

APPLICATION FOR AN OPERATING LICENCE

Under the Civil Aviation Authority Regulations 1991, as amended, and to the Authority's Official Record Series 1.



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

FOR INTERNAL USE ONLY

APPLICATION NUMBER: DATE RECEIVED:

FALSE REPRESENTATION STATEMENT

Section 67(6) of the Civil Aviation Act 1982 makes it an offence to provide false information for the purpose of obtaining a licence.

The Authority is required by Regulation 16(3) to make a copy of each application available at its office for inspection and, in normal circumstances, to publish details of the application in its Official Record Series 2.

1. APPLICANT DETAILS 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.

a) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

..... Postcode:

Telephone: E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

Country 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 or issued to, the applicant(s) named below.

b) Individual (including sole traders and partnerships)

Title: Forename: Surname:

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

Town of birth: Country of birth:

Permanent Address:

Country Postcode:

Telephone: Mobile telephone:

Trading Name: (if applicable)

Website address:

E-mail:

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification if this is your FIRST application. In the case of a partnership, please complete details of all partners. Continued on a separate sheet

2. OPERATING LICENCE TECHNICAL INFORMATION

Principal operating base:.....

Is the application for a Type A or a Type B Operating Licence? (see the Official Record Series 1 for description of licence types.)

What date is the licence required to be effective?:

Do you hold an AOC? If yes, please give number: if no, have you applied for one? Yes No

Number and type of aircraft currently employed:

Number of Aircraft	Aircraft Type

Do you operate, or intend to operate, any aircraft with more than 10 tonnes maximum take off weight or more than 19 seats? If yes, please specify.

Number of Aircraft	Aircraft Type

Nature of air transport service operated or proposed:

Is air transport your principle activity, or will it be your principle activity if a licence is granted? Yes No

If no, please give details on a separate sheet.

3. COMPANY INFORMATION

(The questions below on registration, shareholdings and directors apply only to applicants which are incorporated companies. Any other applicants, such as sole traders or partnerships, are requested to provide details of ownership and management on a separate sheet enclosed.)

Registered Address:

Date and place of incorporation:

Company registration number:

3.1 SHAREHOLDERS

Please list below details of each person or company holding more than 5% of the total issued shares in the applicant. In the case of nominee holdings, indicate the name of the beneficial holder of the shares.

FULL NAME OF SHAREHOLDER	NATIONALITY	NUMBER OF SHARES	CLASS OF SHARES	% OF TOTAL ISSUED

Name of parent company (if any):

Date of incorporation of parent company (if applicable):

4. SENIOR MANAGEMENT

Please list below details of the applicant's senior management other than directors:

FULL NAME OF DIRECTOR	EXECUTIVE POSITION, IF ANY)	NATIONALITY

5. FINANCIAL ARRANGEMENTS

Please give details on a separate sheet of any financial or other arrangements which may have a bearing on control of the applicant.

For example:

- any guarantees or support undertakings,
- any loans other than provided by a bank or financial institution,
- any aircraft leases other than those provided on normal commercial terms; or,
- any operational or commercial agreements involving another airline

6. OTHER MATTERS AFFECTING CONTROL OF THE APPLICANT

The Authority is required to be satisfied before granting an Operating Licence that the applicant is majority owned and effectively controlled by EC Member States or nationals of Member States. Are you aware of any information not included above which might affect the Authority's view of the ownership and control of the applicant in this context? If so, please give details on a separate sheet.

7. CHARGES

The charge(s) required as calculated in accordance with the CAA Scheme of Charges (published in CAA Official Record Series 5) (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:

.....

If you want the CAA to quote a Purchase Order No. on your invoices, please provide the reference here:"

Purchase Order number:

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 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 for more information.

8. FINANCIAL DECLARATION

I, the undersigned, hereby apply for the grant of an Operating Licence and I declare that, to the best of my knowledge and belief, the statements given in this application are true. 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).

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 a) or b)):

Signature of Applicant (named in 1a) or b))

Or Signature of Authorised Representative (named in 1 a) or b)):

Date:

9. SUBMISSION INSTRUCTIONS

The CAA retains the right at any time to seek any additional information to establish the validity of applications and associated documents and will if

necessary invoke its powers under the Air Navigation Order against any permission it may have issued if that information is not provided.

Contact

When you have completed this Form, please send it, with any attachments, to:

Airline Licensing, CMG, Airline Licensing, K3, CAA House, 45 - 59 Kingsway, London, WC2B 6TE

Tel: +44 (0)20 7453 6436

Fax: +44 (0)20 7453 6322

Email: airlinelicensing@caa.co.uk (non-payment details only)

10. PRIVACY NOTICE

The UK CAA's Consumers and Markets Group collects and stores your name, address, telephone, email and nationality for the purpose of processing aircraft for scarce capacity allocation certificates and licence applications which includes the following; a new operating licence, route licence, air transport licence and air transport route licence. Such information is also used in updating our records on the ownership and control of organisations that hold such licences or certificates.

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

We need to share your personal data with internal CAA staff for the purposes of processing the following application types; a Scarce Capacity Allocation Certificate, new operating licences, route licences, air transport licences, air transport route licence as well as updating our records on the ownership and control information of organisations that hold such licences or certificates.

How long we keep your personal information and why

We will delete all personal information associated with an unsuccessful applicant 10 years after the application was made or 20 years after the expiry of any Operating Licences. The data is held for industry intelligence, compliance and monitoring 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. 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

- [Information on your further rights as a data subject.](#)
- [How to contact the CAA Data Protection Officer.](#)
- [How to complain to the ICO](#) about the CAA's processing of personal data.
- [The CAA General Privacy Notice.](#)

This privacy notice is subject to change.