CAP 1616 – Stage 3 ‘CONSULT’ Gateway

Checklist of Requirements

ACP Reference Number	ACP-2025-013
ACP Title	Modernising Midlands Airspace
Change Sponsor	NATS
Consultancy (if applicable)	
Approved Procedure Design Organisation (if applicable)	
Gateway Date	28th August 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 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	ConDoc Appendix B provides a description of the development of the design. FOA document provides quantification of the single preferred option. ConDoc contains multiple references to the single option taken forward for consultation.
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	YES	FOA Sections 2, 3 and 4.

	♣ 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	FOA Section 7.1.1
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	N/A	Change is at/above 7,000ft
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	ConStrat Sections 4.1, 4.2, 5.1
6.	Have you explained how different audiences will be informed of the consultation and what opportunities they will have to engage and respond?	YES	ConStrat Sections 5.2, 5.3
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	YES	ConStrat Section 5.4
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?	N/A	Change is at/above 7,000ft
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	ConStrat Section 7
10.	Does the consultation strategy include a timetable of associated activities?	YES	ConStrat Section 5.4
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	ConStrat Section 5.2 ConStrat Section 5.5
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	ConStrat Section 6.1.2
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	ConStrat Section 6.1.3

14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	YES	ConDoc Section 6.
15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	YES	As per ConStrat Section 6: Consultation Strategy, Consultation Document, Full Options Appraisal, and an online survey. An FAQs document will be published as required following consultation launch.
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	YES	ConDoc Section 3 and 4.
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	The ConDoc provides a detailed description of the baseline scenario, the proposed changes (including justification) and the potential impacts: Sections 3, 4, and 5.
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	YES	ConDoc Section 2.4.4
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	ConStrat Section 6.1.3 ConDoc Section 2.1.8
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	ConDoc Section 5.9
21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	YES	ConDoc Appendix D. Consultation questions use clear and simple language, provide neutral wording, are one topic only, and provide balanced response options.
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 N/A	ConDoc Section 4.9 N/A
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)	N/A YES	Will be published upon consultation launch - 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.

[INSERT TEXT HERE]