

Notice Number: ADN 03**Issue Number: 01****Effective Date: 09 July 2020****Subject: Process to appeal a decision made by the Authority****1. Introduction**

1.1 The objective of this Aerodrome Notice is to advise aerodrome operators and applicants of the appeal process that may be used in regards to decisions of the Authority.

2. Appeal Process

2.1 Every appeal shall be made in writing to the Chief Executive Officer within 14 days after the dated decision of the Safety & Security Regulation Department. The appeal should contain full justifications for appeal and clear representation of their case.

2.2 The Chief Executive Officer shall convene a Licensing Appeal Committee (LAC) to assess and investigate the grounds for the appeal.

2.3 The LAC shall comprise of at least the following four (4) members:

- (a) Chairman of the Legislative Steering Committee
- (b) Head of another Inspectorate with licensing responsibilities
- (c) An AGA expert
- (d) An independent person appointed by the Authority

2.4 Conclusions reached by the LAC shall be complied to and/or executed by the Safety & Security Regulation Department.

2.5 The General Manager Safety & Security Regulation shall inform the aerodrome operator or the applicant of the decisions taken following the assessments and investigations of the LAC.

3. Reapplication

3.1 It should be noted that after a decision to revoke or refuse a license or certificate is made, the applicant may at any time in the future reapply. Clearly, if a further application is made quite soon after a decision has been reached, and in the absence of any relevant new material in support of the applicant, the Authority may likely reach the same decision.

4. Queries

4.1 Any queries relating to this Aerodrome Notice should be addressed to Head of Aerodrome Safety & Standards Inspectorate on seyaga@scaa.sc.

**Aerodrome Safety & Standards Inspectorate
Seychelles Civil Aviation Authority
July 2020**