NOTAM Request

Obstacle Light Outage

1) NOTAM Type (select New or Revised)

☐ New ☐ Revised — Previous NOTAM Ref#: _____

2) Location Information

Obstacle Central Coordinates:

_____

(DDmmss**N** DDDmmss**W**)

Radius: (if multiple obstacles or for a mobile crane)

_____ ☐ feet ☐ NM

3) Total Duration (If greater than 3 months, refer to the instructions)

Start: (select one)

☐ Immediate

■ _____UTC

(YYMMDDHHmm)

End: _____UTC

(YYMMDDHHmm)

☐ Estimated

4) Description (including French text if applicable)

Obstacle Type: _____

If Other, specify:_____

Outage Type (Lighting or Marking):

_____

Other Info:

_____

5) Altitude / Height Characteristics

Obstacle Height:

_____ FT AGL

Terrain Elevation:

_____ FT AMSL

Total Obstacle Elevation:

_____ FT AMSL

6) Administrative Information

Originator Name: _____

Company/Department: _____

Phone #: _____ Email: _____

Site ID / File #: _____ Ticket / Tracking #: _____

AAF #: _____ Land Use File #: _____

(Aeronautical Assessment Form)

Obstacle Owner Name: _____ (if different from Originator)

Company/Department: _____

Phone #: _____ Email: _____

Other Information:

_____

General Instructions

This form aids in the creation of a NOTAM regarding an obstacle light outage. If you are unsure how to complete this form, contact the Flight Information Centre (FIC) for assistance. If you need to submit a NOTAM request regarding an obstacle that is not related to an obstacle lighting outage, please contact NAV CANADA Land Use at landuse@navcanada.ca.

- **New Request:** Complete this form for **one time and one place.** Unless a different arrangement already exists, submit the request via fax or telephone to the applicable FIC (which can be determined on the NAV CANADA website) or call 1-866-WX-BRIEF. More detailed information on NOTAM creation can be found in the Canadian NOTAM Operating Procedures (CNOP).
- **Revision / Cancellation:** Requests can be submitted in the same manner as the initial request. The number of the NOTAM to be revised must be provided (ex. U1520/21). It is the responsibility of the originator of the NOTAM to revise the NOTAM before the end time is reached.

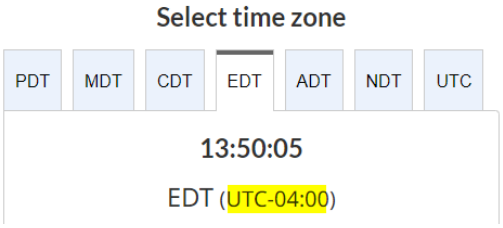
Form Fields

1. **NOTAM Type:** Select if the NOTAM is a new NOTAM or a replacing/revised NOTAM with the reference number of the NOTAM being replaced, e.g. U1520/21.
2. **Location Information:**
    a. **Central Coordinates:** Provide the coordinates for the obstacle or central coordinates for the group of obstacles in degrees (DD), minutes (mm), seconds (ss) (see example following these instructions).
    b. **Radius (optional):** If submitting for multiple obstacles or for a mobile crane, enter a radius in feet or nautical miles. Ensure the radius encompasses the group of obstacles or the area the mobile crane will be operating. It is reported in feet or nautical miles (see example 1 following these instructions).
3. **Total Duration in Coordinated Universal Time (UTC):**

To determine the UTC time from the NRC website,

1. Identify your time zone
2. Identify the time difference from UTC
3. Add this to the local time.

In the image below it can be seen that Eastern Daylight Time (EDT) is four hours behind UTC time:



Therefore, when the time zone is EDT, four hours would need to be added to the NOTAM local time to determine the UTC time.

For example, If the local time is 1350 EDT then the UTC time would be 1750.

a. **Start:** Enter the date and **time in UTC** the obstacle light outage begins. If immediate, select “IMMEDIATE”.

b. **End:** Enter the date and **time in UTC** the light or marking unserviceability will be repaired. If the end date is estimated, tick the associated box. **Note that it is the responsibility of the NOTAM originator to advise the FIC if the NOTAM needs to be renewed or cancelled <u>BEFORE</u> the date and time specified.**

c. **A NOTAM can only be issued for a maximum of 3 months. If the total duration is longer, you must contact the FIC to extend the NOTAM.**

4. **Description:**

   a. State the obstacle and outage type.

   b. Enter any additional information, such as if the obstacles are in a line and the associated coordinates for the beginning and end of the line.

   c. Text must be provided in both English and French where applicable

5. **Altitude/Height Characteristics:**

   a. **Obstacle Height:** Enter the height of the highest obstacle in feet above ground level (FT AGL). This is measured from the base of the obstacle to the top of the obstacle.

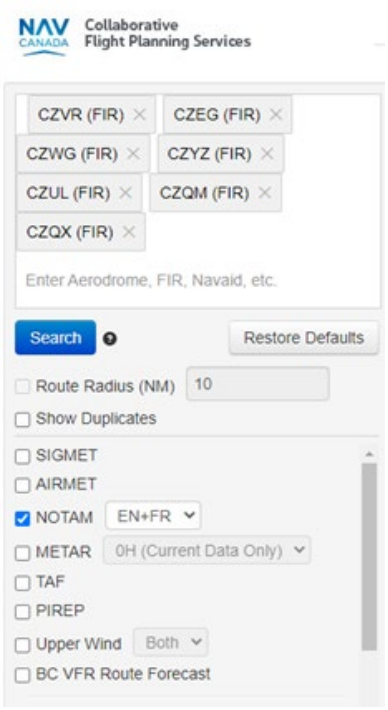
   b. **Terrain Elevation:** Enter the terrain elevation in feet above mean sea level (FT AMSL). This can be calculated by subtracting the height of the obstacle in FT AGL from the obstacle elevation in FT AMSL (see example 2 following these instructions).

6. **Administrative Information:** Complete all administrative information as applicable. A name, phone number, and email address from the originator (person requesting the NOTAM) is required. Please ensure that someone can be reached for the duration of the NOTAM. This is especially important at the estimated end time. If a site number, ticket number or file number is available, it must be provided. A NAV CANADA Land Use file number or Transport Canada Aeronautical Assessment Form (AAF) number can also be provided if available. If the originator is working on the behalf of an obstacle owner, the obstacle owner information should be included as well. Finally, if there is any additional information that needs to be communicated, it can be stated in the “other information” section.

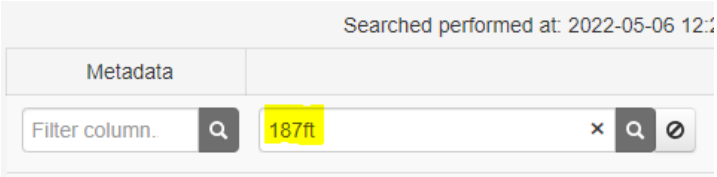
After the NOTAM Request has been Submitted to FIC

Verify that your NOTAM has been published correctly:

1. Go to https://plan.navcanada.ca/wxrecall/.
2. Search all active NOTAM in the country (as shown on the right).
    a. Enter the following identifiers: CZVR, CZEG, CZWG, CZYZ, CZUL, CZQM, CZQX.
    b. Ensure that only the NOTAM box is selected.
    c. Select Search.



3. Use the Filter Column function to filter information unique to your NOTAM, such as latitude (DDmmssN) or longitude (DDDmmssW) or a keyword.

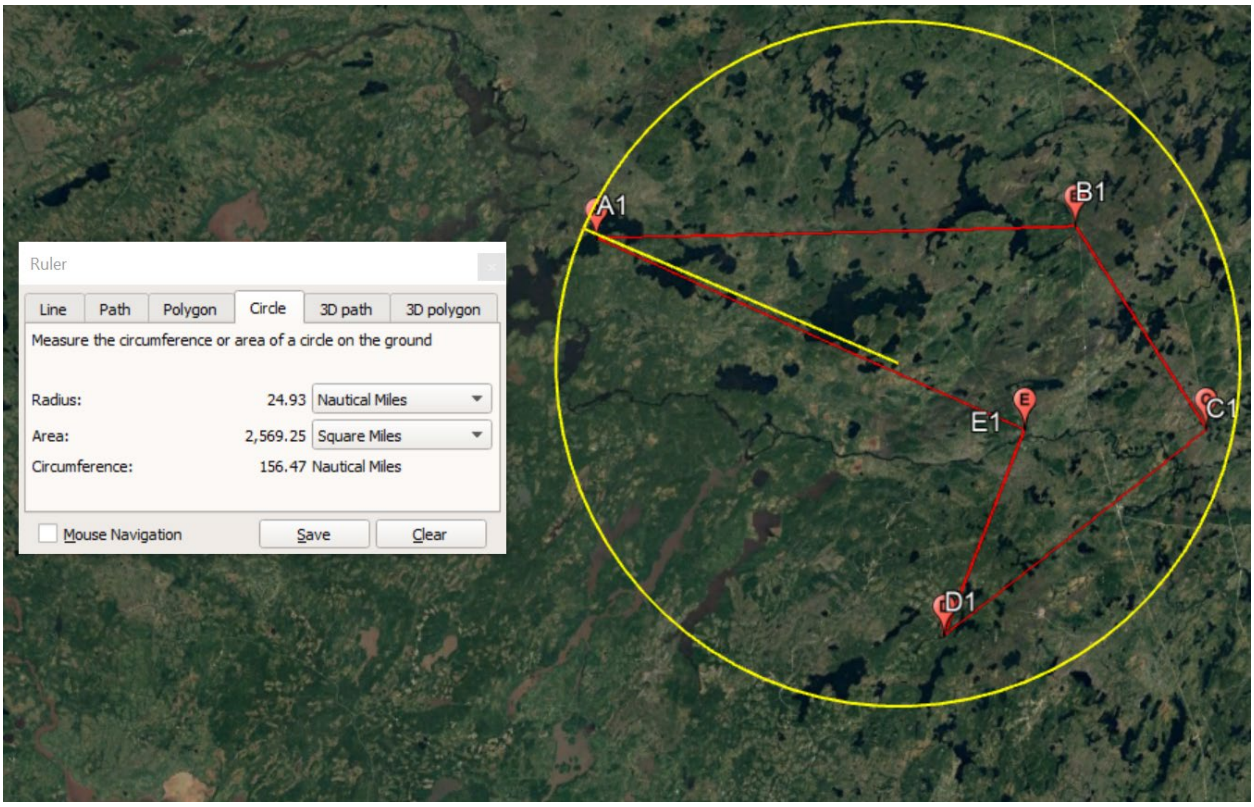


4. Once found, ensure the NOTAM # is kept for your records. In the example below, the NOTAM number is U1520/21:

```
(U1520/21 NOTAMN
A) CZYZ B) 2111102356 C) 2202101700EST
E) OBST LGT U/S TOWER 461415N 0814420W (APRX 17NM W WHITEFISH/LAKE
PANACHE (WATER)) 187FT AGL, 1028FT AMSL.)
```

5. **If your NOTAM request had an estimated end time, it is the originator's responsibility (i.e. the person responsible for the obstacle making the NOTAM request) to ensure that the NOTAM is either revised or cancelled <u>BEFORE</u> the end date stated in Item C) of the NOTAM.** The date format is YYMMDDHHmm.

Example 1: Central Coordinate and Radius for Group of Obstacles



Coordinates used:
A1: 505900N 0764015W B1: 510015N 0754500W
C1: 504530N 0753000W D1: 503030N 0760000W
E1: 504530N 0755050W A1: 505900N 0764015W

Centre: 505028N 0760512W
Central coordinates provided: 5050N 07605W Radius provided: 25NM

Example 2: Obstacle Height vs. Terrain Elevation vs. Obstacle Elevation