

Application for Approval of a Minimum Equipment List (MEL) for aircraft by an operator declaring in accordance with Part-NCC and/or Part SPO

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. APPLICANT TYPE					
Individual	Complete	Section 2	Charity	Complete	Section 2
Partnership	Complete	Section 2	Ministry of Defence	Complete	Section 2
Private clubs	Complete	Section 2 unless a Limited Liability Partnership or Limited Company	Trust	Complete	Section 2
Limited Liability Partnership	Complete	Section 2	Public Educational Establishment (University/College)	Complete	Section 2
Partnership	Complete	Section 2(a)			
Limited Company	Complete				

2. APPLICANT DETAILS

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 partnerships)

Title:..... Forename:..... Surname:.....
 Address:.....
 Country:..... Postcode:.....
 Telephone:.....
 E- mail:..... Mobile Telephone:.....
 Trading Name (if applicable):.....
 Website address:.....

In the case of a partnership, please complete details of all partners. (continue on a separate sheet if applicable)

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:

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.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

.....

Country: Postcode:

Telephone:

E-mail: Mobile Telephone:

Website address:

Authorised Representative.....

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

Title: Forename: Surname:.....

Position:

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

.....

..... Postcode:

4. APPLICATION FOR APPROVAL OF A MINIMUM EQUIPMENT LIST (MEL) FOR AIRCRAFT BY AN OPERATOR DECLARING IN ACCORDANCE WITH PART-NCC AND/OR PART-SPO

Type of application:

Initial Variation

Type of Operator:

Part-NCC* Part-SPO (Complex aircraft)* Part-SPO (Non-complex)*

*Please note that the charges for the type of operator will vary

Aircraft Operator:

Aircraft type:..... Aircraft Registration:..... Serial No.:

The following documents must be attached to this application:

Master Minimum Equipment List (MMEL)

Minimum Equipment List (MEL)

Compliance document

PLEASE NOTE THAT THIS APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION

5. VERIFICATION STATEMENT

I, (name):

Being the accountable manager for (operator):

.....

Confirm that the information in this application and the associated documentation has been checked and verified and is correct.

I agree to pay the charges for this application in accordance with the scheme of charges.

Signed:

6. 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:

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 caa.co.uk/ors5 for more information.

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

7. FINANCIAL DECLARATION

I am applying for approval of an approval of a Minimum Equipment List (MEL) for Aircraft declaring in accordance with Part-NCC and/or Part-SPO.

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 2 (a), (b) or (c))

Signature of Applicant (named in 2 (a), (b) or (c)):

..... Date:

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

..... Date:

8. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Note: Applications by companies for non-AOC operators must be accompanied by the appropriate fee. See Official Record Series 5 (General Aviation) (available via www.caa.co.uk/ors5) or contact Flight Operations Administration on +44 (0) 1293 573517 or

FOP.Admin@caa.co.uk for details.

Please note that a minimum of 60 working days will normally be required to check and confirm the information given above - if data is missing or omitted the process may take considerably longer.

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.