

# Temporary Permit to Fly Approval Process

Published by the Civil Aviation Authority 2024

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First published August 2024

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The latest version of this document is available in electronic format at: [www.caa.co.uk](http://www.caa.co.uk)

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# Introduction

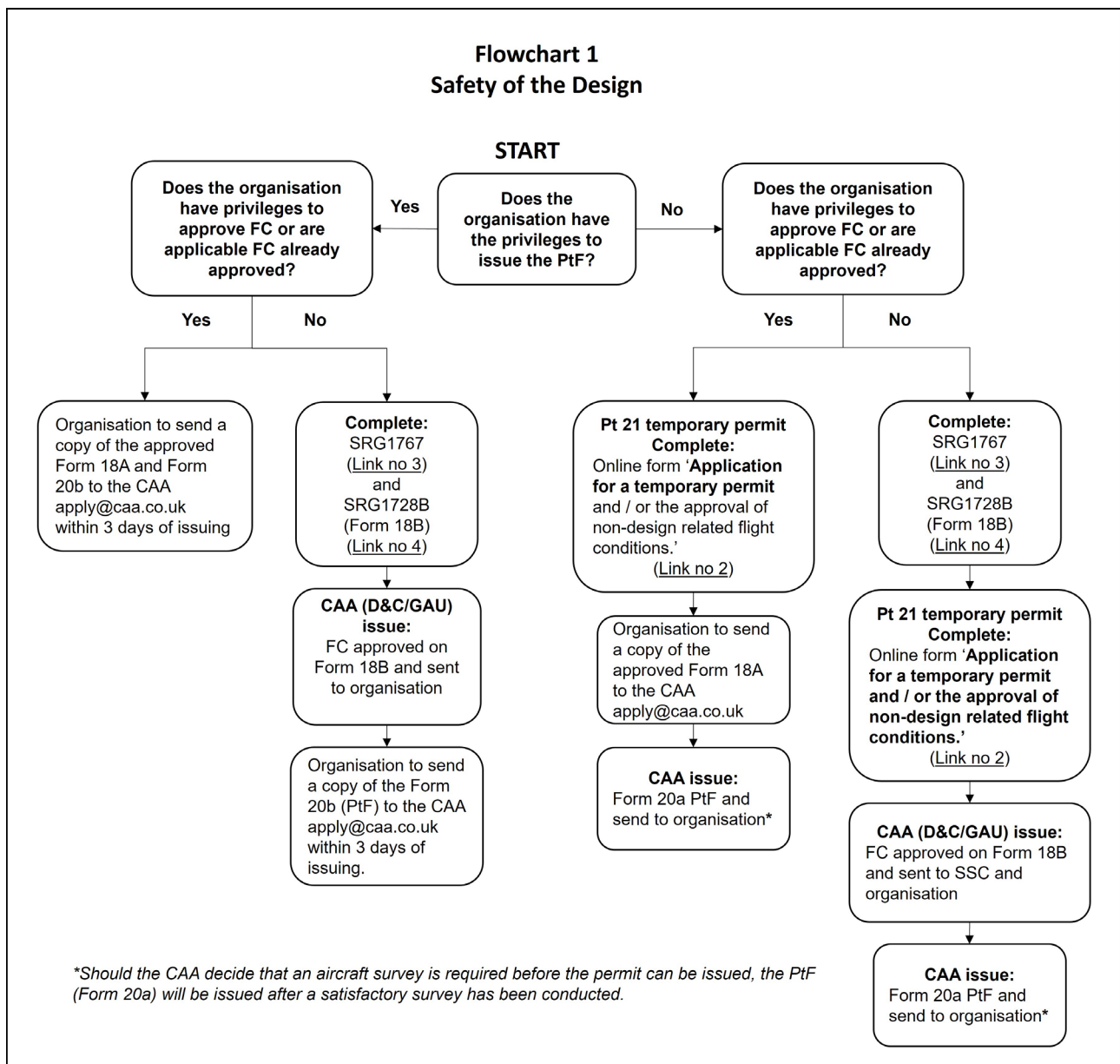
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This document supports the information on the CAA permits to fly webpage by adding clarification of the temporary permit to fly approval process.

# Temporary permit to fly approval process

## Application for a temporary permit to fly when the approval of the flight conditions are related to the safety of the design

This flowchart shows the processes required for organisations requiring a temporary permit to fly with flight conditions related to the safety of the design.



Please note all links and acronyms referenced in the flowchart can be found in the further information section at the end of this document.

## Written alternate to Flowchart 1 Safety of the Design.

**Question 1.** Does the organisation have the privileges to issue the permit to fly?

- If Yes, go to question 2. If No, go to question 3.

**Question 2 (Yes to question 1)** - Does the organisation have privileges to approve flight conditions or are applicable flight conditions already approved?

- If Yes, the organisation is to send a copy of the approved Form 18A and Form 20b to the CAA [apply@caa.co.uk](mailto:apply@caa.co.uk) within 3 days of issuing.

The CAA files the forms with no further action required by the applicant.

- If No, the organisation is to complete:
  - SRG1767 ([Link no 3](#)) and
  - SRG1728B (CAA Form 18B) ([Link no 4](#))

The CAA Design and Certification team will review and approve the flight conditions on the Form 18B and return it to the organisation.

The organisation is then to send a copy of the Form 20b (PtF) to the CAA [apply@caa.co.uk](mailto:apply@caa.co.uk) within 3 days of issuing the Permit to Fly.

The CAA files the Form 20b with no further action required by the applicant.

**Question 3 (No to question 1)** - Does the organisation have the privileges to approve the flight conditions or are applicable flight conditions already approved?

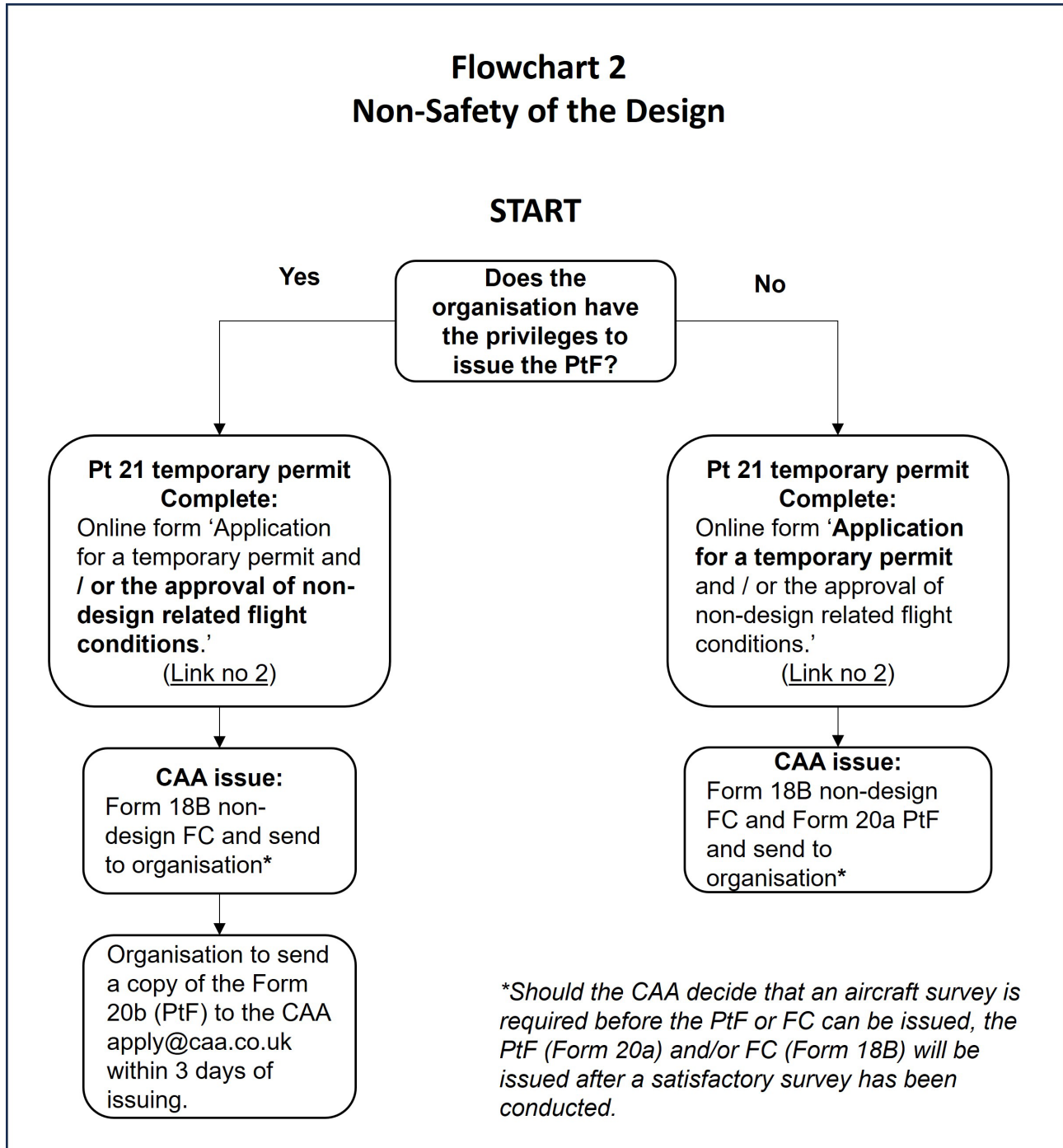
- If Yes, the organisation must:
  - Complete the online form '**Application for a temporary permit and / or the approval of non-design related flight conditions.**' ([Link no 2](#)).
  - The organisation is to send a copy of the approved Form 18A to the CAA [apply@caa.co.uk](mailto:apply@caa.co.uk).
  - The CAA will issue the Form 20a (PtF) and send it to the organisation\*.
- If No, the organisation must:
  - Complete:
    - SRG1767 ([Link no 3](#)) and
    - SRG1728B (Form 18B) ([Link no 4](#))
    - Online form '**Application for a temporary permit and / or the approval of non-design related flight conditions.**' ([Link no 2](#)).

- The CAA Design and Certification / General Aviation Unit will issue flight conditions approved on Form 18B and send it to the Shared Service Centre and the organisation.
- The CAA will issue a Form 20a (PtF) and send it to the organisation\*

\*Should the CAA decide that an aircraft survey is required before the permit can be issued, the PtF (Form 20a) will be issued after a satisfactory survey has been conducted.

## Application for a temporary permit to fly when the approval of flight conditions are not related to the safety of the design

This flowchart shows the process required for organisations requiring a temporary permit to fly with flight conditions that are not related to the safety of the design.



Please note all links and acronyms referenced in the flowchart can be found in the further information section at the end of this document.



## Written alternate to Flowchart 2 Non-Safety of the Design.

Question 1. Does the organisation have the privileges to issue the Permit to Fly?

- If Yes:
  - The organisation is to complete the online form 'Application for a temporary permit and / or **the approval of non-design related flight conditions.**' ([Link no 2](#)).
  - The CAA will issue Form 18B Flight Conditions for a Permit to Fly and send it to the organisation\*.
  - The organisation is then to send a copy of the Form 20b (PtF) to the CAA [apply@caa.co.uk](mailto:apply@caa.co.uk) within 3 days of issuing.
  - The CAA files the forms with no further action required by the applicant.
- If No:
  - The organisation is to complete the online form '**Application for a temporary permit** and / or the approval of non-design related flight conditions.' ([Link no 2](#)).
  - The CAA will issue Form 18B Flight Conditions for a Permit to Fly and Form 20a (PtF) and send it to the organisation\*.

\*Should the CAA decide that an aircraft survey is required before the PtF or FC can be issued, the PtF (Form 20a) and/or FC (Form 18B) will be issued after a satisfactory survey has been conducted.

## Further information

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### Useful links

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1. [UK Regulation \(EU\) No 748/2012](#) See GM 21.A.710.
2. [Application for the Issue of a Temporary Permit to Fly and or non design related Flight Conditions.](#)
3. [CAA Form SRG1767](#) This form is applicable to applications for the approval of design-related Flight Conditions (ref 21.A.701(a)) to support the application for a Permit to Fly.
4. [CAA Form SRG1728B \(CAA Form 18B\)](#) This is the form for declaring the Flight Conditions for a Permit to Fly (CAA Form 18B).
5. [Part 21 temporary Permits to Fly.](#)

### Acronyms

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AW	Airworthiness (CAA)
D&C	Design and Certification (CAA)
FC	Flight Conditions
GAU	General Aviation Unit (CAA)
PtF	Permit to Fly
SSC	Shared Service Centre (CAA)