

**Official Record Series 5****United Kingdom  
Civil Aviation Authority****CAA Scheme of Charges****No:** 241**(Personnel Licensing)****Publication Date:** 30 January 2009**Commencement Date:** 01 April 2009

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The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the performance by the CAA of the following functions:

- i) licensing flight crew of aircraft, aircraft maintenance engineers, air traffic controllers and flight information service officers;
- ii) approving courses of training in respect of flight crew licences and aircraft maintenance engineers licences and persons to provide such courses;
- iii) authorising persons to conduct examinations or tests and to sign certificates of test or experience or revalidation in respect of flight crew licences;
- iv) approving flight simulators;
- v) approving schools for the training of air traffic controllers;
- vi) granting exemptions in relation to personnel licensing.

**1 REVOCATION**

- 1.1 The Scheme of Charges published by the CAA on 30 January 2008 determining the charges to be paid to the CAA in connection with the performance by the CAA with respect to the above functions is hereby revoked.
- 1.2 Section 16(1) of the Interpretation Act 1978 (which relates to the effect of repeals) shall apply to this Scheme as if this Scheme were an enactment and as if the Scheme of 30 January 2008 revoked by paragraph 1.1 above was an enactment thereby repealed.

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**3 FLIGHT CREW LICENCES****3.1 Application for grant, variation or renewal (including NPPL)**

Upon making an application for the grant or renewal of a licence to act as a flight crew member, the applicant shall pay:

- a) for the grant of a Flight Navigator's Licence, a Flight Engineer's Licence, a Commercial Pilot's Licence (Balloons), a Commercial Pilot's Licence (Airships) or a Commercial Pilot's Licence (Gliders) valid for ten years, including an initial type rating and instrument rating where these are included in the application, a charge of £386;
- b) for the grant of a Professional Pilot's Licence, other than a Commercial Pilot's Licence (Balloons), a Commercial Pilot's Licence (Airships) or a Commercial Pilot's Licence (Gliders), valid for five years, including an initial type rating and instrument rating where these are included in the application, a charge of £231;
- c) for the renewal of a Professional Pilot's Licence, other than a Commercial Pilot's Licence (Balloons), a Commercial Pilot's Licence (Airships) or a Commercial Pilot's Licence (Gliders), valid for five years, a charge of £132;
- d) for the renewal of a Commercial Pilot's Licence (Balloons), a Commercial Pilot's Licence (Airships), a Commercial Pilot's Licence (Gliders), a Flight Navigator's Licence or a Flight Engineer's Licence valid for ten years, a charge of £257;
- e) for the grant of a Private Pilot's Licence (Balloons and Airships) with unlimited validity, a charge of £253;
- f) for the grant of a Private Pilot's Licence, other than a Private Pilot's Licence (Balloons and Airships) or a Private Pilot's Licence (Gyroplanes), valid for five years, a charge of £176;
- g) for the renewal of a Private Pilot's Licence, other than a Private Pilot's Licence (Balloons and Airships) or a Private Pilot's Licence (Gyroplanes), valid for five years, a charge of £70;
- h) for the grant of a Private Pilot's Licence (Gyroplanes), with unlimited validity a charge of £161;
- i) for the grant or renewal of a Flight Radiotelephony Operator's Licence (except where the applicant is either the holder of a licence to act as pilot, flight navigator or flight engineer, or is the holder of a medical certificate), a charge of £70.
- j) for the grant of a National Private Pilot's Licence (NPPL) which is supported by a recommendation made by a person approved by the CAA for the purpose, a charge of £49;
- k) for the inclusion of a second or subsequent class rating variation or renewal of a rating in a National Private Pilot's Licence (NPPL) that is supported by a recommendation made by a person approved by the CAA for the purpose, a charge of £37.

### 3.2 **Application for the inclusion, renewal or variation of a rating or qualification**

Upon making an application for the inclusion, renewal or variation of a rating in a Professional Pilot's Licence, a Private Pilot's Licence or a Flight Engineer's Licence, the applicant shall pay:

- a) for a second or subsequent aircraft type or class rating in a Professional Pilot's Licence, a charge of £116;
- b) for the issue or subsequent variation of a special authorisation to allow an applicant to fly an aircraft of a type not listed in the JAR-FCL 1 and 2 class and type rating guide, a charge of £116;
- c) for the inclusion of an instructor's rating (except where the applicant is the holder of a Private Pilot's Licence which includes respectively a flight instructor rating or a flight instructor rating (restricted) or an assistant flying instructor's rating entitling the holder to give instruction in flying aircraft of the same types included in the application), a charge of £116;
- d) for the inclusion of an instrument rating (aeroplanes) or instrument rating (helicopters), a charge of £116;
- e) for the inclusion, variation, renewal, re-validation or removal of a specified restriction of any other rating or qualification in a licence, a charge of £84.

### 3.3 **Licence exemptions**

3.3.1 Upon making an application for the grant of an exemption from the need to carry a flight crew licence in accordance with Article 86 and Schedule 10 of the Order, the applicant shall pay a charge of £51.

3.3.2 Upon making an application for the grant or variation of an exemption from Article 126 of the Order in respect of any flight which is part of or connected with a corporate or public event for the purpose of carrying out flight instruction in flying from an un-licensed site, or for the grant of a temporary exemption pending the grant of an aerodrome licence, the applicant shall pay a charge of £51.

3.3.3 Upon making an application for the grant of an exemption from the requirement to complete a multi-crew co-operation course before completing type rating training, the applicant shall pay a charge of £51.

3.3.4 Upon making an application for the grant of an exemption relating to the functions to which this Scheme refers and issued in accordance with Article 153 of the Order, other than an exemption described in sub-paragraphs 3.3.1 to 3.3.3, the applicant shall pay a charge of £51.

3.3.5 Upon making an application for the renewal or variation of an exemption relating to the functions to which this Scheme refers and issued in accordance with Article 153 of the Order, other than an exemption described in sub-paragraphs 3.3.1 to 3.3.3, the applicant shall pay a charge of £25.

### 3.4 **Assessments of licensing requirements**

3.4.1 Upon making an application for a written assessment or re-assessment particular to that applicant of the evidence, examinations or tests which the CAA will require in respect of his knowledge, experience, competence or skill in respect of a Professional Pilot's Licence, a Private Pilot's Licence or an instructor rating, the applicant shall pay a charge of £103.

3.4.2 Upon making an application for the verification of licence documents for overseas validation, the applicant shall pay a charge of £42.

3.4.3 Upon making an application for the verification of an individual's licence details and history, the applicant shall pay a charge of £42.

### 3.5 **Ground examination charges for flight crew**

Upon making an application for an examination to be conducted by the CAA for the grant of a licence to act as a flight crew member or for the inclusion of a rating therein or for any other purpose, the applicant shall pay:

- a) for each initial or additional aircraft type rating examination in respect of an aircraft type for which no provision exists at an approved training organisation, a charge of £252;
- b) in respect of theoretical knowledge examinations for the Instrument Rating or the Commercial Pilot's Licence or the Airline Transport Pilot's Licence, a charge of £66 per paper;
- c) for any other ground examination, a charge of £48 per paper;

provided that if the examination is to be conducted other than at a place specified by the CAA, the applicant shall pay in addition to the charge for that examination a charge of such amount as may be decided by the CAA having regard to the expense incurred by it but the total charge shall not exceed £2,050.

### 3.6 **Administrative charges**

Upon making an application for:

- a) an examination paper to be re-marked, the applicant shall pay a charge of £25 and the charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA;
- b) the refund, transfer or amendment of fees or when an examination has been re-arranged at the request of the applicant, the applicant shall pay a charge of £25;
- c) the issue of a duplicate or replacement examination result notification or duplicate confirmation of booking, the applicant shall pay a charge of £25.

### 3.7 **Flight tests<sup>1</sup>**

#### 3.7.1 **Tests or checks carried out by an examiner**

##### 3.7.1.1 Flight tests

Upon making an application for a flight test, where the test is to be conducted by an examiner who is an employee of the CAA:

- a) in respect of a flight instructor's rating, a flight instructor rating (restricted) or an assistant flying instructor rating, other than an application for a test for the endorsement of an additional single engine piston class or a multi-engine piston class in a flight instructor rating (restricted) or assistant flying instructor's rating;
- b) for the purpose of approving a flight instructor to conduct flight training on approved courses of training for the Commercial Pilot Licence (Aeroplane) or Commercial Pilot Licence (Helicopter) and/or instrument rating (aeroplane) or instrument rating (helicopter);
- c) for the purpose of approval or renewal of approval of a person to sign certificates of training and competence for the Commercial Pilot Licence (Aeroplane) or the Commercial Pilot Licence (Helicopter) and/or instrument rating (aeroplane) or instrument rating (helicopter);

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(This Note is not part of the Scheme)

1. If the applicant cancels the flight test for reasons which, in the opinion of the examiner, are insufficient, the charge paid shall not be refunded by the CAA and a further application for another flight test will be required together with payment of the appropriate charge.

- d) prior to entry on a flying instructor or a flight instructor (restricted) course of training;
- e) in respect of a class rating instructor rating for multi-engine aeroplanes, class rating instructor rating for single engine aeroplanes or instrument rating instructor rating;
- f) in respect of the revalidation of a class rating instructor rating for multi-engine aeroplanes, class rating instructor rating for single engine aeroplanes or instrument rating instructor rating;

the applicant shall pay a charge of £192.

#### 3.7.1.2 Skills Test for issue of a Professional Pilot's Licence

Upon making an application for the observation of a skill test conducted in an aircraft or flight simulator at a place agreed with the CAA for the issue of a Professional Pilot's Licence, class or type rating or instrument rating, in the event that the test is to be conducted by an examiner who is an employee of the CAA, the applicant shall pay a charge of £762:

provided that in the case of an application which is for the purpose of completing a partial pass awarded to the applicant, the charge shall be £509;

and provided further that if the cost of the observation carried out by a CAA employee exceeds the appropriate charge payable above, the applicant shall pay a charge of such amount as may be decided by the CAA having regard to the expense incurred by it but the total charge in respect of each application shall not exceed £4,040.

#### 3.7.1.3 Proficiency check for a class or type rating or instrument rating

Upon making an application for a proficiency check conducted in an aircraft or flight simulator at a place specified by the CAA for a class or type rating or instrument rating, in the event that the test is to be conducted by an examiner who is an employee of the CAA, the applicant shall pay a charge of £192:

provided that if the test is to be conducted other than at a place specified by the CAA the applicant shall pay in addition to the charge of £192 a charge of such amount as may be decided by the CAA having regard to the expense incurred by it but the total charge in respect of each application shall not exceed £4,040.

#### 3.7.1.4 Skill test for issue of a Private Pilot's Licence

Upon making an application for a skill test conducted in an aircraft or flight simulator at a place specified by the CAA for the issue of a Private Pilot's Licence or an instrument meteorological conditions rating, in the event that the test is to be conducted by an examiner who is an employee of the CAA, the applicant shall pay a charge of £185:

provided that if the test is to be conducted other than at a place specified by the CAA the applicant shall pay in addition to the charge of £185 a charge of such amount as may be decided by the CAA having regard to the expense incurred by it but the total charge in respect of each application shall not exceed £4,040.

#### 3.7.1.5 Proficiency check for an instrument meteorological conditions (IMC) rating

Upon making an application for a proficiency check conducted in an aircraft or flight simulator at a place specified by the CAA for an instrument meteorological conditions rating, in the event that the test is to be conducted by an examiner who is an employee of the CAA, the applicant shall pay a charge of £192:

provided that if the test is to be conducted other than at a place specified by the CAA the applicant shall pay in addition to the charge of £192 a charge of such amount as may be decided by the CAA having regard to the expense incurred by it but the total charge in respect of each application shall not exceed £4,040.

### 3.7.1.6 Flight test to assess applicant's physical fitness to be a flight crew member

Upon making an application for a flight test to be conducted for the purpose of assessing the applicant's physical fitness to undertake the functions of a member of the flight crew of an aircraft, in the event that the test is to be conducted or witnessed by a person who is an employee of the CAA, the applicant shall pay a charge of £172:

provided that if the test is to be conducted other than at a place specified by the CAA the applicant shall pay in addition to the charge of £172, a charge of such amount as may be decided by the CAA, but not exceeding £1,020 in respect of each application.

### 3.7.2 Approval of specific use of an aircraft

#### 3.7.2.1 Upon making an application for the approval of an aircraft to be used for the following purpose, the applicant shall pay:

- a) in the case of an application for the approval of an aircraft to be used for the purpose of a General Flight Test or a Skill or Proficiency Test in respect of a professional licence or for a flight test in respect of an instrument rating, a charge of £172.
- b) in the case of an application for the renewal of an approval described in subparagraph 3.7.3.1 a), where such an approval has ceased to be in force for a period of more than three months, a charge of £172.

### 3.8 Validation of flight crew licences

#### 3.8.1 Upon making an application for an examination or test to be conducted by or on behalf of the CAA for the issue of a certificate of validation of a licence, the applicant shall pay:

For the medical examination  
For a ground examination  
For a flying test

} In each case the charge specified in this Scheme appropriate to the grant of a licence equivalent to that for which validation is sought

3.8.2 Upon making an application for the issue of a certificate of validation of a licence, the applicant shall pay a charge of £295; provided that in the case of an application for the issue of more than 50 certificates of validation, the charge shall not exceed £14,750 in respect of each application.

3.8.3 Upon making an application for the renewal of a certificate of validation, the applicant shall pay a charge of £88; provided that in the case of an application for the renewal of more than 50 certificates of validation, the charge shall not exceed £4,400 in respect of each application.

3.8.4 Upon making an application for the variation of a certificate of validation, the applicant shall pay a charge of £55; provided that in the case of an application for the variation of more than 50 certificates of validation, the charge shall not exceed £2,750 in respect of each application.

## 4 AUTHORISATION AND APPROVAL OF PERSONS AND ASSOCIATED TRAINING COURSES

### 4.1 Authorised examiners and persons approved to conduct training courses

#### 4.1.1 Persons authorised as examiners

Upon making an application for appointment or re-appointment as an authorised examiner or as a person approved to conduct courses of training, the applicant shall pay:

- a) in the case of an application for appointment or re-appointment as an examiner authorised to conduct tests and to sign certificates of test or revalidation and certificates of experience in respect of an aircraft class or type rating or for synthetic flight purposes:

- i) in respect of aircraft certificated for single pilot operation:
  - aa) for appointment, a charge of £1,055;
  - bb) for re-appointment where the test is conducted by the CAA, a charge of £1,055;
  - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £309;
- ii) in respect of aircraft certificated for multi pilot operation:
  - aa) for appointment, a charge of £1,310;
  - bb) for re-appointment where the test is conducted by the CAA, a charge of £1,310;
  - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £386;
- iii) in respect of aircraft certificated for single pilot operation and where the applicant is already authorised so to act in respect of another similar type or class of aircraft, a charge of £141;
- iv) in respect of balloons and airships:
  - aa) for appointment, a charge of £220;
  - bb) for re-appointment where the test is conducted by the CAA, a charge of £220;
  - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £73;
- b) in the case of an application for appointment or re-appointment as an examiner authorised to conduct tests and to sign certificates of test or revalidation in respect of an instrument rating included in a pilot's licence:
  - i) in respect of aircraft certificated for single pilot operation:
    - aa) for appointment, a charge of £1,055;
    - bb) for re-appointment where the test is conducted by the CAA, a charge of £1,055;
    - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £309;
  - ii) in respect of aircraft certificated for multi pilot operation:
    - aa) for appointment, a charge of £1,310;
    - bb) for re-appointment where the test is conducted by the CAA, a charge of £1,310;
    - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £386;
  - iii) in the case of an application for appointment or re-appointment as an examiner authorised for the combined purposes of instrument and type ratings:
    - aa) for appointment, a charge of £1,562;
    - bb) for re-appointment where test is conducted by the CAA, a charge of £1,562;
    - cc) for re-appointment where the test is conducted by a person authorised by the CAA, a charge of £426;



- iv) in the case of an application for appointment or re-appointment as an examiner authorised to conduct re-validation tests for the purposes of subparagraphs 4.1.1 a) i) cc), a) ii) cc), b) i) cc), b) ii) cc) and b) iii) cc):
  - aa) in respect of aircraft certificated for single pilot operation, a charge of £1,055;
  - bb) in respect of aircraft certificated for multi pilot operation, a charge of £1,310;
- c) in the case of an application for appointment or re-appointment as an examiner authorised to conduct tests and sign certificates of test or revalidation for a flight instructor rating, a flight instructor rating (restricted) or an assistant flying instructor's rating, a charge of £744;
- d) in the case of an application for appointment or re-appointment as an examiner authorised to conduct tests and sign certificates of revalidation in respect of an aircraft rating in a Flight Engineer's Licence, a charge of £1,310;
- e) in the case of an application for appointment or re-appointment as an examiner authorised to conduct flight tests and examinations and to sign certificates of test or revalidation and certificates of experience in respect of a Private Pilot's Licence, a charge of £321;
- f) in the case of an application for appointment or re-appointment as an examiner authorised to conduct flight tests or revalidation and to sign certificates of test in respect of a Professional Pilot's Licence, a charge of £1,014;
- g) in the case of an application for appointment or re-appointment as an examiner authorised to conduct examinations and sign certificates of revalidation in respect of a Private Pilot's Licence, a charge of £227;
- h) in the case of an application for appointment as an examiner authorised to conduct examinations in respect of a Flight Radiotelephony Operator's Licence, a charge of £306;
- i) in the case of an application for re-appointment as an examiner authorised to conduct examinations in respect of a Flight Radiotelephony Operator's Licence, a charge of £227;
- j) in the case of an application for re-appointment as a Type Rating Instructor Examiner (TRIE), where an observation is conducted by the CAA in respect of aeroplanes or helicopters, a charge of £1,562;
- k) in the case of an application for an observation conducted by the CAA for appointment or re-appointment as a Revalidation Examiner (Flight Engineer), a charge of £1,310.

#### 4.1.2 Persons authorised or approved as instructors

Upon making an application for approval / appointment or re-approval / re-appointment as an instructor, the applicant shall pay:

- a) in the case where the person is authorised to carry out flight instruction for type rating purposes only, and the instruction required for single pilot helicopter operation where the observation is carried out by the CAA, a charge of £502;
- b) in the case where the person is authorised to carry out Synthetic Flight Instructor (SFI) / Simulated Training Instructor (STI) training for single and multi pilot requirements where an observation is conducted by the CAA, a charge of £1,310 in respect of a multi pilot aeroplane or helicopter, or £502 in respect of a single pilot aeroplane or helicopter.

#### 4.1.3 Persons approved to provide courses of training or instruction

Upon making an application for appointment / approval or re-appointment / re-approval as a person approved to provide courses of training or instruction, the applicant shall pay:

- a) in respect of the flight instructor rating, flight instructor rating (restricted), type rating instructor rating (helicopters) on single pilot helicopter types, or instrument rating instructor rating or class rating instructor rating, a charge of £321;
- b) in respect of simulated instrument flight, a charge of £321;
- c) in respect of a multi crew co-operation course, a charge of £321, where the observation is carried out by the CAA or £192 where the observation is carried out by a person authorised by the CAA for this purpose;
- d) in respect of an instructor for the multi crew co-operation course, a charge of £744;
- e) in the case of a one-off approval in respect of training in simulated instrument flight, a charge of £108;
- f) in respect of carrying out flight instruction for type rating purposes only, and the instruction required for multi-crew co-operation, where the observation is conducted by the CAA, a charge of £1,310;
- g) in respect of carrying out synthetic flight instruction on a flight simulator for type rating purposes only, and the instruction required for multi-crew co-operation, where the applicant does not hold a Professional Pilot's Licence, a charge of £321;
- h) in respect of conducting skill tests for the issue of a Private Pilot's Licence (Helicopters), type ratings on single pilot helicopters and for the revalidation or renewal of type ratings on single pilot helicopters, a charge of £321.

#### 4.1.4 Amendment of particulars

Upon making an application for the amendment of the particulars set out on an appointment or re-appointment as an authorised examiner or as a person approved to conduct courses of training, the applicant shall pay a charge of £51.

### 4.2 **Crew resource management**

4.2.1 Upon making an application to be observed for the issue of a three-year Crew Resource Management Instructor (CRMII) authorisation, the applicant shall pay:

- a) where the observation required for the issue of the authorisation is carried out by a Crew Resource Management Instructor Examiner (CRMIE), a charge of £130;
- b) where the observation required for the issue of the authorisation is carried out by an employee of the CAA at a time and place agreed with the CAA, a charge of £1,055.

4.2.2 Upon making an application to be observed by an employee of the CAA for the issue, revalidation or renewal of a three-year CRMIE authorisation, the applicant shall pay £1,310.

4.2.3 Upon making an application for a test to be conducted by a duly authorised non-CAA Revalidation Crew Resource Management Instructor Examiner (RECRMIE) for the issue, revalidation or renewal of a CRMIE authorisation, the applicant shall pay a charge of £130.

### 4.3 **National Private Pilot's Licence (NPPL)**

4.3.1 Upon making an application for the grant of an approval of a person authorised to furnish reports and make recommendations to the CAA in respect of applications for the grant of a National Private Pilot's Licence, the applicant shall pay a charge as determined by the CAA having regard to the expense thereby incurred, but not exceeding £5,410.

4.3.2 In respect of the investigations required by the CAA for the purposes of satisfying itself that such an approval should remain in force for a period of twelve months commencing from the anniversary of the issue date of the approval, the holder of the approval shall pay a charge as determined by the CAA having regard to the expense thereby incurred, but not exceeding £5,410.

### 4.4 **Approval of courses for authorised examiners, type rating instructors and synthetic flight instructors**

4.4.1 Authorised examiner courses

4.4.1.1 Upon application for the approval of the authorised examiner standardisation course (aeroplanes) the applicant shall pay a charge of £5,998 and in the case of renewal or continuation of such an approval, a charge of £1,601.

4.4.1.2 Upon application for the approval of the authorised examiner standardisation course (helicopters) the applicant shall pay:

- a) in respect of the VFR and IFR course, a charge of £2,467; or
- b) in respect of the VFR course, a charge of £1,310; or
- c) in respect of the VFR to IFR upgrade course, a charge of £1,884,

and in the case of renewal or continuation of such an approval, a charge of £1,310.

4.4.2 Type rating instructor/synthetic flight instructor courses

Upon application for the approval of the courses specified in Table 1, the applicant shall pay:

**Table 1**

<b>Course Type</b>	<b>Aircraft excluding helicopters</b>	<b>Helicopters</b>
Core course	£3,800	£3,050
Type specific for:		
a helicopter not exceeding 3,175 kg MTWA;	N/A	£1,310
a helicopter exceeding 3,175 kg MTWA;	N/A	£1,884
an aircraft, excluding helicopters, not exceeding 15,000 kg MTWA;	£3,067	N/A
an aircraft, excluding helicopters, exceeding 15,000 kg MTWA	£3,800	N/A
Core and type specific for:		
a helicopter not exceeding 3,175 kg MTWA;	N/A	£1,884
a helicopter exceeding 3,175 kg MTWA;	N/A	£3,050
an aircraft, excluding helicopters, not exceeding 15,000 kg MTWA;	£4,533	N/A
an aircraft, excluding helicopters, exceeding 15,000 kg MTWA	£5,266	N/A
Simulator to aircraft or aircraft to simulator upgrade	£1,601	£1,310
One-off course for a type specific aircraft	£3,800	£3,050

#### 4.4.3 Other courses

Upon application for the approval of the following courses, the applicant shall pay:

- a) in the case of a Type Rating Instructor (TRI) or Synthetic Flight Instructor (SFI) or Simulated Training Instructor (STI) course in respect of a simulator to zero flight time upgrade for single and multi pilot requirements, a charge of £1,562;
- b) in respect of a Type Rating Examiner (TRE) or Synthetic Flight Examiner (SFE) courses for Flight Engineers, a charge of £1,310;
- c) in respect of a standards check after one year on courses for TRE or SFE multi pilot only course, a charge of £1,562;
- d) in respect of a Revalidation Examiner (Flight Engineer) course, a charge of £1,310.

#### 4.4.4 Revalidation examiner course attendance

Upon application to attend the revalidation examiner (aeroplane or helicopter) course, the applicant shall pay a charge of £3,067.

#### 4.5 **Approval of courses for cabin crew initial safety training provided by non-AOC operator organisations**

Upon application for the grant of an approval for an organisation, other than an AOC operator, to provide courses of cabin crew initial safety training, the applicant shall pay a charge of £6,792 and in the case of renewal of such an approval, a charge of £1,724.

#### 4.6 **Approval of Alternative Training Qualification Programmes (ATQP)**

Upon application from an Air Operator's Certificate (AOC) holder for the grant of an approval of an ATQP, under EU-OPS (OPS 1.978) for the training and checking requirements of flight crew, the applicant shall pay a charge of £6,900.

### **5 APPROVAL OF FLIGHT SIMULATORS AND THEIR USE AND FLIGHT SIMULATOR TRAINING ORGANISATIONS AND THEIR USERS**

#### 5.1 **Full flight simulators and flight training devices**

The application charge comprises an initial charge and in certain cases an additional charge as described in paragraph 5.6.

Upon making an application for the approval or renewal of approval of a flight simulator, the applicant shall pay:

- a) for an application for an evaluation for an initial qualification of a full flight simulator for its use, a charge of £16,400;
- b) for an application for an evaluation for a recurrent qualification of a full flight simulator for its use, a charge of £4,100;
- c) for an application for an evaluation for an initial qualification of a flight training device for its use, a charge of £9,020;
- d) for an application for an evaluation for a recurrent qualification of a flight training device for its use, a charge of £2,952;
- e) for an application for a special evaluation, pursuant to JAR-STD 1A.040, for a qualification of either a full flight simulator or for a flight training device for its use, a charge of £1,968;
- f) where a return visit to an organisation is required by the CAA to address outstanding evaluation issues or updates to documentation, a charge of £164 per hour;

- g) where the US/UK Bilateral Aviation Safety Agreement / Simulator Implementation Procedures (BASA/SIP) requires the CAA to carry out additional evaluation work to ensure that the Special Conditions within the BASA/SIP have been satisfied, a charge of £164 per hour.

## 5.2 **Flight navigation procedure trainers and basic instrument training devices**

Upon making an application for the approval or renewal of approval of a flight simulator, the applicant shall pay:

- a) for the first application for qualification of a flight navigation procedure trainer 1 for its use, a charge of £3,817;
- b) for the renewal of a qualification of a flight navigation procedure trainer 1 for its use, a charge of £869;
- c) for the addition of a subsequent configuration to a flight navigation procedure trainer 1, a charge of £869;
- d) for the first application for qualification of a flight navigation procedure trainer 2 or 3 for its use, a charge of £7,073;
- e) for the renewal of a qualification of a flight navigation procedure trainer 2 or 3 for its use, a charge of £1,595;
- f) for the addition of a subsequent configuration to a flight navigation procedure trainer 2 or 3, a charge of £1,595;
- g) for the first application for qualification of a flight navigation procedure trainer 2 or 3 for use on a multi-crew co-operation course, a charge of £9,218;
- h) for the renewal of a qualification of a flight navigation procedure trainer 2 or 3 for use on a multi-crew co-operation course, a charge of £2,299;
- i) for an application for the approval of a flight navigation procedure trainer or a flight training device for the purpose of its use on one test only, a charge of £175;
- j) for an application for the revalidation of a flight navigation procedure trainer (G) with grandfather rights<sup>2</sup>, a charge of £465;
- k) for the first application for qualification of a basic instrument training device, a charge of £3,817;
- l) for the revalidation for qualification of a basic instrument training device, a charge of £874;

provided that, where the total cost of the approval or qualification exceeds the amount stated above, the applicant shall pay a charge of such amount as may be decided by the CAA having regard to the expense incurred by it in carrying out the work.

## 5.3 **Simulator training organisations**

### 5.3.1 Quality System audit

When a Quality System audit has been scheduled to take place by the CAA, in order to determine compliance with the requirements under JAR-FSTD A.025 and/or JAR-FSTD H.025, the organisation to be audited shall pay a charge of £3,280. In certain cases, an additional charge, as described in section 5.6, may become payable.

### 5.3.2 Recurrent qualification without direct CAA evaluation

Upon receipt by the CAA of a simulator evaluation report compiled by an organisation that wishes to extend its flight simulator qualification, the applicant shall pay a charge of £715 for the CAA to review and grant the extended qualification.

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(This Note is not part of the Scheme)

- 2. Flight navigation procedure trainer with grandfather rights as defined in JAR STD 3A.035, (STD: Synthetic Training Device).

### 5.3.3 Observation of operator self-evaluations

Upon making an application for the CAA to observe the self-evaluation process for extended qualification of a flight simulator or flight training device, the applicant shall pay a charge of £1,760.

### 5.4 Simulator user approvals

Upon making an application for approval or amendment to an approval by an operator to use a full flight simulator or a flight training device, the applicant shall pay a charge of £708.

### 5.5 Other simulator charges

#### 5.5.1 Evaluation of specific features

Upon making an application for the CAA to evaluate a specific feature of a flight simulator or flight training device where the CAA deems an evaluation less than that required for a special evaluation is appropriate, the applicant shall pay a charge of £550.

#### 5.5.2 Simulator approval for a one-off certificate of test

Upon making an application for the approval or renewal of approval of a flight simulator for the purpose only of its use on one test for a certificate of test, where the applicant holds or is employed by the holder of an Air Operator's Certificate or a Police Air Operator's Certificate, the applicant shall pay a charge of £517, and in any other case a charge of £258.

### 5.6 Additional simulator charges

An additional charge is payable for an initial or recurrent full flight simulator evaluation for qualification and for an initial or recurrent flight training device evaluation for qualification where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours for that application. The standard hours for each application type are specified in Table 2.

The charge payable for each hour in excess of the standard hours is £164.

**Table 2**

<b>Activity charge description</b>	<b>Standard hours</b>
Initial full flight simulator evaluation qualification	100
Recurrent full flight simulator evaluation qualification	25
Initial flight training device evaluation qualification	55
Recurrent flight training device evaluation qualification	18
Special evaluations	12
Quality system audits	20

## 6 APPROVAL OF FLYING TRAINING ORGANISATIONS

6.1 Upon making an application for the approval or renewal of an approval of a flying training organisation, or in respect of the investigations required by the CAA for the purpose of satisfying itself that an approval should remain in force for a period of 12 months commencing from the anniversary of the issue date of the approval, the applicant shall pay:

a) **Integrated courses**

- i) In the case of an approval to provide courses of training for the Airline Transport Pilot Licence (Aeroplane), a charge of £12,289 and, in the case of renewal or continuation of such an approval, a charge of £11,077;
- ii) In the case of an approval to provide courses of training for the Multi-Crew Pilot Licence, a charge of £14,630 and in the case of renewal or continuation of such an approval, a charge of £12,540;
- iii) In the case of an approval to provide courses of training for the Multi-Crew Pilot Licence where the applicant is already providing an integrated Airline Transport Pilot Licence (Aeroplane) course and wishes to upgrade this course to instruct on the Multi-Crew Pilot Licence, a charge of £7,315, plus where the work carried out by the CAA in respect of this application exceeds 45 hours an additional charge of £164 per hour shall be charged thereafter, and in the case of renewal or continuation of such an approval, a charge of £6,270;
- iv) In the case of an approval to provide courses of training for the Commercial Pilot Licence (Aeroplane) with instrument rating, a charge of £11,077 and, in the case of renewal or continuation of such an approval, a charge of £9,802, or where this is in addition to courses of training for the Airline Transport Pilot Licence (Aeroplane) at 6.1 a) i), no fee will be charged;
- v) In the case of an approval to provide courses of training for the Commercial Pilot Licence (Aeroplane), a charge of £8,308 and, in the case of renewal or continuation of such an approval, a charge of £7,033, or where this is in addition to courses of training for the Airline Transport Pilot Licence (Aeroplane) at 6.1 a) i) above, no fee will be charged;
- vi) In the case of an approval to provide courses of training for the Airline Transport Pilot Licence (Helicopter), a charge of £11,077 and, in the case of renewal or continuation of such an approval, a charge of £9,802; or where this is in addition to courses of training for the Airline Transport Pilot Licence (Aeroplane) at 6.1 a) i) a reduced fee of £3,511 shall be charged for renewal only;
- vii) In the case of an approval to provide courses of training for the Commercial Pilot Licence (Helicopter), a charge of £8,308 and, in the case of renewal or continuation of such an approval, a charge of £7,033; or where this is in addition to courses of training for the Airline Transport Pilot Licence (Aeroplane) at 6.1 a) i) a reduced fee of £969 shall be charged for renewal only;
- viii) In the case of an approval to provide courses of training for the Commercial Pilot's Licence (Airships), a charge of £5,267 and, in the case of renewal or continuation of such an approval, a charge of £4,253.

b) **Modular courses**

The charges for the following modular courses will only be applied where an integrated approval is not already held in the same class, where the class is Aeroplane or Helicopter:

- i) In the case of an approval to provide courses of training for the Commercial Pilot Licence (Aeroplane) or for the Commercial Pilot Licence (Helicopter), a charge of £1,232 and, in the case of renewal or continuation of such an approval, a charge of £1,100;
- ii) In the case of an approval to provide courses of flight training for the instrument rating, a charge of £1,232 and, in the case of renewal or continuation of such an approval, a charge of £1,100;

- iii) In the case of an approval to add provision of courses of simulated flight training for the instrument rating to the course provided under paragraph 6 b) ii), a charge of £616;
  - iv) In the case of an approval to provide courses of training of theoretical knowledge for the issue of either an Airline Transport Pilot Licence or a Commercial Pilot Licence and an instrument rating, when applied for together, a charge of £1,662; and in the case of renewal or continuation of such an approval, a charge of £1,379;
  - v) In the case of an approval of a multi crew co-operation course, the applicant shall pay a charge of £1,232, and in the case of renewal or continuation of such an approval, a charge of £1,100.
- c) **Instructor training**
- i) In the case of an approval to provide seminars for the renewal or revalidation of a flight instructor rating, flight instructor rating (restricted) or assistant flying instructor's rating, a charge of £686 and, in the case of renewal or continuation of such an approval, a charge of £343;
  - ii) In the case of an approval to provide courses of training for a flight instructor, class rating instructor (if not associated with a flight instructor approval), or type rating instructor, a charge of £616 and, in the case of renewal or continuation of such an approval, a charge of £550;
  - iii) In the case of an approval to provide courses of training for an assistant flight instructor rating (microlights), a charge of £310 and, in the case of renewal or continuation of such an approval, a charge of £273.
- d) **Single pilot aircraft flight training**
- i) In the case of an application for initial approval or renewal or continuation to provide courses of training for a single engine or multi-engine single pilot aeroplane type or class rating, for each type or class included in the approval, a charge of £469;
  - ii) In the case of an application for initial approval or re-approval or continuation to provide courses of training for a single pilot helicopter single engine or multi-engine type rating, a single charge of £469 in respect of all types applied for at the same time and included in the approval which do not exceed 2,730 kg maximum total weight authorised (MTWA) plus a charge of £469 for each type included in the approval which exceeds 2,730 kg MTWA;
  - iii) In the case of an application for the initial approval or re-approval or continuation to provide a course of training for additional theoretical knowledge for high performance aircraft, a charge of £469;
  - iv) In the case of an application for approval to provide an additional course for a single or multi-engine helicopter which does not exceed 2,730 kg MTWA or an application to amend particulars set out in an approval, a charge of £51.
- e) **Approval of organisations outside of JAA member states**
- Upon making an application for approval or re-approval or continuation to provide courses of training for the Private Pilot's Licence (Aeroplanes) or the Private Pilot's Licence (Helicopters) outside of the JAA Member States, the applicant shall pay a charge of £1,108.



f) **Approval of a second or subsequent site**

Upon making an application for approval or re-approval or continuation for a second or subsequent site for the conduct of courses listed in paragraphs a), b), c) or d) above, the applicant shall pay a charge of £1,235 except where the fee for approval or re-approval or continuation of the course as laid down in a), b), c) or d) is less than £1,235, then the lower charge will be payable.

g) **Variation of Flying Training Organisation course approvals**

Upon making an application for the variation of an approval requiring the review of course manuals with a subsequent site inspection for the amendment of particulars set out in an approval listed in paragraphs a), b), c) and d) above, the applicant shall pay a charge of £1,235 where the charge for the initial course approval is greater or where the charge for the initial course approval is less than £1,235 then the lower initial charge will be payable.

h) **Additional charges following a reorganisation or managerial change**

In respect of the investigations required by the CAA to satisfy itself that an approval given for the conduct of courses listed in sub-paragraphs 6 a), 6 b), 6 c) and 6 d) should remain in force following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,850 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

6.2 **Type rating for new or unusual types of aircraft**

Upon an application being made for the inclusion in a pilot's licence of an aircraft rating in respect of an aircraft type where no application for an aircraft rating in respect of that type has been granted by the CAA during the period of two years immediately preceding the date of the application in question, the applicant shall pay, in addition to any other charge payable by virtue of this Scheme in relation to the application, a charge of an amount decided by the CAA having regard to the cost to the CAA of:

- a) training an employee of the CAA to act as pilot in command of that type of aircraft; and
- b) training an employee of the CAA to a standard of technical knowledge of that type of aircraft which in the opinion of the CAA will enable that employee of the CAA to examine the applicant for the purpose of his application;

but not exceeding £112,800.

6.3 **Approval of type rating training organisations and conversion courses**

6.3.1 Upon making an application for initial approval as a type rating training organisation, the applicant shall pay £2,633.

6.3.2 For each type to be included in the approval, the applicant shall pay in addition to the charge of £2,633 a fee according to weight, as specified in Table 3.

6.3.3 To add a type to an existing approval the applicant shall pay a fee according to weight, as specified in Table 3.

6.3.4 Upon making application for renewal of a type rating training organisation approval or in respect of the investigations required by the CAA for the purpose of satisfying itself that an approval should remain in force for a period of 12 months commencing from the anniversary of the issue date of the approval, the applicant shall pay in respect of each aircraft type applied for, a fee according to weight, as specified in Table 3.

**Table 3**

<b>Aircraft Weight</b>	<b>Charge</b>
Does not exceed 5,700 kg	£676
Exceeds 5,700 kg but does not exceed 15,000 kg	£1,690
Exceeds 15,000 kg	£2,028

Provided that, where the cost to the CAA of:

- a) training an employee of the CAA to act as pilot in command of the type of aircraft to which the course relates; and
- b) training an employee of the CAA to a standard of technical knowledge of that type of aircraft which in the opinion of the CAA will enable that employee of the CAA to examine the applicant's proposals for the purposes of the application or to inspect and monitor the type rating training organisation;

exceeds the amount specified above, a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £112,800.

6.3.5 Upon making an application for approval to conduct the Zero Flight Time Training course, the applicant shall pay a charge of £2,921.

6.3.6 In respect of the investigations required by the CAA to satisfy itself that any approval given under section 6.3 should remain in force following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,850 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

#### **6.4 Approval of other training organisations for type ratings**

6.4.1 Upon making an application for the approval or renewal of approval of a course to conduct ground training only for the type rating, or in respect of the investigations required by the CAA for the purpose of satisfying itself that an approval should remain in force for a period of 12 months commencing from the anniversary of the issue date of the approval, the applicant shall pay in respect of each type applied for, a charge of £1,354.

6.4.2 Upon making an application for the approval or renewal of approval of a course of flight training for the type rating only, or in respect of the investigations required by the CAA for the purpose of satisfying itself that an approval should remain in force for a period of 12 months commencing from the anniversary of the issue date of the approval, the applicant shall pay in respect of each type applied for, a charge of £1,354.

6.4.3 Upon making an application for the approval or renewal of approval of a course to conduct synthetic flight training for the type rating only, or in respect of the investigations required by the CAA for the purpose of satisfying itself that an approval should remain in force for a period of 12 months commencing from the anniversary of the issue date of the approval, the applicant shall pay in respect of each type applied for, a charge of £677.

6.4.4 In respect of the investigations required by the CAA to satisfy itself that any approval given under section 6.4 should remain in force following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,850 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

## 7 LICENSING OF AIR TRAFFIC CONTROLLERS

### 7.1 Grant and renewal of air traffic controller's licences

- a) Upon making an application for the grant or renewal of a Student Air Traffic Controller's Licence, the applicant shall pay a charge of £133.
- b) Upon making an application for the grant or renewal of an Air Traffic Controller's Licence, the applicant shall pay a charge of £805.
- c) Upon making an application for the examination in respect of a Unit Endorsement at each aerodrome or place, the applicant shall pay a charge of £805.
- d) Upon making an application for a rating endorsement to include the use of new or additional radar or other equipment in an existing Unit Endorsement, the applicant shall pay a charge of £805.
- e) Upon making an application for the re-sitting of an examination or part of an examination in respect of a Unit Endorsement, the applicant shall pay a charge of £805.

### 7.2 Verification of licensing details

Upon making an application for the verification of an individual's ATCO licence details, the applicant shall pay a charge of £42.

### 7.3 Approval of air traffic controller training schools

Upon making an application for the approval or renewal of approval of a school to provide courses for the training of air traffic controllers, the applicant shall pay a charge of £31,275.

## 8 MEDICAL EXAMINATIONS FOR PERSONNEL LICENCES

- a) Subject to sub-paragraph b) below, upon making an application for a medical examination to be conducted by the CAA, the applicant shall pay the total charge appropriate to the type of medical certificate applied for, as specified in Table 4:

**Table 4**

	Medical Certificates			
	JAA Initial Class 1	JAA Initial Class 2	CAA Initial Class 1	European Initial Class 3
Medical examination (including peak flow and urinalysis)	£74	£74	£74	£74
Administration fee	£40	£20	£20	£40
Recording of a resting electrocardiogram	£37	£37	£37	£37
Report of reading of a resting electrocardiogram*	£27	£27	£27	£27
Audiogram and report	£30	£30	£30	£30
Haemoglobin estimation and report	£17	£17		£17
Lipid estimation and report	£18			£18
Spirometry and report	£31		£31	£31
Extended ophthalmology	£56			£56
<b>TOTAL CHARGE</b>	<b>£330</b>	<b>£205</b>	<b>£219</b>	<b>£330</b>

- b) The applicant shall also pay the charge specified in Table 4 for each additional test or report that the CAA may require.
- c) Upon making an application for a medical examination to be conducted by the CAA which is required for the revalidation of a medical certificate, the applicant shall pay the examination fee and the administration fee specified in Table 4 appropriate to the medical examination applied for, plus the charge specified in Table 4 for each test or report which the CAA may require.

d) **Authorised medical examiners on line**

An Authorised Medical Examiner (AME) who on any specified date holds a CAA approval for the electronic transmission of JAA Class 1 and CAA Class 1 medical certificate examination results to the CAA, shall pay to the CAA on that specified date a charge of £9 for each JAA Class 1 or CAA Class 1 medical examination carried out by the AME during the previous three months, the results of which have been transmitted to the CAA by way of the approved electronic transmission.

The specified dates for the purpose of this charge are 31 March, 30 June, 30 September and 31 December in each year.

**NOTE 1:**\* Once an AME obtains from the CAA the facility to electronically transmit medical examination data to the CAA then the CAA will not charge the AME the current fee shown in the medical examination table above for the report on a standard resting electrocardiogram (ECG).

## **9 FLIGHT INFORMATION SERVICE OFFICERS**

### **9.1 Licensing of FISOs**

- a) On application for the grant of a FISO Licence, the applicant shall pay a charge of £100, and for any written examination required for the above, the applicant shall pay a charge of £113.
- b) Upon application for the naming of a place, or any additional place, in a FISO Licence, the applicant shall pay a charge of £66, and for any examination conducted by the CAA for that purpose, the applicant shall pay a charge of £620.

### **9.2 Authorisation as an examiner for validity examinations**

On application for appointment as an examiner authorised to conduct examinations for the FISO Licence, the applicant shall pay a charge of £620.

## **10 AIRCRAFT MAINTENANCE ENGINEER LICENSING**

### **10.1 Licences and examinations**

Upon making application in respect of a licence to act as an Aircraft Maintenance Engineer or for the inclusion of a type or group rating in such a licence, the applicant shall pay:

- a) for the grant of a licence issued in accordance with BCAR Section L under Article 18(1) of the Order to include a Without Type Rating sub-division, for each application, a charge of £262;
- b) for the extension of a licence issued in accordance with BCAR Section L under Article 18(1) of the Order to include a Without Type Rating sub-division, a charge of £124;
- c) for the grant or extension of a basic licence issued in accordance with Part-66, for each category/sub-category combination, a charge of £303. Where a Category C basic rating is applied for concurrently with Category B1 or B2, no charge shall be payable for the grant of the Category C rating;
- d) for the grant of a Part-66 licence issued on conversion from a BCAR Section L licence, including any type rating held on the original licence, a charge of £303;
- e) for the grant of a Part-66 licence on the transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA where a BCAR Section L licence is not held, a charge of £303;
- f) for each attempt at a written examination module or part module conducted by the CAA, a charge of £41;

- g) for an examination paper to be re-marked, a charge of £31 and the charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA.
- h) for the refund, transfer or amendment of fees or when an examination has been re-arranged at the request of the applicant, a charge of £31.
- i) for the issue of a duplicate or replacement examination result notification or duplicate confirmation of a booking, a charge of £31.
- j) subject to sub-paragraph k), for the inclusion of any type rating or group, a charge of £124; except that where type ratings are included at the same time as a Part-66 licence is first issued, either on conversion of a BCAR Section L licence or on the basis of transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA, the maximum charge for all type ratings so included shall be £372;
- k) where a type rating is applied for within Category C concurrently with the same type rating within Category B1 or B2, no charge is payable for the Category C type rating.
- l) for each individually received application for the removal of one or more limitations from a Part-66 licence, a charge of £51.
- m) where limitations are requested to be removed as part of the conversion process, no charge shall be made.
- n) for the renewal of a licence valid for five years, a charge of £300.

**NOTE 2:** Where a licence is submitted for type addition, amendment or other change within the five year period, this licence action will trigger the requirement for a further five years of validity to be issued. The licence will be automatically re-issued for five years and only a proportional fee applied. The fee will be equal to the full renewal fee minus years lost on submission, rounded up to the nearest full year.

**As an example only,** if the licence had used 2yrs 3mths of validity on presentation for a further licence amendment then the renewal charge would be:

Lost years: 5 yrs – 2yrs 3mths

= 2yrs 9mths rounded up to the nearest full year, being 3 yrs

Charge is  $£300 \div 5 \times (5 - 3) = £120$ .

## 10.2 Licence assessment qualification

- 10.2.1 For the assessment or re-assessment of a qualification for the purpose of exemption from any of the requirements for the issue or extension of a licence to act as an Aircraft Maintenance Engineer, the applicant shall pay a charge of £1,723 or, if the cost of the assessment exceeds this amount, a charge of such amount as may be decided by the CAA but not exceeding £34,600 in respect of each assessment or re-assessment.
- 10.2.2 Upon making an application for a written assessment or re-assessment, particular to that applicant, of the evidence, examinations or tests which the CAA will require in respect of his knowledge, experience, competence or skill in respect of an engineer's licence, the applicant shall pay a charge of £124.
- 10.2.3 Upon making an application for a written assessment particular to that applicant of the evidence, experience, training or qualifications for the skilled worker route to obtaining a Part-66 licence, or for the production of a statement for protected rights, the applicant shall pay a charge of £124.

- 10.2.4 Upon making an application for an assessment of qualifications for the grant of an approval as a CAA Authorised Logbook Assessor, the applicant shall pay a charge of £124.
- 10.2.5 Upon making an application for the verification of licence documents for overseas validation or for the verification of an individual's licence details and history, the applicant shall pay a charge of £42.
- 10.3 **Authorisation and approval of persons and organisations**
- 10.3.1 Upon making application for approval, in accordance with BCAR Section L, under Article 18(6) of the Order, of a course of ab initio training or instruction, for the investigations required by the CAA, the applicant shall pay a charge of £1,754.
- 10.3.2 On making application for authorisation, under Article 18(6)(b) of the Order, of a person to conduct examination or tests, for the grant or extension of a licence issued under Part-66 or BCAR Section L, the applicant shall pay a charge of £1,754.
- 10.3.3 In respect of the investigations required by the CAA for the purpose of satisfying itself that an approval referred to in sub-paragraph 10.3.1 or 10.3.2 should remain in force for a period of twelve months commencing 1 April in any year, the holder of the approval shall pay on 1 April in that year, a charge of £1,754.
- 10.3.4 Upon making an application for approval of a type training course for the purpose of gaining a type rating in an engineer's licence granted under BCAR Section L or Part-66 for an aircraft with a maximum take-off mass (MTOM) of more than 5,700 kg where the course is not approved under Part-147, the applicant shall pay a charge of £1,122.
- 10.3.5 Upon making an application for approval of a type rating course for the purpose of gaining a type rating in an engineer's licence for an aircraft with an MTOM of 5,700 kg or below, or its systems or engines, the applicant shall pay a charge of £748.
- 10.3.6 Upon making application to the CAA for the grant or variation of an approval of a course in respect of an aircraft with an MTOM of more than 5,700 kg in accordance with Part-147 or Article 18 (6) of the Order, the applicant shall pay:
- a) for the grant of an approval which includes a single class, where the class is a basic rating, a charge of £3,446;
  - b) for the grant of an approval which includes a single class, where the class is a type rating, a charge of £3,446;
  - c) for the addition of a basic class, including a single rating, a charge of £1,723;
  - d) for the addition of a class, where the class is a type including a single rating, a charge of £1,723;
  - e) for the inclusion of each additional type rating, a charge of £410;
  - f) for the inclusion of a permanent additional site in the approval, a charge of £1,723;
  - g) for the inclusion of a temporary/remote site in the approval, a charge of £410;
  - h) for the inclusion of an approval to conduct individual modular training only, a charge of £410 in respect of each Part-66 category or sub category applied for;
- provided that, in respect of the investigations required by the CAA to satisfy itself that any approval given under sub-paragraph 10.3.6 should remain in force following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,900 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

10.3.7 Upon making application to the CAA for the grant or variation of an approval of a course in accordance with Part-147, for the investigations required by the CAA to assess the application, in respect of aircraft with an MTOM of 5,700 kg or less, the applicant shall pay:

- a) for the grant of an approval which includes a single class/rating combination, a charge of £1,870;
- b) for the inclusion of each additional rating combination, to an existing or pending class approval, a charge of £262;
- c) for the inclusion of a permanent additional site in the approval, a charge of £1,723;
- d) for the inclusion of a temporary/remote site in the approval, a charge of £410.

provided that, in respect of the investigations required by the CAA to satisfy itself that any approval given under sub-paragraph 10.3.7 should remain in force following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,900 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

10.3.8 In respect of the investigations required by the CAA for the purpose of satisfying itself that an approval referred to in paragraph 10.3.6 should remain in force for a period of 12 months commencing 1 April in any year, the holder of an approval shall pay on 1 April in that year:

- a) for an approval which includes only one class, a charge of £3,446;
- b) for an approval only for type training in respect of aircraft with an MTOM of 5,700 kg or less, a charge of £1,870;
- c) for an approval which includes more than one class, a charge of £4,328;
- d) plus, where more than one site is included in the approval, a charge of £1,723 for each additional site included;

provided that, in respect of the investigations required by the CAA to satisfy itself that any approval given under sub-paragraphs 10.3.6 or 10.3.7 should remain in force for a further 12 month period following a major organisational or managerial change, the holder of the approval shall pay a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred, but not exceeding £47,900 in any year or part of a year during which the investigations are carried out. Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the applicant shall pay a charge of £51.

#### 10.4 **Additional charge where functions are performed abroad**

Where, in connection with any function in respect of which a charge is specified in this Scheme the CAA deems it necessary for an employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside of the country in which he is normally stationed (for which purpose the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country) the applicant shall pay, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided by the CAA having regard to the expense thereby incurred by it but not exceeding, in respect of each employee of the CAA or each person appointed to act on behalf of the CAA, £12,650 per week, or part thereof, during which each such employee or any other person appointed to act on behalf of the CAA is absent from the country in which he is normally stationed.

**11 COPIES OF AND AMENDMENTS TO DOCUMENTS**

- 11.1 Upon making an application for the issue by the CAA of a copy or replacement of a document issued under Part 3 or Part 4 of the Order, the applicant shall pay a charge of £44.
- 11.2 Upon making an application for the amendment of the personal particulars included in a licence to act as a flight crew member or an aircraft maintenance engineer or an air traffic controller, other than a change of name consequent upon marriage, divorce or a change of address, the applicant shall pay a charge of £44.
- 11.3 Upon making an application for the issue by the CAA of a copy or replacement document for an air traffic controller licence or a flight information officer's licence issued under Articles 108 or 122 of the Order, the applicant shall pay a charge of £25.
- 11.4 Upon making an application for a copy of a document retained by the CAA concerning flight crew, engineer and air traffic control licensing, the applicant shall pay a charge of £25.
- 11.5 When requested by the applicant for the CAA to despatch items by mail to overseas destinations by using an overseas courier service, the cost of this service will be recovered from the applicant according to weight, size and destination of each posting.

**12 DEFINITIONS**

12.1 For the purposes of this Scheme:

- a) 'Certificated for Multi Pilot operation' means an aircraft which is not certificated for single pilot operation;
- b) 'Integrated training' means the completion of all elements of instruction and training in one continuous approved course for a specific licence at an approved flying training organisation under the supervision of the Head of Training of that flying training organisation;
- c) 'The Order' means the Air Navigation Order 2005 and any reference to an Article or Part of the Order shall, if that Order be amended or revised, be taken to be a reference to the corresponding provisions of the Air Navigation Order for the time being in force;
- d) 'Part-66' means Annex (III) so entitled to Commission Regulation (EC) No 2042/2003;
- e) 'Part-147' means Annex (IV) so entitled to Commission Regulation (EC) No 2042/2003;
- f) 'Modular training' means the completion of instruction and training for a specific licence or rating where the flying and theoretical training can be completed at separate organisations approved for that purpose. Each part supervised by the Head of Training of that training organisation.
- g) 'Professional Pilot's Licence' means a licence of one of the following classes;
  - Basic Commercial Pilot's Licence (Aeroplanes)
  - Commercial Pilot's Licence (Aeroplanes)
  - Airline Transport Pilot's Licence (Aeroplanes)
  - Commercial Pilot's Licence (Helicopters and Gyroplanes)
  - Airline Transport Pilot's Licence (Helicopters and Gyroplanes)
  - Commercial Pilot's Licence (Balloons)
  - Commercial Pilot's Licence (Airships)
  - Commercial Pilot's Licence (Gliders)
  - Multi-Crew Pilot Licenceor any JAR-FCL equivalent.



- h) 'Private Pilot's Licence' means a licence of one of the following classes:  
Private Pilot's Licence (Aeroplanes)  
Private Pilot's Licence (Helicopters)  
Private Pilot's Licence (Gyroplanes)  
Private Pilot's Licence (Balloons and Airships)  
or any JAR-FCL equivalent.
- i) A 'specified restriction' referred to in sub-paragraph 3.2 e) means:  
a restriction in a JAR Commercial Pilot's Licence limiting the holder to one form of aerial work;  
a restriction in a Private Pilot's Licence limiting the holder to flying a microlight aeroplane;  
a restriction in a balloon or airship Private Pilot's Licence limiting the holder to day flying only; and  
a restriction in a helicopter or gyroplane Private Pilot's Licence prohibiting flight out of sight of ground or water and by sole reference to instruments.
- j) For the purposes of flight crew licences, 'revalidation' means the grant of a further specified period of validity for a licence, rating qualification approval or authorisation ('the licence etc.') which allows the holder to continue to exercise the privileges thereof for a further specified period where the licence etc. is valid at the time the application is received.
- k) For the purposes of flight crew licences 'renewal' means the grant of a further specified period of validity for a licence, rating, qualification, approval or authorisation ('the licence etc.') which allows the holder to exercise the privileges thereof for a further specified period where the licence etc. is no longer valid at the time the application is received.
- l) 'JAA Member States' means States which:  
i) before 1 July 2009 were full Members of the JAA; and  
ii) on or after 1 July 2009 were full Members of the JAA on 30 June 2009.
- m) 'Major organisational or managerial change' means a change which the CAA reasonably considers to be a major organisational or managerial change.
- n) 'EU-Ops' means Annex 3 to Commission Regulation (EC) No. 3922/91 as amended by Commission Regulation (EC) No. 859/2008.

References to an employee of the CAA include a Member of the CAA.

References to full flight simulators, flight training devices, flight navigation procedure trainers and basic instrument training devices have the same meaning as in JAR-STD (Joint Aviation Requirements - Synthetic Training Devices).

References to crew resource management have the same meaning as in JAR-OPS 3 (Joint Aviation Requirements - Helicopter Operations) and in EU-Ops in respect of aeroplane operations.

- 12.2 All other expressions used in this Scheme shall, unless the context otherwise requires, have the same respective meanings as in the Order, Part-66 or Part-147.

### **13 COMMENCEMENT**

This Scheme shall come into operation on 01 April 2009.