

Timeline Request Form

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 [AIRAC 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 decide gateway date (please see [published list of dates](#)).

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 DOCUMENT SUBMISSION DEADLINE	PROPOSED CAA DATE
Stage 1 Milestone (Levels 1 and 2 only) Stage 2 CONSULT Gateway (Levels 1 and 2 only) Formal ACP Submission Stage 4 DECISION		
	PROPOSED TARGET AIRAC NUMBER	PROPOSED TARGET AIRAC EFFECTIVE DATE
Target AIRAC		

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