, Contact Number /Mobile Number of the applicant.
8. Proposed/sanctioned, Building location plan/elevation/block plan of the buildings with the scale and north direction etc.
9. Site plotted on the zoning map of concern airport.
10. Undertaking on Form 1D below on a non-judicial stamp paper of Rs.10 .



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Annexure- 1A**

Form 1A

UNDERTAKING

(To be filed along with NOC application for height clearance for all structures except the communication masts)

I/We \_\_\_\_\_, having registered office/residence at \_\_\_\_\_, the applicant(s) for the proposed construction at \_\_\_\_\_ do hereby undertake:-

That I/We am/are the owner/lessee of the above plot.

That, the details submitted in the application, including the site elevation and the co-ordinates, are correct. The site co-ordinates, provided in the online NOC application with NOC id -----encompass all the CTS/plot/survey numbers included in the NOC application. I am also aware that the NOC will be invalid in case it is established at any stage that the details submitted are different from the actual.

That I/We will not commence the proposed construction before grant of NOC by Airports Authority of India.

Not to complaint/claim compensation against aircraft noise, vibrations, damages etc. to me/us or to the occupants of the proposed building due to aircraft operations at or in the vicinity of the airport.

That, no radio/television aerial, mast, lightning arresters, vent pipes, overhead water tanks or any such attachments will project above the permissible top elevation mentioned in the NOC issued by AAI.

That, I/we will use oil fired, electric furnace or any other type of fuel in my factory / industrial unit, located within 8KM from the airport, so as not to cause smoke hazard, detrimental to flight operations.

That, I /We will abide by all the terms and conditions of the NOC.

Signature of the applicant

Signature, Name and Address of witnesses:

- 1)
- 2)

Date:

Place:

Issued by: **Airports Authority of India, RGB, Safdarjung Airport, New Delhi**  
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**Annexure – 1C**

FORM 1C

**(To be filled along with application for revalidation of NOC)**

**UNDERTAKING**

I/We \_\_\_\_\_ having registered office/residence at \_\_\_\_\_, are the owner/lessee of the building under construction located at \_\_\_\_\_ for which NOC has been obtained for permissible top elevation of \_\_\_\_\_ M (Above Mean Sea Level) vide AAI letter No. \_\_\_\_\_ dated \_\_\_\_\_ do hereby undertake:-

That, the construction work is in progress and the said building has been constructed up to an elevation of \_\_\_\_\_ M (AMSL) which is \_\_\_\_\_ meter above ground level.

That, the delay in completion of the building is due to \_\_\_\_\_.

That, I/We will not seek/apply for revalidation of NOC beyond the total period of 8 years for buildings / structures and 12 years for Masts/Chimneys/Transmission Lines, from the date of initial issue. Thereafter, I/We shall apply for fresh NOC.

That, the permissible top elevation of the structure/building, on assessment of fresh application, may differ from the previously granted height and will be acceptable to me.

That, I/We will abide by all the terms and conditions, mentioned in the NOC.

Signature of the applicant

Signature, Name and address of Witness:

1)

2)

Date:

Place:

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**Annexure 1D**

**FORM 1 D**

**(To be filled along with application for Review/Appeal of NOC)**

**UNDERTAKING**

I/We \_\_\_\_\_ having registered office/residence at \_\_\_\_\_, are the owner/lessee of the building under construction located at \_\_\_\_\_ for which NOC has been obtained for permissible top elevation of \_\_\_\_\_ M (Above Mean Sea Level) vide AAI letter No. \_\_\_\_\_ dated \_\_\_\_\_ do hereby undertake:-

That, the construction work is yet to start or is in progress/completed and the said building has been constructed up to an elevation of \_\_\_\_\_ M (AMSL) which is meter above ground level.

That, I am aware that the permissible top elevation of the structure/building, after re-assessment of review/appeal application, may differ from the previously granted height and will be acceptable to me.

That, I/We will abide by all the terms and conditions, mentioned in the NOC.

Signature of the applicant

Signature, Name and address of Witness:

1)

2)

Date:

Place:

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Contact Details of Designated Officer of AAI at AAI CHQ and Regional/ Station Level**

**NOC Cells.**

<b>Designated Officer</b>	<b>Communication Address</b>	<b>Contact No.</b>	<b>Email id</b>
General Manager (ATM-NOC)	Airports Authority of India Corporate Headquarters Rajiv Gandhi Bhawan, Safdarjung Airport, Block-A, New Delhi-110 003	011-24610525 (Telefax)  011-24632308	<a href="mailto:gmnoc@aai.aero">gmnoc@aai.aero</a>  <a href="mailto:agmtnoc_chq@aai.aero">agmtnoc_chq@aai.aero</a>
General Manager (ATM) <b>Northern Region</b>	Airports Authority of India, Regional Headquarter, Northern Region, Operational Offices, Gurgaon Road, New Delhi-110 037	011-25653551 011-25652819 (Telefax)	<a href="mailto:gmatmdelnad@aai.aero">gmatmdelnad@aai.aero</a>  <a href="mailto:nocnr@aai.aero">nocnr@aai.aero</a>
General Manager (ATM), <b>Eastern Region</b>	Airports Authority of India, Regional Headquarter, Eastern Region, N.S.C.B.I Airport, Kolkata-700 052	033-25119223 (Telefax) 033-25111293	<a href="mailto:gmatmer@aai.aero">gmatmer@aai.aero</a>
General Manager (ATM), <b>Southern Region</b>	Airports Authority of India, Regional Headquarter, Southern Region, Anna International Airport, Chennai - 600 027. (Tamil Nadu)	044-22560046  044-22561264	<a href="mailto:gmaerosr@aai.aero">gmaerosr@aai.aero</a> <a href="mailto:vomm.noc@aai.aero">vomm.noc@aai.aero</a>
General Manager (ATM) <b>North-Eastern Region</b>	Airports Authority of India, Regional Headquarter, North-Eastern Region, Airports Authority of India LGBI Airport Guwahati 781015 (Assam)	0361-2842637 0361-2841681 (FAX)	<a href="mailto:gmaeroner@aai.aero">gmaeroner@aai.aero</a> <a href="mailto:nocner@aai.aero">nocner@aai.aero</a>

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<b>Designated Officer</b>	<b>Communication Address</b>	<b>Contact No.</b>	<b>Email id</b>
General Manager (ATM), <b>Western Region</b>	Airports Authority of India, Regional Headquarter, Western Region, Opp Parsiwada, Sahar Road, Vale Parle (E) Mumbai-400 099	022-26819573 022-26828784 (Telefax)	<a href="mailto:gmatmwr@aai.aero">gmatmwr@aai.aero</a> <a href="mailto:nocwr@aai.aero">nocwr@aai.aero</a>
General Manager (ATM), Bangalore International Airport	Airports Authority of India A.T.S.Complex, Bangalore International Airport, Devenhalli Bangalore – 560300	080-27688001 (Telefax)	<a href="mailto:gmatmbial@aai.aero">gmatmbial@aai.aero</a> <a href="mailto:vobl.noc@aai.aero">vobl.noc@aai.aero</a>
General Manager (ATM), Begumpet Airport and Hyderabad International Airport	Airports Authority of India Begumpet Airport, Begumpet Hyderabad – 500 016 (Andhra Pradesh)	040-27903785 040-27906001 (fax)	<a href="mailto:apdhyderabad@aai.aero">apdhyderabad@aai.aero</a> <a href="mailto:nocatmhyd@aai.aero">nocatmhyd@aai.aero</a>
Jt. General Manager (ATM) <b>SVBPIA Ahmedabad</b>	Airports Authority of India SVP International Airport Ahmedabad-380 003 (Gujarat)	079-22863396 079-22858111 079-22858003(Fax)	<a href="mailto:atcahm@aai.aero">atcahm@aai.aero</a> <a href="mailto:nocahm@aai.aero">nocahm@aai.aero</a>
Jt. General Manager (ATM) <b>Nagpur Airport</b>	Airports Authority of India Dr. Babasaheb Ambedkar International Airport Nagpur-440 005 (Maharashtra)	0712-2295986	<a href="mailto:apd_nagpur@aai.aero">apd_nagpur@aai.aero</a>