

Application for the Validation (or extension of Validation) of a Flight Crew Licence Issued by an ICAO Contracting State for Non Commercial Activities where the pilot is not being remunerated under UK (EU) Regulation No. 1178/2011 (the Aircrew Regulation)

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. PERSONAL DETAILS
CAA Reference No:
Title Forename(s) Surname
Date of Birth (dd/mm/yyyy) Nationality
Town of Birth Country of Birth
Permanent Address
..... Post Code
Telephone Number Mobile Telephone Number
Email

2. ADDRESS FOR CORRESPONDENCE (if different from above)
Postal Address (if different from above):
..... Postcode:

3. MEDICAL FITNESS
State of issue:
Class of Medical Certificate Held:
Date of last Medical: Expiry of Medical:
CAA use only:

4. VALIDATION REQUIREMENTS	
Capacity in which flight crew member will be flying:	P1 (Pilot In Command) P2 (Co-Pilot)
Activity for which validation is required:	
Description of the activity for which the validation is required:	
.....	
For Ferry Flight without remuneration please tick:	
Privileges applied for:	
AEROPLANES	HELICOPTERS
Non-commercial activities with an instrument rating	Non-commercial activities with an instrument rating
Non-commercial activities without an instrument rating	Non-commercial activities without an instrument rating
Start date for validation:	Type(s) of aircraft:
End date for validation (if less than 12 months):	

5. PARTICULARS OF NON-UK LICENCE

Country of issue:

Type of Licence:

Licence number:

Licence to be validated Date of issue: Date of expiry:

Date of last medical examination:

Class of Medical certificate held and any limitations on the medical:

Limitations or endorsements:

Radio telephony Operator's Licence Licence number:

Instrument rating Date of Issue:

Date of last check:

Class or Type rating for which the validation is to be issued Name of rating:

Date of last check:

NON-Commercial Activities	Total Pilot Experience	Aeroplanes	Helicopters
	PIC:
PIC in the preceding 12 months:	
Instrument time as PIC:	
Instrument flying time as PIC in the preceding 12 months:	

6. For English Language Proficiency please complete [CAA5003](#)

7. SKILL TESTS TO BE COMPLETED BY AN EXAMINER

A. Details of skill test conducted by a UK Part FCL examiner for non-commercial activities without instrument rating for class or type rating (to be completed by a UK Part FCL examiner holding the appropriate valid examiner certificate)

I confirm that I have assessed the applicants knowledge of Air Law and Human Performance and confirm this is:

Adequate: Inadequate:

That they have successfully passed a PPL skill test (please attach the PPL skill test report form)

Examiner's Name: Examiner's No:

Examiner's Signature: Date:

Applicant's Signature: Date:

B. Details of skill test conducted by a UK Part FCL examiner for non-commercial activities **with instrument rating for class or type rating** (to be completed by an examiner holding the appropriate valid examiner certificate under UK Aircrew Regulation)

I confirm that I have assessed the applicants knowledge of, **Aeronautical Weather codes, Flight Planning and Performance (IR)** and confirm this is:

Adequate:

Inadequate:

That the applicant has successfully passed a skill test for the instrument rating and class or type rating relevant to the privileges of the licence held, in accordance with Appendix 7 and Appendix 9 to Part FCL. (please attach the instrument rating skill test report form and the type class rating skill test form)

Examiner's Name: Examiner's No:

Examiner's Signature: Date:

Applicant's Signature: Date:

8 APPLICATION FOR EXTENTION TO VALIDATION

To be completed if the application is for the extension of an existing validation certificate I confirm

that

has commenced a course of training towards the issue of a UK Part-FCL licence /IR

expected that the applicant will apply for the licence by (DD/MM/YY).

The applicant is requesting an extension to above validation in accordance with the terms set out in UK (EU) Regulation 1178/2011.

Training provider: ATO/DTO Approval or Reference No:

Head of Training/Chief Flight Instructor (block capitals):

Signature:

Date:

(Head of Training/Chief Flight Instructor)

The period of the extension is a maximum of 12 months.

The UK CAA cannot grant more than one extension.

Please refer to false declaration statement on page 1

9 DECLARATION (tick as appropriate)

I declare that:

I have read and understood the Part-FCL and Part-NCO (Annex VII) of UK (EU) Regulation 965/2012 (as applicable) implementing rules relevant to my licence and the proposed activities:

I have not been issued with a validation previous under UK (EU) Regulation 1178/2011 by the United Kingdom; and that I have not had a validation refused, suspended, or revoked by the CAA.

I declare that the information provided on this form is correct.

Signature: Date:

10 CAA USE ONLY

Date of Issue:

Enclosures:

Checked by:

Loaded by:

Dispatch/collection details:

Signed by

11 COURIER CHARGES

Note to all customers: All original documents submitted by the customer and the 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 "Courier Charge". The courier charge will be added to the relevant charge as per the Personnel Licensing Scheme of Charges and payable with application.

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 dispatch 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 service.

If you wish to opt out of document by secure courier, please tick box.

Please note: 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 damage 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 financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

12 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.

VALIDATION OF FLIGHT CREW LICENCES ISSUED BY ICAO CONTRACTING STATES ISSUE AND EXTENSION

GUIDANCE

General Guidance

- a) The validation of flight crew licences granted by ICAO Contracting States is in accordance with the provisions of Commission Delegated Regulation (EU) 2020/723 amending UK (EU) Regulation No 1178/2011, for the time being in force, and with the standard set out in Annex 1 (Personnel Licensing) to the Convention on International Civil Aviation.
- b) Before a licence is validated, it must have the aircraft class or type(s) for which the validation is required, specified in the Aircraft Rating.
- c) Applications for a Certificate of Validation may be submitted by the pilot/employer/operating company whose principal place of business is in the UK on behalf of the holder of a non-UK ICAO pilot's licence who wish to utilise for a specific short-term purpose. Certificates of Validation, when issued, must be passed to the licence holder who should retain it with the licence to which it relates, so that both may be produced on request to a person so authorised.
- d) Proof of identity – As detailed above. A photocopy will be acceptable provided all the relevant information is clearly presented and the copy is certified by the Head of Training or Flight examiner.
- e) As of 1 July 2017, all third country ICAO licence holders are required to apply for the verification of their licence when applying for any licensing service from the CAA on the basis of this licence, using application form SRG2142. The UK CAA will apply to the National Aviation Authority for verification of your licence, and will only process the validation once this has been received. The CAA will not accept verifications supplied directly by the applicant, nor shall we recognise an expired ICAO licence, rating or medical certificate in any circumstance. For further information, please refer to Information Notice IN-2017/021.
- f) Evidence of experience by way of the original logbook or copies certified by a Head of Training or examiner. These must show the hours requirement for the validation required and that you are in current flying practice for the type/class and/or instrument rating.
- g) If you are going to use the radio in the aeroplane, English Language Proficiency Assessment confirmation can be made using application form CAA5003. A UK examiner can only assess at Level 6. If you do not meet this standard you must be assessed by a Language School approved by the UK CAA.
- h) You must ensure they have enclosed the required skill test report forms with this application.
- i) You are strongly advised to read Commission Delegated Regulation (EU) 2020/723 available on www.legislation.gov.uk.

The UK CAA is unable to process the validation application until all of the requirements have been met and all of the required documentation received.