



Guidance on Airspace Change Process for Temporary and Trial Airspace Change Proposals

CAP 1616g

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Revision History

1. In response to feedback received during the review of the CAP 1616 airspace change process we have delivered a package of improvements that makes the airspace change process easier to understand and clarifies the requirements needed to be met to progress an airspace change proposal. As part of those improvements, CAP 1616g, Guidance on Airspace Change Process for Temporary and Trial Airspace Change Proposals has been designed to enable change sponsors to complete the airspace change process for these airspace changes with minimal reference to other CAP 1616 documents.
2. This document provides the guidance for change sponsors on how to achieve the process requirements for conducting temporary or trial airspace change proposals.

Chapter 1

Introduction

Who is this Document for?

- 1.1 This document is predominantly written for change sponsors. Anyone can sponsor an airspace change proposal, although it is most often an airport/spaceport operator, an air navigation service provider or a potential operator of a new or innovative aircraft type. In some cases, the change sponsor will work in partnership with other organisations (for example, aviation/airspace consultancy firms or approved procedure design organisations) when developing their airspace change proposal. However, the change sponsor remains solely responsible for complying with the airspace change process, and any UK and international airspace design policy requirements that they are required to take account of when developing their airspace change proposal.

Purpose of this Document

- 1.2 This document sets out the process requirements and guidance on the airspace change process for temporary and trial airspace change proposals. It has been designed to include information necessary for change sponsors to complete the specific requirements and activities throughout the seven stages of the airspace change process for such airspace changes. However, in some places change sponsors may need to refer to other CAP 1616 documents, and should read Chapters 1 and 2 of [CAP 1616, Airspace Change Process](#) as they contain information relevant to all types of airspace change.

How can the Civil Aviation Authority (CAA) Provide Guidance?

- 1.3 The CAA is the airspace regulator and primary decision-maker, and responsible for administering the airspace change process and providing guidance on the process to stakeholders. The CAA must develop this process in accordance with directions and environmental guidance provided by the Secretary of State. Additionally, the process is designed to enable the CAA to comply with its statutory duties.
- 1.4 Throughout the development of an airspace change proposal, change sponsors may seek guidance on the requirements of the process from the CAA's Airspace Regulation team. The basic premise of the CAA providing guidance is that it is focussed on offering information and support to change sponsors on the application of the airspace change process and understanding their responsibilities, technical matters relating to airspace change, highlighting appropriate policy requirements and other exemplar airspace change proposals.

- 1.5 It is important to note that this guidance does not constitute advice on the specific course of action change sponsors should take. However, there may be circumstances where we are required to direct the change sponsor to address specific matters such as a safety-related issue or compliance with national and international regulations and government policies. In such cases, we will clearly communicate the reasons for the guidance and publish it on the airspace change portal.

Definitions

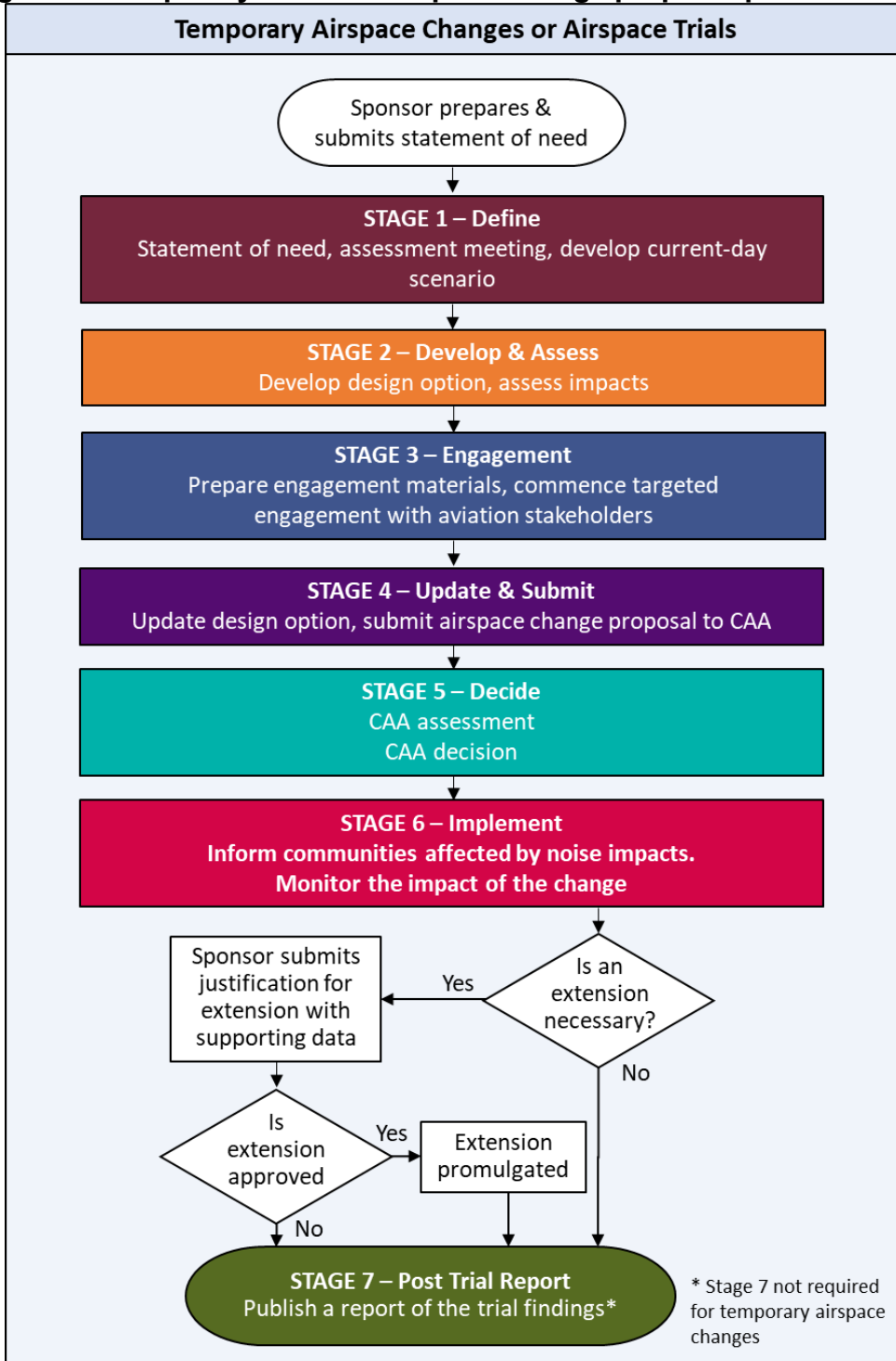
- 1.6 Throughout this document, the degree of compliance expected is based on the following definitions:
- **'will'** or **'must'** is used to refer to requirements that **must** be met in full, unless it has been agreed in advance with the CAA that it would be disproportionate to do so
 - **'should'** is used to refer to a requirement that is expected to be met in full, unless the change sponsor provides an acceptable rationale (within their submissions) that it would be disproportionate to do so
 - **'may'** is used to refer to an action that the change sponsor is encouraged to consider taking. Given the unique circumstances of each airspace change proposal, there **may** be instances where we might instruct the change sponsor to take specific action.

Chapter 2

Temporary and Trial Airspace Change Proposals

Process Overview

Figure 1: Temporary and trial airspace change proposal process overview



Introduction

Temporary Airspace Changes

- 2.1 Temporary changes to the notified airspace design may be required for specific events or operating conditions and will usually apply for a period of no longer than 90 consecutive days, after which the airspace will revert back to its original form. Should a change be required for longer than 90 days, or should we receive a request to repeat a temporary change that has previously been in effect for 90 days, a permanent airspace change proposal will normally be needed.
- 2.2 Some temporary airspace changes are excluded from this process, as follows:
- temporary restrictions of flying regulations in accordance with Article 239 of the Air Navigation Order 2016
 - controlled airspace (temporary) for royal fixed wing flights
 - temporary airspace constructed for the facilitation of large military exercises or operations¹
 - temporary alterations of instrument flight procedures because of the establishment of any of the above restrictions.

Airspace Trials

- 2.3 The Government's Air Navigation Directions 2023 define an airspace trial as changes to airspace design, or air traffic control operational procedures (which if subsequently made permanent would constitute a relevant planned and permanent redistribution of air traffic), of a temporary nature for the purposes of:
- investigating the feasibility of, or validating proposals for, innovative airspace design, technology or air traffic control operational procedures
 - assessing its performance and effect
 - supporting the development and integration of new airspace user groups into UK airspace.
- 2.4 Airspace trials can therefore make a valuable contribution to the effectiveness of the UK airspace network and form a key component of the successful implementation of the airspace modernisation strategy. An airspace trial also allows the change sponsor to develop the evidence base for the impacts of the change being trialled if and when it is formally developed as a permanent airspace change in due course. It can therefore inform future engagement and consultation with the stakeholders affected.

¹ Exclusions must be agreed between the CAA and Defence Airspace and Air Traffic Management.

- 2.5 An airspace trial may result in the establishment of a temporary airspace structure (such as temporary special use airspace). However, the distinction from a temporary airspace change should be noted. An airspace trial is where innovative airspace design, technologies or procedures are being trialled. A temporary airspace change is used to meet a specific event or operating conditions for a short period.
- 2.6 Government guidance considers that trials are useful, but that specific care should be taken by trial sponsors and the CAA before they are approved. In all cases, the sponsor of the trial should assess whether a non-operational trial, for example the use of simulators, might be more appropriate and set out the rationale why this is not the case. The CAA will usually only agree that it is appropriate to progress a trial airspace change proposal where it involves innovative airspace design (or operational practices) or new technology. If it does not, the CAA will not normally permit a trial.
- 2.7 The duration of an airspace trial can vary and is for a fixed period as the CAA considers appropriate, which is normally not more than six months.
- 2.8 Airspace trials should not be seen by change sponsors as a means to avoid following the full airspace change process. If the change sponsor wishes to make an airspace trial permanent, it will need to complete the permanent airspace change process.

Temporary and Trial Airspace Change Process Overview

- 2.9 Given that temporary or trial airspace change proposals are not permanent, it would not be proportionate for change sponsors to follow the full process for permanent airspace change proposals.
- 2.10 Instead, to reflect the reduced impact of a temporary or trial airspace change, the change sponsor is only required to go through certain elements of each stage of the process, which have been proportionately scaled in line with guidance from the Secretary of State. There are no gateway assessments for temporary or trial airspace change proposals and, therefore, while the activities are described in each stage, the output for some of those activities may not be seen by the CAA until the final airspace change proposal is submitted at Stage 4.
- 2.11 There is no requirement for the CAA to review the change sponsor's progress prior to the point of receiving the final airspace change proposal. However, the change sponsor may ask the CAA to review documentation and provide comment (or the CAA may request to) at any point should they feel that it would be beneficial to do so. However, this does not constitute approval of the documentation.

- 2.12 The airspace change process for temporary and trial airspace change proposals is broadly the same. Where there are differences, these have been made clear in the guidance material for each requirement.

Scaling of the temporary and trial airspace change process

- 2.13 In accordance with our regulatory principles, the CAA will apply the airspace change process in a reasonable and proportionate manner that can accommodate flexibility. We will, therefore, consider scaling the temporary and trial airspace change process when there is a good reason, and it is proportionate to do so. If a change sponsor considers that a specific temporary or trial airspace change proposal warrants scaling, it should raise and minute this request at the assessment meeting. Any proposed scaling to the airspace change process must be approved and published by the CAA on the airspace change portal.
- 2.14 Change sponsors of temporary or trial airspace change proposals that affect the distribution of air traffic below 7,000 feet are required to present an assessment of the noise impacts from the airspace change. The engagement required with affected communities and their representatives needs to be proportionate, depending on the anticipated noise impacts. For most temporary and trial airspace change proposals, such as those involving the operation of remotely piloted aircraft systems away from densely populated areas, this will be limited to informing communities about the airspace change.

Chapter 3

Stage 1 - DEFINE

Introduction

- 3.1 The first stage of the temporary and trial airspace change process, the 'define' stage, is where the change sponsor submits a statement of need setting out the objectives of their airspace change proposal and the airspace issues or opportunities that it seeks to address. We will facilitate an assessment meeting to discuss the statement of need and, subject to the CAA accepting that the airspace change process is the appropriate mechanism to achieve the objectives of the airspace change proposal and address the airspace issues or opportunities, the change sponsor will go on to the remaining stages of the airspace change process.
- 3.2 We regard Stage 1 as the initiation of the airspace change process. It requires the change sponsor to identify the need for a temporary or trial airspace change proposal, so that all stakeholders can understand their rationale for pursuing an airspace change.

Statement of Need

The change sponsor **must** complete and submit the DAP1916 – statement of need, ensuring that it includes the objectives of the airspace change proposal, the airspace issues or opportunities to be addressed and the current/existing situation

- 3.3 The statement of need is used to initiate the airspace change process by identifying the need for a temporary or trial airspace change. To help the CAA determine whether the airspace change process is the appropriate mechanism, we need to understand the objectives of the proposal, the airspace issues or opportunities to be addressed and the current/existing situation. The CAA expect to see the following information within the statement of need, where appropriate:
- a summary statement detailing the objectives and intended outcomes, that is design changes required and a description of the anticipated changes. For airspace trials only, this should include what the airspace trial is aiming to investigate, prove or validate, and a rationale as to why a non-operational trial would not be appropriate
 - a summary statement of the airspace issues or opportunities that the airspace change proposal is seeking to address, including, if known at this stage, any safety, operational, technical or environmental factors

- a brief description of the current airspace design (today's airspace structure, flight procedures and flight behaviours/patterns) and a recent history of any related airspace design changes relevant to the airspace change proposal
- a brief description of the current prevailing air traffic situation (frequency and number of aircraft movements, including civil traffic for airspace change proposals sponsored by the Ministry of Defence)
- a brief description of the area potentially affected by the airspace change proposal, including any specific characteristics of the surrounding environment.

3.4 Below are some examples of airspace issues or opportunities where a temporary or trial airspace change proposal may be an appropriate response, but this list is by no means exhaustive:

- temporarily improving airspace access for all or for a specific category (or categories) of airspace users
- demonstrating new operational capabilities for new aircraft or air traffic management technology
- enabling the trial of an instrument flight procedure
- supporting the development and integration of new airspace user groups
- supporting military requirements, such as a new aircraft type.

3.5 The statement of need must be submitted to the CAA by the change sponsor via the [DAP1916 - statement of need](#) form. We will acknowledge receipt and email a version to the change sponsor along with a unique reference number (ACP-YYYY-XXX) so that it can be published on the airspace change portal. Personal information such as names, telephone numbers and email addresses must be redacted on the published version. We will also consider allowing the change sponsor to redact commercially sensitive or national security material from the published version.

3.6 For all temporary and trial airspace change proposals, we will assign an account manager from the Airspace Regulation team, who will contact the change sponsor to set up an assessment meeting and be the primary point of contact for the change sponsor throughout the airspace change process.

Airspace Change Portal

The change sponsor **must** create an entry for their airspace change proposal

3.7 The airspace change portal holds relevant information and documentation for each airspace change proposal. Detailed guidance on how to set up an airspace

change portal account and create an airspace change proposal entry will be provided upon submission of a statement of need.

The change sponsor **should** add a potentially affected area

- 3.8 The airspace change portal allows stakeholders to search by location for airspace change proposals that could have an impact on them. This functionality is driven by the addition of a potentially affected area, which is determined by the scope and characteristics of the airspace change proposal.
- 3.9 The potentially affected area can be developed by using a combination of the following shapes:
- circle: Latitude and longitude of the centre point is recorded, with radius calculated and recorded in metres
 - rectangle: Latitude and longitude of northwest and southeast points are recorded
 - polygon with unlimited points: Latitude and longitude are recorded for each point entered.

The change sponsor **must** ensure that the status is set to 'in progress'

- 3.10 When an airspace change proposal is created, its status is initially set to 'pre-published'. This status means that it is not visible to stakeholders, and it cannot be progressed through the airspace change process. Once the airspace change proposal has been created, the status must be set to 'in progress' so that it becomes visible to all stakeholders. Change sponsors may add a status comment to provide additional context, noting that this will be visible across each stage until it is either removed or replaced.

Assessment Meeting

The change sponsor **must** deliver a briefing to the CAA on the objectives of the airspace change proposal, the airspace issues or opportunities giving rise to it, the current/existing situation and proposed next steps

- 3.11 Each airspace change proposal is different. The assessment meeting allows the change sponsor to explain the airspace issues and opportunities giving rise to the temporary or trial airspace change proposal, its objectives, and proposed next steps. This will include the potential merits of the airspace change proposal, for example in terms of safety, efficiency, capacity, increasing access for all or specific categories of airspace users, delivering elements of the CAA's airspace modernisation strategy, providing environmental benefits or mitigating its environmental impact to the greatest extent possible.

- 3.12 If we determine that the airspace change process is the appropriate mechanism for resolving the airspace issue or opportunity, the assessment meeting provides an opportunity for the CAA to offer advice and guidance on what the airspace change process will require from the change sponsor and how we will evaluate the outputs. The assigned account manager will ensure that the appropriate CAA regulators (safety, operational, instrument flight procedure, engagement and consultation, and environmental) are available to participate in any assessment meeting.
- 3.13 We will provide a template agenda for the assessment meeting, the purpose of which is to discuss the statement of need and determine:
- whether the change sponsor has identified an airspace issue or opportunity that could reasonably be resolved by a temporary change to the notified airspace design or through an airspace trial
 - what alternative method of resolution should be progressed if it is determined that the airspace change process is not the appropriate mechanism for resolving the airspace issues or opportunities.
- 3.14 There may also be a discussion on how the airspace change process could be scaled, or whether engagement with communities affected by noise impacts from the airspace change may be required. Requests from the change sponsor to consider scaling the airspace change process requirements will be considered on a case-by-case basis and will be influenced by the potential impacts of the airspace change proposal.

The change sponsor **must** provide an indicative timeline detailing target dates for submission of the airspace change proposal, CAA decision and implementation

- 3.15 For all temporary and trial airspace change proposals, the change sponsor will be required to provide a timeline detailing their proposed dates for submission of the airspace change proposal, CAA decision and implementation. We will review the change sponsor's timeline, taking into consideration pre-existing workload and capacity before determining whether it can be accommodated. An alternative timeline may need to be discussed before it can be agreed and approved by the CAA.
- 3.16 The change sponsor's target implementation date will be the key determinant when developing timelines. Once this has been decided, the change sponsor should refer to the UK [Aeronautical Information Services publication schedule](#) to establish when an aeronautical information circular or aeronautical information publication supplement must be submitted to meet the target implementation date. The cut-off date for submission is usually 21 days before the effective date. The CAA is not responsible for meeting timetables such as achieving a specific

publication date but we are able to provide additional advice about how they can affect timelines.

- 3.17 When proposing a timeline, change sponsors must provide a target effective date and the relevant cut-off date for submission. Change sponsors should consider whether their temporary or trial airspace change proposal impacts the air traffic service route network or other structures and consider whether any change should be managed by the Airspace Management Cell. If the airspace change proposal is likely to be an Airspace Management Cell managed area, the change sponsor will be required to liaise with the Airspace Management Cell to determine how the activation and deactivation will be managed.
- 3.18 Agreement on the timeline must also have regard to related activities and CAA resources, particularly with regards to the safety assessment requirements. The nature of the safety assessment will depend on the specific activity driving the requirement for the temporary or trial airspace change proposal - for example, an operational safety case required for the CAA to consider granting an operational authorisation for remotely piloted aircraft systems (commonly referred to as drones), or a flight safety assessment required for the CAA to consider granting a specific licence for spaceflight activities. When planning their timeline change sponsors must plan sufficient time to achieve and where applicable coordinate any such related authorisations.
- 3.19 Should it become apparent that a change sponsor is unable to meet their agreed submission date, they must notify their assigned account manager at the earliest opportunity so that a new timeline can be negotiated, noting that any change sponsor led amendment to the timeline will require additional justification. In any such case, the change sponsor must submit a 'timeline change request' form to their assigned account manager so that it can be considered accordingly. Once agreed, the new timeline must be published on the airspace change portal.

The change sponsor **must** develop the output from the assessment meeting

- 3.20 In the interests of transparency, the change sponsor must develop a record of what was discussed and agreed with the CAA. The output must be accepted by the CAA before being published on the airspace change portal. We would routinely expect the output to be published within two weeks of the assessment meeting.
- 3.21 We will publish our determination on the airspace change portal on whether the airspace change process is the appropriate mechanism for resolving the airspace issues or opportunities.

The change sponsor **must**, where required, submit and publish updated versions of the statement of need on the airspace change portal, ensuring that they are clearly identified by a version number

- 3.22 Should the CAA determine that the information provided in the statement of need is insufficient, the change sponsor may be asked to revise its contents and submit an updated version after the assessment meeting. In any such case, the change sponsor must ensure that the updated version is published on the airspace change portal and clearly include a version number.

Current-Day Scenario

The change sponsor **must** describe the current-day scenario

- 3.23 The current-day scenario provides a clear description of the current impacts and sets the context for all stakeholders. The change sponsor must include the following information within their current-day scenario, where relevant:
- airspace design: current structures, routes and instrument flight procedures and flight behaviours/patterns
 - airspace usage survey and analysis: current airspace users, aircraft types, frequency/number of movements, typical altitudes
 - operational diagrams
 - operational efficiency, complexity, delays and choke points
 - any potential safety risks
 - European sites overflown below 3,000 feet: Special Areas of Conservation (SAC) and possible SACs, Special Protection Areas (SPA) and potential SPAs, Ramsar sites (wetlands of international importance) and proposed Ramsar sites; and compensatory habitat (areas secured to compensate for damage to SACs, SPAs and Ramsar sites)
 - environmental impacts relevant to the airspace change proposal including current-day noise impacts on people
 - local context: planning agreements, conditions and other relevant agreements (for example, section 106 of the Town and Country Planning Act 1990 agreements), noise action plans, noise preferential routes or noise abatement procedures relevant to the temporary or trial airspace change proposal.

Outputs Required During Stage 1

- 3.24 Following completion of the Stage 1 requirements and outputs, the change sponsor can move directly onto Stage 2. The current-day scenario developed at

Stage 1 must be included as part of the final airspace change proposal submitted to the CAA at Stage 4, unless otherwise specified by the CAA.

Before assessment meeting (produced and published by the change sponsor)

- statement of need (submitted to CAA)
- entry created on the airspace change portal, and status set to 'in progress'
- redacted statement of need published on the airspace change portal.

After assessment meeting (produced and published by the change sponsor)

- assessment meeting output (to include the proposed timescales for the airspace change process)
- updated statement of need submitted to the CAA and redacted version published on the airspace change portal (if applicable).

After assessment meeting (Produced and published by the CAA)

- determination on whether the airspace change proposal is in scope of the airspace change process (on airspace change portal).

Chapter 4

Stage 2 – DEVELOP and ASSESS

Introduction

- 4.1 For temporary and trial airspace change proposals, the requirements for Stage 2 will depend on the nature of the proposal. The size, complexity and duration of the proposal will be taken into consideration when scaling the requirements of this stage, and will be discussed at the assessment meeting. However, there may be a need for relevant CAA subject matter experts to consider the potential impacts of the airspace change proposal in more detail in order to confirm the exact requirements to the change sponsor after the assessment meeting.
- 4.2 There is no requirement for the change sponsor to conduct the full options development process, design principle evaluation or initial options appraisal.

Develop Design Option(s)

The change sponsor **must** develop at least one design option

- 4.3 When developing design option(s), the change sponsor should ensure that they address the statement of need and align with the objectives of the temporary or trial airspace change proposal. There is no requirement to develop more than one design option, however there may be situations where seeking feedback from stakeholders on multiple design options may be beneficial.
- 4.4 When developing design option(s) change sponsors should consider compliance with relevant regulatory requirements, as well as factors such as other airspace users, adjacent airspace, nearby aerodromes and potential noise impacts to stakeholders on the ground. Consideration of factors such as these at an early stage in the process will help minimise the impact to stakeholders.
- 4.5 The change sponsor must identify any critical interdependencies with neighbouring air navigation service providers (operational, technical or training) and establish plans to resolve any issues that arise.

Conduct Impact Assessments

The change sponsor **must** conduct impact assessments for the airspace change proposal

- 4.6 The change sponsor must assess the impacts of the temporary or trial airspace change proposal by assessing the design option(s) against the current-day scenario as established at Stage 1.

- 4.7 The impact assessments must include an operational impact assessment, a safety assessment, a noise assessment and a habitats regulations assessment. Specific requirements for these impact assessments are detailed below.
- 4.8 Operational impact assessment. The operational impact assessment must include a qualitative assessment of the impacts to other airspace users. As a minimum it should include:
- justification for the change
 - description of the airspace and operational arrangements, including duration of the change and hours of operation
 - impact on all airspace users including airfields, instrument flight rules and visual flight rules traffic, air traffic procedures and flight planning arrangements
 - a qualitative description of changes to traffic patterns, supported by operational diagrams illustrating the estimated flight behaviours of participating aircraft and other aircraft consequentially impacted as a result of the proposal. For airspace change proposals facilitating vertical spaceflight, operational diagrams for all the trajectories of launches including all staged returns must be provided²
 - details of the frequency of flights, timings and typical altitudes of participating aircraft and other aircraft consequentially impacted as a result of the airspace change proposal. For airspace trials, information on the expected frequency (both absolute and as a percentage of total traffic during the trial period)².
- 4.9 Safety assessment. The nature of the safety assessment will depend on the specific activity driving the requirement for the temporary or trial airspace change proposal - for example, an operational safety case required for the CAA to consider granting operational authorisation for the activity taking place or a flight safety assessment required for the CAA to consider granting a specific licence for the activity (for example, an operational authorisation granted by the CAA for an remotely piloted aircraft system.).
- 4.10 The change sponsor must provide the CAA with an initial indication of safety implications and include qualitative statements on the potential impact of each design option on safety.

² This information is similar to that contained in the requirements and guidance for conducting the noise assessment. However, the change sponsor's presentation of the noise impact and operational impact should reflect the stakeholders which are being impacted. For example, operational diagrams used to support an operational impact assessment may be best presented on aviation charts whereas those for noise assessments must utilise maps suitable for those who are affected to be able to identify the extent of the impacts in relation to their home and other geographical features.

- 4.11 Noise assessment. In line with government guidance, the CAA requires a change sponsor to consider and undertake an assessment of the noise impacts of a temporary or trial airspace change proposal that affects the distribution of air traffic below 7,000 feet.
- 4.12 The CAA anticipates that there will not be a requirement to assess any other environmental impacts (i.e., greenhouse gas emissions, local air quality, tranquillity and biodiversity), because these are expected to be negligible for short-term changes affecting only a small proportion of current traffic.
- 4.13 The CAA expects the change sponsor to use the most up-to-date and credible, clearly referenced sources of data, with modelling carried out in line with relevant best practice. The change sponsor must explain the methodology it adopted in order to reach its input and analysis results. It must also provide the referenced sources of data that support its analysis outcome.
- 4.14 Please refer to [CAP 1616i, Environmental Assessment Requirements and Guidance for Airspace Change Proposals](#) for guidance on performing assessments and scaling (where applicable). This document also includes specific guidance in relation to assessing noise impacts from remotely piloted aircraft systems and vertical spaceflight activities.
- 4.15 The noise assessment requirements are dependent on the duration and type of airspace change proposal. However, the change sponsor must provide the following information for all temporary and airspace trial airspace changes, regardless of their duration:
- a qualitative description of changes to traffic patterns, supported by operational diagrams illustrating the estimated overflight of participating aircraft and other aircraft consequentially impacted as a result of the airspace change proposal.
 - details of the frequency of flights, timings and typical altitudes of participating aircraft and other aircraft consequentially impacted as a result of the proposal. For airspace trials, information on the expected frequency (both absolute and as a percentage of total traffic during the airspace trial period).
- 4.16 Where a temporary or trial airspace change proposal is 90 days or less, the change sponsor must present an assessment of the following noise impacts which must then be used to identify the affected communities that must be informed of the airspace change if the proposal is approved:
- typical spot point noise levels exceeding 65 dB $L_{A_{Smax}}$ from day flights (0700 to 2300) and 60 dB $L_{A_{Smax}}$ from night flights (2300 to 0700) at key locations from participating aircraft and other aircraft consequentially impacted as a result of the proposal. Key locations may include any noise-sensitive buildings that should be avoided (for example, hospitals, places of worship, schools).

- 4.17 For airspace trials longer than 90 days yet shorter than 12 months, the change sponsor must present an assessment of the following noise impacts which must then be used to identify the affected communities that must be informed of the airspace change if the proposal is approved:
- for noise from day flights (0700 to 2300), 65 dB L_{ASmax} footprints that illustrate the loudest and most frequent types of participating aircraft and other aircraft consequentially impacted as a result of the airspace change proposal
 - for noise from night flights (2300 to 0700), 60 dB L_{ASmax} footprints that illustrate the loudest and most frequent types of participating aircraft and other aircraft consequentially impacted as a result of the airspace change proposal
 - equivalent footprints that illustrate where the airspace trial traffic and other aircraft consequentially impacted as a result of the airspace change proposal would otherwise have flown (this assumes that any aircraft that participates in an airspace trial or is consequentially impacted would have flown on an alternate route that reflects current operations)
- 4.18 Most airspace trials do not extend beyond six months, and so annualised metrics that portray average noise levels are not appropriate for determining and conveying the noise impact. However, if an airspace trial extends beyond 12 months, the CAA will require the change sponsor to complete additional assessments using the metrics set out in [CAP 1616f, Guidance on Permanent Airspace Change Process](#).
- 4.19 For all temporary and trial airspace change proposals facilitating vertical spaceflight activities, regardless of their duration, the change sponsor must provide an additional assessment of the direct noise impacts from the spaceflight activities as detailed in paragraphs 10.18 to 10.26 of [CAP1616i, Environmental Assessment Requirements and Guidance for Airspace Change Proposals](#), and use it to identify the affected communities that must be informed of the airspace change if the proposal is approved.
- 4.20 The noise assessment must be included in any material that is used by the change sponsor to provide information to affected communities.
- 4.21 Habitats regulations assessment. A habitats regulations assessment is required for airspace change proposals which are likely to have a significant effect - either alone or in combination with other plans or projects - on European sites.
- 4.22 In order to ascertain the potential for this to occur, and whether an appropriate assessment of the potential adverse effects of the airspace change proposal on that site is needed, the change sponsor must undertake a screening exercise. The CAA has developed early screening criteria for change sponsors to use. The change sponsor must complete the habitats regulations assessment early screening criteria form as given in [CAP 1616i, Environmental Assessment](#)

[Requirements and Guidance for Airspace Change Proposals](#). No further habitats regulations assessment will be required if the change sponsor can reasonably demonstrate that their airspace change proposal is unlikely to have a significant effect on a European site.

- 4.23 The CAA anticipates that most temporary and trial airspace change proposals will be able to screen out the requirement for a habitats regulations assessment at Stage 2, however, change sponsors must contact the CAA if they are unable to do so. The CAA will then provide further guidance on the information it will require from the change sponsor with respect to the habitats regulations assessment.

Outputs Required During Stage 2

- 4.24 Following completion of the Stage 2 requirements, the change sponsor can move directly onto Stage 3 unless otherwise specified by the CAA. The design option(s) and impact assessments conducted in Stage 2 will be used to engage with stakeholders during Stage 3 and will be submitted to the CAA at Stage 4.
- 4.25 Despite the activities performed in Stage 2, there is no requirement for the change sponsor to upload any documentation to the airspace change portal or submit the same to the CAA. However, the change sponsor may find it beneficial to submit their Stage 2 material to the CAA for review prior to commencing the engagement activities at Stage 3.

Chapter 5

Stage 3 - ENGAGE

Introduction

- 5.1 Stage 3 is where the change sponsor gathers information from stakeholders to understand whether the temporary or trial airspace change proposal will be safe and operationally viable. For temporary and trial airspace change proposals, a scaled form of consultation – engagement – is appropriate at Stage 3.
- 5.2 To be effective, those who are engaged by change sponsors should be able to base their views on a reasonable understanding of the situation and clear information about what is proposed and the potential impacts on them. Stakeholders must be able to express their views and have confidence that their feedback will inform the final airspace change proposal.
- 5.3 After developing engagement material, the change sponsor launches their engagement activities.
- 5.4 The change sponsor's explanation of the issues raised during engagement, and its response to the identified issues, must be included as part of the final airspace change proposal submission in Stage 4. We will assess the effectiveness of the change sponsor's engagement at Stage 5.

Engagement Preparation

The change sponsor **must** identify which stakeholders are likely to be impacted, positively or negatively

- 5.5 The change sponsor must identify stakeholders that are likely to be impacted by the airspace change proposal and decide which methods and tools are most appropriate for the change sponsor to reach and engage with the audiences it has identified.
- 5.6 For a temporary or trial airspace change proposal, the change sponsor is required to engage with aviation stakeholders (specifically, that is airspace users, air navigation service providers, airports and relevant members of the National Air Traffic Management Advisory Committee) to investigate whether the temporary or trial airspace change proposal will be safe and operationally viable.
- 5.7 The extent of engagement required with affected communities and their representatives that have been identified depends on the anticipated noise impacts from the airspace change and is detailed in paragraphs 4.16 to 4.20. For most temporary and trial airspace change proposals, such as those involving the

operation of remotely piloted aircraft systems away from densely populated areas, this will be limited to informing communities about the airspace change if it is approved. However, depending on the scale and nature of the temporary or trial airspace change proposal, the CAA may also require change sponsors to engage with communities before it makes a decision whether or not to approve the airspace change proposal. Any such requirements will be established by the CAA on a case-by-case basis, usually at Stage 1, and published on the airspace change portal.

- 5.8 The change sponsor will need to provide a rationale for the stakeholders it has selected as part of the final airspace change proposal submission.

The change sponsor **may** produce an engagement strategy

- 5.9 When preparing for engagement, change sponsors should be clear about what they are trying to achieve. The change sponsor may find it beneficial to produce an engagement strategy that sets out how it intends to facilitate effective engagement. The consultation strategy template that can be found in Appendix B of [CAP 1616f, Guidance on Permanent Airspace Change Process](#) may be a helpful starting point.
- 5.10 There is no requirement to submit an engagement strategy to the CAA, but the change sponsor may share it with the CAA so that we can comment on it.

The change sponsor **must** engage for an appropriate period to facilitate effective engagement

- 5.11 For temporary and trial airspace change proposals, a shorter period than the accepted standard for airspace change consultations of 12 weeks will usually be proportionate. A duration of six weeks is a reasonable starting point, but whether a shorter or longer engagement period is appropriate will depend on the scale and impacts of the airspace change proposal. Any major holidays should also be considered, allowing extra time where appropriate. In its final airspace change proposal submission, the change sponsor must clearly detail the start and end dates of the engagement period and provide a rationale as to why the engagement period is sufficient to facilitate effective engagement.

The change sponsor **must** produce engagement materials that provide respondents with enough information to ensure that they understand the issues and the potential impacts of the airspace change proposal on them, and can give informed responses

- 5.12 The aim of engagement is that stakeholders who may be affected, both positively and negatively, have an appropriate opportunity to comment on a proposal based on a reasonable understanding of it. The change sponsor must, therefore,

provide stakeholders with sufficient information so that they understand what is being proposed and why, and its likely impacts while it is in operation.

- 5.13 Engagement materials must be designed with the audience in mind, presenting the proposals and impacts clearly and providing a narrative explaining the proposals, what the impacts will be and how, and why, the options have been developed. Being clear and up front about the reason for engaging stakeholders and what the change sponsor wants people to do will generate a better, more meaningful response.
- 5.14 Engagement materials should also include instructions that clearly explain to stakeholders what is being asked of them, so people know exactly what they need to do and where they can find the information to enable them to understand what is proposed and provide their feedback.
- 5.15 At a minimum, the engagement material must:
- provide a clear explanation of what the proposal involves. For an airspace trial, this must explain what the trial is aiming to investigate, prove or validate (i.e., a defined objective), and detail what data and outcomes the change sponsor needs in order to prove or otherwise that the trial has been a success
 - include a description of the current-day scenario and assess the impacts of the proposal against it through the impact assessments
 - explain the anticipated start and end date of the temporary or trial airspace change proposal
 - clearly explain or label any data contained in text or graphics so that the source of the data, and how up to date it is, is clear to stakeholders
 - seek stakeholders' views using questions that are clear, appropriate and unbiased.

Engagement

The change sponsor **must** maintain records to demonstrate that all reasonable actions have been taken to ensure stakeholders are informed of the engagement activity and have been offered the opportunity to engage with it

- 5.16 The change sponsor must issue the engagement documents and distribute them as required. These records form part of the evidence that the change sponsor will need to submit to the CAA alongside the final airspace change proposal at Stage 4. Any correspondence between stakeholders and the change sponsor should be included to enable transparency.

The change sponsor **must** actively monitor responses during the engagement activity and take reasonable steps to elicit a response from stakeholders

- 5.17 The change sponsor must demonstrate to the CAA that best practice has been followed to elicit a response from stakeholders. For example, we recommend that reminder notifications are sent at pre-determined intervals during the engagement period.
- 5.18 It may be that some feedback is not provided through a formal engagement response but more informally, for example, through feedback given at meetings. The change sponsor will need to decide how to introduce this feedback into the process in a transparent way. It may be that the change sponsor requests that such feedback be repeated formally so that it can be taken into account.

Outputs Required During Stage 3

At start of engagement (produced and published by the change sponsor)

- engagement materials.

Chapter 6

Stage 4 – UPDATE and SUBMIT

Introduction

- 6.1 Stage 4 is where the change sponsor considers the need to update the final design option and its impacts in light of information received during the engagement period. The change sponsor also assesses the need for additional engagement and makes any final adjustments to the airspace design. The time taken to complete Stage 4 will be determined by the size, scale and complexity of the temporary or trial airspace change proposal.
- 6.2 Change sponsors are supported in this stage by a checklist of requirements and a standard format template for the submission. This aids the change sponsor with ensuring that sufficiently detailed information is provided such that in Stage 5 we can make an assessment of the process undertaken in the development of the final airspace change proposal.
- 6.3 Stage 4 is completed with the submission of the full and unredacted version of the final airspace change proposal to the CAA, including any supplementary documents, annexes or appendices, along with publication (redacted where appropriate) on the airspace change portal.

Update Design Option

The change sponsor **must** select one design option if more than one was engaged on, providing justification for the selection

- 6.4 Where the engagement included more than one option the change sponsor will need to select one option to carry forward to develop their final design option, with or without any further modifications. The methodology and rationale for this selection will need to be described clearly in the final airspace change proposal.

The change sponsor **must** consider the merits and practical possibilities of updating the final design option to address issues identified in the engagement activity

- 6.5 This activity involves the change sponsor reviewing the feedback received during the engagement activity and assessing if and how modifications to the design can be made to address the matters raised, even if this might involve major modifications.
- 6.6 It might not be possible for the change sponsor to address all matters raised during the engagement through updating the design of airspace structures.

However, other ways to mitigate any potential issues might be achievable, such as by introducing or amending operating procedures defined within a letter of agreement.

- 6.7 Having considered this the change sponsor may still determine that some matters cannot be resolved as part of their final design option. No matter what the outcome, it is important for the change sponsor to adequately assess and respond to all feedback from the engagement activity. The change sponsor's explanation of the issues raised during engagement, and its response to the identified issues, must be included as part of the final airspace change proposal submission.

The change sponsor **must** provide the rationale for updates to the final design option

- 6.8 The change sponsor may need to adjust the final design option due to different factors. These could be as a result of stakeholder engagement, the results of modelling or simulations, or from technical assessments by the approved procedure design organisation, where applicable. It is important for the change sponsor to describe clearly all the changes that have been made following the engagement and why they are required.

The change sponsor **must** assess whether any of the environmental impacts have changed, and if so, to what extent

- 6.9 Updates to the design, including where there have been changes to any instrument flight procedure designs, will require an assessment of whether there are changes to the noise impacts and the habitats regulations assessment previously described in earlier stages.
- 6.10 It is important for the CAA and stakeholders to see how the anticipated impacts have changed following any modifications of the final design option, or any changes to the underlying data used to make the assessment.

The change sponsor **must** submit a safety case and related assessments, where required

- 6.11 The change sponsor must submit the applicable safety case and safety assessments as part of the final airspace change proposal submission following any updates to the final design option.
- 6.12 If required, the design, validation and implementation requirements of instrument flight procedures are described in [CAP 785B, Implementation and Safeguarding of IFPs in the UK](#), which includes the responsibilities of the change sponsor. If instrument flight procedure designs require modification, associated materials may also need to be updated.

The change sponsor **must** consider whether additional engagement is required if the impacts of the final design option have substantially changed

- 6.13 Updates that may lead to the determination that there are substantial changes in the anticipated impacts include, but are not limited to:
- additional volumes of controlled airspace or special use airspace
 - additional air traffic service routes or instrument flight procedures
 - alteration of the intended use of airspace such that a significant number of stakeholders not previously engaged are now impacted
 - alteration of the intended use of airspace such that the scale of dis-benefits on stakeholders already engaged has substantially increased
 - changes to the intended duration or timing of the proposal that have the potential to substantially change the impact on stakeholders (for example, from winter to summer)
 - change in the noise impacts, if it has engaged with affected communities.
- 6.14 We would not expect the change sponsor to re-engage on changes that only have a minor effect on the potential impacts already identified, and it is not intended that there should be a never-ending cycle of 'engage-modify-engage'.
- 6.15 If the change sponsor is in doubt whether the updates justify re-engaging, it should normally err on the side of doing so. We may provide guidance, but ultimately whether the change sponsor has acted reasonably will form part of the CAA's assessment of the final airspace change proposal.

Submit the Final Airspace Change Proposal

The change sponsor **must** prepare the final airspace change proposal using the standard template format

- 6.16 The standard template format identifies the main characteristics of the temporary or trial airspace change proposal, drawing from the earlier outputs in the process. A list of these is contained in the final airspace change proposal template at Appendix A.

The change sponsor **must** state their objectives and desired outcomes in their final airspace change proposal (trial airspace change proposal only)

- 6.17 The change sponsor must specify a defined objective for the trial, and how it aims to achieve this objective, in the final airspace change proposal. As a minimum the change sponsor should provide a clear explanation of:
- what the trial involves

- what the trial aims to investigate, prove or validate
- what data outcomes the trial sponsor needs in order to prove, or otherwise, that the trial has been a success
- the confirmed start and end date.

The change sponsor **must** ensure that the final airspace change proposal does not include any significant changes to design elements that have not been engaged on unless this has been approved by the CAA in advance

6.18 All aspects that led to the development of the final design option are required to be considered by the change sponsor and discussed with relevant stakeholders, with feedback ascertained through engagement. As such, there should be no significant changes that are not consistent with what has been engaged on introduced to the CAA or stakeholders in the final airspace change proposal. Any such change should be approved by the CAA prior to submission of the final airspace change proposal.

The change sponsor **must**, where relevant, include in the final airspace change proposal the rationale as to why no further engagement is required

6.19 Early in Stage 4, the change sponsor will have considered the need for further engagement. The reasoning for how the change sponsor came to this conclusion needs to be provided so that the CAA can consider it during Stage 5. This requires the change sponsor to clearly present their logic behind the decision made and any applicable evidence.

The change sponsor **must** include in their final airspace change proposal sufficient technical details such that aviation stakeholders can fully understand the airspace change proposal and the anticipated impacts

6.20 It is important for the change sponsor to present in their final airspace change proposal a full and accurate representation of the process undertaken. The change sponsor will need to provide sufficient technical details so that the CAA and aviation stakeholders can understand the development of the final design option, the concept of operations, and the analysis undertaken that have led to the conclusions regarding the anticipated impacts, including safety.

6.21 A proposal that does not include sufficient detail, or that is difficult to understand, could result in additional work for the change sponsor and the CAA, possibly delaying the decision-making process. The change sponsor should utilise the Stage 4 checklist of requirements as well as follow the standard format template to the maximum extent, providing succinct and clear information on the proposed changes and the anticipated impacts. For clarity, supplementary documents, annexes or appendices may be beneficial if there is significant technical information that needs to be presented.

The change sponsor **must**, where relevant, include in their final airspace change proposal sufficient information written in plain English such that affected communities can understand the airspace change proposal and the anticipated noise impacts

6.22 Affected communities who may need to understand the change are unlikely to be from an aviation background and plain English explanations are required in the final airspace change proposal where the change sponsor has previously engaged with affected communities.

The change sponsor **must** include in their final airspace change proposal sufficient details such that the CAA can assess the airspace change proposal against the CAA's statutory duties and where applicable, government policy

6.23 The CAA's decision on the airspace change proposal is made in the context of a number of legal duties and, where applicable, government policy. These include section 70 of the Transport Act 2000, the Air Navigation Directions 2023, the Air Navigation Guidance 2017 and the airspace modernisation strategy.

6.24 The CAA's policy approach in carrying out its duties is summarised in Chapter 6 of [CAP 1616f, Guidance on Permanent Airspace Change Process](#). It is vital that change sponsors read this guidance so that they understand the legal framework within which we make our airspace change decisions and formulate their temporary or trial airspace change proposals cognisant of this legal and policy framework. Failure to do so may mean that the CAA is unable to approve their proposal.

The change sponsor **must** include in their final airspace change proposal sufficient details such that the CAA can assess the airspace change proposal against any applicable CAA policies, including requests for policy dispensations

6.25 Depending on the nature of the final airspace design, there may be a number of CAA airspace policies that are key considerations for the change sponsor. The relevant aspects of these should be described where it is necessary to understand how compliance with these requirements has been assessed, or where there is a need to consider the potential for non-compliances and any associated requests for exemptions/dispensations.

6.26 The change sponsor may also need to describe matters relating to non-airspace regulations/policies where they are relevant to the understanding of the proposed new operation. Applications for exemptions or dispensations to these will need to be pursued outside of the airspace change process. However, this information should be included within the final airspace change proposal, especially where

there are dependencies for the new operation and/or the timeline for implementation.

The change sponsor **must** include in their final airspace change proposal a realistic target implementation date that takes into account the decision process in Stage 5 and the implementation process set out in Stage 6, as well as any requirements of the change sponsor and impacted stakeholders

- 6.27 The requirements of this process will determine some elements of the timeline, but additional aspects may be external to the airspace change process and may not be influenced by the CAA.
- 6.28 In developing a realistic implementation date the change sponsor will need to consider all aspects of their project which, depending on the proposal, could include final airspace design validation requirements, staff training, requirements of CAA Aerodromes and Air Traffic Management, infrastructure requirements (for example, communications, navigation and surveillance equipment), finalising letters of agreement, and defined schedules for chart updates. The timeline is approved by the CAA at an earlier stage in the process and this approved timeline must be included in the final airspace change proposal.

The change sponsor **must** include in their final airspace change proposal evidence of its engagement activity and how the feedback received has been taken into account

- 6.29 Change sponsors must explain their engagement approach and methodology, and the decisions they have taken in response to the feedback received from stakeholders. We would therefore expect the following information to be included as part of the final airspace change proposal submission:
- a list of those stakeholders engaged and an explanation of how they were identified
 - an explanation of the engagement methodology (audience, approach, materials)
 - a chronology of the engagement activity, clearly detailing the start and end dates, and providing a rationale as to why the engagement period is sufficient to facilitate effective engagement
 - an explanation of the feedback received during the engagement process and of how this has, or has not, influenced the final airspace change proposal
 - materials distributed by the change sponsor, meeting/workshop presentations and minutes (where applicable), and copies of engagement responses and related correspondence between the change sponsor and stakeholders where points of feedback have been raised and responded to

The change sponsor **must** include in their final airspace proposal how they intend to inform any communities affected by noise impacts

- 6.30 The change sponsor's assessment of noise impacts is used to identify the affected communities that must be informed of the airspace change if it is approved. In respect of a temporary or trial airspace change proposal where noise impacts exceed 65 dB $L_{A_{Smax}}$ from day flights (0700 to 2300) and 60 dB $L_{A_{Smax}}$ from night flights (2300 to 0700), the CAA requires that, as a minimum, any communities affected must be informed about what change is taking place and why, its duration, and also on the anticipated noise impacts while it is in operation.
- 6.31 For temporary and trial airspace change proposals that have a low impact, providing information to representative organisations and/or using the change sponsor's website and social media channels may be sufficient. The online airspace change portal will also offer another mechanism to communicate with impacted parties. However, for large scale changes impacting on densely populated areas, widespread notification via local media and advertising may also be required. Wide distribution of information may reduce community concerns and complaints about the change, in particular if clear information about the scope and duration of changes is provided.

The change sponsor **must** submit their final airspace change proposal to the CAA

- 6.32 We will expect submission of the full and unredacted final airspace change proposal no later than the submission date stipulated in the agreed timeline, and will allocate resources accordingly. The method for submission of the documents is normally via email, but this may not be practicable where the documents are very large.
- 6.33 Where relevant, the change sponsor must also ensure that their approved procedure design organisation provides the CAA with the instrument flight procedure design submission in accordance with the agreed method documented in the approved procedure design organisation's quality management system.
- 6.34 If the change sponsor cannot meet the agreed submission deadline due to certain events the change sponsor should discuss this with the CAA at the earliest opportunity. A revised timeline may need to be agreed that includes a new implementation date.

The change sponsor **must** publish their final airspace change proposal on the airspace change portal

- 6.35 We will expect the full final airspace design proposal (redacted where appropriate) to be published on the airspace change portal at the same time as

being submitted to the CAA, or shortly after, noting that this should not include any instrument flight procedure documentation provided via the approved procedure design organisation.

Changes to Aeronautical Information

- 6.36 As part of the development of the final airspace change proposal, change sponsors will need to identify what aeronautical information needs to be published. This is likely to be through their own reviews as well as from engagement with affected stakeholders and discussions with the CAA. The notification of temporary airspace changes is normally achieved using an aeronautical information circular or aeronautical information publication supplement. It should be noted that additional engagement may be required where the change sponsor is not the owner of any permanently established airspace or associated procedures.
- 6.37 The requirements for achieving aeronautical data quality requirements are set out in [CAP 1054, Aeronautical Data Quality – Guidance for the provision and maintenance of aeronautical data and aeronautical information in UK Aeronautical Information Products](#); it is recommended that the change sponsor discusses these aspects with the CAA prior to completing the final airspace change proposal to gain a comprehensive understanding of what is required and to obtain guidance on the content of any aeronautical information circulars or aeronautical information publication supplements.

Outputs Required During Stage 4

Final airspace change proposal submission (produced and published by the change sponsor)

- final airspace change proposal (in accordance with the standard template format) and all required evidence/material
- habitats regulations assessment early screening criteria form and, where relevant, any additional assessments for habitats regulations assessment as specified by the CAA
- instrument flight procedure submission (if applicable) (submitted by change sponsor's approved procedure design organisation).

Chapter 7

Stage 5 - DECIDE

Introduction

- 7.1 Having completed the 'update and submit' stage, the change sponsor moves on to the 'decide' stage.
- 7.2 This is where the CAA reviews and assesses the final airspace change proposal, seeking further information from the change sponsor where required.
- 7.3 Stage 5 is completed with the publication of the decision whether to approve or reject the temporary or trial airspace change proposal on the airspace change portal.

CAA Assessment and Decision Documents

- 7.4 The CAA will commence our review of the temporary or trial airspace change proposal and all the documentation and evidence accompanying it. We will then assess the submission and produce the following reports, as required:
- **safety review/statement of acceptance:** assessing whether the proposed airspace design will maintain a high standard of safety
 - **operational assessment:** assessing the justification and options considered for the temporary or trial airspace change proposal, as well as the proposed airspace design and its associated operational arrangements and impacts
 - **engagement assessment:** considers if the temporary or trial airspace change proposal has been adequately engaged upon in accordance with the CAA's regulatory requirements and the Air Navigation Guidance 2017. This assessment also considers whether the change sponsor has correctly identified the issues arising from engagement, and has responded to those issues appropriately
 - **environmental statement:** verifies that all environmental factors have been considered in line with relevant government policy reflected in the Air Navigation Guidance 2017, plus any other request placed upon the change sponsor by the CAA or the Secretary of State

- **decision log document:** containing the CAA's decision on the temporary or trial airspace change proposal, and detailing the reasons on how we reached our decision within the context of our statutory duties and the policy framework. It may include any recommendations or conditions which are attached to an approval. The decision log will reference the documentation considered as part of the CAA's assessment.

- 7.5 We will publish these reports, where relevant, on the airspace change portal shortly after the decision is made. We may issue a decision statement³, prior to publishing the document set listed above, in order for the change sponsor to meet their implementation date.
- 7.6 We will, in most cases, provide a verbal response on the outcome of the decision to the change sponsor; however, the detail of the decision will be contained in the assessment reports and decision log.
- 7.7 If a temporary or trial airspace change proposal is rejected, the change sponsor may make a formal request to hold a meeting with the CAA to discuss any questions it may have regarding the reasons for the decision. We may, if it is proportionate to do so, agree to hold such a meeting. The change sponsor must minute and publish the meeting minutes, unless there are reasons under paragraph 1.31 of [CAP 1616, Airspace Change Process](#) not to publish them. The same meeting process may apply if there are conditions or modifications attached to an approval.

Technical Details or Minor Amendments to Submissions

- 7.8 We may need to request supplementary information or technical corrections and clarifications from change sponsors where an initial assessment reveals an area of potential weakness. This may then lead to amendment of the airspace change proposal formally submitted by the change sponsor, but only to the extent that any such amendments do not substantially alter the proposal, with the purpose of rendering the proposal fit for assessment by the CAA decision-maker and/or reviewers.
- 7.9 This practice exists to mitigate a specific risk, which is that changes are not approved because of small errors or technical issues in the final airspace change proposal, rather than matters of substance. Rather than rejecting the temporary or trial airspace change proposal, a more proportionate approach is to give the change sponsor the opportunity to provide more information or clarity.
- 7.10 Our requests will be made in writing and they will be published on the airspace change portal. The change sponsor must clearly indicate any changes to the

³ A decision statement will detail the changes approved or rejected, without the level of detail contained in the CAA's assessment reports.

documentation originally submitted and ensure that revised versions are published on the airspace change portal.

- 7.11 If the request for information is material to the CAA's ability to continue to progress its review and assessment then, in agreement with the change sponsor, the process may pause for a period of time (usually no longer than 28 days) in order for the change sponsor to carry out the required work.
- 7.12 We expect to publish a delay explanation statement on the airspace change portal where the request for information is likely to impact the target implementation date.
- 7.13 To maintain transparency, where such activity does not result in a requirement for the change sponsor to undertake additional engagement, the change sponsor must:
- ensure that clarifications/questions are answered and published on the airspace change portal, within any agreed delay period
 - ensure that they resubmit any updated documents as 'version 2.0' (and so on, if further revisions are needed) with any changes clearly highlighted
 - ensure that, once resolved, the CAA's request and the change sponsor's log of correspondence/meeting minutes leading to any revisions are published on the airspace change portal.
- 7.14 The CAA's expectation is that there will not be a requirement for additional engagement. However, the change sponsor must consider any amendments they make to their temporary or trial airspace change proposal as a result of clarifications/questions, taking into account the guidance provided in paragraphs 6.13 and 6.14, and inform the CAA if they believe that the amendments alter the proposal such that a degree of additional engagement is required.
- 7.15 Regardless of the change sponsor's view, we will make a determination as to whether or not the change sponsor's re-submission requires further engagement. The requirement for any further engagement will be considered against the need to be transparent, proportionate and to ensure that stakeholders understand how any amendments or clarifications impact the temporary or trial airspace change proposal.
- 7.16 Should we determine that there is a requirement for further engagement, we will inform the change sponsor. Depending on the extent of engagement that is required, we may publish a statement on the airspace change portal, explaining the requirement and how we expect the change sponsor to proceed.

CAA Decision

- 7.17 The second part of Stage 5 is for the CAA to decide on whether or not to approve (possibly with modifications or conditions), or reject, the temporary or trial airspace change proposal.
- 7.18 The CAA's decision on the airspace change proposal is made in the context of a number of legal duties and, where applicable, government policy. These include section 70 of the Transport Act 2000, the Air Navigation Directions 2023, the Air Navigation Guidance 2017 and the airspace modernisation strategy.
- 7.19 The CAA's policy approach in carrying out its duties is summarised in Chapter 6 of [CAP 1616f, Guidance on Permanent Airspace Change Process](#).
- 7.20 For trial airspace change proposals only, the CAA may also include additional objectives for the trial or data sets that the change sponsor should collect during the trial and include in the post-trial report at Stage 7. These will be included in the decision document or otherwise we will write to the change sponsor, during Stage 6, informing them of:
- the precise data, operational information and other evidence that they should collect during the airspace trial
 - the format in which this information is required
 - how the data is to be measured

Timelines

- 7.21 The CAA offers a key performance indicator of the time period for the decision at Stage 5, in the form of 'best endeavours to make the decision within 28 days, subject to the change sponsor also meeting its time commitments'. Note that the timelines for the decision making step of the airspace change process can also be scaled.
- 7.22 Adherence to any timescales will be dependent on:
- the timeline provided by the change sponsor for the submission of the final airspace change proposal at Stage 4, subject to our agreement
 - the CAA and change sponsor agreeing and adhering to those deadlines
 - whether or not the change sponsor has fulfilled the requirements set out in this guidance and submitted a proposal that does not require clarification.

Review of a CAA Decision

- 7.23 There is no appeals mechanism in the airspace change process in respect of an airspace decision or its terms and conditions. All CAA decisions are subject to judicial review, a legal challenge to the High Court on the fairness and lawfulness

of the process followed by the CAA in reaching a decision. Detailed guidance on the judicial review process can be found on the [Courts and Tribunals Judiciary website](#).

Outputs Required During Stage 5

Output from Stage 5 CAA regulatory assessment (by whom produced and published - in brackets)

- request for any further technical details or minor amendments (CAA)
- response or revised airspace change proposal as 'version 2.0' (and so on, if further revisions are needed if any) (change sponsor)

Output from regulatory decision (CAA)

Possible decision documents including:

- decision statement
- CAA safety review (plain English summary)
- CAA operational assessment
- CAA engagement assessment
- CAA environmental statement
- CAA decision log (explanation of how we reached our decision and required conditions/modifications).

Chapter 8

Stage 6 - IMPLEMENT

Introduction

- 8.1 Having completed the 'decide' stage, the change sponsor moves on to the 'implement' stage.
- 8.2 This is where the change sponsor engages with the CAA and UK Aeronautical Information Service to implement the temporary or trial airspace change using the most appropriate method. Once implemented, the change sponsor will monitor the impacts of the airspace change by collating and reviewing feedback from stakeholders.

Implement the Change

The change sponsor **must** fulfil any conditions or modifications set out in the CAA's regulatory decision

- 8.3 When we make a decision to approve an airspace change proposal at Stage 5, there may be conditions or modifications attached to the decision. Change sponsors must address the modifications or conditions during implementation of the airspace change.

The change sponsor **must** inform any previously identified communities affected by noise impacts from the airspace change

- 8.4 The change sponsor's assessment of noise impacts is used to identify the affected communities that must be informed of the airspace change if the proposal is approved. The material used by the change sponsor to provide information to affected communities must include all details from the noise assessment. Change sponsors must provide the CAA with evidence that affected communities have been appropriately informed in accordance with the requirements given in paragraphs 6.30 and 6.31.

The change sponsor **must** finalise and submit aeronautical data to the CAA for aeronautical data quality validation

- 8.5 The change sponsor is responsible for finalising any required aeronautical data submitted to the CAA at Stage 4. The requirements for achieving aeronautical data quality requirements are detailed in [CAP 1054, Aeronautical Data Quality – Guidance for the provision and maintenance of aeronautical data and aeronautical information in UK Aeronautical Information Products](#). Once the aeronautical data has been finalised, it must be submitted to the CAA for

validation. Following aeronautical data quality validation, the aeronautical data must be submitted to the UK Aeronautical Information Service for publication in accordance with the targeted publication date.

The change sponsor **should** consider the extent of the aeronautical information amendments as a whole, including those of adjacent aerodromes and/or neighbouring states

- 8.6 Some temporary or trial airspace changes may impact the operations of other airspace users such as adjacent aerodromes and aircraft operators. As part of the implementation process, the change sponsor should consider the extent of the aeronautical information amendments that its airspace change will generate. Changes that result in flight planning arrangements should be co-ordinated with NATS Operations Policy.

The change sponsor **should** consider how to notify aviation stakeholders

- 8.7 The CAA's decision will have been published on the airspace change portal and is therefore visible to all. Change sponsors should also consider how to notify relevant stakeholders about the ultimate outcome of the decision. Most importantly, this means letting those impacted know when they may begin to experience changes and how they can provide feedback and lodge complaints.
- 8.8 In addition to the formal promulgation of the airspace change, the change sponsor should bring it to the attention of the aviation community. This will often take the form of an aeronautical information circular outlining the details of the change including the effective date and, where appropriate or feasible, a map of the revised airspace structure.
- 8.9 In order to publicise a forthcoming change to as many airspace users (and perhaps service providers) as possible, the change sponsor should also consider contacting the Ministry of Defence, the commercial general aviation press, local general aviation events, relevant community organisations and the local press, as well as using social media and the change sponsor's own website. All that may be needed is a reference to the online airspace change portal where the decision has been published.

Monitor the Impacts of the Change

The change sponsor **must** continue to engage with stakeholders and review and collate feedback, including complaints, received regarding the impacts of the airspace change

- 8.10 Feedback from stakeholders is an important element of the process for an airspace trial or temporary airspace change. Feedback allows the change sponsor and the CAA to identify issues with the design of trial and temporary

airspace changes and highlight the possibility that the anticipated outcomes are not as expected, or are not affecting the areas anticipated.

- 8.11 While the temporary or trial airspace change is in operation, it may be beneficial for change sponsors to proactively undertake regular engagement with stakeholders. As a minimum, they must collate, monitor and report to the CAA on the level and content of feedback (including nil returns) associated with the change once it has been implemented and throughout its period of operation.
- 8.12 Change sponsors should consider whether it is appropriate to respond to all feedback received, or whether making available additional information or FAQs could provide a reasonable response.
- 8.13 The feedback need not come from within the area expected to be impacted, as identifying areas that are unexpectedly impacted is one potential output of feedback. However, the further the area from the expected impact area, the stronger the evidence of impact that the CAA will expect to be provided. We will take a proportionate approach when considering feedback relating to a wider geographic area, so as to identify any genuinely new information that has not been repeated in more local feedback.
- 8.14 Where feedback is made by a national or representative body, the CAA will expect it to be based on appropriate evidence in the form of information or data that may indicate the temporary or trial airspace change is not performing as expected, rather than on the personal experience of an individual. There is no limit on the amount of feedback that can be submitted by an individual or an organisation in relation to a trial or temporary airspace change. This is because the impacts and information available to someone affected may differ from day to day and they may reasonably wish to provide updated information or raise fresh concerns. However, it is important to be clear that in inviting feedback the CAA is not holding a referendum. Feedback must meet the criteria set out below in order for the CAA to consider whether to investigate the trial or temporary change.
- 8.15 If the basis of feedback, and not just its volume, suggests that the temporary or trial airspace change is not resulting in the anticipated outcomes, the CAA will investigate urgently and take action as appropriate. When feedback is received in relation to a temporary or trial airspace change, it must meet one of the following criteria for the CAA to begin an urgent investigation:
- the temporary or trial airspace change is not resulting in the anticipated impacts and feedback contains:
 - new information on environmental impacts that differs significantly from what was proposed or expected
 - evidence of significant health effects that are not being mitigated

- information relating to operational issues, including safety issues, that have not previously been identified.
- the sponsor has failed to engage properly
- for trial airspace changes only, the trial is not meeting its objectives

Depending on the outcome of the investigation the CAA may take further action, for example by determining that the nature or duration of the temporary or trial airspace change needs to be altered from that originally proposed, or by taking steps to end the temporary or trial airspace change as soon as it is safe and practicable to do so.

The change sponsor **must**, if problems arise, consider what steps it can take to address those problems within the constraints of the final airspace design

- 8.16 If problems arise, then the change sponsor must consider what steps it can take to address those problems. Any actions taken to address problems must remain within the constraints of the airspace design approved by the CAA.

Extension Requests

- 8.17 Temporary airspace changes. For temporary airspace changes the CAA may, in exceptional circumstances, consider approving an extension beyond 90 days. Change sponsors must provide reasonable notice for this to be considered by the CAA. Change sponsors who wish to extend a temporary airspace arrangement beyond the originally agreed end date must present a rationale to do so to the CAA. The CAA will assess whether the rationale is appropriate and whether the initial assessments and engagement carried out by the change sponsor remain valid or whether they should be augmented. The noise assessment requirements will also be re-assessed and possibly expanded if the temporary change is extended beyond 90 days.
- 8.18 Airspace trials. A change sponsor may request that the duration of an airspace trial is changed. Change sponsors must provide reasonable notice for this to be considered by the CAA. The CAA will consider extending the airspace trial period where the change sponsor provides justification that it has not been possible to collect the data that was identified in the original airspace change proposal to fulfil the objectives of the airspace trial. An example of such a situation might be where the airspace trial period has unexpectedly not provided a sufficient range of weather conditions to test the trial airspace change proposal sufficiently. The noise assessment requirements will also be re-assessed and possibly expanded if the airspace trial is extended beyond the originally agreed end date. The CAA will ensure that the change sponsor informs affected stakeholders before any change to the period of the airspace trial is made while the airspace trial is underway.

- 8.19 If the trial sponsor wishes to alter the airspace design, aims or objectives of the airspace trial, the CAA will require the sponsor to engage with aviation stakeholders (specifically, that is airspace users, air navigation service providers, airports and relevant members of the National Air Traffic Management Advisory Committee) to ascertain whether the revised airspace trial is operationally viable. If the CAA is satisfied with the altered objective of the airspace trial and the identification of the data needed to be collected in order to fulfil the purpose of the airspace trial, we will require the sponsor to inform the full range of stakeholders prior to implementation of the revised airspace trial.

Making the Airspace Change Permanent

- 8.20 Temporary airspace changes. If a permanent airspace change was subsequently to become necessary, the CAA will require the change sponsor to go through the permanent airspace change process. Normally the CAA will require that the airspace reverts to the pre-existing design once the temporary airspace change is no longer required, pending a formal change being progressed through the permanent airspace change process, although in some cases the CAA may decide otherwise.
- 8.21 Airspace trials. If the trial sponsor wishes to make an airspace trial permanent, it will need to complete the permanent airspace change process. Normally, the airspace should revert back to its original state until such time as the full process for a change in airspace design can be completed. However, it is not always practical or prudent to disestablish a trial procedure. In such instances, the CAA may consider extending the airspace trial while the permanent airspace change process is being progressed. Such extension will continue to be closely monitored by the CAA.
- 8.22 The CAA's agreement to extending the airspace trial should not be taken as an indication that the CAA will approve the airspace change proposal to make the change permanent. Should the change sponsor decide not to progress the airspace change in accordance with the normal timescales for a permanent airspace change, or should it become clear that the CAA is unlikely to approve the proposed permanent airspace change, then the change sponsor will be required to end the airspace trial promptly and to revert the airspace concerned to its pre-trial state.

Outputs Required During Stage 6

Output from Stage 6 (by whom produced and published - in brackets)

- if required, aeronautical data verification completed and returned to the change sponsor, or submitted directly to the UK Aeronautical Information Service where relevant (CAA)

- aeronautical information circular or aeronautical information publication supplement submitted to UK Aeronautical Information Service (change sponsor or CAA)
- aeronautical information circular or aeronautical information publication supplement published (on implementation date) in accordance with notified schedule (UK Aeronautical Information Service)
- if required, extension request and CAA extension decision (change sponsor and CAA).

Chapter 9

Stage 7 – POST TRIAL REPORT (airspace trials only)

Introduction

- 9.1 There is no post implementation review required for temporary or trial airspace changes. However, for airspace trials, the change sponsor is required to produce a post-trial report and publish it on the airspace change portal.

Post-Trial Report

The change sponsor must commence gathering data, including collating and responding to stakeholder feedback from the date of implementation

- 9.2 The change sponsor must begin monitoring and gathering data on the impacts of the trial airspace change as soon as it is implemented, and respond to stakeholder feedback received, keeping a record of any interactions. This includes the impacts on airspace users and those on the ground affected by aviation noise.

The change sponsor **must** produce a post-trial report

- 9.3 The post-trial report is an assessment of whether the objectives, anticipated impacts and benefits in the approved airspace change and published decision are as expected.
- 9.4 Airspace trials can vary in size, scale and complexity and the appropriate level of post-trial report will be subject to agreement between the change sponsor and the CAA at Stage 5. As a minimum the change sponsor must:
- report against the aims and objectives of the trial as detailed in the final airspace change proposal, including whether they were successfully achieved
 - report on any engagement conducted during the trial and the content of any feedback or complaints.
- 9.5 The change sponsor must ensure that it has collected the data it will need for a proper comparison between the period before and during the trial. Therefore, when using data samples to represent periods of operation, sample periods during the trial must be comparable with any sample periods used before the trial. Change sponsors must also consider whether any assumptions made in the original impact assessments remain valid in the light of actual data since implementation.

- 9.6 The change sponsor must publish the post-trial report on the airspace change portal and provide a copy to the CAA for review.

Outputs Required During Stage 7 (Airspace Trials Only)

Output from Stage 7 (by whom produced and published - in brackets)

- Post-trial report (**change sponsor**).

APPENDIX A

Temporary and Trial Final Airspace Change Proposal – Template

Preliminary Information

Airspace Change Reference

Drafting note – Provide the airspace change proposal title and unique identification as presented on the airspace change portal.

Authorship and Revision History

Drafting note – Provide a clear and transparent indication of any updates to the submission and to maintain version control of the document(s). The first submitted version of the document(s) should normally be annotated as version 1; where updates are required after publication, the version number should be updated accordingly, with a summary provided of what changes have been made, why they have been made, and where those changes can be found within document(s).

Contents

Drafting note – List the section headings and ideally include hyperlinks.

Introduction

Drafting note – Provide a brief introduction to the document, including who the change sponsor is and the purpose of the document.

Description of the Proposal and Impacts

Drafting note – While needing to be detailed, the aim of this section should still be for non-aviation stakeholders to understand the main aspects of the current and proposed airspace design. However, technical aspects are also important to some stakeholders, so additional information is likely to be required and the change sponsor may wish to use supplementary documents. Instrument flight procedure materials produced by the approved procedure design organisation, including charts, are not to be replicated as part of the final airspace change proposal documentation.

The Drivers for Change

Drafting note – Describe why there is a need for change. Outline any regulatory, policy, operational or other matters that make it clear as to why the change sponsor has determined that the temporary or trial airspace change proposal is required.

Statement of Need

Drafting note – Provide the latest version of the statement of need as presented on the airspace change portal. If not already specified in the statement of need, the change sponsor must state here whether the final airspace change proposal forms part of the plan for delivering the airspace modernisation strategy, and, if not, confirmation that it is not inconsistent with the strategy.

Aims of the Proposal

Drafting note – Provide the high-level aims, objectives, and requirements for the proposal, including confirmation of its effective period.

For trials, specify the trial objective and how the trial aims to achieve this objective. For complex trials the change sponsor may find it beneficial to use this section to provide a high level summary and include further detail in a supplementary document. As a minimum the change sponsor should provide a clear explanation of the following:

- *what the trial involves*
- *what the trial aims to investigate, prove or validate*
- *what data outcomes the trial sponsor needs in order to prove, or otherwise, that the trial has been a success*
- *the confirmed start and end date.*

Assumptions and Constraints

Drafting note – Provide a concise description of any high-level assumptions and constraints (external and/or those derived by the change sponsor) that were identified at the beginning of the proposal, or have developed throughout the process.

Description of the Current-Day Scenario

Drafting note – Provide a clear non-technical summary of the current-day scenario describing the current impacts. The following elements should be considered where relevant:

- *airspace design: current structures, routes and instrument flight procedures and flight behaviours/patterns*
- *airspace usage survey and analysis: current airspace users, aircraft types, frequency/number of movements, typical altitudes*
- *operational diagrams*
- *operational efficiency, complexity, delays and choke points*
- *any potential safety risks*

- *European sites overflowed below 3,000 feet: Special Areas of Conservation (SAC) and possible SACs, Special Protection Areas (SPA) and potential SPAs, Ramsar sites (wetlands of international importance) and proposed Ramsar sites; and compensatory habitat (areas secured to compensate for damage to SACs, SPAs and Ramsar sites)*
- *environmental impacts relevant to the airspace change proposal including current-day noise impacts on people*
- *local context: planning agreements, conditions and other relevant agreements (for example, section 106 of the Town and Country Planning Act 1990 agreements), noise action plans, noise preferential routes or noise abatement procedures relevant to the airspace change proposal.*

Description of the Current Airspace and Operation

Drafting note – Provide a clear non-technical summary of the current airspace, its operation, and how it is utilised, using diagrams where appropriate. Examples of aspects to consider include:

- *controlled airspace*
- *special use airspace*
- *air traffic service routes*
- *instrument flight procedures*
- *navigation aids and waypoints*
- *airspace usage*
- *navigation specification*
- *provision of air traffic services*
- *operational efficiency, complexity, delays and choke points*
- *flight planning and air traffic flow and capacity management*
- *airspace management*
- *safety.*

Description of the Temporary/Trial Airspace Design Option and Operation

Drafting note – Provide a clear non-technical description of all aspects of the temporary/trial airspace design and operation, using diagrams where appropriate. The intent of this section should be for the main elements of the change to be understood by all

readers, including those from a non-aviation background, without needing to consider any technical information. The following elements should be considered where relevant:

- *new or modified airspace structures; for example, controlled airspace, air traffic service routes, special use airspace, instrument flight procedures, waypoints etc. and how they will interact with other existing airspace structures*
- *the hours of operation of airspace structures and any seasonal variations, including aspects relating to airspace management*
- *descriptions of instrument flight procedures, matching or taken from the instrument procedure design technical report, including relevant details on what has influenced the final design option*
- *supporting information on traffic data including statistics and forecasts for the various categories of aircraft movements (passenger, freight, test and training, aero club, other) and terminal passenger numbers*
- *details of the purpose of draft letters of agreement, including any that have developed out of consultation and/or from airspace management requirements*
- *evidence that the airspace design is compliant with International Civil Aviation Organisation standards and recommended practices and other applicable UK policies, or sufficient information for the CAA to consider any applications for dispensation*
- *high-quality diagram(s) of the airspace change in its entirety as well as supplementary diagrams illustrating different parts of the change as necessary. These diagrams must, as a minimum, show the extent of the airspace change in relation to known geographical features and centres of population.*

Analysis of Alternative Options

Drafting note – Provide a summary of any analysis conducted if alternative airspace design options were considered.

Summary of Engagement

Drafting note – Provide a concise non-technical summary of the engagement activities undertaken throughout the process, indicating where engagement has influenced the outcome of the final design option. The following should be considered for inclusion:

- *a list of those stakeholders engaged and an explanation of how they were identified*
- *an explanation of the engagement methodology (audience, approach, materials)*

- *a chronology of the engagement activity, clearly detailing the start and end dates, and providing a rationale as to why the engagement period is sufficient to facilitate effective engagement*
- *an explanation of the feedback received during the engagement process and of how this has, or has not, influenced the final airspace change proposal*
- *materials distributed by the change sponsor, meeting/workshop presentations and minutes (where applicable), and copies of engagement responses and related correspondence between the change sponsor and stakeholders where points of feedback have been raised and responded to*

Assessment of Anticipated Impacts

Drafting note – A full description of the anticipated impacts of the change on all airspace users, aerodromes, service providers, and traffic levels. Where appropriate this should include an outline concept of operations describing how operations associated with the new design will be managed. Consideration should be given to the criteria as described by section 70 of the Transport Act 2000 and the following:

- *the impact on the flow of instrument flight rules flights, including general air traffic and operational air traffic*
- *the impact on visual flight rules operations*
- *the impact on existing procedures and airspace/airport capacity*
- *the impact on aerodromes and other aviation activities within or adjacent to the area of the proposed changes*
- *any flight planning or navigation requirements*
- *details of any changes to the provision of air traffic services, including justification for any delegation of the provision of air traffic services*
- *the impact of the traffic mix on complexity and workload of operations*
- *consideration of access requirements of other airspace users in accordance with the type and classification of airspace structure, including details on the ability to support the provision of air traffic services in accordance with the nature of the operation and the classification of airspace*
- *consideration of how connectivity to/from the air traffic service network is to be achieved, including arrangements for aerodromes outside controlled airspace.*

Timeline for implementation

Drafting note – Provide a statement outlining the main activities to be completed prior to implementation, along with an indicative timeline. While the target implementation date

must be included, along with the UK Aeronautical Information Service cut-off date, other identified 'next steps' should be included as necessary, such as:

- *final airspace validation/simulation exercises*
- *staff training*
- *completion and sign-off on letters of agreement.*

Supporting Infrastructure and Resilience

Drafting note – A description of the anticipated impacts of the change on supporting infrastructure and resilience, with details of analysis undertaken against associated regulations, policies, and guidance (this section may not be relevant to all temporary or trial airspace change proposals). Consideration should be given to:

- *matters relating to communication equipment and services, including operational coverage of frequencies and contingency procedures*
- *matters relating to conventional navigation equipment and services, including navigation specifications and contingency procedures*
- *matters relating to satellite-based navigation equipment and services, including navigation specifications and contingency procedures*
- *matters relating to surveillance equipment and services and associated display equipment, including electronic conspicuity, contingency procedures.*

Regulations, Policies and Harmonisation

Drafting note – A description of analysis conducted against relevant regulations, policies and guidance material relating to the establishment, publication, use, and management of airspace and airspace structures. This should include requests for dispensations to CAA airspace policies, along with supporting arguments and evidence. Any matters relating to CAA oversight outside the airspace change process, such as those associated with change management where CAA Aerodromes and Air Traffic Management has oversight responsibilities, must be discussed with the appropriate CAA department prior to the submission of the airspace change proposal. Examples of relevant materials can be found in the CAP 1616, Main Process Document Bibliography.

Safety

Drafting note – A description of the anticipated impacts of the change on safety, related safety assessment work (for example HazID report, airspace safety review and validation simulation reports) and proposed mitigations to support the safe implementation of the change (if approved). This section should be used to set out the 'Safety Case' which demonstrates to the CAA how the proposal maintains a high standard of safety, while, if applicable, seeking to enhance current levels of safety. Change sponsors are encouraged to consider the contents of CAA guidance related to development of a Safety Case (for

example [CAP 722a, Unmanned Aircraft System Operations in UK Airspace – Operating Safety Cases](#), and [CAP 760, Guidance on the Conduct of Hazard Identification, Risk Assessment and the Production of Safety Cases](#)) and should liaise with the CAA to seek further clarification on the level of detail to be provided in this section.

Noise Assessment

Drafting note – A description of the anticipated impacts of the change on noise metrics required including:

- *a justification for the change and confirmation of its effective period*
- *a qualitative description of changes to traffic patterns, supported by operational diagrams*
- *details of the frequency of flights, timings and typical altitudes*
- *for temporary or trial airspace change proposals that are less than 90 days: typical spot point noise levels exceeding 65 dB L_{ASmax} for daytime flights and 60 dB L_{ASmax} for night-time flights at key locations*
- *for trial airspace change proposals that are longer than 90 days yet shorter than 12 months: 65 and 60 dB L_{ASmax} footprints for noise from daytime and night-time flights respectively, illustrating the loudest and most frequent types of participating aircraft and other aircraft consequentially impacted, and equivalent footprints illustrating where the airspace trial traffic and other aircraft consequentially impacted would otherwise have flown*
- *annualised noise metrics for trial airspace change proposals that are longer than 12 months*
- *for all temporary and trial airspace change proposals facilitating vertical spaceflight activities, an additional assessment of the direct noise impacts from the spaceflight activities as detailed in paragraphs 10.18 to 10.26 of [CAP1616i, Environmental Assessment Requirements and Guidance for Airspace Change Proposals](#).*

Habitats Regulations Assessment

Drafting note – Provide the completed habitats regulations assessment early screening criteria form. If habitats regulations assessment cannot be screened out, include any additional assessments as specified by the CAA.

List of Supplementary Documents

Drafting note – Provide a list of supplementary information that is contained in annexes and/or appendices along with a brief description of their contents. Examples of required information might include:

- *aeronautical data spreadsheet*

- *supporting data*
- *supporting evidence*
- *technical information*
- *draft letters of agreement*
- *instrument flight procedures package (submitted via the change sponsor's approved procedure design organisation).*

Summary

Drafting note – The change sponsor's closing statement(s) if required.