

# Letter of Agreement

Between

NATS (En Route) PLC (“*NATS*”)

And

Andrewsfield Aerodrome



*NATS*

Effective Date: 10/06/2024  
Review Date: 10/06/2026

NATS - PRIVATE

# LETTER OF AGREEMENT

between

(1) NATS (En Route) PLC ("NATS")

4000 Parkway, Whiteley, Fareham, Hampshire PO15 7FL

Operating

London Control (Swanwick) ("NATS Unit")

Swanwick Centre, Sopwith Way, Swanwick, Hampshire, SO31 7AY

And

(2) Andrewsfield Aerodrome ("Airspace User")

Andrewsfield Aviation, Saling Airfield, Stebbing, Great Dunmow, Essex, CM6 3TH

Together referred to as "**the Parties**".

Effective Date: 10/06/2024

## 1 GENERAL

- 1.1 The purpose of this Letter of Agreement is to define the procedures to be applied between the Parties within the airspace as set out within Section 2 of this Agreement.
- 1.2 This Letter of Agreement permits the Airspace User operating as General Air Traffic to fly within the airspace as set out within Section 2 of this Agreement.
- 1.3 Access to the Airspace is granted to the Airspace User by NATS as the designated authority responsible for the airspace detailed in this Agreement, on the terms set out in this Letter of Agreement.
- 1.4 The signatories to this Agreement are accountable for ensuring that the obligations set out by the Procedures in this Agreement are met in full.
- 1.5 This Agreement shall start on the Effective Date and shall be reviewed every 2 years for safety and applicability.
- 1.6 The Civil Aviation Authority has authorised NATS to create and operate such airspace in accordance with this Letter of Agreement, either where segregated airspace in controlled airspace is established or other arrangements are put in place for the purposes of compliance with UK Reg

(EU) 923/2012 (SERA 6001). Pilots are required to comply with UK VMC visibility and distance from cloud minima.

## **2 DESCRIPTION OF AIRSPACE**

- 2.1 A map of the Airspace is contained in [ANNEX A](#).
- 2.2 The Andrewsfield Aerodrome Traffic Zone (ATZ) is a circle of radius 2nm, centered on runway 09/27 (N515342 E0002657), up to height 2000ft aal and lies partly within the Stansted CTR/CTA/TMZ.
- 2.3 The Andrewsfield Local Flying Area (LFA) has the same lateral limits as the Andrewsfield ATZ but with a vertical limit of altitude 1500ft AMSL and lies partly within the Stansted CTR and TMZ.
- 2.4 The Andrewsfield Aerodrome Flight Restriction Zone (FRZ) consists of the Andrewsfield ATZ and the Runway Protection Zones. The vertical dimensions of the FRZ are the same as the ATZ.
- 2.5 Any revision, to the lateral and vertical extent of the segregated airspace described above, including any temporary change, which would have the effect of increasing the lateral and/or vertical extent of the segregated airspace, additionally requires approval by the CAA (Safety and Airspace Regulation Group).

## **3 PROCEDURES**

- 3.1 The procedures to be applied between the Parties, are detailed in the Annexes to this Letter of Agreement:

ANNEX A: Procedures

ANNEX B: Telephone Communications

ANNEX C: Abbreviations and Definitions

ANNEX D: Checklist

## **4 OPERATIONAL STATUS**

- 4.1 All parties shall keep each other advised of any changes to operational facilities or any other matters which may affect the procedures specified in this Letter of Agreement.

## **5 REVISIONS**

- 5.1 Any revision to the Letter of Agreement, excluding Annexes, requires the mutual written consent of the Letter of Agreement signatories or the successor to their position/roles and requires the Letter of Agreement to be re-signed.
- 5.2 Any revision to the Annexes of the Letter of Agreement requires the mutual written consent of the designated representatives of the signatories but does not require the Letter of Agreement to be re-signed.

## **6 DEVIATIONS**

- 6.1 When necessary the appropriate Operational Supervisor(s) of the parties or responsible representative of the Airspace User may introduce, by mutual agreement, temporary modifications to the procedures laid down in the Annexes to the Letter of Agreement for a specific time period within the existing term of this Letter of Agreement.
- 6.2 Instances may arise where incidental deviations from the procedures specified in the Annexes to this Letter of Agreement may become necessary. Under these circumstances air traffic controllers are expected to exercise their best judgement to ensure the safety and efficiency of air traffic.

## **7 CANCELLATION**

- 7.1 Cancellation of this Letter of Agreement by one of the signatories (or their successors) is possible at any time in relation to ongoing and significant safety related matters which have not been remedied within a reasonable period following regular consultation between the signatories.

## **8 INTERPRETATION AND SETTLEMENT OF DISPUTES**

- 8.1 Should any doubt or diverging views arise regarding the interpretation of any provision of the present Letter of Agreement or in case of dispute regarding its application, the parties shall endeavour to reach a solution acceptable to them all.
- 8.2 Should no agreement be reached, each of the parties shall refer such dispute to the CAA for determination.


## **9 REQUESTING AN AMENDMENT TO THE LETTER OF AGREEMENT**


- 9.1 It is the responsibility of the Airspace User to seek agreement from NATS to any amendment of this Letter of Agreement.
- 9.2 Where one of the parties wishes to amend the Letter of Agreement then they will send a written request to the other party no later than 3 months prior to the proposed amendment date.

## **10 REVIEWING THE LETTER OF AGREEMENT**

- 10.1 It is the responsibility of all parties to review this Letter of Agreement at least every 2 years.
- 10.2 A review of the Letter of Agreement may be requested by any of the signatories and at any time.
- 10.3 When changes are made to the Letter of Agreement, the appropriate footer of either the main body or Annex affected will be updated. In addition, [ANNEX D](#) shall be updated to reflect the changes.

Andrewsfield Aerodrome LoA  
SIGNATURE PAGE

SIGNED	
<b>Name: Stuart Price</b> <b>Position/Role:</b> General Manager <b>Unit:</b> London Control (Swanwick) NATS (En Route) PLC <b>DATE: 06/06/2024</b>	

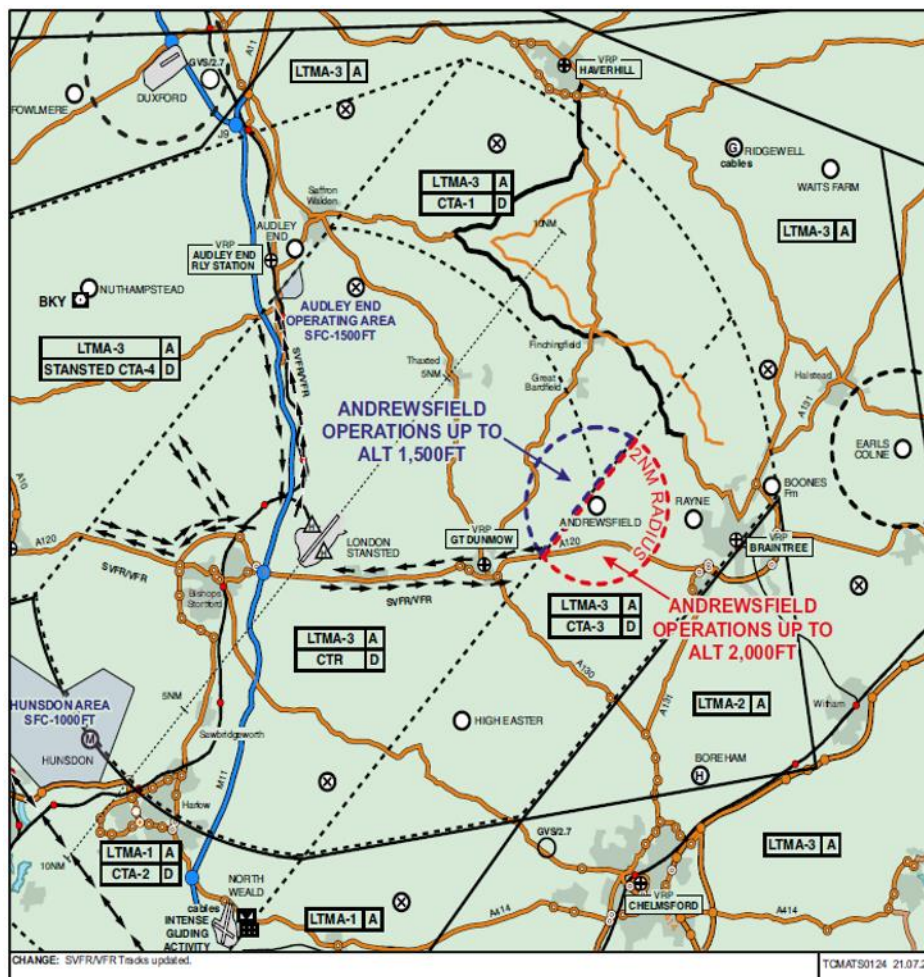
SIGNED	
<b>Name: Mike Rowland</b> <b>Position/Role:</b> Airfield Manager <b>Organisation:</b> Andrewsfield Aerodrome <b>DATE:</b> 30/05/24	

# ANNEX A

## PROCEDURES

Effective: 10/06/2024

### A.1 Map of the Airspace



- A.1.1 The Andrewsfield Aerodrome Traffic Zone (ATZ) is a circle of radius 2nm, centred on runway 09/27 (N515342 E0002657), up to height 2000ft aal and lies partly within the Stansted CTR/CTA/TMZ.
- A.1.2 The Andrewsfield Local Flying Area (LFA) has the same lateral limits as the Andrewsfield ATZ but with a vertical limit of altitude 1500ft AMSL and lies partly within the Stansted CTR and TMZ.
- A.1.3 Andrewsfield will operate within that part of the LFA that lies within the Stansted CTR and beneath CTA-1. This airspace is outlined in blue above on the map and is called the western segment.
- A.1.4 Andrewsfield will also operate within that part of the ATZ that lies outside CAS beneath CTA-3 and is outlined in red above on the map and is called the eastern segment.

## **A.2 Procedures**

### **A.2.1 General**

A.2.1.1 If there is likely to be unusual, excessive or out of the ordinary activity within the Andrewsfield LFA, Andrewsfield are to notify NATS ATM Procedures Swanwick via email with 1-2 months notice to allow sufficient time for NATS to impact assess the details of the activity against the operation.

Examples of such activity include but are not limited to:

- Flying Displays
- Flypasts
- Air Rallies

A.2.2 Andrewsfield aerodrome is situated on the eastern boundary of the Stansted CTR.

A.2.3 A portion of the Andrewsfield ATZ lies within the Stansted CTA/CTR/TMZ and this requires that the procedures and flight patterns specified in this Agreement are strictly adhered to.

A.2.4 The purpose of this Agreement is to define the specific procedures and flight patterns for Andrewsfield aircraft that will permit the safe movement of aircraft under the control of London Terminal Control (Swanwick) whilst at the same time allowing Andrewsfield to operate independently within the limits specified in this Agreement.

### **A.2.5 Andrewsfield Responsibilities and Procedures**

A.2.5.1 The aerodrome management at Andrewsfield is responsible for ensuring that pilots operating to/from Andrewsfield are made aware of the procedures and flight patterns specified in this Agreement.

A.2.5.2 The aerodrome management is responsible for obtaining an exemption from the relevant VFR minima from the CAA Directorate of Airspace Policy which will allow them to operate within the western and the eastern segments in accordance with the conditions as specified within this Agreement. The revised VFR minima are as follows:

- Clear of cloud with the surface in sight
- Minimum flight visibility of 3km.

A.2.5.3 The hours of operation are:

- Winter: 0830 - 2100hrs (local)
- Summer: 0900 - 2000hrs (local)

Operations outside of these hours are subject to arrangement.

A.2.5.4 The aerodrome management will notify TC GS Airports if they have agreed to operations outside the notified hours.

A.2.5.5 At all other times, pilots will contact Stansted Radar on 120.625 MHz for permission to enter Stansted CAS, including the LFA.

A.2.5.6 Andrewsfield is promulgated in the UK AIP at AD 2-EGSL-1-1 as being PPR only. Before departure Pilots of aircraft intending to visit Andrewsfield must either:

- Telephone Andrewsfield and be briefed on the procedures specified in this Agreement.
- Email Andrewsfield confirming they have read the LoA on the Andrewsfield website.

A further briefing must be given before their departure from Andrewsfield. (See ANNEX B for contact details).

- A.2.5.7 The maximum circuit level will be height 700ft AAL (altitude 986ft AMSL). Circuit direction on runway 09/27 is normally right-hand however; circuit flying may take place to the north and south of the aerodrome.
- A.2.5.8 Andrewsfield may permit aircraft to operate up to altitude 1500ft AMSL within the western segment and northern (TMZ) segment.
- A.2.5.9 Andrewsfield may permit aircraft to operate up to altitude 2000ft AMSL within the eastern segment.
- A.2.5.10 Andrewsfield may permit aircraft to operate without a pressure altitude reporting transponder within the northern (TMZ) segment.
- A.2.5.11 Andrewsfield may request inbound aircraft and aircraft operating within the aerodrome traffic pattern and in radio contact with Andrewsfield air/ground radio operator to squawk conspicuity code A7010 with altitude reporting mode selected (if fitted).
- A.2.5.12 Pilots of radio equipped aircraft departing Andrewsfield and wishing to transit Stansted CAS, shall remain in the Andrewsfield circuit until two-way communication has been established with Stansted Radar on frequency 120.625 MHz and a transit clearance has been issued. All other departures/arrivals to/from Andrewsfield must remain outside of CAS.
- A.2.5.13 Pilots of radio equipped aircraft departing Andrewsfield and wishing to transit Stansted TMZ but without a pressure altitude reporting transponder shall remain in the Andrewsfield circuit until two-way communication has been established with Farnborough Radar on frequency 132.800 MHz during their hours of operation or from Stansted Radar on frequency 120.625 MHz, at other times, and permission to access the TMZ has been granted.
- A.2.5.14 Ensure that unless otherwise authorised, aircraft operating at Andrewsfield Aerodrome only operate within that controlled airspace as designated above.
- A.2.5.15 Aircraft will not enter the London CTR outside the lateral and/or vertical limits of the Andrewsfield LFA unless prior clearance has been obtained by the pilot concerned.
- A.2.5.16 Pilots of aircraft operating within the LFA are responsible for providing their own separation from other aircraft operating within the LFA.
- A.2.5.17 Ensure that pilots are aware that no separation is being provided by TC Heathrow SVFR between aircraft within the designated airspace and other aircraft in the London CTR.
- A.2.6 London Terminal Control (Swanwick) Responsibilities and Procedures
  - A.2.6.1 London Terminal Control (Swanwick) controllers will be made aware of and will comply with the procedures specified in this Agreement.
  - A.2.6.2 At all times when London Terminal Control (Swanwick) is aware that Andrewsfield is active, TC Stansted will not permit any IFR or SVFR aircraft under their control to overfly the western segment and northern (TMZ) segment of the designated airspace below altitude 2000ft AMSL or overfly the eastern segment of the designated airspace below altitude 2500ft AMSL.
  - A.2.6.3 In addition, whenever London Terminal Control (Swanwick) is aware that Andrewsfield is active, TC Stansted shall notify relevant VFR aircraft under their control accordingly.



- A.2.6.4 TC Stansted shall permit the pilot of an aircraft that intends to either land at Andrewsfield or fly within the western or eastern segments to leave the frequency in sufficient time to obtain permission to enter the relevant airspace.
- A.2.6.5 At all times when London Terminal Control (Swanwick) is aware that Andrewsfield is active, TC Stansted will assume all primary only returns and non-altitude reporting secondary returns within the northern (TMZ) segment to be operating beneath controlled airspace.
- A.2.7 Variation of Procedures
  - A.2.7.1 Nothing in these procedures prevents a controller or pilot from using their discretion to achieve safety of operations provided that steps are taken to rectify the situation as soon as possible. Any pilot finding it necessary to exercise such discretion shall when possible, contact Stansted Radar on 120.625 MHz or contact TC Group Supervisor Airports immediately after landing to explain the circumstances. Such circumstances may be additionally reported via a Mandatory Occurrence Report.
- A.2.8 UAS Activity in the FRZ
  - A.2.8.1 Andrewsfield Aerodrome may authorise UAS activity within the confines of their FRZ, however any UAS requests outside of the Andrewsfield LFA which may enter Stansted Class D airspace, must also be approved by London Terminal Control via TC Watch Supervisor.

### **A.3 Aircraft Equipment**

- A.3.1 Not applicable.

### **A.4 Radio Failure**

- A.4.1 Not applicable.

### **A.5 Emergencies**

- A.5.1 Not applicable.

## ANNEX B

### TELEPHONE COMMUNICATIONS

Effective: 10/06/2024

ORGANISATION	TELEPHONE NUMBER/S
London Control (Swanwick) Operations Supervisor	02380 401100
London Control (Swanwick) GS Airports	02380 401106
Andrewsfield Aerodrome	01371 856744
Andrewsfield Aerodrome	<a href="mailto:info@andrewsfield.com">info@andrewsfield.com</a>
Swanwick ATM Procedures	<a href="mailto:1allATCprocedures@nats.co.uk">1allATCprocedures@nats.co.uk</a>

## ANNEX C

### ACRONYMS AND DEFINITIONS

Effective: 10/06/2024

ACRONYM	DEFINITION
CAS	Controlled Airspace
DME	Distance Measuring Equipment
ETA	Estimated Time of Arrival
FDS	Flight Data Support
FL	Flight Level
GAT	<p>General Air Traffic</p> <p>All flights conducted in accordance with the rules and procedures of ICAO and/or the national civil aviation regulations and legislation.</p> <p><i>Note. GAT can include military flights for which ICAO rules and procedures satisfy entirely their operational requirements.</i></p>
GS	Group Supervisor
IAF	Initial Approach Fixes
IFR	Instrument Flight Rules
LTMA	London Terminal Manoeuvring Area
OAT	<p>Operational Air Traffic</p> <p>All flights which do not comply with the provisions stated for GAT and for which rules and procedures have been specified by appropriate authorities.</p> <p><i>Note. OAT can include civil flights such as test-flights, which require some deviation from ICAO rules to satisfy their operational requirements.</i></p>
TC	Terminal Control
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

**ANNEX D**  
**CHECKLIST**

**Effective: 10/06/2024**

<b>SECTION</b>	<b>EFFECTIVE DATE</b>	<b>REVIEW DUE BY</b>
Front Part	10/06/2024	10/06/2026
Annex A	10/06/2024	10/06/2026
Annex B	10/06/2024	10/06/2026
Annex C	10/06/2024	10/06/2026
Annex D	10/06/2024	10/06/2026



***NATS***