

# CAP 1616 – Stage 2 ‘DEVELOP & ASSESS’ Gateway Checklist of Requirements



<b>ACP Reference Number</b>	ACP-2025-023
<b>ACP Title</b>	Northern LTMA Region Airspace Change (OFJES, CLN CTA11/12, FL105+)
<b>Change Sponsor</b>	NATS
<b>Consultancy (if applicable)</b>	N/A
<b>Approved Procedure Design Organisation (if applicable)</b>	N/A
<b>Gateway Date</b>	29 <sup>th</sup> August 2025

This checklist has been developed to ensure that Change Sponsors address relevant regulatory requirements when compiling their submissions to the CAA. Completion of this form does not in itself guarantee CAA approval. The CAA will review and assess the actual content of the Change Sponsor's submission, before making a regulatory decision on whether the relevant regulatory requirements have been addressed satisfactorily. Change Sponsors should refer to the contents of CAP 1616 and CAP 1616f for further guidance on the requirements listed below.

## Gateways

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To help Change Sponsors and affected stakeholders track how a proposal is progressing and to give greater certainty that the Change Sponsor is following the process correctly, the CAA applies a series of three Gateway sign-offs during the seven-stage process. A sign-off provides the CAA's approval that relevant process requirements and guidance have been correctly followed up to that point, and gives the Change Sponsor the CAA's approval to move to the next stage in the process. The purpose is to minimise any work having to be repeated, particularly in getting the supporting documentation for consultation right.

Passing a Gateway does not predetermine the CAA's later final decision on whether to accept the Airspace Change Proposal. Where the CAA is not satisfied that the relevant process requirements have been met, it is likely that the Change Sponsor would need to revisit the stage(s) concerned. It is entirely at the CAA's discretion whether to give approval for the Change Sponsor to move beyond the Gateway.

## Stage 2 'DEVELOP & ASSESS' Gateway Requirements

Requirement		YES/N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
1.	Have you developed the Baseline Scenarios and produced a list of Design Options that address the Statement of Need and align with the criteria from the Design Principles?	Yes	Section 2 of Stage 2 document
2.	Have you explained how the Design Options address the Statement of Need?	Yes	Para 5.3 of Stage 2 document.
3.	Have you provided evidence and supporting rationale to justify where single or limited Design Options are presented?	Yes	Two non-baseline options are presented, see para 1.1.6 of the Stage 2 document.
4.	Have you shared the Baseline Scenarios and Design Options with the same set of stakeholders you engaged with during Stage 1 and given them the opportunity to provide related feedback?	Yes	See para 1.1.6, 2.1.5, 2.2.5, 3.5, 3.6 and 5.1.2 of the Stage 2 document, and the Stage 2 Engagement Evidence document.
5.	Have you explained and provided a rationale for the engagement approach/methodology used throughout Stage 2?	Yes	See para 5.1.2 of the Stage 2 document, and the Stage 2 Engagement Evidence document. Also covered in Stage 1.
6.	Have you provided relevant engagement evidence (materials distributed, meeting/workshop presentations and minutes (where relevant), and copies of related correspondence)	Yes	See the Stage 2 Engagement Evidence document.
7.	Have you demonstrated what you have heard and how this feedback has or has not informed the development of the Design Options?	Yes	See para 2.1.5, 2.2.5, 3.5, and 3.6 of the Stage 2 document
8.	Have you described the methodology used for the Design Principle Evaluation?	Yes	See para 3.2 and 3.3 of the Stage 2 document
9.	Have you evaluated how the Design Options respond to each of the Design Principles, specifying whether they have been met, partially met or not met?	Yes	See paras 3.4-3.7 of the Stage 2 document
10.	Have you used the standard proforma to develop a report for each Design Option, which includes: <ul style="list-style-type: none"> <li>A description of the Design Option</li> </ul>	Yes	See paras 3.4-3.6 of the Stage 2 document

	<ul style="list-style-type: none"> <li>• A qualitative assessment in accordance with the assessment criteria matrix, which summarises how it has met, partially met or not met each Design Principle</li> <li>• Explanation of whether the Design Option has been progressed or discounted</li> </ul>		
11.	Have you conducted an Initial Options Appraisal of the impacts of each of the Design Options using the metrics against which Design Options are being assessed?	Yes	See section 4 of the Stage 2 document
12.	Have you taken into account the Air Navigation Guidance (2017) when developing your methodology for the Initial Options Appraisal?	Yes	See para 4.2-4.3 (tables 5 and 6) of the Stage 2 document
13.	Have you modelled the Initial Options Appraisal on the statutory factors and where applicable, Government policy, that the CAA is required to consider	Yes	See section 4 of the Stage 2 document
14.	Have you ensured that the Initial Options Appraisal is objective (unbiased), repeatable and consistent against the defined criteria?	Yes	See section 4 of the Stage 2 document
15.	<p>Does the Initial Options Appraisal of each Design Option include:</p> <ul style="list-style-type: none"> <li>• A qualitative and where possible, quantitative assessment according to the nature of the airspace change proposal and potential impacts</li> <li>• An indication of the likely environmental impacts, including any direct and consequential impacts</li> <li>• A high-level assessment of all reasonable costs and benefits involved</li> <li>• A qualitative assessment of the potential impacts on safety</li> </ul>	Yes, qualitative only, as agreed with CAA	See section 4 of the Stage 2 document. Re safety, this is covered by addressing the SoN, see para 5.3.
16.	Have you provided an indication of the preferred Design Option(s) within the Initial Options Appraisal?	Yes	Para 5.2 of the Stage 2 document
17.	Have you justified the noise modelling category that is applicable to the airspace change proposal (CAP 2091)? If yes, which category has been determined?	N/A	No change in noise metrics for this ACP
18.	Have you used the most up-to-date, credible and clearly referenced sources of data to assess the impacts of the baseline scenarios and Design Options?	N/A	As agreed with the CAA in the Assessment Meeting, qualitative assessments are sufficient, no quantification or monetisation has taken place.
19.	Have you described how evidence will be collected to support the development of the Full Options Appraisal and how any evidence gaps will be filled within the Initial Options Appraisal?	N/A	As agreed with the CAA in the Assessment Meeting, this ACP will use a Consolidated Options Appraisal for both Stages 2 and 3.

20.	Have you completed the Habitats Regulations Assessment Early Screening Criteria form?	Yes	Already published on the CAA Portal (under Stage 1)
21.	Have you demonstrated if the Airspace Change Proposal is aligned with the Airspace Modernisation Strategy (CAP 1711) and where applicable, the relevant iteration of the airspace change masterplan.	Yes	Section 3 considers elements of the AMS to determine the extent of its alignment with each design option. Para 5.4 explicitly clarifies how this ACP aligns with the AMS' highest priority (safety).
22.	Have you published the relevant Stage 2 'Develop and Assess' Gateway documents (redacted as appropriate) on the Airspace Change Portal?  If the proposal been given a provisional Level 1 status, has a potentially affected area been uploaded to the Airspace Change Portal? (CAP 2385)	Yes	Published 8 <sup>th</sup> Aug

Please provide any additional information below which is relevant to the Stage 2 'Develop & Assess' Gateway submission.

***Scaled Level 2 agreed with CAA.***