GUIDANCE ON SLOT ALLOCATION AND SLOT MONITORING:

Applicable within the UK:
BHX - Birmingham
BRS – Bristol
LBA – Leeds Bradford (L3 period only)
LCY - London City
LGW - Gatwick
LHR - Heathrow
LTN - Luton
MAN - Manchester
STN - Stansted

Applicable outside the UK:
DUB - Dublin
POZ - Poznan (L3 period only)
SYD - Sydney
KSA – Saudi Arabian Airports

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/slot manager.

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.

SLOT CLEARANCES

All aircraft operators must have a slot allocated by the coordinator/Slot Manager **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 System (OCS) and email requests made at least 24h in advance). Arrival slots must be secured **prior** to the aircraft departing from its point of origin.

Some airports for example Saudi Arabia and Sydney do not permit changes via OCS or ACL close to the time of the operation. Carriers should check the airport pages on the ACL[1] or APAC[2] Website for airport specific details.

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[1] www.acl-uk.org

[2] www.acl-apac.com.au

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 relevant enforcement scheme.

RE-CLEARING SLOTS

Operational Delays

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 may 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 adhocs) **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 enquiries.

- **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**.

- Flight number, seats and aircraft type must be updated if changed from the original slots for on-the-day operational delays. Such changes should be made before the original slot time has elapsed.

- **Carriers should check all applicable Local Rules and Capacity Declarations of the airport they intend to operate at, for any special requirements outside the scope of this document for the type of operation they intend to operate. Local Rules and Capacity Declarations can be found on the airport pages of the ACL website.**

> 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 2-hour window include:
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> - 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.

Early Operations

- Operators wishing to advance the **planned** time of a flight must re-clear airport slots. Early arrivals for operational reasons, e.g. due to unexpected winds, do not need to re-clear slots.

Historic Determination

For details of how off slot operation may impact historic eligibility in the subsequent equivalent season, please see our Historic Determination guidance which can be found [here](#).

SLOT SANCTION SCHEMES

Misuse of Slots Enforcement Code UK
Applicable at BHX, BRS, LBA, LCY, LGW, LHR, LTN, MAN and STN

The repeated and intentional misuse of slots at coordinated airports in the UK (Heathrow, Gatwick, Stansted, Luton, London City, Manchester, Birmingham, Bristol and Leeds Bradford) may be subject to financial sanctions in accordance with the Misuse of Slots Enforcement Code. Further details can be found [here](#).

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. Further details can be found [here](#).

Sanctions against slot misuse in Dubai, UAE – Applicable at DXB

The repeated and intentional misuse of slots at Dubai International Airport is subject to the Slot Performance Committee Terms of Reference and the General Aviation

Restrictions and Slot Performance Requirements. Further details can be found [here](#) and [here](#).

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. Further details can be found [here](#).

Sydney Airport Demand Management Amendment Bill 2024 – **Applicable at SYD[3]**

Slot misuse by an operator of an aircraft includes the following and may be subject to enforcement action as described in the Act. Further details can be found [here](#).

 a. Failure to use an allocated slot
 b. Conducting a gate movement without an allocated slot
 c. Conducting a gate movement outside the period for which the slot was allocated
 d. Conducting flight operations otherwise than in accordance with prescribed requirements of the slot
 e. Applying for the allocation of slots without reasonably practicable plans to use the gate movements permitted by the slots
 f. Failing to return certain unused slots to the Slot Manager, or to transfer the slots to another operator.

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[3] Effective under the new scheme which is expected to commence for NW25 however is subject to confirmation.

ANNEX 1:   URGENT OR TIME CRITICAL OPERATIONS (UK and EU Only)

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) <u>State Flights</u>
   Heads of State flights, flights carrying Government Ministers, or flights carrying visiting dignitaries from abroad on an official visit.

   b) <u>Emergency Landings</u>
   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) <u>Humanitarian Flights</u>
   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) <u>Technical Flights</u>
   Radar and ILS calibration flights, Air Tests limited to daylight hours for technical reasons and where no feasible slots are available.

   b) <u>Recovery Flights</u>
   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, i.e., 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.