



# CAP 1616 – Stage 3 ‘CONSULT’ Gateway

## Checklist of Requirements

<b>ACP Reference Number</b>	ACP-2025-003
<b>ACP Title</b>	Introduction of RNP AR Procedures at LCY
<b>Change Sponsor</b>	London City Airport
<b>Consultancy (if applicable)</b>	NATS
<b>Approved Procedure Design Organisation (if applicable)</b>	NATS
<b>Gateway Date</b>	January 30 <sup>th</sup> 2026

This checklist has been developed to ensure that Change Sponsors address relevant regulatory requirements when compiling their submissions to the CAA. Completion of this form does not in itself guarantee CAA approval. The CAA will review and assess the actual content of the Change Sponsor's submission, before making a regulatory decision on whether the relevant regulatory requirements have been addressed satisfactorily. Change Sponsors should refer to the contents of CAP 1616 and CAP 1616a for further guidance on the requirements listed below.

### Gateways

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To help Change Sponsors and affected stakeholders track how a proposal is progressing and to give greater certainty that the Change Sponsor is following the process correctly, the CAA applies a series of three Gateway sign-offs during the seven-stage process. A sign-off provides the CAA's approval that relevant process requirements and guidance have been correctly followed up to that point, and gives the Change Sponsor the CAA's approval to move to the next stage in the process. The purpose is to minimise any work having to be repeated, particularly in getting the supporting documentation for consultation right.

Passing a Gateway does not predetermine the CAA's later final decision on whether to accept the Airspace Change Proposal. Where the CAA is not satisfied that the relevant process requirements have been met, it is likely that the Change Sponsor would need to revisit the stage(s) concerned. It is entirely at the CAA's discretion whether to give approval for the Change Sponsor to move beyond the Gateway.

## Stage 3 'CONSULT/ENGAGE' Gateway Requirements

Requirement		YES/N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
1.	Have you developed the Initial Options Appraisal into a more detailed quantitative assessment, moving from qualitatively defined shortlist Design Options to the selection of the preferred Design Option(s)?	YES	FOA document was produced. Section 6 states preferred option.
2.	<p>Does the Full Options Appraisal of each Design Option include:</p> <ul style="list-style-type: none"> <li>▪ each shortlisted Design Option fully developed, including a comparison of its impacts against the baseline scenarios, in particular: <ul style="list-style-type: none"> <li>▪ all evidence gaps identified at Stage 2 fully assessed</li> <li>▪ all reasonable costs and benefits/disbenefits quantified</li> <li>▪ all other costs and benefits described qualitatively</li> <li>▪ reasons why costs and benefits have not been quantified</li> <li>▪ detail on the preferred Design Option, setting out reasons for the preference (where relevant)</li> </ul> </li> <li>▪ a more detailed assessment of the impacts on safety, if completed</li> <li>▪ a quantified and monetised environmental assessment of the Design Options, including direct and consequential impacts</li> </ul>	YES	<p>Only 1 option progressed (vs do nothing) Evidence gaps covered in FOA section 1.3 and explains how they have been addressed. FOA Section 3 covers each element for costs and benefits. Subsection titles state if quantitative or qualitative assessment has been carried out. Each qualitative assessment rationale is provided in the associated part of section 3. CBA indicates a c. £100M NPV benefit over the assessment period. Details are provided throughout FOA section 3. A safety assessment is included in FOA section 5.</p>
3.	Have you used the most up-to-date, credible and clearly referenced sources of data to assess the impacts of the baseline scenarios and Design Options	YES	FOA Sections 2.4.2 and 2.4.3 as well as in Technical Annex A for forecasting methodology.
4.	Have you provided any additional assessments for Habitats Regulations Assessment as specified by the CAA.	YES	HRA update is included in FOA Section 3.5.

Requirement		YES/N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
5.	Have you developed a consultation strategy that identifies which stakeholders are likely to be impacted, positively or negatively, and what their information needs are (including consideration of any seldom-heard audiences)?	YES	Section 5 of the Consultation Strategy relates to the audience and how stakeholders were mapped based on predicted changes in impacts. Seldom heard audiences are addressed in sections 5.8 and 6.6
6.	Have you explained how different audiences will be informed of the consultation and what opportunities they will have to engage and respond?	YES	Section 5 of the Consultation Strategy relates to the audience and Section 6 describes our approach
7.	Does the consultation strategy explain whether intermediaries will be used or whether direct contact with stakeholders is more appropriate?	YES	Section 6.7 addresses the use of intermediaries. Section 6.1 and 6.3 covers direct and indirect engagement, and communication channels. Section 6.5 describes the webinar and Face to Face briefing plan.
8.	Does the consultation strategy explain whether individual properties need to be contacted? If not, does it set out other reasonable methods of reaching communities?	YES	Section 6.1.5 explains why it will be disproportionate to contact individual properties, with exceptions stated. Section 6.5 addresses how the public would be reached.
9.	Does the consultation strategy state the intended start and end dates, and provide a rationale detailing why the length is sufficient to facilitate effective consultation?	YES	Section 8.1 lists the consultation Start and End dates including the rationale for duration.
10.	Does the consultation strategy include a timetable of associated activities?	YES	Sections 8.2 to 8.5 are activity plans broken into separate consultation periods

Requirement		YES/N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
11.	Does the consultation strategy explain what steps will be taken to: <ul style="list-style-type: none"> <li>▪ generate an appropriate level of participation, and</li> <li>▪ respond to unexpected events and challenges</li> </ul>	YES	The Consultation Strategy is a robust plan for encouraging participation. Section 6.10 details the success criteria. 6.11 addresses contingency planning
12.	Have you explained within the consultation strategy how the materials will provide stakeholders with enough information to ensure that they understand the issues and the potential impact of the airspace change proposal on them so they can give informed responses?	YES	Section 7 describes the materials
13.	Have you explained within the consultation strategy how you will use the most up-to-date, credible and clearly referenced sources of data, with modelling carried out in line with relevant best practice?	YES	Para 7.1.3
14.	Have you explained within the consultation strategy how the supporting materials will be developed to suit a range of audiences?	YES	Para 7.1.1
15.	Have you produced draft consultation materials that are fully aligned with the consultation strategy?	YES	Draft materials are included in the submission
16.	Do the draft consultation materials clearly explain the scope of the airspace change proposal and the baseline scenario?	YES	Consultation Document section 3.2 for scope, 2.2 for brief outline of baseline option. Direct comparisons with the baseline are throughout the main consultation document Section 5, rather than as two separate sections Without Change and With Change.
17.	Do the draft consultation materials provide stakeholders with enough information to ensure that they understand the issues and the potential impact of the airspace change proposal on them, and can give informed responses?	YES	Documents and materials have been prepared in accordance with required guidelines.

Requirement		YES/N/A	Document/Section [Change Sponsor to signpost the relevant document/section]
18.	Have you produced draft consultation materials that do not require technical knowledge to understand and respond?	YES	Documentation has been written to be understood by a diverse range of audiences.
19.	Do the draft consultation materials use the most up-to-date, credible and clearly referenced data, with modelling carried out in line with relevant best practice?	YES	Consultation document para 2.3.7
20.	Do the draft consultation materials make clear the extent to which the change is reversible if it does not achieve the objectives it is design to achieve?	YES	Consultation Document Section 8 is a reversion statement.
21.	Have you used questions that are clear, appropriate and unbiased within the consultation materials?	YES	Consultation questions are listed in Consultation Document 7.6. Questions ask a subjective view and for stakeholders to rationalise their view.
22.	Have you demonstrated if the airspace change proposal is aligned with the Airspace Modernisation Strategy (CAP 1711) and where applicable, the relevant iteration of the airspace change masterplan.	YES	Consultation Document Section 3.3 and Appendix A demonstrates AMS alignment. This is a non-FASI change, Master Plan is not relevant.
23.	Have you published the relevant Stage 3 'Consult' Gateway documents on the Airspace Change Portal? If the proposal been given a provisional Level 1 status, has a potentially affected area been uploaded to the Airspace Change Portal? (CAP 2385)	TBD	They will be published upon consultation launch. An impacted area is on the ACP portal which will be updated at consultation launch to accurately reflect the refined area of impact.

Please provide any additional information below which is relevant to the Stage 3 'Consult' Gateway submission.

(Nil)