1. **Introduction**

1.1 Airports Authority of India has developed online application system viz. "No Objection Certificate Application System (NOCAS) for issuance of NOC. NOCAS accepts NOC applications for Height Clearance for structures such as Buildings, Masts, Chimney, and Transmission Lines etc.

1.2 NOCAS is accessible from AAI website http://www.aai.aero or through URL http://nocas2.aai.aero/nocas for submission of NOC applications online. The system is capable of sending alerts to the applicant about status of his application. An applicant can also track status of his/her application.

2. **Colour Coded Zonning Maps (CCZM):** AAI has developed the Colour Coded Zonning Maps (CCZM) for the major airports in India. The CCZM depicts the Permissible Top Elevation (PTE) for a grid in a particular coloured zone. The cities for which CCZMs have been prepared can be viewed in the NOCAS website under the tab CCZM. The purpose of CCZM is to empower local bodies to clear the building proposals requesting top elevation below CCZM elevation, without referring to AAI. The maximum Elevation that can be approved through CCZM is up to 150m, and where the requested top elevation is above 150m, an applicant must apply online on NOCAS.

3. **Integration of NOCAS with local municipal bodies website:** Website of MCGM, MCD, and NDMC have been integrated with NOCAS. Applicants from Delhi and Mumbai may apply in the Common Application Form (CAF) developed by MCGM, MCD and NDMC. NOCAS will fetch data, process and communicate result to MCGM, MCD and NDMC as appropriate. This will facilitate Single Window Clearance.

4. **NOC for the height clearance of fixed wireless communication Mast (SACFA-Mast Cases):** 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. Applicants are not required to apply to AAI separately. 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. 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.

5. **Approximate Top Elevation:** An applicant can check the approximate top elevation for his plot for planning purpose without logging in to the system. The applicant is required to select "check approximate top elevation button" and thereafter feed the WGS Co-ordinates of his site. He will get the approximate top elevation corresponding to the coordinates fed.

Height (Above Ground Level) = Approximate top elevation – Site Elevation

The height thus derived is indicative only. The actual permissible height may vary depending upon various factors.

6. **View Issued NOC:** NOCAS also provides public access to all NOCs (issued and rejected). NOC's can be sorted out station wise, date wise etc. In case the applicant wants to view NOC issued in respect of application filed, he/she needs to login to the system.

7. **Auto Settled**:

7.1 On receipt of the online NOC application in NOCAS, the application will be checked for the following auto settle criteria:

a) Whether the location of the proposed structure is beyond 20 km from VFR airports or beyond 56 km from the IFR airports and requested height of proposed structure is less than 150 m AGL; or

b) For airports/cities where Colour Coded Zoning Map (CCZM) have been issued by AAI, if the top elevation of proposed structure is equal to or below the elevation permitted in CCZM.

c) SACFA mast cases will be auto settled if -

- the mast is beyond 7 km from the airport ARP and proposed top elevation is up to 40 m above the Aerodrome elevation; or

- the site lies beyond 10 km from nearest VFR airport and requested top elevation is less than 100 + Runway End Elevation /ARP Elevation.

- the mast is beyond 20 km from the IFR airport ARP and proposed top elevation is up to 100 m above the Aerodrome elevation.

d) The criterion followed is displayed by the system automatically. Applicant can view all auto settled cases by clicking 'View Auto Settle' button on home page. In case the applicant wants to know only his/her auto settled cases he/she must log on to the system and click the 'auto settled' case button on his/her Dashboard.

8. **Precursor to filing online application**.

8.1 The applicant can refer to or download CCZM which are available on the home page of NOCAS site. Interactive CCZM has been provided so that grid map could be superimposed with ESRI maps (default map of NOCAS) to locate the site and thus know Permissible Top Elevation (PTE) for planning purpose.

8.2 NOCAS carries out calculations for Permissible Top Elevation based on the site/Plot/ Building/location coordinates and Site elevation provided by the applicant. Therefore, it is mandatory for the applicant to provide site coordinates in WGS-84 datum.

8.3 All NOC calculations shall be done purely on the basis of WGS 84 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 null and void.

8.4 It is mandatory for the applicant to enter the site coordinates in WGS-84 and site elevation in meters AMSL in NOCAS Application. If the plot size is more than 300 Square Meters then WGS84 Coordinates and Site Elevation of all corners, including coordinates of nearest point from the airport, of the site/plot or the structure, as the case may be,

encompassing all the CTS/plot/survey numbers are required. If the plot has only three corners i.e. triangular plot, even then minimum four coordinates are required. The fourth co-ordinate should be on the side of the plot towards airport and shall be different from the three co-ordinates. However, if the plot size is 300 square meters or less, then a single WGS 84 co-ordinate of the nearest point on the plot with respect to airport is required to be given. The maximum Site elevation of the plot will be taken into consideration for the issue of NOC, hence site elevation of the highest point should also be entered if it is higher than the site elevation of the corners of the plot. It may be noted that for a single NOC application a maximum of ten coordinates are allowed in NOCAS.

8.5   In case of Power Transmission Lines and Windmills a maximum of 20 coordinates are allowed in NOCAS for a single NOC application by giving nearest WGS-84 coordinates from the airport and site elevation of the highest point of the plot.

8.6   The accuracy requirement for site elevation is 0.5 m AMSL. The accuracy requirement for WGS-84 Coordinates is $1/10^{th}$ of a second in the format of DD MM SS.s and position accuracy should be within 3 meters.

8.7   Coordinates and site elevation Certificates can be clubbed together. A Standard Format is available on NOCAS website for this purpose which should be self-attested by the applicant.

8.8   The surveyed site coordinates and site elevation may be obtained from Survey of India. Alternatively, the certificate in standard format (available in NOCAS website) may be obtained from Government departments like CPWD/State PWD or Govt. approved Department/Agency authorized for the purpose/ Railways/MES. Aerodrome Operators for their respective cities {e.g. Delhi International Airport Limited (DIAL), Mumbai International Airport Limited (MIAL), Bengaluru International Airport Limited, and Hyderabad International Airport Limited}, Urban Local Body authorized/licensed Surveyors/Architects/Engineers or AAI Empaneled Surveyors may also issue certificate if they are authorized for this purpose

9.   Filing online application through NOCAS:

9.1   *Step 1*: Applicant has to visit AAI website http://www.aai.aero and open NOCAS link or alternatively visit NOCAS site www.nocas2.aai.aero/nocas. Before filing Application for NOC the owner/lessee/consultant/applicant must register themselves by clicking on register button on home page. Applicant must input all mandatory fields. The email address of the applicant becomes his/her user id. The applicant is required to frame password. The password should be from 8 to 12 characters including at least one capital letter, special character and a numeral. Once the registration form is successfully submitted, the applicant will get an activation link in his/her email. The applicant should access his email and activate the link. Applicant will get alerts via email and via sms on the cell phone number provided in the registration form.

9.2   *Step 2*: The registered user after login is directed to applicant's dash board where he/she can apply for NOC, check status of his/her earlier filed application, view settled cases, apply for review, revalidation and appeal.

9.2.1   Application for NOC for height clearance in respect of a new case can be filed by selecting 'Apply NOC' button provided in applicant's dashboard. The applicant should fill-in all the information correctly, in accordance with the certificates and documents. The site co-ordinates, elevation (reduced level) and the desired top elevation, 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 applicant should fill all mandatory fields. The applicant shall mandatorily confirm location of his site on the map.

9.2.2   In case there are 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 within the plot. Filing the coordinates of the corners of the proposed structures through multiple applications may result in higher individual permissible height than the height permissible for the whole plot.

9.2.3   Applicant shall upload scanned copy of all the required documents in pdf. The size of each document shall not exceed 500 kb. The applicant should be fully satisfied with the accuracy of data filed as he/she will not be able to alter any of the data filed once the application is submitted. The list of documents is provided in Para 10.

9.2.4   The application shall be filed in the name of the owner/lessee, by the owner/lessee himself, or his/her authorized representative. In case the application is filed by a person other than owner or lessee, he/she has to upload scanned copy of authorization letter. The applicant need not go to nearest airport for submission of hard copies of the application or documents. Applicant need not submit hardcopy unless he has been specifically advised in this regard.

9.2.5   Only one NOC application shall be filed in NOCAS for the same set of coordinates. Duplicate applications will not be processed.

9.3   *Step 3*: After submission of the online application, a unique NOCAS ID for the application will be issued. The NOCAS ID will be required for tracking the status of application either on Home Page or Applicants Dashboard.

9.4   Once NOCAS ID is issued, the application will be processed by checking the uploaded documents with data fed in the application. After scrutinizing the application, it will either be accepted, if the data matches with documents uploaded, or reject if found otherwise. If rejected, the applicant will get email and sms in this regard with reasons thereof. If an application is accepted, it will be processed within a time frame of 15 working days. Applicants can check the progress by viewing their dashboard. NOC issued or rejected will be updated in the dashboard. Additionally, an email and sms will also be sent to that effect.

10.   List of documents (Scanned copies) to be uploaded in the application (except for SACFA - Mast)

10.1   Certificates for Site elevation and site coordinate conforming to specifications mentioned in Para 8.6 and issued by authorities mentioned in Para 8.8 above.

10.2   Undertaking 1A on a non-judicial stamp paper of Rs.10 for Building and smoke emitting industrial unit/chimneys Applications.

10.3   Undertaking 1B for Power Transmission Lines.

10.4   Undertaking 1F for Windmills.

10.5   Authorization letter from owner/lessee if application is filed by consultant or a person other than the owner.

10.6   Approval from Airport Operator in case the site falls within Airport premises.

11.   Validity of NOC: The validity of NOC shall be Eight years from the date of issue.

12.   Review of NOC

12.1   An applicant may file review application with the designated officer once only, with Undertaking 1D in the following circumstances:

- 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.

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

12.2   The applicant may be asked to submit architectural drawings of building such as the site plan, section and elevation drawing, indicating scale and north direction in case detailed examination is required w.r.t. Radar for Review Applications. 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.

13.   Revalidation of NOC

13.1   Applicant may apply for one time revalidation of NOC if the construction work has commenced, Provided that such request is made within the validity period of the NOC and the delay is due to circumstances which are beyond the control of the developer. The NOC shall be revalidated for such a period as requested by the applicant and approved by the designated officer from the date of initial issue. An undertaking 1C shall be submitted by the applicant, along with revalidation application.

13.2   If the construction has not commenced 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.

13.3   Revalidation of NOC where height has been granted after an Aeronautical Study shall be processed by the office of Executive Director (ASM), 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 (ASM).

13.3.1 Online revalidation can be filed for the cases that have been issued NOC through NOCAS on or after 1st Jan 2016.

14. Appeal

14.1   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 their grievances with respect to the permissible height under the GSR 751 (E).

14.2   Application for Appeal addressed to the Chairman Appellate Committee may be made by the owner/lessee of the plot/proposed building along with an appeal fee of Rupees two lakhs (Rs.200,000/-) plus GST (non-refundable), through demand draft in favour of Airports Authority of India payable at New Delhi. Information with respect to GST may be provided as per attached Annexure A. Appeal application along with demand draft and other relevant documents shall be submitted to:

> The General Manager (ATM-NOC)
> Airports Authority of India
> Rajiv Gandhi Bhawan, Block-A,
> Safdarjung Airport, New Delhi-110 003

14.3   In case the applicant is different from the original applicant of the NOC, the **authorization letter** on a Non-Judicial stamp paper of Rs.10/- shall be submitted as per attached Annexure B.

14.4   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.

14.5   **Documents to be submitted along with the Appeal**

i)   Copy of valid NOC letter issued by the Designated Officer of AAI.

ii)   Provide surveyed site elevation and WGS-84 coordinates of all corners of the site (same as provided in NOC application) from a qualified professional or an agency authorized for this purpose by the concerned department/Unit/Local body of the Government. If there are multiple buildings in the plot, coordinates of corners of every building may be provided. 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 NOCAS.

iii) Justification letter from Architect clearly mentioning the Rules/Act of State Government/Local Body under which requested height is permissible.

iv)   Contact details such as E-mail id, Contact Number/Mobile Number of the applicant.

v)   Proposed/sanctioned, building location plan/ elevation/ block plan of the buildings with the scale and north direction etc. Location plan shall consist of WGS-84 coordinates of all corners of the site as well coordinates of all the buildings.

vi) Undertaking on Form 1D on a non-judicial stamp paper of Rs.10.

14.6   **Online application for Appeal**

14.6.1 Applicants can also apply for Appeal online in case NOC for height clearance has been obtained online from AAI on or after 1st Jan 2016.

14.6.2 All the required documents shall be scanned and uploaded in NOCAS. The hard copies shall be simultaneously forwarded to AAI, CHQ for record.

14.6.3 The application along with uploaded documents will be verified at CHQ vis-a-vis hard copies received at CHQ from the applicants. 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 will be informed accordingly.

14.6.4 Once the application is verified and accepted at CHQ, an email will be sent to the applicant, and 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.

14.6.5 **Appeal with respect to shielding benefit**

a) In case shielding benefit is claimed, an applicant must file appeal to the Appellate Committee as per the appeal procedures, by paying the requisite appeal fee along with applicable GST.

b) Map certified by Local bodies, representing location of the natural terrain from which shielding benefit is requested and location of the site where the proposed structure is planned (shielded) with respect to the airport and the terrain.

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

State	Name of Applicant	GSTIN	PAN	TAN No.*	Address	Email	Phone

* TAN No. is mandatory in case of deduction of TDS

Authorization letter

(To be filled on Non- Judicial stamp paper of Rs. 10/-)

I/We ………………………………having registered office/residence at …………………………………………the applicant(s) for the proposed construction at ……………………………(site address)

Do here by authorize

Mr./Mrs. ……………………… having communication address----------- mobile No……………… email id………………… (Hereinafter referred to as applicant) whose signature is attested below to file appeal for height clearance for the site mentioned above on my behalf for the purpose of obtaining NOC for height clearance from Airports Authority of India as per the provisions of GSR 751(E).

AND

1. I shall be fully responsible for the authenticity of the data/information furnished by the aforesaid applicant Mr. /Mrs. …………………….. to AAI in all respect including online NOCAS application.

2. I hereby authorize the aforesaid applicant to accept the terms and conditions on my behalf and the same shall be binding on me in all respect.

3. I shall also be accountable for any legal implication for the data so furnished.

4. I indemnify Airports Authority of India against any losses incurred because of incorrect data/information furnished in the NOC/appeal application.

Signature of the person authorised

Name and Signature of the Owner/Lessee
or any Person(s)/Entity Legally Authorised

Signature, Name and Address of witnesses:

1)
2)

Date:

Place: