

## **Guidance on application for temporary designated airspace**

1. Filling in the application form accurately. **The extension of the airspace has to be given in geographic coordinates as per WGS-83 system, in degree, degree minutes and degree seconds accuracy** (e.g.: 46°35'28"N 19°42'45"E).

1.1 If the requested airspace has a shape of a polygon, all of its points have to be given in geographic coordinates as per WGS-84 system. Coordinates has to be given in the sequence, as they surround the applied area one after another.

1.2 If the extension of the requested airspace has a shape of a cylinder, then the middle point of this formation has to be given in geographic coordinates as per WGS-84 system. The distance from this middle point also has to be assigned in meters or kilometres, so that the radius of this cylinder can be defined.

1.3 The starting and end date and time of the airspace use:

- starting and end date of the airspace use is limited to maximum 30 calendar days;
- accurate time of airspace use also has to be given on the application form in Coordinated Universal Time (UTC) (e.g.: daily between 12:00 UTC – 14:00 UTC).

1.4 When setting the altitude of the airspace, the following should be considered:

- the lower altitude corresponds to the Earth's surface, which has to be marked on the application form as "GND";
- the upper altitude has to be given in altitude correlated to above mean sea level, rounded to 500 feet (exemption to application for flying a remotely piloted aircraft);
- in case of any specified activity in the given airspace, the concerning Government Decree No. 26/2007. on the designation of the Hungarian Airspace for air traffic purposes sets forth special rules.

2. **Payment of the general amount of procedural fee** (whether the claimant is private or economic person):

2.1 The procedural fee **can be paid through the purchase of a bill stamp**, which has to be placed directly on the application form, or

2.2 The procedural fee **can be paid also by bank transfer to account no. 10023002-01780499-00000000 of Ministry of Defence Hungary, which is managed at the Bureau of National Tax and Customs of Hungary**. In case of this way of payment, the invoice of the bank transfer has to be attached to the application form.

3. As set forth in section (5) of paragraph 15. of the Governmental Decree, in special cases, safety assessment and the opinion of the competent air navigation service

provider on the requested airspace use also has to be attached to the application form.

4. Whether full or any part of the requested airspace implies to airspace of any airports without CTR or TIZ airspace, the approval of the operator(s) of the competent airport(s) also have to be attached to the application form.

5. The application form with all of its attachment – as stated above – **has to be submitted to the State Aviation Department of Ministry of Defence Hungary no later than 30 days prior to the planned starting date of the airspace use.**

Ways of submission:

- by post: H-1885 Budapest, P.O. Box: 25.
- by e-mail: [klh@hm.gov.hu](mailto:klh@hm.gov.hu)

**Submission via e-mail is only possible if the procedural fee is paid by bank transfer. If the procedural fee is paid by purchase of bill stamp, the application form can be submitted just by post. Please take into account that – administrative procedure starts just after the receipt of the application form stamped by the original bill stamp –, sending the application form via e-mail without the bill stamp cannot result in faster administrative procedure.**

The decision of the Military Aviation Authority is made according to the following viewpoints after the investigation of the request:

- the request originates from the responsible airspace claimant;
- in case of application through accreditation of representation, it is investigated, whether the accreditation is attached or not;
- whether the content of the submitted application form complies with the requirements or not;
- the timeliness of the receipt of the application;
- whether the requested airspace overlaps other requested airspaces or not (e.g.: other temporary designated airspaces according to regulations, or administrative decisions);
- availability and adequacy of the attachments depending on the location and extent of the requested airspace
- resolution of the civil aviation authority.

The Military Aviation Authority decides on the designation of the requested airspace after taking into account also the submitted documents and the procedural deadlines.