

# NOTAM Request

## Airspace

### 1) NOTAM Type (select New or Replace)

New
  Replaces — Previous NOTAM Ref#: \_\_\_\_\_

### 2) Location Information

Geographical Coordinates: _____ (DDmmssN DDDmmssW)	Radius: _____ <input type="checkbox"/> feet <input type="checkbox"/> NM
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### 3) Total Duration (If greater than 3 months, refer to the instructions)

Start: (select one) <input type="checkbox"/> Immediate <input type="checkbox"/> _____ UTC (YYMMDDHHmm)	End: _____ UTC (YYMMDDHHmm) <input type="checkbox"/> Estimated
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Schedule: (if applicable)

\_\_\_\_\_

### 4) Description (type of activity/restriction, area coordinates, other details (including French text) as applicable)

\_\_\_\_\_

### 5) Altitude / Height Characteristics (altitudes and terrain elevation of activity/restriction)

Surface or Lowest Altitude: _____ <input type="checkbox"/> FT AGL <input type="checkbox"/> FT AMSL	Highest Height/Altitude: _____ <input type="checkbox"/> FT AGL <input type="checkbox"/> FT AMSL	Terrain Elevation: _____ FT AMSL
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### 6) Administrative Information

Originator Name: \_\_\_\_\_  
 Company/Department: \_\_\_\_\_  
 On Behalf of Company: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Other Information:  
 \_\_\_\_\_

## General Instructions

The purpose of this form is to aid in the creation of NOTAM that affect airspace. These can include NOTAM for blasting operations, gas venting, gliding activities, airspace reservations, airspace restrictions and other such activities. If unsure on how to complete the NOTAM, the NOTAM Office or 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](#) 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.**

### Activities/Restrictions at the Surface: Blasting Operations, Gas Venting, etc.

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. **Central Coordinates:** Provide the central coordinates of the activity in degrees (DD), minutes (mm), seconds (ss). (See examples below.)
  - b. **Radius:** Enter radius that encompasses the restriction/activity in feet or nautical miles, described in 4) below. (See examples below.)

#### 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 below it can be seen that Eastern Daylight Time (EDT) is four hours behind UTC time:

Select time zone

PDT	MDT	CDT	EDT	ADT	NDT	UTC
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13:50:05

EDT (UTC-04:00)

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

3. For example, If the local time is 1350 EDT then the UTC time would be 1750.
  - a. **Start:** Enter the date and **time in UTC**.
  - b. **End:** Enter the date and **time in UTC**
  - c. **Schedule:** If the activity has a schedule, insert the schedule here; e.g. Monday to Friday, 0900-1300.

- d. **Estimated:** Check the box if the end time is uncertain. When 'Estimated' is selected, the NOTAM **must** be either revised or cancelled. **It is the responsibility of the originator of the NOTAM to revise or cancel the NOTAM before the date and time specified.**
- e. **A NOTAM can only be issued for a maximum of 3 months. If the total duration is longer, you must contact the FIC to extend the NOTAM.**

**4. Description:**

- a. State the type of activity and any associated restrictions or limitations.
- b. Provide the coordinates describing the shape of area affected by the activity in degrees, minutes, seconds in clockwise order. Repeat the first set of coordinates to close the shape.
- c. If a single point, identify as a single point in degrees, minutes, seconds.
- d. Text must be provided in both English and French where applicable

**5. Altitude/Height Characteristics:**

- a. **Surface or Lowest Altitude:** Enter "SURFACE" if at the surface.
- b. **Highest Height or Altitude:** Enter the highest altitude affected by the activity in feet above ground level (FT AGL) , feet above mean sea level (FT AMSL), or flight level (FL).
- c. **Terrain Elevation:** Enter the terrain elevation in FT AMSL.

- 6. Administrative Information:** Complete all administrative information as applicable. A name, phone number, and email address is required. If a site number or file number is available, it must also be provided. Please ensure that someone can be reached for the duration of the NOTAM. This is especially important at the estimated end time.

**Activities/Restrictions not at the Surface: Gliding, Aerobatics, Remotely Piloted Aircraft Systems (RPAS), etc.**

Same as above with the exception of:

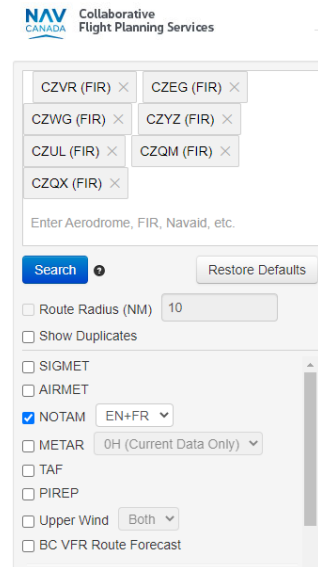
**5. Altitude/Height Characteristics:**

- a. **Surface or Lowest Altitude:** Enter the lowest altitude affected by the activity in feet above ground level (FT AGL), feet above mean sea level (FT AMSL) or flight level (FL).
- b. **Highest Height or Altitude:** Enter the highest altitude affected by the activity in feet above ground level (FT AGL), feet above mean sea level (FT AMSL) or flight level (FL).
- c. **Terrain Elevation:** N/A.

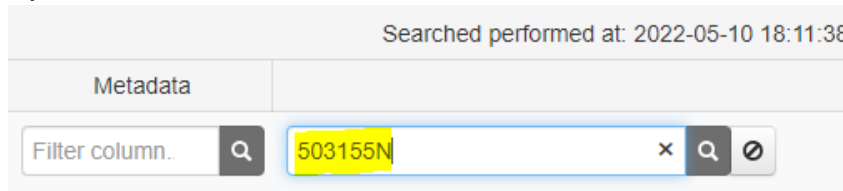
## After the NOTAM request has been Submitted to FIC

Verify that your NOTAM has been published correctly:

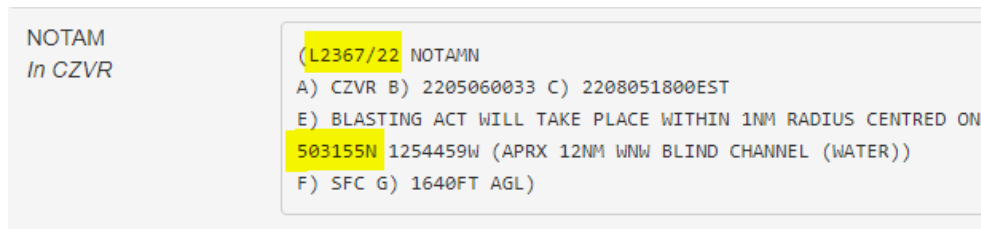
1. Go to <https://plan.navcanada.ca/wxrecall/>.
2. Search all active NOTAM in the country (as shown on the right).
  - a. Enter the following identifiers: CZVR, CZEG, CZWG, CZYZ, CZUL, CZQM, CZQX
  - b. Ensure that only the NOTAM box is selected.
  - c. Select Search.



3. Use the Filter Column function to filter information unique to your NOTAM, such as latitude (DDmmssN) or longitude (DDDmmssW) or a keyword.



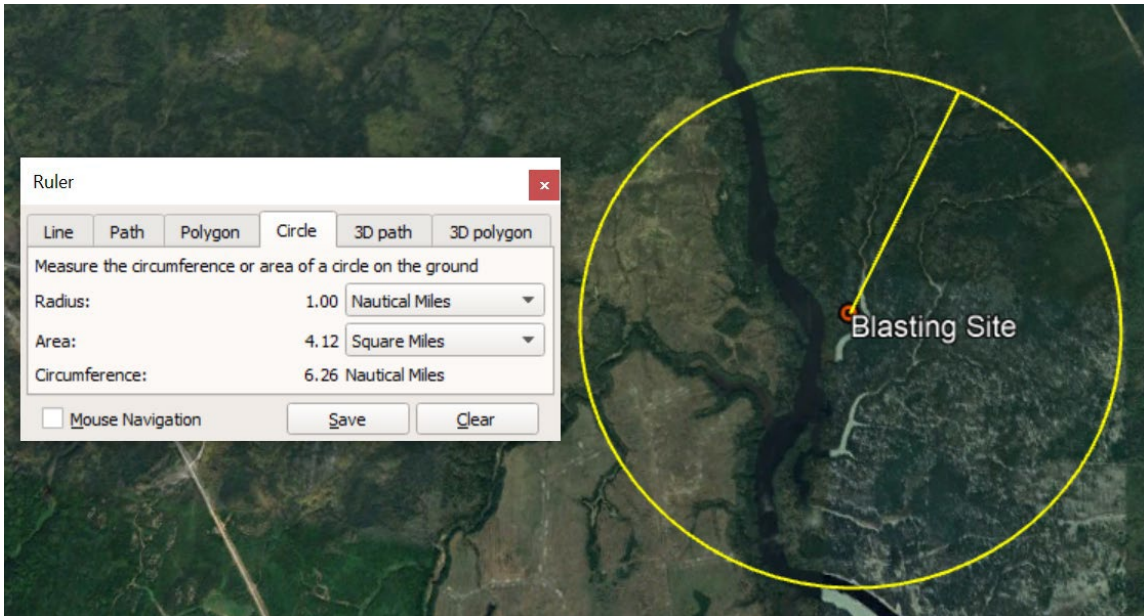
4. Once found, ensure the NOTAM # is kept for your records. In the example below, the NOTAM number is L2367/22:



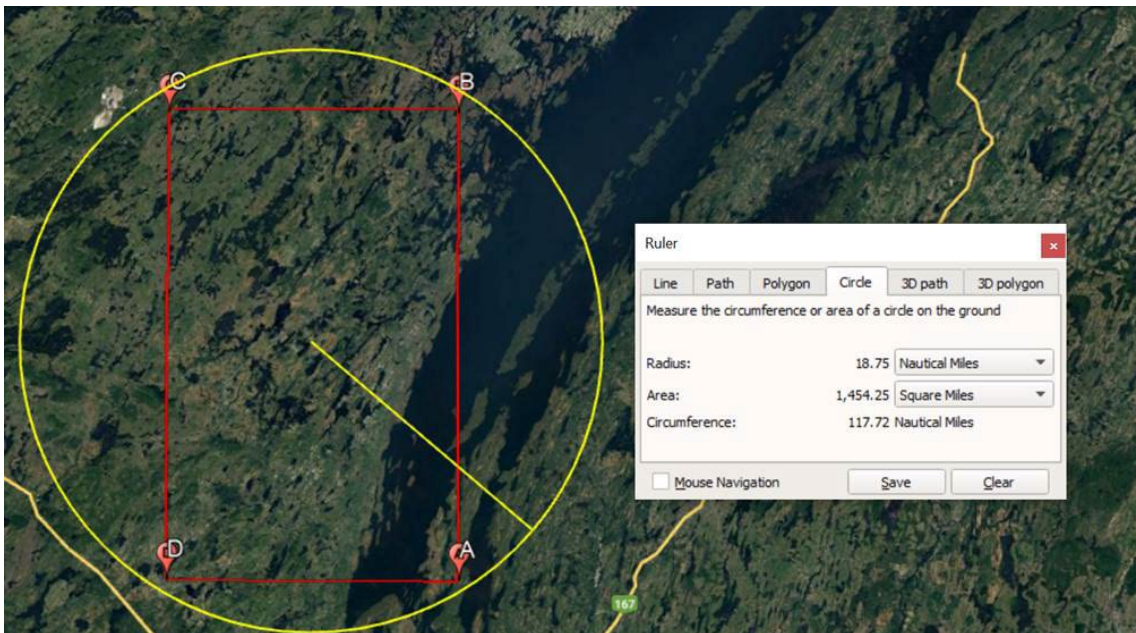
5. **If your NOTAM request had an estimated end time, it is the originator’s responsibility (i.e. the obstacle owner making the NOTAM request) to ensure that the NOTAM is either r or cancelled BEFORE the end date stated in Item C) of the NOTAM.** The date format is YYMMDDHHmm.

## Central Coordinate and Radius Examples

### Example 1: Single Point and Radius



### Example 2: Rectangular Polygon



Coordinates used:

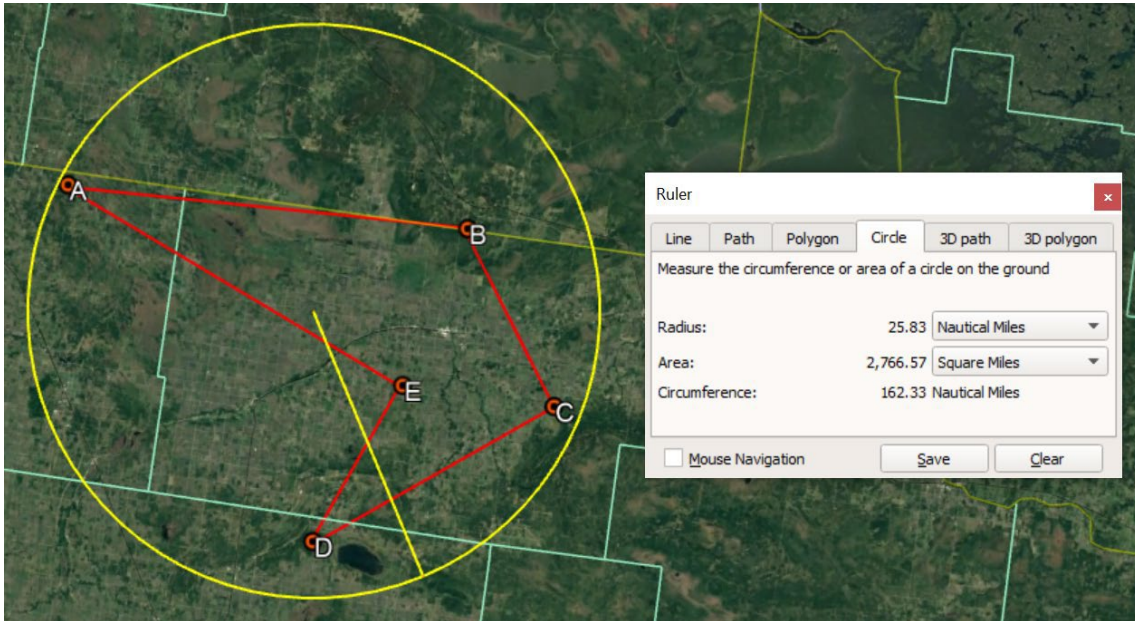
A: 473000N 0735230W      B: 480000N 0735230W  
 C: 480000N 0742200W      D: 473000N 0742200W      A: 473000N 0735230W

Center: 474517N 0740713W

Central coordinates provided: 4745N 07407W.      Radius provided: 35NM



**Example 3: Irregular Polygon**



Coordinates used:

A: 485900N 0964015W      B: 490015N 0954500W  
C: 484530N 0953000W      D: 483030N 0960000W  
E: 484530N 0955050W      A: 485900N 0964015W

Centre: 485101N 0960422W

Central coordinates provided: 4851N 09604W.    Radius provided: 26NM