



CAP 1616 – Stage 3 ‘CONSULT’ Gateway

Checklist of Requirements

ACP Reference Number	ACP-2019-74 (Link)
ACP Title	Future Airspace Strategy Implementation – ScTMA
Change Sponsor	NATS NERL
Consultancy (if applicable)	-
Approved Procedure Design Organisation (if applicable)	NATS
Gateway Date	27/09/2024

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)?	Y	ConDoc Annex E design development from conceptual Stage 2 to specific, single, preferred design option for Stage 3. Quantification is in FOA document and confirms the single preferred option. Consultation Doc contains references to single design option (ConDoc 2.11.2).
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 	Y Y Y Y	FOA FOA 2.1.7 summarises FOA Section 3 tables FOA Section 3 tables FOA Section 3 tables

	<ul style="list-style-type: none"> 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 	Y Y Y	ConDoc 2.11.2 re single option FOA Section 6 FOA Section 3 tables
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	Y	ConStrat 6.1.8, FOA para 2.2.1 and FOA Appendix A
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	Not required	ConDoc para 7.7 and FOA Section 3 Table "Biodiversity" row.
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)?	Y	ConStrat Section 4 Audience Para 4.9 re seldom heard.
6.	Have you explained how different audiences will be informed of the consultation and what opportunities they will have to engage and respond?	Y	ConStrat Section 5 Approach, Section 7 Length and Section 8 Responding to the consultation
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	Y	ConStrat para 5.2 with additional info in 4.3-4.6
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?	Y	ConStrat 1.7.3 Table 1. This ACP is targeting aviation experts.
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?	Y	ConStrat para 7.1
10.	Does the consultation strategy include a timetable of associated activities?	Y	ConStrat Appendix C (comms and activities plan)
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 	Y Y	ConStrat para 5.1 and Section 7 ConStrat para 7.4
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?	Y	ConStrat 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?	Y	ConStrat para 6.1.8

14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	Y	ConStrat para 5.1 and Section 6
15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	Y	ConStrat 6.1.1 says... Final Full ConDoc Final FoA CAF1 and CAF2 (via ACOG) Final Easy-read ConDoc Draft FAQ doc Also: Example presentation Draft citizen space website Draft wireframe of microsite These will be supplied with the Gateway submission.
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	Y	ConDoc: 2.1 and 2.10 Scope, Section 5 Current/Baseline ConStrat: 1.9 Scope, 2.3 NERL objectives, 2.4 ScTMA SAM objectives FoA 3.2 Without Change (baseline)
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?	Y	A full document set is included, with potential impacts explained.
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	Y	The material is intended primarily for a technically astute audience such as aviation professionals, however the material is readable by non-tech experts and an easy-read version of the ConDoc has been supplied.
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?	Y	As per q3 and q13 above, also ConDoc para 5.8.3, FoA para 2.2.11 and also FoA Appendix C.
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?	Y	Reversion statement included in ConDoc Section 8
21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	Y	ConDoc Appendix C and the Easy-read condoc also.

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.	Y	AMS: ConDoc 2.12.5 Table 1 ACMP: ConDoc 2.12.9, 2.14.5-12 re CAF, plus there are many references in the ConDoc material to the masterplan.
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)	TBD and Y	Will be completed upon launch of the consultation. They are not published as part of the Gateway Assessment. The portal page shows a potentially affected area.

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

Documentation is finalised except for Citizen Space document download links and references to not-yet-approved ACOG material.

All are highlighted within the submission.