



Civil Aviation Authority Information Notice Number: IN-2015/046



Issued: 15 June 2015

Regional Office Mail Deliveries

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 Licence Holders / All Aerodrome Operators
Air Traffic:	All ATC / All FIS / All A/G / All ANSPs / All ATS and CAA Approved Training Organisations
Airspace:	All NATMAC Representatives
Airworthiness:	All Continuing Airworthiness Management and Maintenance Organisations
Flight Operations:	All AOC Holders Utilising Piston-Engined Aircraft / General Aviation Pilots / Registered Training Facilities and Approved Training Facilities / All Aeroplane and Helicopter AOC Holders / All Unmanned Aircraft Operators
Licensed/Unlicensed Personnel:	Part-66 Licensed Engineers / All ATCOs and Student ATCOs Helicopter Pilot Licence Holders/Private Pilot Licence Holders

1 Introduction

- 1.1 The purpose of this Information Notice (IN) is to advise the recipients of the withdrawal of mail processing and telephone support at the Regional Offices.
- 1.2 This IN superseded IN-2015/040 in order to extended the applicability to a wider targeted audience.

2 Changes

- 2.1 With immediate effect CAA Regional Office administration functions have been centralised to Aviation House Gatwick.
- 2.2 Telephone Support
The regional office central phone numbers should no longer be used. The central phone number for all regional office enquiries is now **01293 573890**.
- 2.3 Mail Delivery
It is our policy that all communications with the Regional Office based staff should be in electronic form directly to them. However, if there is an occasion where a document or item has to be sent by post or courier it should be addressed to:

Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

from where it will be forwarded. The document should be addressed to a named individual to ensure it reaches the correct business area.

3 Queries

- 3.1 Any queries or requests for further guidance as a result of this communication should be addressed to apply@caa.co.uk.

4 Cancellation

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

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