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Requesting Survey Flights in the Amsterdam FIR

Instructions for aircraft operators

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Introduction

This document describes how an aircraft operator should ask for permission to conduct a survey flight in the Amsterdam FIR from the Operational Helpdesk of Air Traffic Control the Netherlands, and how to get such a flight approved. The term 'survey flights' is used as a generic term for photo, film, video, laser scan and thermal flights.

Types of survey flights

The request procedure depends on the type of survey flight:

- Short survey flights:
these are survey flights in a CTR (control zone) or in Schiphol TMA 7 or 8 (terminal control area), that perform their survey tasks (take photographs, make videos, etc. of a target from above) for a maximum of ten minutes per target, with a maximum of five targets.
- Survey projects:
these are all other survey flights, i.e.:
 - survey flights in a CTR or Schiphol TMA 7 or 8 that fly over a target for more than ten minutes;
 - all survey flights in other airspace.

Responsibilities

As an aircraft operator of survey flights within the Amsterdam FIR, you are, at any time, responsible for:

- keeping the flight plan up-to-date;
- informing the Operational Helpdesk by phone if the flight is delayed, cancelled, or changed in any way;
- adhering to the instructions given by the Operational Helpdesk;
- keeping yourself informed about the NOTAMs valid for the flight;
- obtaining a clearance of the Air Traffic Control (ATC) unit involved during your flight before entering controlled airspace. The Operational Helpdesk co-ordinates your project flight and approves it, which means that the ATC unit is aware of your intentions. However, it does not mean that they have given you a clearance yet. You obtain the clearance on the appropriate RTF channel.

If a part of the survey flight takes place outside the Amsterdam FIR, or in a part of the Amsterdam FIR where ATS has been delegated to a foreign ATC unit, you are responsible for prior co-ordination of the flight with the foreign ATC unit and that the flight is performed according local rules and legislation.

If necessary, the air traffic controller may postpone, cancel or stop a flight at any moment.

Procedure short survey flights

Required documents

Type of document	Can be requested via:
Application form 'Short duration survey flight' for the relevant CTR, Schiphol TMA 7 or 8	<ul style="list-style-type: none">Website: en.lvnl.nl/services/survey-flightsEmail: ops_helpdesk@lvnl.nlPhone: +31 (0)20 406 2201

Submit your request in time

Send your completed application form by e-mail at least one hour before the survey flight to the Operational Helpdesk.

Procedure

1. Complete the application form for short survey flights in the desired CTR or Schiphol TMA 7 or 8 as follows:
 - Fill in the flight data.
 - Fill in the desired date and time.
 - Mark the target on the map by dragging a numbered circle over its location (for multiple targets, use multiple circles).
 - Make sure to fill in your phone number, so that the Operational Helpdesk can call you for approval and/or co-ordination.
2. Send the completed application form by e-mail to the Operational Helpdesk.
3. The Operational Helpdesk will call you for approval and co-ordination.
4. When you have received your approval, you can submit a flight plan in the usual manner to the usual addresses. Send the flight plan also to the Operational Helpdesk, using the address EHAMZXHD.
5. Call the Operational Helpdesk by phone if the flight is delayed, cancelled, or changed in any way.

Procedure survey projects

Summary

At least two weeks in advance *) *) or up to six weeks in advance if you need an exemption from ILT.	
1. Collecting documents	Download the relevant forms, collect the required flight data and request for the required exemption from <i>Inspectie Leefomgeving en Transport</i> (ILT) (Inspectorate for Transport, Public Works and Water Management).
At least five days in advance	
2. Delivering flight data	Send the completed application form and other required documents by e-mail to the Operational Helpdesk.
3. Receiving project form	You will receive a project form with a project number from the Operational Helpdesk.
At least one hour before the flight	
4. Requesting permission to fly in Amsterdam FIR	Send the Operational Helpdesk an e-mail to request their permission to perform the flight, in accordance with the instructions given in the project form.
5. Requesting permission to fly outside Amsterdam FIR (if applicable)	Send the project form to the foreign ATC unit to request permission for the flight outside Amsterdam FIR
6. Submitting flight plan	After having received permission from the Operational Helpdesk, submit a flight plan in the usual manner.
7. Communicating any flight changes	Phone the Operational Helpdesk if the flight is delayed, cancelled, or changed in any way.
8. Closing flight project	After the flight project has been finished, inform the Operational Helpdesk that the project is closed.

Procedure

1. Collecting documents

At least two weeks in advance (or up to six weeks in advance if you need an exemption from ILT), request the required documents (see table below) and collect the required flight data:

Type document	Can be requested via:
1. Survey project application form (for the airspace classification in which the flight will take place)	<ul style="list-style-type: none"> Website: en.lvnl.nl/services/survey-projects Email: ops_helpdesk@lvnl.nl Phone: +31(0)20 406 2201
2. Map of track and/or area (DXF or DWG file)	–
3. Statement survey projects in airspace class A	<ul style="list-style-type: none"> Website: en.lvnl.nl/services/survey-projects Email: ops_helpdesk@lvnl.nl Phone: +31(0)20 406 2201
4. Exemption (depending on the airspace classification, see below)	Exemption form in Dutch on the website of ILT or contact ILT via this question form .

How to fill in the documents

Document 1: Survey project application form

Fill in the application form applicable to the airspace classification in which the flight will take place. Always use the application form applicable to the highest class of airspace used, including the turns.

Document 2: Map of track and/or area

Submit a map of the tracks to be flown or of the area in which the flight will take place. The map has to meet the requirements below:

- The tracks are numbered.
- The areas are not too large (make sure of this by submitting flights up to eight hours at the most, taking into account that the track numbers remain legible).
- Save the map as a DXF or DWG file, formatted in accordance with the Dutch RD system (*rijksdriehoekstelsel*). Optionally, you may also deliver the co-ordinates in accordance with the WGS-84 system.

Document 3: Statement survey projects airspace class A

If you want to fly in airspace class A, you have to submit a statement signed by the authority or company ordering the survey flight. This document must state that the execution of the project has been assigned to you and must explain the social relevance of the project.

Only use the form 'Statement survey projects in airspace class A'. This statement may not be used in calls for tender.

Document 4: Exemption

For certain airspace classifications and certain flights you need to request an exemption from ILT. An exemption is necessary for:

- VFR flights outside UDP;
- flights below the minimum VFR flight level;
- flights in EHP areas.

Please note:

- Performing such a flight without an exemption is a punishable offence.
- Please allow up to six weeks for ILT to take your request into account. After having received the exemption, you need to fill in the exemption number on the survey project application form under 'Exemptions'.

2. Delivering flight data

At least five working days before the flight, mail your completed application form and other required documents to the Operational Helpdesk.

3. Receiving project form

After sending the above data, you will receive a project form with a project number from the Operational Helpdesk. Keep this project form and number available for co-ordination and put them into the flight plan (see step 5 below). During the flight, the pilot must have this project form available, so that the air traffic controller and the pilot have exactly the same information.

4. Requesting permission to fly in Amsterdam FIR

The co-ordination and approval of the Operational Helpdesk for a survey flight depends on the airspace classification.

<ul style="list-style-type: none"> • Class A: Amsterdam CTAs, Nieuw Milligen CTA North and Schiphol TMAs 1 up to 6; • Class B: Maastricht TMA 2, Nieuw Milligen TMAs A, C1, D and E (> FL 065), Nieuw Milligen TMA C2 (> FL 095); • Class C: Eelde CTR, Eindhoven TMAs, Maastricht CTR, Rotterdam CTR and Schiphol CTR; • Class D: Lelystad TMAs and CTRs, Maastricht TMA 1, Nieuw Milligen TMA B (> FL 055), Nieuw Milligen TMA C2 (> FL 055 and ≤ FL 095), military CTRs, Schiphol TMAs 7 and 8. 	
Permission for survey flight	Required.
Conditions	<ul style="list-style-type: none"> • Please make sure that you keep yourself informed about any valid NOTAMs. • Instructions from the Operational Helpdesk must be obeyed fully.
Time of request	<ul style="list-style-type: none"> • At least one hour before the flight • If possible, the evening before the flight (if so, make sure that the date is correct, to prevent misunderstanding).
Procedure	<ol style="list-style-type: none"> 1. Send the data below by e-mail to the Operational Helpdesk: <ul style="list-style-type: none"> • completed application form; • pilot's name and mobile number. 2. The Operational Helpdesk will call the pilot on this number to co-ordinate, give instructions and/or grant approval.

Class E in civil TMAs: Eelde TMA, Rotterdam TMAs	
Permission for survey flight	Not required, but you are urgently requested to inform the Operational Helpdesk. Your flight data are used for providing flight information, and for optimally separating IFR flights.
Conditions	<ul style="list-style-type: none"> • Please make sure that you keep yourself informed about any valid NOTAMs. • At all times, you remain responsible for the separation of your own flight with other flights, and for staying clear of controlled airspace.
Request time	<ul style="list-style-type: none"> • At least one hour before the flight. • If possible, the evening before the flight (if so, make sure that the date is correct, to prevent misunderstanding).
Procedure	<ol style="list-style-type: none"> 1. Send the data below by e-mail to the Operational Helpdesk: <ul style="list-style-type: none"> • completed application form; • name and mobile number of the aircraft operator.

	2. The Operational Helpdesk will call the pilot on this number to inform about possible restrictions or planned activities in the survey area.
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Class E in Nieuw Milligen TMAs Class G (uncontrolled airspace)	
Permission for survey flight	Not required. However, it may often be useful to inform the relevant ATS or adjacent ATC unit about your intentions.
Conditions	<ul style="list-style-type: none"> • Please make sure that you keep yourself informed about any valid NOTAMs. • At all times, you remain responsible for the separation of your own flight with other flights, and for staying clear of controlled airspace.
Request time	<ul style="list-style-type: none"> • At least one hour before the flight. • If possible, the evening before the flight (if so, make sure that the date is correct, to prevent misunderstanding).
Procedure	<ol style="list-style-type: none"> 1. Send the completed application form by e-mail to the Operational Helpdesk. 2. You do not have to wait for an answer or instructions from the Operational Helpdesk. 3. The ATS unit may give you useful information during the flight.

5. Requesting permission to fly outside Amsterdam FIR (if applicable)

If a part of the survey flight takes place outside the Amsterdam FIR, or in a part of the Amsterdam FIR where ATS has been delegated to a foreign ATC unit, please send the project form one hour before the flight to the appropriate foreign ATC unit.

You are responsible for prior co-ordination of the flight with the foreign ATC unit.

6. Submitting flight plan

After having received approval, you must submit a flight plan in the usual manner.

All survey projects:

- Item 18 of the flight plan must contain the following data:
 “ATTN Survey project coord with OHD project nr [xxxxx], SSR [yyyy]”,
 where [xxxxx] is the assigned project number and [yyyy] is the received SSR-code (if applicable).
- Send the flight plan to the usual addresses. Send the flight plan also to EHMCZQZX, EHAZFZX and EHAMZXHD.

VFR flights:

- Submit the flight plan one hour before EOBT.

(Partial) IFR flights:

- Submit the flight plan two hours before.
- Fill in the STAY indicator of the target area.

A survey flight in Class A is only allowed, if :

- it is an IFR flight;
- you have obtained a signed form 'Statement survey projects in airspace class A' (available at the Operational Helpdesk).

7. Communicating any flight changes

As the aircraft operator, please call the Operational Helpdesk if the flight is delayed, cancelled, or changed in any way.

As the aircraft operator, you yourself are responsible for keeping the flight plan up-to-date.

8. Closing flight project

After the project has been finished, email the Operational Helpdesk to close the project.