# PROTECTED AIRSPACE ASSESSMENT TOOL (PAAT)

# USER MANUAL

March 2016

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# 1.0  INTRODUCTION

The protection of airspace for Perth Airport's current and future needs is essential to provide a safe, predictable environment for the arrivals and departures of aircraft in all weather conditions.

The *Airports Act 1996* and *Airports (Protection of Airspace) Regulations 1996* provides for the protection from activities that could pose a hazard to air navigation, including crane/plant operations. Infringement of Perth Airport's protected airspace without approval can carry significant penalties.

Persons wishing to undertake activities that will result in an intrusion of protected airspace are required to apply to Perth Airport. The airport is the first point of contact for a person wishing to apply for approval, and coordinate with the relevant authorities as required.

In order to improve the facilitation of applications for crane/plant operations in the vicinity of Perth Airport, the Protected Airspace Assessment Tool (PAAT) has been developed. PAAT is a free to use innovative, web-based system that can assess crane activities and automatically issue permits for activities that are found not to infringe Perth Airport's protected airspace.

Previously, assessing cranes was a time consuming process, however PAAT offers improved efficiency, and faster turn-around times for applicants. Although please note that extended assessment periods may still apply for applications where the activity is found to infringe Perth Airport's protected airspace and the application required referral to regulators and third parties.

This purposed of this User Manual is to provide Users with:

- Background information on airspace protection regulation;
- Detailed instructions for using PAAT and troubleshooting;
- Relevant contact details for Perth Airport regarding airspace protection issues; and
- Address Frequently Asked Questions (FAQ).

# 2.0   STATUTORY APPROVALS PROCESS

The *Airports (Protection of Airspace) Regulations 1996* (the Regulations), prescribes airspace around airports for protection from activities that could pose a hazard to air navigation, including cranes/plant equipment.

Any activity that infringes an airport's protected airspace is called a **controlled activity**, and requires approval before it can be carried out. It is an offence under the *Airports Act 1996* to:

- Carry out a controlled activity without approval;
- Contravene any conditions imposed on an approval; and
- Not give information to the airport operator that is relevant to a proposed activity.

Significant penalties, including fines of up to $40,000 (as of Jan 2016).

For more information on the regulations and procedures please visit infrastructure.gov.au.

## 2.1   PRESCRIBED AIRSPACE

For Perth Airport prescribed airspace comprises the airspace above the lower of three sets of defined invisible surfaces above the ground – known as the:

- Obstacle Limitations Surfaces (OLS), and
- Procedures for Air Navigation Services - Aircraft Operations (PANS-OPS) surfaces.
- Communication, Navigation, and Surveillance (CNS) surfaces;

The OLS is generally the lowest surface and is designed to provide protection for aircraft flying into or out of the airport when the pilot is flying by sight.

The PANS-OPS surface is generally above the OLS and is designed to safeguard an aircraft from collision with obstacles when the aircraft's flight may be guided solely by instruments, in conditions of poor visibility.

CNS protection surfaces are generally limited to the airport estate and protection ground based air navigation infrastructure.

## 2.2 PERTH AIRPORT ASSESSMENT PROCESS

Persons wishing to undertake a controlled activity are required to apply to Perth Airport. The airport is the first point of contact for a person wishing to apply for approval and coordinates with the relevant authorities as required.

Any activity that is found to infringe upon the prescribed airspace may be referred to the following agencies before receiving an approval:

- Airservices;
- Civil Aviation Safety Authority (CASA); and
- Department of Infrastructure and Regional Development.

As the OLS protects aircraft where pilots have visual reference to the ground, these surfaces can generally be temporarily penetrated providing appropriate mitigation measures are put in place. Applications that infringe the OLS require referral to CASA.

As PANS-OPS protect aircraft where pilots do not have visual reference to the ground, these surfaces cannot be infringed. Temporary (< 3 months) infringement of the PANS-OPS may be allowed, however applications for infringements of greater than 3 months are not allowed under the Regulations. Applications for temporary infringement of the PANS-OPS surfaces requires referral to Airservices, CASA and the Department of Infrastructure and Regional Development.

Conditions may be imposed on an approval which will be monitored by Perth Airport and, with any breach reported, rectification will be required.

***Note: Perth Airport will not approve any short-term proposals and will oppose any proposal where the activity will affect the safety and efficiency of aircraft operations at Perth Airport.***

### 2.2.1 PAAT

Generally, applications for crane/plant activity in the vicinity of Perth Airport are the most common and assessments can be quite time intensive whether an infringement is detected or not.
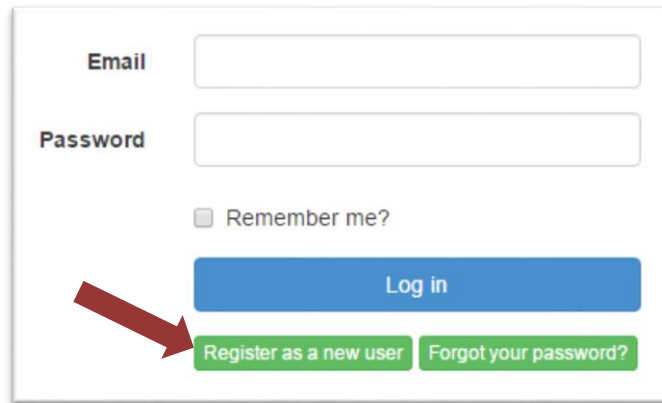
The PAAT system was developed to assist with processing the large volumes of crane/plant applications, both on and off the airport estate, received by Perth Airport.

All applications for crane/plant activities to Perth Airport are to be submitted via the PAAT system. Detailed instructions for using the PAAT system are provided in the following sections.

# 3.0   USING PAAT

## 3.1   REGISTERING AS A NEW USER

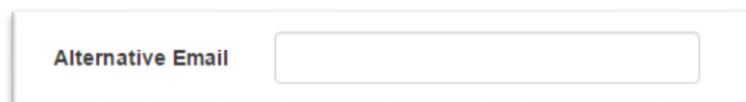1. To register click on 'Register as a new user' on the PAAT home page.



2. Fill out the relevant details. Fields with an * are mandatory.

3. Choose a password. The passwords much contain characters from three of the following four categories:
   - English uppercase characters (A through Z)
   - English lowercase characters (a through z)
   - Base 10 digits (0 through 9)
   - Non-alphabetic characters (for example, !, $, #, %)

4. Users can nominate a second email address to receive notifications from the PAAT system in the 'Alternative Email' field.



*Note: any email nominated this field will receive the same notifications as the registered user (e.g. copies of submitted crane applications, permits etc.)*

5. All new users must download a copy of the Letter of Authority, print, fill out, and sign the declaration at the bottom.
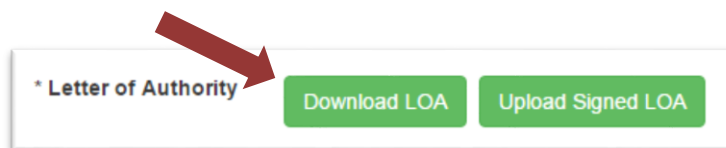


*Note: The PAAT Terms of Use are clearly stated on the Letter of Authority. It is strongly recommended that new users read and understand the Terms of Use, as by signing the declaration the user agrees to use PAAT in accordance with the Terms of Use which, amongst other things, places the responsibility for the accuracy of the information entered into the PAAT system on the registered user.*

6. Upload the completed and signed LOA.
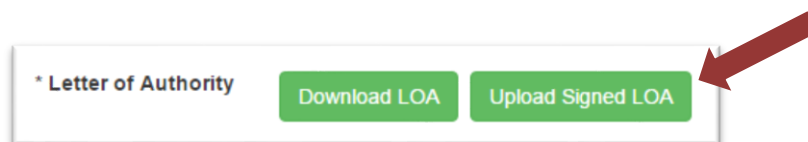


7. To lodge your registration ensure the relevant fields are correctly filled out and the LOA is uploaded. Enter the Captcha before clicking 'Sign Up'

8. Following lodgement of your registration an email will be sent to the nominated email address. Clink on the link in the email to verify the email address.

Welcome to PAAT ( Perth Airport Protected Airspace Assessment Tool ). Please click on link to activite your account.

Perth Airport Pty Ltd

9. Once you have verified the email address, a member of the Perth Airport team will review the completed LOA and activate your account. When the account is activated the user will be notified by email and will now be able to lodge applications for crane/plant activities using the PAAT system.
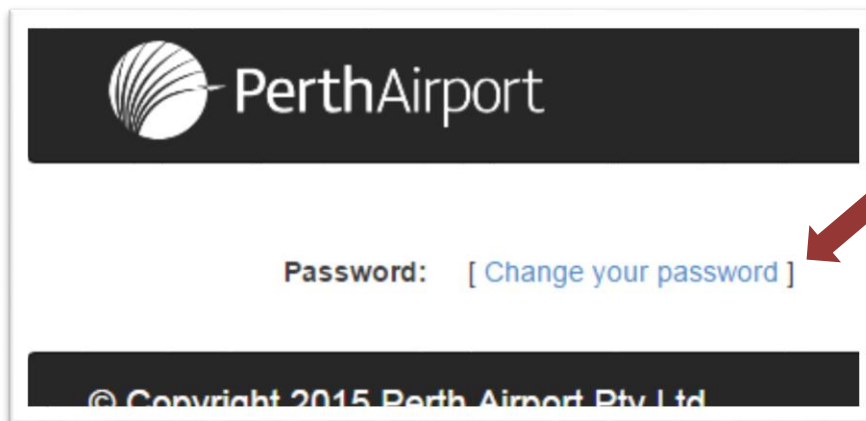
## 3.2  USER ACCOUNT

When users login to PAAT they will be directed to their personal User Account home page. From the User Account home page users will be able to:

- Create new applications;
- Track open applications and make revisions as necessary;
- View historical applications;
- Change the user account password; and
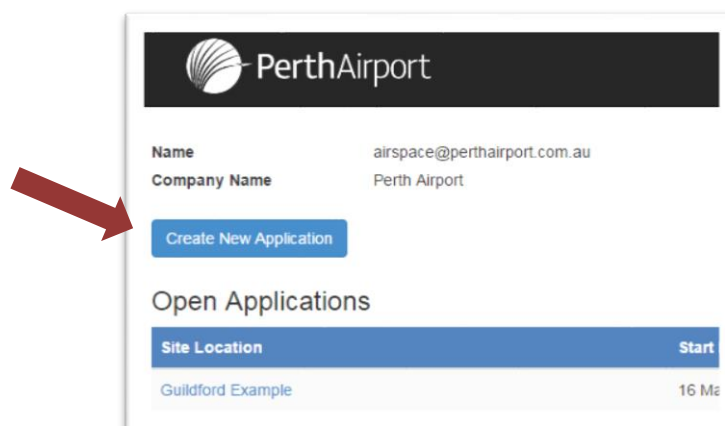- Log off.

## 3.3  CHANGING YOUR PASSWORD

The User can change their password clicking on the registered email address located on the top right of the User Account page and then clicking on the 'Change your password' link and following the instructions.



## 3.4  LODGING A NEW APPLICATION

To create a new application, click on the 'Create New Application' button in the User Account.

Information on the different fields and functions of the New Application page elements is provided in the following sections.

### 3.4.1 SITE NAME

Enter a descriptive name for the site for the operation. Note: the site name is for reference purposes only and is not an address search feature.

### 3.4.2 ON-SITE MOBILE

Enter a mobile number for the crane/plant operator or other responsible person, that will be on site for the duration of the activity that can be contacted by Perth Airport or Airservices (Air Traffic Control) in the event:

- The crane/plant needs to be lowered as it poses an unacceptable hazard to aviation; and/or
- The crane/plant is not being operated in accordance with the conditions of the permit; and/or
- Permission to extend the crane/plant is to be managed in real time by Perth Airport operations staff.

### 3.4.3 TYPE

Select whether the crane/plant equipment to be used is fixed (e.g. tower crane) or mobile (e.g. mobile crane).

### 3.4.4 MAKE

Specify the manufacturer of the crane/plant equipment to be used.

### 3.4.5 MODEL

Specify the model of the crane/plant equipment to be used.

### 3.4.6 REGO

Specify the vehicle registration of the crane/plant equipment to be used (if applicable).

### 3.4.7 MAX OPERATING HEIGHT

Specify the maximum operating height of the crane/plant in meters above ground level

### 3.4.8 MAX OPERATING RADIUS

Specify the maximum operating radius of the crane/plant in meters

### 3.4.9 REQUESTED OPERATING HEIGHT

Specify the maximum height of the crane/plant required for the particular activity

### 3.4.10 REQUESTED START DATE

Specify the requested start date for the crane/plant activity. Note: if the requested start date

### 3.4.11 REQUESTED END DATE

Specify the requested end date for the crane/plant activity.
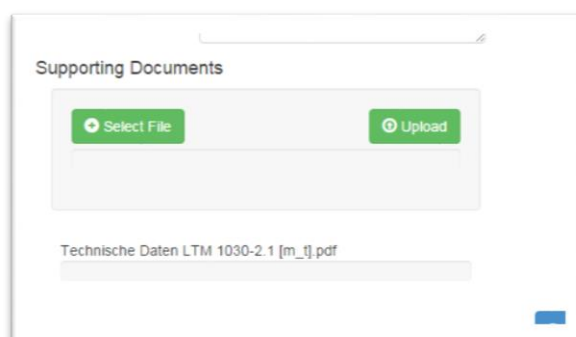
### 3.4.12 OPERATING TIME

Specify the period the crane/plant will be extended.

### 3.4.13 PURPOSE OF ACTIVITY

Specify the purpose of the crane/plant activity.

### 3.4.14 SUPPORTING DOCUMENTS

The User can, and it is recommended to, upload supporting documents (such as crane/plant specifications, lifting plans etc.) if available to assist with assessing the application.



### 3.4.15 MAP FUNCTIONS

The map allows the user to locate and mark the location of the proposed crane/plant operation. The map is based on the Google Maps platform and allows the User to:

1. View map;
2. View satellite image;
3. Enter Google Street View;
4. Search for an address;
5. Zoom In;
6. Zoom Out; and
7. Mark a location.

Zoom and click on map to mark location
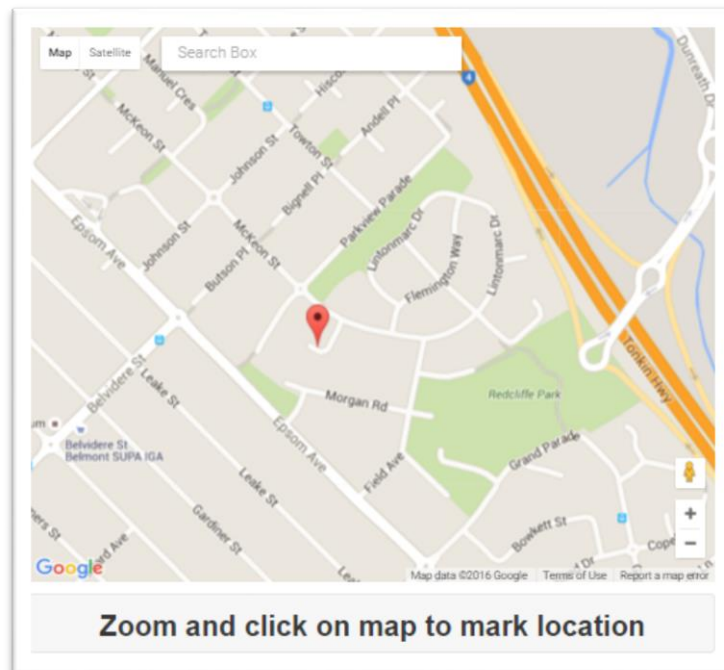
Please note that as the map function is based on the Google Maps platform satellite imagery data may not be up to date.

### 3.4.16  MARKING A LOCATION

To mark the location of the proposed crane/plant operation, the User must:

- Locate the proposed crane/plant operation by using the search engine or by visual reference;
- Zoom in as much as possible; and
- Click on the map the proposed location of the crane/plant. The location should reflect the base of crane/plant mast or boom etc.

*Note: In order to ensure the accuracy of the location it is strongly recommended that the User zooms in as far as possible before marking the location of the proposed crane/plant operation.*

### 3.4.17  DELETING A LOCATION

The User can delete a location and mark another location by clicking on the delete link below the map.



### 3.4.18  SUBMITTING AN APPLICATION

To submit the application, the User clicks on the Submit button at the bottom of page. For the Submit button to work the User must already have:

- Filled in the mandatory fields; and
- Marked a location on the map.

## 3.5  REVISING AN APPLICATION

To revise an application after it has been submitted, please notify Perth Airport by email to airspace@perthairport.com.au.

Once your request has been received a member of the Perth Airport staff will unlock the application and allow the User to make changes before resubmitting. The User will be notified that the application is unlocked and ready to be changed by email.

**Warning: Any changes to applications after they have been submitted may delay the assessment.**

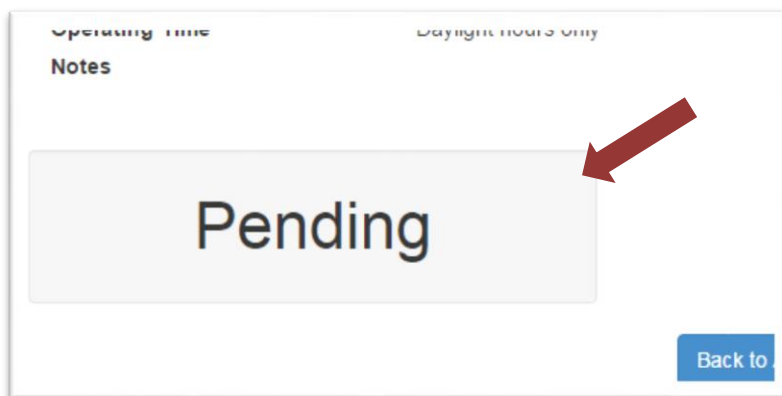## 3.6  VIEWING OPEN AND CLOSED APPLICATIONS

To view open or closed applications, click on the application link in the User Account.
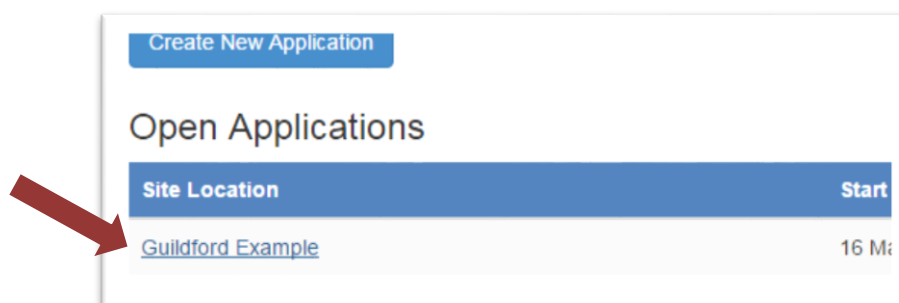
## 3.7 CHECKING THE STATUS OF AN APPLICATION

To check the Status of an application the User should open the relevant application through the User Account.

The Status of the application is shown in a grey box at the bottom of the page.



### 3.7.1 APPLICATION STATUS LEVELS

There are 5 levels of application status:

- **Pending –** The application is received and is pending review and approval. The User should receive by email a summary of their application within 30 minutes of submission.
- **Approved –** The application has been approved without conditions. The User should have received notification of the approval and copy of the permit by email.
- **Approved with Conditions –** The application has been approved with conditions. The User should have received notification of the approval and copy of the permit by email. Note: It is an offence to conduct the activity in contravention to the conditions.
- **Rejected –** The application has been rejected. The User should receive notification of the rejection by email and a member of the Perth Airport team will be in contact to discuss alternative solutions.
- **Revise Requested –** The application has been received and it has been determined that the application requires revision. The application is unlocked and the User can make the necessary changes before resubmitting the application.

# 4.0   HOW TO CONTACT PERTH AIRPORT

**PAAT User Account**

Phone: 08 6278 8122 (Airspace Assessment Officer)

Email: airspace@perthairport.com.au

**Submitted Applications**

Phone: 08 6278 8122 (Airspace Assessment Officer)

Email: airspace@perthairport.com.au

**PAAT Feedback**

Email: airspace@perthairport.com.au

**Emergency**

Phone: 08 9478 8424 (Airfield Duty Manager)

*Note: the Airfield Duty Manager should only be called if during the crane/ plant activity the operator determines the conditions of the permit cannot be met.*

# 5.0   FAQ

## What if I am planning lifts with varying heights from the same location?

If a *User* is submitting an application for a crane/plant activity that requires extension to varying heights then the *User* should take the following steps when completing an application:

1. Record the highest elevation of all the planned lifts in the *Requested Elevation* field (See Section 3.4.9); and
2. Describe the number, height and duration of the planned lifts as much as possible in the *Purpose of Activity* field.

> **Example:** ACME Cranes is installing air conditioner units on a roof. The operation will require a crane to remain in the same location but lift to 20m, 25m, 30m, and 40m.
>
> **Solution:** When completing the application in PAAT, the *User* would:
>
> 1. Enter 40 in the Requested Elevation field (See Section 3.4.9);
> 2. Describe the activity in the Purpose of Activity field (e.g. Installing air conditioning units. Four lifts planned over the requested period for 20m, 25m, 30m and 40m);
> 3. Upload supporting document(s)/drawing(s) such as a lift plan etc. (if available);
> 4. Upload a drawing showing the planning lift locations on the site.

## What if I am planning lifts from multiple locations on the same site?

At this time Users will need to lodge a different application for each crane/plant activity location through PAAT.

## What do I do if I do not receive an email notification following submission of my application (allow at least 1 hour)?

Please login and check your application history. If your application is not displayed in the list then your application was not submitted successfully. Please resubmit the application. If the problem persists please contact Perth Airport on [airspace@perthairport.com.au](mailto:airspace@perthairport.com.au).

## What happens if the proposed activity infringes the protected airspace of Perth Airport?

Perth Airport will review the application and may contact the proponent to discuss potential small changes that, if acceptable to the proponent, may allow the processing times to be reduced (e.g. add counterweight to reduce requested height by 5m).

If alternative solutions are exhausted then the application will be processed as is and may require referral (see Section 2.2).

## What do I do if I notice information provided on an application is incorrect?

Please contact Perth Airport. Contact details are provided in Section 4.0.

## How do I contact Perth Airport regarding an application?

Please see 4.0 for contact details.

## What if my application has been approved but the operator cannot meet the conditions of the permit during the activity?

If the operator can no longer conduct the crane/plant activity in accordance with permit conditions then they should retract the crane/plant immediately and contact the Senior Airport Operations Officer (SAOO). Please see Section 0.0 for contact details.

## What happens if Perth Airport's protected airspace is infringed without approval?

Perth Airport will conduct an investigation and provide details to the Department of Infrastructure and Regional Development (DoIRD) for potential enforcement under the Regulations. Significant penalties may apply.