

CAP 1616 – Stage 3 ‘CONSULT’ Gateway

Checklist of Requirements



ACP Reference Number	ACP-2025-023
ACP Title	Northern LTMA Region Airspace Change (OFJES, CLN CTA11/12, FL105+)
Change Sponsor	NATS
Consultancy (if applicable)	N/A
Approved Procedure Design Organisation (if applicable)	N/A
Gateway Date	29 th 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 1616a for further guidance on the requirements listed below.

Gateways

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 3 'CONSULT/ENGAGE' Gateway Requirements

Requirement		YES/ N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
1.	Have you developed the Initial Options Appraisal into a more detailed quantitative assessment, moving from qualitatively defined shortlist Design Options to the selection of the preferred Design Option(s)?	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. See Stage 3 Engagement Briefing Pack slide 12 for abridged version
2.	Does the Full Options Appraisal of each Design Option include: <ul style="list-style-type: none"> each shortlisted Design Option fully developed, including a comparison of its impacts against the baseline scenarios, in particular: <ul style="list-style-type: none"> all evidence gaps identified at Stage 2 fully assessed all reasonable costs and benefits/disbenefits quantified all other costs and benefits described qualitatively reasons why costs and benefits have not been quantified detail on the preferred Design Option, setting out reasons for the preference (where relevant) a more detailed assessment of the impacts on safety, if completed a quantified and monetised environmental assessment of the Design Options, including direct and consequential impacts 	Yes, to the extent agreed	As agreed with the CAA in the Assessment Meeting, this ACP will use a Consolidated Options Appraisal for both Stages 2 and 3. See Stage 3 Engagement Briefing Pack slide 12 for abridged version
3.	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	Yes, to the extent agreed	Qualitative assessments were agreed, appropriate data is provided such as a month of radar sample data and the 2024 airline proportions and fleet mix. Engagement Strategy 6.13 to 6.16.
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	N/A	HRA screening completed and published on portal as agreed

5.	Have you developed a consultation strategy that identifies which stakeholders are likely to be impacted, positively or negatively, and what their information needs are (including consideration of any seldom-heard audiences)?	Yes, to the extent agreed	Stage 3 Engagement Strategy doc supplied (see para 6.2 for seldom heard consideration)
6.	Have you explained how different audiences will be informed of the consultation and what opportunities they will have to engage and respond?	Yes, to the extent agreed	Stage 3 Engagement Strategy section 5 and para 6.1
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	Yes	Stage 3 Engagement Strategy para 5.3
8.	Does the consultation strategy explain whether individual properties need to be contacted? If not, does it set out other reasonable methods of reaching communities?	N/A	N/A
9.	Does the consultation strategy state the intended start and end dates, and provide a rationale detailing why the length is sufficient to facilitate effective consultation?	Yes	Stage 3 Engagement Strategy section 7
10.	Does the consultation strategy include a timetable of associated activities?	Yes	Stage 3 Engagement Strategy section 7
11.	Does the consultation strategy explain what steps will be taken to: <ul style="list-style-type: none"> ■ generate an appropriate level of participation, and ■ respond to unexpected events and challenges 	Yes, to a proportionate extent	Stage 3 Engagement Strategy para 4.2, 4.3 and 5.4. Section 9 re unexpected events.
12.	Have you explained within the consultation strategy how the materials will provide stakeholders with enough information to ensure that they understand the issues and the potential impact of the airspace change proposal on them so they can give informed responses?	Yes	Stage 3 Engagement Strategy section 6
13.	Have you explained within the consultation strategy how you will use the most up-to-date, credible and clearly referenced sources of data, with modelling carried out in line with relevant best practice?	Yes to the extent agreed (see item 3)	Qualitative assessments were agreed, appropriate data is provided such as a month of radar sample data and the 2024 airline proportions and fleet mix. Engagement Strategy 6.13 to 6.16.
14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	Yes...	...however the audience type are all professional aviation stakeholders as agreed with CAA (Stage 3 Engagement Strategy 4.1 and 7.1.1)

15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	Yes	Stage 3 Engagement Briefing Pack supplied
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	Yes	Stage 3 Engagement Briefing Pack supplied
17.	Do the draft consultation materials provide stakeholders with enough information to ensure that they understand the issues and the potential impact of the airspace change proposal on them, and can give informed responses?	Yes	Stage 3 Engagement Briefing Pack supplied
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	Yes...	...however the audience type are all professional aviation stakeholders as agreed with CAA (Stage 3 Engagement Strategy 4.1 and 7.1.1)
19.	Do the draft consultation materials use the most up-to-date, credible and clearly referenced data, with modelling carried out in line with relevant best practice?	Yes to extent agreed (see items 3 and 13)	Qualitative assessments were agreed, appropriate data is provided such as a month of radar sample data and the 2024 airline proportions and fleet mix. Stage 3 Engagement Briefing Pack slides 2, 4 and 9
20.	Do the draft consultation materials make clear the extent to which the change is reversible if it does not achieve the objectives it is design to achieve?	Yes	Stage 3 Engagement Briefing Pack slide 14
21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	Yes	Stage 3 Engagement Briefing Pack slide 5
22.	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	Stage 3 Engagement Briefing Pack slide 14
23.	Have you published the relevant Stage 3 'Engage/Consult' 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)	N/A	Draft documents do not get published until passing Stage 3. When that is passed, the material will be published.

Please provide any additional information below which is relevant to the Stage 3 'Consult' Gateway submission.

Scaled Level 2 ACP as agreed with the CAA