

YYC CRANE ASSESSMENT APPLICATION

INSTRUCTIONS

Filling out the form

This application form is designed to accept typed data. Once a form is filled out, it must be saved or printed before exiting. The application form must contain all required information. Incomplete applications will not be reviewed and will be returned to the Applicant.

Applicant Information

The Applicant can be anyone who is associated with the project. Unless otherwise specified, the Applicant will be the main contact during the review process by the Calgary Airport Authority.

Site Information

The application must contain information concerning the site where the crane will be located. **Applicants assume full responsibility for providing accurate ground elevation (above sea level) information** (separate survey documentation may be submitted on request by the Airport Authority with the application as additional information). If there is an existing building on or near the site, providing the building height will assist in the assessment of the application.

Crane Information

The crane application must contain information concerning the crane that is proposed to be used. **Applicants assume full responsibility for providing accurate coordinate information (NAD 83) for the location of the crane** (for multiple crane locations on a site, the Applicant should provide coordinates for each location). Crane location(s) must be identified on a detailed site drawing and/or aerial photograph and **must** accompany all applications.

HOW TO APPLY

Submitting an Application

Submissions to the Calgary Airport Authority must contain three components:

- (1) Completed **YYC Crane Assessment Application** (including supporting documentation such as drawings, aerial photos, etc.);
- (2) Completed assessment **Transport Canada Aeronautical Assessment Form**; and
- (3) Completed assessment **NAV CANADA Land Use Application**.

Separate submissions to Transport Canada and NAV CANADA are the Applicant's responsibility and must follow each agency's application process (review and assessment timeframes for each agency can range anywhere between 30 – 90 days). The Calgary Airport Authority will not provide final assessment without copies of both the Transport Canada and NAV CANADA assessments.

Once the Applicant has completed/assembled all required components, the package should be submitted to **cranes@yyc.com** (note: handwritten applications will NOT be accepted). Applicants will receive confirmation that their application has been received and will also be provided with a YYC Application Reference Number. The YYC Application Reference Number should be used in all subsequent communication with the Calgary Airport Authority regarding the application.

Reviewing an Application

Applications will be reviewed by the Calgary Airport Authority to determine any potential impact to airport operations or regulatory compliance as well as any comments or instructions that were provided by Transport Canada and/or NAV CANADA in their responses/assessments. Provided all required information has been received, applications can usually be reviewed within 5 business days.

Assessment of Application

Once the application has been fully reviewed and it has been determined that the proposed crane operation will not impact airport operations or compromise regulatory compliance, a reply will be issued to the Applicant.

Rejection of an Application

The Calgary Airport Authority will not review any application that has been rejected by either Transport Canada or NAV CANADA. If the application is deemed to impact airport operations or aviation safety, further actions and arrangements may be discussed with the Airport Authority.