

Policy Rule Slot Allocation and Slot Requests for Commercial Aviation and General Aviation

Discipline: Slot Allocation for Commercial Aviation and General Aviation
Airports: Amsterdam Airport Schiphol (AMS/EHAM), Eindhoven Airport (EIN/EHEH), Rotterdam
The Hague Airport (RTM/EHRD)
Seasons: Effective as of IATA season Northern Winter (W26)
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1. General remarks

- 1.1. Airport Coordination Netherlands (ACNL) has the exclusive responsibility to allocate slots to air carriers according to the principles of the European Council Regulation 95/93 on common rules for the allocation of slots at Community airports in the Netherlands also taking into account the Worldwide Airport Slot Guidelines (WASG). ACNL, in this policy rule, provides additional information in accordance with Article 4:81 of the Dutch “Algemene wet bestuursrecht” (General Administrative Law Act).
- 1.2. ACNL takes the IATA Calendar for Coordination Activities as a reference for all milestones of the slot allocation process.
- 1.3. An airport managing body needs to establish the capacity declaration according to the deadline of the IATA Calendar of Coordination Activities. Shortly after receipt by ACNL the capacity declaration will be published on ACNL’s website.
- 1.4. ACNL requires that air carriers use the correct IATA Standard Schedule Information Manual (SSIM) message format and codes for each corresponding situation in all communication. Under specific circumstances air carriers may be required to supply additional information.

2. Slot allocation

- 2.1. In principle, all types of aviation are subject to slot coordination for both Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) traffic.
- 2.2. According to European Council Regulation 95/93 Article 2.g) State flights, emergency landings and humanitarian flights are exempted from slot coordination.

- 2.3. Based on European Council Regulation 95/93 Article 8.7 ('single slot requests at short notice'), ACNL can allocate more slots than the declared seasonal limit in terms of movements/slots during the seasonal transition period.
- 2.4. In order to save unnecessary administrative actions, until further notice, traffic that is not affected by a coordination parameter as declared by the airport, is not required to request an airport slot at ACNL although formally not excepted from slot coordination. Registration (e.g. flight plan) with the airport authority and/or air traffic control is considered as allocation of an airport slot. This applies to:
- i) EIN:
 - a) movements of the Eindhovense Aero Club by decree of Ministry of Defence (<https://zoek.officielebekendmakingen.nl/stcrt-2021-42883.html>)
 - ii) RTM:
 - a) movements handled by the Vliegclub Rotterdam (recreational general aviation only, see AIS AIP EHRD AD 2.20) and training flights (PRR required with Airport Authority)
 - b) Flights with MTOW <45.000 kg and ≤ 19 seats

3. Slot requests

- 3.1. Slots can be requested, updated and cancelled in the two different message formats: General Aviation Clearance Requests (GCR) for General Aviation, Slot Clearance Request (SCR) for all other types of aviation, as well as via the online portal Online Coordination System (OCS). For all detailed instructions, please visit the section 'How to request a slot' at www.slotcoordination.nl.
- 3.2. The Ministry of Infrastructure and Water Management published two 'flowcharts slot requests': one for 'normal operation' and one for 'abnormal operation'. The flowcharts, published at www.slotcoordination.nl, determine for each specific type of operation the corresponding IATA SSIM Service Type Code (STC) and the applicable message format for requesting the respective slot (SCR or GCR).
- 3.3. Slots for non-commercial air services which are not exempted from slot coordination (STCs D, K, N, T and X) cannot be requested earlier than 15 days prior day of operation (exception for STC N in case conditions of European Council Regulation 95/93 Article 2 f are met).

For exceptional cases, prior a slot request for STCs D or N is received at ACNL, the airport managing body may contact ACNL to inform about the context of the respective specific slot request, to consider a possible deviation from the advance booking period.

- 3.4. The following sections elaborate on requests for series of slots. The applicable definition of a series of slots can be found in the ACNL Policy Rule 'Definition of series and determination of historic entitlement', published at www.slotcoordination.nl.

4. Slot Historic List (SHL) and Agreed Historics Deadline

- 4.1. ACNL will issue the Slot Historic List (SHL) no later than the SHL Deadline.
- 4.2. The total number of slots in the SHL at an airport for a specific season cannot be higher than on the Historic Baseline Date (HBD) for the same applicable season.
- 4.3. The SHL is based on the conditions of the European Council Regulation 95/93 as amended and consist of series of slots as identified at HBD.
- 4.4. In view of WASG Article 10.5.1 air carriers must review the SHL message and acknowledge its receipt to ACNL. If an air carrier disagrees with the determination of slots with historic entitlement, then it must contact ACNL as soon as possible but no later than the Agreed Historics Deadline. This will allow differences to be resolved before the Initial Submission Deadline.

Claims must be sent to scr@slotcoordination.nl in one (1) document per air carrier and must contain full details including the a) SHL-line concerned, b) expected result, and c) detailed substantiation of the claim.

Claims may contain all capacity relevant details of the SHL such as but not limited to timings, aircraft type, etc.

- 4.5. ACNL will respond to claims as soon as possible, however situations may occur which require to wait until the Agreed Historics Deadline. Air carriers who have submitted a claim due to disagreement with the SHL are requested to wait to submit the initial request as long their claim request is pending, but no later than the Initial Submission Deadline (see next paragraph). The response may include a revised SHL.

5. Initial Submission

- 5.1. It is the responsibility of each air carrier to ensure that its Initial Submission has been received at the Initial Submission Deadline at the latest by ACNL. According to WASG Article 10.9.1 air carriers must check that they have received an acknowledgement to ensure that their Initial Submission was received in completeness.

- 5.2. In view of WASG Article 10.9.2, one business day before Initial Submission Deadline, ACNL will send a courtesy reminder to air carriers entitled to slots with historic entitlement which did not apply for an Initial Submission or for part of the slots with historic entitlement. If the air carrier fails to respond within 24 hours, the slot(s) may be allocated to another air carrier. This action does in no way prejudice or limit the own and full responsibility of each air carrier to timely make its Initial Submission.
- 5.3. (Additional) submissions received after the Initial Submission Deadline will not be taken into account in the Initial Allocation and kept for processing post-SAL.
- 5.4. Additions to applications aimed to increase priority received by ACNL after the Initial Submission Deadline are not accepted.
- 5.5. Air carriers are requested to file their Initial Submissions in a compact form (i.e. combined in as little as possible SCR-messages).
- 5.6. Extensions of slots with historic entitlement (e.g. extension of period of operation, filling up of gaps, or adding day of operations) are not allowed and shall be submitted as new slot requests (action codes N or Y, B or V if applicable) in all cases and may not be part of historic filings (action codes F, CI, CL, and/or CR).
- 5.7. Re-timings shall be submitted by the applicant as action codes CI, CL, and/or CR, and are not accepted by ACNL if applied for with action code F.
- 5.8. Changes of historical arrival to departure slots and vice versa are not allowed in the Initial Submission (using action codes CI, CL, and/or CR) in order to respect priorities. Such changes may only be applied post-SAL.
- 5.9. With reference to WASG Article 8.3.2.1, in the Initial Submission, re-time requests of slots with historic entitlement on the same calendar day are allowed. In order to respect priorities, change requests of slots with historic entitlement to another day of the week are not allowed in the Initial Submission. Such changes may only be applied post-SAL.
- 5.10. In view of WASG Article 10.8 air carriers shall use the appropriate SSIM Chapter 6 action codes in their Initial Submission to clearly communicate their intentions to ACNL. ACNL emphasizes that this includes the notification of the intended IATA SSIM aircraft type code, origin/destination + last previous before/first next after the Dutch airport and STC, which has an additional importance due to the application of additional allocation criteria. Failure to do so may result to not intended irreversible outcomes while applying policy rules.

- 5.11. With reference to WASG Article 10.6, air carriers may provide additional information to assist ACNL in obtaining a holistic view of the air carrier's slot requests. From ACNL's perspective, of particular importance are: 1) what the air carrier can accept as a minimum in case of offers and 2) an explanation on new or additional slot requests. ACNL will take this information into account when allocating slot requests.

6. Initial Allocation

- 6.1. European Council Regulation 95/93, as amended, and taking into account the WASG, are the basis for Initial Allocation within the limits of the applicable capacity declaration (as published at www.slotcoordination.nl).
- 6.2. ACNL applies the New Entrant definition as published in the European Council Regulation 95/93, as amended, applicable for the respective season at time of allocation. In case an invalid request with New Entrant priority is submitted, ACNL reserves the right to amend the request. Invalid requests may qualify as misuse for which the Slot Enforcement Code (SEC) applies, as published at www.slotcoordination.nl.
- 6.3. Starting from Initial Allocation, the Policy Rule Additional Allocation Criteria, as published at www.slotcoordination.nl, is taken into account for all slot requests for which the primary criteria were not sufficient to decide.
- 6.4. If not all requested slots with historic entitlement can be allocated due to a newly introduced or a revised coordination parameter, ACNL will apply the Policy Rule 'Slot allocation in case of exceedance of historic entitlement', as published at www.slotcoordination.nl. In such cases and if applicable, ACNL will publish a separate supplementary working procedure on the application of this policy rule for the respective airport.
- 6.5. After distribution of the SAL, read-only access to OCS will be granted to all registered users. Online coordination through OCS will remain closed until at least the HBD unless communicated otherwise.

7. Reallocation of slots in the slot pool (post-SAL)

- 7.1. Initial slot requests not or partly resulting in the allocation of slots, will automatically be placed on the waitlist for reallocation of slots in the slot pool.
- 7.2. ACNL will reallocate slots from the slot pool taking into account the Policy Rule Additional Allocation Criteria. Intervals and moments of reallocation will be dependent on the number of slots in the slot pool and of the number of applications.

8. Waitlist Management

- 8.1. Taking into account the provisions of WASG Article 10.15, air carriers are required to keep the waitlist updated at any time (this includes updates on a rolling date basis towards and during the season).
- 8.2. Taking into account the provision of WASG 10.15.3 requests with no slot allocated should be deleted by the coordinator after the SRD and before the start of each season, unless the air carrier asks the coordinator to retain the outstanding requests on the waitlist. Failure to do so will result in ACNL's decision not to deal with the relevant slot requests by means of withdrawal from the waitlist without notice.
- 8.3. Every Monday, or the next business day should Monday be a public holiday in The Netherlands, ACNL sends a Waitlist Information Reply (WIR). The air carrier is requested to check this WIR carefully and update its waitlist accordingly.
- 8.4. Offers received from ACNL must be confirmed by the air carrier within 3 business days. Not actioning an offer or a refusal of the offer while this is an improvement from waitlist leads to a withdrawal of the respective series of slots from the waitlist. The air carrier's behaviour may also be considered as misuse for which the SEC applies, as published at www.slotcoordination.nl.
- 8.5. Waitlist (non-slotted) requests shall be deemed irrelevant and withdrawn without further notice if the air carrier submit requests for the transfer of slots whilst simultaneously maintaining a waitlist portfolio, unless ACNL has received additional information in advance (see paragraph 5.11). The air carrier's behaviour may also be considered as misuse for which the SEC applies, as published at www.slotcoordination.nl.
- 8.6. For GA, no waitlist is maintained. GA single slot requests are allocated on ad-hoc basis according to the principle of "first come first serve".

9. Changes in slot portfolio with regard to planning limit (post-SAL)

- 9.1. Changes to allocated slots (e.g. change of day of operations, change of service, change of intended aircraft type, etc.) are allowed insofar compliant with the coordination parameters of the capacity declaration. However, the air carrier should be aware that a change potentially affects the Use-It or Lose-It percentage.

10. Determination of historic entitlement

- 10.1. Historic entitlements will be determined according to the ACNL Policy Rule Definition of Series and Determination of historic rights, published at www.slotcoordination.nl.

11. Justification of Non-Use of Slots (JNUS)

- 11.1. ACNL's Policy Rule Justification Non-Use of Slots (JNUS) for 'Use It Or Lose It' Rule applies and can be found at www.slotcoordination.nl.

12. Procedure in the case of a transfer of unused capacity

- 12.1. Dutch airports may decide to transfer unused capacity from one IATA season or other period to another. In that case, the airport managing body will publish an addendum to the capacity declaration, provided the Coordination Committee Netherlands (CCN) is timely consulted.
- 12.2. The unused capacity transferred remains part of the period it was transferred from, unless otherwise specified. In principle, this capacity will not increase the number of slots that is eligible for historic entitlement.

13. Final provisions

- 13.1. European Council Regulation 95/93, as amended, the Worldwide Airport Slot Guidelines (WASG) and ACNL's policy rules form the basis of the slot allocation process. In case of any conflict between European Council Regulation, and/or WASG, and/or ACNL's policy rules, the European Council Regulation will prevail.
- 13.2. ACNL may review and amend this policy rule..
- 13.3. This policy rule has been drawn up by ACNL based on the information that was available at the date mentioned above. When this information changes, this policy rule may be reviewed or amended. This policy rule may not at all time reflect all current facts and circumstances. In particular, the establishment of capacity declarations and/or implementation of local rules may lead to a change of this policy rule.
- 13.4. ACNL advises all air carriers to visit www.slotcoordination.nl for latest news and updates on slot allocation and slot monitoring. Air carriers can subscribe to ACNL's news through this website.

14. Revision log

Version	Date	Changes w.r.t to previous version
V1.0	2 April 2026	First publication