<Your club name>

<stakeholder name>

<stakeholder address>

<date>

Dear <stakeholder name>,

Dear Sir/Madam,

RE: <club name>, “the club”

Application for Area Approval to operate model aircraft

<field location – Street Address>

<field location – GPS Coordinates lat/long>

This letter is to inform you, the Model Aeronautical Association of Australia Inc. on behalf of the <club name> has submitted an application to the Civil Aviation Safety Authority for approval to operate model aircraft up to <xxxx> feet Above Ground Level at the above location.

This application is a renewal of the existing CASA Instrument currently in place <CASA instrument number>. <strike out if not applicable or if this is a new application>

If the application is approved, the club may operate model aircraft at the above location at the following frequency;

* Daylight / Evening / Night hours <delete which does not apply>
* <X Days of the week>
* <Times of the day>

All model flight operations are within visual line of sight.

To ensure high levels of safety are maintained, when the Club is operating models above 400 feet, the CTAF will be monitored[[1]](#footnote-1), and observers will assist model aircraft pilots to see and avoid potential conflicts with manned aircraft. Likewise, any other conditions imposed by CASA or the Civil Aviation Safety Regulations will be followed by the Club.

We would like an open channel of communication with the local aviation community. If you anticipate flight operations in the vicinity of the model airfield please reach out to the Club (contact details below) and we will endeavour to inform the club membership of your operations to avoid any potential conflicts.

The relevant contacts for the club are;

|  |  |  |
| --- | --- | --- |
| President | <mobile phone> | <email address> |
| Vice President | <mobile phone> | <email address> |
| Secretary (primary contact) | <mobile phone> | <email address> |

Yours sincerely,

Secretary,

<your club name>

1. “the CTAF will be monitored” is required if your club operates on or near an airport (ALA) and you have listed monitoring CTAF as part of your risk assessment. If not, this comment can be left out. [↑](#footnote-ref-1)