



APPROVAL OF CABIN CREW INITIAL TRAINING ORGANISATION APPLICATION AND REVALIDATION FORM

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

| 1. Organisation Details | |
|---|---------------|
| Organisation name | |
| Address | |
| | |
| Postcode | |
| Telephone number | |
| E-mail address | Website |
| Owner's address (if different from above) | |
| | |
| | |
| Postcode | |

| 2. Additional Training Sites | |
|------------------------------|--|
| Name | |
| Address | |
| | |
| Postcode..... | |
| Name | |

| 3. Application or Revalidation | |
|--------------------------------|--------------|
| I am applying for: | |
| Initial Application | Revalidation |

| 4. Management Structure | | |
|-------------------------|------|---|
| Post | Name | Qualification/Experience Relevant to Post |
| Head of Training | | |
| Deputy Head of Training | | |
| Quality Manager | | |

| 5. Instructing Staff | |
|----------------------|------------|
| Name | Subject(s) |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| 6. Accommodation | |
|-------------------------------|----------------------------------|
| Type | Location, size, number, capacity |
| Details of Tenure of premises | |
| Classrooms | |
| Other accommodation | |
| Staff rooms | |
| Rest rooms | |
| Toilets | |

| 7. Declaration of Applicant |
|--|
| <p>I declare that the information provided on this form is correct.</p> <p>I will notify the Authority of all changes to the information provided.</p> <p>Signature Date.....</p> <p>Name (block capitals) Position</p> |
| <p>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.</p> |

8. 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.