



Submission Procedure

Before completing this form: consult the [Airspace Risk and Safety Management Manual](#) on the CASA website: for the latest airspace change guidance material.

During Business Hours (9am-5pm EST):

1. Email: oar@casa.gov.au
2. Phone to confirm receipt: (02) 6217 1177

After Hours if Urgent:

1. Phone: **(02) 6217 1177**. This phone will divert to the OAR Delegate after hours.
2. **Please do not email after hours** unless you are specifically asked to do so.

Postal Address:

Attention: Airspace Operations
Office of Airspace Regulation
Airspace and Aerodrome Regulation Group
GPO Box 2005
CANBERRA ACT 2601

Proponent Details

Contact Name	
Name of Organisation	
Nature of Organisation	
Phone (BH)	
Email	
Address	
No. of Pages	
No. of Attachments	
Date/s of the event/s	
AIRAC date for publication	
Date Submitted	
ACP No: (CASA use only)	

Airspace Change Proposal Details

Please describe the nature of the activity and the reason for the change and any relevant background information

Airspace description and Controlling Authority/Contact

Please attach a narrative and/or table which details the proposed change including:

- Location (suburb, town/ region and state)
- maximum vertical limit of the activity (not the proposed PRD)
- maximum lateral limit of the activity as of latitude and longitude. Developed from the addition of:
 - planned lateral limit; and
 - any additional allowance made for navigation or operational tolerances;
- for firing activities (including rockets) attach a copy of the firing template
- what are the proposed hours of activity of the PRD
- Identify and include the telephone contact details for:
 - Controlling Authority (Prohibited and Restricted Areas)
 - Contact (Danger Area)
- the Restricted Area status (definitions are available in [Designated Airspace Handbook/AIP](#))
- For Airservices and Defence:
 - the calculation of airspace buffers using MATS 2.4.8
 - the Air Traffic Control services to be provided if any
- where the change is to existing Classified airspace (CTR/CTA) or PRD identify the lateral and vertical limit changes.
- for air route changes include:
 - Name and Route number
 - For each waypoint:
 - Latitude and Longitude,
 - Track in/out,
 - Distance NM,
 - LSALT in/back,
 - Chart display code [H/L/B], and
 - When implemented RNP value.

Please answer the following questions

Question 1 Reason for requiring PRD	<input type="checkbox"/> Public safety including safety of aircraft in flight <input type="checkbox"/> Protection of the environment <input type="checkbox"/> Security
Question 2 Is this a Temporary or Permanent airspace change proposal?	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
Question 3 Is this a new ACP or a repeat of a previously submitted ACP?	<input type="checkbox"/> New ► Go to Q5 <input type="checkbox"/> Repeat ► Complete details below
Question 4 If a repeat activity: _____ Date of the activity: _____ a) The last ACP Number: b) Attach a post activity report that includes safety, environmental (if for the protection of the environment) and procedural feedback eg. accident/ incident reports, noise complaints, community comments, aviation stakeholder feedback etc.(as applicable).	

Please answer the following questions	
Question 5 For new ACP is this a recurring activity?	<input type="checkbox"/> Yes ► Complete the details below <input type="checkbox"/> No ► Go to Q.6
Recurring Activity: a) How often will this activity occur?	Frequency:
Question 6 If the activity is dependent on a permission, area approval or exemption from another Branch within CASA, has this been granted?	<input type="checkbox"/> Yes complete ► Attach Response <input type="checkbox"/> Yes pending approval ► Attach details of CASA Officer <input type="checkbox"/> No
Question 7 Has Airservices Australia been consulted about this ACP?	<input type="checkbox"/> Yes ► Attach Response <input type="checkbox"/> No
Question 8 If the ACP impacts Defence airspace have they been consulted about this ACP?	<input type="checkbox"/> Yes ► Attach Response <input type="checkbox"/> No
Question 9 Will the ACP impact instrument flight procedures or their containment?	<input type="checkbox"/> Yes ► Attach Response <input type="checkbox"/> No
Question 10 What consultation has been undertaken with other airspace users and the public (for permanent changes) impacted by the proposal? (Please list with whom, when and outcomes.)	
Question 11 Following consultation will the ACP impact the access to the airspace or the efficiency (Aerodrome Operations or air routes, VFR routes or instrument flight procedures).	Access <input type="checkbox"/> Yes ► Attach Response <input type="checkbox"/> No Efficiency <input type="checkbox"/> Yes ► Attach Response <input type="checkbox"/> No
Question 12 A risk assessment is required with all ACP. Has this been completed? CASA Form 1589 – Airspace Risk Assessment Template	<input type="checkbox"/> Yes ► Please attach a signed copy <input type="checkbox"/> No ► Please contact the OAR
Question 13 Are there any known matters of national environmental significance identified following a search which creates a report using the Protected Matters Search Tool	<input type="checkbox"/> Yes ► Please attach a copy of the report <input type="checkbox"/> No or Not Sure
Matters of Environmental Significance: 	
Question 14 Has an environmental assessment been carried out (ACP for the protection of the environment only)?	<input type="checkbox"/> Yes ► Please attach a signed copy <input type="checkbox"/> No

Please answer the following questions

Submitted by:	
Name:	Signature:
Title:	Date:
Please indicate your preferred method of communication: Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/>	