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NOTIFICATION OF UNUSUAL AERIAL ACTIVITIES

1 This Circular explains the procedure for notifying the Civil Aviation Authority, including the Directorate of Airspace Policy, and Airspace Utilisation Section (AUS) of any unusual aerial activity, hereafter Activity, by civil aircraft that may require airspace co-ordination and notification to other airspace users. There are many types of Activity but most of them fall into one of these categories:

- (a) A concentration of aircraft that is significantly greater than normal, eg a Rally or Fly-in;
- (b) Activities that may require the issue of a Permission or an Exemption from the provisions of the Air Navigation Order or Rules of the Air and Air Traffic Control Regulations, eg low flying near assemblies of people, the dropping of articles or parachutists, or balloon or kite flying;
- (c) Air Shows, Displays, Air Races and other competitions, aerial surveys and avoidance of ground events and hazards;
- (d) Activities requiring the establishment of a temporary Air Traffic Service (ATS) or Air Ground Communication Service (AGCS) Unit which, depending on the size and complexity of the event may require approval.

Note: The Authority's requirements and recommendations to Aerodrome Authorities, Providers and Organisers for the establishment of a temporary ATS or AGCS Unit are published in CAP 403; CAP 670 and CAP 744 and in the case of the provision of a Flight Information Service in CAP 410 (Part A and B) and CAP 427.

2 An Activity may constitute a hazard if pilots of non-participating aircraft are not aware that it is taking place. Consequently, an appropriate measure of airspace co-ordination and general notification by AUS is necessary. Moreover, some Activities may only be carried out if a Permission or an Exemption has been issued by the Authority prior to the event.

3 All event or display organisers who wish to arrange Activities are required to give prior notice to the Authority and to the AUS using a standard notification Form, SRG 1303 (Flying Display Notification Form) or SRG 1304 (Special Events and Unusual Aerial Activity Application Form) as appropriate. Individual participating pilots do not require a Permission or an Exemption if the event or display organiser has already applied for one; however, they are advised to check with the organiser that proper application has been made. These documents are available on the CAA Web site: (<http://www.caa.co.uk/publications>).

4 The information on the completed form is used to ensure that:

- (a) Adequate time is available for those Activities requiring issue of Permissions or Exemptions under the civil aviation legislation to receive thorough consideration;
- (b) a temporary aerodrome license is issued in appropriate cases;
- (c) the AUS is able to complete the necessary co-ordination of the Activity in the interests of flight safety and achieve the most efficient utilisation of airspace by all airspace users;
- (d) the Activity is notified to other airspace users through the NOTAM system and/or the issue of an Airspace Co-ordination Notice when this is appropriate.

5 The length of notice required by the Authority and AUS depends primarily on whether the intended Activity is to take place at a licensed aerodrome or site. The following table indicates the minimum period of notice:

Activity		Notice
1	A Licensed aerodrome or a site where a temporary aerodrome license is required	60 days
2	An aerodrome or site when an aerodrome license is not necessary	42 days

5.1 If an Activity is intended to attract more than 100 aircraft it is essential that proposals are discussed with both the Aerodrome Standards Department (ASD) and the Air Traffic Standards Division (ATSD) prior to any firm arrangements being made. These discussions should be initiated **at least 90 days** prior to the date of the Activity. If the organiser has any doubt on the level or type of ATS or AGCS that should be provided, he/she is strongly recommended to contact the relevant Regional Manager ATS for guidance (address as in paragraph 6.2).

5.2 If it is intended to establish a temporary ATS or AGCS Unit, at an event, it is essential that organisers refer to the document ATS Safety Requirements CAP 670 (<http://www.caa.co.uk/publications>) which contains comprehensive information and requirements for the establishment of such a unit.

5.2.1 A provider of Air Traffic Control must be nominated and he/she is required to apply to the appropriate CAA ATSD Regional Office a minimum of 90 days in advance of the event for unit approval. A copy of the proposed Manual of Air Traffic Services (MATS Part 2) should be submitted as soon as possible but no later than 60 days before the event. The format of the MATS Part 2 is laid out in CAP 670 - ATC 02 Annex A/Section 2, with further information in CAP 670 - Part B/Section 1/APP 04.

5.2.2 Established ATS Units intending to hold a Flying Display or Special Event are required to notify their ATSD Regional Office if the event requires changes to approved procedures or facilities (including Ground Station Callsigns).at that Unit.

5.2.3 Copies of Form SRG 1417 which also may be used for the application for a temporary VHF frequency are available from the CAA ATSD Regional Office or the CAA Web site.

5.3 Display organisers and pilots are advised that, although every effort will be made to deal with late notification forms, no guarantee can be given that they will be processed in time for the event. Late notification may mean that AUS is unable to complete the necessary airspace co-ordination and notification in time. Late notice may also mean that the event will not receive a Permission or an Exemption, or that Air Navigation Order approval of a temporary ATS or AGCS Unit is not given.

6 Forms SRG 1303 (Flying Display Notification Form) and SRG 1304 (Special Events and Unusual Aerial Activity Application Form) can be found on the CAA Web site: <http://www.caa.co.uk/publications> and at Appendix J to CAP 403. Forms may also be obtained from, and when completed, should be returned to:

Civil Aviation Authority
Flight Operations Inspectorate (General Aviation)
1W Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

Tel: 01293-573510/573526
Fax: 01293-573973

to arrive at least 28 days before the event.

6.1 A copy of the completed form should be sent to:

Civil Aviation Authority
Directorate of Airspace Policy
Airspace Utilisation Section (DAP AUS)
K702
CAA House
45 - 59 Kingsway
London WC2B 6TE

Tel: 020-7453 6599
Fax 020-7453 6593

to arrive at least 42 days before the event.

6.2 Air Traffic Services Standards Department (ATSSD) - Regional Offices

Regional Manager ATS
Southern Regional Office
Floor 2W
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
Tel: 01293-573330
Fax: 01293-573974

Regional Manager ATS
Central Regional Office
Manchester International Office Centre
Suite 5
Styal Road
Wythenshawe
Manchester
M22 5WB
Tel: 0161-499 3055 Ext 242
Fax: 0161-499 3048

Regional Manager ATS
Northern Regional Office
7 Melville Terrace
Stirling
FK8 2ND
Tel: 01786-431400
Fax: 01786-448030

CAA Safety Regulation Group
Licensing and College Regulation
Air Traffic Standards Division
Aviation House
Gatwick Airport South
West Sussex RH6 0YR
Tel: 01293-573329
Fax: 01293-573974

6.3 Area of Responsibility of the ATSSD Regional Offices



7 Event or display organisers should note that whenever military aircraft participate in a civil aviation event, the Ministry of Defence requires the organiser to complete a special questionnaire which is separate from, and additional to, the notification required by the Authority. Event organisers will receive copies of the military questionnaire from the MOD when the military participation is confirmed and they will be required to return completed questionnaires direct to the AUS.

This Circular is issued for information, guidance and necessary action.