

UK NOTAM GUIDANCE MATERIAL

References

ICAO Annex 15	Aeronautical Information Services
ICAO Doc 10066	Procedures for Air Navigation Services Aeronautical Information Management
ICAO Doc 8126	ICAO Aeronautical Information Services Manual
ICAO Doc 8400	ICAO Abbreviations and Codes
Eurocontrol Guidelines	Operating Procedures for AIS Dynamic Data (OPADD)
ICAO Doc	Guidance on the Issuance of SNOWTAM
CAA Website	www.caa.co.uk
AIS Website	www.nats.aero/ais
NOTAM Website	Via AIS Website (NOTAM Tab)

1. Introduction

This guidance has been created with the objective of supporting NOTAM sponsors in the preparation and submission phase to enable clear and concise provision of information to its readers.

1.1 NOTAM Definition - (ICAO Annex 15)

“A notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.”

1.2 NOTAM Proliferation

Statistics indicate that the number of NOTAM being distributed globally continues to escalate. The UK NOTAM office alone transmits in excess of 5558 NOTAM every month. As the complexities around services and facilities increase, so the requirement to deliver consistent information in an accurate and timely manner becomes vital.

1.3 NOTAM Sponsorship

In practical terms planned changes to facilities and services affecting the safe operation of aircraft should be notified to AIS giving as much notice as possible. While un-serviceable and un-planned events can only be announced as they occur.

1.4 Assessment Process

If a hazard is assessed as having a significant impact on the safe operation of an aircraft or a change to the information published in the AIP has taken place, then a NOTAM may be considered to announce the circumstances.

1.5 A NOTAM shall be considered for the following:

- a) Establishment, closure or significant changes in operation of aerodrome(s) or heliport(s) or runways.
- b) Establishment, withdrawal or significant changes in operation of aeronautical services (aerodromes, AIS, ATS, communications, navigation and surveillance (CNS), meteorology (MET), search and rescue (SAR), etc.).
- c) Establishment, withdrawal or significant changes in operational capability of radio navigation and air-ground communication services. This includes: interruption or return to operation, change of frequencies, change in notified hours of service, change of identification, change of orientation (directional aids), change of location, power increase or decrease amounting to 50 per cent or more, change in broadcast schedules or contents, or irregularity or unreliability of operation of any radio navigation and air-ground communication services or limitations of relay stations including operational impact, affected service, frequency and area;
- d) Unavailability of back-up and secondary systems, having a direct operational impact.
- e) Establishment, withdrawal or significant changes to visual aids.

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- f) Interruption of or return to operation of major components of aerodrome lighting systems.
- g) Establishment, withdrawal or significant changes to procedures for air navigation services.
- h) Occurrence or correction of major defects or impediments in the manoeuvring area.
- i) Changes to and limitations on availability of fuel, oil and oxygen.
- j) Major changes to search and rescue facilities and services available.
- k) Establishment, withdrawal or return to operation of hazard beacons marking obstacles to air navigation.
- l) Changes in regulations requiring immediate action, eg prohibited areas for SAR action.
- m) Presence of hazards not otherwise promulgated, which affect air navigation (including obstacles, military exercises and operations, intentional and unintentional radio frequency interferences, rocket launches, displays, fireworks, sky lanterns, rocket debris, races and major parachuting events.
- n) Conflict zones which affect air navigation (to include information that is as specific as possible regarding the nature and extent of threats of that conflict and its consequences for civil aviation)
- o) Planned laser emissions, laser displays and search lights if pilots' night vision is likely to be impaired.
- p) Erecting or removal of, or changes to, obstacles to air navigation in the take-off/climb, missed approach, approach areas and runway strip.
- q) Establishment or discontinuance (including activation or deactivation) as applicable, or changes in the status of prohibited, restricted or danger areas.
- r) Establishment or discontinuance of areas or routes or portions thereof where the possibility of interception exists and where the maintenance of guard on the VHF emergency frequency 121.5 MHz is required.
- s) Allocation, cancellation or change of location indicators.
- t) Changes in aerodrome/heliport rescue and firefighting category provided (see Annex 14, Volume I, Chapter 9, and Attachment A, Section 17).
- u) Presence or removal of, or significant changes in, hazardous conditions due to snow, slush, ice, radioactive material, toxic chemicals, volcanic ash deposition or water on the movement area.
- v) Outbreaks of epidemics necessitating changes in notified requirements for inoculations and quarantine measures.
- w) Observations or forecasts of space weather phenomena, the date and time of their occurrence, the flight levels where provided and portions of the airspace which may be affected by the phenomena.
- x) An operationally significant change in volcanic activity, the location, date and time of volcanic eruptions and/or horizontal and vertical extent of volcanic ash cloud, including direction of movement, flight levels and routes or portions of routes which could be affected.
- y) Release into the atmosphere of radioactive materials or toxic chemicals following a nuclear or chemical incident, the location, date and time of the incident, the flight levels and routes or portions thereof which could be affected and the direction of movement.
- z) Establishment of operations of humanitarian relief missions, such as those undertaken under the auspices of the United Nations, together with procedures and/or limitations which affect air navigation; and
- aa) Implementation of short-term contingency measures in cases of disruption, or partial disruption, of ATS and related supporting services

1.6 The following information shall not be notified by NOTAM:

- a) Routine maintenance work on aprons and taxiways which does not affect the safe movement of aircraft.
- b) Runway marking work, when aircraft operations can safely be conducted on other available runways, or the equipment used can be removed when necessary.

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- c) Temporary obstructions in the vicinity of aerodromes/heliports that do not affect the safe operation of aircraft.
- d) Partial failure of aerodrome/heliport lighting facilities where such failure does not directly affect aircraft operations.
- e) Partial temporary failure of air-ground communications when suitable alternative frequencies are known to be available and are operative.
- f) The lack of apron marshalling services and road traffic control.
- g) The unserviceability of location, destination or other instruction signs on the aerodrome movement area.
- h) Parachuting when in uncontrolled airspace under VFR (see 6.3.2.3 m), when controlled, at promulgated sites or within danger or prohibited areas.
- i) Training activities by ground units.
- j) Unavailability of back-up and secondary systems if these do not have an operational impact.
- k) Limitations to airport facilities or general services with no operational impact.
- l) National regulations not affecting general aviation.
- m) Announcement or warnings about possible/potential limitations, without any operational impact.
- n) General reminders on already published information.
- o) Availability of equipment for ground units without containing information on the operational impact for airspace and facility users.
- p) Information about laser emissions without any operational impact and fireworks below minimum flying heights.
- q) Closure of movement area parts in connection with planned work locally coordinated of duration of less than one hour.
- r) Closure or unavailability of, or changes in, operation of aerodrome(s)/heliport(s) outside the aerodrome(s)/heliport(s) operational hours; and
- s) Other non-operational information of a similar temporary nature.

1.7 Permanent Changes to the UK Civil AIP

Permanent Changes to the UK AIP are to be submitted using the online process available from the AIS Portal <https://www.aurora.nats.co.uk/>

Note: More information about submitting AIP Change Requests and publishing other aeronautical information products can be found here: <https://nats-uk.ead-it.com/cms-nats/opencms/en/Publications/submit-change-request/>

Do not use AFTN to sponsor a Permanent NOTAM, they should be submitted via Aurora Data Originators Portal as part of the AIP Change Request. However, during out-of-hours, if a Perm change is imminent and critical to Flight Safety then a temporary NOTAM may be issued for a maximum of 7 days. The sponsor must submit an AIP CR as soon as possible but within 7 days.

1.8 Regulatory approvals

Compliance with regulatory approval requirements shall not inhibit the urgent distribution of aeronautical information necessary to ensure the safety of flight.

Regulatory approvals of items submitted via Aurora Data Originators Portal are sent to the CAA directly by the AIS.

Notifying the CAA about any temporary changes promulgated via NOTAM, to data items requiring regulatory approval, remain the responsibility of the Sponsor but UK NOF may be asked for assistance or coordination.

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When an aerodrome wishes to temporarily increase their declared distance, eg special events, the AD Operator must obtain prior approval from (SRG) before a NOTAM is proposed.

Note: More information about regulatory approvals and notifications process is provided in CAP 1054.

1.9 Permanent Changes to the UK Mil AIP

Military units can issue permanent NOTAM via AFTN; however, the sponsor is to advise No 1 AIDU as soon as possible to ensure the UK Mil AIP is updated.

Note: UK MIL AIP is available at <https://www.aidu.mod.uk/aip/>, more information on submitting changes to the UK MIL AIP and publishing other MIL aeronautical information products can be found here: <https://www.aidu.mod.uk/aip/userSupport.html>

1.10 Temporary Changes

The principle means of delivering temporary NOTAM proposals to AIS is by use of the AFTN. If AFTN is not available due to connectivity issues, then sponsors can email their proposal to notam.proposals@nats.co.uk using the NOTAM form at the following address: https://nats-uk.ead-it.com/cms-nats/opencms/en/NOTAM/#NOTAM_REQUEST_FORM

Authorised sponsors that do not have an AFPEX account can sign up for a free NOTAM only account.

AFPEX can be found here: www.myafpex.co.uk

Apply for an AFPEX account: <https://ts1.flightplanningonline.co.uk/applyingForAnAccount.html>

AFPEX NOTAM Help/Guide can be found here: <https://www.myafpex.co.uk/guides/notam.php>

1.11 NOTAM Duration Information of a permanent character

Within three months from the issuing of a permanent NOTAM, the information contained in the NOTAM shall be included in the aeronautical information products affected (eg AIP, charts, datasets).

If at the time of NOTAM submission, it is clear that the information is permanent, PERM NOTAM should be issued. Please see paragraph 1.7 Permanent Changes to the UK Civil AIP above.

Information of a temporary character

Within three months from the issuing of a temporary NOTAM of long duration, the information contained in the NOTAM shall be included in other aeronautical information products.

It means that if at the time of NOTAM submission, it is clear to the Sponsor that the information is temporary but of long duration, NOTAM can be issued for 90 days, and other aeronautical information products must be proposed by the Sponsor to promulgate the information beyond the period of validity of such NOTAM.

When a NOTAM with estimated end of validity unexpectedly exceeds the three-month period, a replacement NOTAM can be issued once. In each case UK NOF should be made aware of the re-issuance. A request for a second (and further) re-issuance of the same NOTAM is subject to CAA's approval. The CAA may agree to re-issue NOTAM if sufficient justification is provided by the Sponsor and it is clear that it is necessary to ensure safety of aircraft operations.

Note: UK NOF records every re-issued NOTAM and provided justification for audit purposes.

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2. Type

2.1 Airspace Activities

Planned Activities such as air exercises, flight trials, air displays, ballooning, kite flying etc impacting upon normal flying operations must be brought to the attention of other airspace users. To facilitate this, a department within the CAA, Airspace Regulation (AR) (arops@caa.co.uk 01293 983880) acts as a focal point to validate and co-ordinate airspace activities taking place within the UK.

Organisers of such events are required to contact the CAA giving as much notice as possible. An individual assessment of each activity is conducted by an Airspace Specialist resulting in an appropriate method of notification on behalf of the organiser.

Note: More information about event and obstacle notification can be found here: <https://www.caa.co.uk/Commercial-industry/Airspace/Event-and-obstacle-notification/Event-and-obstacle-notification/>

2.2 'Out-of-Hours' Nav Warnings

- a) When the NOF receives a NOTAM for a Nav Warning request outside the CAA AR operational hours which has not been de-conflicted by CAA AR, NOF shall inform the sponsor about the NOTAM policy and advise the sponsor to contact CAA AR, the NOF should also inform CAA AR about the request.
- b) However where there is an urgent need to distribute a NOTAM for a Nav Warning to ensure safety of operations and when contact with CAA AR is not possible before the start of the activity (or occurrence of any other hazard to air navigation) and the sponsor has confirmed that the activity (or hazard) cannot be cancelled (or hazard eliminated) or delayed, a NOTAM should be published. Both CAA AR and CAA AIMR should be notified via email including a copy of the NOTAM (marked HIGH IMPORTANCE). CAA AR shall de-conflict such notifications at the earliest opportunity.
- c) It is the Sponsor's responsibility to notify AR in advance of any planned unusual aerial activities taking place outside an ATZ to ensure de-confliction of the airspace. Publication of a NOTAM cannot be considered as a means of notifying the CAA about the activity and must not be considered as approval for the activity.
- d) CAA AR Operational hours for the purpose of the arrangements in this policy are:
 - a. Mon – Fri 08:30 – 16:30 (excluding UK public bank holidays and notified closed periods).
- e) The above policy is valid for new NOTAM requests as well as changes and cancellations of published NOTAM for Nav Warnings unless agreed otherwise between CAA AR, NOF and the sponsor(s).

2.3 Unlicensed Aerodromes

Unlicensed aerodromes with or without an ICAO 4-letter location indicator are able to propose NOTAM for safety related subjects for facilities and services at their aerodrome. Such information will be issued as an E Series NOTAM. Unlicensed aerodromes with or without an AFTN that have unusual aerial activities shall be brought to the attention of CAA Airspace Regulation who will consider an H series NOTAM.

2.4 En-route Obstacles

The ENR 5.4 section of the UK AIP contains a list of all known obstacles in the UK FIRs above 100m/328ft AGL. The information includes unique references, obstacle types and whether lighting is known to be fitted or not. The source of all information published in this section is the Defence Geographic Centre (DGC).

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If a permanent or temporary change is known to have taken place, e.g. a new en-route obstacle or a lighting outage, then the CAA must be notified.

Note: More information about event and obstacle notification can be found here: <https://www.caa.co.uk/Commercial-industry/Airspace/Event-and-obstacle-notification/Event-and-obstacle-notification/>

2.5 Aerodrome Obstacles/safeguarding

An aerodrome has the sole responsibility for notifying relevant obstacles affecting aerodrome operations in accordance with CAP 738 and 785. Consequently, a NOTAM proposal received by NOF from an aerodrome notifying obstacles can therefore be regarded as necessary for the purposes of aerodrome safeguarding.

A NOTAM proposal received by NOF from an aerodrome must include –

- i. Type of obstacle.
- ii. Obstacle position and location, represented by geographical coordinates in degrees, minutes, seconds and tenths of seconds if required for accuracy.
- iii. Obstacle height in AGL and AMSL in feet
- iv. Obstacle marking, and type and colour of obstacle lighting (if any).

(NOF will defer to proposer if any of these criteria are missing.)

The NOF will promulgate the NOTAM as scope 'AE' thereby ensuring the information is included in an aerodrome PIB and En-route PIB.

CAA/AR section propose 'N' series (En-route) NOTAM for obstacles over 100m/328ft AGL and not affecting aerodrome operations that are notified to CAA by owners/operators.

Obstacles above 100m/328ft AGL that are outside of the safeguarding area, but within an aerodrome's controlled airspace shall be promulgated using scope 'AE' thereby ensuring the information will appear in an aerodrome (PIB) and En-route PIB-

2.6 Aerodrome NOTAM Processing

If the obstacle is assessed as affecting more than one licensed aerodrome, then additional NOTAM may be issued to ensure that the notification appears on all relevant PIB. One NOTAM will be scoped as **AE** (Aerodrome and En-route), any additional NOTAM will be scoped **A** to identify other affected aerodrome/s.

2.7 New/Temporary obstacles regarding the safe operation of aircraft

All obstacles over 100 m (328ft) AGL are to be notified to the CAA. It is mandatory to notify the CAA of any obstacle of a height of 100m AGL and more. This requirement applies regardless of where the obstacle is located.

Obstacles within aerodrome notification areas should be notified to the relevant aerodrome operator.

Occasionally unverified reports are received from the public describing the presence of an obstacle. In response to any report received 'out of hours', AIS will raise a NOTAM containing a statement "UNVERIFIED REPORT OF OBSTACLE" until verification by the CAA or MAMC can take place.

Note: More information can be found on the CAA website <https://www.caa.co.uk/Commercial-industry/Airspace/Event-and-obstacle-notification/Event-and-obstacle-notification/> and in CAP 738, 764 and 1096.

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2.8 SNOWTAM

SNOWTAM proposals from authorised licensed aerodromes shall be sent to the UK NOF using the address EUECYIYP .

2.9 EGNOS NOTAM

NOF can accept NOTAM proposals submitted by the CAA re EGNOS/LPV, in accordance with the next steps agreed between the CAA and ESSP

2.10 Remembrance Day NOTAM

Every year the CAA will authorise a NOTAM to be issued to cover Remembrance Day and Armistice Day as per the examples below:

Armistice Day

Q)EGXX/QAFXX/IV/NBO/E/000/999/5504N00500W999

A)EGTT EGPX

B)YY11111000

C)YY11111130

E)VARIOUS AD ARE TO OBSERVE A TEMPORARY CESSATION OF RADIO FREQUENCY FOR THE TWO MINUTE SILENCE ON ARMISTICE DAY. DURING THE TWO MINUTE SILENCE NO RADIO TRANSMISSIONS WILL BE MADE, EXCEPT IN AN EMERGENCY. MORE INFORMATION IS TO BE PROVIDED BY RELEVANT ATC AND FIS

Remembrance Day

Q)EGXX/QAFXX/IV/NBO/E/000/999/5504N00500W999

A)EGTT EGPX

B)YY11DD1000

C)YY11DD1130

E)VARIOUS AD ARE TO OBSERVE A TEMPORARY CESSATION OF RADIO FREQUENCY FOR THE TWO MINUTE SILENCE ON REMEMBRANCE DAY. DURING THE TWO MINUTE SILENCE NO RADIO TRANSMISSIONS WILL BE MADE, EXCEPT IN AN EMERGENCY. MORE INFORMATION IS TO BE PROVIDED BY RELEVANT ATC AND FIS

2.11 Firework Displays

Information relating to firework displays that do not exceed 1000ft AGL will only routinely be promulgated by NOTAM if the display falls within the area defined in Annex B to CAP 736. NOTAM action may also be taken if the display lies inside CAS or close to known low-level aircraft routes.

3. NOTAM

3.1 The AFTN NOTAM Proposal

As a general principle, each submission should deal with only one subject and one condition. Avoid sending a NOTAM proposal that describes a multitude of disconnected subjects. The information must be clear and unambiguous giving the reader the ability to quickly assess the impact.

Be mindful that the information will be delivered to an international audience where a great many recipients will not have English as their primary language.

All proposals should be transmitted to the UK NOF using the AFTN address **EUECYIYP**. This address is used by those NOF Offices that have adopted the European AIS Database (EAD) service for broadcasting their NOTAM.

When composing the NOTAM Proposal, it is important that the first line of text is constructed according to an explicit format. The message is to be prefixed with the type

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of NOTAM i.e. **NOTAMN** to announce a new NOTAM, **NOTAMR** to replace a current NOTAM and **NOTAMC** to cancel a NOTAM.

The use of **PROPOSAL EGGN** in the first line of text is compulsory and signifies that the message is for the attention of the UK NOTAM Office.

After the first line, the message can take any format. The closer the content is aligned to the NOTAM format the quicker AIS will be able to process the message for distribution. Some examples follow:

NOTAMN PROPOSAL EGGN

EASTERN TAXIWAY CLOSED DUE RESURFACING
FROM 0800 TO 2300 ON 24 JAN

NOTAMN PROPOSAL EGGN

Q) EGTT/QMRLT/IV/NBO/A/000/999/5124N00321W005
A) EGFF B) 1201011000 C) 1201011800 EST
E) RWY 07 LIMITED, AVAILABLE FOR LANDINGS ONLY

NOTAMC PROPOSAL EGGN F0125/13

CANCEL NOTAM F0125/13 WORK COMPLETED AHEAD OF SCHEDULE

NOTAMR PROPOSAL EGGN A0123/12

EXTEND NOTAM A0123/12 UNTIL 28 JUN 1500 DUE CONTINUED OUTAGE

3.2 NOTAM Format

NOTAM are required to conform to an explicit template. Using the example below, an explanation of the format follows:

A1234/14 NOTAMN

Q) EGTT/QMRLC/IV/NBO/A/000/999/5129N00028W005
A) EGLL
B) 1408231500 C) 1409310500
D) 1500-1600, 0430-0500
E) RWY 09R/27L CLOSED DUE WIP

3.3 The NOTAM Construct:

A1234/13 represents the NOTAM Series, followed by a sequential 4-digit number, followed by two digits to indicate the year. (Max 9999/YY).

NOTAMN Indicates this is a new NOTAM. Other options are **R** for NOTAM replacing another or **C** for one cancelling another. Replacement NOTAM can only be used to replace a NOTAM that is already in effect

Q) EGTT/QMRLC/IV/NBO/A/000/999/5129N00028W005

The Qualifying line, or Q Line, is an AIS tool used to categorise the NOTAM according to its scope. It consists of up to eight fields separated by a stroke (/) comprising FIR, Q Code, Traffic, Purpose, Scope, Vertical Limits, Co-ordinates and Radius.

EGTT is an ICAO code, identifying the (London) FIR to which the NOTAM refers. Should the activity take place in more than one FIR then the code **EGXX** is applied and the specific FIRS affected are inserted into field **A** of the NOTAM

QMRLC is a 5 letter NOTAM code identifying subject and status. In this case **MR** is a Runway, **LC** indicates a closed status. **IV** indicates that this information is significant for both IFR and VFR operations while **NBO** indicates a message for immediate attention, for inclusion in a PIB and operationally significant.

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A represents the scope which in this case is an Aerodrome NOTAM as opposed to an En-Route **E** NOTAM or Navigation Warning **W**. Combinations **AE** and **AW** can also be applied according to the subject being described.

000/999 represents the lower and upper limits expressed as a flight level. In this case it is left as a default as it is not applicable.

5129N00028W005 is the 'Centre point' using degrees and minutes followed by a radius of influence. In this case the default value of 5NM has been applied based on the aerodrome ARP. A default radius of 999 is applied for NOTAM that cannot be associated to a specific area and for those that affect the whole FIR.

Position (Where)

A) EGLL is the ICAO code of the aerodrome (Heathrow). While it is possible to insert more than one FIR into this field, it is only possible to enter one Aerodrome. This means that separate NOTAM are required if the impact is on two or more aerodromes.

Effective from (Begins)

B) 1408231500 is the Date/time group in UTC when the NOTAM becomes effective. Year, Month, Day, Time. NOTAM used to replace or cancel other NOTAM can only be issued With Immediate Effect (WIE) and cannot have a future effective (start) date.

Effective until (Finishes)

C) 1409310500 is the Date/time group in UTC when the NOTAM ceases to be effective. Temporary NOTAM shall exist no longer than 90 days.

Where an expiry date/time can only be estimated **EST** may be included in Field C for temporary NOTAM. Sponsors shall take action to cancel or replace the NOTAM before the **EST** expiry time.

Planned Schedule (Optional)

D) 1500-1630, 0430-0500 this provides the opportunity to describe a schedule of events within the effective date of the NOTAM. This is particularly useful for events that take place over a period of days or weeks. Irregular schedules that do not meet certain criteria will have to be described in the plain language part of the NOTAM

Plain Language (Free-text)

E) RWY 09R/27L CLOSED DUE WIP is the textual part of the NOTAM indicating that Runway 09/27 is closed due to work in progress.

This item describes the 'subject' and 'condition' and is probably the most important part of the message. The information should be explicit giving the reader the ability to quickly assess the impact to their operation.

Start with a 'headline' to describe the subject and event e.g. RWY...CLOSED, TWY... WIP, DANGER AREA ... ACTIVATED, FREQUENCY ... U/S. After which supplemental information may be considered to describe the impact.

Avoid information that may be considered as 'nice to have' or complementary. Use internationally recognised abbreviations (as per ICAO Doc 8400) unless their use creates misunderstanding. A list of abbreviations is available in the General (GEN) section of the AIP but note that National abbreviations (in italics) cannot be used for NOTAM.

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Use of Coordinates

If there is a requirement to describe an area or polygon, the provision of coordinates Degrees/Minutes/Seconds shall be used e.g. 521049N 0012035W. When describing an area repeat the first coordinate in full to close the polygon.

Supplementary Information

The judgment needed to assess the extent of information required in a NOTAM can be problematical. Too much information can serve to overwhelm the reader, whereas not enough information will fail to provide them with an opportunity to assess the impact on the operation.

Guidance in composing the text of a NOTAM can be obtained by contacting the NOTAM Office directly to establish that the proposal clearly captures the objective.

Vertical Parameters

Fields F & G describe lower and upper limits. They are not used for Aerodrome NOTAM scoped **A**; however, they are used for airspace notifications such as navigation warnings, airspace reservations and Danger Area activities. The sponsor should ensure that appropriate values are included in the NOTAM proposal e.g. FLO90, 3000FT AMSL.

When the values in Fields F and G are expressed as a flight level (FL) or altitude (AMSL) the associated FL values will also be applied in the Q Line. It is recommended that the use of AGL is avoided in fields F & G, as it demands a calculation based upon the highest terrain elevation for the region or FIR.

3.4 Transmission

NOTAM are automatically transmitted by AFTN to the distribution list managed by UK NOF. Requests to amend the AFTN distribution lists used for NOTAM shall be directed to the UK NOF using email address: notam.proposals@nats.co.uk.

4. NOTAM Templates/Examples

Note: NOTAM templates can be found here:

https://nats-uk.ead-it.com/cms-nats/opencms/en/NOTAM/#HARMONISED_NOTAM

Best practice NOTAM examples:

4.1 BEST PRACTICE – AIRSPACE (FIR)

F3947/11 NOTAMN

Q) EGTT/QRDCA/IV/BO/W/000/300/5114N00154W006

A) EGTT B) 1106022300 C) 1108302330

D) TUE AND THU 2300-2330

E) DANGER AREA EG D125 LARKHILL ACTIVATED

F) SFC G) 3000FT AMSL

B0581/12 NOTAMN

Q) EGTT/QSECF/IV/BO/E/000/100/5248N00240W040

A) EGTT B) 1209251100 C) 1209261500

B) 1204100001 C) PERM

E) SHAWBURY LOWER AIRSPACE RADAR SERVICE FREQ CHANGED TO 133.150MHZ

B0590/12 NOTAMN

Q) EGTT/QARLC/IV/NBO/E/055/120/5023N01021E030

A) EGTT B) 1203011000 C) 1204011800

E) ATS ROUTE UL415 CLOSED ARKIN-BPK

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N0176/13 NOTAMN

Q) EGTT/QOBCE/IV/M/E/000/003/5131N00019W005

A) EGTT B) 1305101539 C) 1308081200 EST

E) **CONSTRUCTION SITE CRANE OPR AT PSN 513046N 0001844W (EALING)
MAX HGT 300FT AMSL / 250FT AGL**

4.2 BEST PRACTICE – COMBINED AIRSPACE AND AERODROME

B0575/11 NOTAMN

Q) EGTT/QAECA/IV/NBO/AE/000/035/5117N00047W010

A) EGLF B) 1104111345 C) 1104111445

E) **TEMPORARY CTR (CLASS D) FARNBOROUGH ESTABLISHED** 10NM CENTRED ON 5117N00047W, EXCLUDING LONDON CTR AND TMA, CONTROLLING AUTHORITY FARNBOROUGH ATC

F) SFC G) 3800FT AMSL

A1427/11 NOTAMN

Q) EGPX/QACCA/IV/NBO/AE/000/100/5953N00118W020

A) EGPB B) 1106011945 C) 1106012015

E) **SUMBURGH CTR, CTA AND ATZ ACTIVATED** AD AND ATC HR OF OPERATION EXTENDED, PPR ONLY

C6709/12 NOTAMN

Q) EGTT/QSPLT/IV/BO/AE/000/105/5122N00243W021

A) EGGD B) 1204100001 C) 1204102359

E) **BRISTOL PRIMARY RADAR OUT OF SERVICE, SRA NOT AVBL**

B2202/12 NOTAMN

Q) EGPX/QNDAS/IV/BO/AE/000/999/5733N00402W025

A) EGPE B) 1211041352 C) 1211051051

E) **INVERNESS VOR/DME INS 109.2MHZ/CH29X DME U/S**

U0185/13 NOTAMN

Q) EGTT/QOBCE/IV/M/AE/000/003/5132N00021W005

A) EGWU B) 1305291118 C) 1306301200

E) **CONSTRUCTION SITE CRANE OPR AT 513213N 0002056W (GREENFORD),
MAX HGT 300FT AMSL 250FT AGL.**

A1367/13 NOTAMN

Q) EGPX/QAZAH/IV/NBO/AE/000/030/5733N00403W003

A) EGPE B) 1304101509 C) 1305302100

E) **INVERNESS ATZ OPR HR CHANGED.**

MON 0530-2100, TUE-FRI 0145-2100, SAT 0145-1930, SUN 0545-2100

4.3 BEST PRACTICE – AERODROME

U2782/13 NOTAMN

Q) EGTT/QFALC/IV/NBO/A/000/999/5222N00029E005

A) EGUN B) 1311272300 C) 1312300700

D) 2300-0700

E) **AD CLOSED DUE WIP**

A1324/13 NOTAMN

Q) EGTT/QMRLC/IV/NBO/A/000/999/5152N00022W005

A) EGGW B) 1307231000 C) 1307231700

UK NOTAM GUIDANCE MATERIAL

E) **RWY 08/26 CLOSED** DUE WIP

A0235/12 NOTAMN

Q) EGTT/QMTCM/IV/NBO/A/000/999/5335N01454E005

A) EGMH B) 1203250848 C) 1205130700

E) **RWY 24 THR DISPLACED** 200M TOWARD RWY 06
TORA 900M LDA 900M

C0100/12 NOTAMN

Q) EGTT/QMRLT/IV/NBO/A/000/999/5124N00321W005

A) EGFF B) 1201011000 C) 1201011800 EST

E) **RWY 07 LIMITED**, AVAILABLE FOR LANDINGS ONLY

A1230/13 NOTAMN

Q) EGTT/QICAI/I/NBO/A/000/999/5308N00635E005

A) EGSC B) 1311011000 C) 1311011400

E) **RWY 27 ILS U/S**, SRA AVBL

A4731/13 NOTAMN

Q) EGTT/QOBCI/IV/M/AE/000/007/5138N00720E005

A) EGPH B) 1310010000 C) 1310091159

E) LIT OR UNLIT(delete as appropriate) **CRANE** PSN 513759N 0072024E (AD OR
PLACE NAME) HGT 675FT AMSL, 483ft AGL

4.4 BEST PRACTICE – SURVEILLANCE EQUIPMENT/SERVICE

LOWER AIRSPACE RADAR SERVICE Unavailable

Lower Airspace Radar Service unavailable.

Consider adding:

Pilots will receive a Basic Service only.

Or

Lower Airspace Radar Service unavailable.

Frequency (xxx.xxMHz) will not be monitored for the period.

LOWER AIRSPACE RADAR SERVICE Unavailable at Times

Lower Airspace Radar Service unavailable.

Consider adding:

Pilots should call to request services as required, but may receive a Basic Service only

Primary Radar Unavailable, (APCH Radar and/or LARS) – SSR Available

Primary Surveillance Radar unavailable.

Consider adding:

Surveillance based services available with reduced traffic information/deconfliction advice. Procedural and Basic Service unaffected

(Delete Procedural as appropriate).

Secondary Radar Unavailable (APCH Radar and/or LARS) – PSR Available

Secondary Surveillance Radar unavailable.

Consider adding:

Surveillance based services available with reduced traffic information/deconfliction advice.

Procedural and Basic Service unaffected

(Delete Procedural as appropriate).

No Radar Available (APCH Radar and/or LARS) – Surveillance radar unavailable

Surveillance based services unavailable.

Consider adding:

UK NOTAM GUIDANCE MATERIAL

Procedural or Basic Service only
(Delete Procedural as appropriate).

4.5 BEST PRACTICE – NAVIGATIONAL EQUIPMENT/SERVICE

ILS Out of Service

ILS Rwyxx out of service. Pilots can expect a *(insert VOR, NDB, GNSS, SRA, Visual etc.)* approach.

ILS Calibration

ILS Rwyxx flight check in progress. ILS may be radiating on runway not in use. Pilots should plan for an alternative instrument approach.

DME Out of Service

(Identifier) DME out of service.

Consider adding:

- Inbound ranges for ILS or NDB approaches available from ATC.
- LOC/DME approaches unavailable.
- *(Identifier)* SID/S unavailable. Individual departure clearances will be issued by ATC.
- *(Identifier)* STAR/S unavailable. Individual arrival routing will be issued by ATC.

NDB Out of Service

(Identifier) NDB out of service.

Consider adding:

- Pilots can expect a *(insert ILS, VOR, GNSS, SRA, Visual etc.)* approach.
- *(Identifier)* SID/S unavailable. Individual departure clearances will be issued by ATC
- *(Identifier)* STAR/S unavailable. Individual arrival routing will be issued by ATC.

VOR Out of Service

(Identifier) VOR out of service.

Consider adding:

- Pilots can expect a *(insert ILS, NDB, GNSS, SRA, Visual etc.)* approach.
- *(Identifier)* SID/S unavailable. Individual departure clearances will be issued by ATC
- *(Identifier)* STAR/S unavailable. Individual arrival routing will be issued by ATC.

DRDF Out of Service

(Frequency) VDF out of service. True bearings not available.