



CAP 1616 – Stage 3 ‘CONSULT’ Gateway

Checklist of Requirements

ACP Reference Number	ACP-2019-046
ACP Title	Glasgow Airport FASI-N Airspace Change
Change Sponsor	Glasgow Airport
Consultancy (if applicable)	Trax International, ARUP and Cavendish
Approved Procedure Design Organisation (if applicable)	
Gateway Date	16 January 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	FOA Section 2 describes how the design options have been developed FOA section 4 includes a comparison of each options positive benefits and negative impacts against the without airspace change pre-implementation baseline
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)	Yes	The FOA methodology section 3.4 (Table 26) outlines the evidence gaps identified at Stage 2 and how we have assessed them in Stage 3. The FOA methodology section (Section 3) explains our approach to quantitatively and qualitatively appraising the options, including justification for the approach if not quantified. The Full Options Appraisal (section 4) then describes these costs and benefits for each option against the 'without airspace change' pre-implementation baseline.

	■ 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		
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	Data references are included throughout the FOA methodology section (section 4) and section 5. Within the Consultation Documentation and Consultation Strategy we have included data sources as part of figure images and tables, or explained where data has been taken from the FOA.
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	No	We have undertaken a CAP1616i HRA Early Screening assessment which is documented within the FOA methodology section (page 132 onwards)
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 4.2, 4.3 and 4.4
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 5.2 provides details of notification. Methods of consultation is covered in section 5.5. Responding to the consultation is covered in section 5.6
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	Yes	The notification of consultees is covered under section 5.2 and the use of intermediaries is under paragraph 5.5.40-5.5.43..
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	The notification of consultees, including the approach to individual properties is covered under section 5.2
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	Section 7.1
10.	Does the consultation strategy include a timetable of associated activities?	Yes	Appendix C of the consultation strategy (contained within the main consultation strategy document)

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	Section 5.7 Section 7.2
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	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	Section 1.5
14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	Yes	Section 6
15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	Yes	Section 6.2 and 6.3 of the consultation strategy explain the core and supporting materials. These core materials and some supporting materials have been submitted as part of this gateway.
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	Yes	Section 5, section 6, section 7 and section 9 of the consultation document describe the with and without airspace change scenarios
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	Section 5, section 6 and section 7 of the consultation document describe the with and without airspace change scenarios before section 8 then describes the benefits and impacts of the proposal. Section 9 covers CAS
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	Yes	We have produced a consultation summary document, and consultation document. There is also a supporting 'Glossary and Terminology explained' 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	Data sources are included in figure images and tables or explained where data has been taken from the FOA.
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	Section 10.3

21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	Yes	Citizenspace
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	Consultation Document 8.10
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)	No	

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