

# BALLOON - UK PART-BFCL PILOT LICENCE APPLICATION BASED ON REPLACEMENT OF AN EXISTING PART-FCL LICENCE ISSUED BY THE UNITED KINGDOM



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

**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, licence, 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.

<b>1. APPLICANT DETAILS</b>	<b>(The Applicant is responsible for payment of CAA charges) To be completed by Applicant</b>							
CAA Personal reference number (if known): <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								
Title: ..... Forename(s): ..... Surname: .....								
Date of Birth (dd/mm/yyyy): ..... Nationality: .....								
Town of Birth: ..... Country of Birth: .....								
Permanent Address: .....								
..... Post Code:.....								
Telephone Number: ..... Alternative Telephone Number: .....								
Email: ..... Fax Number: .....								

<b>2. ADDRESS FOR CORRESPONDENCE (if different from above)</b>	<b>To be completed by Applicant</b>
Postal Address: .....	
..... Post Code: .....	

<b>3. MEDICAL FITNESS</b>			
Class of Medical Certificate held and State of issue	Date of last Medical	Date of Expiry	CAA use only
<p>Note: Your medical Certificate or Medical Declaration 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</p> <p>My medical examination will take place at ..... on .....</p> <p>A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom.</p> <p>Valid Pilot Medical Declarations are valid for these licences. Please state "Medical Declaration" in the "Class of Medical Certificate held" box. CAA records will be checked to confirm that a medical declaration is in place and valid.</p>			

<b>4. BPL PROFICIENCY CHECK (If none within previous 24 months leave blank) To be completed by Applicant if commercial operation privilege held.</b>		
Date of Test	Valid To Date:	Examiner: Name & Licence No.

<b>5. APPLICATION</b>
I am applying for the following Part-BFCL licence: <b>Balloon Pilots Licence (BPL)</b> The above replacement is based on my Part-FCL licence issued by the United Kingdom

<b>6. EXAMINER CERTIFICATES</b>	<b>To be completed by Applicant</b>
I hold a current balloon examiner authorisation issued by UK CAA <input type="checkbox"/>	

<b>7. DECLARATION OF APPLICANT (Tick as appropriate)</b>	<b>To be completed by Applicant</b>
I declare that the information provided on this form is correct My Medical Records are held by the UK CAA. I agree to pay the charges for this application in accordance with the Scheme of Charges ( <a href="http://www.caa.co.uk/ors5">www.caa.co.uk/ors5</a> ). I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges. I agree to receive: I have fully reviewed all guidance notes and have submitted all of the necessary paperwork form my application to be considered. I have read and understood the relevant elements of the operational requirements and Part-BFCL and (as applicable) implementing rules relevant to my licence and the proposed operations.	
Signature: ..... Date: .....	

<b>8. COURIER CHARGES</b>
<p><b>Note to all customers:</b> 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 "<a href="#">Courier Charge</a>". The courier charge will be added to the relevant charge as per the Personnel Licensing <a href="#">Scheme of Charges</a> and payable with application.</p> <p>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.</p> <p><b>If you wish to opt out of document return by secure courier, please tick box.</b> <input type="checkbox"/></p> <p><b>Please note:</b> 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.</p>

## 9. CHARGES

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.

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 and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

## 10. 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.

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## GUIDANCE NOTES

<p><b>GUIDANCE NOTE 1: Certifiers of ID</b></p> <p>The following people can act as 'certifiers':</p> <ul style="list-style-type: none"> <li>• Head of Approved Training Organisation or authorised signatory*.</li> <li>• Accountable Manager at Declared Balloon Operator in UK</li> <li>• An Examiner with an Examiner's Certificate issued by the UK CAA</li> </ul> <p><b>Instructions for the certifier of your documents are as follows:</b></p> <ol style="list-style-type: none"> <li>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 passport, licence or log book for (applicant name)'.</li> <li>2. Insert signature and date.</li> <li>3. Certifier's name must be printed in block capitals.</li> <li>4. Must include position or capacity, e.g. Head of Approved Training Organisation.</li> </ol> <p>*An authorised signatory can act as a representative of the positions listed, either by authorisation or through an approved procedure to confirm a state's training has been conducted by the Training organisation (TO). The TO must maintain a record of those so authorised.</p>
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<p><b>GUIDANCE NOTE 2: Important Information</b> (Further information regarding the evidence to submit is detailed in guidance note 3)</p> <p><u>Section 3</u> - Please provide a copy of your current medical certificate if held. If a valid Pilot Medical Declaration is held, it is not necessary to provide a certified copy. CAA records will be checked to confirm that a medical declaration is in place and valid.</p> <p><u>Section 4</u> - Holders of Part-FCL BPL commercial licence privilege should complete section 4. Please provide a certified copy of your log book page showing details of your most recent proficiency check, conducted and signed by an examiner.</p>
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<b>GUIDANCE NOTE 3: Supporting documentation required with the application for a BPL</b>		
	Documents required	Documents provided
Certified copy of your valid Part-MED Medical Certificate (Class 1 or 2 or LAPL), if held. (If you have a valid Pilot Medical Declaration, CAA records will be checked to confirm that a medical declaration is in place and valid, no supporting certified paperwork is required.)	✓	<input type="checkbox"/>
Certified copy of your Part-FCL licence (LAPL(B) or BPL).	✓	<input type="checkbox"/>
Certified copy of your log book page showing a proficiency check with an examiner in the last 24 months (annotate relevant entries in log book – do not use highlight pens. If the proficiency check was undertaken by a non-UK examiner, please include copies of the examiner's licence, medical and examiner certificate.)	✓ (for Commercial Operation rating)	<input type="checkbox"/>