

**This application form can only be used to apply for a national PPL licence under the UK ANO. To apply for a UK Part-FCL PPL, LAPL or an FRTOL, please use online application [SRG1105](#). Please note this form has not been updated so some references will not be applicable to your application.**

## Application for Private Pilot Licence (Aeroplanes) under UK ANO 2016/765.



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.

Unique No. (to be completed by CAA)

Please read attached **Guidance Notes** before completing the technical sections of this form.

A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom. European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part-MED.A.030 and Part-FCL.015).

If your medical records are not held by the UK CAA, your application will be rejected.

### FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

### 1. APPLICANT DETAILS

(The Applicant is responsible for payment of CAA charges)  
To be completed by the Applicant

CAA Personal reference number (if known):

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

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent Address: .....

Postcode: .....

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

E-mail: .....

A certified copy of your valid Passport or Full UK Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

### 2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address: .....

.....

Postcode: .....

### 3. MEDICAL FITNESS

To be completed by the Applicant

State of Issue	Class of Medical Certificate held	Date of last Medical	CAA use only

Note: Your Medical Certificate must be valid on the licence issue date.

4. PARTICULARS OF UK OR NON-UK LICENCES HELD			To be completed by the Applicant
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

5. RATINGS HELD						To be FULLY completed by the Applicant
Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for each type and/or class rating, and any Instructor certificate to be endorsed on your Part-FCL Licence.						
Rating or Certificate held	Single Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only

6. APPLICATION (tick as appropriate)	To be completed by the Applicant
<p><b>I am applying for a:</b></p> <p>PPL <input type="checkbox"/>      LAPL <input type="checkbox"/>      UK FRTOL <input type="checkbox"/></p> <p>PPL Aeroplane:</p> <p>Single-engine piston (Land) <input type="checkbox"/>      Single-engine piston (Sea) <input type="checkbox"/>      TMG <input type="checkbox"/></p> <p>Multi-engine piston (Land) <input type="checkbox"/>      Multi-engine piston (Sea) <input type="checkbox"/></p> <p>LAPL Aeroplane:</p> <p>Single-engine piston (Land) <input type="checkbox"/>      Single-engine piston (Sea) <input type="checkbox"/></p> <p><b>Note: Any additional rating applied for, other than those mandatory for licence issue, will incur an additional charge.</b></p>	

7. THEORETICAL KNOWLEDGE TRAINING AND EXAMINATIONS	To be completed by the Applicant
I am applying for a credit in respect of theoretical knowledge training because:	
I am applying for a credit in respect of theoretical knowledge examinations because:	

**7. THEORETICAL KNOWLEDGE TRAINING AND EXAMINATIONS (continued)**

**To be completed by the approved training provider for PPL Theoretical Knowledge training**

I certify that (name) .....has satisfactorily completed a course of training in accordance with Part-FCL for the PPL theoretical knowledge examinations.

Name of Approved Training Provider: ..... ATO Approval No: .....

Competent Authority issuing Approval: .....

Name of Head of Training: .....

Signature of Head of Training: ..... Date:.....

**To be completed by ground examiner who has conducted the theoretical knowledge examinations. (one to be completed per different ground examiner).**

I certify that (name) .....has satisfactorily passed the PPL theoretical knowledge examinations.

Examination Paper	Exam Date	Paper No.	Mark (%)	Examination Paper	Exam Date	Paper No.	Mark (%)
Air Law				Operational Procedures			
Human Performance				Flight Planning & Performance			
Meteorology				Aircraft General Knowledge			
Navigation				Communications			
Principles of Flight							

Name of ground examiner: .....

Ground examiner certificate number: ..... Expiry date: .....

Competent Authority issuing certificate: ..... (if applicable)

Name of Approved Training Provider: .....

Approval number: .....

**8.a. FLYING EXPERIENCE - PPL AEROPLANES** **To be completed by the Applicant**

<b>IMPORTANT NOTE:</b> Any flight entries recorded within a pilot log, for the same flight as Pilot in Command and Dual will only be countable as Dual flight for licensing purposes. Please see guidance in CAP 804, in relation to the logging of flight experience in accordance with Part-FCL.	Hours claimed	Qualifying hours	CAA use only
Supervised Solo Flight time		10	
Solo cross-country flight time		5	
Date of solo cross-country flight no less than 270km/150NM during which full stop landings at two aerodromes different from the aerodrome of departure have been made.	Date: .....		
Dual instruction		25	
Credit for PIC experience in aircraft		10 (max)	
Experience in simulator (Identification no. of FTD 2/3, FNPT I/II/III or flight simulator used which is printed on the Qualifications Certificate issued in accordance with Commission Regulation (EU) 1178/2011).		5 (max)	
	No: .....		
<b>Total Hours</b>			

8.b FLYING EXPERIENCE - LAPL AEROPLANES		To be completed by the Applicant	
<b>IMPORTANT NOTE:</b> Any flight entries recorded within a pilot log, for the same flight as Pilot in Command and Dual will only be countable as Dual flight for licensing purposes. Please see guidance in CAP 804, in relation to the logging of flight experience in accordance with Part-FCL.		Hours claimed	Qualifying hours
Supervised Solo Flight time			6
Solo cross-country flight time			3
Date of solo cross-country flight of at least 270km/150NM during which one full stop landing at an aerodrome different from the aerodrome of departure shall be made.		Date: .....	
Dual instruction			15
Date of pre-entry flight test (if applicable)		Date: .....	
Credit for PIC experience in aircraft after ATO assessment (if applicable)		Hrs: .....	10 (max)
<b>Total Hours</b>			30

9. ATO CERTIFICATION/REGISTERED FACILITY (Tick as appropriate)	To be completed by the ATO
I certify that (name) ..... has satisfactorily completed a course of flying training for the grant of a Private Pilot's Licence <input type="checkbox"/> a Light Aircraft Pilots Licence. <input type="checkbox"/>	
I further certify that I have examined the applicants flying log and the entries in them meet in full the flying experience requirements for the grant of a Licence in accordance with Part-FCL, CAP804 and section's 8a or 8b of this application form.	
The applicant has attended a reduced course of training on the basis of:	
Date course started: ..... Date course completed: .....	
Recommended for Skill Test by (name block capitals): ..... Licence No: .....	
Approved Training Organisation (ATO): ..... ATO Approval No: .....	
Competent Authority issuing Approval: .....	
Name of Head of Training: .....	
Signature (Head of Training): ..... Date: .....	

10. CONFIRMATION OF SKILL TEST	To be completed by the holder of an examiner certificate issued in accordance with PART-FCL
I certify that (name) ..... has satisfactorily completed a Skill Test for the grant of a Private Pilots Licence <input type="checkbox"/> or Light Aircraft Pilots Licence <input type="checkbox"/> in accordance with FCL.1030. I have examined the applicants flying log and application form and can confirm that they meet in full the requirements for the grant of the Licence in accordance with Part-FCL.	
PPL Skill Test	Pass Date: .....
LAPL Skill Test:	Pass date: .....
Aircraft Type and Registration: .....	
Examiner's Name: ..... Examiners Number: .....	
Authorising Competent Authority: ..... Date of Examiners Briefing (if applicable): .....	
Signature (Examiner): ..... Date: .....	

Note - Examiners are reminded that they must complete the Examiner's Report Form and submit this to Licensing and Training Standards, within 14 working days from the skill test.  
 Applicants are advised that the licence will not be issued until the corresponding Examiner's Report Form is received.

11. UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE (FRTOL)				To be completed by the UK RT Examiner	
	Date passed	Paper No.	Mark (%)	Examiner's name & signature	Examiner's CAA reference number
A) UK Communications (Written)					
B) HF theory (Written) (if applicable)					
C) Radiotelephony Practical Test					
<b>The above examinations were completed at .....</b> (Test location)					
<b>NOTE: Form SRG1199 must be completed for all English Language Proficiency Assessments.</b>					

12. DECLARATION OF APPLICANT (tick as appropriate)	To be completed by the Applicant
<p>I have not held any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another member State;</p> <p>I have not applied for any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category in another member State; and,</p> <p>I have never held any personnel licence, certificate, rating, authorisation or attestation with the same scope and in the same category issued in another member State which was revoked or suspended in any other Member State.</p> <p>I understand that any incorrect information could disqualify me from being granted a personnel licence, certificate, rating, authorisation or attestation.</p> <p>I have reviewed all Guidance Notes and have submitted all the necessary paperwork for my application to be considered.</p> <p>I agree to receive:</p> <p>Flight Crew Safety material from the CAA only <input type="checkbox"/> or</p> <p>Safety material from authorised sources <input type="checkbox"/></p> <p>I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.</p>	
<p>Signature of Applicant: ..... Date: .....</p>	

13. CAA USE ONLY	
Date of Issue.....	Enclosures
Checked by .....	
Loaded by .....	Despatch/collection details
Signed by .....	

14. COURIER CHARGES
<p><b>Note to all customers:</b> All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "<a href="#">Courier Charge</a>". The courier charge will be added to the relevant charge as per the Personnel Licensing <a href="#">Scheme of Charges</a> and payable with application.</p> <p>Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.</p> <p><b>If you wish to opt out of document return by secure courier, please tick box.</b> <input type="checkbox"/></p> <p><b>Please note:</b> The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.</p>

**15. CHARGES**

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)) to be paid on application are enclosed herewith.

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

Total charges included are: £.....

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](http://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.

**16. FINANCIAL DECLARATION**

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

I enclose the charges payable on 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 Scheme of Charges.

Name of Applicant: .....

Signature of Applicant: ..... Date: .....

**17. SUBMISSION INSTRUCTIONS**

Please send your completed application and supporting documentation (see Guidance Notes) to the following address:

Licensing and Training Standards, Licensing Department  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

**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. ....

If payment is received by cheque, attach a copy to this application form.

The sum of £ ..... has been received by: ..... Date: .....

Amount paid by: Cheque Cash Card Electronic Transfer\*

£ ..... £ ..... £ ..... £ .....

\* Receipt of Electronic Transfer to be verified by Treasury.

Cheque drawn against account of: .....

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? .....

**Individual** – Identification Document Details e.g. Passport/Driving Licence.

Type of identification: .....

Signature on ID checked against Form Signature:  . Appropriately certified:

# Aeroplane - Application for Part-FCL Private Pilot Licence and Light Aircraft Pilot Licence - GUIDANCE NOTES

Having a clear application form and pilots' log(s) (where appropriate) will enable L&TS to issue licences and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

## IMPORTANT INFORMATION

In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of Part-FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

## NIGHT RATINGS

If the PPL course includes the endorsement of a Night Rating, please also complete form [SRG 1126](#) and pay the appropriate additional fee as per the Scheme of Charge.

<b>GUIDANCE NOTE 1: Certifiers of ID</b>
The following people can act as 'certifiers':
<ul style="list-style-type: none"> <li>• Head of Approved Training Organisation.</li> </ul>
Instructions for the certifier of your ID document are as follows:
<ol style="list-style-type: none"> <li>1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.</li> <li>2. Insert signature and date.</li> <li>3. Certifier's name must be printed in block capitals.</li> <li>4. Must include position or capacity, e.g. Head of Approved Training Organisation.</li> </ol>

<b>GUIDANCE NOTE 1: Which sections of the application form to complete</b>	
Application applied for	Sections to be fully completed
Part-FCL PPL (A) without FRTOL	1, 2, 3, 4, 5, 6, 7, 8(a), 9, 10, 12, 14, 15, 16
Part-FCL PPL (A) with FRTOL	1, 2, 3, 4, 5, 6, 7, 8(a), 9, 10, 11, 12, 14, 15, 16
Part-FCL LAPL (A) without FRTOL	1, 2, 3, 4, 5, 6, 7, 8(b), 9, 10, 12, 14, 15, 16
Part-FCL LAPL (A) with FRTOL	1, 2, 3, 4, 5, 6, 7, 8(b), 9, 10, 11, 12, 14, 15, 16
Part -FCL PPL(A) upgrade from Part-FCL LAPL	1, 2, 3, 4, 5, 6, 7, 8(a), 9, 10, 11, 12, 14, 15, 16
Part-FCL LAPL(A) on basis of UK military credit	1, 2, 3, 4, 5, 6, 7, 8(b), 9, 10, 11, 12, 14, 15, 16
Part-FCL PPL(A) on basis of credit from third country ISAO licence or UK military	1, 2, 3, 4, 5, 6, 7, 8(b), 9, 10, 11, 12, 14, 15, 16



GUIDANCE NOTE 2: Supporting documentation required with the application							
Application	Original flying log(s)	A certified copy of your valid Passport or full UK Photographic Driving Licence. (See guidance note 1).	Certified copy of Part-MED Medical Certificate (Class 1 or 2 for PPL(A) or LAPL Medical for LAPL(A))	Examiners Report form (applicants or copy for Competent Authority) EXAMINER'S COPY	Original third country ICAO Licence and Medical or certified copy by ATO (if applicable). See guidance note (i).	Copy of Part-FCL Examiner's Approval certificate and licence (if Examiner is not approved by the UK CAA) See guidance note (i).	Copy of Part-ORA Approved Training Organisations (ATO) Approval certificate (if ATO is not approved by the UK CAA) See guidance note 1.
PPL (A)	✓	✓	✓	✓		✓	✓
LAPL(A)	✓	✓	✓	✓		✓	✓
ICAO Conversion PPL(A)	✓	✓	✓	✓	✓	✓	✓

- (i) Applicants applying on the basis of a credit from holding a current, valid, third country licence will also need to meet the third-country verification requirement and submit application form [SRG2142](#).
- (ii) Applicants applying on the basis of the Military Accreditation Scheme will also need to submit fully completed military credit scheme form [SRG2133](#) along with copies of the military logbook certified by the commanding officer or Head of Training.

# Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

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

Application for:..... Dated: .....

Original Applicant's Name: .....

Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx) .....

Registered Company or Trading Name: (if applicable) .....

Contact Telephone Number: .....

## 2. PAYMENT DETAILS

### a) Payment type (please tick your chosen method of payment).

Visa       Mastercard       Debit Card       Cheque/Banker's Draft       Bank Transfer       Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc  
Bloomsbury Parr's Branch  
PO Box 158  
214 High Holborn  
London  
WC1V 7BX

Account Name: Civil Aviation Authority  
Account Number: 36029769  
Sort Code: 60-30-06  
Swift Code: NWBK GB 2L  
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ ..... BACS/CHAPS/ASN Reference\*: .....

\* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: ..... Payers Email: ..... Date of Transfer: .....

### b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date:   /        Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:  
Start date:   /    
Issue No:  (if applicable)

Amount: £ .....

Name (as written on card): .....  
(BLOCK CAPS)

Full postal address of card holder: .....

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

Card holder's signature: .....

Please tick box if paying with Company Card       Company Name: .....

**Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.**