

# **PROTECTED AIRSPACE ASSESSMENT TOOL (PAAT)**

## **External USER MANUAL**

September 2024



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## GLOSSARY

ASA	Airservices Australia
CASA	Civil Aviation Safety Authority
CNS	Communication, Navigation, and Surveillance
DITRDCA	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
OLS	Obstacle Limitation Surfaces
PAAT	Protected Airspace Assessment Tool
PANSOPS	Procedures for Air Navigation Services - Aircraft Operations

## 1.0 INTRODUCTION

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The *Airports Act 1996* and *Airports (Protection of Airspace) Regulations 1996* [the Regulations] provides for the protection from activities that could pose a hazard to air navigation, including crane/plant operations. Infringement of Perth Airport's protected airspace without approval can carry significant penalties.

The Protected Airspace Assessment Tool (PAAT) is a free to use innovative, web-based system that can assess crane activities and automatically issue permits for activities that are found not to infringe Perth Airport's protected airspace.

This purposed of this User Manual is to provide Users with:

- Background information on airspace protection regulation.
- Detailed instructions for using PAAT and troubleshooting.
- Relevant contact details for Perth Airport regarding airspace protection issues.
- Address Frequently Asked Questions [FAQ].

## 2.0 STATUTORY APPROVALS PROCESS

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Any activity that infringes an airport's protected airspace is called a **controlled activity** and requires approval before it can be carried out. It is an offence under the *Airports Act 1996* to:

- Carry out a controlled activity without approval.
- Contravene any conditions imposed on an approval.
- Not give information to the airport operator that is relevant to a proposed activity.

Significant penalties of up to 250 penalty units may be imposed for breaches of the act.

For more information on the regulations and procedures please visit the Department of Infrastructure, Transport, Regional Development, Communications and the Arts [[DITRDCA](#)] website.

## **2.1 PRESCRIBED AIRSPACE**

For Perth Airport, prescribed airspace comprises the airspace above the lower of three sets of defined invisible surfaces above the ground – known as the:

- **Obstacle Limitations Surfaces (OLS).**
- **Procedures for Air Navigation Services - Aircraft Operations (PANSOPS) surfaces.**
- **Communication, Navigation, and Surveillance (CNS) surfaces.**

The OLS is generally the lowest surface and is designed to provide protection for aircraft flying into or out of the airport when the pilot is flying by sight.

The PANS-OPS surface is generally above the OLS and is designed to safeguard an aircraft from collision with obstacles when the aircraft's flight may be guided solely by instruments, in conditions of poor visibility.

Both the OLS and PANSOPS extend well beyond the boundary of the airport.

CNS protection surfaces are generally limited to the airport estate and protection ground-based air navigation infrastructure.

## **2.2 PERTH AIRPORT ASSESSMENT PROCESS**

Persons wishing to undertake a controlled activity are required to apply to Perth Airport. The airport is the first point of contact for a person wishing to apply for approval and coordinates with the relevant authorities as required.

The Regulations may require an activity that is found to infringe upon prescribed airspace be referred to the following agencies before receiving an approval:

- **Airservices Australia (ASA)**
- **Civil Aviation Safety Authority (CASA)**
- **Department of Infrastructure, Transport, Regional Development, Communications and the Arts.**

Conditions may be imposed on an approval which will be monitored by Perth Airport and, with any breach reported, rectification will be required.

### **2.2.1 Protected Airspace Assessment Tool (PAAT)**

The PAAT was developed to assist with processing the large volumes of crane/plant applications, both on and off the airport estate, received by Perth Airport.

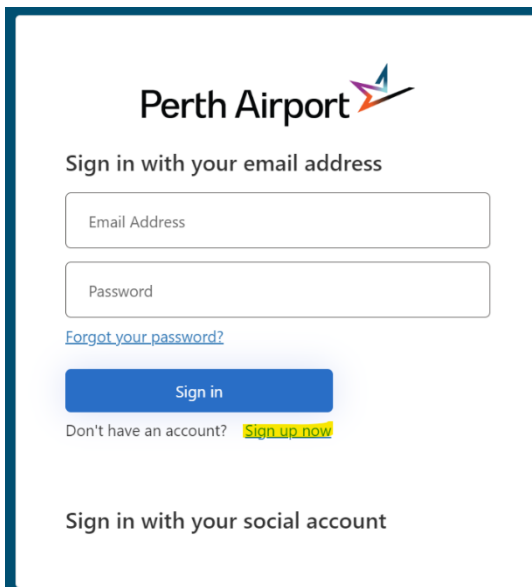
All applications for crane/plant activities to Perth Airport are to be submitted via the PAAT system. Detailed instructions for using the PAAT system are provided in the following sections.

## 3.0 Creating a Perth Airport Portal Account

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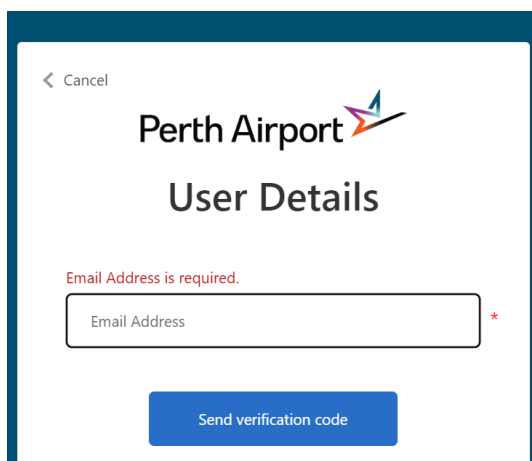
To use PAAT, you first need to register for a Perth Airport Portal account.

1. Go to the Perth Airport Portal (<https://portal.perthairport.com.au>) and click on the Log In button.
2. Click on 'Sign up now' on the login home page.



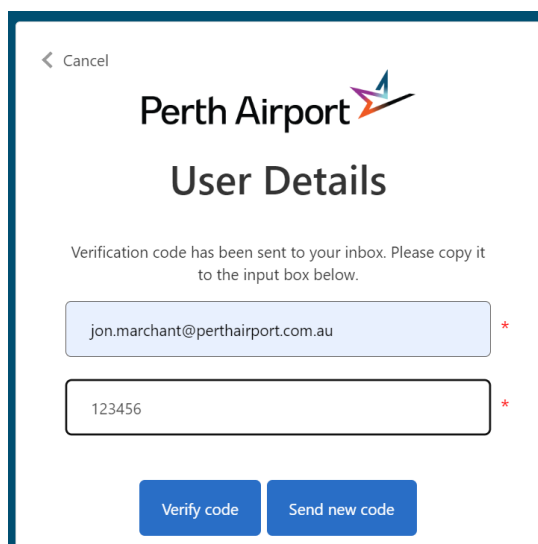
The image shows the Perth Airport Portal login page. At the top is the Perth Airport logo. Below it, the text reads "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link for "Forgot your password?" is located below the password field. A blue "Sign in" button is positioned below the input fields. Below the button, the text says "Don't have an account? [Sign up now](#)". At the bottom of the page, there is a section for "Sign in with your social account".

3. As the portal uses multi-factor authentication (MFA), you will need to verify your email address. Enter your email address and click 'Send verification code'. This will send a 6-digit number to your email address.



The image shows the Perth Airport Portal "User Details" page. At the top left is a "Cancel" button with a back arrow. The Perth Airport logo is centered at the top. Below the logo, the text reads "User Details". There is a red error message "Email Address is required." above an "Email Address" input field. A blue "Send verification code" button is located below the input field.

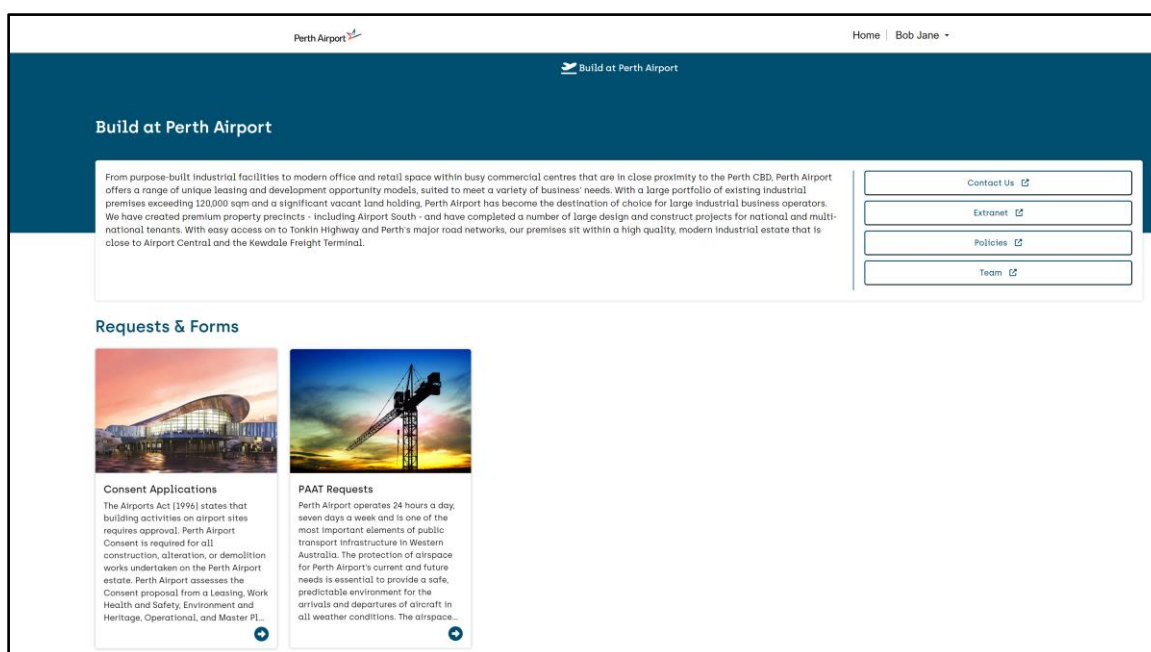
4. Retrieve the code from your mailbox, enter it in the 'Verification Code' field and click 'Verify code'.



5. Create a password for your account. The password must be between 15 and 64 characters and must have at least 3 of the following:
  - a lowercase letter
  - an uppercase letter
  - a digit
  - a symbol
6. Enter your Given Name, Surname and Display Name [optional] and click 'Create'. You will need to verify your new account a final time. Click on 'Send verification code', retrieve the 6-digit code from your email and enter it in the 'Verification Code' field. Then click 'Verify code'.
7. Once your new account is verified, click 'Continue'. You will be taken to the Perth Airport Portal Home page.

***NOTE: For each subsequent login, you will be required to verify your email address again as part of the portal's (MFA). Enter your Email Address and Password and click the 'Send Verification Code' button. Retrieve the 6-digit code from your email and enter it in the 'Verification Code' field. Then click 'Verify code'.***

## 4.0 Using the Portal



Perth Airport Home | Bob Jane ▾

Build at Perth Airport

**Build at Perth Airport**

From purpose-built industrial facilities to modern office and retail space within busy commercial centres that are in close proximity to the Perth CBD, Perth Airport offers a range of unique leasing and development opportunity models, suited to meet a variety of business needs. With a large portfolio of existing industrial premises exceeding 120,000 sqm and a significant vacant land holding, Perth Airport has become the destination of choice for large industrial business operators. We have created premium property precincts - including Airport South - and have completed a number of large design and construct projects for national and multi-national tenants. With easy access on to Tonkin Highway and Perth's major road networks, our premises sit within a high quality, modern industrial estate that is close to Airport Central and the Kewdale Freight Terminal.

- Contact Us ↗
- Extranet ↗
- Policies ↗
- Team ↗

**Requests & Forms**

**Consent Applications**

The Airports Act (1996) states that building activities on airport sites requires approval. Perth Airport Consent is required for all construction, alteration, or demolition works undertaken on the Perth Airport estate. Perth Airport assesses the Consent proposal from a Leasing, Work Health and Safety, Environment and Heritage, Operational, and Master PL...

**PAAT Requests**

Perth Airport operates 24 hours a day, seven days a week and is one of the most important elements of public transport infrastructure in Western Australia. The protection of airspace for Perth Airport's current and future needs is essential to provide a safe, predictable environment for the arrivals and departures of aircraft in all weather conditions. The airspace...

The new Perth Airport Portal is a one-stop shop for customers to access various applications required for submitting and managing applications and requests related to building and operating at Perth Airport.

To help us contact you in relation to applications, we require a contact number.

1. Click on your name in the top right corner and select 'Profile'.
2. This displays the details you entered when creating your account and a field to provide your mobile phone number.
3. Enter your mobile phone number and click 'Submit'.
4. Once you see the success message, click the 'Home' link in the top right corner.

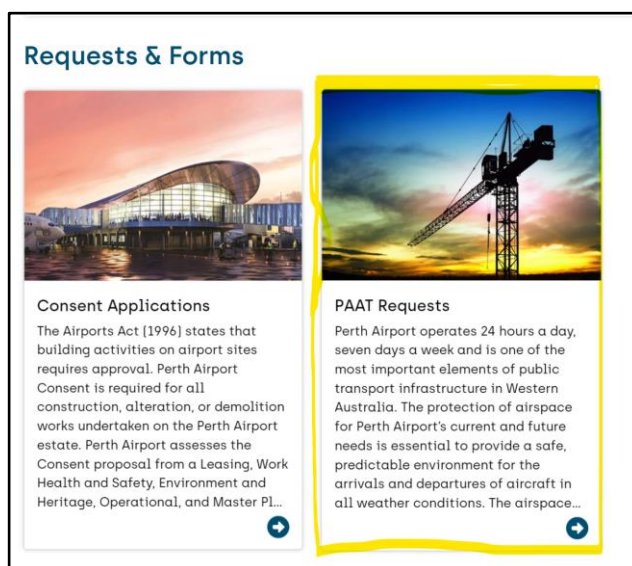
You are now ready to launch the PAAT and create applications.



## 5.0 Launching PAAT

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1. Launch PAAT by clicking on the application's tile in the 'Requests & Forms' section.



2. The first time you launch PAAT, you will be required to read and accept the Terms of Use. It is important to read these thoroughly as it outlines your legal responsibilities when operating plant equipment at Perth Airport.
3. Once you have read these and agree, check the box and click 'Accept'.

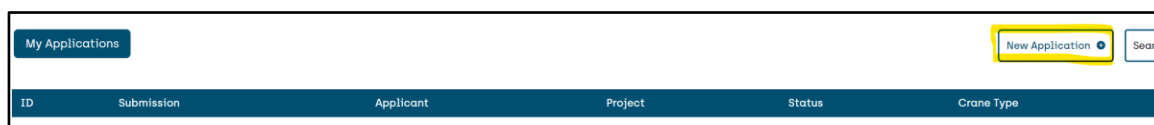
I have read and agree to the terms and conditions outlined above

Cancel Accept

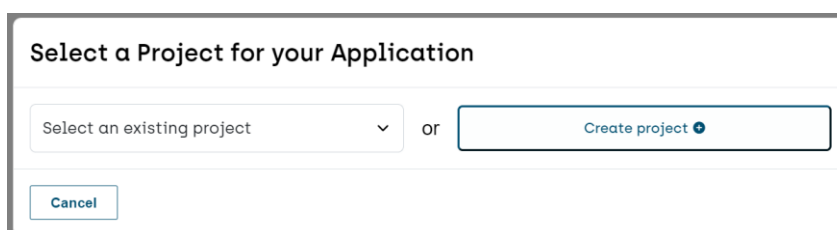
4. From time to time, Perth Airport may update the Terms of Use of PAAT. When this happens, you will be required to read and accept the new terms on your next login.
5. You will now see the PAAT Applications page.

## 6.0 Creating Applications

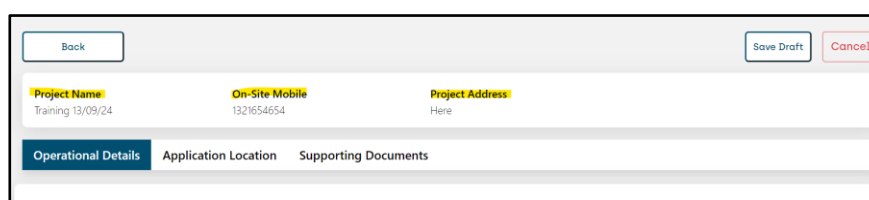
1. Click the 'New Application +' button.




2. All PAAT Applications must belong to a Project. Select an existing Project from the drop-down list or click the 'Create project +' button. *Note: Only projects you have created or been assigned to will show in the drop-down list.*

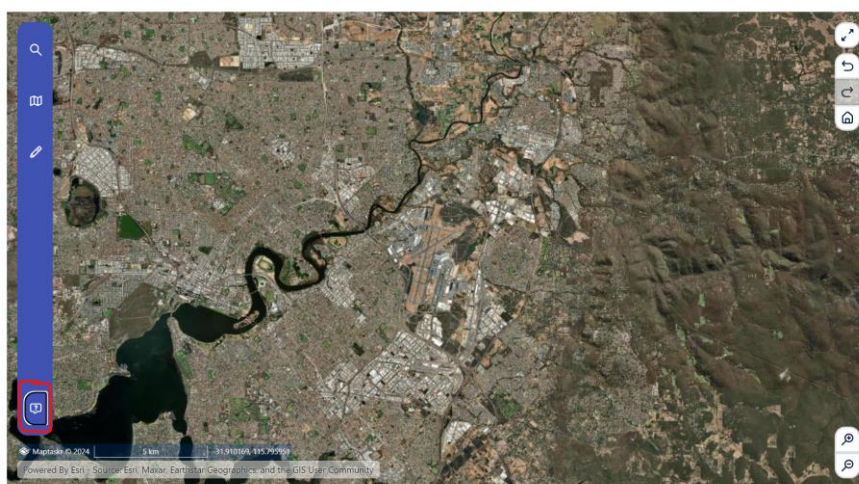


3. If you are creating a new project, enter the Name, Address and On-site Mobile for the project site. Then click 'Create Project & Continue'.
4. You will be taken to the New Application form. Confirm the correct Project is selected in the project details section at the top of the form.

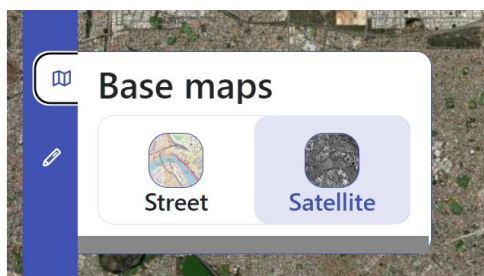


5. The first page is the **Operational Details**. Here you will enter the details of the lift being requested. The red asterisk denotes mandatory fields.
  - Select the Crane Type.
  - Enter the Requested Operating Radius and Requested Operating Height in metres [decimal values are allowed].
  - Click the calendar picker icon  to select the Start and End Dates. You cannot select a Start Date in the past. You cannot select an End Date beyond 30/06/2028.

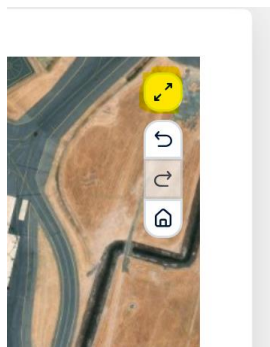
- Select the Operation Hours.
  - Enter a brief description of the lift in the Purpose field.
  - Enter a Secondary Email address(es) if you wish for all correspondence, including the Permit, to be sent to additional recipients.
6. Click 'Next'.
  7. The second page is the **Application Location**. Here you will select the single point location ("annotation") of the crane or the area ("polygon") within which you wish to operate.
  8. For in-depth guides on how to use the provided mapping tools, click on the 'How to guide' button on the bottom left of the map menu.  
*Note: Not all features in the guide are enabled in PAAT.*



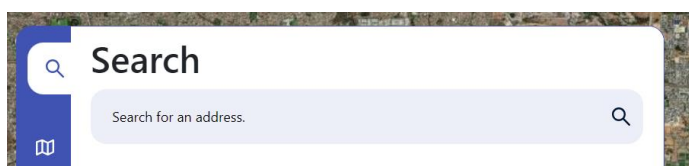
9. The default base map is 'Satellite'. To switch between base maps, select the 'Base maps' menu item.



10. To expand the map, click the 'Toggle fullscreen' button in the top right corner.



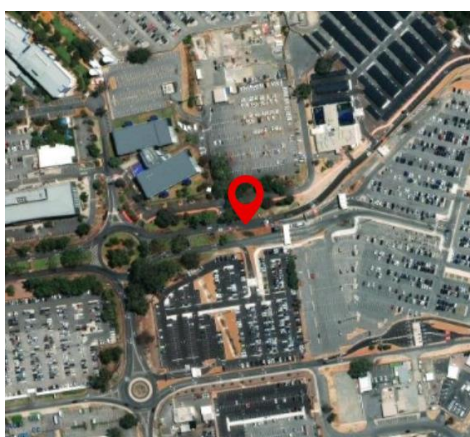
11. You can scroll and zoom to your desired location on the map, or alternatively, use the Search function narrow your area. To search, select the 'Search' menu item.



You can enter a street address or Lat/Long coordinates.

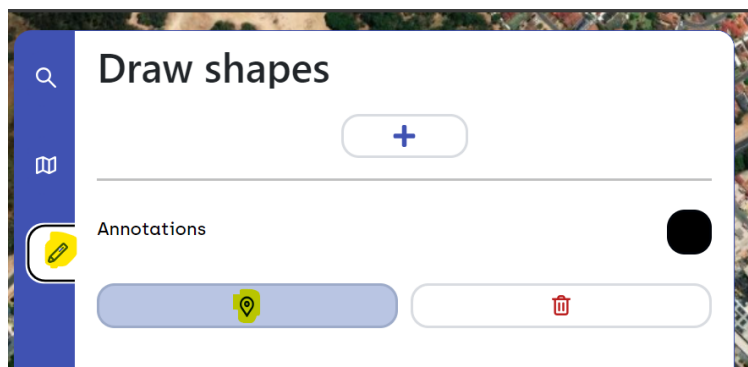
Click the search icon or hit enter to search for the entered details.

12. Select a result from the list displayed to centre the map on that address (denoted by a red map marker).



13. Once you have your desired location identified, you can either place a single point or draw a polygon to denote the crane location. For a single point, see Step 14. For a polygon, go to Step 16.

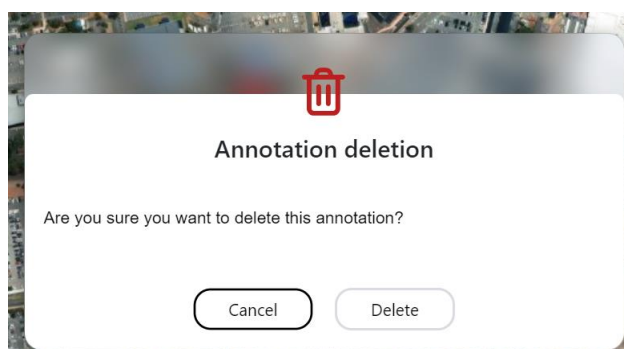
14. To place a single point for your crane, select the 'Draw shapes' menu on the left and then click the 'Draw a point' button in the "Annotations" section.



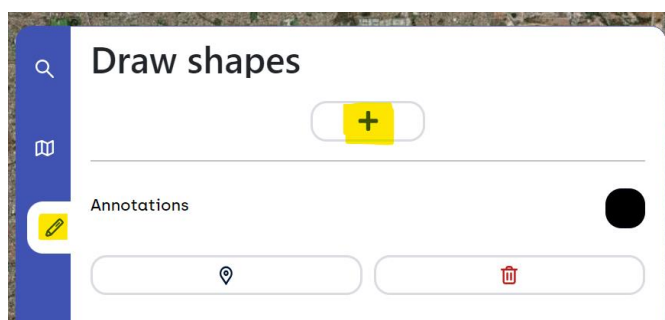
This will add a black map marker to your mouse cursor, allowing you to click on the exact point required for the crane. The red map marker stays on screen as a guide to your searched location.



Once you have placed your black marker, you can reposition it by hovering over it and using the click and drag method. If you wish to delete the point, in the 'Draw shapes' menu, click on the 'Delete an annotation' button (red bin icon). This will prompt you to click on the black map marker and then provide a confirmation to delete the annotation.

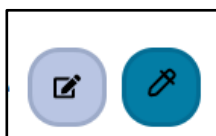


15. Once you are happy with your single point selection, click the 'Next' button to proceed. Go to Step 23 to continue.
16. To apply for permission anywhere within a defined area (i.e. polygon), in the 'Draw a shape' menu, click the 'Add shape' [plus symbol icon] button.

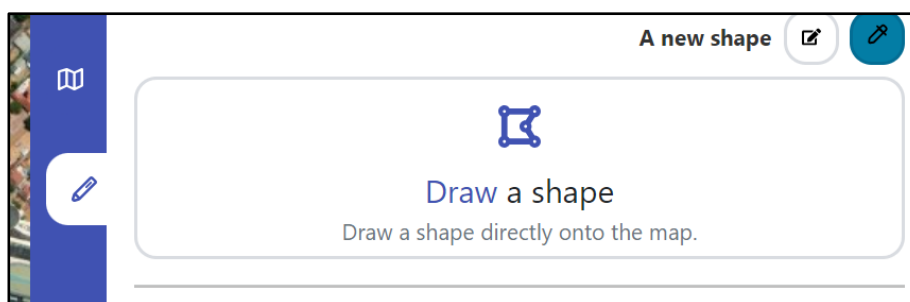


*Note: You cannot create a shape if a single point has already been placed (and vice versa). You must delete the other first.*

17. You can name your shape, or adjust the colour before drawing the shape, by clicking the 'Edit shape name' or 'Change shape colour' buttons



18. To begin drawing the shape, click on the large 'Draw a shape' button.



19. This will add a black circle to your mouse cursor. To begin drawing the shape, single-click on the map at a perimeter point of your desired area to place a black circle point. With the mouse button released, drag your mouse to begin drawing a line to form the first part of the area boundary. Single-click to place your next perimeter point and then continue to drag, click, drag, click until your area shape is drawn. To complete the area, click again on the original starting point.

20. Once the shape is drawn, you can view the area in m<sup>2</sup> by hovering over it with your mouse cursor.



21. To delete the shape and start again, in the 'Draw shapes' menu, click on the 3 dots Options button for the existing shape and select 'Delete shape'.

22. Once you are happy with your shape selection, click on the 'Next' button to proceed.

*Note: By lodging a polygon PAAT application, you acknowledge that all booms and other equipment will stay within the confines of the polygon submitted.*

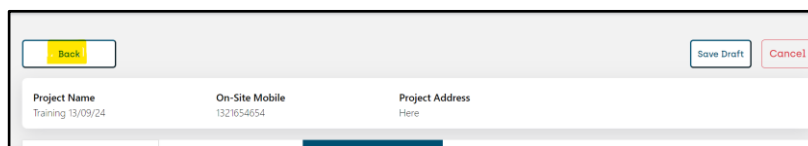
23. The third and final page is the Supporting Documents.

24. To upload supporting information, click the 'Upload' button. You can upload multiple documents at a time, up to a maximum of 5 items and each document no greater than 90mb. All document types are permitted.

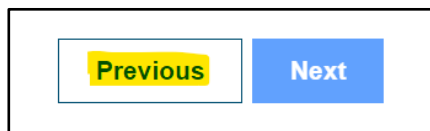
25. At any point of the New Application process, from any page, you can choose to save your progress as a Draft. To save your current progress and remain on the new application pages, click the 'Save Draft' button.

Back	Save Draft	Cancel
Project Name Training 13/09/24	On-Site Mobile 1321654654	Project Address Here

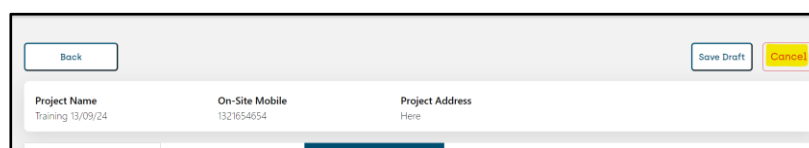
To save your progress to be continued later and go back to the Applications list, click the 'Back' button.



26. To go back one page during your application, click the 'Previous' button.



27. To cancel your new application process and delete the record, click the 'Cancel' button.



You will be prompted to confirm this action.

28. If you are happy with your application and wish to submit it, click on the 'Submit' button. After a short moment of processing, you will be returned to the Applications list on the PAAT home page. You will now see your new application in the list and its current Status.



## 7.0 Managing Your Applications

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From the applications list, you can filter and sort your applications, view issued permits, view application details and status and edit or withdraw applications.

### 1. Project Filter

- To view applications related to a single project, select the Project from the list on the left-hand side. The default view is 'All'.

### 2. Sort Applications

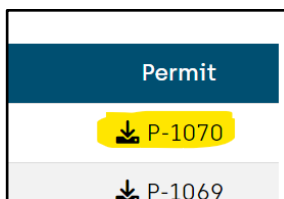
- Click on any of the column headers to sort [A-Z] by that column. Click on a column header again to reverse the sort order [Z-A].

### 3. View the Status

- The status column will let you know at what stage an application is at. These are:
  - **Draft:** An application in progress that you have saved.
  - **Submitted:** The application has been submitted to PAPL successfully.
  - **Pending – Airspace Assessment:** The application is being assessed against the airspace surfaces for infringements.
  - **Pending – Auto Review Response:** The application requires your review, as the requested height is within a tolerance limit of auto approval. You will receive an email and be offered a new [lower] height within which to operate. If you accept the new height, your application will be approved. If you reject the new height, the application will be required to go through the assessment process.
  - **Auto Approved:** The airspace assessment process has completed. No infringement has been found. A permit has been issued and emailed to the applicant(s).
  - **Approved With Conditions:** The airspace assessment process resulted in an Airspace Infringement and required review. Your application has since been approved, subject to conditions. These are noted on the Permit and supplied via email where applicable.
  - **Withdrawn:** You have withdrawn the application.

#### 4. View Permit

- To download a copy of the permit, click the Permit ID in the Permit column. This will trigger a download of the PDF through your browser to its default location.

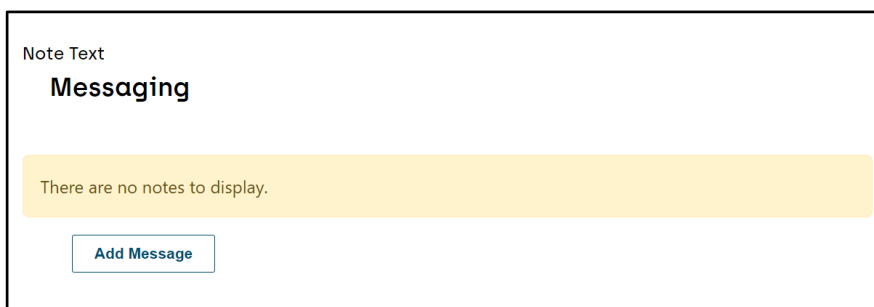


#### 5. View Details

- To view the submitted Operational Details of an application, click on the application ID in the ID column. This will display a read-only view of the Operational Details page.

#### 6. Add or Respond to Messages

- You can send and receive messages to/from the PAPL Assessment Officer through your application in PAAT. To do so, click on the application ID to view the Operational Details page. A 'Messaging' section will be displayed at the bottom of the page.



- Click the 'Add Message' button to add a text note and attach documents if required. Click the 'Add Note' button to save the message.
- You will see all messages in this section with a time stamp and who the message is from.



## 7. Withdraw

- If a lift operation is no longer required, you can withdraw an application at any time. In the Operational Details page of a submitted application, click the 'Withdraw' button.



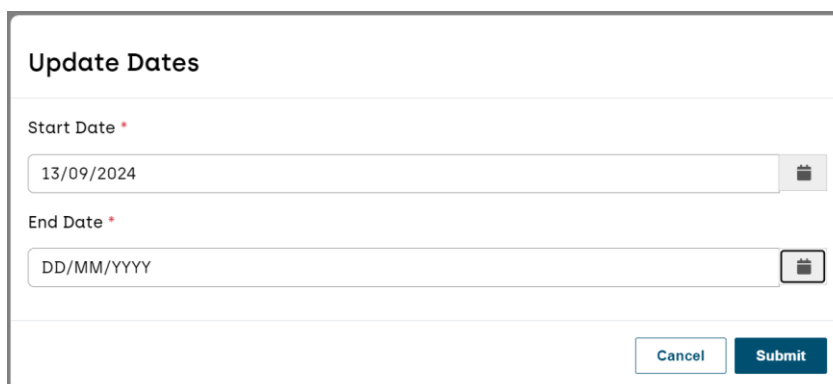
- You will be required to confirm this action. Once confirmed, the assessment office will be notified, and the status of your application will change to 'Withdrawn'.

## 8. Edit Dates

- Occasionally, after an application has been approved, you may need to adjust the dates of the lift to allow for project delays, weather, imposed conditions or other reasons. Alternatively, you may simply wish to repeat an approved lift at a later date. To enable this, we have provided an Edit Dates function.
- Open an existing, approved application and click the 'Edit Dates' button.



- This will display the 'Update Dates' window so that you can alter the start and/or end date of the lift.


 A screenshot of a form titled 'Update Dates'. It contains two date input fields: 'Start Date' with the value '13/09/2024' and 'End Date' with the placeholder 'DD/MM/YYYY'. Both fields have calendar icons to their right. At the bottom right of the form are 'Cancel' and 'Submit' buttons.

- Once you have selected the new dates, click the 'Submit' button.
- This will create a brand-new application, using the same details you provided originally and submit this for assessment. You will see this in your list in addition to the original application.

- The new application will be assessed against the airspace surfaces again for infringement. Any internal progress concerning referrals or conditions will be copied to the new application so that these processes may not need to begin again.

## 8.0 Communications

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Through the application process, you will be notified via your account email of the outcome or any action required.

### 1. Approved

**Where there is no infringement, the application will be auto approved, and you will receive the following email:**

Thank you for submitting your application to operate a crane in the vicinity of Perth Airport. Your application number is PAA-1xxx.

Assessment indicates the proposed crane operation(s) **would not** infringe the prescribed airspace of Perth Airport and therefore no permit is required.

If the operation needs to extend to an elevation greater than requested height, a new application will need to be submitted for assessment.

Infringement of Perth Airport's prescribed airspace without approval is an offence under the Airports Act 1996 and is punishable by fines of up to **\$80,000**.

<b>Application ID</b>	PAA-1xxx
<b>Applicant</b>	Your Name
<b>Project</b>	Your Project
<b>Crane Type</b>	Type
<b>Height</b>	Hm
<b>Radius</b>	Rm
<b>Latitude</b>	-xx.xxxx
<b>Longitude</b>	xxx.xxxx
<b>Operating Hours</b>	Hours
<b>Start Date</b>	Start
<b>End Date</b>	End
<b>Purpose</b>	Your Purpose

Kind regards,  
Perth Airport Airspace Team

## 2. Notice of Infringement

**Where an airspace infringement is recorded and the application requires assessment, you will receive the following email:**

Hi Your Name,

Thank you for submitting your application PAA-1xxx to operate a crane in the vicinity of Perth Airport.

**The proposed crane operation(s) will infringe the prescribed airspace of Perth Airport.**

Processing of the application has progressed. In accordance with the Airports (Protection of Airspace) Regulations 1996 [C'th], the application has been referred to one of our regulators.

Please allow up to **10 weeks** for a response. Perth Airport will endeavour to provide a decision in a shorter period but cannot provide any guarantee. Infringement of Perth Airport's prescribed airspace without approval is an offence under the Airports Act 1996, and is punishable by fines of up to **\$80,000**.

Enquiries can be directed to [airspace@perthairport.com.au](mailto:airspace@perthairport.com.au), however please note that Perth Airport is unable to comment on processing times while applications are with the regulators for review and comment.

<b>Application ID</b>	PAA-1xxx
<b>Applicant</b>	Your Name
<b>Project</b>	Your Project
<b>Crane Type</b>	Type
<b>Height</b>	Hm
<b>Radius</b>	Rm
<b>Latitude</b>	-xx.xxxx
<b>Longitude</b>	xxx.xxxx
<b>Operating Hours</b>	Hours
<b>Start Date</b>	Start
<b>End Date</b>	End
<b>Purpose</b>	Your Purpose

Kind regards,  
Perth Airport Airspace Team

### 3. Review

Where an application's requested height is within the review tolerance of the infringed surface, the following email offering the opportunity to revise the height will be sent. Accepting the revision will result in the 'Approved' communication being sent for the lower height. Rejecting the revision will result in the 'Notice of Infringement' communication being sent.

Hi Your Name,

Would it be possible to conduct this lift at maximum height of X metres at the proposed location? This would help avoid any external referrals.

If this is ok, select **Accept** below and your application will be re-assessed at the new maximum height.

If this is not ok, select **Reject** below and your application will proceed through the standard assessment and referral process.

<b>Application ID</b>	PAA-1xxx
<b>Applicant</b>	Your Name
<b>Project</b>	Your Project
<b>Crane Type</b>	Type
<b>Height</b>	Hm
<b>Radius</b>	Rm
<b>Latitude</b>	-xx.xxxx
<b>Longitude</b>	xxx.xxxx
<b>Operating Hours</b>	Hours
<b>Start Date</b>	Start
<b>End Date</b>	End
<b>Purpose</b>	Your Purpose

Kind regards,

Perth Airport Airspace Team

**Please accept if you accept this revised height**

**Accept**

**Reject**

#### 4. Approved with Conditions

**Where an airspace infringement was recorded and the application has run through the assessment process and resulted in an approval with conditions, you will receive the following email:**

Thank you for submitting your application to operate a crane in the vicinity of Perth Airport.

Application number **PAA-1xxx** is permitted with conditions. A copy of the permit and conditions is attached. The crane operator must keep a copy of this permit during operations.

Infringement of Perth Airport's prescribed airspace without approval is an offence under the Airports Act 1996 and is punishable by fines of up to **\$80,000**.

<b>Application ID</b>	PAA-1xxx
<b>Applicant</b>	Your Name
<b>Project</b>	Your Project
<b>Crane Type</b>	Type
<b>Height</b>	Hm
<b>Radius</b>	Rm
<b>Latitude</b>	-xx.xxxx
<b>Longitude</b>	xxx.xxxx
<b>Operating Hours</b>	Hours
<b>Start Date</b>	Start
<b>End Date</b>	End
<b>Purpose</b>	Your Purpose

Kind regards,  
Perth Airport Airspace Team