

# Application for Approval as a Flight Inspection Organisation or Variation to an Existing Approval



Submission instructions can be found at the end of the form.

Unique Corporate No. (to be completed by CAA)

Please complete **either** section 1 a) or section 1 b). For all registered Companies, please complete section 1 b) only.

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

### a) Individual (including sole traders and partnerships)

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

Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Website address: .....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

### or b) A Company

Registered Company Name (in full): .....

Registered Company Number: .....

Country of Company Registration: .....

Registered Office Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Trading Address (primary site): .....

..... Postcode: .....

Website address: .....

#### Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

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

Position in Company: .....

Telephone No: ..... E-mail: .....

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

**This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.**

**2. APPLICATION FOR THE GRANT OR VARIATION OF AN ARTICLE 205(6) APPROVAL**

Please tick as appropriate:

- 1. I am applying for Approval as a Flight Inspection Organisation
- 2. I am applying for a Variation to my organisation's existing Flight Inspection Approval

Notes:

- 1. New Applications for Approval must be accompanied by an Exposition as required by CAP670 - ATS Safety Requirements, Section FLI02 - The Approval of Flight Inspection Organisations.
- 2. Where your Application is for a variation to an existing Approval please provide details of the variation request below:  
.....  
.....  
.....

**3. FEES**

The fee(s) required as calculated in accordance with the CAA Aerodrome Licensing and Air Traffic Services Scheme of Charges (published in CAA Official Record Series 5)  
NB: This application will not be processed until the applicable fees have been received.

**IMPORTANT NOTES:**

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.

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 outside of the United Kingdom'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

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 Charge Waivers and Refund Policy document contained in the [List of Official Record Series 5 - Scheme of Charges](#) for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

**4. DECLARATION**

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

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

Name of Applicant: .....  
(as shown in 1 a) or 1 b))

Signature of Applicant (named in 1 a)): .....

or Signature of Authorised Representative (named in 1 b)): .....

Date: .....

**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.

## 5. SUBMISSION INSTRUCTIONS

**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 \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**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.