

# Instructions for filling out the application for temporary designated airspace

30 April 2020

This guide should be used to complete the electronic form completed with ÁNYK Framework Program, as well as to complete a paper based application to be sent by mail. The electronic form does not have a built-in fill guide, however error messages associated with some fields help to fill it out correctly.

Both uppercase and lowercase letters can be used on the electronic form. The paper based application shall be completed legibly in block capitals, blue or black ink.

The application is divided into five sections, covering contact and administrative details of the applicant (A), the spatial and temporal extent of the temporary designated airspace requested (B), the temporary designated airspace usage related information (C), the annexes attached (D) and the type of application (E).

## Section A

### *List of fields*

Name of applicant	Kérelmező neve
Address	Címe
Telephone number	Telefonszáma
Email address	E-mail címe
Postal address (if different from address)	Levelezési cím (amennyiben eltér a címtől)
Tax ID	Adóazonosító jel
(or) Tax number	(vagy) Adószám

The fields provided in this section shall be completed as appropriate for the applicant. The applicant may be a natural person or a business entity. Input fields marked with an asterisk are required, however only one of the tax ID or tax number is required. For applicants, mainly foreign ones, who do not have a tax identification number or tax number, enter 00000 00000 in the tax identification number field. The applicant (Kérelmező neve) entered in Section A of application must be the same as the person submitting the application at the Client Gate (Ügyfélkapu), Office Gate (Hivatali Kapu), Company Gate (Cégkapu) or by post; otherwise the application must be accompanied by a power of attorney.

## Section B

### List of fields

WGS 84 geographical coordinates of a polygonal airspace (degrees, minutes and seconds)	A sokszög alapú légtér sarokpontjainak WGS-84 rendszerű földrajzi koordinátái (fok, perc, fokmásodperc)
Latitude	Földrajzi szélesség
Longitude	Földrajzi hosszúság
N (North)	É (észak)
E (East)	K (kelet)
WGS 84 geographical coordinates of the centre of a circular airspace (degrees, minutes and seconds) and its radius (in meters)	A kör alapú légtér középpontjának WGS-84 rendszerű földrajzi koordinátái (fok, fokperc, fokmásodperc) és sugara (méter)
Radius	R
Intended date (dates) of use, start and end time	A légtér igénybevétel dátuma, a kezdés és befejezés időpontja
Daily	Naponta
Lower limit of the airspace	A légtér alsó határának magassága
Ground level (0m above ground level)	Földfelszín (0 m AGL)
Above main sea level (in feet)	AMSL (láb)
Flight level (FL)	Flight level (FL)
Upper limit of the airspace	A légtér felső határának magassága

The geographical coordinates of the airspace shall be expressed in degrees, minutes and seconds, using World Geodetic System WGS 84, such as 46°35'28"É 19°42'45"K (where letter É means North, and letter K means East). Depending on the shape of the airspace base, this can be done as detailed below:

If the requested airspace is polygonal, then all corner points are required in WGS 84 geographic coordinates. The coordinates must be entered in order, so that they cover the desired area. If the order is entered incorrectly, the intended airspace will not have the desired shape or the edges may intersect. In the latter case, the resulting temporary designated airspace cannot be designated. Only the integers from 0 to 59 can be entered in the input fields of minutes and seconds.

If the requested airspace is circular, it is necessary to specify its centre in WGS 84 geographic coordinates and assign a distance that represents the radius of the circle in meters. Only the integers from 0 to 59 can be entered in the input fields of minutes and seconds.

There are two ways of specifying the intended period of use of the temporary designated airspace (the beginning and the end of the airspace use), which cannot be combined with each other. A maximum of 4 periods can be requested, this can be done as detailed below:

- a) in the case of continuous usage, the start and end dates must also include the start and end times; or
- b) in case of intermittent use within a day, the start and end dates need not be filled in for the start and end dates, but the "Daily" (Naponta) checkbox must be ticked and the start and end times must be entered in the following input fields.

Dates shall be given in year, month and day (YYYY.MM.DD) format. Times shall be given in Universal Time Coordinated (UTC) such as 12:00 UTC - 14:00 UTC.

A maximum of 30 calendar days is allowed between the first start date and the last end date.

When specifying the lower and upper airspace limits, one checkbox per line shall be selected. Ground level can be selected as lower limit. The upper limit shall end with 500 feet when specifying above main sea level (AMSL); in case of specifying in flight levels it shall end with 5 FL. In the case of temporary designated airspaces requested for operation of unmanned aerial vehicles, when specifying upper limits below 1500 feet, it can be a multiple of 100 feet as well. Altitudes higher than 9500 feet above main sea level (AMSL) shall be specified in flight levels (FL). In controlled airspaces if the lower limit is not the ground level it shall end with 500 feet; in case of specifying in flight levels it shall end with 5 FL. The altitude of the terrain affected by the airspace should also be taken into account when determining airspace limits.

### **Section C**

#### *List of fields*

Reason for application for temporary designated airspace	A légtérigénylés indoka
Operating unmanned aerial vehicle	Pilóta nélküli légi jármű repültetése
Military or police operations	Katonai vagy rendészeti műveletek
Aviation sport event	Repülősport rendezvény
Release of projectiles, missiles or devices	Lövedékek, rakéták, eszközök légtérbe juttatása
Name of natural person, responsible for application	A légtérigénylő felelős személy neve
Name of natural person or service, responsible for air traffic management	A légtérben a légiforgalom szervezéséért felelős személy vagy szolgálat megnevezése
Telephone number	Telefonszáma
Same as natural person, responsible for application	Légtérigénylő felelős személlyel megegyező

At least one reason shall be selected as a reason for application for temporary designated airspace. When choosing “Release of projectiles, missiles or devices” (Lövedékek, rakéták, eszközök légtérbe juttatása) specify the reason to the extent available.

The name of natural person, responsible for application (A légtérigénylő felelős személy neve) and the name of natural person or service, responsible for air traffic management (A légtérben a légiforgalom szervezéséért felelős személy vagy szolgálat megnevezése) and their phone numbers must be completed accordingly, however the latter might be omitted when ticking checkbox “Same as natural person, responsible for application” (Légtérigénylő felelős személlyel megegyező).

## Section D

### *List of fields*

Attachments (please mark with an X which documents are attached)	Csatolt mellékletek (kérjük jelölje X jellel, mely dokumentumokat csatolja)
Power of attorney in case the applicant entered in Section A is different from the person submitting the application	Képviselőre való meghatalmazás, amennyiben nem a jogi személy képviselőjére jogosult személy jár el
Bank transfer certificate of payment of duty of HUF 3000 or stamp duty	3000 Ft értékű általános tételű eljárási illeték megfizetését igazoló banki átutalási bizonylat vagy illetékbélyeg
The opinion of the competent air traffic service provider	Az illetékes légiforgalmi szolgáltató véleménye
The opinion of the affected airport operator	CTR vagy TIZ légtérrel nem rendelkező repülőtér üzemeltetőjének véleménye
Safety assessment and proof of qualification of person making the assessment	Biztonsági felmérés és a biztonsági felmérés elkészítését végző személy alkalmasságának igazolása

The type of attachments attached to the application must be indicated by ticking the appropriate checkboxes. The number of attached attachments cannot be less than the number of checkboxes selected in this section. In the case of temporary designated airspace affected by the Drop Zone airspace the consent shall be indicated by checkbox “CTR vagy TIZ légtérrel nem rendelkező repülőtér üzemeltetőjének véleménye” (The opinion of the affected airport operator). 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.

**Section E***List of fields*

Type of application	Kérelem típusa
New application	Új kérelem
Completion of a deficiency to a previous application	Hiánypótlás korábban benyújtott kérelemhez
Withdrawal of a previously submitted application	Korábban benyújtott kérelem visszavonása

The type of application shall be specified by ticking the appropriate checkbox. In the event of a completion of a deficiency (Hiánypótlás) or withdrawal of a previous application (Korábban benyújtott kérelem visszavonása), the data content of Sections A, B and C must be the same as the original application, otherwise the application cannot be identified and will be rejected.