# Publication Order Form

Application for the amendment of existing or publication of new aeronautical information

Version October 2023

To submit this document, applicants merely have to complete the order form (pages 2 and 3).

After the Publication Order Form has been submitted to LIFS, you will be notified of one of the following further steps:

* Direct publication on the desired date likely to be possible.
* Direct publication possible, but at a later date as the form was not submitted in time.
* Development process necessary (e.g. for AD INFO or VAC charts).

If you have any questions regarding the publication process or use of the publication order form, please contact the FOCA Aviation Information Service (details, see below).

Phone +41 (0)58 465 96 03

[lifs@bazl.admin.ch](mailto:lifs@bazl.admin.ch)

The completed form should be submitted by e-mail to [lifs@bazl.admin.ch](mailto:lifs@bazl.admin.ch) together with all referenced documentation.

# Publication Order Form

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| **Applicant / organisation** | **1** |  | |
| Last name, first name |  |  | |
| E-mail address |  |  | |
| Phone number |  |  | |
|  | | | |
| **Airport / airfield** | **2** |  | |
|  | | | |
| **Publication of aeronautical information** | **3** | AIP   [AIRAC relevant](https://www.bazl.admin.ch/bazl/en/home/infrastruktur/luftfahrthindernisse/aeronautical-information/aeronautical-information-release-point.html)  VFRM | AIC **A** valid until date  AIC **B** valid until date  SUP valid until date |
| Page reference(s) |  |  | |
|  | | | |
| **Detailed description of publication amendment** | **4** |  | |
|  | | | |
| **Legal basis for the publication (ICAO, EU, administrative ruling, operating regulations, etc.)**  **In addition for Skyguide: Change Number (SAFxx-xxx)** | **5** |  | |
|  | | | |
| **Documents** | **6** |  | |
|  | | | |
| **Translation** | **7** | German  French  Italian  English | |
|  | | | |
| **FOCA sections / contacts** | **8** |  | |
|  |  |  | |
| **Publication date** | **9** | AIRAC    NON-AIRAC (VFRM always NON-AIRAC) | |
|  | | | |
| **NOTAM number** | **10** |  | |
|  | | | |
| **AIC** | **11** |  | |
|  | | | |
| **Proofreading** | **12** | Yes | No |
|  |  |  |  |
| **Remarks** | **13** |  | |

# Explanations

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| **Applicant / organisation** | **1** | Please indicate the details of the person to be contacted if further information is required. |
|  | | |
| **Airport / airfield** | **2** | Please indicate the airport, airfield or heliport for which the amendment is applicable. Please enter the 4-letter ICAO code or LSAS if the amendment is to apply to the whole of Switzerland or Swiss airspace, e.g. airspaces and routes. |
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| **Publication of aeronautical information** | **3** | Please indicate which products are to be used for publishing the amendment. The list is verified by Skyguide and other products are added as necessary.   * Please indicate an end date for AIC and SUP * AIC A: International series in English * AIC B: National series * AIC / SUP publications have to be submitted in the official publication language of the FOCA Aviation Information Service (LIFS). AIC A (in English), AIC B (official language of canton, and additionally in German, French, Italian if necessary). |
| AIRAC-relevant |  | If the amendment is to be made in AIP, please inform us whether it is relevant in accordance with [ICAO Annex 15, Appendix 4 AIRAC.](https://www.bazl.admin.ch/dam/bazl/fr/dokumente/Fachleute/Flugverkehr/Luftfahrtinformationen/information_to_benotifiedbyairac.pdf.download.pdf/information_to_benotifiedbyairac.pdf) |
| Page reference(s) |  | Which pages of the publication are involved? Please indicate the corresponding page reference, e.g. AD Info 1, VAC or LSXY 2.24.1-1. |
|  | | |
| **Detailed description of publication amendment** | **4** | Please indicate the reason for the amendment and list the points to be changed. |
|  | | |
| **Legal basis for the publication (ICAO, EU, administrative ruling, operating regulations, etc.)** | **5** | The AIP itself is generally accepted, but has no legal basis. This is why every entry in the AIP must have a legal basis. An ICAO or EU provision applicable in Switzerland or a provision from national statutory or regulatory law may serve as a legal basis. The basis for an AIP entry may also be a specific instruction (e.g. operating licences and regulations, instructions pursuant to general rulings, etc.). Please indicate the basis for the requested entry in this field. |
|  |  |  |
| **Documents** | **6** | The documents you are submitting to us in connection with this application should be itemised here. Please indicate the exact name of each document. Changed map references Please sketch in the desired amendments on the current map and add the necessary comments. Please send us the geo-referenced data in the following GIS file formats: dwg version 2017 or older, dxf, shp, mid/mif or tab. Text amendments Amendments to text should be indicated in a separate document in which the old and new versions are shown alongside one another. |
|  | | |
| **Translation** | **7** | * Publications for AIP have to be submitted in the official language, namely English. * Publications for VFRM may be submitted in the local language or English. Please indicate which translations need to be carried out. * AIC / SUP publications have to be submitted in the official publication language of the FOCA Aviation Information Service (LIFS). AIC A (in English), AIC B (official language of canton, and additionally in German, French, Italian if necessary). |
|  | | |
| **FOCA sections / contacts** | **8** | Please indicate the sections or contact persons already involved in the current case. If major amendments to the aviation information are to be made that are associated with a particular project, these must be discussed in advance with the Federal Office of Civil Aviation. |
|  | | |
| **Publication date** | **9** | Please indicate the desired date of publication. For this purpose, please consult [Deadlines](https://www.bazl.admin.ch/bazl/en/home/infrastruktur/luftfahrthindernisse/aeronautical-information/aeronautical-information-release-point.html) for submissions. Criteria for AIRAC-Cycle:[Information to be notified by AIRAC](https://www.bazl.admin.ch/bazl/en/home/infrastruktur/luftfahrthindernisse/aeronautical-information/aeronautical-information-release-point.html) |
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| **NOTAM number** | **10** | Does a temporary NOTAM number exist for the publication in question? Please indicate the number with which this NOTAM was published so that we can cancel it. |
|  |  |  |
| **AIC** | **11** | Does an AIC exist for the publication in question which is to be substituted? Please indicate the number with which this AIC was published so that we can cancel it. |
|  |  |  |
| **Proofreading** | **12** | If you would like to check the processed amendment before it is published, please request a copy for proofreading. You will be asked to return the copy within 2 working days, otherwise the amendment will be published in the form in which it was sent to you.  Note: proofreading is merely intended as an opportunity to correct any spelling mistakes, not to make additional changes. |

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| **Remarks** | **13** | If you have any additional remarks relevant to the publication, you can add them here. |