

# CIVIL AVIATION AUTHORITY

Safety Regulation Group

## APPLICATION FOR SPECIAL SURVEY

Submission instructions can be found at the end of the form. The CAA will in due course notify the applicant, by invoice, of all charges relating to this investigation.

Registration Marks	Aircraft Type	Serial No.
Name and Address of Applicant		
Address to which the charges associated with this application to be sent		
Name of contractor and place of Special Survey		
Date of commencement of work		
Details of work to be undertaken		
Is the CAA required to endorse or extend the Certificate of Airworthiness? If so, please detail instructions		

State certification requirements ie, BCAR / FAR, TCDS Reference .....

Is a closure report required? Yes / No

I hereby declare that to the best of my knowledge and belief the above particulars are true in every respect, and I agree to pay any charges in connection with this application which may be notified to me by the CAA.

Date

Signature

**Reserved for CAA use only**

Date received by  
A & A Section

Special Survey Number Allocated

AD 201 raised

Date

Deposit      £

Initials

Date

Folio

**Application Form Submission Service (Submit)**

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). 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.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

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.