

Application for Approval to Transport Dangerous Goods by Air – Operators of UK-Registered Aircraft



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

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 Partnership	Complete Section 2. b)		Public Educational	Complete Section 2. c)
Limited Company	Complete Section 2. b)		Establishment (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: Fax:

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 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: Fax:

E-mail: Mobile Telephone:

Website address:

Authorised Representative

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

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. (if applicable):

RPAS Operator Registration ID:

5. OPERATOR DETAILS

a) General

Aircraft / RPAS Operator (full legal name)*:

Trading Name)*:.....

b) Person within the operator with overall responsibility for the transport of dangerous goods by air

Name*:

Address*:

.....

Telephone*: Fax*:

E-mail*:

* If different from Section 2

7. TRAINING

Training for staff of the operator is carried out by:

the operator

another organisation

Name of Organisation:.....

Categories of staff to whom such training has been given (e.g. cargo staff, passenger handling staff):

.....

.....

Name of the person within the operator with responsibility for the training of the above staff:

.....

8. 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 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.

9 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 (www.caa.co.uk/ors5).

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:

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.

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.



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.

CAA USE ONLY	Applicant's name	Date of application
Department: Contact Name: Job No: Folio No: CAA Account Number: Nominal Code: Cost Centre: Date received: The sum of £ has been received by: Date: Amount paid by: Card Electronic Transfer* £ £ * Receipt of Electronic Transfer to be verified by Treasury. Bank Account No: Sort Code: Is this part of a Company payment? Yes No If Yes - Total amount paid:£ Amount to be deducted from NATS account: £ Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched: Legal Entity Details Company – Date of incorporation of Company: If declaration is signed on behalf of a Company: is declaration signed by a Director or Company Secretary? if not, then does signatory have authority to sign?		

Application for Approval to Transport Dangerous Goods by Air – Operators of UK- Registered Aircraft – GUIDANCE NOTES

NOTE 1: General

Before completing this form applicants are advised to read the further information relating to this application process, available on the [CAA website](#).

NOTE 2: Applicability

This form is for operators of UK-registered aircraft to apply for approval to transport dangerous goods by air. The submission of this form does not in itself constitute permission or approval to carry dangerous goods.

NOTE 3: Completeness

This application should be completed in full. Failure to do so may result in its return for re-submission or a delay in the processing of the application. If there is insufficient space to list all items, they can be listed on a separate sheet.

NOTE 4. Applicants other than Operators

If this application is made by an agent on behalf of the operator, the agent's details should be given in Section 2 and the operator's details should be given in Section 5.

If the person/company shown in Section 2 is not the operator of the aircraft, then confirmation in writing that the operator agrees for that person/company to act on their behalf must be provided with this application. This should include the following

- Confirmation that the operator agrees for the representing company to be responsible for the approval.
- Confirmation that the operator understands that an annual fee applies to the approval, which must be paid in order to maintain the validity of the approval.
- Confirmation that the operator understands that, if the person/company in Section 2 no longer represents the operator, the contact details of the new responsible person will be sent to the Dangerous Goods, Flight Operations immediately.

NOTE 5. RPAS Operators

For an application made by an RPAS Operator, the following documentation shall be submitted in its support:

- Operations manual (Dangerous Good SOP).
- UAS Operating Safety Risk Assessment specific to the carriage of Dangerous Goods.
- Emergency Response Plan.
- Training Programme for all staff with responsibilities related to the carriage of Dangerous Goods.
- Dangerous Goods training records.