

Guidelines for processing of NOC Applications in NOCAS

Processing of filed online NOC application

- 1 The filed online application will be processed by the AGA user, COMM user, PANS OPS user, Airport User, DO user as per their respective roles.
2. Once NOCAS ID is issued the application moves to the dashboard of Airport User or AGA User. AGA User or Airport User (as specified) at the airport will check the data provided in the uploaded documents with data fed in application. After scrutinizing the application, AGA User or Airport User will either **accept the application (Verify)** if the data matches with documents filed or **Reject**, if found otherwise. If rejected, the applicant will get email and sms in this regard with reasons thereof.
3. Once the application is verified by the Airport User or AGA User, the application will be simultaneously posted in the dash board of AGA User, COMM User, PANS-OPS User and Airport User. The respective user can check or correct the calculation done with respect to their jurisdiction independently. After checking, he/she shall mark his acceptance by clicking **AGREE** or rejection by clicking **DISAGREE**. In case of disagreement he/she shall give comments in support of disagreement and such cases will be dealt in **Offline NOC committee**. The offline NOC Committee will deliberate and arrive at some decision. Subsequently, Designated Officer will issue NOC Letter after incorporating the changes in it or issue a rejection letter to the applicant.
4. If AGA User, COMM User, PANS-OPS User and Airport User agree to the calculations and Permissible Top Elevation (PTE) displayed by NOCAS 2, the application will be automatically move to the dash board of the Designated Officer. The Designated Officer will then issue NOC for height clearance, after checking the contents of NOC Letter and appending his digital signatures. Same will be sent to applicant via email. The applicant can even download the NOC letter from his dashboard. The NOC letter will only mention Permitted Top Elevation. The applicant can find the height of his/her proposed structure above ground level by subtracting site elevation from Permissible top elevation.
- 5 All NOC calculations shall be done purely on the basis of surveyed WGS84 Coordinates and site elevation 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.
6. All the building cases whose requested height is more than 20 m AGL will be sent to the AGA user for verification irrespective of whether it meets the auto settled criteria or not.

7. Authentication of data in respect of airports falling under the jurisdiction of NOC station in NOCAS 2 shall be done at respective NOC stations. NOC station may develop a mechanism to check the data in NOCAS on half yearly basis.
8. Change request in NOCAS, if any, may be done only by officials of designation Senior Manager and above after exercising due diligence.

Guidelines for Processing of Revalidation, Review and Appeal of NOC Application

1. Revalidation of NOC

1.1 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 **1C** shall be submitted by the applicant, along with revalidation application.

1.2 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.

1.3 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).

Online revalidation can be filed for the cases that have been issued NOC from NOCAS2

2. Review of NOC

2.1 An applicant may file review application with designated officer with Undertaking 1D in the following circumstances:

2.2 The applicant does not get the requested height for his proposed structure or due to the change in the plan, applicant wishes to apply for more height in case construction has not started.

2.3 NOC was issued for the requested/restricted height and the construction has been started/completed but, the applicant desires higher height.

2.4 If the requested height is above the OLS or incase shielding benefit is claimed, an applicant must file online appeal to the Appellate Committee as per the appeal procedures, by paying the requisite appeal fee along with applicable taxes.

Online review can be filed for the cases that have been issued NOC from NOCAS2.

Note: The applicant may be asked to submit the following documents (in case detailed examination is required w.r.t. Radar): (For Review Applications)

Architectural Drawings of building such as the site plan, section and elevation drawing, indicating scale and north direction. 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.

3. APPEAL

An applicant can prefer an Appeal to the Appellate committee if he/she is not satisfied with the height granted by the Designated Officer (DO).

3.1 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.

3.2 If any applicant or Local Municipal or Town Planning and Development authorities or any airport operator is aggrieved with the decision of the Designated officer, such applicant or entity may appeal to Appellate Committee for redressal of his/ their grievances with respect to the height permissible under the GSR 751 (E).

3.3 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 Schedule I and Schedule II of GSR 751 E, such authority shall apply to the Appellate Committee for grant of approval for such additional height.

3.4 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 Schedule I and Schedule II of GSR 751 E 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

3.5 Where the application of any airport operator for grant of No Objection Certificate in respect of height clearance more than the heights specified in Schedule I and Schedule II of GSR 751 E 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.

3.6 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 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.

3.7 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 through NOCAS, then submit the NOC application through NOCAS, providing correct site elevation/WGS-84 coordinate/CTS Nos., Plot No. etc. at NOCAS website www.nocas2.aai.aero/nocas or alternatively through NOCAS link of AAI website: www.aai.aero and obtain fresh/revised NOC before applying for appeal.
4. Provide 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. **The format of site elevation and site coordinates certificate provided by an agency other than Survey of India shall be in the format as given under 'Undertaking and Authorization link of NOCAS2.**
5. Concerned Town Planning Regulation of Local Body/Municipal Body justifying the requested height.
6. Appeal Fee of Rs. 2,00,000/- plus service tax as applicable by payment gate way

provided in NOCAS 2 site www.nocas2.aai.aero/nocas in case of online application or by a demand draft in favour of Airports Authority of India payable at New Delhi in case of offline(physical) application. **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 the concerned airport.
10. Stamped map representing 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 and the terrain (Case relating to Shielding)
11. Undertaking on Form 1D below on a non-judicial stamp paper of Rs.10.

3.8 Online application for APPEAL

1. Applicants can also apply for APPEAL online in case NOC for height clearance from AAI has been obtained after 1st Jan 2016.
2. All the required documents shall be scanned and uploaded in NOCAS 2.The hard copies shall be simultaneously forwarded to CHQ for record.
3. The application along with uploaded documents will be verified at CHQ vis a vis hard copies received at CHQ from the applicants.
4. If any discrepancy is found in the application with respect to the information furnished in the application vis a vis documents submitted as well as uploaded online, then the applicant shall be informed accordingly. The case will be considered for processing under Appeal only after all the documents have been submitted and accepted at CHQ and requisite fees paid.
5. Once the application is verified and accepted at CHQ, a mail will be sent to applicant the payment gateway link will be activated on his/her dashboard. Applicant shall deposit the appeal fees using the link within a period of seven days .If the applicant fails to make the full payment within the specified period, the payment gateway link will be deactivated and application summarily rejected.

3.9 Documents required for shielding benefit (if any): (FOR APPEAL CASE)

3.9.1- 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.

3.9.2 The cases pertaining to Shielding will be processed through Appeal. The documents required to be submitted will be same as in Appeal cases.