

## Information on application for temporary designated airspace

9 January 2024

In accordance with Subsection (3) of Section 1 of *Government Decree 4/1998. (I. 16.) on the use of Hungarian airspace* the airspace, if used for other air traffic or non-air traffic purposes that specified in *the Ministerial Decree on the designation of the Hungarian airspace for the purpose of air traffic*, must be requested occasionally for a specified period. This airspace is hereinafter referred to as temporary designated airspace.

Please note that designation of temporary designated airspace does not entitle the airspace user to perform any activity in the airspace and does not exempt the airspace user from obtaining other permissions and reporting obligations required by law or another authority.

### Submission of application for temporary designated airspace

An application form for the designation of a temporary designated airspace shall be submitted to the Authority in the official form of the Military Aviation Authority issued and published on its website. Applications can only be submitted by electronic form through the ÁNYK Framework Software, that can be downloaded from the [website of the National Tax and Customs Administration](#). Installation of the software requires the latest version of the Java framework application, which can be downloaded free of charge from [java.com](#).

Applications completed by ÁNYK may be submitted electronically to the Military Aviation Authority via the Central Electronic Service System (központi rendszer, KR), which requires a registration in Central Client Register (Központi Ügyfél-regisztrációs Nyilvántartás, KÜNY) previously known as Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu). For more information in English, please visit [National Tax and Customs Administration of Hungary](#). The submission date is the date of acceptance indicated in the Reception Notice (Befogadási értesítő) sent by the Ministry of Defence.

The application is not to be submitted via e-mail or post. Personal customer reception or takeover is not provided.

Generally, the application for a temporary designated airspace should be submitted at least 30 days prior to the intended use of the airspace. For this option HMEIR\_HMALF\_02 (Általános eseti légtér igénylés) form shall be used, which is available [here](#).

In cases specified in Subsection (11) of Section 5 of *Government Decree 4/1998. (I. 16.) on the use of Hungarian airspace*, the application for a temporary designated airspace should be submitted at least 5 working days prior to the intended use of the airspace. For this option HMEIR\_HMALF\_03 (Egyszerűsített eseti légtér igénylés) form shall be used, which is available [here](#).

Instead of the required minimum of 30 days or 5 working days, it is recommended to submit the application 45-60 days or 10-15 working days before due date. However, the Authority may reject an application, which has been submitted unreasonably early if the effect on air traffic of the requested temporary designated airspace cannot be evaluated.

### **Paying the duty**

In accordance with *Act XCIII of 1990 on Duties*, there is no duty for the administrative procedure for designating the temporary designated airspace.

### **Paying the fee**

There is no administrative service fee for the administrative procedure of military aviation authority, for designating the temporary designated airspace.

### **Documents attached to the application**

In accordance with Sections 13 and 14 of *Act CL of 2016 on General Public Administration Procedures* and Subsections (3)–(5) of Section 5 of *Government Decree 4/1998. (I. 16.) on the use of Hungarian airspace* in the case provided for therein, the following documents shall be attached to the application for temporary designated airspace:

- a) power of attorney;
- b) expertise of the responsible air traffic service provider on the feasibility of safe provision of air traffic services;
- c) safety assessment;
- d) expertise of the affected airport operator on the feasibility of safe operation on the airport; and
- e) in case of temporary designated airspace affected by Drop Zones, the consent of the affected airport operator or the organization responsible for the coordination of the Drop Zone.

The application is considered complete if it is accompanied by all the required documents. In the event of an incomplete application, the Authority will call upon the client to remedy the deficiency. If the complete application is not provided to the Authority 30 days before the intended use in the case of a general application or 5 working days in the case of a simplified application, the Authority may reject the application because it does not have all the information necessary to start the administrative proceeding.

The file extension of the documents attached to the electronic form shall be in accordance with *Government Decree 451/2016 on the detailed rules of electronic administration*. We kindly ask our Customers to submit their attachments in a .pdf, .tif, .tiff, .jpg, .jpeg, or .png file extension document. Please note that the Authority does not accept .docx file extension documents with the signature displayed as an embedded image in it.

### **Remedying deficiencies**

Upon call of the Authority, or if the applicant deems it necessary following the submission of an application for the designation of a temporary designated airspace, the applicant shall remedy the deficiencies. Only documents listed in Section D of application can be remedied, for which form HMEIR\_HMALF\_04 (Hiánypótlás eseti légtér igényléshez) is to be used, available [here](#). Amendments to a previously submitted document by remedying may only be submitted if the Authority has expressly called upon the applicant to do so.

### **Withdrawal of application**

In accordance with the Subsection (3) of Section 35 of *Act CL of 2016 on General Public Administration Procedures* the application shall remain under the client's disposition until the decision rendered on the subject becomes definitive. Accordingly, the Authority shall terminate the proceedings, if the client withdraws his/her/its application for the temporary designated airspace. To request a withdrawal the HMEIR\_HMALF\_05 (Eseti légtér igénylés visszavonása) form has to be submitted, which is available [here](#).

### **Instructions for completing the forms**

The electronic forms do not have built-in instructions for completing, it can be downloaded [here](#) as a separate document.

### **Additional information for application**

The structure of the airspace can be found in *Joint Decree 26/2007 of the Ministry of Economy and Transport, the Ministry of Defence and the Ministry of Environment and Water on the designation of the Hungarian airspace for aviation*. Information on the air traffic service providers and the temporary designated airspaces can be found on the website of the [HungaroControl Hungarian Air Navigation Services Private Limited Company](#). Information on the civil aerodrome operators and the Drop Zone airspaces can be found on the website of the [Civil Aviation Authority](#). You can find information about military air traffic service providers and military airport operators [here](#), as well as about the operator of Bácsbokod State Helicopter Airfield [here](#).

Please note that the electronic forms are not updated automatically when you open the ÁNYK Framework Software. Before filling out please check our [website](#) and make sure you are using the latest version of the forms.

### **Decisions of the Authority**

In accordance with Subsection (3) of Section 35 of *Act CL of 2016 on General Public Administration Procedures* the application shall remain under the client's disposition until the decision rendered on the subject becomes definitive. Accordingly, the client may withdraw his/her/its application until the decision on the designation of the temporary designated airspace is delivered, but thereafter the designation decision may not be withdrawn or modified. The decision of the Authority may be amended or corrected only if it violates the law or contains incorrect data. The Authority does not take an individual, non-legislative decision.

The Authority takes its decisions in accordance with the following legal acts:

- a) Act XCVII of 1995 on Air Navigation;
- b) Act CL of 2016 on General Public Administration Procedures;
- c) Act XCIII of 1990 on Duties;
- d) Government Decree 141/1995 on enacting clauses of Act XCVII of 1995 on Air Navigation;
- e) Government Decree 4/1998 on the use of Hungarian airspace;

- f) Joint Decree 26/2007 of the Ministry of Economy and Transport, the Ministry of Defence and the Ministry of Environment and Water on the designation of the Hungarian airspace for aviation.

In accordance with Subsection (6) of Section 4/D of *Government Decree 4/1998 on the use of Hungarian airspace* and Subsection (1) of Section 2 of *Government Decree 141/1995 on enacting clauses of Act XCVII of 1995 on Air Navigation* the Authority may amend or revoke its decision designating a temporary designated airspace, regardless of the rights acquired and exercised in good faith.

In accordance with *Act No CCXXII of 2015 on General Rules for Electronic Administration and Trust Services* the Authority's decision is a .pdf file extension document with electronic signature and timestamp. [Adobe Acrobat Reader](#) is required to view .pdf file extension documents.

### **Delivery of Authority's decision**

The Authority communicates its decisions, including calls upon to remedy the deficiencies and the designation of temporary designated airspace, via the Central Electronic Service System (központi rendszer, KR) using client's Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu) as addressee. The sender of documents is the Ministry of Defence (Honvédelmi Minisztérium – EIR (HMEIR)).

Please note that the file number of the decision designating the airspace, marked with abbreviation *Nyt. szám* must be provided to Budapest ATS Centre when activating the airspace. After signing in your Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu) storage the decision is available in .pdf format. Please note the file number (*Nyt. szám*).

### Summary for using the electronic forms

The following steps are required to use the electronic forms:

1. Download and install the latest version of the Java framework application from [java.com](http://java.com).
2. Download and install the ÁNYK Framework Software from the [website of the National Tax and Customs Administration](#).
3. Download and install the latest electronic forms from the [website](#) of State Aviation Department of Ministry of Defence.

#### *Updating the electronic forms*

4. The following steps are required to use the latest version of the electronic forms:
  - a) open the ÁNYK Framework Software,
  - b) click on Service / Installed forms (*Szerviz / Telepített nyomtatványok*),
  - c) choose the *HMEIR\_HMALF\_02*, *HMEIR\_HMALF\_03*, *HMEIR\_HMALF\_04* or *HMEIR\_HMALF\_05* form under Sablons (*Sablonok*) letterhead and click on Delete all the versions of the chosen form (*A kiválasztott nyomtatvány összes verziójának törlése*) and follow the instructions of the pop-up window,
  - d) download and install the latest electronic forms from the [website](#) of State Aviation Department of Ministry of Defence.

#### *Submitting application*

5. Open and fill out one of the following forms using the ÁNYK Framework Software:
  - a) form *HMEIR\_HMALF\_02*, called *Általános eseti légtér igénylés*,
  - b) form *HMEIR\_HMALF\_03*, called *Egyszerűsített eseti légtér igénylés*,
  - c) form *HMEIR\_HMALF\_04*, called *Hiánypótlás eseti légtér igényléshez*, or
  - d) form *HMEIR\_HMALF\_05*, called *Eseti légtér igénylés visszavonása*.
6. Use the instructions for completing if necessary.
7. To manage the attachments, click on Data / Attachment Management (*Adatok / Csatolmányok kezelése*) and follow the instructions of the pop-up window.
8. Upon completing the form, prepare the form for submission by clicking Contact Client Gate / Mark Form for Electronic Submission (*Kapcsolat az Ügyfélkapuval / Nyomtatvány megjelölése elektronikus beküldésre*) or by clicking Contact Company/Office Gate / Mark Form for Electronic Submission (*Kapcsolat a Cég/Hivatali kapuval / Nyomtatvány megjelölése elektronikus beküldésre*). Please note the location and name of the file for future reference.

Please note that Contact Company/Office Gate menu (*Kapcsolat a Cég/Hivatali kapuval*) can be activated by marking the appropriate checkbox (*Kapcsolat a Cég/Hivatali kapuval menü engedélyezése*) in Operations (*Működés*) tab of Service / Options (*Szerviz / Beállítások*).

9. If the form is correct, click Contact Client Gate / Send Form Directly via Client Gate (*Kapcsolat az ügyfélkapuval / A nyomtatvány közvetlen beküldése az Ügyfélkapun keresztül*) or click Contact Company/Office Gate / Send Form Directly (*Kapcsolat a Cég/Hivatali kapuval / A nyomtatvány közvetlen beküldése*). In the pop-up window, enter your ID and password. Please note that the client submitting the application at the Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu) must be the same as the applicant (Kérelmező neve) entered in Section A of application; otherwise the application must be accompanied by a power of attorney.
10. Submission is considered successful if you receive Acknowledgment of Receipt (Befogadási értesítő), a message from Honvédelmi Minisztérium – EIR (HMEIR) to your Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu) storage. In this message we inform our clients of the receipt ID (Érkeztetési azonosító) of the Ministry of Defence's records management system, and the date and time of receipt of the application. After signing in your Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu) or Company Gate (Cégkapu) storage the acknowledgement is available in .pdf format. Please note the receipt ID. Example of receipt ID: 1817/57488/2021/é.