

CAP 1616f – Stage 4 ‘UPDATE & SUBMIT’

Permanent Airspace Change Proposals

Checklist of Requirements



ACP Reference Number	ACP-2025-003
ACP Title	Introduction of RNP-AR Procedures at EGLC
Change Sponsor	London City Airport Ltd
Consultancy (if applicable)	NATS
Formal ACP Submission Date	28/07/2026
CAA Decision Date	25/09/2026
Target AIRAC & AIS sponsor submission cut-off	AIRAC 01/2027 Thursday 21/01/2027 AIS cutoff Friday 23/10/2026, amendment publication Thursday 10/12/2026

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.

Stage 4 enables the change sponsor to make any final adjustments to the airspace design ahead of submitting the final airspace change proposal to the CAA. This stage commences when the Stage 3 consultation has closed and the responses have been collated, reviewed and categorised by the change sponsor in the consultation response document.

Change sponsors should select a final design option and consider any updates to it in light of information received in the consultation, complete the final options appraisal, assess the need for additional consultation, and submit their final airspace change proposal describing the airspace change to the CAA and stakeholders.

The change sponsor or the CAA may request a meeting to discuss the final airspace change proposal submission so that any gaps can be identified, and preliminary queries addressed.

Stage 4 is completed with the submission of the full and unredacted version of the final airspace change proposal to the CAA, including any supplementary documents, annexes, or appendices, along with publication (redacted where appropriate) on the airspace change portal.

Stage 4 'UPDATE & SUBMIT' Requirements

Requirement		YES or N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
1.	Has the change sponsor selected a final design option if more than one was consulted on, providing justification for the selection?	N/A	One design option was consulted upon, see ACP 2.7.2 and 2.8.1 (full details in Consultation Document Section 4).
2.	Has the change sponsor considered the merits and practical possibilities of updating the final design option to address issues identified in the consultation response document as requiring further consideration?	Yes	No issues were identified in the consultation feedback requiring amendment to the consulted-upon design (ACP subsection 2.8).
3.	Has the change sponsor assessed all feedback carried forward from the consultation response document, bringing each individual element to a conclusion as to whether it did, or did not, influence the final design option?	Yes	No issues were identified in the consultation feedback requiring amendment to the consulted-upon design (ACP subsection 2.8).
4.	Has the change sponsor developed the full options appraisal into a final options appraisal to consider any revised impacts due to the updated final design option and/or changes in data using the same approach as in the earlier stages?	N/A	The design did not change, nor did any assumptions, nor was it proportional to change the baseline. Therefore the final options appraisal matches the full options appraisal. See ACP Section 9 for a summary of each element, extracted from the full options appraisal, and subsection 9.1 for statement that there was no change from the full options appraisal.
5.	Has the change sponsor provided a rationale for any updates made to the final design option?	N/A	No issues were identified in the consultation feedback requiring amendment to the consulted-upon design (ACP subsection 2.8).

Requirement		YES or N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
6.	Has the change sponsor assessed whether any of the environmental impacts have changed?	Yes	The design did not change therefore the final options appraisal matches the full options appraisal. See ACP Section 9 for a summary of each element, extracted from the full options appraisal, and subsection 9.1 for statements that there was no change from the full options appraisal. Subsections 9.4-9.8 summarise the unchanging environmental impacts.
7.	Has the change sponsor provided a final assessment of the impacts on safety?	Yes	ACP Section 8.
8.	Has the change sponsor provided any additional assessments for the habitats regulations assessment as specified by the CAA?	N/A	No additional HRA assessments were required (see ACP 9.8.1).
9.	Did the change sponsor discuss with the CAA whether additional consultation was required where the final options appraisal reveals that the impact of the final design option has substantially changed, including modifications to instrument flight procedures?	N/A	No discussion required, see ACP 2.8.11.
10.	Did the change sponsor re-consult where there was a substantial difference between the airspace change proposal consulted on and the final design option?	N/A	N/A, see ACP 2.8.11.
11.	Has the change sponsor submitted post-consultation engagement evidence, analysis, and conclusions to the CAA?	Yes	Consultation response document was submitted to the CAA for review, pre-publication.
12.	Has the change sponsor prepared the final airspace change proposal using the standard template?	Yes	The ACP is consistent with CAP1616f Appendix A.
13.	Has the change sponsor ensured that the final airspace change proposal does not include any design elements that have not been consulted on unless this has been approved by the CAA in advance?	N/A	N/A
14.	Where relevant, has the change sponsor ensured that their approved procedure design organisation provides the CAA with the instrument flight procedure design submission in accordance with the agreed method documented in the approved procedure design organisation's quality management system?	Yes	Separate APDO submission will be as per standard method.

Requirement		YES or N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
15.	Where relevant, has the change sponsor included in the final airspace change proposal the rationale as to why no further consultation is required?	N/A	N/A, see ACP 2.8.11.
16.	Has the change sponsor included in their final airspace change proposal sufficient information written in plain English such that non-aviation stakeholders can understand the airspace change proposal and the anticipated impacts?	Yes	The ACP is written in an appropriate manner to allow non-aviation stakeholders to understand its contents.
17.	Has the change sponsor included in their final airspace change proposal sufficient technical details such that aviation stakeholders can fully understand the airspace change proposal and the anticipated impacts?	Yes	ACP Section 3 details the current scenario, Section 4 details the ACP scenario, Section 5 details the operational impacts and Appendix B summarises the draft AIP changes, with details to be agreed with the CAA.
18.	Has the change sponsor included in their final airspace change proposal sufficient details such that the CAA can assess the airspace change proposal against the CAA's statutory duties and where applicable, government policy?	Yes	The ACP is sufficiently detailed, and also refers to relevant detailed documentation.
19.	Has the change sponsor included in their final airspace change proposal sufficient details such that the CAA can assess the airspace change proposal against any applicable CAA policies, including requests for policy dispensations?	Yes	ACP Section 7.
20.	Has the change sponsor included in their final airspace change proposal a realistic target implementation date that takes into account the decision process in Stage 5 and the implementation process set out in Stage 6, as well as any requirements of the change sponsor and impacted stakeholders?	Yes	ACP subsection 2.11.
21.	Has the change sponsor included their assessment as to whether the anticipated impacts meet any of the relevant call-in criteria set out in the Air Navigation Guidance 2017?	Yes	ACP subsection 2.10.
22.	Has the change sponsor submitted their final airspace change proposal to the CAA, noting that the technical instrument flight procedure submission (where relevant) must be submitted by the change sponsor's approved procedure design organisation?	Yes	ACP submission occurred on 28 July 2026 ahead of the agreed timeline, likewise the APDO submitted IFP technical data to the CAA (not for publication) in the agreed timeline.

Requirement		YES or N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
23.	Has the change sponsor published their final airspace change proposal on the airspace change portal, noting that this must not include the technical instrument flight procedure submission?	Yes	ACP portal publication occurred on 28 July 2026 ahead of the agreed timeline, likewise the APDO submitted IFP technical data to the CAA (not for publication) in the agreed timeline.
24.	Has the change sponsor submitted a safety case and related assessments, where required?	Yes	An initial safety assessment is included in the ACP Section 8, a subsequent ATC Procedures Safety Assessment (APSA) and Change Assurance Report (CAR) will be submitted after the ACP to the appropriate CAA Inspector in due course.
25.	Has the change sponsor produced and published a final options appraisal and environmental assessment?	Yes	The design did not change therefore the final options appraisal matches the full options appraisal. See ACP Section 9 for a summary of each element, extracted from the full options appraisal.
26.	Has the change sponsor produced and published any additional assessments for habitats regulations assessment as specified by the CAA?	N/A	No additional HRA assessments were required (see Item 8 above).
27.	Has the change sponsor produced an instrument flight procedure submission (if applicable) (submitted by change sponsor's approved procedure design organisation)?	Yes	Separate APDO submission will be as per standard method (see Item 14 above).

Please provide any additional information below which is relevant to the Stage 4 'UPDATE AND SUBMIT'.

(Nil)