

# Certificate of Occupancy of Airport Facilities

## Introduction of service

Evaluation and approval for the occupancy of airport facilities

## Service target and eligibility criteria

Owner of airport facilities

## Result

Issue certificate of occupancy of airport facilities to eligible owner of airport.

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## Methods of Inquiry

The Civil Aviation Authority of Macao Special Administrative Region (CAA)

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Tel: (853) 2851 1213

Fax: (853) 2833 8089

Email: [aacm@aacm.gov.mo](mailto:aacm@aacm.gov.mo)

<https://www.aacm.gov.mo>

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## Related legislations

These laws are only available in Chinese and Portuguese, please refer to the corresponding language version of this service.

- [Establishes the Civil Aviation Authority - Revoked Despacho no. 109/GM/87 of 23 November - Decree Law no.10/91/M \(B.O. I Series no. 5 of 1991.02.04\)](#)
  - [Aerodrome Certification - Administrative Regulation no. 18/2012 \(B.O. I Series no. 24 of 2012.06.11\)](#)
  - [Approves the model of Aerodrome Certification - Administrative Regulation no. 18/2012 - Despacho of Chief Executive no. 169/2012\(B.O. I Series no. 26 of 2012.06.26\)](#)
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## **Applications overview**

Certificate of Occupancy of Airport Facilities service formality

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### **Application procedure**

#### **Time constraint**

No time constraint

#### **Application procedure and required documents**

The applicant shall submit the application letter to the Civil Aviation Authority. After the review of all relevant information about the application has been completed, the Authority will make an appointment with the applicant to conduct inspection. During the inspection, the applicant shall submit the following documents or information:

1. Maintenance certificate;
  2. Technical documents.
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### **Methods of Application**

Application shall be made in person or in writing.

Address: 18/F, Cheng Feng Commercial Centre, 336-342, Alameda Dr. Carlos D'Assumpção, Macao

Office hour:

Monday to Thursday: 9:00 – 13:00 ; 14:30 – 17:45

Friday: 9:00 – 13:00 ; 14:30 – 17:30

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### **Charge**

MOP3,000 plus stamp duty.

Stamp duty: MOP5 per page plus MOP10 per certificate.

Note: The fee should be paid at the time the application is submitted.

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### **Processing time**

The process will not take more than 45 working days to complete (time guaranteed in performance pledge).

Note: The time guaranteed commences from the next day following the day of submission of all documents or information and receipt of comments from related departments.

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