

Timeline Amendment 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 an update to airspace change proposal timelines that have **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):

	CURRENT PROPOSED DATES
Formal ACP Submission	
Stage 4 CAA DECISION	
	PROPOSED DATES
Formal ACP Submission	
Stage 4 CAA DECISION	

	CURRENT TARGET SUBMISSION CUT-OFF	CURRENT TARGET PUBLICATION DATE
Target AIC/SUP		
	PROPOSED TARGET SUBMISSION CUT-OFF	PROPOSED TARGET PUBLICATION DATE
Target AIC/SUP		

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