



CAP 1616 – Stage 2 ‘DEVELOP & ASSESS’ Gateway

Checklist of Requirements

ACP Reference Number	ACP-2028-028
ACP Title	Holbeach AWR Airspace Change to Enable Current and Future Assets
Change Sponsor	Ministry of Defence
Consultancy (if applicable)	
Approved Procedure Design Organisation (if applicable)	
Gateway Date	31 July 2026

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

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	Annex A – Baseline Scenario (v1 & v1.1) Section 10 – Design Options
2.	Have you explained how the Design Options address the Statement of Need?	Yes	Section 10 – Design Options Section 11 – Proposed Airspace Utilisation
3.	Have you provided evidence and supporting rationale to justify where single or limited Design Options are presented?	N/A	
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	Stakeholder Engagement (Sections 15 – 22) Annex B – List of Stakeholders Annex C – Engagement Evidence
5.	Have you explained and provided a rationale for the engagement approach/methodology used throughout Stage 2?	Yes	Section 16 – Engagement Methods
6.	Have you provided relevant engagement evidence (materials distributed, meeting/workshop presentations and minutes (where relevant), and copies of related correspondence)	Yes	Annex C – Engagement Evidence

7.	Have you demonstrated what you have heard and how this feedback has or has not informed the development of the Design Options?	Yes	Section 18 – Design Option Feedback
8.	Have you described the methodology used for the Design Principle Evaluation?	Yes	Section 22 - Methodology
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	Design Principle Methodology (Sections 22 – 30)
10.	Have you used the standard proforma to develop a report for each Design Option, which includes: • A description of the Design Option • A qualitative assessment in accordance with the assessment criteria matrix, which summarises how it has met, partially met or not met each Design Principle • Explanation of whether the Design Option has been progressed or discounted	Yes	Section 23 – 30
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	Initial Options Appraisal
12.	Have you taken into account the Air Navigation Guidance (2017) when developing your methodology for the Initial Options Appraisal?	Yes	Initial Options Appraisal
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	Initial Options Appraisal
14.	Have you ensured that the Initial Options Appraisal is objective (unbiased), repeatable and consistent against the defined criteria?	Yes	Initial Options Appraisal
15.	Does the Initial Options Appraisal of each Design Option include: • A qualitative and where possible, quantitative assessment according to the nature of the airspace change proposal and potential impacts • An indication of the likely environmental impacts, including any direct and consequential impacts • A high-level assessment of all reasonable costs and benefits involved • A qualitative assessment of the potential impacts on safety	Yes	Table 16
16.	Have you provided an indication of the preferred Design Option(s) within the Initial Options Appraisal?	Yes	Section 31
17.	Have you justified the noise modelling category that is applicable to the airspace change proposal (CAP 2091)?	Yes	Section 39 See paragraph 39.2

	If yes, which category has been determined?		
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?	Yes	Annex A - Baselines Scenario (v.1 and v1.1) Stakeholder Engagement PDF References
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?	Yes	Section 32
20.	Have you completed the Habitats Regulations Assessment Early Screening Criteria form?	Yes	Section 41
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	Design Principle Evaluations (Section 23 – 30)
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	Airspace Change Portal

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

Nil