

# NOTAM Request

## Generic Request for Aerodrome Facilities, Aerodrome Services, Aerodrome Equipment, Private NAVAIDs, Communications, and Weather Systems

### 1) NOTAM Type (select one)

☐ New      ☐ Replaces NOTAM Ref#: \_\_\_\_\_      ☐ Cancels NOTAM Ref#: \_\_\_\_\_

### 2) Location Information

Location indicator of aerodrome (e.g., CYRP) \_\_\_\_\_ or ☐ No associated aerodrome

### 3) Total Duration (If greater than 3 months, refer to the instructions)

<b>Start:</b> (select one) <input type="checkbox"/> Immediate <input type="checkbox"/> _____ UTC (YYMMDDHHmm) - Max 48HR advance notice	<b>End:</b> _____ UTC (YYMMDDHHmm) Estimated      Yes      No
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Schedule: (if applicable, e.g., DAILY 0700-1600 or Nov 23-25 0900-1000)

### 4) Description (NOTAM message including French text if applicable)

If regarding a NAVAID, include NAVAID Name, Type, Identifier, and Frequency  
 (e.g., Bathurst, NDB, 1F, 363KHZ)

### 5) Administrative Information

Originator Name: \_\_\_\_\_  
 Company/Department: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

## Instructions

This form is used for any NOTAM request affecting aerodrome facilities, equipment (including private NAVAIDs and approach aids), surfaces, and services, and for enroute NAVAIDs, communication, and weather systems.

**DO NOT use this form for RSC NOTAM, obstacle light outages or airspace/navigation warnings.**

The purpose of this form is to aid in the creation of NOTAM affecting aerodrome services (i.e., fuel services, meteorological equipment, aerodrome lighting, runways, communications, etc.) and navaid unserviceability. If unsure on how to complete this form, the Flight Information Centre (FIC) can be contacted for assistance.

- **New Request:** Complete this form for **one occurrence and one location**. Unless a different arrangement already exists, submit the request via fax or telephone to the applicable FIC (which can be determined on the [NAV CANADA website](#) or call 1-866-WX-BRIEF. More detailed information on NOTAM creation can be found in the [Canadian NOTAM Operating Procedures \(CNOP\)](#).
- **Revision / Cancellation:** Requests can be submitted in the same manner as the initial request. The number of the NOTAM to be revised must be provided (ex. L2367/22). **It is the responsibility of the originator of the NOTAM to revise the NOTAM before the end time is reached.**

## NOTAM Request Details

The type of information varies depending on subjects and conditions. Please refer to the [Canadian NOTAM Operating Procedures \(CNOP\) section 5](#) to determine what information must be provided for your specific request.

1. **NOTAM Type:** Select if the NOTAM is a new NOTAM or a replacing/revised NOTAM with the reference number of the NOTAM being replaced, ex. L2367/22.
2. **Location Information:**
  - a. **Aerodrome Location Indicator:** Enter the applicable aerodrome location indicator (e.g., CYRP)

**OR**

  - b. If no aerodrome is associated, select the box.
3. **Total Duration in Coordinated Universal Time (UTC):**

To determine the UTC time from the [NRC website](#):

1. Identify your time zone.
2. Identify the time difference from UTC.
3. Add this to the local time.

In the image on the right it can be seen that Eastern Daylight Time (EDT) is four hours behind UTC time:

Therefore, when the time zone is EDT, four hours would need to be added to the NOTAM local time to determine the UTC time.

For example, If the local time is 1350 EDT then the UTC time would be 1750.

Select time zone						
PDT	MDT	CDT	EDT	ADT	NDT	UTC
13:50:05						
EDT (UTC-04:00)						

- a. **Start:** Enter the date and **time in UTC** the closure, outage or change begins. If immediate, select “Immediate”.
- b. **End:** Enter the date and **time in UTC** the closure, outage or change will revert to previously known status/conditions. If the end date is estimated, tick the “Yes” box. **Note that it is the responsibility of the NOTAM originator/requester to advise the FIC if the NOTAM needs to be renewed or cancelled BEFORE the date and time specified.**
- c. **A NOTAM can only be issued for a maximum of 3 months. If the total duration is longer, you must enter an expiration time within the allowed time frame and contact the FIC subsequently to extend the NOTAM. The same maximum duration of 3 months will be applicable to the NOTAM extension.**
- d. **Schedule:** If the activity has a schedule, insert the schedule here (24-hour UTC format)e.g. Monday to Friday 0900-1300 or Nov 23-25 0900-1000. ([Refer to CNOP 4.4.19](#)).

**4. Description:**

- a. Provide a description of the the closure, service change or outage. CNOP section 5 should be consulted to ensure all relevant details are included.
- b. If the outage pertains to a navaid, ensure to include:
  - NAVAID name
  - NAVAID type, identifier, frequency. For DME nav aids, include the associated DME channel
  - For ILS systems, include the associated runway
- c. Text must be provided in both English and French where applicable

- 5. Administrative Information:** Complete all administrative information as applicable. A name, phonenumber, and email address from the originator (person requesting the NOTAM) is required. Pleaseensure that the phone number is valid and someone can respond to any inquiries for the duration ofthe NOTAM. This is especially important for when the end time of the NOTAM is estimated. If there isany additional information that needs to be communicated, it can be stated in the “other information”section.

## After the NOTAM request has been Submitted to FIC

Verify that your NOTAM has been published correctly:

1. Go to <https://plan.navcanada.ca/wxrecall/>.
2. Search all active NOTAM in the country (as shown on the right).
  - a. Enter the following identifiers: CZVR, CZEG, CZWG, CZYZ, CZUL, CZQM, CZQX
  - b. Ensure that only the NOTAM box is selected.
  - c. Select Search.

3. Use the Filter Column function to filter information unique to your NOTAM, such as an aerodrome location indicator, NAVAID identifier, or a keyword.

4. Once found, ensure the NOTAM # is kept for your records. In the example below, the NOTAM number is J1400/22::

(J1400/22 NOTAMR J1266/22  
A) CYBR B) 2202251716 C) 2203071800  
E) ILS RWY 08 U/S)

5. If your NOTAM request had an estimated end time, it is the NOTAM originator's responsibility to ensure that the NOTAM is either revised or cancelled **BEFORE** the end date stated in Item C) of the NOTAM. The date format is YYMMDDHHmm.