

APPLICATION FOR A ROUTE LICENCE OR AN AIR TRANSPORT LICENCE



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

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

FOR INTERNAL USE ONLY

APPLICATION NUMBER: DATE RECEIVED:

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.

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. If any person serves an objection or representation on the applicant in accordance with Regulation 20(3) he may require the applicant to provide him with a copy of the application

1. 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 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: Email:
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:
Address:
Country Postcode:
Telephone: Mobile Telephone:
E-mail:
Trading Name: (if applicable)
Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

2. ROUTE LICENCE OR AIR TRANSPORT LICENCE TECHNICAL INFORMATION										
Is the application for a Route Licence or an Air Transport Licence?										
If it is an application for a route licence, do you hold an Operating Licence?	Yes	No								
If not, have you applied for one?	Yes	No								
What class of licence is being applied for? (See official Record Series 1 for definitions of licence classes)										
.....										
What date is the licence required to be effective?										
Is the application is in respect of the continuation or substitution of a licence already held? Yes No										
If so please give the licence numberand expiry date.....										
Please state:										
(1) the places between which flights will be operated or, in the case of an application for an area licence, the geographical areas of origin and destination:										
<table border="1"> <thead> <tr> <th>Origin</th> <th>Destination (& vice versa)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Origin	Destination (& vice versa)						
Origin	Destination (& vice versa)									
(2) any other limitations to which the licence is to be subject, including limitations as to the capacity, frequency or class of service or the class or descriptions of passengers or cargo to be carried										
.....										
.....										
(3) if the application is for a Class 2B licence, the names and ATOL numbers of the charterers on whose behalf services are to be provided:										
<table border="1"> <thead> <tr> <th>Name of Charterers</th> <th>ATOL numbers of charters</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>			Name of Charterers	ATOL numbers of charters						
Name of Charterers	ATOL numbers of charters									
(4) if the application is for a class 5 licence, the name of the contracting carrier:										
.....										
If the application is for an Air Transport Licence and you do not at present hold any Air Transport Licences, please provide the corporate details separately.										

3. CHARGES
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.

4. FINANCIAL DECLARATION

I am applying for a Route Licence or an Air Transport Licence

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.

I, the undersigned, hereby apply for the grant of a licence as described in this application and I declare that, to the best of my knowledge and belief, the statements given in this application are true.

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

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

Date:

5. 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.

6. 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, a 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.