GEN 3.1  AERONAUTICAL INFORMATION SERVICES

1  RESPONSIBLE SERVICE

1.1  Civil Aviation Authority

1.1.1  The CAA of New Zealand has the statutory obligation to ensure that aeronautical information services are provided in New Zealand.

Civil Aviation Authority
PO Box 3555
Wellington 6140
NEW ZEALAND

Tel  +64 4 560 9400
Fax  +64 4 569 2024
AFTN  NZHOYAYX

Website  www.caa.govt.nz

1.2  Aeronautical Information Service Providers

1.2.1  Aeropath is contracted by the CAA to provide the following aeronautical information services within New Zealand’s area of responsibility:

Aeronautical Information Publication

1.2.2  Aeropath is certificated by the CAA under CAR Part 175 to provide the AIP service. The Aeronautical Information Management unit, located in Wellington, provides the AIP service for New Zealand’s area of responsibility.

Aeropath
PO Box 294
Wellington 6140
NEW ZEALAND

Tel  +64 4 471 1899
     0800 500 045 (within New Zealand only)

Website  www.aipshop.co.nz

Email  aim@aeropath.aero
International NOTAM Office

1.2.3 Aeropath is certificated by the CAA under CAR Part 175 to provide the NOTAM service. The International NOF is located at the Christchurch ATCC and provides the NOTAM service for New Zealand’s area of responsibility.

International NOTAM Office
C/- Airways Corporation of New Zealand Ltd
PO Box 14-131
Christchurch Airport
Christchurch 8544
NEW ZEALAND

Tel +64 3 358 1688
Fax +64 3 358 9192
AFTN NZCHYNYX

Website www.ifis.airways.co.nz

Pre-flight Information

1.2.4 Aeropath is certificated by the CAA under CAR Part 175 to provide the pre-flight information service. The pre-flight information service is provided by the NOF and National Briefing Office, located at the Christchurch ATCC, for flights within the New Zealand and Auckland Oceanic FIRs and international flights departing New Zealand.

National Briefing Office
C/- Airways Corporation of New Zealand Ltd
PO Box 14-131
Christchurch Airport
Christchurch 8544
New Zealand

Tel 0800 626 756 — landline users only
+64 3 358 1509 — cellphone users
Fax +64 3 358 9192
AFTN NZCHZPZX
2 AREA OF RESPONSIBILITY

The AIP service provider and the NOTAM service provider are responsible for the collection and dissemination of information necessary for the safety and efficiency of air navigation throughout New Zealand’s area of responsibility.

2.1 New Zealand FIR

2.1.1 Aeropath provides the AIP service and the NOTAM service throughout the New Zealand FIR (NZZC).

2.2 Auckland Oceanic FIR

2.2.1 Aeropath provides the AIP service and the NOTAM service throughout the Auckland Oceanic FIR (NZZO), except in the Cook, McMurdo, Samoa, and Tonga sectors and at Norfolk Island.

Cook Sector

2.2.2 Responsibility for the provision of AIS within the Cook Sector of Auckland Oceanic FIR is vested in the Cook Islands Airport Authority, under a delegation from the Ministry of Transport, Cook Islands.

2.2.3 Information regarding services and operations in the Cook Sector is contained in the AIP Cook Islands.

McMurdo Sector

2.2.4 The McMurdo Sector is activated by NOTAM to accommodate flight operations supporting the US Antarctic programme.

2.2.5 Information regarding Antarctic aerodromes and operations in the McMurdo Sector is contained in the relevant US Department of Defense aeronautical publications.

2.2.6 Within the McMurdo Sector (when ATS services are activated by NOTAM), responsibility for the provision of NOTAM for operations supporting the US Antarctic programme is vested in the US Navy facility at McMurdo.
Samoa Sector
2.2.7 Responsibility for the provision of AIS within the Samoa Sector of the Auckland Oceanic FIR is vested with the Samoa Airport Authority, under a delegation from the Ministry of Works, Transportation and Infrastructure, Samoa.

2.2.8 Information regarding services and operations in the Samoa Sector is contained in the AIP Samoa.

Tonga Sector
2.2.9 Responsibility for the provision of AIS within the Tonga Sector of Auckland Oceanic FIR, excluding the territory of Niue, is vested in the Aeronautical Information Service of the Ministry of Civil Aviation, Tonga.

2.2.10 Information regarding services and operations within the Tonga Sector, excluding the territory of Niue, is contained in the AIP Tonga.

Niue (Tonga Sector)
2.2.11 Responsibility for the provision of AIS within the territory of Niue in the Tonga Sector of Auckland Oceanic FIR is vested in the Director of Civil Aviation (Government of Niue).

2.2.12 Information regarding services and operations in Niue is contained in the AIP Niue.

Norfolk Island
2.2.13 Norfolk Island is located within the Auckland Oceanic FIR and is administered by Australia.

2.2.14 Information regarding services and operations at Norfolk Island is contained in the AIP Australia.
3 Aeronautical Publications

3.1 Integrated Aeronautical Information Package

3.1.1 The New Zealand AIS operates in accordance with ICAO Annex 15 requirements. Aeronautical information is published as an integrated package of the following components:

(a) The Aeronautical Information Publication (AIP) and amendment service;
(b) AIP Supplements (SUP);
(c) NOTAM and Pre-flight Information Bulletins (PIB); and
(d) Aeronautical Information Circulars (AIC).

3.1.2 All AIS material, except NOTAM, takes effect at 0000 local time (NZDT or NZST) on the published effective date. A date/time group in both local time and UTC is shown on the amendment bulletin page and on the front page of AIP Supplement and AIC booklets.

3.1.3 Changes to text or new information are identified by a vertical black line (revision bar) in the margin. Deletions are identified by a “D”. Changes in the Checklist of AIP Pages are identified by a grey shading. Changes to charts are indicated in the margin, giving the previous effective date and the changes from that edition.

3.2 AIP

3.2.1 Information published in the AIP is obtained from various organisations responsible for providing services to the air navigation system. As the AIP provider, Aeropath is responsible for the accurate publication of this information and for ensuring that the information is published in accordance with the applicable standards. The originating organisation is responsible for the accuracy and completeness of the original information.

3.2.2 The AIP is available in both paper and electronic format (Internet).

3.2.3 The AIP, other than the charts listed in GEN 3.2 paragraph 4.2.1, is delivered free-of-charge on the internet (www.aip.net.nz), with information presented in pdf format.

AIP Amendment Service

3.2.4 There are six scheduled amendments to the AIP issued in each calendar year. Scheduled amendments will be effective on the second, fourth, sixth, eighth, tenth and twelfth AIRAC effective dates of the year. Additional amendments may be published if operationally required.
3.3 **AIP Supplement (SUP)**

3.3.1 SUP are issued every AIRAC cycle (every 28 days) and contain information that:

(a) is of a temporary nature not urgent enough to warrant promulgation by NOTAM; or

(b) contains extensive text or graphics that cannot be clearly promulgated by NOTAM.

3.3.2 SUP are distributed to subscribers to the AIP, and are available at no cost via the Internet (www.aip.net.nz).

3.4 **NOTAM and Pre-flight Information Bulletin (PIB)**

3.4.1 NOTAM are used to promulgate temporary changes to operationally significant information that requires immediate dissemination. NOTAM are issued via the AFTN, and are available at no cost via the Internet (www.ifis.airways.co.nz).

3.4.2 NOTAM are available as part of pre-flight briefings appropriate to the route of the flight and from ATS units during flight. Pre-flight briefings can be obtained from the Airways Corporation Aeronautical Database via AFTN, fax, telephone, and are available at no cost via the Internet (www.ifis.airways.co.nz).

3.4.3 NOTAM in briefing bulletins may appear in a different format from that used on initial issue.

3.4.4 In pre-flight and in-flight briefings NOTAM provided are current within the next 24 hours from the time of despatch unless otherwise requested. Where customers require advance notice of activation by NOTAM of special use areas that affect their operation, this can be requested either individually or by inclusion into their regular briefing delivery.

**NOTAM Checklist**

3.4.5 Checklists of current international NOTAM are promulgated by AFTN on the first day of each month.
NOTAM Series

3.4.6 NOTAM in New Zealand are issued in two series:

(a) Series A (domestic) NOTAM are distributed within New Zealand only, and contain information of interest for operators within the New Zealand FIR (NZZC) only.

(b) Series B (international) NOTAM are distributed within New Zealand and to selected overseas locations, and contain information relating to operations by international and domestic operators within the New Zealand FIR (NZZC) and the Auckland Oceanic FIR (NZZO).

NOTAM Format

3.4.7 Each NOTAM is allocated a series type (A or B), followed by a serial number (consisting of four digits), followed by an oblique stroke, followed by the year of issue, e.g. A0906/03.

3.4.8 If a NOTAM contains a large text it may be necessary, on initial issue, to split it into parts. In that case a sub-number (consisting of one letter) and the number of parts (consisting of two digits) is added to the NOTAM series/sequence number.

Example:
A0906/03A02 (part one of two parts)
A0906/03B02 (part two of two parts)

3.4.9 These NOTAM will appear as one continuous NOTAM, without the sub-number and number of parts, in briefing bulletins.

3.4.10 An identifier (N, R or C) after the word NOTAM indicates whether the NOTAM is New, a Replacement or Cancellation. In the case of R or C the number of the NOTAM being superseded or cancelled is included:

Example:
A0006/03 NOTAMR A0906/02

3.4.11 The format used in the text of NOTAM messages is provided in Table GEN 3.1-1.

Series B NOTAM Distribution

3.4.12 Series B NOTAM are distributed on subjects detailed in Table GEN 3.1-2 using location indicators listed in ICAO Doc 7910 and GEN 2.4.
**Briefing Areas**

3.4.13 The New Zealand FIR (NZZC) is divided into 10 Briefing areas, numbered 1–10, as depicted in Figure GEN 3.1-1.

**NOTAM Request Procedures**

3.4.14 Holders of aviation documents or participants in any aviation related service may be required from time to time to request issue of NOTAM for any activity they are involved in. This may be as a result of a rule part requirement, an agreement with the CAA, or in the interests of aviation safety.

3.4.15 The following NOTAM request procedures apply:

(a) NOTAM cannot be issued for a period longer than 90 days.

(b) Requests are to be made to the International NOTAM office (see paragraph 1.2.3 for contact details).

(c) Aerodrome operators should use the procedures detailed in *Publishing and NOTAM Guidelines for Aerodrome Operators* available on the Aeronautical Information Management website link [www.myaip.co.nz/originators](http://www.myaip.co.nz/originators). (See Submission Guidelines.) Where a NOTAM promulgates changes of a permanent nature, contact should first be made with Aeronautical Information Management to arrange for incorporation into AIP.

(d) Requests can be made by:

(i) Fax +64 3 358 9192;

(ii) Tel +64 3 358 1688;

(iii) AFTN NZCHYNYX; or

(iv) IFIS [www.ifis.airways.co.nz](http://www.ifis.airways.co.nz).

(e) Requests by fax must include the name, address, telephone and fax number of the person requesting NOTAM action.

(f) Requests must include applicable time period(s) of the activity in question. The time datum (NZST, NZDT, or UTC) must be included.

(g) If a request is made by fax, a copy of the NOTAM will be sent to the originator to confirm NOTAM issue.

(h) If a request is made by telephone, NOTAM office staff will require a fax contact in order to send a copy of the issued NOTAM to the originator to confirm NOTAM issue.

Effective: 25 MAY 17
(i) If a request is made by AFTN, a copy of the NOTAM will be sent to the originator’s AFTN terminal or originator’s fax.

(j) If a request is made by IFIS, a copy of the NOTAM will be sent to the originator’s nominated email address or fax.

(k) It is the originator’s responsibility to ensure that, following NOTAM request action, NOTAM issue occurs and the NOTAM text conveys the information requested.

(l) The originator must advise the NOTAM office immediately of any error in the issued NOTAM so that the NOTAM can be corrected and replaced.

(m) Once a NOTAM is issued, the originator is responsible for monitoring the status and content of the NOTAM and advising the NOTAM office of any changes to content or timing.

3.4.16 The NOTAM Office may have to re-format and/or edit the text of NOTAM requests to comply with international conventions regarding NOTAM issue and format specified in Table GEN 3.1-1.

3.5 Aeronautical Information Circular (AIC)

3.5.1 AIC contain information of interest to pilots and aircraft operators, and are distributed to holders of the AIP.

3.5.2 AIC are issued as required, and in accordance with the AIRAC cycle.

3.6 Sale of Publications

3.6.1 AIP documents are available from Aeronautical Information Management online at www.aipshop.co.nz.

3.6.2 Details of prices, payment options, and ordering procedures can be found on the Aeronautical Information Management website link www.aipshop.co.nz. Customers requiring assistance to determine their order requirements should contact Aeronautical Information Management prior to placing their order.

Aeropath
PO Box 294
Wellington 6140
NEW ZEALAND

Tel +64 4 471 1899
0800 500 045 (within New Zealand only)

Website www.aipshop.co.nz

Email aim@aeropath.aero
3.7 AIP Amendments

3.7.1 Amendments to the AIP are originated and distributed by the AIS provider with the objective of reaching subscribers at least 28 days in advance of the AIRAC effective date.

Trigger NOTAM

3.7.2 When an AIP amendment or SUP is published, a trigger NOTAM will be issued on the AIRAC effective date to:

(a) serve as a reminder, through pre-flight information bulletins, of the coming into effect of operationally significant permanent or temporary changes to the AIP; and

(b) ensure that users are aware of changes that may affect their flights.

3.7.3 Trigger NOTAM, which remain in force for a period of 14 days, contain:

(a) a brief description of the contents of the amendment or supplement;

(b) the effective date; and

(c) the reference number of the amendment or supplement.
4 AIRAC SYSTEM

4.1 ICAO Requirements

4.1.1 ICAO requires the following information to be published and brought into effect in accordance with the Aeronautical Information Regulation and Control (AIRAC) system:

(a) The establishment and withdrawal of, and predetermined significant changes (including operational trials) to:
   (i) horizontal and vertical limits;
   (ii) regulations and procedures applicable to FIR/UIR, CTA, CTR, Advisory Areas and ATS Routes; and
   (iii) permanent danger, prohibited, and restricted areas (including type and periods of activity when known);

(b) Positions, frequencies, callsigns, known irregularities and maintenance periods of radio navigational aids and communication facilities;

(c) Holding and approach to land procedures, arrival and departure procedures, noise abatement procedures, and any other pertinent ATS procedures;

(d) Meteorological facilities (including broadcasts) and procedures;

(e) Runways and stopways.

4.1.2 In addition, the establishment and withdrawal of, and predetermined significant changes to the following information may be published and brought into effect in accordance with the AIRAC System:

(a) Position, height and lighting of navigational obstacles;

(b) Taxiways and aprons;

(c) Hours of service of aerodromes, facilities, and services;

(d) Customs, immigration, and health services;

(e) Temporary danger, prohibited, and restricted areas and navigation hazards, military exercises and mass movements of aircraft.

4.2 AIRAC Effective Dates

4.2.1 Table GEN 3.1-3 details future AIRAC effective dates.
5 PRE-FLIGHT INFORMATION SERVICE

5.1 General

5.1.1 A Pre-flight Information Service is available from the National Briefing Office located at the Christchurch ATCC or the IFIS website (www.ifis.airways.co.nz).

5.1.2 By request to the National Briefing Office, hard copy briefing information can be delivered via email or Fax to the user’s nominated email address or fax number.

5.1.3 By request to the National Briefing Office, hard copy briefing information can also be delivered by AFTN for collection at ATS units, and from Whenuapai (Base Operations).

5.2 Briefing Areas

5.2.1 The Briefing Areas used in Pre-flight Information Bulletins to provide information within a specific geographical area of the New Zealand FIR coincide with the New Zealand Briefing Areas depicted in Figure GEN 3.1-1.

Aerodrome Briefing

5.2.2 The Aerodrome Briefing option returns NOTAM for the specified Aerodromes and/or Heliports. The Aerodrome Briefing option can be used to request NOTAM on international aerodromes.

Area (NZ) Briefing

5.2.3 The Area (NZ) Briefing returns Aerodrome and FIR NOTAM for the Briefing Areas that have been selected. Heliport NOTAM are NOT included.

For this Briefing option, the Briefing Areas will return:

(a) only those NZZC FIR NOTAM that are relevant for the Briefing Area(s) selected.
(b) all aerodromes within the Briefing Areas selected.
Area (FIR) Briefing

5.2.4 The Area (FIR only) Briefing returns FIR NOTAM for the selected Briefing Area(s) or specified FIR. Aerodrome NOTAM are NOT included.

For this Briefing option, the Briefing Areas will return only those NZZC FIR NOTAM that are relevant for the Briefing Area(s) selected.

The Area (FIR) Briefing option can be used to request NOTAM on international FIRs.

Route Briefing

5.2.5 The Route Briefing option will return NOTAM for the specified Aerodrome(s)/Heliports and FIR(s). For this Briefing option only those NZZC FIR NOTAM that are relevant to the Briefing Areas that have been selected, will be provided.

The user also has the option of selecting the NZZC FIR. This will return all NZZC FIR NOTAM.

The Route Briefing option can be used to request NOTAM on international aerodrome and FIR.

Narrow Route Briefing

5.2.6 The Narrow Route Briefing option provides Aerodrome and FIR NOTAM for the specified flight plan route between the Departure and Destination aerodromes. It is most suited for international flights but may be used domestically.

A ‘corridor’ (narrow path) around the specified route is defined by the Height and Width filters. Only NOTAM pertaining to the defined route corridor are included in the briefing.

Update an Existing Briefing

The Update Briefing option provides NOTAM changes that have occurred since a briefing was initially produced.

The Update function is available for up to 24 hours from the time the original briefing was produced.

International NOTAM

5.2.7 NOTAM information on international aerodromes and FIRs is limited to the Asia Pacific and North America areas.
### Table GEN 3.1-1

**NOTAM format**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q)</td>
<td>This item is for ATS purposes, and if printed, should be ignored.</td>
</tr>
<tr>
<td>A)</td>
<td>ICAO location indicator of the aerodrome/heliport or FIR that is the subject of the NOTAM. May include more than one FIR. Aerodromes are listed in AD 1.3</td>
</tr>
<tr>
<td></td>
<td>Note: (a) A/G facilities detailed in item E) are listed according to the type of service provided. Example: ACC/FIS are listed under the FIR APP/FIS are listed under the primary aerodrome TWR/FIS are listed under the appropriate aerodrome Radar services are listed under the FIR</td>
</tr>
<tr>
<td>B)</td>
<td>10 figure DTG (giving year, month, day, hour, minutes all in UTC) at which the NOTAM becomes effective.*</td>
</tr>
<tr>
<td>C)</td>
<td>DTG (in UTC) at which NOTAM ceases.* If the timing is uncertain the DTG will be followed by EST. The term PERM indicates information that will be published in permanent form in the AIP.</td>
</tr>
<tr>
<td>D)</td>
<td>Day schedule (in UTC). If included, it contains a specified schedule or period(s) between the date-times indicated in items B) and C) during which an occurrence takes place or a hazard exists. Examples: Every day between 2100 and 0400 will read: DAILY 2100–0400 Every day between 1800 and 2200, and 0200 and 0400 will read: DAILY 1800–2200 and 0200–0400 Selected days between 0900 and 1800 will read: JUN 7, 8, 14, and 15 0900–1800 Every Monday between 0400 and ECT will read: MON 0400–SS PLUS30 Every day MCT to ECT will read: SR MINUS30–SS PLUS30</td>
</tr>
<tr>
<td>E)</td>
<td>Contains the text of the NOTAM. Standard abbreviations, as listed in GEN 2.2, used where appropriate.</td>
</tr>
<tr>
<td>F) and G)</td>
<td>Applicable to navigation warnings and airspace restrictions. Detail lower and upper limits of the activity. Units of measurement and reference datum are included.</td>
</tr>
</tbody>
</table>

* in briefing bulletins this appears in the format of date followed by hours and minutes, all in UTC. Example: 0511231100 appears as 23 NOV 2005 11:00
Figure GEN 3.1-1
New Zealand Briefing Areas

BRIEFING AREAS
NZ01 - NZ10
NEW ZEALAND FIR (NZZC)

AUCKLAND OCEANIC FIR (NZZO)
NEW ZEALAND FIR (NZZC)
NZ01
NZ02
NZ03
NZ04
NZ05
NZ06
NZ07
NZ08
NZ09
NZ10

© Civil Aviation Authority
Effective: 7 JUN 07
Table GEN 3.1-2
Series B NOTAM Distribution

<table>
<thead>
<tr>
<th>Aerodromes</th>
<th>NZAA NZCH NZDN NZHN NZNV NZNR NZNS NZOH NZPM NZQN NZRO NZTG NZWN NZWP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radio Navigation Aids</td>
<td>Information on all Radio Navigation Aids associated with the above aerodromes, and all Radio Navigation Aids associated with the routes within New Zealand flown by international operators.</td>
</tr>
<tr>
<td>Radar Services</td>
<td>Changes to the level of radar services.</td>
</tr>
<tr>
<td>Danger and Restricted Areas</td>
<td>Activation and de-activation of any danger or restricted area (including temporary areas) located where their operation may affect international operators.</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>All NOTAM particular to the Auckland Oceanic FIR (NZZO), and any New Zealand FIR (NZZC) NOTAM that are considered applicable.</td>
</tr>
</tbody>
</table>

Table GEN 3.1-3
AIRAC Effective Dates

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 JAN 19</td>
<td>2 JAN 20</td>
<td>28 JAN 21</td>
</tr>
<tr>
<td>31 JAN 19</td>
<td>30 JAN 20</td>
<td>25 FEB 21</td>
</tr>
<tr>
<td>28 FEB 19</td>
<td>27 FEB 20</td>
<td>25 MAR 21</td>
</tr>
<tr>
<td>28 MAR 19</td>
<td>26 MAR 20</td>
<td>22 APR 21</td>
</tr>
<tr>
<td>25 APR 19</td>
<td>23 APR 20</td>
<td>20 MAY 21</td>
</tr>
<tr>
<td>23 MAY 19</td>
<td>21 MAY 20</td>
<td>17 JUN 21</td>
</tr>
<tr>
<td>20 JUN 19</td>
<td>18 JUN 20</td>
<td>15 JUL 21</td>
</tr>
<tr>
<td>18 JUL 19</td>
<td>16 JUL 20</td>
<td>12 AUG 21</td>
</tr>
<tr>
<td>15 AUG 19</td>
<td>13 AUG 20</td>
<td>9 SEP 21</td>
</tr>
<tr>
<td>12 SEP 19</td>
<td>10 SEP 20</td>
<td>7 OCT 21</td>
</tr>
<tr>
<td>10 OCT 19</td>
<td>8 OCT 20</td>
<td>4 NOV 21</td>
</tr>
<tr>
<td>7 NOV 19</td>
<td>5 NOV 20</td>
<td>2 DEC 21</td>
</tr>
<tr>
<td>5 DEC 19</td>
<td>3 DEC 20</td>
<td>30 DEC 21</td>
</tr>
<tr>
<td></td>
<td>31 DEC 20</td>
<td></td>
</tr>
</tbody>
</table>

Note: Dates are in New Zealand Local Time (NZDT or NZST)
Bold effective dates indicate a scheduled AIP amendment

Effective: 31 JAN 19