

# Application for Recognised Assessment Entity Status (Unmanned Aircraft Systems)

## Air Navigation Order 2016 Article 268



Please read the included guidance notes before completing. 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. TYPE OF APPLICATION: (Tick applicable box)**

Initial Issue      Renewal      Variation      Administrative change      of Recognised Assessment Entity Status

Previous Approval (if applicable) Reference: ..... Expiry date: .....

**2. APPLICANT TYPES (Complete one only)**

Individual	Complete Section 3(a)	Partnership	Complete Section 3(a)
Limited Liability Partnership	Complete Section 3(a)	Limited Company	Complete Section 3(b)
Private Clubs	Complete Section 3(c)	Public Educational Establishment	Complete Section 3(c)
Other Government Organisation	Complete Section 3(c)	Charity	Complete Section 3(c)
Trust	Complete Section 3(c)	<i>(use section 3(b) if a registered charity number is provided)</i>	

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

**This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.**

**a) Individual (including sole traders and first party of partnerships)**

Title: ..... Forename: ..... Surname: .....

Trading Name (if applicable): .....

Address 1: .....

Town/City: ..... County: .....

Postcode: ..... Country: .....

Telephone: ..... Mobile Telephone: .....

E-mail: .....

**a) Individual (second party of partnerships (if applicable))**

Title: ..... Forename: ..... Surname: .....

Trading Name (if applicable): .....

Address 1: .....

Town/City: ..... County: .....

Postcode: ..... Country: .....

Telephone: ..... Mobile Telephone: .....

E-mail: .....

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

**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.**

**b) A Company**

Registered Company Name (in full): .....

Registered Company Number: .....

County of Company Registration: .....

Registered Office Address 1: .....

Town/City: ..... County: .....

Postcode: ..... Country: .....

Telephone: ..... E-mail: .....

Trading Name (if applicable): .....

Trading Address 1: .....

Town/City: ..... County: .....

Postcode: ..... Country: .....

**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: ..... Email: .....

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.

**c) An Unincorporated Association or other body**

**This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.**

Name of Unincorporated Association or other body: .....

Address 1: .....

Town/City: ..... County: .....

Postcode: ..... Country: .....

Telephone: ..... Mobile telephone: .....

E-mail: ..... Website address: .....

This application is to be signed by a person or persons authorised by the body named above to act on its behalf. This should normally be a member or members of the managing committee of the association or other body. Evidence of that authorisation should be provided with the application.

**4. ADDRESS FOR CORRESPONDENCE (if different from above)**

Postal Address (if different from above): .....

..... Postcode: .....

**5. SPECIFIC REQUIREMENTS FOR THE GRANT OF APPROVAL**

- For all **initial** applications the organisation shall submit to the CAA the following documentation (CAP722B refers):
- Exposition
  - Technical Procedure Manual
  - Exam papers with Answers
  - Teaching Slides
  - Student Handout
  - Fee

**5. SPECIFIC REQUIREMENTS FOR THE GRANT OF APPROVAL**

For all **Renewal** applications the organisation shall submit to the CAA the following documentation (CAP722B refers):

- Exposition
- Technical Procedure Manual
- Exam papers with Answers
- List of Amendments since last submission
- Internal Safety Review minutes for the last 12 months
- Fee

Please note that the CAA reserved the right to request any document in support of an application

For all **Variation** applications the organisation shall submit to the CAA the following documentation (CAP722B refers):

- Exposition
- Technical Procedure Manual
- Amendment List detailing the variation
- Any supporting documentation for the variation
- Fee

Please note that the CAA reserves the right to request any document in support of an application

For all **Administrative Change** applications the organisation shall submit to the CAA the following documentation (CAP722B refers):

- Exposition
- Technical Procedure Manual
- Amendment list detailing changes
- Fee

Please note that the CAA reserves the right to request any documentation in support of an application

**6. ADDITIONAL INFORMATION**

**7. 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 General Aviation 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 or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information.

**8. DECLARATION (Applicant must be over 18 years of age)**

I am applying for Recognised Assessment Entity Status (Unmanned Aircraft Systems).

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 this application in accordance with the Scheme of Charges

([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

I agree to pay any additional charges which may become payable in respect of this application under the General Aviation Scheme of Charges ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

Name of Applicant: .....

(as shown in 2 (a) or (b))

Signature of Applicant (named in 2 (a) or (b)) or Signature of Authorised Representative (named in 2 (a) or (b)):

..... Date: .....

**9. PRIVACY NOTICE**

The UK CAA collects and stores an organisation or individual's name, address, email, telephone number, company name, company registration number and company address for the purpose of processing an application for the UK Recognised Assessment Entity Status.

Why we process your personal information

The processing of your personal information is necessary for the performance of a task we carry out in the public interest or official authority vested in us in accordance with UK/EU law.

Who sees your personal information and why

An organisation or individual's data will be shared with internal CAA staff who act as joint controllers/processors for information sharing and the purpose of processing the application for the UK Recognised Assessment Entity Status.

How long we keep your personal information and why

All personal information associated with an unsuccessful applicant will be automatically deleted 5 years after the application for a organisation approval in UK was made or 10 years after expiry of a granted Approval. The data is held for enforcement, compliance and intelligence purposes.

Your individual rights

You may submit an information enquiry or make a complaint about how we have processed your personal information by emailing [FOI.requests@caa.co.uk](mailto:FOI.requests@caa.co.uk).

Please be aware that the CAA is subject to the Freedom of Information Act, which means we may need to release information you have supplied to us. However, we would never disclose your personal information without first obtaining your consent.

Additional Information

The CAA General Privacy Notice (<https://www.caa.co.uk/Our-work/About-us/General-privacy-notice/>)

This privacy notice is subject to change

**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) and to make payment by credit/debit card. 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.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.