

# Application to Vary Air Operator Certificate and EASA Part M, Subpart G or Part CAMO Approval



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, 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 TYPE

Individual	Complete Section 2. a)	Charity	Complete Section 2. c)
Partnership	Complete Section 2. a)	Ministry of Defence	Complete Section 2. c)
Private Clubs	All members complete Section 2. a)	Trust	Complete Section 2. c)
Limited Liability	Complete Section 2. b)	Public Educational	Complete Section 2. c)
Partnership Limited	Complete Section 2. b)	Establishment	
Company		(University/College)	

## 2. 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: ..... Mobile 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 a 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.**

**or c) An Unincorporated Association or other body**

Name of Unincorporated Association or other body: .....

Address: .....

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

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

E-mail: .....

Website address: .....

**Authorised Representative**

This application is to be signed by a person authorised by the body named above to act on behalf of

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

Position: .....

Charity Number (if applicable): .....

**3. ADDRESS FOR CORRESPONDENCE (if different from above)**

Postal Address (if different from above): .....

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

**4. CAA REFERENCE NUMBER**

CAA AOC No: .....

**5. VARIATION(S) APPLIED FOR ARE AS FOLLOWS (Please annotate as applicable)**

Company Name: ..... Aircraft Type: .....

Region: .....

Note: Changes to company name are only permitted if the company registration no. remains the same. If the registration changes then the company is no longer the same legal entity and a new AOC is required.

**6. AMENDMENT TO COMPANY NAME OR TRADING NAME**

New Name of Company: .....

New or Additional Trading Name (if applicable): .....

Please submit Memorandum of Incorporation on Change of Name Enclosed:

**7. AMENDMENT TO AIRCRAFT DETAILS**

If the aircraft to be added are not currently available for inspection, in 7 a) give the date on which they will be available for such inspections. The types defined in this section of the application form will, in addition, form the basis for investigations into the applicant's Part CAMO approval.

In 7 b) give details of aircraft types and registration marks of aircraft that will no longer be operated on the AOC.

In 7 c) list any changes to operating bases associated with changes to aircraft.

**7 a) Aircraft to be Added to AOC**

Aircraft Manufacturer	Type/Mark	Registration	Date Available for Inspection	>5700kg ?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

7 b) Aircraft to be Deleted from AOC			
Aircraft Manufacturer	Type/Mark	Registration	

7 c) Changes to Operating Bases		
Name of Operating Base	New base	Base no longer in use

**8. AMENDMENT TO AREAS OF OPERATION.**

Give a brief description of the changes/additions of area of operation/routes for each aircraft type.

a) Aircraft Type:.....  
Proposed area/routes of operation: .....

b) Aircraft Type:.....  
Proposed area/routes of operation: .....

c) Aircraft Type:.....  
Proposed area/routes of operation: .....

**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

**9. CHARGES**

- 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/ors5](http://www.caa.co.uk/ors5) 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. If after a period of 12 months the variation process has not been substantially progressed, the CAA may refuse the application. The fee cannot be refunded.

**10. 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.

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 2 a), 2 b) or 2 c))

Signature of Applicant (named in 2 a)), or

Signature of Authorised Representative (named in 2 b) or 2 c)): .....

Date: .....

**11. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)**

Note 1: The relevant checklists should be submitted when the Operations Manual is submitted. Further guidance, including the checklists, is available on the CAA website via [www.caa.co.uk/aocholders](http://www.caa.co.uk/aocholders) > Preparing an Application > Further Information: Aeroplane and Helicopter AOC applications.

Note 2: The completed application form and the application charge should reach the CAA at least 30 days before the date of intended operation. The CAA has an obligation to inform the applicant of its decision within 30 days of receipt of all documentation, including appropriate Operations Manual extracts, amended (where necessary) to the CAA's satisfaction.

**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.