

Permission / Exemption Request for AOC Operators/NCC/SPO



This form has been optimised for use with Internet Explorer the most recent version of Adobe Acrobat Reader.

For best results please download the form to your computer and open it in Adobe Acrobat.

On completion, click the 'Email to CAA' button. This should generate an email message for you to attach any supporting documentation (maps, photographs, etc.)

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

Required Information	Insert as much detailed information as possible or 'N/A'
Operator/Organisation Approval No. (i.e. AOC Number, NCC or SPO reference, if applicable).	
Date of request.	
Does this request require a Same Day Service (i.e. less than 24 hrs notice - for which there is an additional charge)?	Yes No (If Yes you must provide payment for the Same Day Service.)
Name of Responsible Person authorising request.	
Provide a full description of the activity you intend to conduct which requires a Permission or Exemption from the regulations. (Attach as a separate document if necessary)	
With reference to which Article, Rule or regulation are you requesting the Exemption or Permission? (State the ANO Article or SERA/Rules of the Air Regulation)	
What level of easement are you requesting?	
Provide date(s), time and duration of the activity.	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide a description of the location or area of the activity and include precise Ordnance Survey grid references (8 figures).	
Provide the registration and type of helicopter to be used.	
Provide the names of the pilot(s) and (if applicable) crew.	
What weather minima are deemed by you, as the aircraft operator, to be appropriate for the activity to be conducted?	
Is the activity to take place by day and/or by night?	Day only Day and Night Night only
What additional equipment (e.g. camera system, external load etc) will be carried? (Attach as a separate document if necessary)	
What additional personnel (e.g. task specialists, ground crew etc) are involved in the task? How will they be briefed? (Attach as a separate document if necessary)	
Provide details of the landing or operating site. Accurate diagrams including available distances and obstructions should be included. (Attach as a separate document if necessary)	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide details of the intended performance class in which the helicopter will be operated and include specific performance data where this will be task-limiting.	
You must provide a separate detailed risk assessment / SMS safety case for the proposed activity.	Insert supporting document reference or title: (The risk assessment should be attached to the request as a separate document.)
Provide details (where applicable) of existing Operations Manual references / FSI guidance. (Attach as a separate document if necessary)	
Where appropriate provide additional information including photographs and/or diagrams on separate numbered sheets.	

For NON AOC Holders:

Standard Service: Please send the completed SRG1843 form, Risk Assessment and CAA payment form: **FCS1500** (£240.00) to apply@caa.co.uk

Same Day Service: Please send the completed SRG1843 form, Risk Assessment, CAA payment form: **FCS1500** (£240.00) and Same Day Service form: **SRG 1751** (£285.00) to apply@caa.co.uk
 (Note: Same Day service equates to less than 24 hours notice)

For AOC Holders:

Standard Service: Please send the completed SRG1843 form to apply@caa.co.uk – no fee applicable

Same Day Service: Please send the completed SRG1843 form, Risk Assessment and Same Day Service Form: **SRG 1751** (£285.00) to apply@caa.co.uk

(Note: Same Day service equates to less than 24 hours notice)

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Application for:..... Dated:

Original Applicant's Name:

Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)

Registered Company or Trading Name: (if applicable)

Contact Telephone Number:

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to '**Civil Aviation Authority**'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ BACS/CHAPS/ASN Reference*:

*When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the individual's CAA reference number followed by the application date (i.e. 123456A ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:
Start date: / Amount: £
Issue No: (if applicable)

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:.....

Card holder's signature:

Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.

APPLICATION FOR SAME DAY SERVICE FLIGHT OPERATIONS

Please complete this form online or in BLOCK CAPITALS using black or dark blue ink.



CAA use only

Please indicate the requested service below and return this form with your application to Applications & Approvals as detailed below. Further information regarding these services can be found on our [Service Standards](#) page.

SECTION 1: SAME DAY PROCESSING SERVICE		
Flight Operations Product (UK AOC Holders only)	Fee	Tick to select
Aeroplane Exemption / Permission (except Dangerous Goods)	£285.00	
EU OPS Aeroplane RIE Exemption	£285.00	
Helicopter Exemption/ Permission (except Dangerous Goods)	£285.00	
Munitions of War Approval for non-UK EU Operators	£285.00	
Munitions of War Permission for non-EU operators	£285.00	
Dangerous Goods Approval for non-EU Operators	£285.00	
Dangerous Goods Exemption	£285.00	
A1/A2 Dangerous Goods Approval	£285.00	
Lithium Battery Approval	£285.00	
Police AOC Permission/Approval for dangerous goods and weapons	£285.00	
Replacement document	£285.00	

SECTION 2: DECLARATION

I have read the service information on the CAA website and agree to pay the additional charges as detailed above.

Signed:

Print Name: Date:

SECTION 3: SUBMISSION INSTRUCTIONS

Post/Fax: Return the completed form, associated documents and payment to:

Application & Approvals Department
Aviation House, Gatwick Airport South,
West Sussex
RH6 0YR

Telephone: 01293 768374 Fax: 01293 573860
E-mail: apply@caa.co.uk

CAA use only

£ Folio: Received by: Date:

SECTION 4: PAYMENT INSTRUCTIONS

I agree to pay by Visa/Mastercard/Switch/Delta/Maestro, the charge specified in the current CAA Scheme of Charges or the Same Day service guidelines for any fee bearing transaction with the Flight Operations Section submitted during the validity period of this card, please charge to my account the appropriate amounts.

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:

Start date: /

Amount: £

Issue No: (if applicable)

a) Card Holder Details

Name (as written on card):
(BLOCK CAPITALS)

Full postal address of card holder:
..... Postcode:

Please tick box if paying with Company Card Company Name:

CAA use only

£ Folio: Received by: Date: