

NOTAM WEB SERVICE USER GUIDE

NOTAM Web Service User Guide

C-GUIDE0820

Version 5

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Change summary

| Version | Date | Change description |
|---------|------------------|---|
| 5 | 22 November 2023 | <ul style="list-style-type: none"> • Throughout – Updated screenshots of NAIPS Internet Service • 1.2.2 – Overdue NOTAM highlighted in red in active directory. Information added about international NOTAM version identifier. |

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1 Purpose

The purpose of this document is to provide a detailed overview for using the NOTAM Web Service (NWS), available through the [NAIPS Internet Service](#) (NIS).

This document is split into two parts:

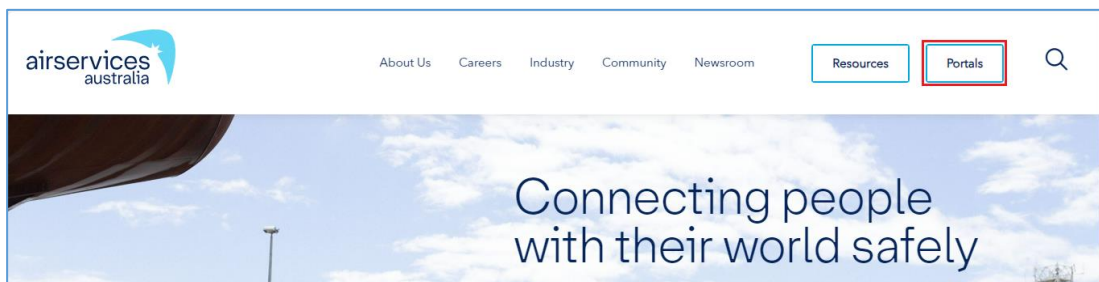
- Part One outlines the function of the NOTAM menu items
- Part Two provides instructions for submitting NOTAMN, NOTAMR and NOTAMC, as well as the creation of templates.

This document should be used in conjunction with the relevant NOTAM Data Quality Requirements, available on the [NOTAM Originator Portal](#).

Part one – NOTAM Web Service overview

1.1 Logging on

From the [Airservices Australia](#) homepage, select '[NAIPS Internet Service](#)' from the 'Portals' drop down menu on the right hand side.



Enter your User Name and password and select 'Send login request'.

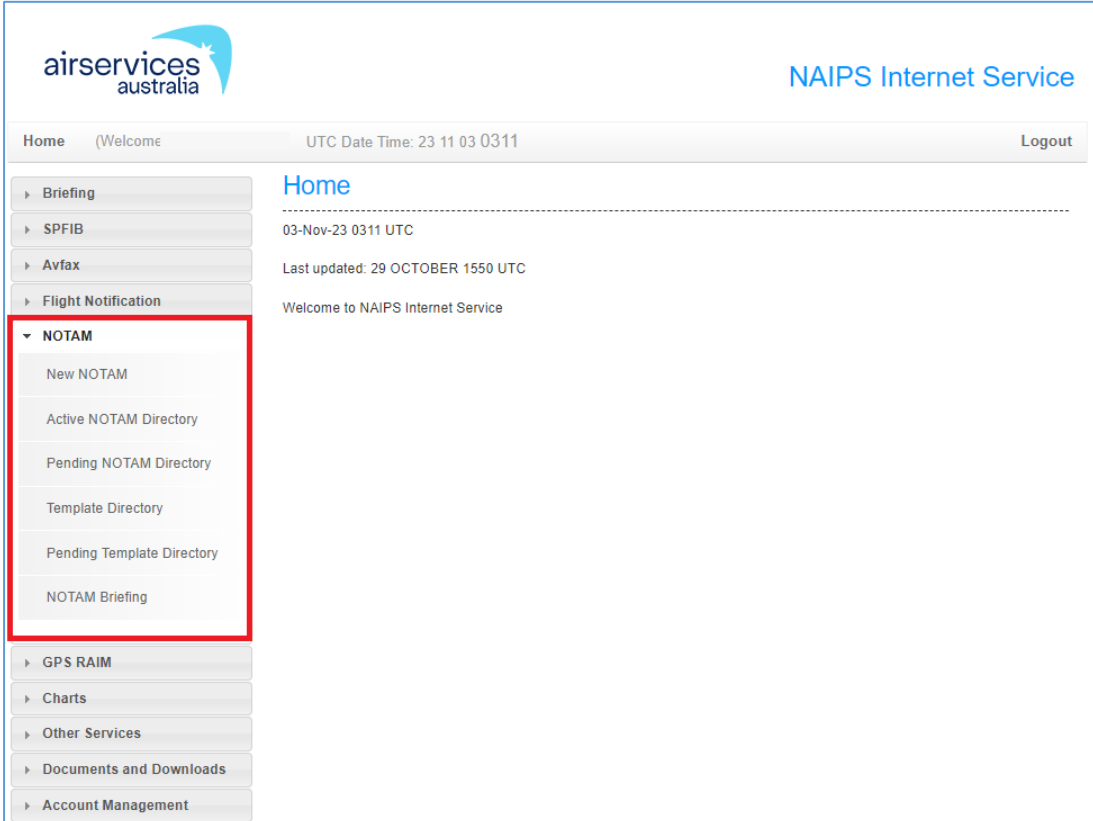
1.2 NOTAM menu

Once you are logged into NIS, select the 'NOTAM' tab from the left-hand side of the Home page.

Note: If the NOTAM tab is not visible, your User Name has not been linked to a NIS NOTAM Group that has NWS privileges. Contact the Group Manager of the required NOTAM Group to arrange for your user name to be added to the group. If the NIS NOTAM Group Manager is unknown, contact the NOTAM Office on 02 6268 5063.

When selected, the 'NOTAM' menu will show the following options:

- New NOTAM
- Active NOTAM Directory
- Pending NOTAM Directory
- Template Directory
- Pending Template Directory
- NOTAM Briefing.



The screenshot shows the NAIPS Internet Service home page. The top left features the 'airservices australia' logo, and the top right displays 'NAIPS Internet Service'. A navigation bar includes 'Home (Welcome)', 'UTC Date Time: 23 11 03 0311', and a 'Logout' link. A left-hand menu lists various services: Briefing, SPFIB, Avfax, Flight Notification, NOTAM (highlighted with a red box), GPS RAIM, Charts, Other Services, Documents and Downloads, and Account Management. The NOTAM sub-menu is expanded, showing options: New NOTAM, Active NOTAM Directory, Pending NOTAM Directory, Template Directory, Pending Template Directory, and NOTAM Briefing. The main content area shows 'Home' with a date '03-Nov-23 0311 UTC' and a message 'Last updated: 29 OCTOBER 1550 UTC' and 'Welcome to NAIPS Internet Service'.

1.2.1 New NOTAM

Select 'New NOTAM' from the NOTAM menu to retrieve the NOTAM – New form.
 Refer to [2.1 NOTAMN – New](#) for more information.

NOTAM - New

Print Back

* Denotes mandatory fields.

Group: *

Contact Name: * Phone Number: *

NOTAM Summary: *

Item A) Location: *

Item B) Start Period (UTC): * WIE

Item C) End Period (UTC): * PERM EST [Time Zone Converter](#)

Item D) Hours Of Activation (UTC): Period(s) of Activation (DTG) Time(s) of Activation Other

Item E) Subject: *

Status: *

NOTAM Text:

Item F) Lower Limit :

Item G) Upper Limit :

Submit NOTAM Store As Template Submit Template To NOF for Approval

1.2.2 Active NOTAM Directory

The Active NOTAM Directory is used to search for active/published NOTAM, assigned to your NOTAM Group, in order to view, review or cancel them.

To retrieve all active/published NOTAM assigned to your NOTAM Group, select 'Active NOTAM Directory' from the NOTAM menu.

Select your group name from the drop-down menu and insert the Y-Code for the required location, then select 'Retrieve Directory'.

This will then provide a list of current NOTAM for the requested group and location.

| | NOTAM id | Type | B Field (UTC) | C Field (UTC) | Summary |
|----------------------------------|-------------|--------|---------------|---------------|---|
| <input type="radio"/> | YSCB C12/23 | NOTAMN | 23 11 09 0700 | 23 11 12 1900 | AD CLOSED DUE WIP |
| <input checked="" type="radio"/> | YSSY C58/23 | NOTAMN | 23 11 06 0156 | 23 11 06 0230 | RWY 07/25 CLOSED |
| <input type="radio"/> | YMML C22/23 | NOTAMN | 23 11 06 0157 | 23 11 09 0600 | INCREASED BIRD HAZARD (CORELLAS) IN VCY RWY 09/27 |
| <input type="radio"/> | YMMM C3/23 | NOTAMN | 23 11 07 0000 | 23 11 07 0400 | UA OPS BRG 142 MAG 8NM FM YPPH |

- To review a NOTAM, select the required NOTAM from the list, then select 'Review NOTAM'. See [2.2 NOTAMR - Replacement](#) for more information.
- To cancel a NOTAM, select the required NOTAM from the list, then select 'Cancel NOTAM'. See [2.3 NOTAMC – Cancel](#) for more information.
- To view a NOTAM history, select 'NOTAM History'. This will show a full history of the NOTAM, from creation and any reviews or cancellations that have occurred. If the NOTAM met the international distribution criteria, the cross reference indicated on the NOTAM history contains the details of the international NOTAM identifier.

NOTAM Briefing Results

0305 UTC 03/11/23 AIRSERVICES AUSTRALIA
NOTAM HISTORY BRIEFING

PREPARED FOR: NISTESTER1

CANBERRA (YSCB)

C10/23 NOTAMN CANBERRA
 B) 2311030303 C) 2311030330 EST
 SUMMARY: RWY 17/35 CLSD
 ISSUED AT: 2311030303
 CROSS-REF: H22/23

C0010/23 NOTAMN
Q) YMMM/QMRLC/IV/NBO/A/000/999/3518514912E005
A) YSCB
B) 2311030303 C) 2311030330 EST
E) RWY 17/35 CLSD

Any NOTAM that are overdue (i.e. they were issued with an estimated end time and no action has been undertaken by the originator to cancel or extend ahead of expiry time) are displayed in red highlighting and will require *immediate* action from the originator.

Note: NAIPS purges inactive NOTAM once every 30 minutes. A NOTAM may therefore appear in the active directory for a little while, even when it is no longer valid (had a self-cancellation time).

1.2.2.1 Active NOTAM Directory filtering options

Multiple filtering options are available in the Active NOTAM Directory to improve search capabilities. Users can sort the following criteria (by clicking on the relevant heading) to search for active NOTAM for their group issued on a specific location:

- NOTAM Id – ascending or descending
- Type – alphabetical
- B Field (UTC) – earliest to latest or latest to earliest
- C Field (UTC) – earliest to latest or latest to earliest
- Summary – alphabetical

Users can also utilise a filter on the Summary which allows the user to search for specific words or phrases.

Active NOTAM Directory

Active NOTAM Directory

Select a group name and a location (optional) then click the 'Retrieve Directory' button to get a list of NOTAM submitted by the NOF

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: *

Location:

| | NOTAM Id | Type | B Field (UTC) | C Field (UTC) | Summary |
|-----------------------|-------------|--------|---------------|---------------|--|
| <input type="radio"/> | YSCO C32/21 | NOTAMN | 21 04 06 0051 | PERM | AD OPR C |
| <input type="radio"/> | YSCO C33/21 | NOTAMN | 21 04 06 0224 | PERM | AERODRO AMD |
| <input type="radio"/> | YSCO C21/21 | NOTAMR | 21 03 10 2155 | PERM | DECLARED CHANGES |
| <input type="radio"/> | YSCO C27/21 | NOTAMR | 21 03 26 0526 | 21 06 25 0000 | INCREASE IN WILDLIFE ACT DUE LONG GRASS |

1.2.3 Pending NOTAM Directory

When a NOTAM has been submitted via the NWS, it will appear in the 'Pending NOTAM Directory' until the NOTAM Office begins processing the request.

To retrieve a NOTAM before it is published, select your group name from the drop-down menu and select 'Retrieve Directory'.

Pending NOTAM Directory

Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF

Group: *

This will present a list of all pending NOTAM for the selected group.

Pending NOTAM Directory

Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF.

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: * NISGROUPNOTA ▼ Retrieve Directory

| | Location | Type | Previous NOTAM | B Field (UTC) | C Field (UTC) | Summary |
|-----------------------|----------|--------|----------------|---------------|---------------|--------------|
| <input type="radio"/> | YBBN | NOTAMN | | WIE | 22 09 10 0200 | TWY C CLOSED |

View Withdraw

To view the details of the NOTAM, select the required NOTAM and then 'View'. This will show the details of the NOTAM.

1.2.3.1 Withdrawing NOTAM requests

To withdraw a NOTAM before it is published, select the appropriate NOTAM from the list and then 'Withdraw'.

Pending NOTAM Directory

Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF

Group: * NISGROUPNOTA ▼ Retrieve Directory

| | Location | Type | Previous NOTAM | B Field (UTC) | C Field (UTC) | Summary |
|----------------------------------|----------|--------|----------------|---------------|---------------|-----------------------|
| <input type="radio"/> | YBBN | NOTAMN | | WIE | 21 02 17 0500 | PAPI RWY 19R NOT AVBL |
| <input checked="" type="radio"/> | YSCB | NOTAMN | | 21 02 16 2100 | 21 02 17 0800 | RWY 12/30 NOT AVBL |

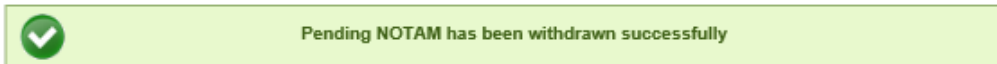
View Withdraw

This will open a Command Box, prompting the operator to confirm the withdrawal. If the NOTAM is not to be published, select 'OK', otherwise select 'Cancel'.

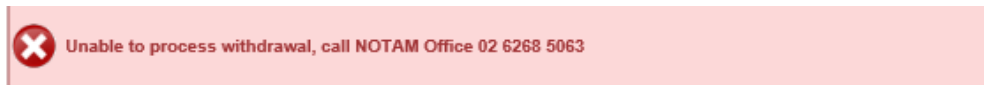
The screenshot shows the 'Pending NOTAM Directory' web interface. At the top, there is a title 'Pending NOTAM Directory' and a sub-header 'Pending NOTAM Directory'. Below this, a text instruction reads: 'Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF'. A 'Group:' dropdown menu is set to 'NISGROUPNOTA', and a 'Retrieve Directory' button is visible. Below the form is a table with columns: Location, Type, Previous NOTAM, B Field (UTC), C Field (UTC), and Summary. The table contains two rows of data. A modal dialog box is overlaid on the table, titled 'Message from webpage' with a close button (X). The dialog contains a question mark icon and the text 'Withdraw selected Pending NOTAM?'. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

| Location | Type | Previous NOTAM | B Field (UTC) | C Field (UTC) | Summary |
|----------|------|----------------|---------------|---------------|-----------------------|
| Y... | ... | | | 17 0500 | PAPI RWY 19R NOT AVBL |
| Y... | ... | | | 17 0800 | RWY 12/30 NOT AVBL |

If the withdrawal is successful, the following confirmation message will appear:



A pending NOTAM can only be withdrawn **before** the NOTAM Office begins processing the request. If the withdrawal is unsuccessful, the following error message will appear.



Note: If the NOTAM is not to be published contact the NOTAM Office immediately.

1.2.3.2 Pending NOTAM Directory filtering options

Multiple filtering options are available in the Pending NOTAM Directory to improve search capabilities. Users can sort the following criteria (by clicking on the relevant heading) to search for pending NOTAM for their group:

- Location – alphabetical
- Type – alphabetical
- Previous NOTAM (if applicable) ascending or descending
- B Field (UTC) – earliest to latest or latest to earliest
- C Field (UTC) – earliest to latest or latest to earliest
- Summary – alphabetical

Users can also utilise a filter on the Summary which allows the user to search for specific words or phrases.

Pending NOTAM Directory

Pending NOTAM Directory

Select a group name then click the 'Retrieve Directory' button to get a list of NOTAM that are awaiting issue by the NOF.

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: * NISGROUPNOTA Retrieve Directory

| | Location | Type | Previous NOTAM | B Field (UTC) | C Field (UTC) | Summary |
|-----------------------|----------|--------|----------------|---------------|---------------|----------------|
| <input type="radio"/> | YMAV | NOTAMN | | WIE | 21 06 20 0800 | TWY A NOT A |
| <input type="radio"/> | YSSY | NOTAMR | YSSY C69/21 | WIE | 21 06 29 0000 | RWY |
| <input type="radio"/> | YBBN | NOTAMR | YBBN C15/21 | WIE | 21 07 30 0000 | UAV C FM AF |

View
Withdraw

✖ Clear Filter

Contains ▼

Filter

1.2.4 Template Directory

To view NOTAM templates that have been stored, select the 'Template Directory' from the NOTAM menu.

Select your group name from the drop-down menu and insert the Y-Code for your location, then select 'Retrieve Directory'.

NOTAM Template Directory

NOTAM Template Directory

Select a group name and optionally enter a location then click the 'Retrieve Directory' button to get your NOTAM Template list

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: *

Location:

This will open a list of all templates for the specified Group and location.

NOTAM Template Directory

NOTAM Template Directory

Select a group name and optionally enter a location then click the 'Retrieve Directory' button to get your NOTAM Template list

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: *

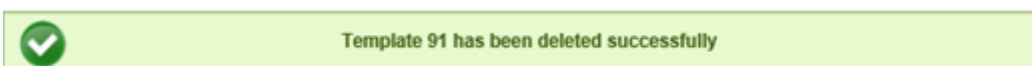
Location:

| | Location | Template Number | Summary | Approved |
|-----------------------|----------|-----------------|--|----------|
| <input type="radio"/> | YSCB | 92 | PAPI RWY 30 U/S | false |
| <input type="radio"/> | YSCB | 93 | RWY 17/35 CLOSED DUE LINE MARKING | false |
| <input type="radio"/> | YSCB | 94 | TWY A BTN TWY F AND TWY D CLOSED DUE WIP | false |
| <input type="radio"/> | YSCB | 98 | RWY 17/35 CLOSED | false |

Note: The Approved column on the right-hand side refers to NOTAM templates that have been submitted to, and approved, by the NOTAM Office. At the time of publication, and until further notice, no NOTAM templates will be approved and consequently will be listed as 'false' (refer [1.2.5 Pending Template Directory](#)).

- To view the template details, select the required NOTAM and then 'View'.
- To submit a template as a NOTAM, select the required NOTAM and then 'Retrieve'. This will open the template in the NOTAM – New form. See [2.4.2 Submission of NOTAM via Template](#) for more information.
- To delete a template, select the required template and then 'Delete'. This will open a Command Box, prompting the operator to confirm the deletion. If the template is to be deleted, select 'OK', otherwise, select 'Cancel'.

When the template is successfully deleted, the following confirmation message will appear, and the template will disappear from the directory.



1.2.4.1 Template Directory filtering options

Multiple filtering options are available in the Template Directory to improve search capabilities. Users can sort the following criteria (by clicking on the relevant heading) to search for NOTAM templates for their group or on a specific location:

- Location - alphabetical
- Template Number – ascending or descending
- Summary – alphabetical
- Approved – alphabetical

Users can also utilise a filter on the Summary or Template Number which allows the user to search for specific words or phrases (refer [1.2.2.1 Active NOTAM Directory filtering options](#) and [1.2.3.2 Pending NOTAM Directory filtering options](#))

NOTAM Template Directory

NOTAM Template Directory

Select a group name and optionally enter a location then click the 'Retrieve Directory' button to get your NOTAM Template list

Note: Click 'Retrieve Directory' to ensure you have the most recent data.

Group: *

Location:

| | Location | Template Number | Summary | Approved |
|-----------------------|----------|-----------------|----------------------------------|----------|
| <input type="radio"/> | YBBN | 157 | AVBL | false |
| <input type="radio"/> | YBBN | 159 | | false |
| <input type="radio"/> | YBBN | 160 | EL MATING SEASON | false |
| <input type="radio"/> | YBBN | 161 | | false |
| <input type="radio"/> | YBBN | 162 | | false |
| <input type="radio"/> | YBBN | 163 | OBST CAROUSEL ON APN | false |
| <input type="radio"/> | YBBN | 166 | RWY 09/27 NOT AVBL | false |
| <input type="radio"/> | YBBN | 171 | RWY 07/25 NOT AVBL DUE HALLOWEEN | false |

1.2.5 Pending Template Directory

The Pending Template Directory displays all templates that have been submitted to the NOTAM Office for approval. When a template is approved, any NOTAM submitted using the approved template, without any changes to the content (Item E), the NOTAM will be automatically published without interaction from the NOTAM Office.

At the time of publication, and until further notice, this feature is not to be used, and any templates submitted to the NOTAM Office will be rejected.

1.2.5.1 Pending Template Directory filtering options

Multiple filtering options are available in the Pending Template Directory to improve search capabilities. Users can sort the following criteria (by clicking on the relevant heading) to search for NOTAM templates for their group or on a specific location:

- Submitted (UTC) – earliest to latest or latest to earliest
- Location – alphabetical
- Template Number – ascending or descending
- Summary – alphabetical

Users can also utilise a filter on the Summary or Template Number which allows the user to search for specific words or phrases (refer [1.2.4.1 Template Directory filtering options](#))

Note: As per [1.2.5 Pending Template Directory](#), templates submitted to the NOTAM Office will not be approved until further notice.

1.2.6 NOTAM Briefing

To view all current NOTAM for a location, within a specified validity period, select 'NOTAM Briefing' from the NOTAM menu.

Note: NOTAM will only appear in a NOTAM Briefing 14 days in advance of the commencement time. If searching for a NOTAM with a start time outside of this, contact the NOTAM Office on 02 6268 5063.

The NOTAM Briefing provides two options for obtaining current NOTAM, via 'Summary' or 'History'.

To view all current NOTAM for a particular location, select 'Summary', insert the required location and validity period (maximum 336 hours) and then 'Submit'.

NOTAM Briefing

Obtain a NOTAM summary for individual locations or a NOTAM history for a specific NOTAM

Briefing Period hr

Type: Summary History

Location:

This will show all current NOTAM within the specified validity period.

NOTAM Briefing Results

0237 UTC 16/02/21 AIRSERVICES AUSTRALIA
SPECIAL NOTAM BRIEFING

Print Back

PREPARED FOR:

C0039/20 NOTAMN
Q) YMMM/QMDCH/IV/NBO/A/000/999/3351S14839E005
A) YCWR
B) 2009090201 C) PERM
E) DECLARED DIST AND GRADIENT CHANGES
RWY TODA
15 1706(4.13)
SUPPLEMENTARY TAKE OFF DISTANCES
RWY15- 1002(2.2) 1231(2.5) 1643(3.3)

C0005/21 NOTAMN
Q) YMMM/QNBAS/IV/BO/AE/000/999/3351S14839E110
A) YCWR
B) 2102140912 C) 2103140600 EST
E) NDB 'CWR' 299 NOT AVBL

To search for a specific NOTAM, select 'History'. This will populate additional fields to search for a single NOTAM. Insert the NOTAM number by providing the Series ID (B or C), the Series Number and the Year and select 'Submit'.

NOTAM Briefing

Obtain a NOTAM summary for individual locations or a NOTAM history for a specific NOTAM

Briefing Period: 24 hr

Type: Summary History

Location: YCWR

Series ID: C

Series Number: 39

Year: 20

Submit Reset

This will provide the requested NOTAM.

NOTAM Briefing Results

0409 UTC 26/08/21 AIRSERVICES AUSTRALIA
NOTAM HISTORY BRIEFING

PREPARED FOR:

SYDNEY (YSSY)

C60/21 NOTAMN SYDNEY
B) 2104090324 C) 2104090328 EST
SUMMARY: ILS DME 'ISY' 109.9/36X RWY 07 NOT AVBL
ISSUED AT: 2104090324
CROSS-REF: NIL

C0060/21 NOTAMN
Q) YMMM/QIDAS/I/NBO/A/000/999/3357S15111E005
A) YSSY
B) 2104090324 C) 2104090328 EST
E) ILS DME 'ISY' 109.9/36X RWY 07 NOT AVBL
ILS DME 'ISY' 109.9/36X RWY 07
NOT AVBL
DUE TEST. DO NOT USE, FALSE INDICATIONS POSSIBLE

Part two - submission of NOTAM via NWS

2.1 NOTAMN – New

To submit a new NOTAM via the NWS, open the NOTAM – New form as per [1.2.1 New NOTAM](#).

Complete the request form using the appropriate NOTAM Data Quality Requirements (available from the [NOTAM Originator Portal](#)) for assistance.

2.1.1 Originator Details

Select the appropriate group from the drop-down menu and supply the contact name and phone number of the originating NOTAM authorised person.

The phone number must be a full 10-digit mobile number or landline, complete with the area code e.g., 0412345678 or 0262685063.

2.1.2 Summary Line

Insert a concise summary of the NOTAM subject and status (maximum 50 characters). The summary line can be copy and pasted directly from the Subject and Status fields or created from the additional NOTAM text (see [2.1.7.1 Subject and Status](#) and [2.1.7.2 Additional NOTAM Text](#)).

2.1.3 Item A) – Location

Insert the required location code.

NOTAM can be issued on the following locations:

- Aerodromes (Y***)
- FIR (YMMM or YBBB)
- Restricted/Danger Area or Airspace Group (R625, AMX).

Refer to the appropriate NOTAM Data Quality Requirements (available from the [NOTAM Originator Portal](#)) for assistance.

2.1.4 Item B) – Start Period (UTC)

Manually insert the start period as a 10-digit DTG (YYMMDDHHMM) or use the calendar to select the appropriate DTG. Alternatively, for NOTAM that are required immediately, select the 'WIE' box.

Note: The calendar will default to 0000z on the selected date and will require the originator to manually amend 0000 to the appropriate time in UTC.

Note: Selecting a start period in the past is not possible.

Note: UTC is the only time convention available in the NWS. To convert Local time to UTC, use the [Time Zone Converter](#), available next to the 'EST' tick box.

2.1.5 Item C) – End Period (UTC)

Manually insert the end period of the NOTAM as a 10-digit DTG (YYMMDDHHMM) or use the calendar to select the appropriate DTG. If the end period is an estimated figure only, ensure the 'EST' box is ticked. If the NOTAM is to permanently amend the Integrated Aeronautical Information Package (IAIP), leave Item C) blank and ensure that the 'PERM' box is ticked.

Note: The calendar will default to 0000z on the selected date and will require the originator to manually amend 0000 to the appropriate time in UTC.

Note: UTC is the only time convention available in the NWS. To convert Local time to UTC, use the [Time Zone Converter](#), available next to the 'EST' tick box.

2.1.6 Item D) – Hours of Activation

If a NOTAM has specific times where it will be active between the start and end periods, individual periods of activity can be added into Item D).

There are three different formats for which Hours of Activation can be formatted.

For activities that have specific periods of activities, select the 'Period(s) of Activation (DTG)' box.

The first period of activity must match the time specified in Item B) and the last period must have a finish time that matches Item C).

Note: The maximum time period between two consecutive activity periods is 7 days. If a NOTAM has a period of more than 7 days between two activity periods, a second NOTAM is required.

The screenshot shows the NOTAM form with the following fields:

- Item A) Location:** YSCB
- Item B) Start Period (UTC):** 21 02 16 2100
- Item C) End Period (UTC):** 21 02 20 0600
- Item D) Hours Of Activation (UTC):**
 - Period(s) of Activation (DTG)
 - Time(s) of Activation
 - Other

Under Item D), the "Period(s) of Activation (DTG)" section contains a list of activation periods:

| Start Period (DTG) | End Period (DTG) |
|--------------------|------------------|
| 21 02 16 2100 | 21 02 17 0600 |
| 21 02 19 2100 | 21 02 20 0600 |
| | |
| | |
| | |
| | |
| | |
| | |

If a NOTAM will be active between the same hours every day, between the start and finish times, Times of Activation can be added into Item D) by selecting the 'Time(s) of Activation' box.

These daily periods must match the time specified in Item B) and Item C).

Note: When daily times are provided, the word 'DAILY' will automatically populate when the NOTAM is published.

The screenshot shows a NOTAM form with the following fields:

- Item A) Location:** YSCB
- Item B) Start Period (UTC):** 21 02 16 2100
- Item C) End Period (UTC):** 21 02 20 0600
- Item D) Hours Of Activation (UTC):**
 - Period(s) of Activation (DTG)
 - Time(s) of Activation
 - Other

Under Item D, the 'Time(s) of Activation' section contains three rows of time input fields:

- 2100 TO 0600
- [] TO []
- [] TO []

There can be more than one period as long as the start of one period matches Item B) and the end of another period match the time specified in Item C). If a NOTAM has different timings for each day, or is active for different days of the week, free text can be added into the 'Other' tab in Item D).

Example: 0800-1800 MON-SAT, 0000-0500 MON, WED, FRI

Note: For both Period(s) of Activation and Time(s) of Activation, Item C) cannot be an estimated (EST) end time.

The 'Other' tab can also be selected in addition to periods of activation or daily times of activation for information using standard abbreviations such as daylight hours (HJ), hours of night (HN).

The screenshot shows a NOTAM form with the following fields:

- Item A) Location:** YSCB
- Item B) Start Period (UTC):** 21 03 01 2100
- Item C) End Period (UTC):** 21 03 13 0600
- Item D) Hours Of Activation (UTC):**
 - Period(s) of Activation (DTG)
 - Time(s) of Activation
 - Other

Under Item D, the 'Time(s) of Activation' section contains three rows of time input fields:

- 2100 TO 0600
- [] TO []
- [] TO []

Under Item D, the 'Other Text' section contains a text input field with the value: MON - SAT

2.1.7 Item E) – NOTAM content

2.1.7.1 Subject and Status

These fields are compulsory and should reflect the subject (what facility/service etc. is the NOTAM about) and the status of that subject (NOT AVBL, closed, work in progress, subject to interruption etc.).

Item E)

Subject:* RWY 12/30

Status:* CLOSED

2.1.7.2 Additional NOTAM Text

Enter any additional text that is required in the NOTAM Text field.

Refer to the formatting examples in the appropriate NOTAM Data Quality Requirements (available from the [NOTAM Originator Portal](#)).

Item E)

Subject:* AERODROME AND APPROACH LGT

Status:* AMD

NOTAM Text:

RWY 11/29 MIRL(1) PAL 128.0
 RWY 11/29 PAPI(1) PAL 128.0
 (1) REQUIRES 3 ONE SECOND PULSES TO ACTIVATE
 AMD ENR SUP AUSTRALIA (ERSA)

Note: Airservices and CASA use only: Asterisks can be used in Item E) to alert the NOTAM Office to any actions that may be required to be undertaken by the NOTAM Office e.g., ****INCLUDE AREAS 7410 AND 7400****

2.1.8 Item F) – Lower Limit

Insert the lower limit of the airspace or activity. Heights can be expressed as SFC, AGL, AMSL or FL.

2.1.9 Item G) – Upper Limit

Insert the upper limit of the airspace or activity. Heights can be expressed as AGL, AMSL, FL or UNL.

2.1.10 Submitting NOTAM – New

Submit the completed request to the NOTAM Office by selecting ‘Submit NOTAM’.

NOTAM - New

Print Back

* Denotes mandatory fields.

Group: * NISGROUPNOT. v

Contact Name: * TEST Phone Number: * 0262685063

NOTAM Summary: * PAPI RWY 30 U/S

Item A) Location: * YSCB

Item B) Start Period (UTC): * 22 09 09 1000 WIE

Item C) End Period (UTC): * 22 09 09 1200 PERM EST [Time Zone Converter](#)

Item D) Hours Of Activation (UTC): Period(s) of Activation (DTG) Time(s) of Activation Other

Item E) Subject: * PAPI RWY 30

Status: * U/S

NOTAM Text:

Item F) Lower Limit: v

Item G) Upper Limit: v

Submit NOTAM Store As Template Submit Template To NOF for Approval

Upon successful transmission to the NOTAM Office, the following confirmation message will appear:

NOTAM Submission Results

Print Back

NOTAM proposal received and queued for processing by the NOTAM Office.
Monitor progress in Pending and Active NOTAM Directory pages.
The NOTAM Office may need to contact you on your listed phone number to clarify NOTAM content.
If your NOTAM proposal has an immediate start time and has not been published after 20 minutes, please contact the NOTAM Office on 02 6268 5063.

To store the completed NOTAM as a template, refer to [2.4.1 Template creation](#).

2.2 NOTAMR – Replacement

To replace (also referred to as 'review') a NOTAM, select the NOTAM from the Active NOTAM Directory (refer [1.2.2 Active NOTAM Directory](#)).

Once the required amendments have been made, select 'Submit Review'.

Note: If the only amendments are to Item B), Item C) and/or Item D), the NOTAM will be published automatically and immediately without parsing through the NOTAM Office due to pre-established NOTAM business rules. As such, the responsibility sits with the data originator to ensure correctness of information, including cross checking of data to avoid duplication prior to publishing. Any changes to Item E) will result in the NOTAM proposal requiring NOTAM Office inspection before publication.

NOTAM - Review

* Denotes mandatory fields.

| | | | |
|------------------|---|-----------------|---|
| Type: | NOTAMR | Notam Id: | YBBN 063/2021 |
| Group: * | NISGROUPNOTAM1 | | |
| Contact Name: * | <input style="border: 1px solid red;" type="text"/> | Phone Number: * | <input style="border: 1px solid red;" type="text"/> |
| NOTAM Summary: * | <input type="text" value="RWY 01L/19R NOT AVBL"/> | | |

Item A) Location: * YBBN

Item B) Start Period (UTC): * WIE

Item C) End Period (UTC): * PERM EST [Time Zone Converter](#)

Item D) Hours Of Activation (UTC): Period(s) of Activation (DTG) Time(s) of Activation Other

Item E)

Subject: *

Status: *

NOTAM Text:

Item F) Lower Limit:

Item G) Upper Limit:

2.3 NOTAMC – Cancel

To cancel a NOTAM, select the NOTAM from the Active NOTAM Directory (refer [1.2.2 Active NOTAM Directory](#)). The selected NOTAM will then appear in the ‘NOTAM – Cancel’ form.

Amend the originators contact name and phone number, replace Item E) with the text “CANCEL NOTAM”, then select ‘Submit Cancellation’.

NOTAM - Cancel

Print Back

* Denotes mandatory fields.

| | | | |
|------------------|----------------------|-----------------|--------------|
| Type: | NOTAMC | Notam Id: | YBBB C5/2021 |
| Group: * | NISGROUPNOTAM1 | | |
| Contact Name: * | FIRSTNAME LASTNAME | Phone Number: * | 0123456789 |
| NOTAM Summary: * | RWY 01R/19L NOT AVBL | | |

| | |
|---------------------------------------|---|
| Item A) Location: * | YBBN |
| Item B) Start Period (UTC): * | <input type="text"/> <input type="button" value="..."/> <input checked="" type="checkbox"/> WIE |
| Item C) End Period (UTC): * | <input type="text" value="21 02 17 1900"/> <input type="button" value="..."/> <input type="checkbox"/> PERM <input type="checkbox"/> EST Time Zone Converter |
| Item D) Hours Of Activation (UTC): | <input type="checkbox"/> Period(s) of Activation (DTG) <input type="checkbox"/> Time(s) of Activation <input type="checkbox"/> Other |
| Item E) | Subject: <input type="text" value="RWY 01R/19L"/> Status: <input type="text" value="NOT AVBL"/> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> CNL NOTAM </div> |
| Item F) Lower Limit : | <input type="text"/> <input type="button" value="..."/> |
| Item G) Upper Limit : | <input type="text"/> <input type="button" value="..."/> |

Submit Cancellation

Note: A NOTAM can only be cancelled with immediate effect. If a NOTAM is to remain in effect until a different time specified in Item C), then a NOTAMR is required to amend the finish time.

2.4 Templates

2.4.1 Template creation

To make the submission of NOTAM via the NWS easier, templates can be created for NOTAM that will be submitted on a regular basis.

To create a new template, open a new NOTAM form and complete as per [2.1 NOTAMN – New](#).

Once the NOTAM is completed, select 'Store As Template'.

Note: If a saved template is opened, the required fields completed and 'Store as Template' selected, the new details will overwrite the existing template.

Templates can only be allocated to one single NOTAM Group. If the same NOTAM is required for multiple groups, it will need to be created separately for each group.

If the template is saved successfully, the following confirmation message will appear.

"Successful NOTAM Submission. The NOTAM Template (number) for (location) has been saved successfully".

Note: Do not submit templates to the NOTAM Office for approval. Refer to [1.2.4 Template Directory](#) and [1.2.5 Pending Template Directory](#) for more information.

2.4.2 Submission of NOTAM via template

To submit a NOTAM to the NOTAM Office using a stored template, select the required template from the Template Directory (see [1.2.4 Template Directory](#)).

The template will open in the NOTAM – New form with the saved information prepopulated.

Complete the required fields as per [2.1 NOTAMN - New](#) and then select 'Submit NOTAM'.

Upon successful transmission to the NOTAM Office, the following confirmation message will appear:

NOTAM Submission Results

PrintBack

NOTAM proposal received and queued for processing by the NOTAM Office.
Monitor progress in Pending and Active NOTAM Directory pages.
The NOTAM Office may need to contact you on your listed phone number to clarify NOTAM content.
If your NOTAM proposal has an immediate start time and has not been published after 20 minutes, please contact the NOTAM Office on 02 6268 5063.

2.5 NOTAM and Template limitations

As per ICAO Annex 10, all NOTAM are transmitted over the Aeronautical Fixed Telecommunications Network (AFTN) which is configured to accept certain typographical characters and symbols. These limitations affect what can be transmitted over the AFTN, including stored templates.

Please use the following tables when creating NOTAM requests or templates to ensure that the data is correctly transmitted and saved.

| Permitted characters | |
|----------------------|---|
| Letters | A B C D E F G H I J K L M N O P Q R S T U V W X Y Z |
| Numbers | 0 1 2 3 4 5 6 7 8 9 |
| Punctuation | ? - : () . , ' = / + |

| Non-permitted characters | |
|--------------------------|---|
| Punctuation | ! " # \$ % & * ; < > @ [{ }] \ ^ _ |
| Letters | A) B) C) D) E) F) G) should not be used in the NOTAM E) field text. |

Note: Issues can occur when copying/pasting from Microsoft Word into the NOTAM form, especially in regard to smart quotes. Instead, it is advised to copy text from a text editor (Notepad etc.) that doesn't change single quotes (' ') to smart quotes (‘ ’).

3 Definitions

Within this document, the following abbreviations will be used:

| Term | Definition |
|--------|---|
| AGL | Above Ground Level |
| AMSL | Above Mean Sea Level |
| DTG | Date-Time Group |
| EST | Estimated |
| FL | Flight Level |
| HJ | Sunrise to Sunset/Hours of Day |
| HN | Sunset to Sunrise/Hours of Night |
| IAIP | Integrated Aeronautical Information Package |
| NAIPS | National Aeronautical Information Processing System |
| NIS | NAIPS Internet Service |
| NOTAMC | NOTAM Cancellation |
| NOTAMN | NOTAM New |
| NOTAMR | NOTAM Replacement |
| NWS | NOTAM Web Service |
| PERM | Permanent |
| SFC | Surface |
| UTC | Universal Coordinated Time |
| WIE | With Immediate Effect |