

LONDON LUTON VMATS PART 2

EGGW

REVISION 2024/07 - EFFECTIVE 11 JULY 2024

DISTRIBUTION AND SCOPE

This manual is for controllers of Luton Aerodrome and TC Luton positions, containing specific and local procedures relevant to these positions. Controllers must be familiar with controlling procedures in the UK; this manual should be read in conjunction with CAP 493 (MATS Part 1) and guidance on standard UK Radiotelephony phraseology, detailed in CAP 413.

EXCLUSION OF LIABILITY

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ACKNOWLEDGEMENTS

This document has been written and proofread by a huge wealth of people, without which the development of this document would not have been possible. On behalf of all VATSIM UK's members, this acts as an acknowledgement and thanks for their work.

DEFINITIONS

The key words "SHALL", "IS TO", "ARE TO", "MUST", "SHOULD", "MAY" are to be interpreted as described in MATS Part 1 (CAP 493).

MARKED CHANGES

Changes made since the last release are marked with a black bar, as indicated, in the left-hand margin. **New text is marked in red.** The changes are also described briefly in the table below.

AMENDMENT HISTORY

Revision	Effective Date	Notes
2024/07	11 July 2024	Updated Headers; Removal of References to aircraft under power (ADC 2.3)
2024/06	13 June 2024	Addition of tug release points (ADC 2.2) Updated taxiway restrictions for Code C aircraft on taxiway E (ADC 2.3)
2024/03	23 March 2024	Removal of stand assignment (ADC 1.11)
2023/13;	28 Dec 2023	Added TC Midlands to Departure Handoff Priority (ADC 3.10.2); Removed level cap to EGPH/PF/PK via LIPGO (ADC 1.6); Updated to 8.33MHz frequencies;
2023/04	20 Apr 2023	Added requirement for AIR to coordinate any speed reduction for aircraft on approach (ADC 3.10.3); Updated Arrival Spacing guidance to AIR (ADC 3.12); Updated spacing and separation requirements for FIN (APC 4.3.1, 4.3.2, 4.3.3).
2023/03	23 Mar 2023	CPT SID truncated to RODNI (throughout). Added level cap for traffic to EGFF/GD/SY and to the Dublin Group via LIPGO/VATRY (ADC 1.5). BEDEK 1N STAR replaced with SIRIC 1N (APC 3.2.1). VRP update (LOW 1.3).
2022/02	24 Feb 2022	Updated & largely re-written into new LTMA layout. New VFR procedures for ADC and APC. New RMA and release conditions co-incident with Luton RMA changes. New buffer zone. New Cambridge outbound procedures.
2018/08	19 Jul 2018	Update transition levels and MSLs after change to CAP493; Update LVP holding points; Update vacating traffic clearance limits; Update aerodrome description and declared distances; Update stand allocation; Update taxiway restrictions; New flow management diagrams with North at the top; Update handoffs to include TC Bandbox; Change MATCH1Y to MATCH2Y; Minor formatting changes across various pages.
2016/12	27 Nov 2016	Updated to new format; removed requirement to pass OAT to turboprops; added hand-off information for new TC East sector; changed MATCH1B to MATCH2B and DET6B to DET7B
2016/02	4 Feb 2016	SID restriction in accordance with AIRAC 1602 added
2015/09	20 Aug 2015	Minor corrections, changes in line with AIRAC 1509 (RNAV SIDs)
2014/10	18 Sep 2014	SID Changes in line with AIRAC 1410; OLNEY SID R/T change; Heavy/Heavy Wake Requirements
2014/06	29 May 2014	SID Changes in line with AIRAC 1406; Release and Prenote Changes
2014/04	4 Apr 2014	Formatting changes; CATII/III holding points; Wake Turbulence – low approach and go-around; Declared Distances; Addition of Prenotes and

Releases; OLNEY1B / 1C Standing Agreement Change; Clearance RTF Change – Step Climb; Callsign only handoff to AIR; Removal of Special Landing Procedures; Handoff Priority Update; Update of APC Responsibilities; GMP frequency revised; Buffer Zone clarification

2011/07	29 Jun 2011	First Publication
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INTRODUCTION AND STRUCTURE

The Luton virtual Manual of Air Traffic Services (vMATS) Part 2 is complementary to the MATS Part 1 (CAP493). Together, these two documents provide comprehensive instructions and information for ATS staff within VATSIM UK.

This vMATS has been divided into separate sections for ease of reference, each with its own three letter identification code.

This document is divided into sections as follows:

Page Abbreviation	Section
PRE	Preface
GEN	Unit General Operating Procedures
ADC	Aerodrome Control
APC	Approach Control (TC Luton)
LOW	Low Level Procedures (VFR & SVFR Procedures)

TIME REFERENCES

All time references within this document are Coordinated Universal Time (UTC), or Zulu time, unless otherwise specified.

The UK observes daylight saving time in the summer months (British Summer Time, or BST), so the clocks shift forwards by one (1) hour. In summer therefore, UK local time is one hour ahead of UTC/Zulu time.

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GEN | UNIT GENERAL OPERATING PROCEDURES

Chapter 1 Altimeter Setting Procedures

1.1 Departing Aircraft

Departing aircraft should state the QNH on first contact with GMP. Otherwise, it should be issued by the GMP controller, except for traffic remaining in the visual circuit who shall be passed the QFE (or QNH if required) when circuit clearance is given. Aircraft should be informed of any subsequent change to the QNH at the earliest opportunity.

1.2 Arriving / Transiting Aircraft

At or below the Transition Altitude, an aircraft's vertical position will be controlled by reference to the Luton QNH. Aircraft will be issued the QNH once cleared to descend to an altitude by TC Stansted/Luton, or with clearance to enter the Luton Control Zone. Aircraft should be informed of any subsequent change to the QNH at the earliest opportunity.

1.3 QFE Threshold

The QFE for all runway thresholds is 18 hPa less than the Luton QNH.

1.4 Transition Altitude

The Transition Altitude (in the London TMA) is 6000 feet AMSL.

Note: From here on, unless otherwise specified, vertical references measured in feet (ft) are to be assumed as altitudes AMSL.

1.5 Transition Level and Minimum Stack Level

The Transition Level (TL) and Minimum Stack Level (MSL) for the London TMA are determined by reference to the following table:

Heathrow QNH (hPa)	Transition Level (TL)	Minimum Stack Level (MSL)
1050 - 1060	FL60	FL60
1049 - 1032	FL65	FL70
1031 - 1013	FL70	FL70
1012 - 995	FL75	FL80
994 - 977	FL80	FL80
976 - 959	FL85	FL90
958 - 940	FL90	FL90

Note: The classification of 1013 hPa as 'high pressure' in the above table differs from MATS Part 1.

1.6 Altimeter Setting Region (ASR)

Luton is situated on the boundary between the Chatham and Cotswold ASRs. However, aircraft operating under the London TMA shall be issued with the London (Heathrow) QNH.

Chapter 2 Noise Abatement Procedures

2.1 Procedure for Departing Aircraft

The noise preferential routings (NPR) listed in the UK AIP (EGGW AD 2.21) are mandatory for all jet aircraft and for all other aircraft with a maximum certified weight exceeding 5700 kg. Luton ATC shall only provide instructions to deviate from the NPR when required for safety. The NPR terminate when an aircraft is at or above:

- For conventional SIDs:
 - 3000 ft between 0700-2300 local time
 - 4000 ft between 2300-0700 local time
- For RNAV1 SIDs – 4000 ft at all times.

The Luton standard instrument departures (SIDs) (for traffic joining the ATS route network) and non-airway standard departure routes (SDRs) incorporate the appropriate NPR.

Training aircraft using Runway 25 must climb straight ahead to 500 ft AAL then turn left to track 215° until reaching 1500 ft AAL; aircraft using Runway 07 must not turn crosswind until reaching 1500 ft AAL, unless otherwise instructed by ATC.

2.2 Procedures for Arriving Aircraft

Inbound jet aircraft and all other aircraft with a maximum certified weight exceeding 5700 kg conducting visual approaches shall not join the final approach track below 2500 ft or inside 7 NM from touch down.

Luton ATC shall not authorise orbits on final approach unless the safety of an aircraft would be compromised.

Chapter 3 All Weather Operations

3.1 Aerodrome Equipment

Runway 07/25 is equipped for Category II/III operations.

3.2 Low Visibility Procedures (LVP)

3.2.1 Enforcement

During Category II/III operations, Low Visibility Procedures (LVP) will be enforced. Pilots will be notified of this via ATIS or RT.

LVP come into force when either:

- IRVR (or meteorological visibility) is 800 metres or less, **or**
- Cloud ceiling of 200 ft or less (defined as BKN [5-7 oktas] or OVC [8 oktas] layers).

3.2.2 Instrumented Runway Visual Range (IRVR)

Runway visual range readings will be provided when visibility is below 2000 metres. RVR should then be passed to all arriving aircraft in the intermediate approach stage and within the ATIS.

3.2.3 Category II/III Holding Points

When LVP are in force aircraft are to use the following Category II/III holding points:

- **Runway 25** – A1
- **Runway 07** – B1

***Note:** Taxiway Charlie shall **not** be used when LVP are in force.*

Surface Movement Radar (SMR) will be used to validate pilot “Runway Vacated” reports.

3.2.4 Arrival Spacing

During LVP, the minimum spacing used on final approach shall be 15 NM (10 NM can be used if a gap is not required for a departure). This is to ensure that aircraft have received a landing clearance by 2 NM from touchdown, exceptionally 1 NM from touchdown.

During LVP, aircraft require to establish on the localiser at an early stage, therefore aircraft must be vectored to intercept the localiser at a range of not less than 10 NM from touchdown.

3.3 Windshear Warnings

Once turbulence or windshear has been reported to Luton ATC, AIR (or TC Luton FIN where appropriate) should inform all subsequent landing aircraft that windshear conditions have been reported until confirmation has been received that the conditions no longer exist. For VATSIM purposes, this may be considered accurate if reported by two separate pilots.

3.4 Meteorological Information

Provision of an ATIS is the responsibility of the AIR controller (who may delegate the responsibility to another controller). Aircraft are expected to confirm the current ATIS information on first contact with a Luton station. When LVP are in force then this should be included in the ATIS broadcast.

Chapter 4 Description of Airfield

4.1 Aerodrome Geographical Data

ICAO Code	EGGW
Aerodrome Reference Point (ARP)	515229N 0002206W (midpoint of 07/25)
Elevation	527 ft
Transition Altitude	6000 ft
Safety Altitude	2000 ft

4.2 ATC Communication Facilities

Aerodrome Control (ADC)

Callsign	Logon Callsign	Abbreviation	Frequency (MHz)
Luton Information	EGGW_ATIS	-	120.580
Luton Delivery	EGGW_DEL	GMP	121.885
Luton Ground	EGGW_GND	GMC	121.755
Luton Tower	EGGW_TWR	AIR	132.555

Approach Control (APC)

Callsign	Logon Callsign	Abbreviation	Frequency (MHz)
Luton Radar	EGGW_APP	INT	129.550
Luton Director	EGGW_F_APP	FIN	128.750
Stansted Radar	ESSEX_APP	CO INT	120.625

Note 1: The combined Luton APC positions may be referred to as “TC Luton”.

Note 2: When TC Luton is closed, TC Stansted INT controllers may provide a Combined APC (CO INT) service (including top-down at Luton) using the ESSEX_APP logon. The RT callsign is “Stansted Radar” even when providing services at Luton; when coordinating the controller shall use the coordination callsign appropriate to the aerodrome (i.e. “TC Stansted” for Stansted and “TC Luton” for Luton).

4.2.1 8.33 kHz Frequencies

Due to the limitations of simulators used on VATSIM, the 8.33 kHz frequencies for Luton as found in the AIP are unable to be used.

4.3 Radio Navigation and Landing Aids

Type	Identifier	Frequency	Remarks
ILS 07	I-LTN	109.150 MHz	LLZ/GP/DME 3° Glideslope
ILS 25	I-LJ	109.150 MHz	LLZ/GP/DME 3° Glideslope
NDB	LUT	345 kHz	Range 20 NM

Chapter 5 Use of Runways

5.1 Preferential Runway

In calm conditions, Runway 25 is the preferred runway when the tailwind component is less than 5 knots and the runway surface is dry.

The selection of the runway in use shall be in reference to the current and forecast wind. In calm, changing or crosswind scenarios, the TAF and winds at 2000 ft should be used to identify the best runway in use.

5.2 Runway Change Procedures

In case of a change to the active runway, AIR shall initiate coordination with FIN to agree a last arrival and time for the runway change. FIN will coordinate with INT and with London TC as required.

Based on this time, AIR should then coordinate with GMP and GMC as to the last departure. GMP will re-clear any previously cleared aircraft that will now depart on the new runway.

AIR must then inform FIN of the intended last 3 (if appropriate) departures before, and the first departure after, the runway change (callsign and routing). FIN will inform AIR of the first arrival after the runway change at this time.

AIR must obtain a release from FIN before the first aircraft departs off the new runway.

5.3 Opposite Direction Departures/Approaches

5.3.1 Departures

Coordination of a departure from the non-duty runway shall occur on stand, prior to clearance being issued, between GMP and AIR. If AIR agrees, AIR shall initiate coordination with FIN and agree a course of action that will ensure that standard vertical separation will be maintained between the departure and any other conflicting, or potentially conflicting aircraft.

If the aircraft is an IFR airways departure, FIN will then notify the relevant TC sector, stating the runway to be used together with the aircraft's callsign and clarifying whether a release will be required from London TC.

AIR shall obtain a release from FIN prior to departure.

The FIN controller must ensure that standard vertical separation will be maintained until the departure is airborne, under positive radar control and lateral separation has been established between the departure and all other aircraft.

5.3.2 Approaches

FIN will contact AIR to request permission before positioning an aircraft to land on the non-duty runway.

FIN must ensure that in the event of a go-around (of either an opposite direction inbound aircraft or of an inbound aircraft to the promulgated runway) that standard vertical

separation will be maintained until positive radar control and lateral separation has been established between the go-around aircraft and any other aircraft.

5.4 Runway Vacation Guidelines

Pilots are advised via the AIP that vacating via Taxiway C is prohibited without ATC approval, and to hold at the following holding points until further instructed according to the vacate point (see UK AIP EGGW AD 2.20 6b):

Taxiway A – **A4** | Taxiway B – **B5** | Taxiway H – **B6**

ADC | AERODROME CONTROL

Chapter 1 Ground Movement Planner (GMP)

1.1 Area of Responsibility

Ground Movement Planner (GMP) (“Luton Delivery”) provides departure clearance to aircraft departing Luton. For all aircraft, GMP shall verify the aircraft type and location, pass the QNH and update the data-block with the correct voice flag. When issuing a clearance, the flight rules, temporary altitude and assigned SSR code must all be updated.

GMP transfers aircraft to GMC once they report ready for pushback/start-up. Transfer of aircraft to GMC shall take place so as to allow sensible movement and departure sequencing and therefore GMP should retain aircraft on their frequency where necessary to absorb delay.

On specific routes where pre-notes are required to TC Luton or London TC for starting traffic, GMP shall issue these pre-notes when transferring to GMC.

1.2 Issuing Clearances

Pilots should report the following on requesting clearance:

- Aircraft type
- Stand number
- ATIS letter code
- Luton QNH received from the ATIS

Where information is missing from the initial call, GMP shall confirm it with the pilot prior to issuing a clearance. If the QNH is omitted by the pilot, it may be passed during the clearance. All routes should be checked for validity, at least to the UK FIR boundary according to the Standard Route Document. The flight level should be appropriate for direction of flight.

Clearances shall be issued in the following format:

1. Callsign
2. Clearance Limit
3. Standard Instrument Departure (SID) or Standard Departure Route (SDR)
4. If applicable, a step climb warning ([ADC 1.3.1](#)) or altitude restriction ([ADC 1.3.2](#))
5. SSR Code (squawk).

GMP shall obtain a read back of the clearance given and provide the ATIS letter code and/or current Stansted QNH if not already confirmed

Example: “ABC123, cleared to Manchester, OLNEY 2 Bravo departure, maintain altitude 5000 ft until further instructed, squawk 0356.”

Example: “ABC123, correct. Information Alpha, Luton QNH 1020.”

Prior to transfer to GMC, aircraft must be informed of any changes to their clearance and/or the current QNH.

1.3 Standard Instrument Departures

Luton uses a combination of conventional and RNAV1 SIDs.

RNAV1 SIDs are preferred for certain routes from Runway 25 and are identifiable from conventional SIDs by the suffix 'Y'. Pilots shall request an ATC clearance via a conventional SID route if unable to comply with RNAV1.

Legend

- 3Y** | RNAV1 SID – conventional in (brackets)
 * | Stepped climb

Route	25 SID	07 SID	Remarks
RODNI	1B 5000 ft	1C 5000 ft*	-
DET	3Y (8B) 5000 ft*	7C 5000 ft	Step climb warning – see ADC 1.3.1 To Gatwick (EGKK) EGKK only
MATCH	3Y (3B) 5000 ft*	2C 5000 ft	Step climb warning – see ADC 1.3.1
OLNEY	2B 6000 ft	2C 6000 ft	Altitude restriction – see ADC 1.3.2

1.3.1 Step Climb Warnings

Due to the significant interaction of certain SID routings from Luton with other LTMA routes, pilots must be reminded by GMP of the requirement to adhere closely to the step climb profile of these SIDs.

For the RODNI 1C SID off Runway 07 and the DET 3Y/8B and MATCH 3Y/3B SIDs off Runway 25, the clearance shall include “*warning, step climb*”.

Example: “STP345, cleared to Amsterdam, MATCH 3Y departure – warning, step climb. Squawk 0123.”

1.3.2 Altitude Restrictions

Due to the interaction of OLNEY SIDs with other traffic, GMP shall restrict the climb of this traffic in the clearance. For phraseology example, see [ADC 1.2](#) above.

Runway 07

The OLNEY SID crosses the path of inbound traffic which is typically at 5000 ft downwind of the airfield. As such, OLNEY 2C traffic must be restricted to **4000 ft** in the clearance.

Runway 25

The OLNEY SID interacts with UMLAT departures from London Heathrow. OLNEY 2B traffic must be restricted to altitude **5000 ft** in the clearance.

1.3.3 Departure Restrictions

GMP is required to be aware of departure restrictions on all Standard Instrument Departure (SIDs) with regards to SID availability. These are as included in the section below.

Departures via DET

Due to flight planning restrictions, aircraft are only permitted to file via DET when positioning to London Gatwick (EGKK).

Other aircraft that have filed via DET must be re-routed via a MATCH SID, followed by Q295 BRAIN P44 DAGGA M85 ITVIP L10 DVR UL9 KONAN.

Note: *If an aircraft is unable to accept the new airway routing due to outdated data, they should be cleared via MATCH Q295 CLN DCT KONAN instead and the aircraft will be vectored as appropriate by area control.*

1.4 Non-Airway Standard Departure Routes (SDR)

All propeller-driven aircraft with a maximum authorised weight of at least 5700 kg and all jet aircraft leaving controlled airspace IFR shall be issued with an appropriate Standard Departure Routing (SDR), referred to in the AIP as a Non-Airway Departure. No coordination with TC Luton is required to issue the clearance, so long as the relevant SDR is selected in the departure list.

GMP shall issue a local code from the range 4670-4676 in **descending order from 4676**.

In addition, the JULIET and WHISKEY departures are to be issued to aircraft repositioning to Stansted. These are subject to additional coordination procedures set out in [ADC 1.7.2](#).

Direction	Runway 25	Runway 07
North	KILO (4000 ft)	SIERRA (3000 ft)
North-East	-	ROMEO (4000 ft)
South-East (BPK)	MIKE (2400 ft)	TANGO (2400 ft)
South-West (BNN)	NOVEMBER (2400 ft)	UNIFORM (2400 ft)
West (HEN NDB)	PAPA (3000 ft)	VICTOR (3000 ft)
Stansted (EGSS)	JULIET (4000 ft)	WHISKEY (4000 ft)

The clearance issued is to adhere to the following format:

“(Callsign), cleared to the Luton CTR/CTA boundary, (SDR) departure, squawk (SSR code).”

1.5 Flight Level Capping

Flights to certain destinations are capped, generally due to operational reasons. Controllers shall ensure adherence with this table, informing the pilot of necessary changes whilst being careful to prevent the pilot from misinterpreting the change as an initial climb. Controllers may inform pilots that, in some cases, it will be possible to obtain a higher climb from area controllers – but this shall not be coordinated on the ground.

Destination	Maximum FL
EGBB/BE/NX	FL180
EGCC/GP/NR	FL180
EGNH/NJ/NM/NO	FL240
EGFF/GD/SY	FL180
EGTE	FL200
EGNT/NV	FL340
Belfast Group	FL320 via LIPGO
Dublin Group	FL340 via LIPGO/VATRY
EH**	FL230
and EHBK, Haamstede Group	FL210
and EHAM	FL290 via REDFA
Brussels Group	FL230
LSZH/MD, Lyon Group, Saint Yan Group, Strasbourg Group, Chambéry Group, Basel Group, LFLX	FL290 <i>except</i> via KONAN
LFOB/OP, Roissy Group	FL250
Lille Group, EBOS/FN/KT	FL170
LFRR FIR	FL290
LFBB FIR, LFLC, LESO	FL350
LFBI/BL/BU/LX/OT	FL270

Group	Includes (most popular destinations emboldened)
Basel Group	LFGA, LFGB, LFSB , LFSM
Belfast Group	EGAA , EGAC, EGAD, EGAE, EGAL
Brussels Group	EBAW, EBBR , EBCI, EBCV, EBMB
Chambéry Group	LFHM, LFHU, LFKA, LFKX, LFLB, LFLE, LFLJ, LFLP
Dublin Group	EIDW , EIME, EIWT
Haamstede Group	EHBD, EHEH, EHGR, EHMZ, EHRD, EHSE, EHVK, EHWO
Lille Group	LFAC, LFAQ, LFAT, LFAV, LFAY, LFQQ, LFQO, LFQT
Lyon Group	LFHJ, LFHS, LFHV, LFHW, LFKL, LFKY, LFLG, LFLI , LFLM, LFLS, LFLU, LFLY, LFMH, LFXA
Roissy Group	LFPB, LFPG , LFPT
Saint Yan Group	LFGM, LFGN, LFHY, LFLN, LFLO, LFQF
Strasbourg Group	LFGC, LFQP, LFST, EDSB, EDSK, EDSW, EDTB, EDTL, EDTO

1.6 Pre-Departure Clearance (PDC)

When both the controller and pilot are suitably equipped, a PDC may be offered to clear pilots electronically. The operation of the controller PDC clients is explained in operations guides for the separate options for hosting this facility – the TopSky plugin, vStrips, vSMR and Hoppie’s ATC ACARS client host instructions as to how to use their programs on their respective websites.

Alternative methods of PDC may be used unless otherwise notified.

The issuing controller must ensure that the appropriate step climb warning or altitude restriction is transmitted with the PDC. If there is any doubt as to whether this has been transmitted the appropriate warning should be confirmed on first RT contact.

Note: The controller may need to manually amend the temporary altitude in the departure list in line with [ADC 1.3.2](#).

1.6.1 Availability of PDC

PDC clearances will not be available (and should not be issued) in the following circumstances:

- Up to half an hour before a runway change, to prevent the incorrect issuing of a SID. The actual availability of PDC will be at the GMP controller's discretion.

Note: Should the GMP controller elect to continue issuing PDC clearances within the 30-minute period before a runway change they shall only issue manual PDC clearances and deactivate auto-PDC. This is to prevent the inadvertent issue of an auto-PDC clearance with an incorrect SID without the GMP controller noticing.

- When the route of an aircraft's flight plan needs to be changed, or for expedition due to a flow restriction on a certain routing.

In all the above cases, the pilot should be advised by ACARS message to call the controller by voice in order to obtain ATC clearance.

1.7 Flights to Local Airfields

Flights to local airfields are typically subject to an approval and then a radar release. The role of the GMP controller is to obtain approval for the flight on the ground **before the aircraft starts** so that delay can be absorbed on stand during busy periods. This section details that approval process.

1.7.1 Delay Absorption

A request for approval should be sent to the first-receiving TC departure sector when a clearance to any airport in the London TMA (except Stansted), Birmingham (EGBB), Coventry (EGBE) or East Midlands (EGNX) is issued and the TC sector should respond with any delay (a response without specifying a delay may be interpreted as no delay). Absorption of delay does not mean the flight is released.

GMP shall take the following actions depending upon the delay:

1. Less than 10 minutes: inform the pilot of the delay. No further coordination required.
2. 10 to 20 minutes: inform the pilot of the delay. Send a courtesy message to the receiving TC sector when the delay is absorbed and the pilot is starting. ("GABCD starting for EGLL"), no response is required from TC.
3. Greater than 20 minutes: TC to specify "greater than 20 minutes" or "delay not determined". GMP to inform pilot of "delay not determined, at least 20 minutes" and ask whether they wish to proceed. GMP to re-coordinate at 20 minutes with TC.

In the event that the relevant London TC sector is offline the destination's APC unit should receive this coordination.

In most situations, this coordination should ideally take place via text communication, or electronically via the UK Controller Plugin.

1.7.2 Flights to Stansted or Cambridge

Flight Plan Routing: DCT BKY DCT BUSTA DCT LOREL DCT

Flights positioning to London/Stansted (EGSS) and Cambridge (EGSC) shall be cleared to the Luton CTR boundary via the Juliet/Whiskey SDR (see [ADC 1.4](#)).

Departures shall be pre-noted to TC Stansted INT. A release shall be requested from Luton FIN. No coordination with London TC is required unless they are covering TC Stansted top-down.

1.7.3 Flights to the Thames Group

Flight Plan Routing: MATCH DCT CLN DCT LOGAN

Flights positioning to an airport within the Thames Group (London City, Biggin Hill and Southend) shall be cleared via a MATCH departure.

These departures shall be pre-noted to TC North East. In the absence of TC NE, pre-note should be issued to TC Thames (TMS DIR).

The requested flight level (RFL) shall be at least MSL.

1.7.4 Flights to London Heathrow/RAF Northolt

Flight Plan Routing: DCT BNN

Flights positioning to London/Heathrow (EGLL) and RAF Northolt (EGWU) shall be cleared via the November/Uniform SDR (see [ADC 1.4](#)) then direct BNN, with an initial climb to altitude 4000 ft.

Example: "ABC123 cleared to London Heathrow, November departure, then direct BNN, climb to altitude 4000 feet, squawk 1234."

These departures shall be pre-noted to TC North West. In the absence of TC NW, coordination should be with TC Heathrow INT (North).

The requested flight level (RFL) shall be at least MSL.

1.7.5 Flights to London Gatwick

Flight Plan Routing: DET DCT TIMBA

Flights positioning to London/Gatwick (EGKK) shall be cleared via the DET departure then direct TIMBA.

Departures positioning to London/Gatwick shall be pre-noted to TC North East. In the absence of TC NE, coordination should be with TC South East.

The requested flight level (RFL) shall be at least MSL.

1.7.6 Other Airfields

Departures to **Farnborough (EGLF), Southampton (EGHI) and Bournemouth (EGHH)**

Flight Plan Routing: RODNI DCT CPT

Departures positioning to these airfields shall be pre-noted to TC North West.

1.8 Flow Restrictions

1.8.1 Calculated Take-off Times (CTOT)

A Calculated Take-Off Time (CTOT), sometimes referred to as a 'slot', is issued to a sequence of departures as a long-term flow management system when there is a significant excess of aircraft wishing to depart the aerodrome. CTOTs will usually only be employed as a method of flow control on VATSIM during particularly busy events.

On VATSIM, the adherence to slot times is clearly not as important as the real world, and a deviance of 5 minutes before or, 10 minutes after is typically required during events. Since CTOTs are generally locally assigned, instead of being based on restrictions in Europe, adherence rules as strict as this do not tend to be employed, although it may be deemed acceptable to delay aircraft who have not met a reasonable CTOT.

GMP controllers should retain aircraft on stand until a reasonable time to facilitate the meeting of a slot time in order to prevent both RTF congestion on ground frequencies and the blocking of taxiways. The time for pushback and taxi distance should therefore be considered when determining a suitable time to transfer the aircraft to GMC.

1.8.2 Minimum Departure Intervals (MDI)

During periods of congestion in the London TMA, TC may impose a Minimum Departure Interval (MDI) between specified departures. The maximum validity of this MDI may be 30 minutes, at which point if further restrictions are required, TC will inform Luton ADC of a new MDI. The MDI may of course be removed at any point.

1.8.3 Airfield Reasonable Departure Spacing (ARDS)

It is as much the responsibility of GMP to monitor the number of departures at the holding point as it is the job of AIR. There is no formal flow restriction associated with the concept of ARDS, but GMP must consider how factors such as the meteorological conditions will affect AIR's ability to maintain a reasonable departure rate.

1.9 VFR and SVFR Clearances

GMP may issue certain clearances without reference to FIN. These clearances will either contain a track wholly contained within the North/South Lane (i.e. via Pirton or M1 Jct 8) or, for helicopter traffic, via the published helicopter routings leaving the CTR:

- To the North:
 - Offley – Pirton (via the North Lane)
- To the South from Runway 07:
 - Hyde - Kimpton Hall - A1(M) Junction 4
- To the South from Runway 25:
 - Hyde - M1 Junction 9 - M1 Junction 8
- To Stansted:
 - Hyde - Kimpton Hall – Puckeridge A10/A120 Interchange.

Clearances will be issued to 'not above' altitude 1500 ft, Luton QNH, and the aircraft will be issued the Luton Tower conspicuity code of 4677.

Example: “G-ABCD, hold position, cleared to leave the Luton Control Zone via the Pirton VRP, not above altitude 1500 ft, VFR, squawk 4677.”

GMP will allocate the temporary altitude of 1500 ft but shall **not** insert the 4677 squawk into the data-block.

For SVFR departures or for a VFR departure wishing to route outside the North/South Lane or on a non-published helicopter routing, a departure clearance shall be obtained from FIN while the aircraft is on stand.

GMP shall inform AIR of the assigned routing for **all** VFR departures. See [LOW 2.3.1](#) for scratchpad notation.

1.10 Transfer to GMC

GMP should use the following phraseology when transferring to GMC:
“(Callsign), hold position. Contact Luton Ground 121.755”

The phrase “start approved” should only be used when the pilot has requested to start an engine on stand. Turboprop aircraft shall be passed the outside air temperature with start clearance.

Chapter 2 Ground Movement Control (GMC)

2.1 Area of Responsibility

Ground Movement Control (GMC) (“Luton Ground”) is responsible for the safe and expeditious movement of aircraft on the aprons and taxiways. GMC shall provide GMP services in their absence.

2.2 Pushback Clearance

GMP shall transfer aircraft to GMC on stand, having received the active QNH. Clearance to push should include the stand number, so as to improve the situational awareness of other aircraft on frequency.

Example: “ABC123 stand 24, push and start approved face east.”

Turboprop aircraft shall be passed the outside air temperature.

Single engine piston aircraft and smaller GA/business aircraft may not need pushback as they can taxi straight off stand.

The east apron features four ‘tug release points’, TP-Y, X, V and Z. Aircraft may be instructed to use these.

Example “ABC123, stand 45, push and start approved, tug point x-ray’.

2.3 Taxiway Restrictions

Location	Restriction
Taxiway E - via E1	Max size B757 (A321 is permitted)
Taxiway E – Between E1 and E3	Max size Code C
Taxiway B - via B8	Wide-body aircraft should avoid taxiing via B8
Hold A4E	Max size B737-800/A321 Access permitted routing eastbound via Taxiway A only

2.4 Non-Direct Taxi Instructions to Stand

Where a clear route and taxi instruction cannot be issued to take an aircraft to its stand, the phrase “expect stand” should be used to inform the aircraft of their parking position.

Example: “ABC123 taxi holding point B8 via A and B, expect stand 7.”

2.5 Preferred Taxi Routings

GMC controllers may choose to adopt a main taxi direction around the central apron taxiways depending on the runway in use.

- **Runway 25** – clockwise (B7 thru D3)
- **Runway 07** – anti-clockwise (D3 thru B7)

2.6 Departure Handoffs

Aircraft shall be transferred to AIR with reasonable timing to allow AIR to make full use of the runway. GMC should only retain traffic if a potential conflict exists. It is expected that aircraft will have had time to make contact with the AIR controller in advance of their runway holding point.

Chapter 3 Air Control (AIR)

3.1 Area of Responsibility

Air Control (AIR) (“Luton Tower”) is responsible for the safe and expeditious use of the active runway and exits, for the provision of information to aircraft making an instrument approach and the control of VFR aircraft operating within the visual circuit.

AIR shall obtain relevant releases and transfer departures to the appropriate radar controllers.

3.1.1 Delegated Responsibilities

AIR is delegated responsibility for traffic operating VFR in the vicinity of the ATZ, in collaboration with FIN, who must be notified of all traffic in the ATZ, including circuit traffic.

3.2 Line Up Procedures

3.2.1 RT Phraseology

All instructions to enter a runway shall include:

1. The relevant runway designator,
2. The holding point designator at which the aircraft is to enter the runway.

3.2.2 Multiple Aircraft on the Runway

The AIR controller needs to be aware of the potential effects of jet blast when lining up multiple aircraft on the runway. It is generally acceptable to line up two aircraft as long as there is a sufficient gap. For this purpose, the following combinations of entry points are suitable:

- Runway 07: B1 and H1; full length and H1
- Runway 25: Full length and A1.

3.3 Conditional Clearances

3.3.1 Conditionals behind Arriving Traffic

To assist with situational awareness when lining up behind arriving traffic, the distance from touchdown should be included.

Example: “ABC123 behind the landing Boeing 737-800 at 3 miles, via R1, line up runway 22 behind”

A conditional line up clearance should only be issued against the first aircraft on approach.

3.3.2 Runway Safeguarding Phraseology

The word “*follow*” must not be used in conditionals in the runway holding area. Aircraft should not be instructed to “*follow*” another one to prevent two aircraft lining up with only one of them having clearance to do so.

Aircraft should not be told their number in the intended departure sequence. Instead, AIR may issue approximate airborne times as either a time past the hour, or an approximate wait in minutes.

3.3.3 Intersection Conditionals

Aircraft at an intersection may only be issued a conditional line up or crossing instruction behind the next departing aircraft i.e. The aircraft should be able to perform the intended action behind the next aircraft that passes them.

3.3.4 Maximum Runway Conditionals

It is recommended that a maximum of **two** conditionals shall be active at any one time. I.e. An aircraft may be lining up behind a departure on the runway, and another aircraft may be lining up behind them.

3.4 Runway Clearances

It is accepted that a degree of anticipation is permissible in the issuance of take-off and landing clearances. In all cases, except where a land-after clearance is issued, take-off/landing clearances shall not be passed until the preceding aircraft:

- Has passed the runway edge markings and
- Is in motion, continuing in the required direction.

Vacating aircraft must not be instructed to stop until they have passed entirely beyond the runway holding point.

When a clearance is issued in anticipation of meeting the vacated requirement, controllers shall continuously monitor the situation using the SMR and take positive action if the requirement may not be met.

3.4.1 Initial Taxi Instructions

While pilots are reminded via the AIP to hold at specific holding points depending on the exit (see [GEN 5.4](#)), AIR controllers on VATSIM shall issue an initial taxi instruction, *before* transfer to GMC in order to keep exits clear:

- Vacating via Taxiway C is prohibited unless authorised by ATC
- Aircraft vacating via Taxiway A – holding point **A4**
- Aircraft vacating via Taxiway B – holding point **B5**
- Aircraft vacating via Taxiway H – holding point **B6**.

3.5 Flights to Local Airfields

GMP will have coordinated initially with the relevant local controllers – see [ADC 1.7](#). A release shall be obtained from London Terminal Control by AIR for IFR flights within controlled airspace to all London TMA airfields, with the exception of:

- Stansted and Cambridge – release from FIN (obtains a release from TC Stansted INT) and will specify the frequency to transfer to (either Luton FIN or INT)
- Heathrow and RAF Northolt – release from FIN (obtains a release from TC NW).

Aircraft subject to a release must depart within + 5 minutes of the release time.

3.6 Wake Separation

3.6.1 Wake Turbulence Separation

Wake turbulence separation should be provided in accordance with MATS Part 1.

3.6.2 Holding Points

Departures from the following points for Runway 07 are considered to be the same point for the purposes of departure wake vortex separation:

Runway 07	Runway 25
Full length and B1	N/A
B1 and H1	

3.7 Speed Limitation on Departure

A speed limit of 250kt IAS applies to all departures from Luton whilst flying below FL100. This limitation will not normally be removed by the TC Sector controller.

If departing aircraft are unable to comply with the standard speed limit, this may impact on the initial time separations applied by ATC. In all such cases, pilots will:

If before take-off –

- Inform GMP when requesting start-up clearance stating the minimum or maximum speed acceptable. GMP is to inform the appropriate TC Sector controller who may specify a high-speed limitation and/or additional take-off separation as necessary, which shall be communicated to AIR. AIR is to advise the pilot, before take-off, of any higher speed limitation imposed.

If after take-off –

- Inform ATC the minimum speed acceptable.

The onus for removing the speed limitation rests with the appropriate TC Sector controller who will advise the aircraft as soon as the traffic situation permits. AIR controllers are not to remove a speed limitation without first obtaining the approval of the appropriate TC Sector controller.

3.8 Departure Separation

All departure separations must be considered as **minima** and (except for S3+ radar validated controllers) should not be reduced by Luton ADC through the use of RSIVA, or by any other means.

3.8.1 Table of Aircraft Speed Groups

To permit the calculation of the correct time interval between departures, aircraft are categorised into four groups, as shown in the following table:

Group 4	Group 3	Group 2	Group 1
All jet aircraft except:	BAe146/Avro RJ	ATR variants	BN2P/T
- Those in group 3	Citations except	DH8A/B/C	C208
- Concorde	C56X/680/68A/700/750	F50	DA62
- Military Jets	CL35/CL60	JS31/32/41	DHC6
	CRJ1/2/7/9/X	King Air variants	E110
	D328/J328	PC12	
	DH8D	SF34	
	E135/145	SW3/4	
	E50P/55P	TBM7/8/9	
	P180		
	SB20		

Aircraft not included in Groups 1 to 4 are to be the subject of a separation to be agreed between AIR and the appropriate TC Departure controller and/or TC Luton FIN.

3.8.2 Route Separation

The following departure intervals are times in minutes, applied between aircraft in the same speed group:

Runway 07		Route of leading aircraft		
		MATCH/DET	RODNI	OLNEY
Route of following aircraft	MATCH/DET	2	4 (Note 1)	1
	RODNI	1	4 (Note 1)	1
	OLNEY	1	4 (Note 1)	2

Runway 25		Route of leading aircraft		
		MATCH/DET	RODNI	OLNEY
Route of following aircraft	MATCH/DET	2	1	1
	RODNI	2	2	2
	OLNEY	2	2	2

Note 1: The 4-minute separation requirement following a RODNI SID on Runway 07 may be reduced subject to coordination with TC Luton FIN.

When time-based separation is being used as the sole means of applying departure separation, 1 minute shall be not less than 60 seconds and 2 minutes shall be not less than 120 seconds.

Separation between departing aircraft shall be applied so that after one aircraft takes off the next succeeding aircraft does not take-off within less than the number of minutes specified in the table. Such separation criteria are **minima** and must not be allowed to be eroded.

For radar validated controllers (S3+):

Subject to wake vortex and speed group, where 2 minutes separation is specified, a departure interval of at least 5 NM may be used as an alternative between aircraft on similar or diverging tracks. AIR must ensure that 5 NM separation between departing aircraft is constant or increasing prior to transfer to TC.

3.8.3 Speed Separation

When a faster aircraft follows a slower aircraft, the interval is to be increased by 1 minute for each successive speed group.

Subject to wake vortex separation, the interval may be reduced to 1 minute provided that the following aircraft is 2 groups slower than the preceding aircraft.

3.9 Departures Subject to Radar Approval

AIR is to obtain a **departure release** from **Luton FIN** prior to issuing take-off clearance for:

- Traffic via SDRs (including flights to EGLL/EGWU/EGSS/EGSC)
- Non-airways IFR and SVFR departures
- Airways departures unable to fly or deviating from a SID/NPR
- Any subsequent SID departure following any of the above categories, except behind an SDR JULIET departure (AIR may depart the next SID departure once the SDR J departure has passed east abeam the airfield)
- The first departure following a missed approach
- The first departure following a runway change
- VFR departures outside the 'free-flow' criteria ([ADC 3.16.1](#)).

AIR is to obtain a **departure release** from **the receiving controller** (i.e. London TC or FIN/INT) prior to issuing take-off clearance for:

- Aircraft types not on the speed table or when the following aircraft is 3 groups faster than the leading aircraft, plus the subsequent departure
- Whenever AIR intends to depart successive aircraft which would be separated by less than the specified time interval
- DET or MATCH SIDs

AIR is to obtain a **departure release** from the relevant **TC controller** for departures to the LTMA, as detailed in [ADC 1.7](#).

Aircraft subject to a release must depart within + 5 minutes of the release time.

AIR will normally clear all other departures for take-off without prior reference to TC. Such departures will be transferred direct to the appropriate TC Sector (see [ADC 3.10](#)), unless otherwise instructed by FIN. AIR will inform FIN if an aircraft is observed to deviate from the NPR to the extent that departure separation may be eroded.

3.10 Transfer of Communication and Control

3.10.1 Departures

Departures may only be transferred to the appropriate TC frequency once all aerodrome conflicts have been resolved. Ideally transfer shall occur no later than 2000 ft or 2.5 NM from the departure end of the runway, though if required to retain traffic to resolve a conflict, the AIR controller shall look out for pilots climbing to above their initial (cleared) level and take action.

If the departure time separation applied does not achieve the expected airborne separation, then the AIR controller should coordinate with Luton FIN as soon as possible to agree a heading to achieve separation. This action is to be retrospectively co-ordinated with the appropriate TC departure controller.

Luton FIN will confirm the first frequency for non-airway departures with the release.

3.10.2 Departure Handoff Priority

Departure	1	2	3	4	5	6	7	8	9	10
MATCH / DET	TC NE	TC N	TC	TC E	LE	LC	LSC	L	INT	CO INT
RODNI (07)	FIN	INT	CO INT	TC NW	TC N	TC	LM	LC	LSC	L
OLNEY (07)	INT	CO INT	TC NW	TC N	TC	LM	LC	LSC	L	-
RODNI / OLNEY (25)	TC NW	TC N	TC	TC M	LM	LC	LSC	L	INT	CO INT

London Terminal Control

TC NW – TC North West
 TC NE – TC North East
 TC N – TC North
 TC – TC Bandbox
 TC E – TC East
 TC M – TC Midlands

London Area Control

LM – AC Daventry
 LE – AC Clacton
 LC – AC Central
 LSC – AC South Central
 L – AC Bandbox

TC Approach Units

INT – Luton INT
 FIN – Luton FIN

CO INT – Combined Stansted/Luton INT

3.10.3 Aircraft on Approach

The transfer of communications of an aircraft from FIN to AIR should occur no later than 6 NM from touchdown and is prior to the transfer of control.

FIN remains responsible for radar separation and wake turbulence separation of aircraft until touchdown and therefore no changes to speed may be given by AIR without agreement with FIN.

3.11 Landing Clearance

3.11.1 Runway Designator

The runway designator should be included in all landing clearances.

3.11.2 Cancelling Approach Clearance

It is the responsibility of the AIR controller to issue landing clearances to all aircraft. If they are not satisfied that an approach can continue safely, they may issue instructions to re-position a particular aircraft or instruct the aircraft to “go around”.

3.12 Arrival Spacing

All arrival wake turbulence separation is as per MATS Part 1.

Aircraft will typically be vectored to achieve 6-8 NM distance by 4 NM on the final approach, to achieve at least one departure between each landing aircraft:

- 6 NM to allow 1 departure from an intersection
- 8 NM to allow 2 departures from an intersection
- 8 NM to allow 1 departure requiring backtrack.

The required landing rate and spacing should be coordinated between AIR and FIN according to the traffic situation.

3.13 Minimum Radar Separation

A minimum radar separation of 3 NM applies between IFR aircraft.

3.14 Missed Approaches

The standard missed approach procedures are as described in the table below.

Runway	Missed Approach Procedure
07	<p>Climb straight ahead to NDB(L) LUT (I-LTN D3.9) to hold at 3000 ft, or as directed. Aircraft which achieve 2000 ft by NDB(L) LUT (I-LTN D3.9) continue climb in the hold.</p> <p>Aircraft unable to achieve 2000 ft by NDB(L) LUT (I-LTN D3.9) inform ATC and continue climb on NDB(L) LUT QDR 074° to 2000 ft then turn right to NDB(L) LUT (I-LTN D3.9/BKY R244.0/D13.0) to hold at 3000 ft or as directed.</p>
25	<p>Climb to 3000 ft. Straight ahead to I-LJ DME 1.5 outbound or 1500 ft whichever is the later, then turn left onto track 088°, continuing climb to 3000 ft then continue as directed.</p>

3.15 Go Around Procedure

On becoming aware of, or after initiating a go-around, the AIR controller is to:

1. Activate the UKCP Go-Around Alarm (if in use)
2. Take initial action to establish separation between the go-around and departing traffic:
 - a. Go-around traffic shall not be cleared above 3000 ft
 - b. Tactical headings may be issued only if necessary to avoid an immediate conflict
 - c. Traffic should be monitored visually where able, or via the ATM
3. Coordinate with the FIN controller as soon as able, ideally concurrently with any initial corrective action. Coordination should:
 - a. Agree routing and cleared level of departure and go-around traffic
 - b. Agree frequency for go-around traffic to be transferred to
4. Pass traffic information where required or useful
5. Relay any instructions from FIN to relevant traffic and monitor situation until transfer to APC.

The next departing aircraft following a missed approach requires a release from FIN.

3.16 VFR Procedures

3.16.1 VFR Departures

Certain VFR clearances will have been issued by GMP without reference to FIN. All departures information is relayed to AIR by GMP. Traffic issued such a clearance should be squawking 4677. If there is any doubt about the aircraft's clearance it should be clarified with the pilot and/or re-cleared.

VFR departures via the North/South Lane or published helicopter routings may be issued take-off clearance without reference to FIN but must be prenoted to FIN immediately prior to take-off:

Example: "G-ABCD (helicopter) VFR departure north/south/Stansted."

This will alert FIN that the VFR route is active, who will then pass any details of traffic operating within the CTR that is relevant to the departure.

Once clear of any aerodrome conflicts, the aircraft shall be transferred to FIN who will allocate a discrete squawk before providing a radar service.

3.16.2 Circuit Procedures

The circuit direction for Runway 07 is right hand and for Runway 25 is left hand (i.e. to the south side of the aerodrome).

The minimum height of the circuit is dependent on aircraft type (and weight):

- Propeller-driven aircraft with a maximum authorised weight of less than 5700 kg: minimum height of **1000 ft QFE**
- Propeller-driven aircraft with a maximum authorised weight of greater than 5700 kg and all jet aircraft: minimum height of **2500 ft QFE**.

Circuits above 1000 ft QFE must be approved by FIN. FIN shall be informed whenever the circuit is active and ceases to be active, and whenever the downwind leg for traffic extends beyond 4 NM from the threshold.

VFR circuit traffic should be instructed to squawk 7010.

SVFR circuits require the approval of FIN and shall be coordinated to ensure standard separation is maintained against other IFR or SVFR traffic unless AIR is able to provide reduced separation in the vicinity of the aerodrome (RSIVA).

3.16.3 Integrating circuit traffic with IFR approaches

VFR traffic may be instructed to orbit at the start or end of the downwind leg, to land or to leave the circuit and hold away from the instrument approach. Traffic information is to be passed as appropriate. Circuit traffic must report the relevant traffic in sight before turning base.

If the pilot cannot see the aircraft on final, they must either extend downwind or orbit left/right at the end of their downwind leg until the aircraft on final is sighted or has landed. Once the traffic is in sight or has landed, wake turbulence advisories should be passed (if applicable) with the instruction to report final.

Except when AIR is able to apply RSIVA SVFR traffic must either land or be routed to maintain 3 NM separation from the final approach track whenever inbound IFR traffic is within 10 NM.

3.16.4 Re-join Procedures

Aircraft shall typically be cleared to join a downwind or base leg appropriate to the direction of arrival, however AIR may integrate traffic however necessary. Overhead joins are not normally to be permitted

3.17 Helicopter Procedures

All helicopters must use the runways for take-offs and landings. Helicopters may not carry out direct approaches to or take-off from apron areas or taxiways.

Standard wake turbulence separation requirements must be applied between a helicopter movement and the traffic which precedes it.

See [LOW 3.3](#) for further detail.

3.18 Use of the Aerodrome Traffic Monitor

An Aerodrome Traffic Monitor is available, and the information derived from the ATM may be used by all AIR controllers to:

- Determine the landing order, spacing and distance from touchdown of arriving aircraft.
- Assist in applying longitudinal separation for departing aircraft.
- Enable controllers to confirm that the initial track of departing aircraft conforms with the clearance issued.

- Provide information to aircraft on the position of other aircraft in the circuit or carrying out an instrument approach.

Separation can be established between departing aircraft by issuing an altitude restriction or an early turn onto track, provided that is this co-ordinated with the relevant TC controller in advance.

Additionally, **radar validated controllers (S3+)** may utilise the ATM for advanced uses:

- Following identification, validate SSR codes of departing aircraft and verify associated mode C read-outs.
- Monitor the progress of overflying aircraft identified by Approach Radar Control to ensure that they do not conflict with the tracks of arriving or departing aircraft.
- Establish separation between departing aircraft.
- Pass traffic information.
- Establish separation in the event of a missed approach.
- Assist in taking initial corrective action when the separation between arriving aircraft becomes less than the prescribed minima.

Radar validated controllers may, where appropriate, utilise RSIVA to reduce departure separation between aircraft on diverging tracks provided that 3 NM horizontal radar separation is established before the aircraft are transferred to the next controller.

APC | APPROACH CONTROL (TC LUTON)

Chapter 1 Area of Responsibility and Sector Organisation

1.1 General

In this section, the following conventions for the naming of the Luton Group sector positions is adopted:

INT	- Intermediate Director (“Luton Radar”)
FIN	- Final Director (“Luton Director”)
TC Luton	- Collective INT and FIN functions

Note: The procedures within this section assume that TC Stansted and Cambridge APC are online. In the absence of Cambridge APC, TC Stansted INT assumes responsibility for Cambridge top-down.

1.1.1 Area of Responsibility

TC Luton is responsible for the Luton CTR/CTAs and London TMA airspace delegated to it by London Terminal Control (the Luton RMA) and provides services to:

- Arriving aircraft transferred by London Terminal Control until control is transferred to Aerodrome Control,
- Aircraft approaching from outside controlled airspace, until control is transferred to Aerodrome Control,
- Departures transferred by Aerodrome Control or Cambridge APC until transfer to Area Control or until the aircraft has left controlled airspace,
- Overflights within Luton airspace or airspace delegated to TC Luton.

TC Luton INT may also provide UK FIS services to low-level traffic within 40 NM of Luton.

1.2 Function

TC Luton provides Approach and Approach Radar Control functions as defined in CAP 493 (MATS Part 1).

Specific functions are:

1.2.1 Intermediate Director (INT)

- Accepts releases and provides control for traffic inbound to Luton from London Terminal Control and TC Stansted until onward transfer
- Controls overflights of Luton airspace and delegated airspace
- Controls Runway 07 departures following the OLNEY SID
- Provides initial sequencing for all approach types
- Executive coordination with other units except on a case-by-case delegation to FIN
- Provides clearances for IFR traffic departing Cambridge and joining the ATS route network via EBOTO
- Provision of UK Flight Information Services (subject to workload) within the vicinity of Luton airspace.

1.2.2 Final Director (FIN)

- Provides control of traffic transferred by INT until transfer to Aerodrome Control
- Controls Runway 07 departures following the RODNI SID and all departures on SDRs
- Provides vectoring to final approach stages and surveillance radar approaches where appropriate
- Coordinates with AIR for all non-standard IFR and SVFR departing traffic as well as coordinating releases with AIR when required
- Provides control for all VFR and SVFR flights operating within Luton Class D airspace and coordinates with AIR as required.

Chapter 2 Radar Director General Operational Procedures

2.1 General Procedures

INT shall accept releases for traffic inbound to Luton via ZAGZO from London TC and shall coordinate with TC Stansted INT to agree transfer of control for inbounds via ABBOT (which is only permitted via LOGAN 2A (cruising FL100 and below), DET 2A (cruising FL170 and below)). Additionally, INT is responsible for outbound aircraft that interact with the inbound sequence (except departures via RODNI from Runway 07) and shall provide initial separation for outbounds as required prior to transfer to London TC. INT will provide control to traffic transferred from Cambridge APC joining controlled airspace via EBOTO.

FIN will control traffic inbound to Luton after transfer from INT and will control departures via RODNI from Runway 07 until transfer to London Terminal Control. FIN is also responsible for low level traffic within the Luton CTR and non-airways traffic routing via SDRs.

INT is the master director and is responsible for executive coordination and overall flow of traffic through TC Luton airspace. This does not preclude FIN from coordinating with other agencies as required. Both directors will manage their own electronic flight progress strips.

2.2 Inbound Releases

INT will receive inbounds to ZAGZO from London Terminal Control. Traffic is released in level order and will be subject to an abbreviated release, specifying:

- Hold Name
- Callsign
- Acceptance Level

Example: "ZAGZO release, EZY123 at 9."

The electronic transfer of the aircraft track data-block by London Terminal Control for an aircraft routing to LOREL/ABBOT is considered an 'electronic abbreviated release' with the same conditions as an abbreviated release issued verbally. INT shall confirm the cleared level reported by the pilot on transfer matches the acceptance level displayed in the data-block.

Any other releases, including releases from TC Stansted for inbounds via ABBOT, must be coordinated in full.

2.3 Transfer of Data and Control between Directors

Transfer of control from INT to FIN is not to be carried out until the aircraft is clear of conflict with any aircraft remaining under the control of INT unless otherwise coordinated

Transfer of data and control from INT to FIN shall be by electronic transfer of the aircraft track data-block and is to be coincident with the transfer of communication. The track is to be accepted once the receiving controller has RT contact with the pilot. The electronic data-block shall be updated prior to transfer with the cleared level, assigned heading and any speed restriction.

To reduce RT congestion, pilots shall normally be told to:
"Contact Luton Director 128.750 with callsign only."

2.4 Identification and SSR Validation and Verification Procedures

All aircraft under the control of TC Luton must be identified, the assigned SSR code validated, and Mode C return verified. Except where described below this is to be by one of the methods described in MATS Part 1. Aircraft transferred from another radar unit either by standing agreement or individual coordination are deemed to have been validated and the Mode C return verified if they are squawking their allocated unique code.

Aircraft departing London Luton which are automatically code-callsign converted (correlated) with the correct callsign and are not displaying a squawk error (DUPE) indicator within the track data-block are deemed identified and validated. The first radar controller working these aircraft must verify the Mode C return.

Aircraft departing Cambridge, any other unit outside controlled airspace or displaying a squawk error indicator may **not** be identified in this way and shall be instructed to IDENT or identified by another method regardless of whether automatic code-callsign conversion has taken place.

2.5 Separation Requirements for TC Luton

TC Luton controllers may apply reduced radar separation of 3 NM between aircraft provided that:

- Both aircraft are identified, and
- If greater than 3 NM, the appropriate wake turbulence separation is applied, and
- If applied against an aircraft under the control of another agency, direct voice communication is available between the controllers, and the other agency must also be approved to apply reduced radar separation.

***Note:** All London TC sectors, TC approach units (including RAF Northolt), Cambridge, Farnborough and Southend APCs are authorised to apply 3 NM radar separation.*

2.6 Terrain Clearance and Obstacle Clearance Limit

Within the Surveillance Minimum Altitude Area (SMAA) the lowest level that can be assigned is 2000 ft. Aircraft within the Final Approach Vectoring Areas (FAVAs) established on an instrument approach or are cleared to establish at an angle of 40° or less may descend to 1500 ft.

The Minimum Sector Altitude (MSA) within 25 NM of Luton is:

NW	NE	SW	SE
2000 ft	2000 ft	2200 ft	2100 ft

Luton ATC SMAA chart: **AD 2.EGGW-5-1**.

2.7 Change to MSL Procedure

When a change to the London QNH results in a new MSL, the first controller within the London TMA to note the change shall notify other units of the change. This controller shall coordinate an agreed effective change time that is at least 5 minutes from the pressure change was noted. Aircraft operating on the old MSL are deemed separated from the Transition Altitude until the new MSL is in effect.

Chapter 3 Inbound Procedures

3.1 Information to Arriving Aircraft

After an arriving aircraft has made its initial call to INT, the following information shall be passed as soon as practicable:

- Runway in use and the type of approach, if not already received from the ATIS
- Current ATIS code
- LVP if in operation, if not already received from the ATIS
- Any delay to be expected.

Except for traffic transferred from INT to FIN “*callsign only*”, all TC Luton controllers are to confirm the cleared level of an aircraft coming under their control on first RT contact. If it is not volunteered by the pilot it is to be requested and verified by the receiving controller before giving any executive instruction. In addition, INT is to confirm aircraft type, including type variants.

Aircraft that have received the information above must be kept informed of the following until they have landed:

- Significant changes in the meteorological and runway conditions
- Relevant reports from other pilots
- Implementation or cancellation of LVP.

3.2 Standard Arrival Routes

3.2.1 RNAV1 via ZAGZO

Designator	Route
BARMI 1N	BARMI – MEGEL – DITOB – WIQID – MUCTE – OFJES – UDDIZ – COCCU – JUMZI – ZAGZO
FINMA 1N	FINMA – WOBUN – EDCOX – JUMZI – ZAGZO
LISTO 1N	LISTO – PEDIG – ROGBI – FINMA – WOBUN – EDCOX – JUMZI – ZAGZO
RINIS 1N	RINIS – IDESI – WIQID – MUCTE – OFJES – UDDIZ – COCCU – JUMZI – ZAGZO
SILVA 1N	SILVA – WOBUN – EDCOX – JUMZI – ZAGZO
SIRIC 1N	SIRIC – NIGIT – VATON – OZZOT – BPK – ILLOC – OXDUF – COCCU – JUMZI – ZAGZO
TELTU 1N	TELTU – MOREZ – VATON – OZZOT – BPK – ILLOC – OXDUF – COCCU – JUMZI – ZAGZO
TOSVA 1N	TOSVA – IDESI – WIQID – MUCTE – OFJES – UDDIZ – COCCU – JUMZI – ZAGZO
UNDUG 1N	UNDUG – MAY – VATON – OZZOT – BPK – ILLOC – OXDUF – COCCU – JUMZI – ZAGZO
XAMAN 1N	XAMAN – IDESI – WIQID – MUCTE – OFJES – UDDIZ – COCCU – JUMZI – ZAGZO

3.2.2 RNAV5 via ABBOT

Designator	Route
DET 2A	DET - LOFFO – ABBOT
LOGAN 2A	LOGAN - CLN - ABBOT

Although the DET 2A and LOGAN 2A STARs are notified for RNAV5 traffic, the majority of RNAV5 inbounds will be radar vectored by London TC towards ZAGZO and released in accordance with procedures for RNAV1 inbounds. This is to minimise the coordination required between TC Stansted and TC Luton.

Low-level traffic via DET (RFL<=175) and LOGAN (RFL <=125) may continue to be issued the relevant STAR to route via ABBOT. TC Stansted will coordinate these arrivals with TC Luton as outlined in [APC 4.2.2](#).

3.3 Holding Procedures

The table below indicates the holding areas available for Luton traffic:

Hold	Inbound Course	Direction	Holding Levels	Distance	Holding Speed
ZAGZO	149°	Right	FL80 – FL140	1 minute	Maximum 220 kts
ABBOT	265°	Right	FL80 – FL140	6.0 NM	Maximum 220 kts
LUT	254	Right	2000 ft – 5000 ft	1 minute	Maximum 210 kts

3.3.1 Holding Pattern Separation

Separation exists between aircraft established in the ZAGZO, LOREL and ABBOT holds up to and including FL140.

Aircraft above FL140 in the ZAGZO and LOREL holds are not separated.

The WOBUN hold (FL90 – FL140) is not separated from WCO or BOMBO at any levels, but is separated from ZAGZO, LOREL and BNN at these levels.

3.3.2 Level Allocation

FL90 and below is allocated to INT at ZAGZO.

London TC shall transfer ZAGZO inbounds at FL90, or the minimum level available, up to and including FL110.

3.4 Inbound Releases

The release point for all inbounds via RNAV1 STARs shall be ZAGZO.

Traffic via RNAV5 STARs to ABBOT shall be released to **TC Stansted INT** at ABBOT (see [APC 4.2.2](#) for coordination procedures between TC Stansted and TC Luton).

3.5 Transfer of Communication Procedures

Terminal Control sectors shall transfer traffic inbound to each stack in the correct level order for the holding facility and in sufficient time for holding instructions to be passed. If not possible, London Terminal control shall instruct the aircraft to hold prior to transfer.

3.6 Expected Approach Times (EATs)

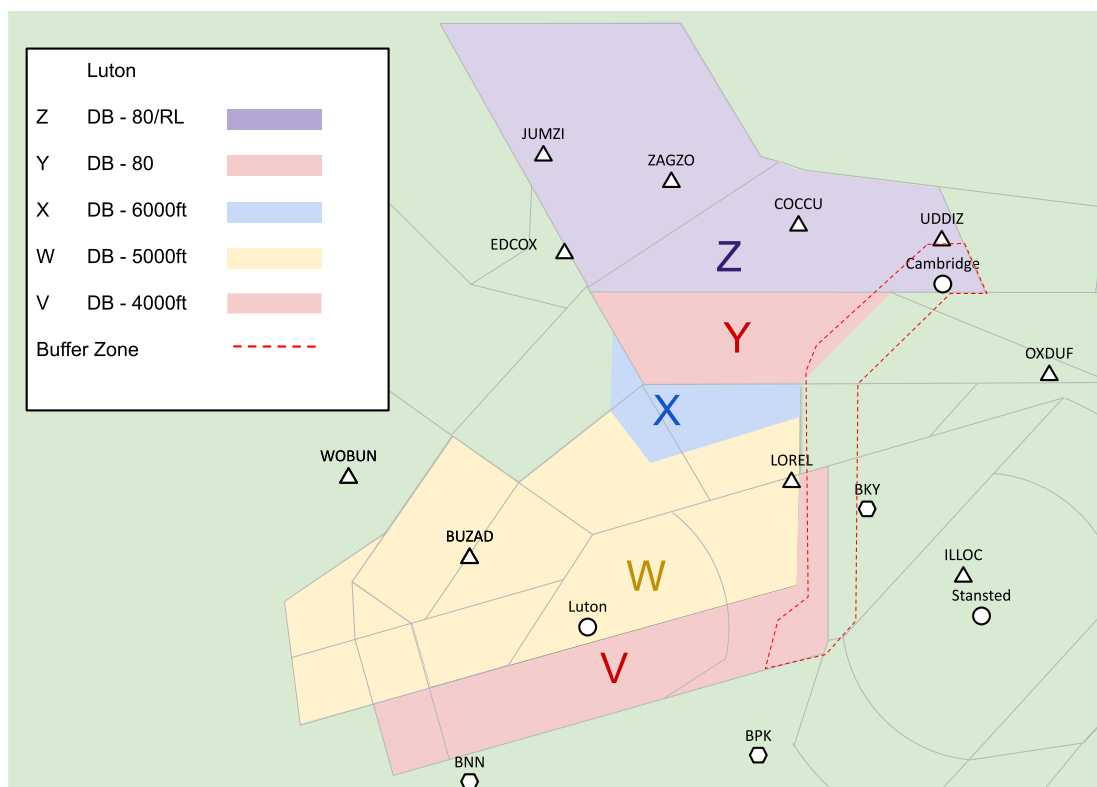
Expected approach times are not issued. The arrival order is derived from the stack arrival time subject to tactical considerations.

Where traffic is holding, INT shall provide an expected **delay** in increments of 5 minutes up to 20 minutes, after which traffic may be informed “*delay not determined*”.

Chapter 4 Procedures for Intermediate and Final Approach

4.1 Radar Manoeuvring Area (RMA)

Figure 1 - Luton RMA



4.1.1 General

The Luton RMA consists of both the Luton CTR/CTA and delegated airspace from TC North. The RMA is divided into five sections, labelled V thru to Z.

4.1.2 Area V

Area V is delegated to TC Luton at 4000 ft and below by TC North.

4.1.3 Area W

Area W is delegated to TC Luton at 5000 ft and below by TC North.

4.1.4 Area X

Area X is delegated to TC Luton at 6000 ft and below by TC North.

4.1.5 Area Y

Area Y is delegated to TC Luton at FL80 and below by TC North East.

4.1.6 Area Z

Area Z is delegated to TC Luton at FL80 (or the release level, whichever is higher) and below by TC North East.

4.1.7 Radar Buffer Zone

A 3 NM wide radar buffer zone is established between the TC Luton and TC Stansted RMAs. The buffer zone permits autonomous radar operation by both units whilst minimising coordination. Neither unit is permitted to enter the buffer zone without prior coordination with the other unit, thus ensuring that 3 NM radar horizontal separation will always exist between aircraft under the control of TC Luton or TC Stansted without the need for coordination.

The buffer is established from the declared base of controlled airspace up to the maximum level of the adjacent Luton RMA. Thus, some portions of the Stansted RMA sit above the radar buffer. This permits certain Stansted traffic to “cross” the buffer, for example LOREL inbounds or NUGBO/UTAVA outbounds.

The buffer zone is permanently active in a single configuration and must always be displayed on the situation display.

If an aircraft inadvertently enters the buffer zone, coordination must be effected between TC Luton and TC Stansted **without delay** to ensure separation is maintained.

4.2 Intermediate Approach Procedures

4.2.1 Inbound Traffic via ZAGZO

TC North East shall release traffic via ZAGZO at FL90, or the next available level above to a maximum of FL110.

Occasionally, TC North West may transfer traffic from the west (via EDCOX) directly to INT. In this case, the release is still issued by **TC North East** and thus any coordination should be directed to TC North East.

When Runway 07 is in use and traffic is offered by TC North on a full release, TC North West shall typically allocate altitude 6000 ft, subject to traffic. This will ensure separation from inbounds via LOREL and Stansted outbounds. TC Luton should descend this traffic as soon as possible.

4.2.1.1 Descent before release point

Via	Release
COCCU	Descent to release level only until entering the RMA
EDCOX	Descent to release level only until entering the RMA

4.2.1.2 Vectoring before release point

Via	Conditions
COCCU	Vectoring is permitted only after entering the RMA
EDCOX	Vectoring is permitted only after entering the RMA

4.2.2 Inbound Traffic via ABBOT

TC East shall release traffic via ABBOT to TC Stansted INT. TC Stansted INT will individually coordinate this traffic with TC Luton INT, typically:

- At, or descending to, altitude 5000 ft Luton QNH, and
- Tracking west on a heading north of LOREL clean of Stansted inbound and outbound traffic.

Stansted INT will specify whether traffic is released for turn. If there is any doubt as to the release conditions, Luton INT shall clarify with Stansted INT prior to turning the aircraft.

Traffic is released for further descent remaining within the confines of the Luton RMA.

During periods of light traffic and when Runway 25 is in use, TC Stansted may, with the prior agreement of TC Luton, vector inbounds via ABBOT onto the Runway 25 localiser as described at [APC 4.3.5](#).

4.2.3 Altitude Control - Continuous Descent Approach Procedure (CDA)

The aim of the CDA procedure is to provide pilots with the ATC assistance necessary for them to achieve a continuous descent during intermediate and final approach, at speeds which require minimum use of flap so as to minimise noise. The procedure requires ATC to pass adequate “*range from touchdown*” information.

Except in exceptional circumstances, the CDA procedure shall be employed at all times for aircraft inbound to Luton from an altitude of 5000 ft Luton QNH. Range from touchdown shall typically be provided with the first descent from altitude 5000 ft. Should the range become inaccurate, a new range shall be issued.

Descent from levels above 5000 ft must occur in a timely manner so as to meet the restrictions of the Luton RMA, for this reason “*range from touchdown*” information is not to be provided to aircraft above 5000 ft.

4.2.4 Speed Control

The standard speeds to be employed are as follows:

- 210-230 knots or a higher minimum clean speed during intermediate approach
- 160-180 knots or less in the final approach phase
- Regardless of the traffic situation and unless coordinated with AIR, established at 165 +/- 5 kts not less than 7 NM from touchdown, to maintain until 5 NM.

Note: *Pilot readbacks to 165 kts instructions within 160-170 kts do not need to be challenged.*

For aircraft unable to maintain 165 +/- 5 kts, FIN shall ascertain the final approach speed and inform AIR.

Where traffic levels are low, speed restrictions may be more appropriate than speed control to allow pilots some flexibility in managing their aircraft. For example, “220 knots or less”.

If FIN is split, traffic should be transferred at 220 knots unless agreed otherwise between INT and FIN

4.2.5 Initial Sequencing

INT is responsible for the initial sequencing of traffic after acceptance from TC North. INT is to transfer succeeding aircraft to FIN at the required spacing for final approach plus 2 miles.

INT shall ensure that the assigned radar heading, which should position the inbounds either downwind or, when appropriate for Runway 25, on a base leg, will avoid conflict with other traffic during and immediately after transfer.

4.3 Final Approach Procedures

4.3.1 Responsibility

FIN is responsible for radar vectoring to final approach and the issuing of approach clearances, including visual approach clearances where appropriate.

FIN shall typically retain inbound aircraft on frequency until they are either established on the final approach track or able to continue visually. SRA traffic shall be handed to AIR if visual before 4 NM from touchdown, otherwise retained by FIN until after landing.

4.3.2 Final Approach Spacing

FIN is responsible for applying final approach **spacing** until 4 NM from touchdown, accounting for any 'catch-up' due to speed/performance differences.

The requirement to apply radar and wake turbulence **separation** until **touchdown** (see below) overrides any spacing guidance or agreement.

During standard operations aircraft shall be vectored to achieve 6-8 NM distance by 4 NM on the final approach, to achieve a departure between each landing aircraft. The landing rate and spacing may be coordinated between FIN and AIR according to the traffic situation.

Controllers should note that a reduced landing rate and therefore increased spacing is required during LVP – see guidance in [GEN 3.2.4](#).

4.3.3 Final Approach Separation

FIN is responsible for applying both radar and wake turbulence **separation** on final approach until touchdown.

The radar separation minima are described in [APC 2.5](#) and wake turbulence separation between aircraft on final approach shall be applied in accordance with MATS Part 1 (CAP 493).

The 'catch-up' or compression that occurs after the leading aircraft passes 4 NM from touchdown must be factored into the spacing provided to ensure that radar and wake turbulence separation are provided until touchdown. In most cases, adding 1 NM to the required **separation** between aircraft and maintaining this until 4 NM from touchdown will act as a sufficient buffer.

Note 1: FIN shall not assume Reduced Separation in the Vicinity of an Aerodrome is being applied without coordination.

Note 2: Aircraft performing a visual approach are responsible for their own wake turbulence separation.

If either radar or wake turbulence separation are eroded below the required minima, the approach must be discontinued and the aircraft taken off the approach.

4.3.4 Coordination with AIR

FIN shall provide AIR with a 10 NM range check with regards to:

- Traffic conducting other than an ILS approach (type of approach must be specified)
- Traffic which is not code-callsign converted
- Traffic which is conducting a training approach or not intending to land.

4.3.5 Avoidance of Noise Sensitive Areas

Inbound traffic for Runway 07 should not routinely be vectored over the town of Leighton Buzzard (the town outline is selectable on the EuroScope situation display to assist controllers).

4.3.6 Use of ILS

Aircraft are not to be cleared to an altitude below 2500 ft until established on the localiser.

4.3.7 TC Stansted Vectoring onto the ILS - Runway 25

TC Stansted INT may vector Luton inbound traffic (via ABBOT) onto the Runway 25 ILS localiser subject to the following conditions:

- Prior coordination has been effected with Luton INT, and
- The aircraft is positioned to establish the localiser at a range of 25 NM or less, and
- Stansted INT does **not** issue descent instructions on the glidepath, and
- The aircraft is **not** cleared to descend below altitude 4000 ft Luton QNH.

4.3.8 Transfer of Communication

Unless otherwise required, on transfer of control from FIN to AIR, controllers should use the phrase:

“Contact Luton Tower 132.555 with callsign only.”

4.4 Missed Approach Procedures

AIR shall notify TC Luton of a missed approach through the UKCP Go-Around Alarm wherever possible. They shall then immediately contact FIN who may choose to issue tactical headings to ensure separation. Neither departing traffic or go-around traffic should be climbed out of the RMA. FIN will typically work go-around traffic regardless of the runway in use.

The next departure following a go-around is subject to release from FIN.

4.5 Surveillance Radar Approaches (SRAs)

Surveillance radar approaches terminating at 2 NM from touchdown are approved for both at Luton.

SRAs are normally provided by FIN due to the increased workload.

Aircraft carrying out an SRA approach will be advised by INT:

“This will be a surveillance radar approach to runway (Designator), terminating at 2 miles from touchdown, check your minima and missed approach point.”

Charts are available in the UK AIP:

- AD 2.EGGW-8-3 (Runway 07).
- AD 2.EGGW-8-6 (Runway 25).

4.5.1 Coordination of SRAs

FIN shall advise AIR when the aircraft is 10 NM from touchdown. Unless the aircraft has reported visual outside of 4 NM, FIN shall request a landing clearance from AIR when the aircraft is 4 NM from touchdown.

If landing clearance has not been issued by AIR when the aircraft reaches 2 NM from touchdown the aircraft should be instructed to go around unless another course of action has already been coordinated with AIR.

Chapter 5 Outbound Procedures

5.1 General

Departure separation is the responsibility of AIR, with timed intervals derived based on route and the departure speed groups. AIR may coordinate a more expeditious release if required with FIN.

5.2 Identification of Departing Traffic and SSR Validation/Verification

TC Luton is responsible for identification, and SSR validation and verification of all outbounds via UTAVA, NUGBO and BKY, as well as all non-standard departures in accordance with [ADC 2.4](#).

5.3 Departure Speed Limits

In order to improve departure flow and assist TC controllers to maintain separation between aircraft a speed limit of 250 knots IAS applies to all outbound SID aircraft below FL100. This restriction must not be removed by TC Luton.

5.4 Departures Subject to Radar Approval

AIR is to obtain a **departure release** from **Luton FIN** prior to issuing take-off clearance for:

- Traffic via SDRs (including flights to EGLL/EGWU/EGSS/EGSC)
- Non-airways IFR and SVFR departures
- Airways departures unable to fly or deviating from a SID/NPR
- Any subsequent SID departure following any of the above categories, except behind an SDR JULIET departure (AIR may depart the next SID departure once the SDR J departure has passed east abeam the airfield)
- The first departure following a missed approach
- The first departure following a runway change
- VFR departures outside the 'free-flow' criteria ([ADC 3.16.1](#)).

AIR is to obtain a **departure release** from **the receiving controller** (i.e. London TC or FIN/INT) prior to issuing take-off clearance for:

- Aircraft types not on the speed table or when the following aircraft is 3 groups faster than the leading aircraft, plus the subsequent departure
- Whenever AIR intends to depart successive aircraft which would be separated by less than the specified time interval
- DET or MATCH SIDs

AIR is to obtain a **departure release** from the relevant **TC controller** for departures to the LTMA, as detailed in [ADC 1.7](#).

Aircraft subject to a release must depart within + 5 minutes of the release time.

AIR will normally clear all other departures for take-off without prior reference to TC. Such departures will be transferred direct to the appropriate TC Sector (see [ADC 3.10](#)), unless otherwise instructed by FIN. AIR will inform FIN if an aircraft is observed to deviate from the NPR to the extent that departure separation may be eroded.

5.5 Responsibilities

5.5.1 Intermediate Director (INT)

INT is responsible for radar monitoring and controlling Runway 07 OLNEY SID departures and for providing radar and/or vertical separation between this traffic and Luton inbound aircraft.

5.5.2 Final Director (FIN)

FIN is responsible for radar monitoring Luton departures and providing radar and/or vertical separation between:

- Luton inbound aircraft and all departing aircraft, with the exception of Runway 07 OLNEY SID departures under the control of INT,
- All departing aircraft and Luton CTR/CTA transit aircraft

Additionally, FIN is responsible for radar monitoring and controlling Runway 07 RODNI SID departures and all SDR departures and for providing radar and/or vertical separation between this traffic and Luton inbound aircraft.

5.6 Standard Instrument Departures

5.6.1 OLNEY SID Departures from Runway 07

SID	Transfer sequence	Release
OLNEY 2C	AIR to TC Luton INT	Not required

Whenever Runway 07 is in use, Luton ADC shall restrict all departures following the OLNEY SID to **altitude 4000 ft Luton QNH** and transfer to INT after departure. INT shall ensure no conflict exists between the departure and any Luton inbound aircraft and will issue climb to the SID altitude of 6000 ft (or any other level agreed with TC North West).

The GMP controller will include the level restriction in the initial clearance passed to the aircraft: *“maintain altitude 4000 ft until further instructed.”*

5.6.2 RODNI SID Departures from Runway 07

SID	Transfer sequence	Release
RODNI 7C	AIR to TC Luton FIN	Not required

Due to the proximity of the RODNI SID from Runway 07 to the final approach track, AIR shall transfer these departures directly to the TC Luton FIN controller after departure. FIN shall ensure no conflict exists between the departure and any Luton inbound aircraft, where necessary issuing a heading to keep the departure within the lateral limits of the RMA and ensuring separation from the final approach.

FIN shall climb the RODNI departure to altitude 5000 ft, ensuring separation against BPK/SAXBI departures from London City which will be climbing to MSL in the vicinity of BPK.

Aircraft shall be instructed to report their heading (if assigned) to TC North West, who will not vector aircraft off their track/assigned heading until passing altitude 5000 ft.

5.7 Non-Airway Standard Departure Routes (SDRs)

5.7.1 General

All jet aircraft and propeller driven aircraft with a maximum authorised weight of 5700 kg or greater departing on IFR flights are to be cleared via Standard Departure Routes (SDR), referred to as Non-Airways Departures in the AIP.

5.7.2 Procedures

Luton GMP shall issue the appropriate SDR together with the allocated squawk in the following format:

“(Callsign), cleared to the Luton CTR/CTA boundary, (SDR) departure, squawk (SSR code).”

GMP shall issue a local code from the range 4670-4676 in **descending order from 4676**.

All aircraft following SDRs are subject to release by FIN.

5.7.3 Use of SDR Juliet and Kilo

Luton ADC will request a departure release from FIN.

The responsibility for the separation between SDR Juliet or SDR Kilo departures and Luton arrivals operating under the terms of a full release from TC NW lies with **TC Luton**.

Therefore, FIN should coordinate with INT as required prior to releasing traffic on SDR Juliet or SDR Kilo departures.

5.8 Positioning Flights

5.8.1 Luton to Stansted/Cambridge Procedures

Flights positioning to Stansted and Cambridge shall be cleared to the Luton CTR boundary via the Juliet/Whiskey SDR.

Departures shall be pre-noted to TC Stansted INT, and a release will be requested by AIR from TC Luton FIN. FIN shall obtain an additional release from TC Stansted INT. FIN shall specify whether the outbound is to be worked by TC Luton FIN or TC Luton INT in the release to AIR.

5.8.2 Other Airfields

TC Luton shall not normally be required to work other IFR flights to airfields in the LTMA. However, inbounds to Heathrow and RAF Northolt are subject to release from FIN who is responsible for obtaining a release from TC North West.

FIN shall specify whether the outbound is to be worked by TC North West or, if FIN has conflicting traffic, TC Luton FIN in the release.

Chapter 6 Adjacent APC Units

6.1 Cambridge (EGSC)

6.1.1 Departures

Traffic departing Cambridge to join the ATS route network will route via ADNAM or EBOTO. Cambridge APC will coordinate with TC Stansted for joins via ADNAM and TC Luton at EBOTO.

6.1.2 Departures via EBOTO

Departures via EBOTO will route to EBOTO to join the ATS route network. Cambridge APC will issue a standard departure instructions with a clearance limit of EBOTO and 6000 ft plus an allocated UKCP airways SSR code but will **not** issue clearance to join controlled airspace.

Cambridge APC will pre-note TC Luton of the pending departure and TC Luton will provide a contact frequency, typically INT. Departures via EBOTO are **not** subject to release. Departures off Runway 23 are initially restricted to 4000 ft so as to mitigate against infringement of the London TMA south of Cambridge. This traffic will be issued climb to 6000 ft once it is laterally clear of the TMA and prior to transfer to TC Luton.

Once airborne, clear of confliction and climbing to 6000 ft, Cambridge APC will instruct the aircraft to remain outside controlled airspace transfer to TC Luton as soon as possible. TC Luton shall coordinate a joining clearance with AC Daventry. Traffic shall only be transferred to Area Control once inside controlled airspace.

6.2 Cranfield (EGTC)

6.2.1 Departures via BPK

Departures via BPK will route to BPK to join the ATS route network. Cranfield APC will notify TC Luton INT of a pending departures – departure is subject to release from INT and will be to *“remain outside controlled airspace”* on a UKCP airways SSR code. INT shall coordinate with TC North East to agree on presentation of traffic **prior** to issuing a release.

Cranfield APC will transfer traffic to INT once clear of local confliction. Cranfield is a procedural unit and INT is responsible for identifying/validating/verifying traffic on first contact. INT will issue a joining clearance and transfer to TC North East as agreed. Traffic shall only be transferred to TC London once inside controlled airspace.

Traffic is to route clear of the Stansted RMA unless coordinated with TC Stansted.

6.2.2 Arrivals via ABBOT

TC Stansted works Cranfield inbounds via the ATS route network from the east which route to ABBOT. Typically, this traffic will route to leave controlled airspace to the north the Stansted RMA and thus remain clear of the Luton RMA/Luton controlled airspace.

If traffic requires to route via Luton airspace, TC Stansted INT will coordinate with TC Luton INT.

LOW | LOW LEVEL PROCEDURES

Chapter 1 Airspace

1.1 Classification

The Luton Control Zone (CTR) is classified as Class D from the surface up to 3500 ft. The Luton Control Areas (CTA) have variable bases and ceilings and are classified as Class D. Aircraft are permitted to operate in VMC and IMC conditions under either VFR or SVFR as appropriate. Portions of the Luton CTR are designated as local flying areas as described in [LOW 1.2](#) and depicted in Figure 2.

1.2 Aerodromes in the Vicinity

Dunstable Downs is a gliding site located to the north-west of Luton. There is airspace delegated to Dunstable within the Luton CTR/CTA around the Runway 07 extended centreline – the extent of airspace delegation varies with the Luton runway in use.

Graveley is a microlight site located to the north-west of Luton at the CTR boundary. Airspace is delegated to Graveley in the north-eastern corner of the Luton CTR up to 1000 ft.

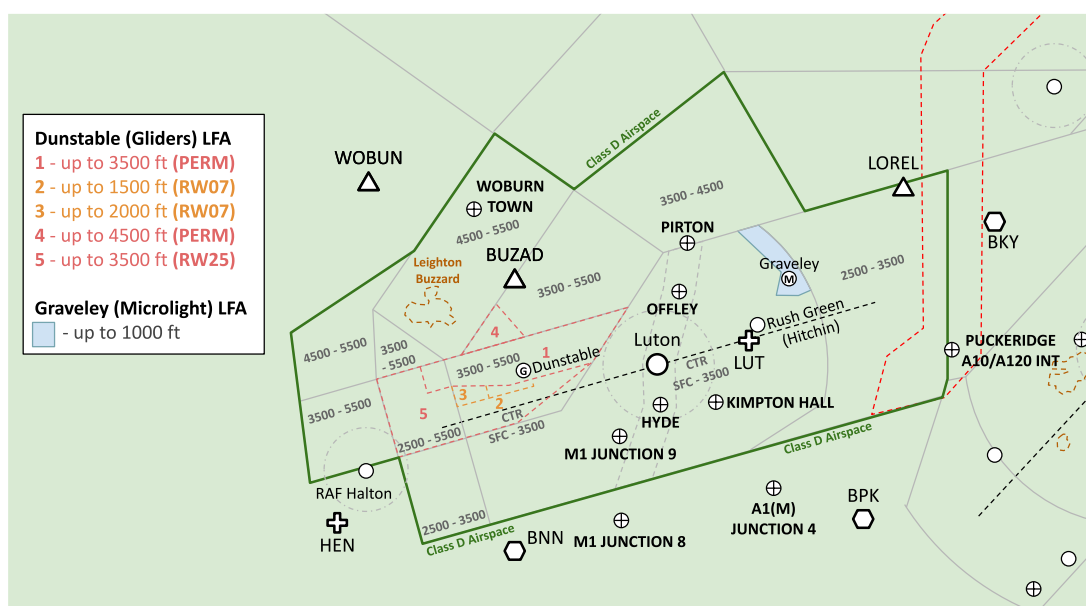
RAF Halton is located 15 NM west of Luton. The site has a grass airfield, used mainly by gliders, light aircraft, microlights and the RAF hot air balloon.

Rush Green (Hitchin) is a grass airstrip located within the Luton CTR. Aircraft require clearance from TC Luton to enter the CTR inbound and prior to departure outbound.

1.3 Visual Reference Points (VRPs)

The following VRPs are for use by aircraft operating to and from Luton Airport: A1(M) Junction 4, Kimpton Hall, M1 Junction 8, M1 Junction 9, Offley, Hyde and Pirton.

Figure 2 - Luton Low Level Airspace



Chapter 2 VFR and SVFR Operations

2.1 Provision of Air Traffic Services

TC Luton FIN is responsible for low level traffic within the Luton CTR. If FIN is unable to accept the traffic due to high workload, then it is acceptable for INT to take responsibility for operation of VFR traffic providing it is coordinated with Luton ADC.

However, INT may issue standard clearances for inbound VFR traffic via the North/South lane not above 1500 ft, Luton QNH and notify FIN of this traffic which will typically be transferred directly to AIR – see [LOW 2.4](#).

2.2 SSR Code Allocations

The allocation of SSR codes to Luton ATC are 4670 – 4676.

Luton AIR is assigned the conspicuity code 4677.

TC Luton shall allocate codes in **ascending order from 4670**.

GMP shall allocate codes (for SDR departures) in **descending order from 4676**.

Listening Squawks

Aircraft within 10 NM of the Luton CTR or operating underneath the Luton CTA may select the code 0013. This indicates that the aircraft is maintaining a listening watch on TC Luton INT (129.550 MHz), however the Mode A and C readout displayed must be considered unvalidated and unverified, respectively.

Additionally, aircraft maintaining a listening watch on TC Stansted INT (120.625 MHz) may select the code 7013.

2.3 VFR Departures

2.3.1 Scratchpad Notation

To assist in the identification of an aircraft's routing from the aircraft tag, the following convention may be used in the scratchpad:

- NLANE – North Lane
- SLANE – South Lane
- SWDEP – Runway 25 South **Helicopter** Routing
- SEDEP – Runway 07 South **Helicopter** Routing
- SSDEP – Stansted **Helicopter** Routing

2.3.2 North/South Lane Procedures

GMP may issue certain clearances without reference to FIN. These clearances will either contain a track wholly contained within the North/South Lane (i.e. via Pirton or M1 Jct 8) or, for helicopter traffic, via the published helicopter routings leaving the CTR (see [LOW Chapter 3](#) below).

The clearance will be restricted to not above altitude 1500 ft, Luton QNH, and the aircraft will be issued the Luton Tower conspicuity code of 4677.

Example: "G-ABCD cleared to leave the Luton Control Zone via the Pirton VFR, not above altitude 1500 ft, VFR, squawk 4677."

GMP will inform AIR of the assigned routing for **all** VFR departures.

VFR departures via the North/South Lane or published helicopter routings can be departed by AIR 'free-flow' but must be notified to FIN immediately prior to take-off.

Example: "G-ABCD (helicopter) VFR departure north/south/Stansted."

This will alert FIN that the VFR route is active, who will then pass any details of traffic operating within the CTR that is relevant to the departure.

Once clear of any aerodrome conflicts, the aircraft shall be transferred to FIN who will allocate a discrete SSR code before providing a radar service.

2.3.3 Other Departure Routings

For a VFR departure wishing to route outside the North/South Lane or on a non-published helicopter routing, a departure clearance shall be obtained from FIN while the aircraft is on stand.

The Luton Tower VFR conspicuity code is not to be allocated to this traffic which should be given a TC Luton squawk, as agreed in the clearance request with FIN.

A release from FIN must be obtained prior to departure.

2.4 VFR Arrivals

INT will clear traffic via the North/South lane not above 1500 ft on the Luton QNH. INT will coordinate with FIN before entry into controlled airspace. Unless FIN wishes to work the traffic, INT shall coordinate the traffic to AIR and transfer with the aerodrome in sight.

Traffic not via the North/South lane shall be coordinated with FIN before clearance to enter controlled airspace. This traffic shall be transferred to FIN from INT prior to entry. FIN is responsible for onward coordination with Luton AIR.

2.5 VFR Transits

Transit traffic shall be coordinated by INT with FIN and transferred to FIN outside of controlled airspace. FIN is responsible for providing a clearance and, if the traffic will route via the ATZ or conflict with departure routes, coordinating with AIR.

Traffic intending to route via Dunstable Delegated Airspace should be warned of the possibility of "Intense gliding activity".

2.6 Engine Failure Simulation

The deliberate simulation of engine failure is not permitted whilst on approach to or departure from the airport.

2.7 SVFR Traffic

FIN is responsible for the control of SVFR traffic operating within the CTR and, unless AIR is able to provide reduced separation in the vicinity of the aerodrome (RSIVA), is responsible for separating SVFR traffic from IFR traffic and other SVFR traffic.

The following deemed separation exist for SVFR traffic within the Luton CTR:

- SVFR flights operating wholly within the North/South lane are deemed separated against other SVFR flights operating wholly within the lane – FIN shall pass traffic information but the pilots are responsible for separation.
- IFR inbounds established on the final approach track are deemed separated against SVFR flights operating wholly within the North provided they remain north of Offley or wholly within the South lane provided they remain south of Hyde.
- IFR outbounds tracking either straight ahead from Runway 07 or towards BNN from Runway 25 are deemed separated against SVFR flights operating wholly within the North lane provided they remain north of Offley or wholly within the South lane provided they remain south of Hyde – **Note: the outbound IFR traffic must continue straight ahead/towards BNN until either standard vertical or 3 NM radar separation exists.**

SVFR circuits require the approval of FIN and shall be coordinated to ensure standard separation is maintained against other IFR or SVFR traffic unless AIR is able to provide RSIVA.

Chapter 3 Helicopter Operations

3.1 Routings

VFR helicopters inbound to, departing from, or overflying Luton will normally be routed via the following tracks not above altitude 1500 ft:

- To the North:
 - Offley – Pirton (via the North Lane)
- To the South from Runway 07:
 - Hyde - Kimpton Hall - A1(M) Junction 4
- To the South from Runway 25:
 - Hyde - M1 Junction 9 - M1 Junction 8
- To Stansted:
 - Hyde - Kimpton Hall – Puckeridge.

3.2 Overflight Procedures

VFR helicopters may only be routed overhead with the prior approval of the AIR controller. Once this approval has been received, the helicopter will be cleared from the controlled airspace boundary to remain south/north of the aerodrome boundary and asked to report Luton in sight.

Before the helicopter reaches the ATZ, FIN is to coordinate the flight with the AIR controller and confirm its direction of flight and contact frequency after crossing the airfield.

APC is responsible for giving necessary traffic information on aircraft making IFR approaches to transit helicopter traffic until such crossing traffic is transferred to AIR.

When visual with Luton the helicopter is to be instructed to hold south/north of the airfield and transferred to the AIR frequency for crossing clearance.

The AIR controller will retain control of the transiting traffic until it is clear of aerodrome traffic.

3.3 Inbounds and Outbounds

3.3.1 Manoeuvring

While helicopters are operating on the manoeuvring area extreme caution must be exercised regarding wingtip/rotor blade clearance and turbulence.

3.3.2 Use of Runways

All helicopters must use the runways for take-offs and landings. Helicopters may not carry out direct approaches to or take-off from apron areas or taxiways.

Standard wake turbulence separation requirements must be applied between a helicopter movement and the traffic which precedes it.

3.3.3 Inbound Procedures

VFR helicopters inbound to Luton are to be treated as per fixed wing traffic until transfer to AIR for landing.

In the event that a helicopter loses visual contact with the surface or is unable to acquire visual contact with the runway, the AIR Controller will instruct the helicopter to route north/south (directed away from the final approach/departure track), coordinate with FIN and transfer the traffic back to FIN for onward routing.

3.3.4 After Landing

After landing, helicopters will ground taxi or air taxi to an allocated parking area (usually an adjacent stand).

3.3.5 Outbound Procedures

GMP is permitted to provide clearances via the helicopter routings set out in [LOW 3.1](#) above without reference to FIN.

The clearance will be restricted to not above altitude 1500 ft, Luton QNH, and the aircraft will be issued the Luton Tower conspicuity code of 4677.

Once clearance has been issued, the helicopter will be handed to GMC when ready for start/taxi to the active runway. GMP should inform AIR of the clearance the helicopter has been given so they can plan the departure and its direction accordingly. AIR will prenote FIN immediately prior to departure, who will pass on any pertinent traffic information.

Chapter 4 UK Flight Information Services (FIS)

MATS Part 1 details the services which may be provided outside controlled airspace. The provision of UK FIS is to be limited so that it does not adversely affect the service provided to aircraft inside controlled airspace.

Outside the hours of operation and/or boundaries of responsibility of adjacent units tasked with providing the Lower Airspace Radar Service (LARS), TC Luton INT may provide UK FIS to traffic flying outside controlled airspace within 40 NM of the aerodrome.

The adjacent units tasked with providing LARS are Farnborough APC and Brize Norton APC and so INT shall consider transferring traffic not entering/transiting Luton airspace.

Controllers must not give a Deconfliction Service or radar vectors under a Traffic Service to aircraft below SMAA levels or minimum sector altitudes

GLOSSARY

Abbreviation	Section
AC	Area Control
ADC	Aerodrome Control
AIR	Air Controller (i.e. Tower Controller)
APC	Approach Control
CTA	Control Area
CTR	Control Zone
DME	Distance Measuring Equipment
EAT	Estimated Approach Time
FIN	Final Director
FIS	Flight Information Service
FL	Flight Level
ft	Foot (feet)
GMC	Ground Movement Control
GMP	Ground Movement Planner
GS	Groundspeed
hPa	Hectopascal
IAS	Indicated Airspeed
ICAO	International Civil Aviation Organisation
ILS	Instrument Landing System
INT	Intermediate Director
Kts	Knots
LTMA	London TMA
MDI	Minimum Departure Interval
MHz	Megahertz
MSL	Minimum Stack Level
NM	Nautical Mile
RFC *	Released for Climb
RFD *	Released for Descent
RFT *	Released for Turn
SDR	Standard Departure Route
SID	Standard Instrument Departure
SSR	Secondary Surveillance Radar
STAR	Standard Arrival Route
TC	Terminal Control
UKCP	UK Controller Plugin

* Although these acronyms are not used in this document, they may be useful for controllers to be aware of as common notation in text coordination.