

Issued: 5 December 2014

CAA Office Winter Closure 2014/15 (Christmas and New Year)

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked to ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:

All Recipients of CAA Communications

1 Introduction

- 1.1 The CAA will be closing its offices for the period between Christmas Day and New Year's Day. However, nominated staff will be contactable in order to deal with emergency or urgent safety-related matters.

2 Scope

- 2.1 This Information Notice is to inform the aviation industry of the CAA office closures, the emergency or urgent safety-related contact arrangements and to remind organisations to plan ahead for any foreseeable regulatory activity that may be affected by the winter closure.

3 Office Closures

- 3.1 All CAA offices will be closed on Thursday 25 December 2014 and will not re-open until Friday 2 January 2015, with the exception of the CAA Office in Scotland which will not re-open until Monday 5 January 2015. During this period, urgent calls to the CAA main enquiry number (01293 567171) will be dealt with by security staff who will be able to pass calls on regulatory matters to appropriate on-call staff. Where applicable, supplementary advice for specific business areas is listed below.

3.1.1 Airspace, Air Traffic Management and Aerodromes (AAA)

Any individual or organisation anticipating the need for action from AAA during the closure is advised to contact the CAA in advance of this period through the normal methods.

Air Navigation Service Providers (ANSPs) and aerodromes are urged to plan ahead for the winter closure period and to ensure that the relevant inspector is made aware of any activity that may require regulatory input; for example, Air Traffic Control Office (ATCO) licensing, approvals or exemptions.

Out-of-hours emergency contact details for Air Traffic Services (ATS) regions:

Northern regional office: 07801 901111

Southern regional office: 07780 957547

En-route and college regulation: 07789 615972

Aerodromes wishing to contact AAA as a matter of urgency during this period are advised to call the CAA main enquiry number listed in [paragraph 3.1](#) in the first instance.

Radio licensing will be closed during the winter closure period from Thursday 25 December 2014 and will re-open on Friday 2 January 2015. The following telephone number is available for urgent enquiries that cannot be deferred until 2 January 2015: 07881 514800. Please note that staff on this number will have no access to fax or postal services or be able to take payments and they will not be able to issue new licences or process renewals. All correspondence and applications submitted over the winter period will be dealt with on or after 2 January 2015.

3.1.2 Airworthiness

Although the CAA offices will be closed, staff will be contactable to deal with emergency or urgent safety-related matters.

Also, for organisations holding Part-M Subpart G approval, our web-based ARC online system will continue to be available throughout the winter closure period.

The CAA will continue to offer the airworthiness 'same day' service until 11:00 on 23 December 2014 and recommence that service on 2 January 2015. Details of this service are available at www.caa.co.uk/sameday.

As part of your organisation's planning for the winter closure period, please ensure that you make the relevant CAA regional office aware of any activity that may require regulatory input. Ensure that any applications requiring certificate issue are sent in early.

For damaged Air Operator Certificate (AOC) aircraft requiring a Permit to Fly, contact our out-of-hours helpline on 01293 567171 where you will be directed to the appropriate on-call regulatory staff. Details of the out-of-hours service are available at:

Out Of Hours Information

In order for the CAA to issue a Permit to Fly on a damaged aircraft, the associated flight conditions must be approved by EASA. Please refer to the EASA website for further details.

Application and Approvals telephones will be closed from 12:00 on Wednesday 24 December 2014 until 08:30 on Friday 2 January 2015.

Please note there is a charge (£945) for the issue of Permits to Fly outside of normal working hours.

3.1.3 Flight Operations

Flight Operations will be closed from 17:00 on Wednesday 24 December 2014 until 08:30 on Friday 2 January 2015. AOC holders and other stakeholders are urged to plan ahead for the