

AERONAUTICAL INFORMATION CIRCULAR Y 072/2015

UNITED KINGDOM



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UK POLICY FOR THE ASSIGNMENT AND USE OF ICAO LOCATION INDICATORS, 3-LETTER DESIGNATORS AND TELEPHONY DESIGNATORS

1 Policy

- 1.1 UK policy for the assignment of ICAO Location Indicators, ICAO 3-letter Designators and ICAO Telephony Designators is based upon ICAO Docs 7910 and 8585. The CAA Safety & Airspace Regulation Group (SARG) has responsibility for the formulation of UK policy concerning requests for, or changes to, ICAO Location Indicators, ICAO 3-letter designators and ICAO Telephony Designators.
- 1.2 Responsibility for the day-to-day application of this policy rests with Airspace Regulation Section of the CAA.
- 1.3 Royal Air Force (RAF) Air 1 Group Battleforce Management Air Traffic Management Force Commander has MOD responsibility for co-ordinating requests from military users, through Airspace Regulation, for the issue of, or any changes to, ICAO Location Indicators, 3-letter Designators and Telephony Designators.
- 1.4 The CAA will, in conjunction with NATS and the RAF, undertake periodic reviews of UK policy and assignments.
- 1.5 Within the UK, assignment of an ICAO four-letter Location Indicator, three-letter designator or Telephony Designator does not confer ownership of such codes or designators to the aerodrome or aircraft operator to which they are assigned. **They are not to be considered as tradeable assets, and are to be cancelled when the requirement for their UK use ends**

2 Location Indicators

- 2.1 ICAO four-letter Location Indicators are primarily formulated and assigned to identify those geographical locations at which there is situated a station forming part of the Aeronautical Fixed Service (AFS) and assist in the processing of aeronautical messages. The number of codes available to the UK is finite, therefore separate Location Indicators will not be assigned to different units at one geographical location where the appropriate use of three-letter agency designators will adequately cover the need.
- 2.2 Requests for the assignment of a Location Indicator will be assessed in relation to the benefits to, and impact on, the message and data handling system and its users. Location Indicators will generally be assigned only to civil licensed or unlicensed aerodromes, Government aerodromes and certain meteorological reporting stations served by the AFS. Under current arrangements, ballooning, gliding and microlight sites, farm and private landing strips will not normally be considered eligible for the assignment of a Location Indicator. However, the assignment of Location Indicators to geographical locations other than those served by the AFS may, in exceptional circumstances, be approved at the discretion of SARG.
- 2.3 To support ATC systems and procedures and to avoid potential AFTN routing problems, certain Location Indicators will not be allocated.

3 3-Letter Designators

- 3.1 ICAO 3-Letter Designators will normally only be assigned to:
 - (a) Aircraft operating agencies engaged in air transport operations in accordance with a full Aircraft Operators Certificate (AOC) that are considered to have a need for an exclusive designator;
 - (b) aircraft operating agencies engaged in aerial work operations that can demonstrate a need for an exclusive designator;
 - (c) government aircraft operating agencies;
 - (d) government authorities and services providing air navigation, communication and other services for international aviation;
 - (e) organisations, other than government organisations, providing services for international civil aviation.
- 3.1.1 The assignment of 3-Letter Designators to aircraft operators other than those listed above may, in exceptional circumstances, be approved at the discretion of SARG, Airspace. **3-Letter Designators will not under any circumstances be issued to individuals for personal use.**
- 3.2 3-letter Designators should reflect to the maximum extent practicable the name of the aircraft operating agency or its Telephony Designator, or the aeronautical service provided. Designators for governmental organisations providing aviation facilities and services will be allocated in the Y series; those providing air traffic services will be allocated in the Z series (except ZXA-ZXZ).

Normally, no more than one three-letter or Telephony Designator will be assigned to each aircraft operating agency, aeronautical authority or service.

- 3.3 To avoid confusion with AFS signals and ATC procedures the following combinations of letters will not be permitted in 3-letter designators: CZ, ZC, NN, QTA, SVC, PAN, SOS. To avoid potential AFTN routing problems, no allocation of aircraft operating agency designators will be included in the Y and Z series; no allocation of 3-letter designators will be made in the Y series and ZAA-ZIZ, ZOA-ZUZ and ZYA-ZZY groups.

4 Telephony Designators

- 4.1 With the exception of State aircraft, ICAO Telephony Designators will normally only be assigned to AOC holders. Normally, no more than one Telephony Designator will be registered for each aircraft operating agency, aeronautical authority or service.
- 4.2 Exceptionally, Telephony Designators may be assigned to non-AOC holders at the discretion of SARG, Airspace. In such cases, the assigned Telephony Designator may be used for flights operated in accordance with aircraft and pilot licensing requirements. Telephony Designators will not under any circumstances be assigned to individuals for personal use.
- 4.3 Telephony Designators may be used as part of the radiotelephony callsign in accordance with ICAO Radiotelephony Procedures (Annex 10, Volume 2) and CAP 413 Radiotelephony Manual. Telephony Designators should resemble as far as possible the name of the aircraft operating agency or its function. Ideally, there should be a correlation between the three-letter designator, the Telephony Designator and the name of the aircraft operating agency or its function.
- 4.4 In order to reduce the length of R/T transmissions, Telephony Designators should be brief and comprise if possible one word of two or three syllables. It should not exceed two words. The Telephony Designator should be easily and phonetically pronounceable.
- 4.5 The use by aircraft operators of Telephony Designators relating to an Air Traffic Service Unit is not recommended and should be avoided.

5 Applications for ICAO 3-Letter Designators and Telephony Designators

- 5.1 All UK applications for the assignment of new ICAO 3-Letter Designators and Telephony Designators are to be made using the ICAO on-line process. Applicants must purchase a Pin Number costing \$4000 before completing the on-line form for submission to the State Focal Point for assessment and, if approved, onward transmission to ICAO. The application form cannot be submitted without a valid Pin Number. Once the assignment has been made by ICAO both the applicant and State Focal Point are informed (the \$4000 fee includes one confirmation letter) but the introduction date will still be determined by the State Focal Point. If, during the application process, a requested designator and/or telephony callsign is no longer required information on reimbursement of fees can be obtained from ICAO. Applicants are encouraged to ensure that they meet the criteria in paragraphs 3 & 4 above before commencing the on-line process
- 5.2 Full details about the on-line process can be found at www.icao.int/3LD.

6 Changes to, or Cancellation of, ICAO Location Indicators, 3-Letter Designators and Telephony Designators

- 6.1 All changes to ICAO 3-Letter Designators and Telephony Designators are to be made using the same on-line process as in 5 above. The cost of purchasing a Pin Number for this process is \$3000 but all other details are the same.
- 6.2 Telephony Designators and 3-Letter designators assigned to an aircraft operator that is believed to have ceased trading, had its AOC revoked or that cannot be contacted will, following due investigation by SARG into the continued requirement for the allocation, be subsequently cancelled. Affected aircraft operators will be served notice (to the last known address) of such action.
- 6.3 If no evidence can be found that the Telephony Designator or 3-Letter designator has been used in the preceding year then this may lead to the allocation being cancelled.
- 6.4 A Location Indicator will not be reassigned to another location for a period of at least six months after cancellation of its previous assignment.
- 6.5 A 3-Letter or Telephony Designator will not be reassigned until a period of at least sixty days has elapsed after cancellation of its previous assignment.

7 Application for ICAO Location Indicators

- 7.1 All UK applications for the assignment of new ICAO Location Indicators are to be made to:

Airspace Regulation
Safety & Airspace Regulation Group
CAA House
45-59 Kingsway
London WC2B 6TE

Tel: 020-7453 6565

e-mail: airspace@caa.co.uk

- 7.2 All applications are to be made using the form at Annex A to this Circular which can be found on the AIS website, <http://www.ais.org.uk>. All applications will be forwarded to ICAO for registration; once this stage is complete applicants will be informed of the outcome in writing by SARG. Implementation will normally take place on the first AIRAC date thereafter and a period of 8 weeks minimum should be allowed between initial application and introduction of the new designator.

8 Promulgation of Location Indicator and Telephony Designator Allocations or Changes

- 8.1 Changes in the assignment of Location Indicators will be promulgated by NOTAM or AIP amendment as far in advance of the effective date as practicable, but no less than two AIRAC cycles in advance.
- 8.2 Details of Location Indicators are published in ICAO Doc 7910, UK AIP (GEN 2.4), UK Military AIP and UK MOD Flight Information Handbook (FIH). Changes to Location Indicators are incorporated into the UK AIP (GEN 2.4), UK Military AIP and Flight Information Handbook (FIH) on a common date (or as close as is practicably possible).
- 8.3 Changes in the assignment of Telephony Designators will be promulgated by means of a SARG Designator Update as far in advance of the effective date as practicable, but no less than one AIRAC cycle in advance. Requests to be included in an email distribution of this update should be made to SARG at the above address.
- 8.4 Details of Telephony Designators are published in ICAO Doc 8585. Additionally, Telephony Designators assigned to UK military authorities are published in the Military AIP and Flight Information Handbook.

9 Enquiries

- 9.1 All enquiries concerning applications for, changes to or cancellations of ICAO Location Indicators, 3-Leter Designators and Telephony Designators are to be referred to SARG and **not** directly to ICAO. Applications, changes or cancellations will only be considered by ICAO when received from the State
- 9.2 Enquiries other than applications, changes or cancellations may be addressed to:

Manager Airspace Regulation Section
Safety & Airspace Regulation Group
CAA House
45-59 Kingsway
London WC2B 6TE

Fax: 0207 453 6565
e-mail: airspaceregulation@caa.co.uk

APPLICATION FOR / CHANGE TO / CANCELLATION OF AN ICAO 4-LETTER LOCATION INDICATOR

THE FOLLOWING FORM IS TO BE USED TO REQUEST AN ICAO 4-LETTER LOCATION INDICATOR. CAA SARG processes all such applications from the UK and submits them to ICAO in Montreal. Applications for, change to or cancellation of Location Indicators will **only** be recognised by ICAO when received from the State. Operators must not therefore contact ICAO directly on these matters. UK Location Indicators are listed in ICAO Doc 7910 and at UK AIP GEN 2.4.

Please complete each of the sections below. * Delete where applicable

1. TYPE OF APPLICATION: NEW/CHANGE/CANCELLATION*
2. DATE:
3. NAME OF AERODROME:
4. LATITUDE AND LONGITUDE:
5. NAME OF AERODROME OPERATOR:
6. CONTACT DETAILS: Name: Postal Address: Telephone Number: Fax Number: E-mail Address:
7. NUMBER OF DAYS USED PER YEAR AND HOURS OF OPERATION:
8. HOURS OF OPERATION:
9. HOW MANY AIRCRAFT ARE BASED AT THE AERODROME? OF THESE, HOW MANY ARE FIXED-WING AIRCRAFT? OF THESE, HOW MANY ARE HELICOPTERS? OF THESE, HOW MANY ARE MICROLIGHTS?
10. DOES THE AERODROME HAVE A CURRENT ENTRY IN THE UK AIP? YES/NO* IF NOT, IS THERE ANY INTENTION TO GAIN ONE, AND IF SO, WHEN?
11. IS THE AERODROME LICENSED ? YES/NO* IF YES, WHEN WAS THE LICENCE AWARDED? IF NO, IS THERE ANY INTENTION TO OBTAIN A LICENCE, AND IF SO WHEN?
12. WHAT IS YOUR AVERAGE ANNUAL AIRCRAFT MOVEMENT RATE? OF THESE, HOW MANY ARE FIXED-WING FLIGHTS? OF THESE, HOW MANY ARE HELICOPTER FLIGHTS? OF THESE, HOW MANY ARE MICROLIGHT FLIGHTS? OF THESE, HOW MANY ARE IFR FLIGHTS?
13. HOW MANY INTERNATIONAL FLIGHTS PER YEAR?
14. WHAT TYPE OF ATC SERVICE(S) IS/ARE CURRENTLY PROVIDED? DO YOU INTEND TO UPGRADE IT/THESE IN THE FUTURE YES/NO* (IF YES, STATE HOW)?
15. WHAT ARE YOUR CURRENT HM CUSTOMS ARRANGEMENTS?
16. HOW ARE FLIGHT PLANS CURRENTLY FILED? HOW MANY FLIGHT PLANS ARE FILED PER YEAR?

17. DO YOU INTEND TO GAIN DIRECT ACCESS TO AFTN? YES/NO*

IF YES, HOW?

WHAT LEVELS OF AFTN ACTIVITY DO YOU ANTICIPATE

ANNUALLY?

MONTHLY?

WEEKLY?

DAILY MAXIMUM?

18. HOW DO YOU CURRENTLY ACCESS WEATHER/NOTAM INFORMATION?

PLEASE ATTACH A 1:250000 SCALE CAA VFR CHART OR 1:50000 SCALE ORDNANCE SURVEY-BASED MAP FRAGMENT DEPICTING YOUR SITE'S LOCATION, PLUS ANY SUPPLEMENTARY INFORMATION YOU CONSIDER RELEVANT TO THIS APPLICATION ON A SEPARATE SHEET.

WHEN COMPLETE, THIS APPLICATION SHOULD BE POSTED OR FAXED OR EMAILED TO:

Manager Airspace Regulation Section, Safety & Airspace Regulation Group, CAA House, 45-59 Kingsway, London WC2B 6TE

Fax: 0207 453 6565

e-mail: airspaceregulation@caa.co.uk

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