

# How to complete the UK AIP change request form (933)



## **General Guidance**

This guidance document is intended to assist in the completion of the 933 form. The submission process is web and email based with no provision being made for the submission of 'hard copy' change requests. If you have any queries regarding the completion or submission of the form please contact [933form@caa.co.uk](mailto:933form@caa.co.uk)

## **Approved 933 Sponsors**

Only approved sponsors for any given entry in the UK AIP can submit a change request. NATS AIS will check all change requests against the Approved Sponsors List. In the event that the individual is not on the list an email shall be sent stating that the 933 is not being actioned and direct the originator to the process for adding their name to the sponsors list. Once the individual has been approved for the sponsors list the 933 can be actioned. The vast majority of sponsors will be aware of which entries they are responsible for. If you want to make a change, or are unsure whether or not you are an approved sponsor, or you wish to find the sponsor for a particular entry, then you should submit a query to [aimr@caa.co.uk](mailto:aimr@caa.co.uk). The DAP 1904: AIP Sponsor Change Request Form can be found at: [www.caa.co.uk/933form](http://www.caa.co.uk/933form).

## **Regulatory Approval**

When a 933 is received that impacts areas of the AIP that require regulatory approval, an email or similar written authorisation will be required from the relevant CAA regulatory body, and should preferably be included as an attachment as described at Section 6. If no written authorisation is attached the AIP editor will not action the 933 and inform the sponsor of the need for them to obtain regulatory approval. Areas that require regulatory approval include:

- Instrument Flight Procedures
- Controlled Airspace Dimensions and/or Classification
- Runway Dimensions and/or Declared Distances
- RFF Categories
- Specific sections in GEN 0-1, GEN, 2-2 & GEN 3-1

## **Title Block**

This gives general information about the form, two automatically generated fields give your submission a unique number and date reference (after submission). Please quote this number should you have any queries regarding your AIP change request.

## **Section 1 - Change Summary - Mandatory**

a) If your change request affects the AD 1, AD 2 or AD 3 sections of the AIP, please select from the drop down menu, or type the name of the aerodrome in this box. If your change request concerns any other part of the AIP then select/type 'None' in this field.

b) Add a brief summary of the information you are supplying. This should be kept to a minimum as full details are added in section 6.

## **Section 2 - Effective Date - Mandatory**

This is the date the information you are supplying becomes effective. This can either be 'Immediate' (today's date is used) or a specific operational or AIRAC date can be typed in the 'Effective on' Field, in the format dd/mm/yy. To view the AIRAC publication schedules and for general guidance on the AIRAC system, please see the AIRAC schedules at [www.caa.co.uk/933form](http://www.caa.co.uk/933form)

## **Section 3 - Method of Promulgation - Mandatory**

Select your desired method of promulgation from the six options available. If an AIC is required please select the AIC type from the drop down menu. Under no circumstances should this form be used to submit temporary NOTAMs. For temporary NOTAM submissions you should use one of the methods

described in [GEN 3.1](#) paragraph 3.6.2. For comprehensive guidance on how to complete this section, see [Annex B](#) at the end of this document.

#### **Section 4 - Add/amend/cancel currently published info? - Mandatory**

If your request adds to or amends currently published AIP information, please tick the 'Yes' box and continue to section 5. If your request generates new sections/pages, please check the 'No' box and skip to section 6.

#### **Section 5. Add/amend/cancel currently published info - page details**

Seven lines are available to reference the specific location/s that require attention. Please describe the location/s as fully as possible. For example, reference to the Heathrow ARP location in the AIP should read:

<b>Page Details</b> <b>(AIP/AIC/SUP/NOTAM Ref, Page No, Date)</b>	<b>Section</b> <b>(Para./Line/Column)</b>
AIP Page AD 2 - EGLL-1-1 (12 Apr 07)	Para 2.2/line 1/Column 2

#### **Section 6 - Full details of Change - Mandatory**

Full and comprehensive details of the change request should be added here. Cross-references to section 5 should be included.

Information can be (copied from external sources and) pasted into this field, however; please be aware that formatting of the text may be lost. If your details exceed the limitations of this field (1500 characters) and/or you have additional documents or regulatory approval documents to attach in support your AIP change request, please tick the box after section 6. **You do not include attachments at this stage - see the submission process below.** Attachments should preferably be in MS Office format or pdf. For suitability of other file types please contact [933form@caa.co.uk](mailto:933form@caa.co.uk).

#### **Section 7 - Your Details**

The first 4 fields are mandatory, and **particular attention should be given to the email address**, as this is where your confirmation receipt will be sent. Failure to receive your emailed confirmation would indicate an incorrect address has been entered here.

The last 3 fields are not compulsory, but we would ask all sponsors to fill in where appropriate.

#### **Submission**

Upon submission;

A validation check is run on all the fields to ensure they have been completed, and are in the correct format. You will be told if any require attention.

If you ticked the attachments box (after section 6) you will be reminded that you need to send attachments and brief instructions as to how (no message is shown if the box is left unchecked).

Notification that the form has been sent appears, including a reference number.

You will subsequently receive an email from the CAA (sent to the email address specified in section 7) with an attached pdf version of your completed submission form. CAA and NATS also automatically receive a copy of this completed form. Note that the two fields in the title block will now contain automatically generated references. If you do not receive a confirmation email, please contact [933form@caa.co.uk](mailto:933form@caa.co.uk).

If you have no supporting digital attachments to add, the process is complete.

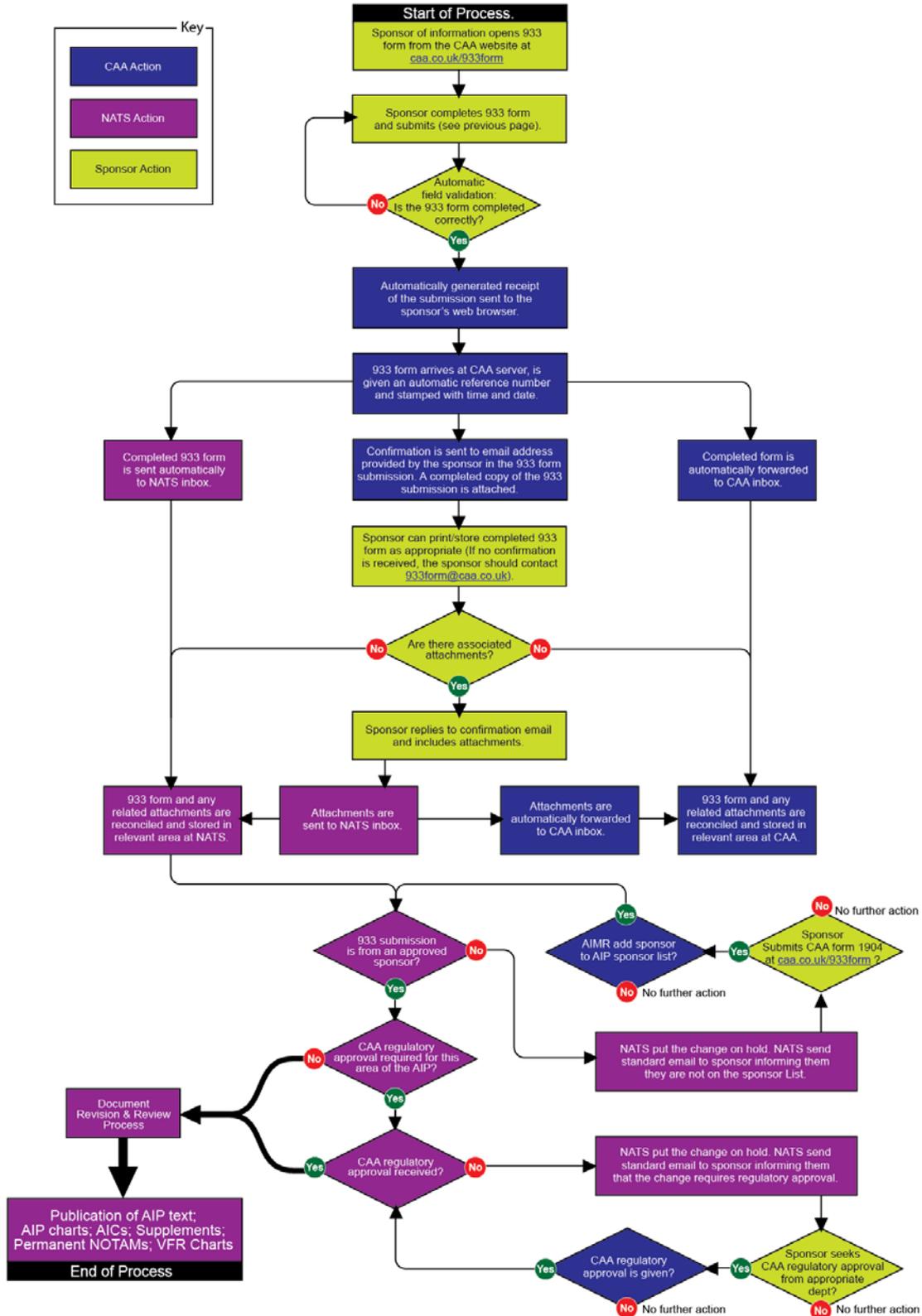
If you do have supporting digital attachments, click 'reply' to this email, insert the attachments and click send, **ensuring that the subject field is untouched**. The attachments will be sent automatically to both CAA and NATS, and the process is then complete.

#### **Aeronautical Information outside of the scope of the 933 process**

Notification of unusual activities such as military exercises, air displays, parachuting, firework/light displays, kite flying and balloon activity should in the first instance be made to the CAA Airspace Utilisation (AU) section at [ausops@caa.co.uk](mailto:ausops@caa.co.uk). Once AU have co-ordinated and de-conflicted an activity they will assume responsibility for publication.

Annex A

UK IAIP Change Request form (933) - Submission, Receipt & Approval.



### Additional Guidance on how to complete Section 3

3\*. Your suggested method of promulgation (Please select at least one of the following options)

AIP Amendment	<input type="checkbox"/>	NOTAM (Permanent only) <small>see Note</small>	<input type="checkbox"/>
AIRAC AIP Amendment	<input type="checkbox"/>	AIP Supplement	<input type="checkbox"/>
Double AIRAC AIP Amendment	<input type="checkbox"/>	AIC	<input type="text" value="None"/>

Note: Information relating to an aerodrome or heliport and its vicinity which does not affect its operational status does not require promulgation by NOTAM

The AIP is kept up-to-date by regular revision on a fixed cycle. For operationally significant changes in information, the cycle known as the AIRAC (Aeronautical Information Regulation and Control) cycle is used.

Amendments to the AIP are produced every 56 days (**Double AIRAC AIP amendment**) or every 28 days (**AIRAC AIP amendment**). These changes must be received well in advance so that users of the aeronautical data are able to update their Flight Management Systems (FMS) in a timely fashion.

Implementation dates other than AIRAC effective dates **must not be used** for pre-planned, operationally significant changes requiring cartographic work and/or update of navigation databases.

Select **AIP Amendment** to give notice of administrative or non-operational aeronautical information for inclusion into the AIP. (Non technical information not applicable for incorporation into an aircraft FMS).

Select **AIRAC AIP Amendment** whenever changes are planned, to give notice of operationally significant information for inclusion into the AIP.

Select **Double AIRAC AIP Amendment** whenever major changes are planned, to give advance notice of operationally significant information for inclusion into the AIP.

Select **NOTAM (Permanent only)** in conjunction with an operationally significant change that will be incorporated into the AIP.

**Important Note:** Do not use the 933 form for notification of temporary NOTAM.

Select **AIP Supplement** to notify temporary changes of long duration (usually more than three months) or changes requiring the issuance of extensive text and/or graphics that affect the contents of the AIP.

Select **AIC** to give notice of aeronautical information that does not qualify for inclusion into the AIP. It is used to provide information that relates to flight safety, air navigation, technical, administrative or legislative matters.