

NOTAM DATA QUALITY REQUIREMENTS FOR UNMANNED AIRCRAFT OPERATORS



NOTAM Data Quality Requirements for Unmanned Aircraft Operators

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Change summary

Version	Date	Change description
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1 Purpose

The purpose of this document is to establish the aeronautical data and information exchange protocols between *NOTAM Authorised Persons* and the *NOTAM Office (NOF)* for the issuance, replacement, and cancellation of NOTAM, as part of the [Integrated Aeronautical Information Package \(IAIP\)](#).

This document forms part of the *Data Product Specification (DPS)* that Airservices must provide to all *Aeronautical Data Originators (ADO)* under *CASR Part 175 – Aeronautical Information Management* and is designed to assist NOTAM Authorised Persons to provide aeronautical data and information that is published via NOTAM in a controlled and standardised manner.

2 NOTAM Office contact details

2.1 Advice of errors

Notify the NOTAM Office of corrections or suggestions to this specification via email to: nof@airservicesaustralia.com.

2.2 Email, telephone, and fax

Email (preferred): nof@airservicesaustralia.com

Telephone: 02 6268 5063

Fax: 02 6268 5044

2.3 Mailing address

ATTN: NOTAM Office

Airservices Australia Network Coordination Centre

GPO BOX 367

Canberra ACT 2061

3 NOTAM issuance

As per *ICAO Doc 8126 – Aeronautical Information Services Manual*, ‘the basic purpose of NOTAM is the distribution of information in advance of the event to which it relates, except in cases of unserviceable facilities or services, volcanic activity, or the release of radioactive material and toxic chemicals that cannot be foreseen. Thus, the end user, e.g., flight crew or airline, must receive a NOTAM in sufficient time to take any required action to realize its purpose’.

A NOTAM should be originated, issued, and distributed promptly:

- when the information is of a temporary nature, unplanned, and of short duration; or
- when operationally significant permanent changes, or temporary changes of long duration are made at short notice (refer [6.6.2 NOTAM duration](#)).

Information that is short duration, but which contains extensive text or graphics, are to be published as an AIP Supplement (AIP SUP).

As per *CASR Part 175.B Aeronautical Information Management – AIS Providers*, the NOTAM Office is required to issue NOTAM for the following circumstances:

- the request meets any of the circumstances mentioned in *Annex 15 – Aeronautical Information Services* (refer [3.1 NOTAM promulgation criteria](#))
- required by Australian law
- it is deemed necessary in the interest of aviation safety.

3.1 NOTAM promulgation criteria

As per *Annex 15 – Aeronautical Information Services*, NOTAM should be originated and issued when concerning the following:

- presence of hazards not otherwise promulgated, which affect air navigation (including obstacles, military exercises and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races, and major parachuting events)
- establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas.

3.2 Non-NOTAMable circumstances

As per *Annex 15 – Aeronautical Information Services*, the following information shall not be notified by NOTAM:

- temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft
- limitations to airport facilities or general services with no operational impact
- national regulations not affecting general aviation
- announcement or warning about possible/potential limitations, without any operational impact
- general reminders on already published information
- other non-operational information of a similarly temporary nature.

3.3 Information not to be included in NOTAM

A NOTAM should not contain information that:

- relates to an aerodrome or heliport and its vicinity, but does not affect its operational status
- does not impact the safe operation of aircraft
- is not likely to influence a pilot or operators' decision to divert a flight.

4 NOTAM Authorised Persons

NOTAM which meets the criteria specified in [3.1 NOTAM promulgation criteria](#) may only be requested by NOTAM Authorised Persons.

Only UAV operators with a current DPS in place with Airservices, and who have had a NAIPS NOTAM Group created by the NOTAM Office for their operations, are considered NOTAM Authorised Persons. If you do not have a DPS in place, please contact the CASA RPAS Office for the promulgation of NOTAM for your operations.

NOTAM that permanently amend aeronautical data or information published in the IAIP may only be requested by CASA.

4.1 NOTAM Authorised Persons verification

NOTAM Group management has been established as a method for the NOTAM Office to confirm that a NOTAM request has been received from a NOTAM Authorised Person.

Under *CASR Part 175.D – Aeronautical Information Management – Aeronautical Data Originators*, ADO's have the responsibility to advise Airservices AIS of the names of all NOTAM Authorised Persons for the ADO.

All nominated NOTAM Authorised Persons are required to create a NAIPS Internet Service (NIS) user account and provide the User Name to the nominated Group Manager, who is responsible for assigning the User Name as a member of the NOTAM Group.

The Group Manager is responsible for ensuring that the group details remain up to date with all current NOTAM Authorised Persons.

The originating NOTAM Authorised Person must ensure that their NIS User Name and Group name is annotated on all emailed NOTAM requests to ensure that the NOTAM Office can perform the required cross check procedures.

NOTAM requests submitted via the NOTAM Web Service (NWS) are automatically linked to the NOTAM Group from which it was submitted and only require the contact details of the NOTAM Authorised Person requesting the NOTAM in the Originating Authority section.

5 Requesting a NOTAM

NOTAM requests are to be submitted via the NWS (available through the [NAIPS Internet Service](#) for approved ADOs), or on the latest version of the NOTAM Request Form available at: <http://www.airservicesaustralia.com/wp-content/uploads/NOTAM-Request-Form.pdf>.

NOTAM will only be accepted over the phone when the matter is urgent, or in an emergency.

5.1 Notification times

When requesting a NOTAM, the following times should be allowed (where practicable) for the NOTAM to be processed and issued by the NOTAM Office:

- immediately in emergency situations
- eight hours for airspace published in DAH and by AIP Sup e.g., military exercises

Non-urgent NOTAM will be processed in order of effective time (see [9.7 Item B](#)) - [start time](#)). This may at times result in delays during periods of high workload in the NOTAM Office.

5.2 Verifying information

The NOTAM Office will contact the originating NOTAM Authorised Person in the following situations:

- if a NOTAM is to be published with substantive differences from the way it was requested. This does not include minor changes such as abbreviations or changing the order of the information for standardisation purposes
- where the information or the intent of a NOTAM request differs from or cannot be verified within an official document
- when the request comes from an unauthorised originator
- one hour before the estimated (EST) finish time of a NOTAM if notification from the originator about whether it should be extended or cancelled has not been received
- when there are errors in the NOTAM request, including but not limited to, incorrect abbreviations, lack of detail, mismatched time periods, duplicated information, and typos.

Note: It is the responsibility of the originating NOTAM Authorised Person to be available to verify the above information if required.

5.3 Checking NOTAM

It is the responsibility of the originating NOTAM Authorised Person to ensure that information promulgated by the NOTAM Office is correct.

All NOTAM will be available via NIS after publication and any discrepancies must be raised with the NOTAM Office by phone as soon as the error has been discovered.

5.4 NOTAM duplication or confliction

It is the responsibility of the originating NOTAM Authorised Person to ensure that NOTAM requests do not cause duplication or confliction of published NOTAM.

Active NOTAM can be viewed via NIS, either in the Active NOTAM Directory (for users with access to the NWS) or via a Location Briefing.

Location Briefings will only provide NOTAM that are active during the specified validity period (maximum of 336 hours).

The NOTAM Office can provide guidance on published NOTAM commencing more than 14 days (336 hours) in the future.

6 NOTAM conventions

6.1 Abbreviations

A list of permitted abbreviations to be used in NOTAM is available in the AIP GEN. Abbreviations marked with ‘●’ must not be used in NOTAM which are promulgated internationally. If you are unsure of your aerodrome’s distribution status, please contact the NOTAM Office.

The AIP GEN abbreviations are updated every three months and should be checked on a regular basis.

6.2 Latitude and longitude

Any latitude and longitude positions used in a temporary or permanent NOTAM are required in degrees, minutes and if required, seconds, followed by a cardinal point.

Example: 324620S 1382405E.

If more precision is required, such as for ICAO data accuracy and resolution requirements, seconds will be followed by a decimal and tenths or hundredths of seconds.

Example: 324620.2S 1382405.1E or 324620.27S 1382405.15E.

6.3 Units of measurement

Units of Measurement commonly required in NOTAM are as follows:

- Horizontal Distance:
 - Nautical Miles (NM) - for distances greater than 2NM
 - Shorter distances: meters (M)
- Vertical distance (altitudes, elevations, and heights): feet (FT)
- Bearings (from an AD or navaid): degrees magnetic (MAG)
- Weight (Mass): Metric tonnes or kilograms (KG)

6.4 Cross referencing

To avoid the publication of erroneous information, a NOTAM will not be issued containing a reference to another NOTAM number. This is to avoid situations where the original NOTAM is reviewed or cancelled, which amends the original NOTAM number, and results in the associated NOTAM referencing an incorrect NOTAM number.

Where cross-referencing between NOTAM is deemed necessary, the phrase 'SEPARATE NOTAM REFERS' should be used.

NOTAM will not be issued containing a reference to a date and/or page number of *En Route Supplement Australia (ERSA)* or *Designated Airspace Handbook (DAH)* as these documents are replaced in full when a new version is published, so date/page references will no longer be accurate.

NOTAM may be issued with date and/or page reference for *Departure and Approach Procedures (DAP)* and *Aeronautical Information Publication (AIP)* as these are updated on a page-by-page basis.

6.5 Distribution criteria

All domestic NOTAM issued will be held in the Australian NOTAM database and can be accessed via NIS. Some NOTAM will also be distributed to international NOTAM offices and accessed by international pilots flying to or through Australian airspace.

NOTAM will be sent internationally if the operations affect:

- international aerodromes or international alternate aerodromes (as per AIP), or
- controlled airspace or airspace within 10NM of an international aerodrome or international alternate aerodromes (as per AIP).

6.6 Timing conventions

All NOTAM are published in Universal Coordinated Time (UTC or Zulu). UTC is the preferred convention as it decreases the likelihood of errors during the conversion process.

UTC is the only time convention available in the NWS. Local time can be converted to UTC using the Time Zone Converter, available within the NOTAM form on the NWS.

If an emailed NOTAM request is submitted using local time (not preferred), this must be clearly marked on the NOTAM Request Form, including which time zone has been used. If a different time convention has been used on the form, the NOTAM Office will convert it to UTC before issuing.

Extra care should be taken during daylight savings periods. Refer [Appendix A time conversion chart](#).

6.6.1 Time format

The ICAO NOTAM format specifies that the timing convention used to indicate Items B) and C) (refer [9.7 Item B – start time](#) and [9.8 Item C – end period](#)) is a ten-digit date-time group (year, month, day, hours, and minutes i.e., YYMMDDHHMM) in 24-hour UTC, and that the beginning of the day is specified as 0000.

There are multiple time formats that may be used for Item D) (refer [9.9 Item D\) - activation times](#)).

Days of the week are referenced in Australian NOTAM as the 'Local Day' e.g., MON-WED 2300-0900 means the NOTAM is active for three days (MON, TUE, and WED) from 2300z in the morning until 0900z in the afternoon on each day.

The use of the times xx59 and xx01 in NOTAM can create an anomaly within the Air Traffic Control systems. For example, a NOTAM that finishes at 2359 will be removed from the ATC systems at 2359 and 01 second, not at 2359 and 59 seconds. Where possible, the times xx59 and xx01 should be avoided, and rounded up/down to xx00.

6.6.2 NOTAM duration

A temporary NOTAM must never be active for more than three months.

NOTAM with an estimated end time that unexpectedly exceeds the maximum three-month period may be extended for a further period of up to three months. If it is expected that the extension is to exceed a period of three months, an AIP SUP shall be issued instead.

Temporary changes of long duration (more than three months) must be published as an AIP SUP. When required, a temporary NOTAM may be issued to bridge the period between required notification and AIP SUP publication.

Permanent changes require the relevant IAIP section to be amended, with a permanent NOTAM appropriate to bridge the period between notification and incorporation (refer [4 NOTAM Authorised Persons](#)).

6.6.3 Daylight Saving Time

Daylight Saving Time is observed in the Australian summer in some Eastern and Central time zones. Care must be taken to ensure that times are correct for NOTAM that will be active over the time change.

7 NOTAM types

The different types of NOTAM are identified by the following suffix: 'N' (New), 'R' (Replacement) and 'C' (Cancellation).

7.1 NOTAMN

A NOTAMN is when a NOTAM is first issued. A NOTAMN should be requested if the NOTAM is regarding an event for which there is no current NOTAM.

7.2 NOTAMR

A NOTAMR (Replacement) allows an existing NOTAM to be amended. A NOTAMR immediately replaces the previous NOTAM.

When requesting a NOTAMR, the following conditions apply:

- if the condition described in an active NOTAM is to remain valid for a period before being changed, then a NOTAMR shall be issued for the period up to the intended date and time of the change. This NOTAMR shall immediately replace the existing NOTAM and shall notify the same conditions but with a changed finish time. A NOTAMN detailing the intended change in condition shall then be issued with a future date and time in Item B).
- if the NOTAM to be replaced is not active at the time of replacement, the NOTAM is to be cancelled WIE and a NOTAMN is to be issued with amended information and commencement time.

For further guidance, refer to [7.4 Determining correct NOTAM type](#).

7.3 NOTAMC

NOTAMC (Cancel) allows an existing NOTAM to be cancelled. Any NOTAM which is no longer required must be cancelled with a NOTAMC.

A NOTAM can only be cancelled with immediate effect and no future cancellation of NOTAM is permitted.

If you require a NOTAM to be cancelled at an amended future time, the NOTAM should instead be replaced (NOTAMR) a confirmed finish time in Item C).

7.4 Determining correct NOTAM type

The below table should be used to determine the correct procedure and NOTAM type required for the following circumstances:

Circumstances	Required action
NOTAM is currently active with the conditions to cease now and resume in the future	The current NOTAM is to be cancelled with immediate effect and a new NOTAM issued with the amended start time
NOTAM is currently active with conditions to stay in effect but change in the future	The current NOTAM is to be reviewed to amend the finish time and a new NOTAM is to be issued specifying the new conditions
NOTAM is not yet in effect, but conditions are now commencing at a different time (including WIE)	The current NOTAM is to be cancelled and a new NOTAM issued with the amended commencement time
NOTAM not yet in effect, subject and start time remain the same but conditions change (e.g., RWY WIP changes to RWY NOT AVBL)	The current NOTAM is to be cancelled and a new NOTAM issued with the new conditions
NOTAM within the current period of activity, conditions to cease now and resume in the future	The current NOTAM is to be cancelled and a new NOTAM issued with the amended start time
Any changes to a NOTAM which has already been in effect but is outside of a period of activity	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings
Changes to a NOTAM that is outside a period of activity and has not yet been in effect	The current NOTAM is to be cancelled and a new NOTAM issued with the amended conditions or timings
NOTAM is currently active with the conditions to cease now and resume in the future	The current NOTAM is to be cancelled with immediate effect and a new NOTAM issued with the amended start time

8 NOTAM locations

8.1 Aerodromes

NOTAM regarding aerodrome facilities, or events and hazards that have a direct impact on aerodrome operations, are issued by the NOTAM Authorised Persons assigned by the ADO for the aerodrome. However, relevant CASA staff may originate a NOTAM regarding aerodrome facilities or operations if the originating authority is not available, and the information is essential for flight safety and/or conduct of flight operations.

8.1.1 Certified aerodromes

A full NOTAM service is provided for certified aerodromes, military aerodromes, certain other aerodromes regulated under *CASR Part 139 - Aerodromes* and specialised helicopter operations with published terminal instrument flight procedures under *CASR Part 173 – Instrument Flight Procedure Design*.

A NOTAM will be issued on an aerodrome if it is about a facility, event or hazard that has a direct effect on aerodrome operations (within 5NM of an aerodrome), on the ground or within the airspace associated with that aerodrome.

8.1.2 Uncertified aerodromes

Limited information is published in ERSA for some aircraft landing areas (ALAs) and a NOTAM service is not provided except for changes to:

- changes to NAVAID, CTAF or ATS frequencies when requested by the service provider or CASA
- changes to special procedures when requested by Airservices Australia or CASA.

8.2 FIR (YBBB or YMMM)

A NOTAM will be issued on a single FIR if it refers to a:

- hazard occurring more than 5NM from an aerodrome
- hazard for which an aerodrome NOTAM has already been issued, but the hazard extends to a height or distance from the aerodrome which may affect pilots overheard or nearby not using the aerodrome. This is generally determined by CASA or Airservices.

8.2.1 Dual FIR (YMMM/YBBB)

A NOTAM will be issued as a dual FIR NOTAM if the conditions for an FIR NOTAM are fulfilled, and the hazard or facility extends across the FIR boundary and the affected QNH areas are shared by the boundary.

8.2.2 Multiple FIR

A NOTAM will be issued on both FIRs (YMMM and YBBB) if the conditions for an FIR NOTAM are fulfilled, and the hazard or facility extends across the FIR boundary, but the affected QNH areas are not shared by the boundary.

9 NOTAM request fields

Refer below for detailed instructions on completing the NOTAM Request Form.

Note: Instructions may differ between each method of submission: emailed NOTAM Request Forms or the NOTAM Forms on the NWS.

9.1 Mandatory fields

NOTAM type	Mandatory fields
NOTAMN	Items A), B), C) and E)
NOTAMR	Items A), B), C) and E)
NOTAMC	Items A), B) (WIE), and E)

9.2 Group name

Select the required group that the NOTAM is to be assigned to from the drop-down box on the NWS or annotate the NOTAM Group Name and NAIPS User Name of the originating NOTAM Authorised Person at the bottom of the NOTAM Request PDF form.

9.3 Contact details

Provide the name and contact number of the originating NOTAM Authorised Person.

Contact details are essential as the NOTAM Office may need to contact the originator prior to issuing a NOTAM (refer to [5.2 Verifying information](#)).

9.4 NOTAM summary (NWS only)

Provide a short (max 50 characters) summary of the purpose of the NOTAM.

NOTAM summaries are to be as concise as possible as certain briefing products available on NIS (SPFIB and AVFAX) will display only the summary line for any NOTAM that is older than seven (7) days (i.e., commencement DTG is more than 7 days in the past).

If unable to specify the exact contents of the NOTAM in the summary, provide a general description. This must include a general location of the subject of the NOTAM if issued under the FIR. Ensure that the summary line of the NOTAM contains enough information so pilots can determine if it is relevant to their operations.

Examples of NOTAM summaries can be found in [11 NOTAM examples](#).

9.5 NOTAM type (form only)

NOTAMN, NOTAMR or NOTAMC.

Refer [7 NOTAM types](#) for more information on which type of NOTAM you require depending on the desired outcome.

For NWS users, NOTAM to be reviewed or cancelled can be found in the Active NOTAM Directory.

Note: If NOTAMR or NOTAMC is selected, include the NOTAM number that is to be replaced or cancelled.

9.6 Item A) – location

This is the location under which the NOTAM will be issued. Refer [8 NOTAM locations](#) for more information.

9.7 Item B) – start time

Item B) in a NOTAM is the 10-digit date/time group (YYMMDDHHMM) at which the NOTAM comes into effect. The time in Item B) must be WIE (with immediate effect) or in the future. NOTAM cannot be issued retrospectively.

If a NOTAM is required immediately or as soon as possible, WIE may be selected instead of a specifying future start time. In this case, the NOTAM Office will process the NOTAM request as soon as they are able to, and the published NOTAM will list the issue time in Item B).

Care must be taken to ensure that NOTAM requests do not cause duplication or conflict of currently published NOTAM (refer to [5.4 NOTAM duplication or conflict](#)).

Note: Item B) for NOTAMR and NOTAMC will have a default time stamp of the date/time group that the NOTAMR or NOTAMC was created. Refer [7.2 NOTAMR](#) for further information.

9.8 Item C) – end period

Item C) in a NOTAM is the 10-digit date/time group (YYMMDDHHMM) at which the NOTAM will cease. If the end time of the NOTAM is known, this should be entered into Item C), which will be a confirmed finish time. For an emailed request form, the 'Confirmed' box must be ticked. The NOTAM will then be published with the 10-digit date-time group in Item C).

If the end time of the NOTAM is not known, or the NOTAM is for a period of more than three months, an end time within three months must still be entered in Item C) and 'EST' should be selected (refer [6.6.2 NOTAM duration](#)). The NOTAM will be published with the 10-digit date/time group in Item C) followed by 'EST'. Refer [9.8.1 Item C\) - estimated end period](#) for more information regarding NOTAM with an estimated finish time.

9.8.1 Item C) – estimated end period

Any NOTAM with an estimated (EST) finish time must be replaced or cancelled prior to the finish time. It is the responsibility of the originating ADO to ensure that a NOTAM Authorised Person contacts the NOTAM Office to extend or cancel an EST NOTAM, and a minimum of one hour notice is appreciated.

Refer below to determine if a NOTAM with activations periods (refer [9.9 Item D\) activation times](#)) are permitted to have an EST finish time:

- NOTAM with specific dates in Item D) (i.e., 1808150100 to 1808150200), an EST finish time is not permitted.
- NOTAM with daily periods in Item D) (i.e., DAILY 0100/0200, HJ, HN), an EST finish time is permitted.

9.9 Item D) – activation times

This field will only be used if the NOTAM will not be active continuously from the start time to the end time e.g., if the NOTAM will only apply during daylight hours (HJ).

These activation times could be in any of the following formats:

- date/time periods in the format YYMMDDHHMM e.g., 1808020200 to 1808021400
- the same time each day e.g., DAILY 0200/0400 for the period of the NOTAM
- night-time hours (HN) for the period of the NOTAM
- daytime hours (HJ) for the period of the NOTAM

Note: The term 'EXC' is not to be used in Item D).

9.10 Item E) (NWS only)

The Subject and Status fields of Item E) are used to specify the subject of the NOTAM (what facility/service etc. is the NOTAM about), and the condition/status of the subject (not available, work in progress, subject to interruption, etc.).

Additional information can be provided in the NOTAM Text section of Item E).

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM. Refer to [11 NOTAM examples](#) for guidance on NOTAM Item E) Subject, Status and Additional Information creation.

9.11 Item E) – NOTAM request form

This field is used for the content of the NOTAM, including the Subject, Status, and any additional information.

Refer to [3 NOTAM issuance](#) for guidance on circumstances that can and cannot be notified by NOTAM. Refer to [11 NOTAM examples](#) for more information.

9.12 Item F) – lower limit and Item G) – upper limit

These fields are used to indicate the lower and upper limits of airspace affected by the activity taking place and are mandatory for UA NOTAM.

10 NOTAM format

NOTAM are presented in a NIS briefing in either the ICAO format or the NAIPS format.

10.1 ICAO format

The ICAO format presents all fields with the corresponding letter (as outlined in 9 NOTAM request fields).

Item A) YMM

Item B) 2111152200

Item C) 2111280600

Item D) DAILY 2200/0600

Item E) UA (MULTI-ROTOR 7KG) OPR WI 10NM RADIUS OF PSN 223242S 1195854E
BRG 304 MAG 4NM FM GINBATA AD (YGIA)

OPR WILL BCST ON 127.05 15MIN PRIOR TO LAUNCH AND AT 15MIN
INTERVALS WHILST AIRBORNE, OPR CTC TEL: 0419 924 011

Item F) SFC

Item G) 1000FT AGL

10.2 Briefing format

NAIPS will present NOTAM requested within certain briefing products (i.e., Location Briefing) in a briefing format e.g.:

MELBOURNE FIR (YMMM)

C341/21

UA (MULTI-ROTOR 7KG) OPR WI 10NM RADIUS OF PSN 223242S 1195854E BRG 304
MAG 4NM FM GINBATA AD (YGIA)

OPR WILL BCST ON 127.05 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVAL
WHILST AIRBORNE, OPR CTC TEL: 0419 924 011

SFC TO 1000FT AGL

FROM 11 152200 TO 11 280600

DAILY 2200/0600

11 NOTAM examples

The following are examples of how to compose Item E) of a NOTAM. These examples are provided as a guide only.

If required, contact the NOTAM Office for assistance and guidance.

11.1 Unmanned aircraft NOTAM

The term UA (Unmanned Aircraft) must be used in NOTAM as the abbreviations 'RPA', 'RPAS' and 'UAV' are currently not approved by ICAO.

UA NOTAM requests must come from a NOTAM Authorised Person.

Activation times should be as specific as possible, so that inactivity is not included. This reduces the impact to other airspace users.

The following information is required for UA NOTAM:

- the maximum all up weight and type (multirotor, fixed wing etc.) of the UA (to allow other airspace users an indication of the size)
- any specific identifying characteristics e.g., strobe, high visibility markings, fluorescent paint, reflective surfaces etc.
- the area of operations expressed as either:
 - a radius from a position or
 - a distance either side of a line between two positions
- details of broadcasts to be made and/or frequencies that will be monitored
- the operator's identification and contact number (for ATC and other airspace users who may have enquirers or need to de-conflict).

UA NOTAM will require Item F) to be surface (SFC) and Item G) level and datum (AGL, AMSL, or FL) to be specified. However, larger UA's can operate in block levels, for example F120-F150.

Positions should be expressed both as a latitude/longitude and as a bearing and distance from a defined position that can be found in ERSA, e.g. an AD, a NAVAID, or a VFR waypoint.

The most useful points for pilots are those that are identified on charts. Smaller ALA or HLS sites which are defined in ERSA but not on charts are not recommended. If possible, reference to a certified HLS or ALA would be preferable.

UAV OPR WITHIN RADIUS OF PSN – FIR	
Subject	UA (3KG MULTI-ROTOR) OPS
Status	BRG 042 MAG 8NM FM SYDNEY AD (YSSY)
Additional Info	OPR WI 0.5NM RADIUS OF PSN [LAT/LONG] OPR WILL BCST ON FREQ ***.* 15MIN PRIOR TO LAUNCH AND AT 15MIN INTERVALS WHILST AIRBORNE OPR CTC TEL: ****
Lower Limit	SFC
Upper Limit	450FT AMSL
Summary Line	UA (3KG MULTI-ROTOR) BRG 042 MAG 8NM FM YSSY

UAV OPR WITHIN RADIUS OF PSN – AD	
Subject	UA (MULTICOPTER BLW 20KG) OPR
Status	BRG 270 MAG 3.9NM FM ARP
Additional Info	OPR WI 600M RADIUS OF PSN [LAT/LONG] OPR WILL MNT TOWER FREQ ***.* OPR CTC TEL: ****
Lower Limit	SFC
Upper Limit	450FT AMSL
Summary Line	UA (MULTICOPTER BLW 20KG) BRG 270 MAG 3.9NM FM ARP

UAV OPR WITHIN DEFINED POINTS – FIR	
Subject	UA (2KG KG FIXED WING, RED AND YELLOW STRIPES) OPR
Status	WI 1.5NM EITHER SIDE OF A LINE
Additional Info	BTN PSN [LAT/LONG] BRG 135 MAG 7.5NM FM REDCLIFFE AD (YRED) AND [LAT/LONG] BRG 225 MAG 9NM FM YRED OPR WILL BCST ON CTAF ***.* OPR CTC TEL: ****
Lower Limit	SFC
Upper Limit	450FT AMSL
Summary Line	UA OPR BTN BRG 135-225 MAG 7.5NM-9NM FM YRED

UAV OPR WITHIN DEFINED POINTS – AERODROME	
Subject	UA (MULTICOPTER BELOW 20KG)
Status	OPR WI 500M EITHER SIDE OF A LINE
Additional Info	BTN PSN [LAT/LONG] BRG 135 MAG 1.5NM FM ARP AND [LAT/LONG] BRG 225 MAG 3NM FM ARP OPR WILL MNT TWR FREQ ***.* OPR CTC TEL: ****
Lower Limit	SFC
Upper Limit	450FT AMSL
Summary Line	UA OPR BTN BRG 135-225 MAG 1.5NM-3NM FM YRED

TETHERED UA BLW OLS	
Subject	UA TETHERED BLW OLS (MULTICOPTER BLW 20KG)
Status	BRG 270 MAG 2.1NM FM ARP
Additional Info	OPR AT PSN [LAT/LONG] or OPR WI 500M EITHER SIDE OF A LINE BTN PSN [LAT/LONG] AND [LAT/LONG] etc.
Lower Limit	SFC
Upper Limit	450FT AMSL
Summary Line	UA TETHERED BLW OLS BRG 270 MAG 2.1NM FM ARP

12 Definitions

Within this document, the following abbreviations will be used:

Term	Definition
AD	Aerodrome
ADO	Aeronautical Data Originator
AIP	Aeronautical Information Publication/Package
AIP SUP	AIP Supplement
ATC	Air Traffic Control
ATS	Air Traffic Service
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CTAF	Common Traffic Advisory Frequency
DAH	Designated Airspace Handbook
DPS	Data Product Specification
ERSA	En Route Supplement Australia
EST	Estimated
FIR	Flight Information Region
HJ	Hours of Day
HN	Hours of Night
IAIP	Integrated Aeronautical Information Package
ICAO	International Civil Aviation Organization
NAIPS	National Aeronautical Information Processing System
NAVAID	Navigation Aid
NIS	NAIPS Internet Service
NOF	NOTAM Office
NOTAM	Notice to Airmen
NOTAMC	NOTAM Cancellation
NOTAMN	NOTAM New
NOTAMR	NOTAM Replacement
NWS	NOTAM Web Service
RPA	Remotely Piloted Aircraft
RPAS	Remotely Piloted Aircraft System
SPFIB	Special Pre Flight Information Bulletin

Term	Definition
UA	Unmanned Aircraft
UAV	Unmanned Aerial Vehicle
UTC	Universal Coordinated Time
VFR	Visual Flight Rules
WIE	With Immediate Effect

Appendix A Time conversion chart

STANDARD TIME				DAYLIGHT SAVINGS		
	EST	CST	WST		EDT	CDT
UTC	QLD, NSW VIC, ACT TAS	NT, SA	WA	UTC	NSW, VIC, ACT, TAS	SA
0000	1000	0930	0800	0000	1100	1030
0100	1100	1030	0900	0100	1200	1130
0200	1200	1130	1000	0200	1300	1230
0300	1300	1230	1100	0300	1400	1330
0400	1400	1330	1200	0400	1500	1430
0500	1500	1430	1300	0500	1600	1530
0600	1600	1530	1400	0600	1700	1630
0700	1700	1630	1500	0700	1800	1730
0800	1800	1730	1600	0800	1900	1830
0900	1900	1830	1700	0900	2000	1930
1000	2000	1930	1800	1000	2100	2030
1100	2100	2030	1900	1100	2200	2130
1200	2200	2130	2000	1200	2300	2230
1300	2300	2230	2100	1300	0000	2330
1400	0000	2330	2200	1400	0100	0030
1500	0100	0030	2300	1500	0200	0130
1600	0200	0130	0000	1600	0300	0230
1700	0300	0230	0100	1700	0400	0330
1800	0400	0330	0200	1800	0500	0430
1900	0500	0430	0300	1900	0600	0530
2000	0600	0530	0400	2000	0700	0630
2100	0700	0630	0500	2100	0800	0730
2200	0800	0730	0600	2200	0900	0830
2300	0900	0830	0700	2300	1000	0930