

Flying to the EMC 2010

This short guide is designed to provide you with most of the information you need when planning your trip to the EMC 2010 by Microlight aircraft. It then goes on to provide you with some useful practical information on flying in the UK.

There are three things which need to be completed before arriving in the UK:

1. Receive an exemption to fly in UK airspace from the CAA.
2. Submit a Customs form.
3. File a flight Plan.

1. Permission

An exemption from the UK CAA is required for all Microlight Aircraft flying within UK Airspace. Permission must be sought at least 5 days in advance and is only valid for 28 days in any 12 month period. The CAA charges a fee of £61 for this (or £161 if you need the exemption within 24 hours).

The CAA will need to see and except the following documents before issuing the exemption:

- A copy of the Certificate of Registration for the aircraft issued by the State of Registry.
- A copy of a valid Permit to Fly/Certificate of Airworthiness (both sides) issued by a State of Registry plus a certificate of validity/operating limitations if issued with the document.
- Maintenance schedule if applicable.
- Insurance documentation for the aircraft which must show compliance with EC Regulation 785/2004.

Applications should be made via fax or email to:

CAA Applications and Approvals Department
2E Aviation House
Gatwick Airport South
West Sussex RH6 0YR
United Kingdom

Telephone +44 1293 768 374

Fax +44 1293 573 860

E-Mail aanda@caa.co.uk

Website <http://www.caa.co.uk> (foreign Aircraft Exemptions and Go)

Please note that for EMC2010 competitors this permission has already been granted for you – if you completed registration correctly. Check before setting out.

2. Customs Form

A General Aviation Report (GAR) must be submitted to satisfy customs requirements prior to arriving in the UK. A GAR form along with instructions on how to fill it in is attached in Appendix A.

3. Flight Plans

A flight plan is required when entering and exiting UK airspace. A flight plan and associated guidance on filing it can be found in appendix C. Remember to put on

your flight plan your estimated en-route time to enter / exit UK airspace (EGTT). For example EET EGTT 45 mins.

4. Routeing to Sywell.

Experience has shown that good airfields to depart France are Abbeville (LFOI) and Le Touquet (LFAT). The recommended airfield to arrive at in the UK is Lashenden / Headcorn (EGKH). This is approx 25Nm West of Dover. Headcorn is a busy GA airfield but is very friendly and is very used to Microlights crossing the Channel. There is fuel available and a good Café. An Airfield guide is in Appendix B. Note: There is intensive parachuting conducted at Headcorn so no overhead joins are permitted.

For those with faster aircraft you may well want to fly direct to Sywell (EGBK). Again an airfield guide is found in the Appendix B.

Suggested route:

1. Abbeville (LFOI) – Cap Gris-Nez – Dover – Headcorn (EGKH)

When departing from France you are quite often required to contact Lille Information on 120.275. When mid channel it is then normal to contact London Information on 124.6 and ask for a Basic Service. When approaching Headcorn contact them on 122.0.

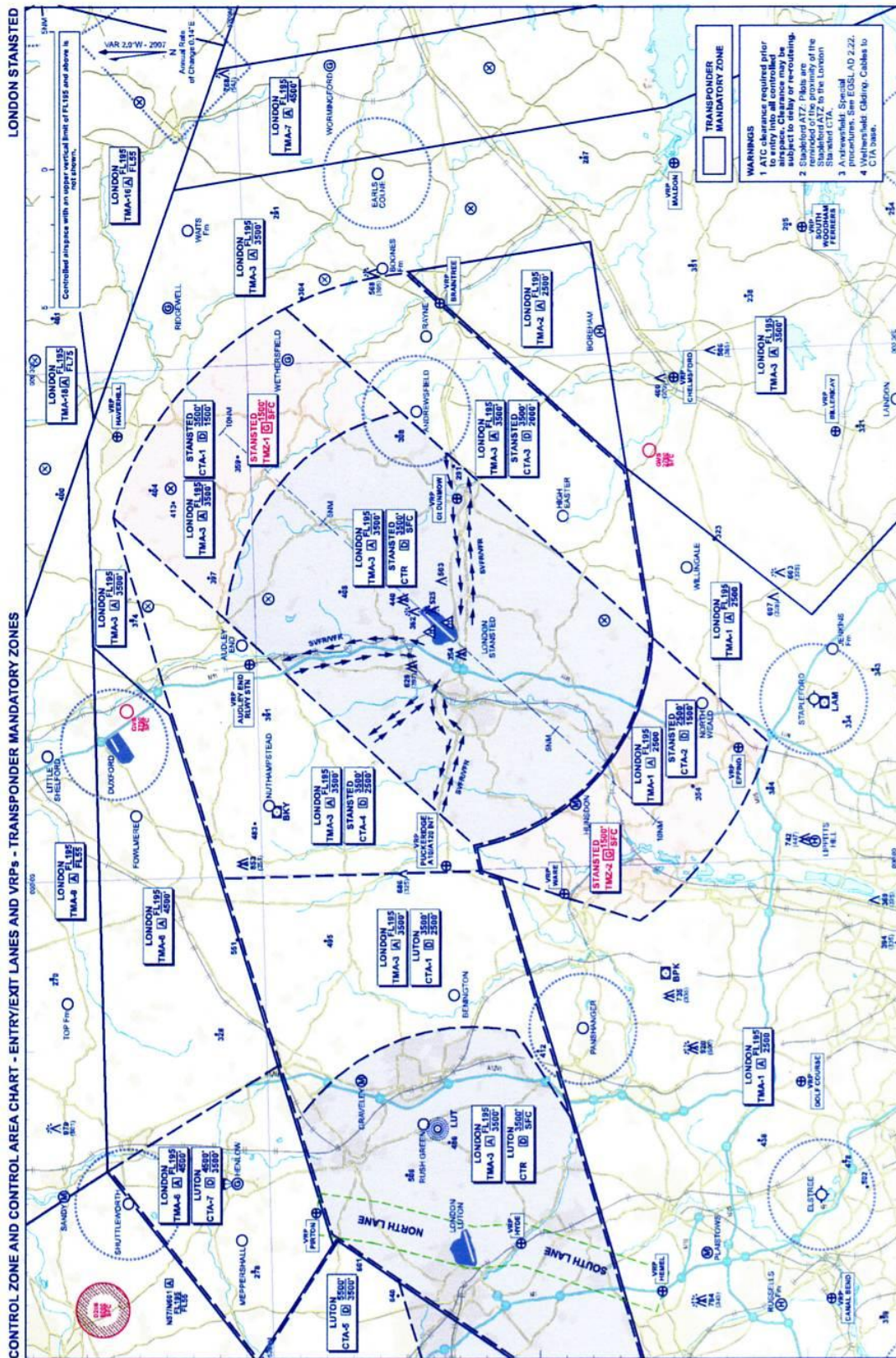
2. Headcorn to Sywell

The South East of England is some of the most complicated airspace in the UK so be very careful to avoid all the controlled airspace.

Please see spate appendixes D and E for suggested routing options to Sywell, from Our National Air Traffic Services.

Please also remember to check for restricted areas of airspace along your route. This can be done online at <http://www.nats-uk.ead-it.com/public/index.php.html> and select the notam option. You can do this in advance of your journey if internet access is not available en route.

For any further information regarding this journey please contact Rob Grimwood, email: rob@exodusairsports.co.uk



This map shows the Transponder Mandatory zone around London Stanstead operational from surface to 1500'. You are not allowed inside this without a transponder.



Instructions for completion.

Aircraft Details

1. Aircraft registration should be as per ICAO flightplan – no hyphens or spaces
2. Type should be ICAO abbreviation or in full
3. Usual Base – Airfield/Airport where aircraft is normally or nominally based
4. Owner/Operator – Registered owner or operator of aircraft
5. Crew contact no. – Should be supplied in case of queries with your GAR
6. Is the Aircraft less than 8000Kgs MTOW – YES or NO
7. If YES has UK VAT been paid – YES or NO
8. Is Aircraft in 'Free Circulation' within the EU – YES or NO

Aircraft imported from outside the EU are in free circulation in the EU when all import formalities have been complied with and all duties, levies or equivalent charges have been paid and not refunded. Free circulation aircraft that have previously been exported from the EU and are re-imported to the EU maybe eligible to Returned Goods relief subject to certain conditions, see Notice 236.

For general enquiries about aircraft imports contact the National Advice Service on 0845 010 9000

Flight Details

1. Departure / Arrival - From & To can be ICAO code or in full if 'ZZZZ' would be used in the flightplan
2. Time – should be in UTC
3. UK County – should be inserted for both arrival and departure where notified.
4. Reason for visit to EU –
 - Based – Aircraft is based within the EU and all import formalities have been completed
 - Short Term Visit
 - a) For aircraft not in free circulation and registered outside the EU, temporarily imported for private or commercial transport use - relief from customs import charges may be available under 'Temporary Admission' - see Notice 308. Whilst under Temporary Admission only repairs to maintain the aircraft in the same condition as imported may be carried out.
 - (b) For aircraft not in free circulation and temporarily imported for the purpose of repair, overhaul; refitting; renovation or refurbishment, relief may be available for under Inward Processing Relief. See Notices 221 and 221a.
 - (c) For aircraft not in free circulation, imported for maintenance / repair, end use relief may be available, see Notice 770. Declarations to end use can only be made by persons established in the Community otherwise the aircraft must be declared to free circulation with all customs import charges paid at the time of import.
 - Maintenance -Minor Repairs only may be carried out or a C88 must be completed with export to take place as soon as practicable after repairs and/or maintenance unless Customs have agreed otherwise. See Notice 221a. Notices available to download from www.hmrc.gov.uk.
 - Permanent import to the UK. Please see notes on Free Circulation.

Crew / Passenger Details

- C/P – Denote whether person on board is Crew (C) or Passenger (P)
- Other details- (Names, Date and place of Birth, Nationality and passport no.) should be completed in full
- Address is required for all flights notified under the Schedule 7 of the Terrorism Act 2000

Notification of flights is required under :- Sec. 35 Customs & Excise Management Act 1979, Sec 27 of Schedule 2 –Immigration Act 1971, Schedule 7 of the Terrorism Act 2000

If you see something suspicious please contact the **Customs Hotline** online at <http://www.hmrc.gov.uk/customs-hotline> by email : customs.hotline@hmrc.gsi.gov.uk

By phone : (UK) **0800 595 000** or the **Terrorist Hotline** on **0800 789321**



General Aviation Report

Completion and Submission Instructions



There are 3 types of Airports – Designated, Certificate of Agreement (COA), and other airfields

Designated Airports – Aircraft may arrive and depart from and to any destination. Prior notice is not always necessary but a GAR should be completed for International flights.

Some airports are **not** designated by all agencies – See list on page 3. Some Designated Airports may also have COAs in place at individual establishments.

COA Airfields – Flights should only operate to/from destinations specified and notified in accordance with the agreement. Agreements vary and details should be sought from the Airport Operator.

Other Airfields – International flights should only operate to/from the E.U. (Channel Islands are not part of the E.U.)

All flights notified for Customs & Immigration purposes should be sent to:

NCU (National Co-Ordination Unit) – Fax 0870 240 3738 (+44 1702 294006) email ncu@hmrc.gsi.gov.uk (please put GAR, registration and airfield in the subject of the email)

(Some local offices may still require separate notification in addition to the above)

Notification periods

Outbound to EU – no obligation to notify Outbound/Inbound Channel Islands – 12 Hours

Inbound from EU – 4 Hours prior to arrival Inbound / Outbound other non-EU – 24 Hours

All flights notified under the Terrorism Act 2000 should be sent to the individual police force for both the arrival and departure airfield. 12 hours notice required for Non- Designated Airports (TACT 2000) – Police details below.

County	Fax	Tel	County	Fax	Tel	County	fax	Tel	County	Fax	Tel
Avon & Somerset	01275 473516	01275 473515	Bedfordshire	01582 723352	01582 725081	Cambridgeshire	01223 823295	01223 823219	Cheshire	01244 612195	01244 612270
Cleveland	01642 326035	01642 301330	Cumbria	01768 868867	01768 215058	Devon/ Cornwall	01752 234603	01752 234637	Derbyshire *	01332 613242	01246 522014
Dorset	01202 229321	01202 593999	Durham	01325 335298	01325 332061	Dyfed/Powys	01348 874046	01348 872399	Essex *	01245 452697	01376 556284
Gloucester *	01452 725095	01242 521360	Metropolitan – Greater London	01959 540481	01959 540333	Greater Manchester	0161 858 0260	0161 856 0270	Gwent	01633 867773	01633 642210
Hampshire/ IOW *	01252 526138	01252 526128	Hertfordshire *	01707 354755	01707 354685	Humberside	01482 578672	01482 354355	Isle of Man	01624 825681	01624 631332
Kent	01303 289052	01303 289051	Lancashire	01253 407174	01253 654166	Leicestershire	01332 812581	01332 811044	Lincolnshire	01205 312297	01522 558054
Merseyside	0151 486 5151	0151 777 8520	Middlesex	01959 540481	01959 540333	Norfolk *	01603 788603	01603 787392	Northamptonshire	01604 703511	01604 703404
Northern Ireland	02890 901242	02890 650222	Northumbria - Tyne & Wear	0191 214 0270	01661 860127	North Wales	01407 763565	01407 724444	North Yorkshire	01609 789183	01609 789188
Nottinghamshire	0115 844 5049	0115 967 0500	South Wales- Cardiff	01446 710360	01446 710286	South Wales- Swansea	01792 473186	01792 472424	Staffordshire *	01785 226056	01785 234865
Suffolk	01394 673969	01394 674448	Surrey	01483 634585	01483 639936	Sussex	01293 592815	01273 517447	South Yorkshire	01302 385523	0114 220 2979
Thames Valley	01865 555900	01865 555909	Warwickshire	02476 639231	01926 415145	West Mercia	01386 591841	01905 723000	West Midlands	0121 712 6099	0121 780 2112
West Yorkshire	0113 250 0275	0113 239 1189	Wiltshire *	01722 435201	01722 435312						
Central Scotland	01786 472206	01786 456349	Dumfries & Galloway	01776 704066	01386 242300	Fife	01383 414287	01592 251189	Grampian	01224 770412	01224 725766
Lothian & Borders	0131 335 3500	0131 335 3501	Northern Scotland	01463 720668	01463 720284	Strathclyde	0141 532 6075	0141 532 6087	Tayside *	01382 596509	01382 596286
Thames Valley - Berkshire, Buckinghamshire & Oxfordshire			Warwickshire – Coventry Fax 02476 639451 Wellesbourne Fax 01789 470465				West Mercia covers Shropshire & Worcestershire				
* email facility available – contact individual force for details											

If you see something suspicious please contact the **Customs Hotline** online at <http://www.hmrc.gov.uk/customs-hotline> by email : customs.hotline@hmrc.gsi.gov.uk

By phone : (UK) **0800 595 000** or the **Terrorist Hotline** on **0800 789321**

GAR Instructions May 09 v1.1

Airport Designations - **HMRC (C)** – **Immigration (I)** – **TACT 2000 - Police (P)** – **Certificate of Agreement (A)**

	C	I	P	A		C	I	P	A		C	I	P	A		C	I	P	A
Aberdeen	X	X	X		Dundee Airport				X	London Heathrow	X	X	X		Sandtoft Aerodrome				X
Andrewsfield				X	Dunkeswell Airfield				X	London Luton	X	X	X		Scatsta Heliport				X
Battersea Aerodrome				X	Durham Tees Valley	X	X	X		London Stansted	X	X	X		Seething Airfield				X
Beccles Airfield				X	Duxford Airfield				X	Lydd	X		X		Sherburn In Elmet Airfield				X
Belfast Aldergrove	X	X	X		Eaglescott Airfield				X	Manchester	X	X	X		Shipdham Airfield				X
Belfast City -George Best			X	X	Earls Colne Airfield				X	Manchester City/Barton				X	Shobdon Airfield				X
Bembridge Airport				X	Edinburgh Airport	X	X	X		Manston	X		X		Shoreham	X			X
Beverley (Linley Hill) Airfield				X	Elmsett Airfield				X	Netherthorpe Airfield				X	Sleaf Aerodrome				X
Biggin Hill	X		X		Elstree Aerodrome				X	Newcastle	X	X	X		Southampton	X	X	X	
Birmingham	X	X	X		Exeter Airport	X		X		Newquay	X				Southend	X	X	X	
Blackbushe Airport				X	Fairoaks Airport				X	North Weald Airfield				X	St Mary's Airport				X
Blackpool Airport	X		X	X	Farnborough	X				Norwich	X	X	X		Stapleford Aerodrome				X
Bodmin Airfield				X	Fenland Airfield				X	Nottingham Tollerton Airport				X	Sturgate Aerodrome				X
Bourn Aerodrome				X	Fowlmere Aerodrome				X	Nottingham East Midlands	X	X	X		Sumburgh	X			
Bournemouth	X	X	X		Full Sutton Airfield				X	Old Buckenham Airfield				X	Swansea Airport				X
Bristol Filton	X				Gamston Airfield				X	Old Sarum Airfield				X	Sywell Aerodrome				X
Bristol Lulsgate	X	X	X		Glasgow	X	X	X		Oxford Airport (Kidlington)				X	Tatenhill Airfield				X
Caernarfon				X	Gloucester (Staverton) Airport			X	X	Panshanger Aerodrome				X	Thrupton Airport				X
Cambridge	X		X		Haverfordwest				X	Pembrey				X	Turweston Aerodrome				X
Cardiff	X	X	X		Hawarden Airport				X	Perranporth Airfield				X	Upfield Farm, Whitson Newport				X
Cardigan – West Wales Airport				X	Headcom Aerodrome / Lashenden				X	Perth Airport				X	Walney Aerodrome				X
Carlisle Airport			X	X	Humberside	X		X		Peterborough/Connington Airfield				X	Warton Aerodrome				X
Chalgrove Airfield				X	Inverness Airport				X	Peterborough/Sibson Aerodrome				X	Wellesbourne				X
Chichester/Goodwood Aerodrome				X	Kemble Airport				X	Plymouth	X		X		Welshpool				X
City of Derry (Eglinton) Airport / Londonderry			X	X	Kirkwall Airport				X	Popham Airfield				X	White Waltham Airfield				X
Clacton Aerodrome				X	Lands End Aerodrome				X	Prestwick	X	X	X		Wick Airport				X
Compton Abbas Airfield				X	Lasham Airfield				X	RAF Brize Norton				X	Wolverhampton Airport				X
Coventry	X		X		Leeds Bradford	X	X	X		RAF Chivenor				X	Woodford Aerodrome				X
Cranfield Airport				X	Leicester-Stoughton				X	Redhill Aerodrome				X	Wycombe Air Park				X
Crowfield Airfield				X	Liverpool	X	X	X	X	Robin Hood Doncaster Airport				X	Yeovil Aerodrome				X
Cumbernauld Airport				X	London City	X		X		Rochester Airport				X					
Denham Aerodrome				X	London Gatwick	X	X	X		Sandown Airport				X					

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Appendix B – Airfield Guides

EGKH		2010			
N51 09.40 E000 38.55	LASHENDEN (Headcorn)	72 ft AMSL			
1 nm SE of Headcorn.		DET 117.30 171 9.0			
		MAY 117.90 069 21.5			
c/s Lashenden Radio 122.000 A/G. NDB 'LSH' 340.0 (On A/D). DME 'HLS' 115.95 (On A/D).					
Rwy	Dim(m)	Surface	TORA(m)	LDA(m)	Lighting
11/29	799x30	Grass	11-799 29-799	11-799 29-799	Portable electric - PNR.
03/21	312x30	Grass	Unlicensed		
Op hrs: 0900–SS, and by arrangement.					
Landing Fee: Single £10; Twin £15. Free landing with fuel uplift of 40 litres or more.					
Hangarage: Nil. Maintenance: Available. Customs: Available					
Remarks: Operated by Mr. J. P. A. Freeman, Shenley Farms (Engineering) Ltd, Headcorn Aerodrome, Kent TN27 9HX. Licensed aerodrome. PPR. Aerodrome now licensed for night use. Free-fall parachuting from up to FL150. Parachute DZ 300 m NE of Rwy 29 thld. Whilst parachuting in progress, no overhead joins, all aircraft to join downwind. Rotary wing aircraft are to obtain clearance prior to engaging rotors. Circuits: Fixed Wing at 1000' aal, LH. Rotary LH on 11 at 700' aal, RH on 29 at 1000' Aircraft departing Rwy 11/29 are to climb to 500 ft QFE before turning keeping clear of built-up areas. All aircraft are to avoid overflying local villages. Caution: Taxi with care due to undulating ground in some parts of the taxiway.					
Restaurant: Available. Car Hire: Available.					
Fuel: 100LL, Jet A1(Business users only).		Tel: 01622-890226, 890236 night. Fax: 01622-890876. Telex: 966127. Web: www.headcornaerodrome.co.uk			

EGBK		2010			
N52 18.32 W000 47.48	NORTHAMPTON (Sywell)	419 ft AMSL			
5 nm NE of Northampton.		DTY 116.40 060 14.	HON 113.65 098 32.1		
c/s Sywell Information. 122.700. AFIS. NDB 'NN' 378.5 On A/D.					
Rwy	Dim(m)	Surface	TORA(m)	LDA(m)	Lighting
03R/21L	671x30	Grass	03R/21L-671	03R/21L-671	Nil
15/33	424x18	Grass	15/33-424	15/33-424	Nil
05/23	602x30	Grass	05/23-602	05/23-602	Nil
IBn 'NN' Gn					
Op hrs: Strictly PPR by telephone only. 0900-1700 (1800 SUMMER) or SS (whichever earlier)					
Landing Fee: Microlights £10.00. Single, Fixed & Rotary - £12.00, Twin £20.00. All Inc VAT.					
Customs: PNR.					
Hangarage: Available on request.			Maintenance: Available		
Remarks: Operated by Sywell Aerodrome Ltd, Sywell, Northampton NN6 0BT. PPR. Not available for aircraft requiring a licensed aerodrome on Mondays. AFISU unmanned. Mondays PPR by 1700 Sundays. All visiting helicopters to Sloane Helicopters are strictly PPR through Tel: 01604-817146. Fixed wing circuits at 1000 ft QFE; LH on 03,15 and 23, RH on 05, 21 and 33. Helicopter circuits at 700 ft QFE in opposite direction to fixed wing. Noise Abatement Chart - see page 448.					
<i>Continued</i>					

Appendix C – Flight Plans

See also spate appendix F and G for interactive flight plan forms with some detail prepared.



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ANNEX A – COMMON ICAO DESIGNATORS

1 INTRODUCTION

With the removal of barriers in the European Community, it is now convenient for General Aviation pilots to fly both from their local airfield/airport, as well as their farm strip, direct to the Continent. However, although British Customs & Excise and Immigration have simplified their systems, the European Authorities have not and it is still necessary to land at an airport with Customs and Immigration facilities in order to enter or leave the area of Europe in which the “Schengen agreement” is in force. It is not this leaflet’s intention to describe the relaxed procedures operating for Customs here in the UK – readers are advised to contact their local Customs and Excise Office to discuss their own individual arrangements.

2 LEGISLATION

a) VFR flight plans (FPLs) **must** be filed for the following flights:

- A flight to or from the United Kingdom which will cross the United Kingdom FIR boundary.
- A flight within Class D control zones/control areas. However, this requirement may be satisfied by passing flight details by Radio Telephony (RT).
- A flight within the Scottish and London Upper Flight Information Regions (but since this will be above Flight Level 245, it seems unlikely that many GA pilots will be concerned with this situation).

b) Other requirements exist for flights where an aircraft’s maximum take-off weight exceeds 5700 kg (12500 lb).

c) In addition, it is **advisable** to file a VFR FPL if the flight involves flying over the sea, more than 10 nm from the UK coastline or flying over sparsely populated areas where Search and Rescue operations might be difficult. In addition, a VFR FPL **may** be filed for any flight at the pilot's discretion.

d) The Terrorism Act 2000 applies to flights between the mainland UK and the Republic of Ireland, Northern Ireland, the Isle of Man and the Channel Islands.

e) Some European Countries do not accept aircraft which only have a Permit to Fly (homebuilt aircraft, microlights etc). It is the responsibility of the pilot/operator to obtain permission beforehand from the State concerned.

f) In addition, some if not all of the following documents may be required to be carried in the aircraft: Tech. Log; Certificates of Registration, Airworthiness and Airworthiness Renewal; Radio Licence; Interception Procedures (*SafetySense Leaflet 11*); Load Sheet; Pilot's Licence; Insurance Certificates and your passport.

3 FILING AT AIRPORTS

a) Assuming that the departure and destination aerodromes both have access to the AFTN communications network, the operation of the FPL is as follows. You complete the FPL at the Air Traffic Service Unit (ATSU) of your departure aerodrome and they will file it into the system on your behalf. The effect of this filing will be to inform your destination airfield, together with any of your alternates, that the flight is going to take place.



b) Once you get airborne, the ATSU will file a 'departure (DEP)' message and this will 'activate' the FPL. Thus the destination airfield, knowing your estimated time en-route from the filed FPL, and now knowing your departure time, will have an estimated time of arrival (ETA) at their airport.

c) Once you arrive, the ATSU at your destination will 'close' the FPL on your behalf, and that marks the end of the operation. If, however, you do not arrive **within 30 minutes** of your ETA, they will institute overdue action, and subsequently Search and Rescue operations may commence. It is therefore essential that if you land at any airfield other than your destination, you **MUST** inform your original destination of this fact, otherwise the cost of the Search and Rescue action may be passed onto you.

d) This has covered the ideal situation where others handle it for you. If the aerodrome that you operate from is:

- an airfield or airport with an ATSU, but your operations are outside their normal hours; or
- an airfield without an ATSU; or
- a private strip without AFTN access,

the responsibility for filing, activating and closing a FPL rests with the pilot.

4 FILING ON-LINE

a) NATS have produced the “Assisted Flight Plan Exchange (AFPEX)” to allow organisations and licensed pilots to register themselves and file their completed flight plans at www.flightplanningonline.co.uk.

b) Once registered, and logged in through two stages of security, select “Flight Plan” from the ATS menu and complete the form (like that at paragraph 10). Much of the information should appear automatically as boxes are completed, or can be selected from a drop-down list as the computer cursor ‘hovers’ over the appropriate field, or by right-clicking.

c) The addresses for the destination, departure, and alternate aerodromes listed in the body of the FPL should appear automatically. However, the filer should select from the ‘VFR Addresses’ list all the FIRs from, to and through which the aircraft will fly, and any other addresses required by individual aerodromes or countries (these will appear as the main addresses are selected).

d) VFR flight plans filed through AFPEX are not acknowledged. A copy is retained in your OUT folder.

e) The AFPEX help desk telephone numbers are also those of the ‘parent AFTN’ which the ‘responsible person’ should contact if an aircraft fails to arrive. The numbers are:

0845 6010483

and

01489 612792

5 BACK-UP FAX

a) While AFPEX remains the primary means of filing a flight plan, a pilot unable to access AFPEX may fax a completed (legible – preferably typed) flight plan form to the Parent AFTN on **01489 612793**. You must include your own fax number, and a telephone number for any necessary clarification.

b) The Parent AFTN will submit the FPL through AFPEX. They may be able to make minor corrections to format, but will try to discuss others by telephone. Remain contactable until a copy has been returned to you for **checking** and retention. Send it early enough to allow the process to be completed at least 60 minutes before the intended flight, and do **check** the transmitted version – if something has been copied incorrectly, it’s not a lot of use!

6 ACTIVATING A FLIGHT PLAN

a) Unless your aerodrome of departure has an active ATSU, it is the pilot’s responsibility to ‘activate’ the FPL. Prior to departure, arrange for a **responsible person** on the ground to telephone the parent AFTN as soon as you are airborne in order to pass a departure time. This has now activated the FPL.

b) A suitable **responsible person** could be your spouse, relative, friend, fellow pilot or secretary. Alternatively, once airborne, you could ask London or Scottish FIS, or indeed any ATSU, by radio to activate the flight plan, but this could lead to delay if the controller is busy.

c) The activating message must include the aircraft callsign, the aerodrome of departure and the time of departure. The destination would also be useful, for example “Request activate VFR flight plan for G-ABCD. G-ABCD departed Little Puddletown for Ostend at 1340”.

7 AIRBORNE FILING

If it is not possible to file a FPL on the ground, it can be filed while airborne with any ATSU, but normally with the controller or FISO responsible for the area in which the aircraft is flying. In such cases the message should begin with the words ‘I wish to file an airborne flight plan’. Once again, when this method of filing is used, delays are very likely to occur because of controller workload.

8 CLOSING THE FLIGHT PLAN

a) If you are landing at your planned destination within the UK, there is no need to ‘close’ the flight plan.

b) If you are landing outside the UK, or at an aerodrome within the UK which was not your planned destination, you must ‘close’ the flight plan to avoid unnecessary search and rescue activity. Even if you land at an aerodrome with an ATSU, it is advisable to confirm they have closed your FPL.

c) You may do this by radio (just before landing) or by telephone after landing.

9 RETURNING TO THE UK

a) Prior to departure for the return flight to an airfield without an ATSU (when closed for instance) or to a private strip, pilots are responsible for informing a **responsible person** at the destination of the estimated time of arrival. The responsible person is required to notify the parent AFTN if the aircraft fails to arrive within 30 minutes of the ETA. This action will then trigger the parent AFTN into alerting, overdue and Search and Rescue action. Obviously this person **MUST** have access to the telephone number of the parent AFTN. If the parent AFTN fails to hear anything, it will assume that the flight landed safely, i.e. NO NEWS IS GOOD NEWS, and no further action is required. If the responsible person does inform the parent AFTN of your non-arrival, they will go back to the filed FPL to check departure times, routings and so on as part of the Search and Rescue procedures.

b) It can be seen that the **responsible person** is crucial to this operation. If no one is expecting you, no one will be looking for you if you do not arrive. Make arrangements with a suitable person well in advance, and double check their availability as the date of flight approaches.

c) Even if not filing a flight plan, try to ensure that someone at your destination is able to notify the Distress and Diversion (D&D) Cell if you become overdue. The telephone number is listed in GETMET, and some pilots load that number in a mobile telephone they give to their responsible person (together with the registration of their PLB).

10 FLIGHT PLAN COMPLETION

NATS provide guides to AFPEX under 'help' on their website. This section is an abbreviated explanation to help in completing a form to fax for a simple VFR flight. Full details are obtainable from CAP 694 (The UK Flight Plan Guide). An ICAO poster on completing Flight Plans is available from Tangent Publications at Cheltenham.

Write in BLOCK CAPITALS.

Fill in the address block. If you are unsure of the correct addresses, write the countries over which you will fly in the address box, and go to item 7.

ITEM 7 AIRCRAFT IDENTIFICATION

INSERT AIRCRAFT REGISTRATION when the radiotelephony call sign will be the aircraft registration (OMIT THE HYPHEN)

ITEM 8 FLIGHT RULES

TYPE OF FLIGHT

INSERT **V** – VFR to denote the category of flight rules (other letters apply if you plan to fly under IFR).

INSERT **G** – General Aviation to denote the type of flight.

ITEM 9 NUMBER

TYPE OF AIRCRAFT

WAKE TURBULENCE CAT

INSERT Number of aircraft only if more than 1.

INSERT AIRCRAFT TYPE DESIGNATOR or **ZZZZ** if no designator or formation flight comprising more than one type (see item 18 TYP) Note: Aircraft Type Designators for many types are shown in Annex A to this leaflet.

INSERT **L** – Light (17 000 kg or less).

ITEM 10 EQUIPMENT

INSERT preceding the oblique stroke one letter as follows:

N – if no COM or NAV or Approach aid equipment for the route to be flown is carried, or the equipment is unserviceable.

S – if standard COM NAV Approach aid equipment for the route to be flown is carried and serviceable. (Standard equipment is considered to be VHF RTF, ADF, VOR and ILS unless another combination is prescribed by the appropriate ATS Authority.) Individual letters apply to each item of equipment, e.g.

V – if only a VHF radio is carried.

THEN following the oblique stroke INSERT one of the following to describe the serviceable SSR equipment carried:

N – Nil.

A – Transponder Mode A 4096 Codes.

C – Transponder Mode A 4096 Codes and Mode C.

S – Mode S with altitude readout & aircraft identification (normal fit).

ITEM 13 DEPARTURE AERODROME

TIME

INSERT LOCATION INDICATOR of the departure aerodrome or **ZZZZ** if no ICAO location indicator assigned (see item 18 – DEP).

INSERT ESTIMATED OFF-BLOCK TIME in Universal Co-ordinated Time (UTC).

Note: Location Indicators are given in UK AIP and most flight guides.

ITEM 15 CRUISING SPEED

LEVEL

ROUTE

INSERT CRUISING TRUE AIR SPEED for initial or whole cruise as follows:

N (knots) followed by 4 digits (e. g. **N0125**)
(K = kilometres per hour.)

Note: there is no provision for statute mph.

INSERT CRUISING LEVEL for initial or whole cruise as follows:

- A** – Altitude in hundreds of feet (use 3 digits e.g. A025 = 2500 feet);
- F** – Flight Level (use 3 digits e.g. F055); OR
- VFR** – for uncontrolled VFR flights.

INSERT the ROUTE to be flown:

For flights OFF designated routes, list points normally not more than 30 minutes' flying time apart and enter **DCT** (DIRECT) at the start and end and between successive points. Points may be navigation aids, or bearing/distances from these (10 miles on the 050 radial from DVR would be written as “**DVR05010**”), or latitude and longitude co-ordinates, as for example “**5114N00122W**”. Do not use aerodrome designators. For flights to and from France, include the point at which you will cross the FIR boundary.

ITEM 16 DESTINATION AERODROME

TOTAL EET

ALTN AERODROME

AERODROME

INSERT LOCATION INDICATOR of the destination aerodrome or **ZZZZ** if no assigned indicator (see item 18 – DEST).

INSERT TOTAL ESTIMATED ELAPSED TIME (EET) en route as a four-figure group expressed in hours and minutes.

INSERT LOCATION INDICATOR(S) of no more than two alternate aerodromes or **ZZZZ** if no assigned indicator(s) (see item 18 ALTN).

ITEM 18 OTHER INFORMATION

INSERT 0 (zero) if no other information OR other necessary information in the preferred sequence shown hereunder, in the form of the appropriate indicator followed by an oblique stroke and the information to be recorded:

EET/ – Significant points or FIR boundary designators and accumulated Estimated Elapsed Times to such points or FIR boundaries, when required by regional air navigation agreements or ATS authority (e.g. **EET/DEVAL0030** or **EET/LFFF0210**)

TYP/ – TYPE(s) of aircraft, preceded by the number(s) of aircraft in a formation flight, if ZZZZ is used in item 9.

DEP/ – Name of DEParture aerodrome if ZZZZ is inserted in item 13.

DEST/ – Name of DESTination aerodrome, if ZZZZ is inserted in item 16.

ALTN/ – Name of ALTerNate aerodrome(s) if ZZZZ is inserted in item 16.

DOF/ - Date of flight if not the date of filing (note paragraph 11).

RMK/ – any additional information.

**ITEM 19 SUPPLEMENTARY INFO
(NOT ALL TRANSMITTED)**

ENDURANCE – used a four-figure group to express fuel endurance in hours and minutes.

PERSONS ON BOARD – includes passengers and crew, use TBN if number not known at time of filing, but update in the ‘activation’ call.

EMERGENCY RADIO – cross out equipment not available, including ‘E’ if you do not have an ELT transmitting on 406 MHz.

SURVIVAL EQUIPMENT – cross out equipment not available including S if none carried.

JACKETS – same as above and cross out J if no jackets carried.

DINGHIES – cross out both D and C if no dinghies carried.

REMARKS – enter other remarks regarding survival equipment (for example “406PLB” with the registration code) or cross out N if no remarks.

FILED BY – insert name of the unit, agency or person filing the flight plan.

TELEPHONE NUMBER – insert a number you can be contacted on at least until you know the FPL has been filed successfully; perhaps a mobile number you can listen to right up to engine start.

FLIGHT PLAN

PRIORITY <<≡ FF →		ADDRESSEE(S) _____ _____ _____ <<≡	
FILING TIME _____ →		ORIGINATOR _____ <<≡	
SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR			
3 MESSAGE TYPE <<≡ (FPL	7 AIRCRAFT IDENTIFICATION - G B X D M _____	8 FLIGHT RULES - V	TYPE OF FLIGHT G <<≡
9 NUMBER - _____	TYPE OF AIRCRAFT D H C 1	WAKE TURBULENCE CAT / L	10 EQUIPMENT - s / C <<≡
13 DEPARTURE AERODROME - E G K A		TIME 1 1 0 0 <<≡	
15 CRUISING SPEED - N 0 0 9 0		LEVEL V F R	ROUTE → DCT SAM DCT YVL DCT
_____ <<≡			
16 DESTINATION AERODROME - Z Z Z Z		TOTAL EET HR. MIN 0 1 1 0	ALTN AERODROME → E G T E
			2ND ALTN AERODROME → E G H H <<≡
18 OTHER INFORMATION DEST/EGGESFORD			
_____) <<≡			
SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)			
19 ENDURANCE HR MIN - E / 0 2 0 0		PERSONS ON BOARD → P / 0 0 1	
EMERGENCY RADIO → R / <input checked="" type="checkbox"/> UHF <input checked="" type="checkbox"/> VHF <input checked="" type="checkbox"/> ELT			
SURVIVAL EQUIPMENT → S / <input checked="" type="checkbox"/> POLAR		<input checked="" type="checkbox"/> DESERT	<input checked="" type="checkbox"/> MARITIME
		<input checked="" type="checkbox"/> JUNGLE	<input checked="" type="checkbox"/> JACKETS
		<input checked="" type="checkbox"/> LIGHT	<input checked="" type="checkbox"/> FLUORES
		<input checked="" type="checkbox"/> UHF	<input checked="" type="checkbox"/> VHF
DINGHIES → D / 0 1 → 0 0 5 → C → YELLOW <<≡			
AIRCRAFT COLOUR AND MARKINGS A / RED/WHITE/GREY			
REMARKS → <input checked="" type="checkbox"/> / _____ <<≡			
PILOT IN COMMAND C / SMITH) <<≡			
FILED BY		SPACE RESERVED FOR ADDITIONAL REQUIREMENTS	
SMITH		Please provide a telephone number so our operators can contact you if needed 0771500000	

11. **SOME GENERAL TIPS**

a) The procedures as outlined above will work when filing FPLs for flight over inhospitable areas or mountainous terrain in the UK. In this case, it can be seen that you will need a **responsible person** at both your departure and destination airfield and both of those will need to have the telephone numbers of the parent AFTN. They should also have the registration number of your PLB if appropriate.

b) In case there is a future query, or you need to cancel and resubmit, keep a copy of your FPL ready filled in, so that you can refer to it.

c) If you do have to file your FPL by fax, the form allows you to include a contact telephone number in the remarks section; this will be used to contact you if there are any problems with your FPL so try to remain contactable until you receive a fax back from Parent AFTN. If the delay seems over-long, you may wish to **phone the help desk to confirm that the plan has been received.**

d) A test showed that it took well over a minute to fax the top copy of the older, multiple sheet FPL due to the shaded area, while the non-shaded COM copy took under 15 seconds. Either copy is acceptable for this purpose.

e) If your FPL is for a future date, make sure that the date (maximum 144 hours ahead) is entered clearly in item 18 **using the ICAO convention** (e.g. [DOF/090127](#) for 27th January 2009).

f) It is essential that ATC is advised of cancellations, delays over 30 minutes and changes to FPL details. To prevent a double entry into the computer which would lead to confusion, always cancel the first FPL and resubmit.

g) When departing from smaller airfields, do not assume that the Air Ground Operator or FISO will automatically telephone a departure time to the parent AFTN on your behalf. Check with them or, once again, find a **responsible person** to do this for you.

ANNEX A

ICAO TYPE DESIGNATORS

(This list only covers some common light aircraft/ helicopters on the UK Civil Register. The complete list is in ICAO Document 8643, available at most large aerodromes or on the ICAO [web site](http://www.icao.int/anb/ais/8643/index.cfm) <http://www.icao.int/anb/ais/8643/index.cfm>)

AGUSTA	A109
AGUSTA/BELL 206 Jet Ranger, Long Ranger	B06
BEAGLE Pup	PUP
Terrier	AUS6
BEECH (RAYTHEON) most as types, e.g. 19	BE19
CESSNA (INC REIMS) most as numbers, e.g.	C152
except some complex, e.g 182R	C82R
DE HAVILLAND as types, e.g. Tiger Moth	DH82
and Chipmunk	DHC1
DIAMOND as types except	
DA-20/22 Katana	DV20
EUROPA	EUPA
FOURNIER as types, e.g.	RF4
FUJI FA-200	SUBA
GROB most as types, e.g.	G109
except complex	
GRUMMAN AMERICAN most as type, e.g.	AA5
JODEL most as types, e.g. D-9 and series	D9
LUSCOMBE Silvaire	L8
MOONEY M-20, 201	M20P
231 etc. (turbo charged)	M20T
MORANE SAULNIER Rallye	RALL
MUDRY most as number, e.g. CAP-10	CP10
PIPER most as type numbers, e.g.	J3
but most PA28 piston, fixed gear	P28A
PA28 Arrows	P28R
PA28 RT	P28T
PA23 Aztec	PA27
ROBIN DR-400 series	DR40
ROBINSON as type numbers, e.g. R-22	R22
ROCKWELL Commander 112, 114 etc.	AC11
RUTAN Varieze	VEZE
SLINGSBY T67 Firefly	RF6

FLIGHT PLAN			
PRIORITY <<≡ FF →	ADDRESSEE(S) <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <<≡		
FILING TIME <input style="width: 20px; height: 20px;" type="text"/> →	ORIGINATOR <input style="width: 40px; height: 20px;" type="text"/> <<≡		
SPECIFIC IDENTIFICATION OF ADDRESSEE(S) AND/OR ORIGINATOR			
3 MESSAGE TYPE <<≡ (FPL	7 AIRCRAFT IDENTIFICATION - <input style="width: 40px; height: 20px;" type="text"/>	8 FLIGHT RULES - <input type="checkbox"/>	TYPE OF FLIGHT <input type="checkbox"/> <<≡
9 NUMBER - <input style="width: 20px; height: 20px;" type="text"/>	TYPE OF AIRCRAFT <input style="width: 40px; height: 20px;" type="text"/>	WAKE TURBULENCE CAT / <input type="checkbox"/>	10 EQUIPMENT - <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <<≡
13 DEPARTURE AERODROME - <input style="width: 40px; height: 20px;" type="text"/>		TIME <input style="width: 40px; height: 20px;" type="text"/> <<≡	
15 CRUISING SPEED - <input style="width: 40px; height: 20px;" type="text"/>	LEVEL <input style="width: 40px; height: 20px;" type="text"/> →	ROUTE <input style="width: 100%; height: 20px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text"/> <<≡			
16 DESTINATION AERODROME - <input style="width: 40px; height: 20px;" type="text"/>	TOTAL EET HR. MIN <input style="width: 20px; height: 20px;" type="text"/>	ALTN AERODROME → <input style="width: 40px; height: 20px;" type="text"/>	2ND ALTN AERODROME → <input style="width: 40px; height: 20px;" type="text"/> <<≡
18 OTHER INFORMATION <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>			
<input style="width: 100%; height: 20px;" type="text"/>) <<≡			
SUPPLEMENTARY INFORMATION (NOT TO BE TRANSMITTED IN FPL MESSAGES)			
19 ENDURANCE HR MIN - E / <input style="width: 40px; height: 20px;" type="text"/>	PERSONS ON BOARD → P / <input style="width: 40px; height: 20px;" type="text"/>		EMERGENCY RADIO → R / <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> E
SURVIVAL EQUIPMENT POLAR DESERT MARITIME JUNGLE JACKETS LIGHT FLUORES UHF VHF → <input type="checkbox"/> S / <input type="checkbox"/> P <input type="checkbox"/> D <input type="checkbox"/> M <input type="checkbox"/> J → <input type="checkbox"/> J / <input type="checkbox"/> L <input type="checkbox"/> F <input type="checkbox"/> U <input type="checkbox"/> V			
DINGHIES NUMBER CAPACITY COVER COLOUR → <input type="checkbox"/> D / <input style="width: 20px; height: 20px;" type="text"/> → <input style="width: 20px; height: 20px;" type="text"/> → <input type="checkbox"/> C → <input style="width: 40px; height: 20px;" type="text"/> <<≡			
AIRCRAFT COLOUR AND MARKINGS A / <input style="width: 100%; height: 20px;" type="text"/>			
REMARKS → <input type="checkbox"/> N / <input style="width: 100%; height: 20px;" type="text"/> <<≡			
PILOT IN COMMAND C / <input style="width: 100%; height: 20px;" type="text"/>) <<≡			
FILED BY		SPACE RESERVED FOR ADDITIONAL REQUIREMENTS Please provide a telephone number so our operators can contact you if needed	

CA48/RAF2919

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