



Airport Coordination Ltd. Guidance on Slot Allocation and Slot Monitoring

January 2020

1. Scope

Applicable within the UK

BHX – Birmingham
BRS – Bristol (L3 Periods only)
LCY – London City
LGW – Gatwick
LHR – Heathrow
LTN – Luton
MAN – Manchester
STN – Stansted

Applicable outside the UK

DUB – Dublin
POZ – Poznan (L3 Periods only)

2. What is an Airport Slot?

An airport slot is a permission to operate at a coordinated airport on a **specific date and at a specific time** as allocated by a coordinator.

Aircraft operators must not **intentionally** operate (or plan to operate) at a time which is different from the allocated slot time – the time on the passenger ticket and/or the initial flight plan should match the allocated slot time.

Operators must adhere to the airport slot time. Obtaining pushback clearance from ATC does not override the airport slot time allocated. Airport slot times are the **on/off block times**, not the landing or take off times.

3. Slot Clearances

All aircraft operators must have a slot allocated by the coordinator **before** operating at a coordinated airport, except for emergency landings. Special provisions for Urgent or Time Critical Operations are set out in Annex 1.

Slot requests should be made in good time before the planned operation. On-the-day and out-of-hours slot requests should be kept to a minimum. Departure slots should be secured at least 30 minutes **prior** to operation (if booked using the Online Coordination website and email requests made at least 24h in advance). Arrival slots must be secured prior to the aircraft departing from its point of origin.

4. Slot Tolerances

ACL expects all operators to plan to operate **exactly** to their assigned slot times. Intentional off slot operations will be considered misuse and be subject to sanction under the Misuse of Slots Enforcement Code.

5. Re-clearing Slots

Flight Type	Re-clear Slots After	
Commercial Passenger	After 24 Hours of the original scheduled time*	DO NOT re-clear following on-the-day delays
Commercial Freight / Mail	After 24 Hours of the original scheduled time	DO NOT re-clear following on-the-day delays
Positioning – regularly scheduled	After 24 Hours of the original scheduled time	DO NOT re-clear following on-the-day delays
Positioning – ad hoc	Delays more than 2 hours	MUST re-clear following delays >2h
General Aviation/Business Aviation (GA/BA)	Delays more than 2 hours	MUST re-clear following delays >2h
Other non-commercial	Delays more than 2 hours	MUST re-clear following delays >2h

- **Passenger services** (scheduled or charter) **must not** re-clear slots following on-the-day operational delays. ACL's slot data updates the airports' flight information displays and operational systems. Rescheduling a delayed passenger service will cause confusion as the new slot time will not match the ticket times.
- **Commercial services** (passenger or freight) and positioning flights operated as a regularly scheduled series of slots (not ad-hocs) **may operate without re-clearing slots on the same day** following operational delays.

Delays that extend beyond 24 hours of the original cleared slots must re-clear airport slots with the coordinator. Carriers are encouraged to advise ACL of delayed flights operating into the next day to avoid unnecessary slot monitoring enquires.

- **Ad hoc non-commercial services** (positioning, training, GA/BA, etc) should re-clear airport slots with the coordinator following operational delays of **more than 2 hours**.

This does **not** mean that such flights may **intentionally** operate at a time different from the allocated slot time within this 2-hour window. Examples of intentional off-slot operations within this two-hour window include:

- Operational issues known before the time of operation;
 - Incorrect block times;
 - Late arrival of crew or business aviation passengers unless due to exceptional circumstances, e.g., an unplanned closure of a motorway or suspension of rail services.
- Operators wishing to advance the **planned** time of a flight must re-clear airport slots. Early arrivals for operational reasons such as unexpected winds, do not need to re-clear slots.

6. Slot Sanctions Schemes

Misuse of Slots Enforcement Code

Applicable at BHX, LCY, LGW, LHR, LTN, MAN, STN and BRS

The repeated and intentional misuse of slots at coordinated airports in the UK (Heathrow, Gatwick, Stansted, Luton, London City, Manchester, Birmingham and Bristol) may be subject to financial sanctions in accordance with the Misuse of Slots Enforcement Code.

Sanctions Against Slot Misuse in Ireland

Applicable at DUB

The repeated and intentional misuse of slots at Dublin Airport is subject to the Irish Sanctions Scheme.

Polish Sanction Scheme

Applicable at WAW and POZ

The repeated and intentional misuse of slots at Warsaw Airport and at Poznan Airport during the declared Level 3 Coordination period is subject to the Polish Sanctions Scheme.

Annex 1: Urgent or Time Critical Operations

1. By virtue of Article 2(g) of the Slot Regulation, the types of operation described in this paragraph may operate at a coordinated airport without a slot allocated by the Coordinator. With the exception of emergency landings, operators of such flights must apply to the Coordinator in advance and provide all necessary information to determine the flight's status. The Coordinator will allocate an available slot to these flights, where possible, to ensure that airport operations are not prejudiced.
 - a) **State Flights** - Heads of State flights, flights carrying Government Ministers, or flights carrying visiting dignitaries from abroad on an official visit.
 - b) **Emergency Landings** - Diversions or Quick Returns after take-off and police emergencies. Emergency landings must be notified to the Coordinator as soon as possible after the event for monitoring purposes.
 - c) **Humanitarian Flights** - Medical Emergencies, Donor Flights, Search and Rescue, Air Ambulance flights where the condition of the patient is urgent or acute and alternative airfields or modes of transport are not feasible.
2. In addition to the types of operation listed in paragraph 1, there are some types of operation that by their nature are urgent or time critical. All such flights require a slot allocated in advance by the Coordinator. To accommodate these types of operation the coordinator **may** 'overbook' the normal coordination parameters having taken into account the congestion likely to occur and the overall capacity situation. These types of operation are:
 - a) **Technical Flights** - Radar and ILS calibration flights, Air Tests limited to daylight hours for technical reasons and where no feasible slots are available.
 - b) **Recovery Flights** - Departures to continue a planned commercial service with passengers aboard on the same day following a Diversion or Quick Return.

Positioning flights to replace an unserviceable aircraft or other unforeseeable schedule disruption (e.g. severe weather) and resume a planned commercial passenger service, limited to the following circumstances:

- Inbound positioning to recover a planned departure service;
- Outbound positioning to recover a based-carrier's own service;
- The return of a based-carrier's recovery aircraft to resume planned operations;

Overbooking will **not** be considered in circumstances such as:

- Outbound positioning to recover another air carrier's service, ie, a sub-charter;
- Positioning to replace an aircraft undergoing planned maintenance, including instances of a maintenance overrun;
- Any planned positioning of an aircraft.

3. Where flights are accommodated in accordance with paragraphs 1 or 2 of these procedures, the Coordinator may block a nearby vacant slot, if available, to ensure that airport operations are not prejudiced.