

Issued: 19 March 2015

Application for ICAO Location Indicators, Three-Letter Designators and Telephony Designators

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:	
Aerodromes:	All Aerodrome Operators
Air Traffic:	All ATS
Airspace:	All NATMAC Representatives
Airworthiness:	Not primarily affected
Flight Operations:	All AOC Holders and General Aviation Pilots
Licensed/Unlicensed Personnel:	Not primarily affected

1 Introduction

- 1.1 The UK Policy for the Assignment and Use of ICAO Location Indicators, 3-Letter Designators and Telephony Designators is promulgated in [AIC Y 001/2014](#). This AIC also contains the current procedures for new applications, changes to existing assignments and cancellations. ICAO has recently introduced an on-line process for all new applications which results in changes to the UK procedures.
- 1.2 The purpose of this Information Notice is to bring these changes to the attention of affected stakeholders.

2 Scope

- 2.1 Currently all applications (new, changes and cancellations) are made to the NATS Civil Aviation Communications Centre, acting as one of the UK's nominated focal points in this respect, using the forms attached to [AIC Y 001/2014](#). Until now this service has been provided free of charge to the applicant. With the introduction of the ICAO on-line process those application forms are no longer applicable and should not be used. In addition ICAO has now imposed a range of charges for new applications, changes to existing assignments and additional confirmation letters of the assignment to the agency concerned. The charges are as follows:

- New Applications - \$4000 (this includes ONE confirmation Letter)

- Modifications - \$3000
- Additional Confirmation Letter - \$50

- 2.2 The new process requires applicants to purchase a Pin Number according to the type of application and then complete an on-line form for submission to the State Focal Point for assessment and, if approved, onward transmission to ICAO. The application form cannot be submitted without a valid Pin Number. Once the assignment has been made by ICAO both the applicant and State Focal Point are informed but the introduction date will still be determined by the State Focal Point. If, in the process of requesting a designator and/or callsign, the application is no longer required information on reimbursement of fees can be obtained from ICAO.
- 2.3 Full details about the on-line process can be found at www.icao.int/3LD.
- 2.4 The new on-line process does not affect the overall UK Policy for the assignment of designators and telephony callsigns and the required criteria set out in [AIC Y 001/2014](#) will still apply and will be enforced. Applicants are therefore encouraged to ensure that they meet these criteria before commencing the on-line process. At the earliest opportunity the AIC will be re-issued to reflect the new application process.
- 2.5 It is intended that NATS will play a reduced role in the UK's enforcement of the new application process with the CAA assuming the majority of the role of UK Focal Point. However, NATS will continue to play a leading role in the coordination procedure for the introduction of new or modified designators and telephony callsigns.

3 Queries

- 3.1 Any general queries or requests for further guidance as a result of this communication should be addressed to:

Airspace Regulation Section
Safety and Airspace Regulation Group
CAA House
45-59 Kingsway
London
WC2B 6TE

Telephone: +44 (0)20 7453 6553

E-mail: anthony.stevens@caa.co.uk

4 Cancellation

- 4.1 This Information Notice will remain in force until further notice.