

Guidelines for the applicants

1. Introduction

- 1.1 Airports Authority of India has developed online application system viz. “No Objection Certificate Application System (NOCAS) for issuance of NOC. NOCAS accepts NOC applications for Height Clearance for structures such as Buildings, Masts, Chimney, wind mills, Transmission Lines etc.
- 1.2 NOCAS is accessible from AAI website www.aai.aero or through URL nocas2.aai.aero/nocas for submission of NOC applications online. The system is capable of sending alerts to the applicant about status of his application. An applicant can also track status of his/her application.

2. Salient Features of NOCAS:

a) Colour Coded Zoning Maps (CCZM): AAI has developed the Colour Coded Zoning Maps (CCZM) for major airports in India. The CCZM depicts the Permissible Top Elevation (PTE) for a grid in a particular coloured zone. The cities for which CCZMs have been prepared can be viewed in the NOCAS website <https://nocas2.aai.aero/nocas/CCZMPDFView.html>. Interactive CCZMs are for such airports can be availed at <https://nocas2.aai.aero/nocas/CCZMPage.html>.

The purpose of CCZM is to empower local bodies to clear the building proposals requesting top elevation below CCZM permissible elevation, without referring to AAI.

b) Check Approximate Top Elevation: For planning purposes, an applicant can check the approximate top elevation which may be permissible by NOCAS for their plot/ proposed construction without logging-in to the system. The applicant may select “**Check Approximate Permissible Top Elevation**” button available at NOCAS Home Page <https://nocas2.aai.aero/nocas/MapPage.html>. After inputting the details like the WGS-84 Coordinates of his site and site elevation (in M AMSL/EGM-08), the user may Plot the Site on map or may Get Approx. Top Elevation

Applicant will get the Approximate Permissible Top Elevation corresponding to the coordinates fed which may be used to calculate the height above ground level.

Height (Above Ground Level) = Approximate top elevation – Site Elevation

The height thus derived is indicative only. The actual permissible height may vary depending upon various factors. To obtain exact PTE, the applicant shall obtain an NOC for height clearance through NOCAS.

c) Integration of NOCAS with Local Urban Bodies (ULBs) website: NOCAS has been integrated with web services of various Urban Local Bodies (ULBs), the earliest being MCD in 2016. Integration request from other local bodies are

being handled in phased manner.

Where ULB website has been integrated with NOCAS, an applicant need not register or apply separately on NOCAS website of AAI. The application will be made through Common Application Form (CAF) of ULB and NOC or rejection letter from AAI, in turn will be issued to the applicant through respective ULB's portal.

d) NOC for the height clearance of fixed wireless communication Mast (SACFA-Mast Cases): For effective implementation of Single Window clearance and to avoid duplicate filing of applications by the telecom operators and wireless users, the SACFA Saral Sanchar Portal and NOCAS Servers have been integrated. The applicants are required to apply to SACFA Secretariat, WPC wing (DOT) only. Applicants are not required to apply to AAI separately. The requisite data, is fetched from SACFA Saral Sanchar Portal to NOCAS automatically. After processing, AAI issues online height clearance to SACFA. The individual SACFA application at the SACFA server is also automatically updated with height data as cleared by AAI.

e) View Issued NOC: NOCAS system also provides public access to all NOCs (issued and rejected) to the ordinary citizens. NOC's processed through NOCAS can be sorted out station wise, date wise etc. In case the applicant wants to view all the NOCs issued in respect of the applications filed through their Dashboard, they need to login to the system.

3. Auto Settled NOCs:

3.1 On receipt of the online NOC application in NOCAS, the application is checked for certain criteria known as "Auto Settle Criteria" such as:

- a) Whether the proposed structure is located beyond 20 Km from Aerodrome Reference Point (ARP) of the nearest VFR airport or beyond 56 Km from ARP of nearest IFR airports and the height requested for the proposed structure is below 150 M AGL.
- b) For airports/cities where Color Coded Zoning Map (CCZM) have been issued by AAI, if the requested top elevation of proposed structure is equal to or below the elevation permitted through CCZM.
- c) For auto settled cases, a system generated letter stating that "NOC from AAI is not required" will be issued automatically.
- d) The criterion followed is displayed by the system automatically. All Auto-settled cases can be viewed at 'View Auto Settle' button on home page (nocas2.aai.aero/nocas/View_Settled_Cases.html) .

4. Precursor to filing online application.

4.1 The applicant can refer to or download CCZM which are available on the home page of NOCAS site. Interactive CCZM has also been provided to locate the site and thus know Permissible Top Elevation (PTE) for planning purpose.

- 4.2 NOCAS carries out calculations for Permissible Top Elevation based on the site/Plot/ Building/location coordinates and Site elevation provided by the applicant. Therefore, it is mandatory for the applicant to provide site coordinates in WGS-84 datum.
- 4.3 All NOC calculations shall be done purely on the basis of WGS 84 Coordinates and site elevation provided by the applicant. If, however at any stage it is established that the actual data is different from the one provided by the applicant, the NOC, so issued, will be treated as null and void ab initio.
- 4.4 It is mandatory for the applicant to enter the site coordinates in WGS-84 and site elevation in meters AMSL/EGM-08 in NOCAS Application. If the plot size is more than 300 Square Meters then WGS84 Coordinates and Site Elevation of all corners, including coordinates of nearest point from the airport, of the site/plot or the structure, as the case may be, encompassing all the CTS/plot/survey numbers etc. are required.
- 4.5 If the plot has only three corners i.e. triangular plot, even then minimum four coordinates are required. The fourth co-ordinate should be on the side of the plot towards airport and shall be different from the three co-ordinates.
- 4.6 If the plot size is 300 square meters or less, then minimum one WGS 84 co-ordinate of the nearest point on the plot with respect to airport is required to be given.
- 4.7 Site elevation of the highest point should also be entered if it is higher than the site elevation of all the corners of the plot.
- 4.8 For a single NOC application, a maximum of 15 coordinates (plot/building corners) may be provided in online application in NOCAS.
- 4.9 In case of Power Transmission Lines, a maximum of 20 coordinates are allowed in NOCAS for a single NOC application by giving nearest WGS-84 coordinates from the airport and site elevation of the highest point of the plot.
- 4.10 The accuracy requirement for WGS-84 Coordinates is 1/10th of a second in the format of DD MM SS.s (Degree Minutes Seconds). The position accuracy shall be within 3 meters and vertical accuracy shall be within 0.5 meters.
- 4.11 Standard Format for furnishing "Coordinates and site elevation Certificates" is available in NOCAS website at https://nocas2.aai.aero/nocas/AAI_Links/Format_of_Site_Elevation_and_Coordinates_Certificate.pdf.
- 4.12 The surveyed site coordinates and site elevation certificate in standard format may be obtained from Government departments like CPWD/State PWD or Govt. approved Department/Agency authorized for the purpose/ Railways/MES, Aerodrome Operators for their respective cities e.g. Delhi International Airport Limited (DIAL), Mumbai International Airport Limited (MIAL), Bengaluru International Airport Limited, and Hyderabad International Airport Limited}, Urban Local Body authorized/licensed Surveyors/Architects/Engineers or AAI

Empaneled Surveyors may also issue certificate if they are authorized for this purpose

5. Filing online application through NOCAS:

- 5.1 Step1: Applicant may visit AAI website www.aai.aero and open NOCAS link or alternatively visit NOCAS website at www.nocas2.aai.aero/nocas. Before filing Application for NOC for Height Clearance, the owner/lessee or their authorized representative shall register themselves by providing an identification document and inputting all the mandatory fields.

The email address of the applicant becomes his/her user id. The applicant is required to frame password. The password should be from 8 to 12 characters including at least one capital letter, special character and a numeral. Once the registration form is successfully submitted, the applicant will get an activation link in his/her email. The applicant should access his email and activate the link. Applicant will get alerts via email on the email-id provided in the registration form.

- 5.2 Step 2: After login, the registered user is directed to applicant's Dashboard where they can apply for NOC, check status of their earlier filed application, view settled cases, apply for review, revalidation and appeal etc.
- 5.3 Application for NOC for height clearance in respect of a new case can be filed by selecting '**Apply NOC**' button provided in applicant's dashboard. The applicant should fill-in all the information correctly, in accordance with the certificates and documents. The site co-ordinates, elevation (reduced level) and the desired top elevation, including all installations such as radio/television aerial/mast, lightning arrester, vent pipes, overhead water tanks and attachments on superstructure of any description shall be as per the submitted certificates. The applicant should fill all mandatory fields. The applicant shall mandatorily confirm location of his site on the map.
- 5.4 Applicant shall upload scanned copy of all the required documents in pdf. The size of each document shall not exceed 500 kb. The applicant should be fully satisfied with the accuracy of data filed as he/she will not be able to alter any of the data filed once the application is submitted.
- 5.5 The application shall be filed in the name of the owner/lessee, by the owner/lessee himself, or his/her authorized representative. In case the application is filed by a person other than owner or lessee, he/she has to upload scanned copy of authorization letter. The applicant need not go to nearest airport for submission of hard copies of the application or documents. Applicant need not submit hardcopy unless he has been specifically advised in this regard.
- 5.6 Only one NOC application shall be filed in NOCAS for the same set of coordinates. Duplicate applications will not be processed.
- 5.7 Step 3: After submission of the online application, a unique NOC ID for the application will be generated. The NOC ID will be required for tracking the status of application.

- 5.8 Once NOC ID is issued, the application will be processed by checking the uploaded documents vis-à-vis the data fed in the application. After scrutinizing the application, it will either be accepted, if the data matches with documents uploaded, or rejected if found otherwise. In case of document discrepancy, the applicant will receive an email in this regard with reasons thereof. Applicant may resubmit the corrected documents. Applicants can also check the progress of the application by viewing their dashboard. NOC issued or rejected will be updated in the dashboard. Additionally, an email will also be sent to that effect.

6. List of documents to be uploaded with online applications for height clearance

- 6.1 Site elevation and Site Coordinates Certificate issued by surveyor.
- 6.2 Relevant Undertaking on a non-judicial stamp paper of Rs.10
- a)** Undertaking-1A for Building and smoke emitting industrial unit/chimneys.
 - b)** Undertaking 1B for Power Transmission Lines.
 - c)** Undertaking 1F for Windmills.
- 6.3 Authorization letter from owner/lessee if application is filed by a person other than the owner/lessee.
- 6.4 Approval from Airport Operator in case the site falls within Airport premises.

7. Validity of NOC

The No Objection Certificate issued shall be valid for a period of eight years from the date of issue of such certificate and shall be extended for a maximum period of twelve years from the date of issue of such certificate strictly as per Rule 9(A) .

8. Review of NOC

- 8.1 An applicant may submit a review application online through NOCAS along with Undertaking 1D in the following circumstances:
- ☐ The applicant does not get the requested height for his proposed structure (or)
 - ☐ NOC has been issued for the requested height, but applicant wishes to apply for higher height.
- 8.2 The review application can be filed online only once.
- 8.3 The applicant may be asked to submit architectural drawings of building such as the site plan, section and elevation drawing, indicating scale and north direction in case detailed examination is required w.r.t. Radar for Review Applications. The sectional and elevation drawings should include all installations planned above the structure such as radio/television aerial/mast, lightning arrester, vent pipes, overhead water tanks and attachments on superstructure of any description.

9. Revalidation of NOC

- 9.1 Refer Aerodrome Safeguarding Circular ADSAC 06 of 2021 for Re-validation of No Objection Certificate (NOC) for height clearances. ADSAC 06 of 2021 is available on **NOCAS** website ([https://nocas2.aai.aero/nocas/Aerodrome Safeguarding Circular/Aerodrome%20Safeguarding.pdf](https://nocas2.aai.aero/nocas/Aerodrome_Safeguarding_Circular/Aerodrome%20Safeguarding.pdf))

10. Appeal

- 10.1 If any person or Local, Municipal or Town Planning and Development authorities or any airport operator is aggrieved with the decision of the Designated officer, such person or entity may appeal to the Appellate Committee for redressal of his/their grievances with respect to the height permissible in Govt. notification GSR 751(E) as amended by GSR 770(E).

- 10.2 Appeal applications shall be addressed to **The Chairperson, Appellate Committee**. The detailed guidelines regarding NOC appeal process has been provided vide Aerodrome Safeguarding Circular (ADSAC) 08/2020 available at [https://nocas2.aai.aero/nocas/Aerodrome Safeguarding Circular/Aerodrome%20Safeguarding%20Circular%2008%20of%202020.pdf](https://nocas2.aai.aero/nocas/Aerodrome_Safeguarding_Circular/Aerodrome%20Safeguarding%20Circular%2008%20of%202020.pdf).

- 10.3 The cases for reference to the Appellate Committee, as specified above, shall be processed by the corporate office at the headquarters of the Airports Authority of India in New Delhi.

10.4 Documents to be submitted along with the Appeal Application

- i. Copy of valid NOC letter issued by the Designated Officer of AAI.
- ii. Justification letter from Architect clearly mentioning the Rules/Act of State Government/Local Body under which requested height is permissible.
- iii. Proposed/sanctioned, location plan of the buildings with the scale and north direction etc. Location plan shall consist of WGS-84 coordinates of all corners of the site as well coordinates of all the buildings.
- iv. Undertaking 1D on a non-judicial stamp paper of Rs.10. Undertaking 1D shall be in the format as given under 'Undertaking and Authorization link of NOCAS.
- v. Certificate of surveyed site elevation and WGS-84 coordinates of all corners of the site (same as provided in NOC application) from a qualified professional or an agency authorized for this purpose by the concerned department/Unit/Local body of the Government.

Note 1: If the plot size is more than 2000 (Two thousand) Sq. meters, it is mandatory for applicants to submit the coordinates of specific buildings. A maximum of Four buildings are covered in one appeal application.

Note 2: If there are multiple buildings in the plot, coordinates of corners of every building may be provided. The format of site elevation and site coordinates certificate shall be in the format as given under 'Undertaking and Authorization link of NOCAS.

10.5 Submission of Appeal Applications

- i) Appeal applications shall be submitted online through NOCAS portal only in case NOC for height clearance has been obtained online from AAI on or after 1st Jan 2016.
- ii) In cases where, owing to the technical limitations of the NOCAS system such as cases pertaining to NOCAS-1, appeal for structures other than buildings i.e., PTL, Windmills etc., filing of 2nd appeal or complicated history of the said case etc., the applicant may be advised to file an offline appeal application.
- iii) The requisite fees shall be remitted through online payment gateway only. No other mode of payment shall be accepted.
- iv) All the required documents shall be scanned and uploaded in NOCAS. The hard copies shall be simultaneously forwarded to AAI, CHQ for record purposes.
- v) The application along with uploaded documents will be verified at CHQ, AAI vis-a-vis hard copies received at CHQ, AAI from the applicants. If any discrepancy is found in the application with respect to the information furnished in the application vis-a-vis documents submitted as well as uploaded online, then the applicant will be informed accordingly.
- vi) Refer Aerodrome Safeguarding Circular (ADSAC) 08 of 2020 for more details with respect to the Appeal process.

10.6 Processing requests for change in Appeal Applications

- i) Any modification in applied building coordinates viz. revision of building coordinates, addition deletion of building(s) / structure(s), etc. and/or any revision in requested top elevation in appeal application for building(s) / structure(s), after submission of online / offline appeal applications at any stage shall NOT be permitted.
- ii) The appellant may submit fresh appeal application with requisite fee along with necessary documents and such appeal applications will be processed afresh.

10.7 Appeal applications with respect to Shielding Criteria/ CNS Study

The applications for evaluation w.r.t Shielding Criteria/ CNS Study shall be processed through Appeal process only.