

Application for Authorisation to Issue Permit Maintenance Release and Permit Flight Release Certificate – BCAR Section A/B Chapter A3-7/B3-7



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

Unique Corporate No. (to be completed by CAA)

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Title: Forename(s): Surname:

Address:
 Postcode:

Telephone: Mobile:

Email:

Local CAA Regional Office:

Applicant's Engineers/Pilots Licence No. (if applicable): Licence Expiry Date:

Date of last aircraft release to service certification: Type:

*Description and recency of any relevant experience to support your application, this should have been within the last 24 months. This may be relevant military experience, BCAR A8-20, last authorisation etc.

2. APPLICATION DETAILS

I apply to be authorised to issue in accordance with BCAR A3-7/B3-7 a Permit Flight Release Certificate or a Permit Maintenance Release for an aircraft of a type specified below where such a release is required by a condition of the permit issued for the aircraft.

Application for:

Initial authorisation
 Renewal
 Variation of authorisation

Tasks to be performed:

Locations:

Constructor and Type should be shown below:

Constructor	Aircraft Type(s)	Engine Type
1
2
3
4
5
6

3. CHARGES

IMPORTANT NOTES:

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.

If 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.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied.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 [List of Official Record Series 5 - Scheme of Charges](#) for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

4. DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I declare that I hold the necessary aircraft data such as Aircraft Maintenance Manuals, Service Bulletins, Mandatory Permit Directives and Airworthiness Directives as applicable, necessary to support the tasks to be performed and that the maintenance shall be performed in suitable facilities using the correct tooling.

I have read and understood the requirements of A3-7 and declare that I have no physical or medical impediment that would prevent me from undertaking the tasks being applied for.

I understand that the CAA may conduct sample checks upon these aircraft, the location of the maintenance and the aircraft records.

I enclose the charges payable on 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 1)

Signature of Applicant (named in 1):

Date:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

5. 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: Applications and Approvals	Contact Name:	
Job No:	CAA Account Number:	
Nominal Code:	Cost Centre: 5001 0479	Date recd.
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:	
CAA Regional Office:	Surveyor:	
Technical investigation complete:		
Application approved	rejected	
FINANCE		
CAA Account Number:		