

Application for Certification and/or Designation as an Air Navigation Service Provider (Regulation UK (EU) 550/2004)



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

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

1. APPLICATION FOR: (Tick as appropriate)

Certification as an Air Navigational Service Provider (ANSP)

And/Or

Designation to provide an Air Navigation Service at a specific location
(To apply for 'Designation' only you must already hold an ANSP certificate)

2. LOCATION WHERE DESIGNATION WILL APPLY

.....
ICAO LOCATOR CODE (If allocated)

3. TYPE OF SERVICE IT IS INTENDED TO PROVIDE AT THE DESIGNATED LOCATION (Tick as appropriate)

Air Traffic Control (ATC)

Aerodrome Flight Information (FIS)

Meteorological METARS and TAFS (MET)

Meteorological local observations only (MET)

Communications (C)

Navigation (N)

Surveillance (S)

4 (a). LIMITATION (This section is not applicable to ANSP Certificate holders)

If eligible, service providers may apply for a Limited Certificate which exempts the holder from some business and financial requirements of regulation UK (EU) 2017/373.

To be eligible for a Limited Certificate your organisation must ONLY provide one or more of the services listed in 4 (b) below.

Does your organisation require a Limited ANSP Certificate? Yes No

If Yes, indicate your organisations eligibility by ticking the appropriate boxes below.

4 (b). ELIGIBILITY FOR A LIMITED CERTIFICATE

| | |
|--|-----|
| Does your organisation intend to provide an Air Traffic Service that provides that service for less than 10,000 Commercial Air Transport movements per year? | Yes |
| Does your organisation intend to provide an Air Traffic Service to aircraft involved in Commercial Air Transport with less than 20 seats? | Yes |
| Does your organisation intend to provide an Air Traffic Service to aircraft involved in Commercial Air Transport with a MTOM (maximum take off mass) of less than 10 tonnes? | Yes |
| Does your organisation intend to provide an Aerodrome Flight Information Service that regularly operates with only one working position? | Yes |
| Does your organisation intend to provide an Air Navigation Service that is not an Air Traffic Service and is the organisations gross annual turnover less than £875,000? | Yes |

4 (c) DEFINITIONS

Air Traffic Service means the various flight information services, alerting services, air traffic advisory services and ATC services (area, approach and aerodrome control services).

Commercial Air Transport means any aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.

Air Navigation Services means air traffic services; communication, navigation and surveillance services; meteorological services for air navigation; and aeronautical information services.

5. APPLYING ORGANISATION DETAILS (Complete a) or b) as applicable)

a) Registered Company Name in Full and Companies House Registration Number

.....

b) Name of Unincorporated Association or Other Body

.....

6. ORGANISATION CONTACT DETAILS

Office Address:

.....

.....

Telephone E mail

7. PERSONNEL CONTACT DETAILS

a) FOCAL POINT FOR COMMUNICATION WITH THE CAA

| | | |
|-----------------|----------------|---------------|
| Title ... | Forename | Surname |
| Telephone | E mail | |

b) ACCOUNTABLE MANAGER

| | | |
|-----------------|----------------|---------------|
| Title ... | Forename | Surname |
| Telephone | E mail | |

8. FEES

The fee(s) required as calculated in accordance with the CAA Aerodrome Licensing and Air Traffic Services Scheme of Charges (published in CAA Official Record Series 5, available at www.caa.co.uk/ors5).

NB: This application will not be processed until the applicable fees have been received.

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 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.

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 fee, this charge will be deducted from any refund made in respect of the application following cancellation.

9. DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate. I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

Signature of Applicant: Date:

10. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, 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 \(caa.co.uk\)](http://www.caa.co.uk/ors5)

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.