

Timeline Request Form

NON-PERMANENT

CAP 1616 requires change sponsors to submit a timeline for their airspace change proposal to the CAA so that it can be reviewed and agreed accordingly. In agreeing a timeline, the CAA is making a commitment to deliver the decision timeframes as specified in CAP 1616, subject to the change sponsors meeting their own commitments.

This form should be used by the change sponsor to formally request initial airspace change proposal timelines that have **not previously been presented to/and agreed with the CAA**.

When deciding a timeline, please refer to the [AIC/SUP Publication Schedule](#), paying attention to the submission cut-off and the publication dates in particular, and allow at least **28 days** between submission of your proposal and the CAA Decision date.

The change sponsor is required to publish a record of this form, including the latest indicative dates, on the Airspace Change Portal at the following points in the process (major timeline updates can and should be published outside of this as required):

	PROPOSED DATES	
Formal ACP Submission		
Stage 4 CAA DECISION		
	PROPOSED TARGET SUBMISSION CUT-OFF DATE	PROPOSED PUBLICATION DATE
Target AIC/SUPP		

ACP Reference Number
(ACP-YYYY-###):

ACP Title:

Change Sponsor Name:

Please briefly explain the need to revise
the timelines:

For CAA use only:

Revised timeline reviewed and agreed on:

Account Manager