



Director General of Civil Aviation Authority of the Republic of Kosovo,

Pursuant to Articles 3.4 item (i), 15.1 item (a),(c),(e),(f), (j) and 21.2, of the Law No. 03/L-051 on Civil Aviation (Official Gazette of the Republic of Kosovo, No. 28, 4 June 2008),

For the purpose of laying down requirements for helicopter take-off and landing areas outside an aerodrome,

Upon completion of the process of public consultation of interested parties, in accordance with the Administrative Instruction No. 01/2012 on procedures for public consultation of interested parties,

Hereby issues the following:

**REGULATION No. 3/2014
ON HELICOPTER TAKE-OFF AND LANDING AREAS OUTSIDE AN
AERODROME**

**Article 1
Scope**

1.1 The present Regulation lays down the conditions and procedures for performing occasional individual helicopter operations for the purpose of taking-off and landing on locations that are outside an approved or certified aerodrome within the territory of the Republic of Kosovo.

1.2 Provisions of the present Regulation shall not apply to the helicopter operations for the purpose of taking-off and landing to and from elevated surfaces, e.g. on top of buildings, constructions, etc.

1.3 Provisions of the present Regulation shall not apply to the helicopter operations for the purpose of taking-off and landing when:

- a) landing in the event of an emergency,
- b) providing emergency medical assistance;
- c) participating in search and rescue operations,

- d) participating in fire fighting operations, and
- e) special intervention flights.

1.4 Provisions of the present Regulation shall not apply to the military helicopter operations for the purpose of taking-off and landing outside an aerodrome.

Article 2

Definitions and abbreviations

For the purposes of the present Regulation the definitions and abbreviations used herein have the following meaning:

“Aerodrome” means a defined area on land (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft. In this regulation, the term Aerodrome includes the heliport, airfields, and gliding fields;

“CAA” shall mean the Civil Aviation Authority of the Republic of Kosovo established by the Law No. 03/L-051 on Civil Aviation;

“Control Zone” shall mean a controlled airspace that extends from the Earth's surface up to a certain upper limit;

“Congested area” shall mean a city, town, village, or any area that is used for residential, public or recreational purposes;

“Elevated surface” shall mean an area designated for the take-off and landing of helicopters located on a building or structure elevated above ground level;

“Heliport” means an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movements of helicopters;

“Holder” shall mean a person that in accordance with the rules governing the right of ownership has actual control of the natural place or any person having legal ownership interest;

“Natural helicopter landing site” shall mean a location that is not prepared for the take-off and landing of helicopters;

“Safety Area” shall mean a specific area around the NHLS that is obstruction free, except those that are necessary for navigation, and that serve to reduce the risk of damage to the helicopter if separated in an uncontrolled manner from NHLS;

“Touch-down and lift-off area” shall mean the surface of an area on which a helicopter may touch down or lift off;

“A”	Diameter of helicopter rotor;
“AFM”	Aircraft Flight Manual;
“B”	Range between the wheels, skis or floats of helicopters;
“CDP”	Critical Decision Point;
“CTR”	Control zone;
“D”	Maximum length of the helicopter;
“Ft.”	Feet (<i>the length equal to 0.304 8 metre, exactly as defined in Regulation No. 3/2013 on units of measurement to be used in air and ground operations</i>);
“NHLS”	Natural Helicopter Landing Site;
“TLOF”	Touch-down and Lift-off Area;
“SA”	Safety Area;
“VFR”	Visual Flight Rules;
“Vy”	Best rate of climb speed.

Article 3 General Provisions

3.1 Take-off and landing of helicopters from NHLS shall be performed only if the natural helicopter landing site, complies with the provisions of the present Regulation.

3.2 If the take-off and landing is conducted from NHLS, which is located within a controlled zone (CTR), it is necessary to obtain the approval of the appropriate air traffic control prior to taking-off or landing.

3.3 Helicopter operators engaged in commercial operations must prescribe in their Operations Manual the procedures for NHLS in accordance with the limits of the class performance of the helicopter established under relevant Regulations.

3.4 Authorised helicopter operators engaged on charter, private, taxi and/or sightseeing flight operations must not use the NHLS for more than four (4) days within a consecutive period of thirty (30) days.

3.5 Take-off and landing of helicopters from NHLS shall not be carried out in scheduled air transport.

3.6 Take-off and landing of helicopters from NHLS shall not be conducted within residential areas and at a distance less than 150 m (500 ft.) from congested areas.

Article 4

Approval

4.1 To perform operations for the purpose of taking-off and landing of helicopters from NHLS, the helicopter operator must obtain an approval. The approval is issued by the CAA on the request of the helicopter operator.

4.2 An application for approval as referred to in paragraph 1 to this Article shall be submitted using the form authorised by the CAA, and published on CAA's website.

4.3 The approval as referred to in paragraph 1 to this Article will enlist pilots that may perform the take-off and landing of helicopter from NHLS and shall state the additional conditions and limitations necessary to ensure safe conduct of operations.

4.5 Approval for take-off and landing of helicopters from NHLS, depending on the type of operations that the operator intends to perform, may be issued for a period of up to one year.

4.6 The CAA may deny the issuance of the approval as referred to in paragraph 1 to this Article or withdraw the issued approval, if it finds that the prescribed conditions of the present Regulation have not been met.

Article 5

Pilot experience

Take-off and landing of helicopters from NHLS can be performed by a helicopter pilot who holds a valid pilot license with type rating and having at least three (3) take-offs and landings within last 90 days.

Article 6

Permission for use

6.1 The helicopter operator, regardless of the obtained approval of the CAA, before utilizing NHLS shall obtain the permission of the owner, or of any other natural or legal person who has legal-ownership interests in the property.

6.2 The owner or any other natural or legal person as referred to in paragraph 1 of this Article, is responsible for compliance with the applicable regulations and/or requirements set forth by local or central authorities for the territory where the surface is situated (e.g. natural parks, protected areas, etc.) is located.

Article 7

Notice on the use of the field

Prior to commencement of operations, the helicopter operator shall notify in a timely manner the competent Regional Police Directorate on the intention for use of NHLS.

Article 8

Natural helicopter landing site

8.1 The helicopter operator shall not use NHLS that does not meet the following requirements:

- a) NHLS shall have an area that is equal to or greater than the area of a rectangle, obtained as a result of multiplication of $1.5 D \times D$, where D equals the maximum length of the helicopter used;
- b) The surface of the NHLS shall be resistant to the effects of rotor downwash and free of irregularities that would adversely affect the take-off or landing of helicopters;
- c) TLOF shall have a load capacity equal to the total weight of the helicopter used;
- d) TLOF shall be of sufficient size to contain a circle of diameter of at least $0.83 D$ of the largest helicopter intended to serve.
- e) NHLS shall be surrounded by a safety area (SA) the width of which shall be not less than 10 meters;
- f) No fixed object shall be on a safety area of NHLS, except for frangible objects, which, because of their function, must be located on the area. No mobile object shall be permitted on a safety area during helicopter operations;
- g) The surface within the safety area (SA) shall be suitable for forced landings;

8.2 The take-off and landing from NHLS shall exclusively be conducted during the daylight according to the Visual Flight Rules (VFR).

8.3 At least one 12 kg powder fire extinguisher shall be available at the take-off and landing area, clearly marked and situated so that it can be used quickly in case of fire. A first aid box shall be placed within easy reach and clearly marked. The box shall be maintained in accordance with the instructions and its contents shall be supplemented whenever used.

Article 9
View of the field

9.1 Before landing on an NHLS, the pilot-in-command shall determine by the means of over-flying with the helicopter the following:

- a) wind direction,
- b) possibility of maintaining approach and departure level,
- c) convenience of the NHLS and safety area for forced landing, and
- d) possibility of obstacle clearance.

9.2 The pilot-in-command shall not use the NHLS if people, animals, vehicles, installations or similar are located at a distance less than $3A$, where A is the diameter of the helicopter rotor.

Article 10
Approach and departure

10.1 Approach and departure shall be performed within surfaces which as far as possible shall be in direct continuation of the take-off and landing directions, respectively. The minimum width of the surfaces shall be $3A$, where A is the diameter of the helicopter rotor. The surfaces shall extend from the edge of the safety area to the vertical projection on the ground of the intersection between the approach or departure surface and the minimum flight altitude which is valid for the area in question according to the Rules of the Air.

10.2 Surfaces shall be without obstacles in the entire width and in vertical distance of at least 10 m (35 ft.) from the approach and departure surfaces.

10.3 Approach and departure shall be performed in a way that forced landing can be carried out on a suitable emergency landing area at any time, unless a helicopter with one engine out operation, is capable of clearing any obstacle in the sector with a clearance of at least 10 m (35 ft.).

10.4 An area suitable for forced landing is an area of such a size and nature that in case of autorotation it can be used without any risk of injuring persons or damaging property, and without risk of considerable damage to the helicopter. Parking areas which are not roped off as well as public roads are not considered to be suitable areas for forced landing.

10.5 It must be possible to make a forced landing on a suitable emergency landing area straight ahead in the take-off direction until reaching a height of 300 ft. at best rate

of climb (Vy) with helicopters which according to the Aircraft Flight Manual (AFM) are not capable of climbing with one engine inoperative. Furthermore, it must be possible to make a forced landing with helicopters which according to the AFM is capable of climbing with one engine inoperative, on a suitable emergency landing area straight ahead in the take-off direction until reaching the Critical Decision Point (CDP) where the helicopter in case of engine failure is capable of continuing take-off.

Article 11

Punitive Provisions

11.1 Person found guilty of an offence of the provisions of the present Regulation shall be held liable and be subject to punitive provisions of Title IV of the Law No. 03/L-051 on Civil Aviation.

11.2 Notwithstanding paragraph 1 of this Article, violations of respective provisions of the present Regulation may amount to criminal liability pursuant to the Criminal Code No. 04/L-082 of the Republic of Kosovo.

Article 12

Exemption

CAA may in particularly exceptional cases and if it is deemed necessary to serve the public interest, grant exemption from the articles of the present Regulation.

Article 13

Entry into force

The present Regulation shall enter into force on 18 February 2014.

Done at Prishtinë, 3 February 2014.

Dritan Gjonbalaj
Director General