

AIRCRAFT MAINTENANCE ENGINEER’S LICENCE GRANT OR EXTENSION – APPLICATION

Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

1. PERSONAL DETAILS	
CAA Personal reference number (if known)	or Licence No
Surname	Forename(s).....
Title	Date of birth (dd/mm/yyyy)
Nationality	Town and Country of birth
Permanent address	
.....	Postcode
Telephone Number	Alternative Telephone Number
E mail address	
Address for correspondence (if different from above)	
.....	Postcode
Name of Employer	Date of joining
Employed at	Telephone Number

2. RATING(S) APPLIED FOR (THIS SECTION MUST BE COMPLETED) (see Guidance Notes) (tick appropriate box(es))	
Licence Without Type Rating(s)	
Cat LWTR	Cat LWTR
AC Piston-Engine Aeroplanes	AC Piston-Engined Airships
AC Turbine-Engined Aeroplanes	AC Turbine-Engined Airships
AC Piston-Engined Rotorcraft	B Aeroplanes
AC Turbine-Engined Rotorcraft	B Rotorcraft
	D Piston Engine (Overhaul)
Type Rating(s) – if you are applying for any type ratings please enter Category and type(s) applied for:	
.....	
.....	

3. CAA USE ONLY					
LWTR	✓	✗	TR	✓	✗
Experience	<input type="checkbox"/>	<input type="checkbox"/>	Experience	<input type="checkbox"/>	<input type="checkbox"/>
Signature:					
Exemption for modules	Course required			<input type="checkbox"/>	<input type="checkbox"/>
Reason:	Course OK			<input type="checkbox"/>	<input type="checkbox"/>
Written passes OK for modules:					
N Y N Y	N	Y	Oral exam required	N	Y
Oral exam required	<input type="checkbox"/>	<input type="checkbox"/>	Oral exam required	<input type="checkbox"/>	<input type="checkbox"/>
Grant	Signature				

4. EXPERIENCE (see Guidance Notes)

Column (4) shall be completed for each block of experience shown by a person in a managerial position (such as the quality manager, chief engineer or, in the case of a training organisation, the training manager) within the organisation in which the experience was gained and who is able to verify the experience.

Types of Aircraft, Engine or Equipment, showing the particulars relevant to the application being made (1)	Precise Nature of work, name of person and their managerial position State name of employer and place of employment (2)	Dates From To (3)	Signature of Referee and name in block capitals. To be signed by person quoted in Column (2). (4)

4. EXPERIENCE (continued)

Column (4) shall be completed for each block of experience shown by a person in a managerial position (such as the quality manager, chief engineer or, in the case of a training organisation, the training manager) within the organisation in which the experience was gained and who is able to verify the experience.

Types of Aircraft, Engine or Equipment, showing the particulars relevant to the application being made (1)	Precise Nature of work, name of person and their managerial position State name of employer and place of employment (2)	Dates From To (3)	Signature of Referee and name in block capitals. To be signed by person quoted in Column (2). (4)

5. WRITTEN EXAMINATION EXEMPTIONS CLAIMED (see Guidance Notes)

List certificates (including licences not issued by the CAA) against which you are claiming exemptions from any part of the written examinations required for the LWTR being applied for.

.....

6. REFEREE (see Guidance Notes)

This section is to be completed in all cases by the Referee who confirms the current period of experience in Section 4, column (4). This certification shall normally be made by a person in a managerial position, such as the quality manager or chief engineer, within the organisation in which the experience was gained who is able to verify the experience and who has had regular professional contact with the applicant for at least 12 months.

I hereby declare that to the best of my knowledge the information given by the applicant is true. The attached documents are true copies of the originals. (Each document should have the following statement 'I certify this to be a true copy' followed by your signature and you must ensure that you see the original before making this statement.) You should ensure that the applicant cannot add statements to section 4 after you have signed the document.

If application is also being made for a type rating please complete statement (i) or (i) and (ii) as applicable.

i) I hereby certify that I am not aware of any reason why I should not be granted a Type Rating in respect of Category

ii) This applicant being in the employment of has received type training required by BCAR Section L appropriate to his responsibilities as a Licensed Engineer.

Name of referee (block capitals) Signature of referee

Position or Status
.....

Licence No.

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, license, 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.

7. DECLARATION OF APPLICANT

Please I declare that the information provided on this form is correct.

I agree to receive Engineering Safety material from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material*.

Signature Date

8. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.

AIRCRAFT MAINTENANCE ENGINEER'S LICENCE GRANT OR EXTENSION - APPLICATION GUIDANCE

General Guidance

- 1) This application may only be used for the grant or extension of the National licence required for certification of aircraft listed in EC Regulation 1592/2002 Annex II and Airships which remain unchanged and continue under BCAR Section L.
- 2) You will need to complete a separate AD300 for each LWTR category (i.e. Airframe, Engine) for which you are applying, however, where BCAR Section L requires multiple categories to be applied for together (e.g. Aeroplanes 1 and an engine category or A&C Rotorcraft) one AD300 will be acceptable.
- 3) If you are applying for a type rating an AD300 and sufficient AD301s covering the work you have done on the type must be submitted for each type for which you are applying (see BCAR Section L Appendix 4)
- 4) The oral examination, when required, is conducted at the CAA Regional Office appropriate to your place of work or permanent home address.

Section 2 Rating Applied For

If you are applying for Aeroplanes 1 you must also apply for Piston Engines – Aeroplanes or Turbine Engines – Aeroplanes as appropriate; similarly applications for a fixed wing Engine LWTR must also include application for Aeroplanes 1.

Applications for the grant of Category B or D must include an application for a type rating in that Category and may only be accepted from holders of the equivalent LWTR and type rating in Category A or C as appropriate.

Section 4 Experience

This section must be completed in sufficient detail to show clearly satisfaction with the experience requirement in the current issue of British Civil Airworthiness Requirements Section L (Licensing) for the category of licence for which application is made. Although you do not have to describe your complete aviation background you must show at least the minimum experience required by BCAR Section L according to the nature of your application, showing the precise nature of the work you have done and its relevance to the maintenance of operating aircraft. Descriptions of individual tasks are not required for a LWTR application. The experience must be confirmed in Column (4) as stated on the form. All applicants must complete this section but may refer to enclosed documentary evidence in place of the signature in column (4), only when unable to obtain supporting signatures for individual items of experience (original documents will be returned).

If a type rating is being applied for satisfactory Type Rating Records of Experience (on Form AD301) must be included which must be compiled in accordance with Appendix 4 of British Civil Airworthiness Requirements Section L.

Section 5 Written Examination Exemptions Claimed

If you are claiming exemption against any parts of the written examination applicable to the LWTR for which you are applying (other than on the basis of holding another LWTR on valid UK AMEL) you must submit properly certified supporting documentation each time you make an application. You need not send AMC or licence examination pass certificates issued by the CAA.

Section 6 Referee

The referee must be a responsible manager within the organisation in which you are employed and should be the same person who countersigns the current period of experience in Section 4.

Section 9 Submission Instructions

If you include copies of any documents in support of your application, such as evidence of experience, foreign licences or proof of identity they must be certified as true copies by the person signing as referee in Section 6.

Remember to include certified proof of identify if this is your first application for an Aircraft Maintenance Engineer's Licence. Please note that a driving licence is not acceptable for this purpose.

If you already hold a licence you must return the pages with the application form. Do not send the licence cover. New licence pages will be sent to you if your application is successful, otherwise the old licence will be returned to you.

If satisfactory completion of a recognised or approved course is required, a certified copy of the course certificate must be submitted with the application.