



BHPA guidance on applications for inclusions in the AIP (e.g. permanent permit to tow at a particular site to above 60m agl).

Members wishing to conduct aerial activities in UK airspace that are outside allowances in the Air Navigation Order are required to apply to the CAA for permission. The CAA has determined that certain aerial sporting activities do not need regulatory oversight from an airspace design perspective¹, and there is no requirement to follow the airspace change proposal process (which can take many years).

There are two types of permission that can be sought:

- 1) “Permanent” permission. Once granted, it needs to be renewed every three years. It is included in the UK Aeronautical Publication (AIP), a static document that is updated every 28 days and contains permanent information essential to air navigation. The list of sporting and recreational activity areas (e.g. a permanent tow site) can be found by visiting NATS website, navigating to the AIP > ENR 5 NAVIGATION WARNINGS > ENR 5.5. AERIAL SPORTING AND RECREATIONAL ACTIVITIES.
- 2) Temporary permission. This may be for a one-off event such as a flying competition. Air users are informed of the activity by NOTAM. The duration can be for a specific day or number of days (usually less than 14 days). If you wish to apply, contact arops@caa.co.uk for an application form. You will need to supply an on-site contact number for the NOTAM (usually a mobile) so that other air users can ask for information.

The Application Process for inclusion in the AIP.

The process from start to finish will take a number of months, as you are required by CAA to consult certain bodies prior to the submission of an application. The CAA Airspace Regulation team makes decisions on whether a permit can be granted by analysing the safety and practicability of operating on the proposed site.

The process:

- 1) Complete the BHPA’s “Application for a CAA Tow Site Permit” form, available from Head Office, and send it (with a location plan of the proposed site) to the Flying and Safety Committee’s Tow Panel via office@bhpa.co.uk
- 2) Certain bodies must be consulted in writing (refer to Appendix A for a list).
- 3) The letter to each consultee should contain particular information (you may wish to use the pro-forma letter in Appendix B).
- 4) You are advised to keep a log of who you write to, and the date of writing (you may wish to use the table in Appendix C to keep track).
- 5) If 60 days has elapsed and you have not had a response from a consultee, follow it up in writing, stating that (e.g.) “if I have received no response from you in two weeks, I will communicate to CAA that you have no comment on my proposal.”
- 6) Collate all written responses into a single document and send it to the CAA via email / hardcopy to the following address: Airspace Regulation - Off Route Airspace (ORA), Airspace ATM & Aerodromes, Civil Aviation Authority, Floor 1E, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR. Be sure to use the CAA’s reference for your application in all correspondence. Make sure you keep a copy of all the correspondence (scanned or hardcopy). CAA contact addresses are arops@caa.co.uk and copy in Phil.Andrus@caa.co.uk
- 7) You will receive a formal letter from the CAA in response to your application.

¹ Refer to CAA document CAP 1618

Appendix A

The CAA considers that as a minimum the following bodies should be consulted prior to the submission of an application:

- Ministry of Defence: SO1 Airspace, Defence Airspace and Air Traffic Management (DAATM) Ian.Fyfe-Green486@mod.gov.uk and Cc: DAATM-All@mod.gov.uk
- Landowner's permission.
- Local Licensed Airfields (within 10nm of proposed site).*
- Airfields whose instrument approaches may be impacted by the proposed site.
- Local General Aviation Groups (within 10nm of the proposed site).**
- Local Glider sites (within 10nm of the proposed site).
- National Air Traffic Services (NATS) (if the site will require access to controlled airspace).

* Although not specified in CAA guidance, the BHPA interpret this as "Airfields (whose ATZs are within 10nm of the proposed site)."

** As well as other types of General Aviation (Microlights, sailplanes, balloons, etc) the BHPA suggests these should include nearby model flying clubs, other HG and PG clubs and PPG / Powered Hang Glider clubs, and other pilots known to fly in the vicinity.

Appendix B

Pro-forma letter to consultees:

Date X

Dear X

Re: Consultation for an aerial sporting activity.

I am writing to you to notify you that I have applied to the Civil Aviation Authority to undertake the following activity at the location listed and illustrated on the attached map.

[e.g. unpowered paraglider towing to 2000ft above ground level using a winch, at XXX Farm, grid reference XX123456, to take place on weekdays and weekends from 0800 to 1700 hrs, depending on conditions].

This particular aerial sporting activity falls under the CAA's CAP 1618, and I am not required to go through the process of an airspace change proposal. However, I am required to write to you as ***[insert type of body, e.g. a local licensed airfield within 10nm of my proposed site]*** to request your comments on my proposed activity.

I welcome your views or any safety concerns and I will endeavour to address these with you at the earliest opportunity.

I would be grateful if you provide to me within 60 days of the date of this ***[letter / email]*** a written response stating that you approve of the activity, or setting out any concerns you may have about my proposed activity potentially affecting your operation. May I ask that in your response, you state your name and position within your organisation. Your consultation response shall be passed on to the team at the CAA who is evaluating my application.

Please respond to my email address ***[XXXXX]*** / in writing to my office address ***[XXXXX]***.

Yours sincerely, etc.

Appendix C

Body: (e.g. MOD)	Contact name and email address:	Date consultation letter / email sent:	Date response received by me:	60 day follow-up date (if no response):

Body: (e.g. MOD)	Contact name and email address:	Date consultation letter / email sent:	Date response received by me:	60 day follow-up date (if no response):
Date sent to CAA				