

# 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 on the Airspace Change Portal once confirmation of acceptance by the CAA has been received in writing.

PLEASE SUBMIT YOUR NEW TIMELINE BY CLOSE OF BUSINESS **THURSDAY** IN ORDER FOR IT TO BE CONSIDERED IN THE NEXT ROUND. ANYTHING RECEIVED AFTER THIS TIME WILL GO TO THE FOLLOWING ROUND FOR CONSIDERATION.

|                                                                                                                                           | PROPOSED SUBMISSION DEADLINE | PROPOSED CAA DATE                    |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------|
| <b>Stage 1 Milestone (Levels 1 and 2 only)</b><br><br><b>Stage 2 CONSULT Gateway (Levels 1 and 2 only)</b><br><br><b>Stage 4 Decision</b> |                              |                                      |
|                                                                                                                                           | PROPOSED TARGET AIRAC NUMBER | PROPOSED TARGET AIRAC EFFECTIVE DATE |
| <b>Target AIRAC</b>                                                                                                                       |                              |                                      |

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

ACP Title:

Change Sponsor Name:

Please briefly explain the  
need to revise the timelines:

Request Dated:

For CAA use only:

Timeline reviewed and agreed on:

Account Manager