GCAA

GUYANA CIVIL AVIATION AUTHORITY

DIRECTIVE

No: GCAA/DIR/AGA/2020-01

Issued: August 12th, 2020

SUBJECT:	APPROVAL OF HELIDECK/HELIPAD/HELIPORT IN GUYANA'S TERRITORY	INITIATED BY:	DIRECTOR SAFETY & SECURITY REGULATION

DIRECTIVE
HELIDECK/HELIPAD/HELIPORT IN GUYANA'S TERRITORY

REFERENCE PUBLICATIONS:

1. International Civil Aviation Organization (ICAO) Annex 14, Volume II, and
2. ICAO Document 9261 "Heliport Manual".

APPLICABILITY:

This **DIRECTIVE** is applicable to all operators of helidecks/helipads/heliports within the territory of Guyana.

VALIDITY:

This **DIRECTIVE** is effective from August 12th, 2020 and supersedes the previous Directive (*No: GCAA/DIR/AGA/2019-01 dated June 25, 2019*). The new **DIRECTIVE:** *(No: GCAA/DIR/AGA/2020-01)* will remain effective until cancellation or revocation by the Director General of Guyana Civil Aviation Authority.

DIRECTIVE:

The Guyana Civil Aviation Authority (the Authority) pursuant to the designation of the Director General of the Guyana Civil Aviation Authority and in exercise of its powers under Section 15 (4) of the Civil Aviation Act 2018 and Section 85 of the Guyana Civil Aviation (Air Navigation) Regulations, hereby issues the following **DIRECTIVE:**

1. All operators of helidecks/helipads/heliports within the ***Territory of Guyana***, being operated for private or public use, shall be inspected by, and granted approval to operate by the Authority.

2. The Authority shall use the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organization (ICAO) Annex 14, Volume II and ICAO Document 9261 "Heliport Manual" (current edition), and any other relevant ICAO Documents as the basis of its inspection and approval process.

3. Operators shall request from the Authority in writing on the company's letterhead and complete the prescribed application form to operate a helideck/helipad/heliport. Both the letter of request and the completed application form, along with the requisite (non-refundable) fee of three hundred thousand Guyana dollars (G$300,000.00) must be submitted and paid to the Authority before the application to operate is processed and approval in the form of a license or formal approval letter is granted.

4. All helidecks/helipads/heliports shall be inspected by the Authority prior to the granting of a license to operate annually.

5. Each annual inspection for the renewal of a license carries a fee of two hundred thousand Guyana dollars (G$200,000.00).

6. An ad-hoc or follow-up inspection which is requested by the operator or a follow-up inspection conducted by the Authority carries an inspection fee of fifty thousand Guyana dollars (G$50,000.00).

7. All costs associated with an inspection, that is, travelling and any other incidental expenses incurred by the Inspectors of the Authority shall be borne by the operator.

8. License extension may be granted by the Authority taking into consideration the following: (1) duration or length of stay requested; and (2) restrictions arising from COVID-19 or other exigencies.

9. Extensions may be issued after payment of the required fee to the Authority as follows:

   - Extension of license for three (3) months – One hundred thousand Guyana dollars (G$100,000.00).

   - Extension of license for six (6) months – One hundred and fifty thousand Guyana dollars (G$150,000.00).

   - Extension for license beyond six (6) months, but not exceeding twelve (12) months, two hundred thousand Guyana dollars (G$200,000.00).

10. Where the Authority is unable to conduct an inspection due to restrictions arising from COVID-19 or other exigencies, an operator who has no prior inspection or license from the Authority may be granted approval to operate by way of an approval letter. In such circumstance, the granting of approval to operate a helideck/helipad/heliport will be dependent on other considerations which may include, but not limited to, other licenses or approvals issued by another State's Authority or Agency.

11. Approval letters may be issued after the required fee is paid to the Authority in accordance with the following:

    - Approval for three (3) months at a fee of One hundred thousand Guyana dollars (G$100,000.00).

    - Approval for six (6) months at a fee of One hundred and fifty thousand Guyana dollars (G$150,000.00).

    - Approval beyond six (6) months, but not exceeding twelve (12) months, at a fee of two hundred thousand Guyana dollars (G$200,000.00).

12. Notwithstanding the above, the Authority shall conduct an inspection at a helideck/helipad/heliport as soon as is practicable with an objective to issue a license.

13. All fees shall be paid to the Authority before the license, extensions, or approvals are uplifted.

Lt. Col. (Rt'd) Egbert Field, A.A.
Director General
Guyana Civil Aviation Authority