

# Application to Renew a UK Private/Professional Flight Crew Licence



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

Unique Corporate No. (to be completed by CAA)

## 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, 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.

## 1. APPLICANT DETAILS (The Applicant is responsible for payment of CAA charges) To be completed by the Applicant

CAA Personal reference number (if known):

Title: ..... Forename: ..... Surname: .....

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent Address: .....  
.....  
..... Postcode: .....

Telephone: ..... Mobile telephone: .....

E-mail: .....

## 2. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address: .....  
.....  
..... Postcode: .....

## 3. MEDICAL FITNESS To be completed by the Applicant

Class of Medical Certificate held	Date of last Medical	Date of Expiry	CAA use only

Note: Your medical Certificate must be valid on the licence issue date. If your Medical Certificate is due to expire within 14 days after the date of application for licence issue, please complete the following

My medical examination will take place at: ..... on: .....

## 4. PARTICULARS OF UK LICENCES HELD To be completed by the Applicant

Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

**5. RATINGS HELD** **To be FULLY completed by the Applicant**

Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for **each** type and/or class rating, and any Instructor certificate to be endorsed on your Part-FCL Licence.

Rating or Certificate held	Single-Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only

**6. APPLICATION (tick as appropriate)** **To be completed by the Applicant**

I am applying for renewal of my UK

- |   |                          |                                       |                          |
|---|--------------------------|---------------------------------------|--------------------------|
| Airline Transport Pilot's Licence (Aeroplanes)  | <input type="checkbox"/> | Commercial Pilot's Licence (Airships) | <input type="checkbox"/> |
| Airline Transport Pilot's Licence (Helicopters) | <input type="checkbox"/> | Commercial Pilot's Licence (Balloons) | <input type="checkbox"/> |
| Commercial Pilot's Licence (Aeroplanes)         | <input type="checkbox"/> | Private Pilot's Licence (Aeroplanes)  | <input type="checkbox"/> |
| Commercial Pilot's Licence (Helicopters)        | <input type="checkbox"/> | Private Pilot's Licence (Helicopters) | <input type="checkbox"/> |

Date of Licence Expiry: .....

Date of last flight as Pilot-in-Command: .....

**7. DECLARATION OF APPLICANT (tick as appropriate)** **To be completed by the Applicant**

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

I agree to receive:

Flight Crew Safety material from the CAA only  or Safety material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature of Applicant: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**8. CAA USE ONLY**

Date of Issue .....	Enclosures
Checked by .....	Despatch/collection details
Loaded by .....	
Signed by .....	

**9. COURIER CHARGES**

**Note to all customers:** All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.

**If you wish to opt out of document return by secure courier, please tick box.**

**Please note:** The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

**10. CHARGES**

Total charges included are: £ .....

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

.....

**IMPORTANT NOTES:**

- **Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- **Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- **Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

NB: This application will not be processed until the applicable charges have been received.

**11. FINANCIAL DECLARATION**

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay the charges for this application in accordance with the Scheme of Charges ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant: .....

Signature of Applicant: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

## 12. 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.

# Application to Renew a UK Private/Professional Flight Crew Licence – GUIDANCE NOTES

Having a clear application form and pilot's log(s) will enable L&TS to issue licences and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements. Failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per the scheme of charges and our CAA refund policy.

## IMPORTANT INFORMATION

**In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a Language Proficiency Certificate in English in accordance with FCL.055 and Appendix 2 of Part-FCL prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.**

### GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

#### Instructions for the certifier of your ID document are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Head of Approved Training Organisation.

### GUIDANCE NOTE 2:

**In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of Part-FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English; your application will be returned.**

**If applying for renewal of a UK licence this will be valid for Annex II aircraft only from 8th April 2014 (for Commercial Air Transport) and 8th April 2015 (for private flights).**

### GUIDANCE NOTE 3: Supporting documentation required with the application

Application	Certified copy of the Certification of Revalidation from previous licence. (see guidance note 1).	Certified copy of Par-MED Medical Certificate (Class 1 or 2 for PPL(A) or LAPL Medical for LAPL(A). (See guidance note 1).	Form SRG 1104, conversion to Part-FCL.
UK National Licence	✓	✓	✓ (if applicable)