



CAP 1616 – Stage 3 ‘CONSULT’ Gateway

Checklist of Requirements

ACP Reference Number	ACP 2019-032
ACP Title	Edinburgh Airport Airspace Change programme (FASI)
Change Sponsor	Edinburgh Airport Limited
Consultancy (if applicable)	To70 and WSP
Approved Procedure Design Organisation (if applicable)	ASAP for final charts
Gateway Date	5 th September 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)?	Yes	Full Options Appraisal and Annexes
2.	Does the Full Options Appraisal of each Design Option include: ▪ each shortlisted Design Option fully developed, including a comparison of its impacts against the baseline scenarios, in particular: ▪ 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	Full options Appraisal and Annexes

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	Full Options Appraisal and Annexes
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	Yes	FOA Annex H
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	Consultation Strategy Section 4
6.	Have you explained how different audiences will be informed of the consultation and what opportunities they will have to engage and respond?	Yes	Consultation Strategy Section 5 Approach
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	Yes	Consultation Strategy Section 5.5 Methods of Consultation
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?	Yes	Consultation Strategy Section 5 Approach
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	Consultation Strategy Section 7 Consultation Length
10.	Does the consultation strategy include a timetable of associated activities?	Yes	Consultation Strategy Appendix C
11.	Does the consultation strategy explain what steps will be taken to: ■ generate an appropriate level of participation, and ■ respond to unexpected events and challenges	Yes	Consultation Strategy Section 5.7 Encouraging responses
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	Consultation Strategy Throughout Section 6 Materials
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	Consultation Strategy 1.4.3 refers to detailed appraisal work in the FOA. Also links to the Con doc where the preferred option is comprehensively described
14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	Yes	Consultation Strategy Section 4 Audience
15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	Yes	Consultation Strategy

			Consultation Document (and summary document) Virtual Room Webinars Sound box experience. Videos
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	Yes	Explained throughout the documentation. Sections 5 and 6 of the consultation document explain today's departure and arrival routes as well as those that are proposed.
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	Detailed throughout the consultation document and summary document
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	Yes	Summary document
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	Throughout. They use the FoA and Annexes as the source material.
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	Reversion statement in Consultation Document Para 10.3
21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	Yes	Consultation Document Appendix A Feedback Form
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	In the introduction of the Consultation Document (sourced from the FoA)
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)	Yes	TBD Mon 20th Oct 2025

This submission is part of the ScTMA cluster submission along with NERL and Glasgow Airport.

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

[The virtual room, Soundbox and Flightpath videos (Volans) are linked in Citizen Space under useful links]