



**CAA Scheme of Charges
(Personnel Licensing)**

No: 334
Publication date: 16 March 2018
Commencement date: 01 April 2018

The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting the persons who, in its opinion, are likely to be affected by the Scheme or such of those persons as it thinks fit, and after consulting with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the performance by the CAA of the following functions:

- i) certification and licensing flight crew of aircraft, aircraft maintenance engineers, air traffic controllers, radio operators and flight information service officers;
- ii) approving and certifying aviation training organisations and schools and courses of training for flight crew licences and aircraft maintenance engineers licences and persons to provide such courses;
- iii) authorising and certifying persons to conduct examinations or tests and to sign certificates of test or experience or revalidation for flight crew licences;
- iv) granting exemptions and derogations in relation to flight and cabin crew personnel licensing;
- v) approving and certifying flight simulators;
- vi) granting of accreditation to an awarding organisation for a national qualification for the EASA Part-66 aircraft maintenance licence;
- vii) approving of awarding organisations for the accreditation of a national qualification for the EASA Part-66 aircraft maintenance licence;
- viii) approving and certifying schools for the training of air traffic controllers;
- ix) certification of aeromedical examiners, and centres and medical training courses.

Excess Hour Charges

The CAA has identified within this Scheme those charges which are subject to excess hour charges at the point that the initial charge no longer covers the costs incurred in the carrying out the specified activity. In order to determine the equivalent number of hours of CAA time for which the initial charge covers, and where not already otherwise stated, the charge should be divided by the appropriate hourly rate quoted.

1 REVOCATION

- 1.1 The Scheme of Charges published by the CAA on 17 March 2017 determining the charges to be paid to the CAA in connection with the performance by the CAA with respect to the above functions is hereby revoked.
- 1.2 Section 16(1) of the Interpretation Act 1978 (which relates to the effect of repeals) shall apply to this Scheme as if this Scheme were an enactment and as if the Scheme of 17 March 2017 revoked by paragraph 1.1 above was an enactment thereby repealed.

NOTE 1: Section 17 contains a list of definitions for the abbreviations used within this Scheme.

2 CHARGES INDEX

The following Charges Index sets out the charge headings under this Scheme and refers to the page where each section commences:

Section/ Paragraph	Title	Page No.
3	Flight crew licences	
3.1	Conversion of a National UK Pilot Licence to an EASA Pilot Licence	4
3.2	Conversion of a BGA Glider Certificate to an EASA Sailplane Licence	4
3.3	Replacement of a JAR Pilot Licence with an EASA Pilot Licence	4
3.4	National UK Pilot's Licence – issue to retain National UK ratings	4
3.5	Initial grant of National UK or EASA Flight Crew Licences	5
3.6	National UK Pilot's Licence – renewal to an unexpiring licence	5
3.7	Licence and identity verification in support of a pilot licence application to the FAA	5
3.8	Ratings, certificates or qualifications	6
3.9	Licence exemptions and derogations	6
3.10	Assessments of licensing requirements	7
3.11	Ground examination charges for flight crew	7
3.12	Administrative charges	7
3.13	Flight tests	8
3.14	Validation of flight crew licences	9
3.15	Language Proficiency (LP) Level Assessment – Licence Endorsement Amendment	9
4	Certification, authorisation and approval of persons and associated training courses	
4.1	Certified or authorised examiners and persons approved to conduct training courses	10
4.2	Validation of non-UK CAA certified EASA Aircrew Regulation examiners	12
4.3	Certification of non-EU Licensed instructors to instruct on EASA flight crew training courses at venues outside of the EU	12
4.4	Crew resource management	13
4.5	Pilot Licences – Approval of a person or organisation to furnish reports	13
4.6	Approval of courses for cabin crew initial safety training provided by an organisation which is the holder of an air operator's certificate	13
5	Approval of flight simulator training devices and flight simulator training device operators	
5.1	Full flight simulators (FFS) and flight training devices (FTD)	14
5.2	Flight navigation procedure trainers (FNPT) and basic instrument training devices (BITD)	14
5.3	Flight simulation training device (FSTD) operators	15
5.4	Other FSTD charges	15
5.5	Additional FSTD charges	15
6	Registration of Private Pilot Licence training facilities	16
7	Approval of pilot training organisations	
7.1	Declared Training Organisations	16
7.2	Approved Training Organisations (Part-ATO) for teaching PPL and/or LAPL training courses and/or delivering one or more Table 36 courses	17
7.3	Approved Training Organisations (Part-ATO) for flight training	18

(continued)

Section/ Paragraph	Title	Page No.
7.4	Approval for the conduct of type rating training and conversion courses	21
7.5	Approval of courses for examiner and instructor training	24
7.6	Use of simulators under EASA Aircrew Regulation	27
7.7	Approval of a second or additional site	28
7.8	Approval of Language Proficiency Assessment Bodies	28
7.9	Approval of Flight Test Rating Organisations	29
7.10	Additional charges concerning initial course applications and variations to approval	29
7.11	Major organisational change	30
8	Authorisation and approval of persons and organisations providing Part-66, Part-145 or Part-147 engineer training	
8.1	Training courses via direct course approval	30
8.2	Training courses via Part-147 approval	30
8.3	Additional charges concerning initial or variation applications under section 8.1 or 8.2	32
8.4	Accreditation of a UK National Qualification for the EASA Part-66 Aircraft Maintenance Licence – UK Awarding Organisation (AO) approval	32
8.5	Administrative change	32
8.6	Major organisational change	32
9	Licensing of air traffic controllers	
9.1	Grant and renewal of air traffic controller's licences	33
9.2	Verification of licensing details	33
9.3	Initial air traffic controller training organisations	33
10	Medical examinations for personnel licences	
10.1	Certification of aeromedical centres (AeMCs)	33
10.2	Certification and recertification of aeromedical examiners (AMEs)	34
10.3	Aeromedical examiners (AMEs) – submission of medical reports using the AME Online system	34
10.4	Approval of medical training courses	34
10.5	Change of EU Member State of Licence to UK	35
10.6	Oversight of non-UK certificated AeMCs or AMEs practicing in the UK	35
11	Flight information service officers	
11.1	Licensing of FISOs	35
11.2	Authorisation as an examiner for validity examinations	35
12	Radio Operator's Certificate of Competence	35
13	Aircraft maintenance engineer licensing	
13.1	Licences and examinations	36
13.2	Licence assessment qualification	37
14	Alternative Means of Compliance	37
15	Copies of and amendments to documents	37
16	Additional charge where functions are performed outside of the United Kingdom	38
17	CAA invoice payment terms	38
18	Definitions / Glossary	38
19	Commencement	42

3 FLIGHT CREW LICENCES

3.1 Conversion of a National UK Pilot Licence to an EASA Pilot Licence

When making an application for the conversion of a National UK Pilot Licence specified in Table 1, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 1

Ref	Licence type	Charge
a)	Conversion to an EASA Pilot Licence:	
i)	Limited validity National UK licence:	
aa)	Professional Pilot's Licence	£143
bb)	Private Pilot's Licence (excluding LAPL(A) and (H))	£75
ii)	Unlimited validity National UK Private Pilot's Licence (LAPL(A) and (H))	£67
b)	Conversion of a National Private Pilot's Licence (NPPL) to an EASA Light Aircraft Pilot Licence (LAPL)	£41

3.2 Conversion of a BGA Glider Certificate to an EASA Light Aircraft Pilot Licence (Sailplane) (LAPL(S)) or to a Sailplane Pilot Licence (SPL)

When making an application for the conversion of a British Gliding Association (BGA) Glider Certificate to a Light Aircraft Pilot Licence (Sailplane) (LAPL(S)) or to a Sailplane Pilot Licence (SPL), via the BGA, as specified in Table 2, the applicant shall pay to the CAA via the BGA, in accordance with that Table:

Table 2

Ref	Licence type	Charge
a)	Conversion of a BGA Glider Certificate, via the BGA, to an LAPL(S) or SPL	£42
b)	Conversion of a BGA Glider Certificate, via the BGA, to an LAPL(S) or an SPL which includes an Instructor and/or Examiner certificate.	£52

3.3 Replacement of a JAR Pilot Licence with an EASA Pilot Licence

When making an application to replace a JAR Pilot Licence with an EASA Pilot Licence, the applicant shall pay to the CAA a charge as specified in Table 3:

Table 3

Ref	Licence type	Charge
a) i)	Professional Pilot's Licence	£143
ii)	Private Pilot's Licence	£75

3.4 National UK Pilot's Licence – issue to retain National UK ratings

When making a conversion / replacement application specified in Tables 1 or 3, where, in addition to the issue of an EASA Pilot Licence, the applicant requires also the issue or grant of a National UK Pilot's Licence in order to retain National UK ratings, the applicant shall pay to the CAA a supplementary charge of £37.

3.5 Initial grant of National UK or EASA Flight Crew Licences

When making an application for the initial grant of a National UK or EASA Flight Crew Licence specified in Table 4, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 4

Ref	Licence type (All National UK and EASA Flight Crew Licences will be issued with unlimited validity)	Table Note	Initial application
a)	Professional Pilot's Licence (except b) below), Flight Navigator's Licence or Flight Engineer's Licence	1	£250
b)	EASA Balloon or Sailplane Licence	1	£157
c)	Private Pilot's Licence (except d) to f) below)		£191
d)	EASA LAPL (Aeroplane), (Helicopter), (Balloon) or (Sailplane)	1	£157
e)	PPL (Balloons and Airships)		£191
f)	PPL (Gyroplanes)		£174
g)	Flight Radiotelephony Operator's Licence	2	£75
h)	NPPL (Aeroplane)	3	£52
i)	NPPL (Helicopter) (for an applicant who already holds an EASA Helicopter licence)		£52
j)	NPPL (Helicopter) (for an applicant who does not already hold an EASA Helicopter licence)		£157

NOTE 2: Including an initial type/class rating and instrument rating if included in the application.

NOTE 3: Except where the applicant is the holder of a licence issued by the UK CAA to act as pilot, flight navigator or flight engineer.

NOTE 4: Supported by a recommendation made by a person approved by the CAA for the purpose; or where application for an NPPL is made directly to the CAA by the holder of another UK issued pilot licence that includes a valid simple single engine aeroplanes (SSEA), self -launching motor glider (SLMG) or microlight rating.

3.6 National UK Pilot's Licence – renewal to an unexpiring licence

When making an application to renew an expiring National UK Pilot's Licence with an unexpiring licence, the applicant shall pay to the CAA a charge as specified in Table 5:

Table 5

Ref	Licence type	Charge
a)	Professional Pilot's Licence	£143
b)	Private Pilot's Licence	£75

3.7 Licence and identity verification in support of a pilot licence application to the FAA

When making an application to the CAA for the CAA to verify to the Federal Aviation Administration (FAA) that the applicant holds a valid UK CAA issued specific pilot licence(s) and the applicant provides confirmation of identity in support of the renewal of an FAA pilot licence, the applicant shall pay to the CAA a charge of £45.

3.8 Ratings, certificates or qualifications

When making an application for the inclusion, variation or renewal of a rating, certificate or qualification in a flight crew licence specified in Table 6, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 6

Ref	Licence type	Rating, certificate or qualification type	Initial application	Variation	Renewal/ revalidation
a)	Professional Pilot's Licence or Flight Engineer's Licence	A second or subsequent aircraft type or class rating	£124	£91	£91
b)	Professional Pilot's Licence or Private Pilot's Licence	A special conditions certificate under Part-FCL 700(b), 900(b) or 1000(b)	£124	£91	£91
c)	Professional Pilot's Licence	An instructor certificate except where the applicant is the holder of a Private Pilot's Licence which includes a flight instructor certificate entitling the holder to give instruction in flying aircraft of the same types included in the application	£124	£91	£91
d)	Professional Pilot's Licence or Private Pilot's Licence	An instrument rating (aeroplanes) or instrument rating (helicopters)	£124	£91	£91
e)	NPPL	A second or subsequent class rating or variation or renewal of a rating supported by a recommendation made by a person approved by the CAA for the purpose	£40	£40	£40
f)	Sailplanes Licences	A second or subsequent class rating or variation or renewal of a rating supported by a recommendation made by the British Gliding Association	£40	£40	£40
g)	Professional Pilot's Licence, Private Pilot's Licence or Flight Engineer's Licence	Any other rating, qualification or instructor certificate not shown above	£124	£91	£91

An application to remove a restriction or any rating or qualification in a licence will be classed as a variation, and the applicant shall pay to the CAA the variation charge specified under the relevant rating or qualification type a) to f) in Table 6.

3.9 Licence exemptions

When making an application for an exemption under Article 14 of Regulation (EC) No. 216/2008 or under Article 266 of the Order specified in Table 7, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 7

Ref	Description	Charge
a)	Exemption from the need to carry a flight crew licence in accordance with Article 229 and Schedule 10 of the Order	£55
b)	Exemption under Article 14 of Regulation (EC) No. 216/2008: i) the first derogation to apply for a period not exceeding 2 months ii) the first derogation to apply for a period exceeding 2 months iii) any repeat of the derogation granted under b) i) or ii) above	£55 £154 £154
c)	Exemption or derogation relating to any of the functions to which this Scheme refers, other than an exemption or derogation described in a) or b) above: i) Application for the initial grant ii) Application for variation or renewal	£55 £27

3.10 Assessments of licensing requirements

When making an application for an assessment or verification specified in Table 8, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 8

Ref	Description	Charge
a)	Written assessment particular to that applicant of the evidence, examinations or tests which the CAA will require, of his knowledge, experience, competence or skill, for a Professional Pilot's Licence, a Private Pilot's Licence or an instructor certificate or rating or examiner authorisation or certificate	£112
b)	Verification of licence documents for overseas, or for UK, validation	£46
c)	Verification of an individual's licence details and history	£46

3.11 Ground examination charges for flight crew

3.11.1 When making an application for a ground examination specified in Table 9 to be conducted by the CAA for the grant of a licence to act as a flight crew member or for the inclusion of a rating or for any other purpose, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 9

Ref	Description	Charge per paper
a)	For each initial or additional aircraft type rating examination for an aircraft type for which no provision exists at an approved training organisation	£273
b)	For the theoretical knowledge examinations for the Instrument Rating or the CPL or the ATPL	£71
c)	For any other ground examination	£51

3.11.2 If the examination is to be conducted other than at a place specified by the CAA, the applicant shall pay to the CAA in addition to the charge for that examination a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it, but the total charge shall not exceed £2,210. The invoice is payable on demand.

3.12 Administrative charges

When making an application specified in Table 10, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 10

Ref	Description	Charge
a)	For an examination paper to be re-marked and reviewed. The charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA	£130
b)	For the transfer or amendment of fees or when an examination has been rearranged at the request of the applicant	£28
c)	For the issue of a duplicate or replacement examination result notification or duplicate confirmation of booking	£28

3.13 Flight tests¹**3.13.1 Assessments of competence, skill tests or proficiency checks carried out by a CAA examiner or inspector****3.13.1.1 Flight tests - assessments of competence, skill tests or proficiency checks**

When making an application for a flight test specified in Table 11, where the test is to be conducted by a CAA examiner or inspector who is an employee of the CAA, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 11

Ref	Description	Charge
a)	For initial grant, revalidation or renewal of a Part-FCL flight instructor certificate or for additional instructor privileges or for the revalidation or renewal of an assistant flying instructor rating.	£207
b)	Prior to entry on a flying instructor or a flight instructor (restricted) course of training	£207
c)	For initial grant, revalidation or renewal of a CRI certificate for multi-engine aeroplanes, class rating instructor certificate for single engine aeroplanes or instrument rating instructor certificate	£207

3.13.1.2 Pilot licence / ratings and other flight tests

3.13.1.2.1 When making an application for an observation, test or check specified in Table 12, to be conducted or observed by a CAA examiner or inspector, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 12

Ref	Description	Charge
a) i)	For carrying out of, or observing, a skill test conducted in an aircraft or flight simulator for the issue of a Professional Pilot's Licence, class or type rating or instrument rating	£807
ii)	In the case of an application which is for the purpose of completing a partial pass awarded to the applicant	£549
b)	For a proficiency check conducted in an aircraft or flight simulator for a class or type rating or instrument rating	£207
c)	For a skill test conducted in an aircraft or flight simulator for the issue of a PPL or an IMC rating	£200
d)	For a proficiency check conducted in an aircraft or flight simulator for an IMC rating	£207
e)	For a flight test to be conducted for the purpose of assessing the applicant's physical fitness to undertake the functions of a member of the flight crew of an aircraft	£187

(This note is not part of the Scheme)

¹ If the applicant cancels the flight test for reasons which, in the opinion of the examiner, are insufficient, the charge paid shall not be refunded by the CAA and a further application for another flight test will be required together with payment to the CAA of the appropriate charge.

- 3.13.1.2.2 Where the observation, test or check is to be carried out at a place other than one specified by the CAA, the applicant shall pay to the CAA a charge in accordance with Table 13:

Table 13

Ref	Description	Charge
a)	In addition to the charge at a), b), c), or d) of Table 12, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it but the total charge for each application shall not exceed £4,350.	£4,350 (maximum)
b)	In addition to the charge at e) of Table 12, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it, but the total charge for each application shall not exceed £1,110. The invoice is payable on demand.	£1,110 (maximum)

3.13.2 Approval of specific use of an aircraft

When making an application for the approval or renewal of an approval of an aircraft specified in Table 14, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 14

Ref	Description	Charge
a)	For the approval of an aircraft to be used for the purpose of a General Flight Test or a Skill or Proficiency Test for a professional licence or for a flight test for an instrument rating	£186
b)	For the renewal of an approval described in a) above, where such an approval has ceased to be in force for a period of more than three months	£186

3.14 Validation of flight crew licences

- 3.14.1 When making an application for an examination or test to be conducted by or on behalf of the CAA for the issue of a certificate of validation of a flight crew licence, the applicant shall pay to the CAA for a medical examination, for a ground examination and for a flying test appropriate to the grant of a licence equivalent to that for which validation is sought, in each case the charge specified in this Scheme.
- 3.14.2 When making an application for initial issue of, or variation to, a certificate of validation of a flight crew licence, the applicant shall pay to the CAA a charge in accordance with Table 15:

Table 15

Ref	Description	Per validation
a)	For the issue of a certificate of validation	£318
b)	One extension to the validation of a non-EASA licence	£159
c)	Variation of a certificate of validation	£55

3.15 Language Proficiency (LP) Level Assessment – Licence Endorsement Amendment

When making an application to amend the LP licence endorsement, the applicant shall pay to the CAA a charge of £21 to update and re-issue the flight crew licence.

NOTE 5: The above charge for an LP licence endorsement amendment shall not be levied where it is associated with the conversion or replacement of a flight crew licence under charges within Tables 1, 2 or 3 above.

4 CERTIFICATION, AUTHORISATION AND APPROVAL OF PERSONS AND ASSOCIATED TRAINING COURSES

4.1 Certified or authorised examiners and persons approved to conduct training courses

4.1.1 Persons certified or authorised as examiners

4.1.1.1 When making an application for an assessment of competence for authorisation, certification or recertification as an examiner as specified in Table 16, the applicant shall pay to the CAA the charge in accordance with that Table:

Table 16

Ref	Sub-ref	Description	Initial authorisation / certification	Re-certification	
				Conducted by the CAA	Conducted by a CAA authorised person
a)		Aircraft Certified for Single Pilot Operation (excluding Balloons and Airships):			
	i)	CRE/TRE/SFE	£1,140	£1,140	£333
	ii)	IRE	£1,140	£1,140	£333
	iii)	Class or type and instrument rating examiner (CRE, TRE, SFE)	£1,687	£1,687	£461
	iv)	Senior Examiner (SE) (Revalidation examiner)	£1,140	£1,140	N/A
	v)	Additional type or class where a test is not required	£152	£152	£152
b)		Aircraft Certified for Multi Pilot Operation (excluding Balloons and Airships):			
	i)	TRE/ SFE	£1,415	£1,415	£418
	ii)	IRE	£1,415	£1,415	£418
	iii)	TRE/SFE and IRE	£1,687	£1,687	£461
	iv)	Senior Examiner (SE) (Revalidation Examiner)	£1,415	£1,415	N/A
	v)	Additional type or class where a test is not required	£152	£152	£152
c)		Balloons or Airships:			
	i)	TRE (Balloons or Airships)	£238	£241	£79

- 4.1.1.2 When making an application for an assessment for certification or authorisation as an examiner specified in Table 17, the applicant shall pay to the CAA the charge specified in that Table:

Table 17

Ref	Sub-ref	Description	Charge
a)		For certification or re-certification as a FIE	£803
b)		For authorisation or re-authorisation as a TRE(E)	£1,415
c)		For certification or re-certification as a FE for the PPL	£348
d)		For certification or re-certification as a FE for the Professional Pilot's Licence	£1,095
e)		For certification or re-certification as a GR examiner for the PPL, LAPL or NPPL	£249
f)		A Flight Radiotelephony examiner for a Radiotelephony Operator's Licence:	
	i)	for certification	£330
	ii)	for re-certification	£246
g)		For an observation conducted by the CAA for authorisation/certification or reauthorisation/recertification as a Revalidation Examiner (RETRE(E)) or a Senior Examiner (SE(E)) for flight engineers	£1,415

4.1.1.3 Amendment to an examiner certificate

When an application is made to update details on an examiner certificate which is not consequent upon any other licensing action, the applicant shall pay to the CAA a charge of £47.

4.1.2 Persons authorised as instructors

When making an application for an assessment of competence by the CAA for certification or re-certification as an instructor specified in Table 18, for an assessment of competence by the CAA, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 18

Ref	Sub-ref	Description	Charge
a)		Where the person is authorised to carry out flight instruction for type rating purposes only, and the instruction required is for single pilot helicopter operation where the observation is carried out by the CAA	£542
b)		Where the person is authorised to carry out TRI / SFI / STI training for single and multi pilot requirements where;	
	i)	an observation is conducted by the CAA:	
		aa) for a multi pilot aeroplane or helicopter	£1,415
		bb) for a single pilot aeroplane or helicopter	£542
	ii)	an observation is not conducted by the CAA:	
		aa) for simulated instrument flight	£348

4.1.3 Persons approved to provide courses of training or instruction

When making an application for approval or re-approval as a person approved to provide courses of training or instruction specified in Table 19, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 19

Ref	Sub-ref	Description	Charge
a)		For the FI, FI(R), TRI rating (H) on SPH types, IRI rating or CRI rating	£348
b)		For a MCCI authorisation;	
	i)	where the observation is carried out by the CAA	£348
	ii)	where the observation is carried out by a person authorised by the CAA for this purpose	£207
c)		For a supervising MCCI authorisation	£803
d)		In the case of a one-off approval for training in simulated instrument flight	£117
e)		For carrying out flight instruction for type rating purposes only, and the instruction required for MCC, where the observation is carried out by the CAA	£1,415
f)		For carrying out synthetic flight instruction in a flight simulator for type rating purposes only, and the instruction required for MCC, where the applicant does <u>not</u> hold a Professional Pilot's Licence	£348

NOTE 6: With reference to paragraphs 4.1.1 to 4.1.3 above, where a test or observation is required to be carried out by an employee of the CAA, then the application fee for such a test or observation shall relate to only one attempt made by the applicant. Should the applicant fail, then a further fee is required in order to re-take the test or observation.

4.1.4 Amendment of particulars

When making an application for the amendment of the particulars set out on an appointment or re-appointment as a certified examiner or as a person approved to conduct courses of training, the applicant shall pay to the CAA a charge of £47.

4.2 Validation of non-UK CAA certified EASA Aircrew Regulation examiners

When making an application for a non-UK CAA certified EASA Aircrew Regulation examiner to be able to examine UK licensed pilots/student pilots, the applicant shall pay to the CAA a charge of £647.

4.3 Certification of non-EU Licensed instructors to instruct on EASA flight crew training courses at venues outside of the EU

When making an application for certification to instruct on EASA training courses at venues outside of the EU, the applicant shall pay to the CAA a charge as specified in Table 20:

Table 20

Ref	Description	Per certificate
a)	Where the CAA carries out the test	£1,415
b)	Where the CAA does not carry out the test	£124

4.4 Crew resource management

When making an application for an observation or test specified in Table 21, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 21

Ref	Sub-ref	Description	Charge
a)		To be observed for the issue of a three-year CRMIE authorisation:	
	i)	where the observation required for the issue, revalidation or renewal of the authorisation is carried out by a CRMIE	£141
	ii)	where the observation required for the issue, revalidation or renewal of the authorisation is carried out by an employee of the CAA at a time and place agreed with the CAA	£1,140
b)		To be observed by an employee of the CAA for the issue, revalidation or renewal of a three-year CRMIE authorisation	£1,415
c)		For a test to be conducted by a duly authorised non-CAA Revalidation Crew Resource Management Instructor Examiner (RECRMIE) for the issue, revalidation or renewal of a CRMIE authorisation	£141

4.5 Pilot Licences – Approval of a person or organisation to furnish reports

When making an application for the grant of an approval for a person or organisation to furnish reports and make recommendations to the CAA for applications for the grant of a Pilot Licence, the applicant shall pay to the CAA a charge in accordance with Table 22 a).

A fixed annual charge shall be payable on demand in accordance with Table 22 b) by all persons or organisations then holding a valid approval to furnish reports to the CAA to recommend the grant of a Pilot Licence.

Table 22

Ref	Description	Charge
Col 1	Column 2	Column 3
a)	For the initial grant of the approval, the applicant shall pay to the CAA the charge as shown in Column 3. If the total cost of the investigations made by the CAA exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA shall be payable by the applicant, having regard to the excess hours incurred by the CAA in making the investigations, at a rate of £177 per hour, but not exceeding £5,576 (maximum) in any year, or part of the year, during which the investigations are carried out. The CAA shall invoice the applicant in arrears for any excess hour charges incurred over the standard 8 hours paid for by the charge as shown in Column 3. The invoice is payable on demand.	£1,415 (plus excess charges)
b)	The approval holder shall be invoiced by the CAA for the payment of the annual charge due on 1 April. The invoice is payable on demand.	£1,415

4.6 Approval of courses for cabin crew initial safety training provided by an organisation which is not the holder of an air operator's certificate

When making an application for the grant of an approval for an organisation, other than an AOC operator, to provide courses of cabin crew initial safety training, the applicant shall pay to the CAA a charge of £7,335 and an annual continuation charge payable on 1 April of £5,576. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

5 APPROVAL OF FLIGHT SIMULATOR TRAINING DEVICES AND FLIGHT SIMULATOR TRAINING DEVICE OPERATORS

5.1 FFSs and FTDs

5.1.1 The application charge comprises an initial charge and in certain cases an additional charge as described in paragraph 5.5

When making an application specified in Table 23, the applicant shall pay to the CAA a charge in accordance with that Table:

Table 23

Ref	Description	Initial evaluation charge	Annual continuation charge
a)	For an initial evaluation of a FFS for initial qualification	£17,704	£4,426
b)	For an initial evaluation of a FTD for initial qualification	£8,852	£3,186
c)	For a special evaluation, pursuant to EASA Aircrew Regulation Part-ORA.FSTD.110, of a FFS or FTD	£3,186	N/A

An annual continuation charge in accordance with Table 23 shall be payable on 1 April in respect of each FSTD. The CAA will raise an invoice on the FSTD operator in respect of the annual continuation charge which will be payable on demand.

- 5.1.2 a) Where a return visit to an FSTD operator is required by the CAA to address outstanding evaluation issues or updates to documentation, the applicant shall pay to the CAA a charge as invoiced by the CAA based on the number of work hours incurred, at a rate of £177 per hour but not exceeding £36,400 in any year or part of a year during which the investigations are carried out. The invoice is payable on demand.
- b) Where the US/UK Bilateral Aviation Safety Agreement / Simulator Implementation Procedures (BASA/SIP) requires the CAA to carry out additional evaluation work to ensure that the Special Conditions within the BASA/SIP have been satisfied, the applicant shall pay to the CAA a charge as invoiced by the CAA based on the number of work hours incurred, at a rate of £177 per hour but not exceeding £36,400 in any year or part of a year during which the investigations are carried out. The invoice is payable on demand.

5.2 Flight and Navigation Procedure Trainer (FNPT) and Basic Instrument Training Device (BITD)

5.2.1 When making an application specified in Table 24, the applicant shall pay to the CAA a charge in accordance with that Table subject to any resultant additional charges under paragraph 5.2.2 below:

Table 24

Ref	Description	Initial evaluation charge	Annual continuation charge
a)	For the evaluation of a FNPT I for qualification	£4,122	£939
b)	For the evaluation of a FNPT II or III for qualification	£7,638	£1,723
c)	For the evaluation of a FNPT II MCC or III MCC for qualification	£9,954	£2,483
d)	For the evaluation of a BITD for qualification	£4,122	£939

An annual continuation charge in accordance with Table 24 shall be payable on 1 April in respect of each FSTD. The CAA will raise an invoice on the FSTD operator in respect of the annual continuation charge which will be payable on demand.

5.2.2 Additional charge

Additional charges shall be payable by the applicant or holder of an FNPT or BITD qualification where the cost of processing the application for qualification of a device or the oversight costs of the FNPT/BITD qualification in any one year exceeds the fixed initial application charge or the fixed renewal or continuation charge shown under Table 24.

Any additional charges payable will be at the rate of £177 for each hour incurred and will be invoiced in arrears. The total charge payable under any application for qualification or qualification oversight in any one year will not exceed £21,560. The invoice is payable on demand.

5.3 FSTD operators

When making an application or in the circumstances specified in Table 25, the applicant shall pay to the CAA a charge calculated in accordance with that Table:

Table 25

Ref	Description	Charge
a)	When a Compliance Monitoring System audit has been scheduled to take place by the CAA, in order to determine compliance with the requirements under the EASA Aircrew Regulation, Part - ORA payable on application or on demand. (In certain cases, an additional charge, as described in paragraph 5.5 may become payable.)	£2,655
b)	For an FSTD operator to carry out an FSTD evaluation under Extended Evaluation Privileges (EEP), pursuant to the EASA Aircrew Regulation Part-ORA.FSTD.225, for continued qualification.	£772
c)	For the CAA to observe a proposed Technical Inspector or Flight Inspector for the purposes of conducting evaluations under EEP. payable on application or on demand.	£1,900 per person

NOTE 7: Where an FSTD is being transferred to another organisation that does not already operate FSTDs, then the applicant i.e. the receiving organisation, shall pay to the CAA the annual continuation charge as specified under Table 23 a) or b) or Table 24 for the FSTD, as appropriate to the type of FSTD, plus the charge under Table 25 a) in respect of an audit of its quality system or compliance monitoring system.

Where an FSTD is being transferred to another organisation that already operates FSTDs, then the applicant i.e. the receiving organisation, shall pay to the CAA the annual continuation charge as specified under Table 23 a) or b) or Table 24 for the FSTD, as appropriate to the type of FSTD.

5.4 Other FSTD charges

When making an application of a description specified in Table 26, the applicant shall pay to the CAA a charge calculated in accordance with that Table:

Table 26

Ref	Description	Charge
a)	For the CAA to evaluate a specific feature of an FSTD where the CAA deems an evaluation less than that required for a special evaluation is appropriate	£594

5.5 Additional FSTD charges

An additional charge is payable for an initial or recurrent FFS evaluation for qualification and for an initial or recurrent FTD evaluation for qualification, or for special evaluations or Compliance Monitoring System audits where the number of hours expended by the

CAA in dealing with the application exceeds the standard number of hours for that application. The standard hours for each application type are specified in Table 27.

The charge payable to the CAA for each hour in excess of the standard hours is £177 payable on demand.

Table 27

Activity charge description	Standard hours
Initial FFS evaluation	100
Recurrent FFS evaluation	25
Initial FTD evaluation	50
Recurrent FTD evaluation	18
Special evaluations	18
Compliance Monitoring System audits	15

6 REGISTRATION OF PRIVATE PILOT LICENCE TRAINING FACILITIES

When making an application for an amendment of the registration certificate particulars, or for the annual continuation charge, in respect of Registered Training Facilities (RTFs), the applicant shall pay to the CAA a charge as specified in Table 28.

Table 28

Ref	Description	Charge
a)	To amend the particulars set out in the registration certificate	£55
b)	The annual continuation charge payable on 1 April each year	£105

7 DECLARED OR APPROVED TRAINING ORGANISATIONS

Individuals and Organisations undertaking courses of training for the Private Pilot Licence and Light Aircraft Pilot Licence or Table 35 training courses, as an Declared or Approved Training Organisation

7.1 Declared Training Organisations (Part-DTO)

- 7.1.1 On making a declaration to the CAA to become a DTO in accordance with Part-DTO for the purposes of delivering flight and/or theoretical knowledge training for a PPL or LAPL, or a variation to the declaration previously submitted and acknowledged by the CAA, or where a CAA-issued ATO wishes to be convert to a DTO, the declarer shall pay a fixed charge as specified in Table 29.

Table 29

SubmissionType	Charge
Initial declaration or subsequent variation	£55
CAA to validate a non-standard pilot training programme	£885
An ATO that wishes to convert to an DTO	£55

7.2 Approved Training Organisations (Part-ATO) for teaching PPL and/or LAPL training courses and/or delivering one or more Table 36 courses

7.2.1 Conversion of Registered Facilities to Approved Training Organisations

When making an application to convert an existing Registered Facility (RTF/RF) to an Approved Training Organisation (ATO) for the purpose of delivering flight and/or theoretical knowledge training for a PPL or for the inclusion of flight and/or theoretical knowledge training for the PPL where the RTF/RF operation is already part of an existing ATO operation, the applicant shall pay a charge as specified in Table 30.

Table 30

Ref	Charge Type	Charge
a)	An existing RTF applying to be an ATO for PPL and other training previously undertaken as an RTF/RF, and for the LAPL (where in the same class of aircraft as the PPL and if applied for at the same time as the PPL), where there are no additional activities being added.	
	i) Using the Approved Training Organisation template manual published by the CAA	A fixed £103 per RTF/RF with no extra site charges
	ii) Not using the Approved Training Organisation template manual published by the CAA	£1,028 per RTF/RF plus any excess charges at £177 per hour up to a maximum of £2,580 per application per annum with no extra site charges.
b)	An existing ATO applying to consolidate PPL and other training previously undertaken as at RTF/RF and the LAPL, (where in the same class of aircraft as the PPL and if applied for at the same time as the PPL), into the existing approved training manual or using the CAA template manual.	A fixed £103 per organisation with no extra site charges

7.2.2 Initial application for approval as an ATO for the purpose of delivering flight and/or theoretical knowledge training for a PPL and/or LAPL, and/or delivering one or more Table 36 courses, where the applicant was not previously an RTF/RF prior to 17 September 2012

When making application for the initial grant as an ATO to conduct courses of training, the applicant shall pay to the CAA a charge as specified in Table 31.

Table 31

Ref	Charge Type	Charge
a)	Initial application for the applicant to become an ATO for the purpose of training for the PPL and/or LAPL, in the same class of aircraft as the PPL, and/or delivering one or more Table 36 courses:	
	i) Using the Approved Training Organisation template manual published by the CAA	£530 per application plus any excess hour charges at £177 per hour up to £2,580 per application per annum.
	ii) Not using the Approved Training Organisation template manual published by the CAA	£1,028 per application plus any excess hour charges at £177 per hour up to £2,580 per application per annum.

7.2.3 Application to vary an ATO to include additional courses and/or sites

When making an application to vary an ATO to either add an additional course of training and/or add an additional site, the applicant shall pay to the CAA a charge as specified in Table 32.

Table 32

Ref	Charge Type	Charge
a)	Variation application from an existing ATO applying to add another course(s) as listed under Table 36.	£177 per application plus any excess hour charges at £177 per hour up to £2,580 per application per annum.
b)	Additional site charge where the scope of training is for a Table 36 course, and where there are no other changes to the approval (fixed charge).	£55 per additional site.

7.2.4 **Annual continuation charge relating to all ATOs teaching PPL and/or LAPL training courses and/or delivering one or more Table 36 courses**

An annual ATO approval continuation charge is payable by each ATO approval holder in respect of training courses for the PPL and/or LAPL course of training, and/or delivering one or more Table 36 courses, invoiced by the CAA and due on 1 April as specified in Table 33.

Table 33

Ref	Charge Type	Charge
a)	Annual fixed continuation charge payable on 1 April each year.	£105 irrespective of the number of Table 36 courses or associated additional sites

7.3 **Approved Training Organisations (Part-ATO) for flight training**

When making an application specified in Tables 34 and 35 for the approval or annual continuation charge for an Approved Training Organisation in respect of flying training, the applicant shall pay to the CAA a charge calculated in accordance with the relevant Table.

Where the time spent by processing the initial application exceeds the fee payable as quoted in Tables 34 and 35, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Tables 34 and 35, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

7.3.1 Integrated courses of training

Table 34

Ref	Sub-ref	Description	Initial approval	Annual continuation charge payable on 1 April
a)	i)	MPL integrated course	£15,798	£13,544
	ii)	MPL course where the course is subsequent to an ATPL(A) course or an initial MPL(A) course	£7,899	£6,772
	iii)	ATPL (A) integrated course	£13,270	£11,961
	iv) aa)	CPL / IR (A)* integrated course	£11,961	£10,584
		bb) CPL(A)* integrated course	£8,971	£7,594
		* Where this is in addition to courses of training for the ATPL(A) at a) iii) above then no fee will be charged	N/A	N/A
	v) aa)	ATPL(H) integrated course	£11,961	£10,584
		bb) Where this is an addition to courses of training for the ATPL(A) at a) iii) a reduced annual continuation charge shall apply	N/A	£3,770
vi) aa)	CPL(H) integrated course	£8,971	£7,594	
	bb) Where this is in addition to courses of training for the ATPL(A) at a) iii) a reduced annual continuation charge shall apply	N/A	£1,047	
vii)	The CPL(As) integrated course	£5,688	£4,593	
b)		Variation of a Training Organisation course approval		
		For variation to extend the scope of a training organisation course approval requiring the review of course manuals / syllabus.	£1,330	N/A

NOTE 8: Please note section 16 below regarding costs associated with overseas additional site applications and audit visits.

7.3.2 **Modular courses of training****Table 35**

Ref	Sub-ref	Description	Initial approval	Annual continuation charge payable on 1 April
a)		The charges for the following modular courses will be applied on initial applications for approval and/or variation to the approval. The following fees will not be charged on continuation of approval when an integrated approval is already held in the same class, where a class is Aeroplane, Helicopter or Airship.		
	i)	CPL(A) or CPL(H) or CPL(As) modular flight training	£1,330	£1,188
	ii)	IR(A) or IR(H) or IR(As) modular flight training	£1,330	£1,188
	iii)	ATPL(A) and/or ATPL(H) Theoretical Knowledge and/or; CPL(A), and/or CPL(H) and/or CPL(As) Theoretical Knowledge and/or; IR(A) and/or IR(H) and/or IR(As) Theoretical Knowledge	£1,794	£1,488
	iv)	Any combination of Theoretical Knowledge courses as detailed in a) iii) where the course(s) are a second or subsequent application to a pending application or existing approval	£507	N/A
	v)	Additional Theoretical Knowledge for HPA	£507	£507
	iv)	MCC(A) or, MCC(H) or MCC(As)	£1,330	£1,188
b)	i)	To provide a single course of training for a: <ul style="list-style-type: none"> • Single engine turbo prop aircraft (high performance) or a • Multi-engine class rating or a • Multi-engine class rating variant (i.e. where differences training is required) 	£507	£507
c)		Variation of a Training Organisation course approval For variation to extend the scope of a training organisation course approval requiring the review of course manuals / syllabus.	£1,330	N/A

NOTE 9: Please note section 16 below regarding costs associated with overseas additional site applications and audit visits.

7.3.3 Additional training course approvals

When making an application for the variation of an Approved Training Organisation approval to approve the addition of any training course specified in Table 36, the applicant shall pay to the CAA a charge of £177 per application.

Table 36

Training course type
PPL (flight and / or theoretical knowledge training)
LAPL (flight and / or theoretical knowledge training)
Single Pilot SEP aeroplane class rating (including landplanes and seaplanes)
Single Pilot Single-engine turbo-prop aeroplane class rating (non high-performance)
Sailplane Pilot Licence
Balloon Pilot Licence
LAPL extension of privileges course (e.g. Sailplane to TMG)
LAPL to PPL upgrade
LAPL(B) to BPL upgrade
LAPL(S) to SPL upgrade
LAPL including TMG to PPL upgrade
LAPL extension to TMG
LAPL tethered flight extension
LAPL extension (Balloon) (to another Balloon class)
Sailplane Cloud Flying rating
En-Route Instrument Rating (flight and/or theoretical knowledge training)
Competency-Based Instrument Rating (flight and/or theoretical knowledge training)
Aerobatic rating
Sailplane towing rating
Banner towing rating
Night rating
Mountain rating
Balloon Pilot Licence tethered flight extension
Balloon Pilot Licence extension course (to another Balloon class or group)

7.4 Approval for the conduct of type rating training and conversion courses

7.4.1 When making an application for approval for the conduct of **single-pilot** type rating training and conversion courses, the applicant shall pay to the CAA the charges as specified in Table 37. Where the time of processing the initial application exceeds the fee payable as quoted in Table 37, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 37, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

Table 37 Single Pilot Aircraft Type Rating Training Courses

Ref	Description	Initial approval (per aircraft type)	Annual continuation charge payable on 1 April
a)	Single-Pilot Aeroplane or Helicopter training < 2,730 kg (non-complex aircraft)	£507	£507 (for all aircraft types together)
b) i)	Single-Pilot Aeroplane training (2,730 kg to 5,700 kg) (non-complex aircraft)	£507	£507 (per aircraft type)
b) ii)	Single-Pilot Helicopter training (2,730 kg to 3,175 kg) (non-complex aircraft)	£507	£507 (per aircraft type)
c) i)	To provide a course of training for differences training in respect of a Single-Pilot Type Rating (non-complex aircraft) or	£507	N/A
c) (ii)	for a Single-Pilot to Multi-Pilot type rating extension course as required under EASA Aircrew Regulation or the EASA type rating list or UK National Regulation	£507	N/A

7.4.2 When making an application for initial approval for the conduct of either Single-Pilot Complex aircraft (SPCA) or Multi-pilot type rating training (including SPCA) and conversion course(s), where the applicant is not already an Approved Training Organisation, the applicant shall pay to the CAA the charges as specified in Table 38. Where the time of processing the initial application exceeds the fee payable as quoted in Table 38, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

Table 38 Initial Approval

Aircraft weight	Type course including ZFTT	Type course including MCC only	Full Type course (without MCC or ZFTT)	Abridged Type course (without MCC or ZFTT)
< 5,700 kg	£4,538	£4,191	£3,573	£3,573
5,700 kg to 15,000 kg	£5,633	£5,286	£4,667	£4,667
> 15,000 kg	£5,997	£5,647	£5,032	£5,032

7.4.3 When making an application to add a second or additional course to an application or existing approval for either Single-Pilot Complex aircraft (SPCA) or Multi-Pilot type rating training and/or conversion course(s), the applicant shall pay to the CAA a charge according to aircraft weight, as specified in Table 39. Where the time of processing the initial application exceeds the fee payable as quoted in Table 39, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

Table 39 Variation to Approval or Additional Courses

Aircraft weight	Charges						
	Full course incl ZFTT	Full course incl MCC	Standard course	Abridged course	Differences course	Add ZFTT to existing course	Add MCC to existing course
< 5,700 kg	£1,694	£1,347	£728	£728	£366	£965	£619
5,700 kg to 15,000 kg	£2,788	£2,441	£1,820	£1,820	£915	£965	£619
> 15,000 kg	£3,154	£2,805	£2,184	£2,184	£1,098	£965	£619

NOTE 10: Where a company makes application for an abridged course including ZFTT, and where the applicant already holds a full course in the same type with ZFTT, and where the same FSTD is to be used, the applicant shall pay the abridged course charge only rather than the course plus ZFTT charge according to the weight of the aircraft.

NOTE 11: Please note section 16 regarding costs associated with overseas additional site applications and audit visits.

- 7.4.4 Holders of approvals in respect of either Single-Pilot Complex aircraft (SPCA) or Multi-Pilot type rating training and/or conversion course(s), specified in Table 40, shall be liable to a fixed annual continuation charge, payable to the CAA on 1 April each year as specified in Table 40. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

Table 40 Annual continuation

Aircraft weight	Charges				
	Full course incl ZFTT	Full course incl MCC	Standard course	Abridged course	Differences course
< 5,700 kg	£1,694	£907	£728	£728	£366
5,700 kg to 15,000 kg	£2,788	£2,002	£1,820	£1,820	£915
> 15,000 kg	£3,154	£2,366	£2,184	£2,184	£1,098

NOTE 12: Where an organisation has approval for an abridged course including ZFTT, and where the applicant already holds a full course in the same type with ZFTT, and where the same FSTD is to be used, the applicant shall pay to the CAA the abridged course charge only rather than the course plus ZFTT charge according to the weight of the aircraft.

NOTE 13: Please note section 16 regarding costs associated with overseas additional site applications and audit visits.

7.4.5 Approval of other training organisations for type ratings

When making an application specified in Table 41, the applicant shall pay to the CAA in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 41, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge as specified in Table 41 shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 41

Ref	Sub-ref	Approval activity	Initial charge	Annual continuation charge payable on 1 April
a)		For the initial approval of, or for the annual continuation approval charge payable to the CAA on 1 April each year, for the following courses, for each type applied for:		
	i)	To conduct ground training only for the type rating	£1,464	£1,464
	ii)	A course of flight training for the type rating only	£1,464	£1,464
	iii)	To conduct synthetic flight training for the type rating only	£732	£732

7.4.6 Type rating for new or unusual types of aircraft

When making an application for the inclusion in a pilot's licence of an aircraft rating for an aircraft type where no application for an aircraft rating for that type has been granted by the CAA during the period of two years immediately preceding the date of the application in question, the applicant shall pay to the CAA, in addition to any other charge payable by virtue of this Scheme in relation to the application, a charge of an amount decided and invoiced by the CAA having regard to the cost to the CAA of:

- a) training an employee of the CAA to act as pilot in command of that type of aircraft; and
- b) training an employee of the CAA to a standard of technical knowledge of that type of aircraft which in the opinion of the CAA will enable that employee of the CAA to examine the applicant for the purpose of his application;

but not exceeding £121,000. The invoice is payable on demand.

7.5 Approval of courses for Examiner and Instructor Training

7.5.1 Instructor and Examiner Refresher Seminars

When making an application for the approval of a course specified in Table 42 or Table 43, the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 42 and 43, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 42 or 43, shall be payable on 1 April by each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

7.5.1.1 Instructor refresher seminars

Table 42

Ref	Description	Initial approval	Annual continuation charge payable on 1 April
a)	To provide seminars for the FI, FI(R), CRI, IRI, AFI or STI	£742	£369

7.5.1.2 Examiner refresher seminars

Table 43

Ref	Description	Initial approval per application	Annual continuation charge payable on 1 April
a)	A single application for all or any combination of Examiner refresher seminars	£1,028	£514
b)	Variation to an existing Examiner refresher seminar approval	£514	N/A

7.5.2 Instructor Certificate courses

7.5.2.1 Approval of Single-Pilot Instructor courses

When making an application for the initial approval of a course specified in Table 44 the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 44, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 44, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 44 Single-Pilot Instructor courses

Ref	Sub-ref	Course Type	Initial approval	Annual continuation charge payable on 1 April
a)	i)	Application or continuation for a single course of training for a instructor's certificate in respect of one of the following: <ul style="list-style-type: none"> • FI (Restricted) • IRI • CRI • MCCI • STI • Flight Test Instructor • Mountain Rating Instructor • TRI (for single pilot non-complex helicopters) • TRI (for single-pilot non-complex aeroplanes) 	£666	£594 (For all courses approved)
	ii)	To provide courses of training for an AFIC(M)	£334	£294

7.5.2.2 Approval of either TRI and SFI Certificate courses for Single-Pilot complex aircraft or Multi-Pilot aircraft

When making an application for the initial approval of a course specified in Table 45, the applicant shall pay to the CAA in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 45, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 45, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 45

Ref	Sub Ref	Course Type	Initial approval	Annual continuation charge payable on 1 April
a)	For the initial application for the first or only type specific course, including the Teaching and Learning element for one of the following on either an aircraft or an FSTD:			
	i)	a helicopter \leq 3,175Kg MTWA	£2,035	£678
	ii)	a helicopter $>$ 3,175Kg MTWA	£3,293	£1,098
	iii)	any other aircraft (excluding helicopters) \leq 15,000 kg MTWA (including or excluding LIFUS where training is conducted on an FSTD)	£4,895	£1,630
	iv)	any other aircraft (excluding helicopters) $>$ 15,000kg MTWA (including or excluding LIFUS where training is conducted on an FSTD)	£5,686	£1,895
b)	For all subsequent applications for type specific courses for one of the following courses on either an aircraft or an FSTD:			
	i)	a helicopter \leq 3,175Kg MTWA	£1,415	£472
	ii)	a helicopter $>$ 3,175Kg MTWA	£2,035	£678
	iii)	any other aircraft (excluding helicopters) \leq 15,000kg MTWA (including or excluding LIFUS where training is conducted on an FSTD)	£3,312	£1,104
	iv)	any other aircraft (excluding helicopters) $>$ 15,000kg MTWA (including or excluding LIFUS where training is conducted on an FSTD)	£4,103	£1,369
c)		For a simulator to zero flight time upgrade / LIFUS for single and multi-pilot requirements for TRI, SFI or STI	£1,687	N/A
d)	To extend a type course conducted on an FSTD (Helicopters) to include Take Offs and Landings			
	i)	FSTD (helicopters)	£1,415	£472
	ii)	FSTD (all aircraft excluding helicopters)	£1,752	£584
e)		For a Core course (Teaching and Learning element of a TRI course) to be added to an existing type specific course	£1,028	N/A
f)		For a core course conducted at a third party site	£1,330	£1,330

NOTE 14: A company must ensure that at least one TRI/SFI course includes the Teaching and Learning module as per Table 45 section a); all charges for approvals of subsequent TRI/SFI course applications are to be applied under Table 45 section b).

7.5.3 Examiner Standardisation courses

When making an application for the approval of a course specified in Table 46, the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 46, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 46, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 46

Ref	Description	Initial charge	Annual continuation charge payable on 1 April
a)	TRE(A) and / or SFE(A) including MPA or SPHPCA TRE(PL) and / or SFE(PL) TRE(H) and /or SFE(H) multi-pilot VFR and IFR	£6,477	£574
b)	Single pilot examiner privileges (aeroplanes): FE and/or CRE and/or IRE Single pilot examiner privileges (helicopters): FE and/or TRE(SPH) and/or IRE	£3,410	£468
c)	FIE	£2,173	£468
d)	Single pilot examiner privileges limited to: FE PPL(A) and/or FE LAPL(A) and/or CRE SE VFR only FE PPL(H) and/or FE LAPL(H) and/or TRE(SPH) SE	£1,028	£441
e)	FE(S) and/or FIE(S) and/or FE(B) and/or FIE(B) and/or FE(As) and/or FIE(As)	£1,028	£441
f)	Variation to an existing Examiner Standardisation course approval to add an examiner category or otherwise amend an approved examiner course	£514	N/A

NOTE 15: When a single application form is submitted to the CAA which contains more than one examiner standardisation course to be approved, then the initial application charge shall be a single charge relating to the examiner standardisation course that attracts the highest charge.

7.5.4 Senior examiner (Revalidation examiner) course attendance

When making an application to attend the senior examiner (revalidation examiner) (aeroplane or helicopter) course, the applicant shall pay to the CAA a fixed charge of £3,312.

7.6 Use of simulators under EASA Aircrew Regulation

When making an application specified in Table 47 for the initial approval or the variation of an approval in respect of a FSTD used by:

- an operator of aircraft that is also an EASA approved training organisation; or
- an EASA approved training organisation;

the applicant or holder shall pay to the CAA a fixed charge in accordance with that Table.

Table 47

Ref	Description	Charge
a)	Initial application: Application for assessment of an organisation for suitability to establish an internal process for adding or amending FSTDs to be used on one of its training courses	£935
b)	Variation application: Application to vary the ATO certificate in respect of adding another FSTD to its training course(s), where this is not in conjunction with another specific application.	£67

7.7 Approval of a second or additional site

When making an application for a change to the main site or for approval or re-approval or continuation for a second or additional site for the conduct of courses listed in section 7 above, excepting Examiner and Instructor Seminars and Registered Training Facilities converting to Approved Training Organisations, the applicant shall pay to the CAA the relevant charge specified in Table 48.

A fixed annual continuation charge in accordance with Table 48, shall be payable on 1 April from each approval holder in respect of each additional site. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 48

Ref	Description	Initial / Variation application per site	Annual continuation charge per site payable on 1 April
a)	Additional site (Standard fee)	£1,330	£1,330
b)	Additional site (Lower fee) (see Note 17)	£507	£507
c)	Additional site (Reduced fee) (see Note 18)	£55	N/A

NOTE 16: A maximum of 10 additional sites will be charged both on initial or variation application or in respect of annual continuation.

NOTE 17: The lower site fee will be charged only in respect of organisations offering a maximum of 2 approved courses where the full cost of the course(s) is £1,330 or less.

NOTE 18: The reduced fee will only be applicable for an organisation having additional sites where only PPL, LAPL or Assessor of Aviation English courses are undertaken.

Provided that where the time of processing the application exceeds the initial application charge then the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 which explains how the time of processing is calculated.

7.8 Approval of Language Proficiency Assessment Bodies

When making an application to become, or continue to act as, an approved Language Proficiency Assessment Body, the applicant shall pay to the CAA the relevant fixed charge specified in Table 49.

A fixed annual continuation charge in accordance with Table 49, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 49

New Ref	Application type	Initial charge	Annual continuation charge payable on 1 April
a)	Initial application for grant of approval (including additional sites applied for on initial application)	£3,670	£2,621
b)	Approval variation in respect of a change to the main site of the organisation	£1,573	N/A
c)	Approval variation per site or for an administrative amendment to the particulars set out in the approval	£55	N/A

NOTE 19: Please note Section 16 regarding costs associated with overseas additional site applications and audit visits.

7.9 Approval of Flight Test Rating Organisations

When making an application to become, or continue to act as, a Flight Test Rating organisation, the applicant shall pay to the CAA the relevant charge specified in Table 50. Where the time of processing the initial application exceeds the fee payable as quoted in Table 50, the applicant shall pay to the CAA on demand additional charges as specified under section 7.10 and which explains how the time of processing is calculated.

A fixed annual continuation charge in accordance with Table 50, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 50

Ref	Application type	Initial charge	Annual continuation charge payable on 1 April
a)	To provide courses of training for a flight test rating	£8,839	£8,839

7.10 Additional charges concerning initial course applications and variations to approval

7.10.1 When making an application for any other course approval or subsequent rating not shown elsewhere in the Scheme, the applicant shall pay to the CAA a charge of £1,028. Where the time of processing the application exceeds the charge payable, the applicant shall pay on demand to the CAA additional charges of £177 per hour for the excess hours incurred, calculated in accordance with this section.

7.10.2 Where an application is made in respect of any approval or certification under section 7, and unless otherwise stated, where the costs of processing any such application submitted exceed the number of hours calculated at £177 per hour represented by the application charge payable as quoted under Section 7 above, excluding Registered Training Facilities converting to Declared or Approved Training Organisations and the Declared Training Organisations, the applicant shall pay to the CAA additional charges based upon a charge of £177 per hour. Any additional charges incurred shall be invoiced in arrears by the CAA to the applicant. The invoice is payable on demand.

7.10.3 Any additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £51,650 for integrated courses and multi-pilot multi-engine type rating courses or £10,280 for other courses or ratings in any year or part of a year in which the investigations for the approval are carried out with the exception of PPL and LAPL courses which will not exceed £2,580 in any given year or part of a year. Any additional charges incurred shall be invoiced in arrears to the applicant. The invoice is payable on demand.

7.10.4 Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary or a duplicate copy of an approval certificate is requested, the holder of the approval shall pay to the CAA a charge of £55.

7.11 Major organisational change

For the investigations required by the CAA to satisfy itself that any approval given under section 7 should remain in force following a major organisational or managerial change, the holder of the approval shall pay to the CAA an initial charge of £1,041 with application and where the costs of processing such an application submitted exceed the initial application charge, calculated at £177 per hour, additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, calculated at £177 per hour, but not exceeding £51,650 in any year or part of a year during which the investigations are carried out. The invoice is payable on demand.

8 AUTHORISATION AND APPROVAL OF PERSONS AND ORGANISATIONS PROVIDING PART-66, PART-145 OR PART-147 ENGINEER TRAINING

8.1 Training courses via Direct Course Approval

When making an application as specified in Table 51, the applicant shall pay to the CAA, subject to paragraph 8.3 and 8.4 in accordance with that Table.

Table 51 Training via Direct Course Approval

Ref	Authorisation / approval activity	Charge
a)	For approval of a type rating training course for the purpose of gaining a type rating in an engineer's licence granted under Part-66 for an aircraft with a MTOM > 5,700 kg where the course is not approved under Part-147.	£1,212
b)	For approval of a type rating training course for the purpose of gaining a type rating in an engineer's licence granted under Part-66 for an aircraft with a MTOM ≤ 5,700 kg or below where the training course is not approved under Part-147.	£807
c)	For the approval of a Part-145 training organisation to conduct practical training courses in respect of gaining a single type rating in an aircraft engineer's licence .	£669

8.2 Training courses via Part-147 Approval

8.2.1 When making an application as specified in Table 52 the applicant shall pay to the CAA, subject to paragraph 8.3 and 8.4, in accordance with that Table.

A fixed annual continuation charge in accordance with Table 52, shall be payable on 1 April from each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 52

Ref	Authorisation / approval activity	Initial / variation charge	Annual continuation charge on 1 April
a)	For the initial grant or continuation of an approval which includes a single basic class with a single rating / limitation combination	£3,722	£3,722
b)	For the initial grant or continuation of an approval which includes a single type class with a single rating / limitation combination (aircraft with a MTOM > 5,700Kg)	£3,722	£3,722
c)	For the initial grant or continuation of an approval which includes a single type class with a single rating / limitation combination (aircraft with a MTOM ≤ 5,700Kg)	£2,019	£2,019
d)	For the addition of a second or subsequent basic class, including a single rating / limitation combination	£1,861	N/A
e)	For the addition of a type class including a single rating / limitation combination to a Basic Class application or approval for either theoretical knowledge or practical training or a combination of both on a single application (aircraft with an MTOM > 5,700Kg)	£1,861	N/A
f)	For the inclusion of each additional type rating / limitation combination (aircraft with an MTOM > 5,700Kg)	£441	N/A
g)	For the inclusion of each additional type rating / limitation combination (aircraft with an MTOM ≤ 5700Kg)	£282	N/A
h)	For the inclusion of a permanent site in the approval (including a change to the main site)	£1,861	£1,861
i)	For the inclusion of a remote site privilege.	£620	(See Table 53)
j)	For continuation of an approval which includes more than one class – where either both Basic Class and Type Class approvals are held or where two or more Basic Class approvals are held.	N/A	£4,673

NOTE 20: In respect of Type Class applications at b) and c) above the charge is for either theoretical knowledge or practical training or a combination of both on a single application.

NOTE 21: Where an application is lodged for a second or subsequent type class to an existing application or approval and where the category B1, B2 or C, only the type rating / limitation charge will be made in accordance with Table 52 f) or g).

NOTE 22: In respect of type rating / limitation applications at Table 52 f) and g) above, this charge is levied for either theoretical knowledge or practical training or a combination of both on a single application.

Annual continuation charge for the remote site privilege

Table 53

Ref	Number of Remote site declarations over the previous 12 month period	Annual continuation charge on 1 April
i)	0 - 20	£1,539
ii)	21 - 30	£6,156
iii)	31 - 40	£12,825
iv)	Exceeding 40	£25,650

NOTE 23: The ongoing “12 month period” will cover the 12 months ended 31 December in the previous year to which the annual charge relates.

8.3 Additional charges concerning initial or variation applications under section 8.1 or 8.2

- 8.3.1 Where an application is made in respect of any initial or variation applications under sections 8.1 or 8.2, where the costs of processing any such application submitted exceed the number of hours calculated at £177 per hour represented by the application charge payable as quoted under sections 8.1 or 8.2 above, the applicant shall pay to the CAA additional charges based upon a charge of £177 per hour. Any additional charges incurred shall be invoiced in arrears by the CAA to the applicant. The invoice is payable on demand.
- 8.3.2 Any additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £51,650 in any year or part of a year or part of a year in which the investigations are carried out. Any additional charges incurred shall be invoiced in arrears to the applicant. The invoice is payable on demand.

8.4 Accreditation of a UK National Qualification for the EASA Part-66 Aircraft Maintenance Licence – UK Awarding Organisation (AO) approval

- 8.4.1 When making an application as specified in Table 54 the applicant shall pay to the CAA, subject to paragraph 8.5 and 8.6, in accordance with that Table.
- 8.4.2 A fixed annual continuation charge in accordance with Table 54, shall be payable on 1 April by each approval holder. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

Table 54

Ref	Authorisation / approval activity	Initial / variation charge	Annual continuation charge
a)	For the initial grant or continuation of a CAA accreditation towards an AO's National Qualification; which includes basic examinations for a single basic licence category i.e. Category A1; B1; B2 License.	£3,722	£3,722
b)	For the addition of a second or subsequent basic category examination i.e. Category A1; B1; B2.	£1,861	N/A

- 8.4.3 Where an application is made in respect of any initial or variation applications under section 8.4.1, where the costs of processing any such application submitted exceed the number of hours calculated at £177 per hour represented by the application charge payable as quoted under Table 54 above, the applicant shall pay to the CAA additional charges based upon a charge of £177 per hour.
- 8.4.4 Any additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £10,280 in any year or part of a year in which the investigations are carried out. Any additional charges incurred shall be invoiced in arrears to the applicant. The invoice is payable on demand.

8.5. Administrative change

Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary or a duplicate copy of an approval certificate is requested, the holder of the approval shall pay to the CAA a charge of £55.

8.6 Major Organisational Change

For the investigations required by the CAA to satisfy itself that any approval given under section 8 should remain in force following a major organisational or managerial change, the holder of the approval shall pay to the CAA an initial charge of £1,041 with application and where the costs of processing such an application exceeds the initial application charge, calculated at £177 per hour, additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, calculated at

£177 per hour, but not exceeding £51,650 in any year or part of a year during which the investigations are carried out. The invoice is payable on demand.

9 LICENSING OF AIR TRAFFIC CONTROLLERS

9.1 Grant and renewal of air traffic controller's licences

When making an application specified in Table 55, the applicant shall pay to the CAA in accordance with that Table:

Table 55

Ref	Application type	Charge
a)	For the grant of an unexpiring Student AirTraffic Controller's Licence	£144
b)	For the grant or renewal of an AirTraffic Controller's Licence	£870
c)	For the examination for a Unit Endorsement at each aerodrome or place	£870
d)	For a rating endorsement to include the use of new or additional radar or other equipment in an existing Unit Endorsement	£870
e)	For the re-sitting of an examination or part of an examination for a Unit Endorsement	£870

9.2 Verification of licensing details

When making an application for the verification of an individual's ATCO licence details, the applicant shall pay to the CAA a charge of £45.

9.3 Initial air traffic controller training organisations

9.3.1 On making application for the certification as a training organisation to provide courses for the initial training of air traffic controllers, the applicant shall pay to the CAA a fixed charge of £33,772.

9.3.2 Organisations holding a valid certificate issued by the CAA to provide courses for the initial training of air traffic controllers, shall pay a fixed annual charge of £33,772 due to the CAA on 1 April each year. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

NOTE 24: 'Initial training' is defined as that which provides basic and rating training leading to the grant of a student air traffic controller licence.

10 MEDICAL EXAMINATIONS FOR PERSONNEL LICENCES

10.1 Certification of aeromedical centres (AeMCs)

When making an application specified in Table 56 for the initial certification of an AeMC or being invoiced by the CAA to pay a fixed annual charge for continuation of the certification, the applicant or approval holder shall pay to the CAA in accordance with that Table.

The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

Table 56

Ref	Certification activity	Initial certification	Annual continuation charge payable from 1 April
a)	Certification of an AeMC for the issue of EASA Class 1 and 2, EASA LAPL and UK Class 1 medical certificates but excluding European Class 3 medical certificates	£2,880	£2,160
b)	Approval of an AeMC for the purpose of issuing European Class 3 medical certificates	£1,440	£1,080
c)	Certification and approval of an AeMC to carry out the above two activities	£3,598	£2,698

10.2 Certification and recertification of aeromedical examiners (AMEs)

When making an application specified in Table 57 for the initial certification of an AME or the annual recertification of the AME, the applicant or certificated AME shall pay to the CAA in accordance with that Table. The CAA will raise an invoice in respect of the annual re-certification charge which will be payable on demand.

Table 57

Ref	Certification activity	Initial certification	Annual recertification charge payable from 1 April
a)	For issue of EASA Class 1, 2 and EASA LAPL, European Class 3 and UK Class 1 medical certificates	£1,286	£326
b)	For issue of EASA Class 2 and EASA LAPL medical certificates only	£823	£239
c)	Upgrade from b) to a) above	£719	N/A

10.3 Aeromedical examiners (AMEs) – submission of medical reports using the AME Online system

An AeMC or AME who on any specified date holds a CAA approval for the electronic transmission of the following medical certificate examination reports to the CAA, shall pay to the CAA on that specified date the charge specified in Table 58 for each medical examination carried out by the AeMC or AME during the previous three months, the results of which have been transmitted to the CAA by way of the approved electronic transmission.

Table 58

Medical examination category	Charge (using AME online)
EASA/UK Class 1 or European Class 3 revalidation or renewal	£14
EASA Class 2 Initial, revalidation or renewal	£8

The specified dates for the purpose of these charges are 31 March, 30 June, 30 September and 31 December in each year.

10.4 Approval of medical training courses

When making an application from an organisation for the CAA to approve its training course in aviation medicine, the applicant shall pay to the CAA a fixed charge of £4,316.

10.5 Change of EU Member State of Licence

When making an application by an individual to change the state of licence issue of a medical certificate to one issued by the UK from another EASA Member State or where the applicant applies to change the state of licence issue of a medical certificate from the UK to another country, the applicant shall pay to the CAA a fixed charge of £77. The applicant shall be also liable for the cost of any language translation fees which the CAA has to incur in relation to the change and which shall be payable on demand.

10.6 Oversight of non-UK certificated AeMCs or AMEs practicing in the UK

On instruction from a non-UK EASA National Aviation Authority (NAA), the UK CAA may be required to undertake a level of cooperative oversight of the non-UK certificated AeMCs or AMEs relating to that NAA that are practicing in the UK. On agreement with the NAA as to the level of oversight to be performed by the UK CAA, an initial payment shall be made by the NAA based on the number of estimated hours required multiplied by an hourly rate of £308.

Additional charges will be invoiced by the CAA where the associated costs exceed the initial payment made by the NAA. The additional charges will be based on a charge rate of £308 per hour. The invoice is payable on demand.

11 FLIGHT INFORMATION SERVICE OFFICERS (FISOs)

11.1 Licensing of FISOs

When making an application specified in Table 59, the applicant shall pay to the CAA in accordance with that Table

Table 59

Ref	Application type	Charge
a)	For the grant of a flight information service officer's licence	£109
b)	For any theoretical knowledge examination	£61
c)	For the naming of a place, or any additional place in a FISO Licence	£71
d)	For the conduct of a validation assessment by the CAA for the naming of a place, or any additional place in a FISO Licence.	£671

NOTE 25: A theoretical knowledge examination refers to an examination which is related to a specific examinable subject. In order to be granted an aerodrome FISO licence, unless holding an acceptable exempting qualification, applicants must pass examinations in Navigation, Meteorology, Law and Procedures.

11.2 Authorisation as an examiner for validity examinations

When making an application for appointment as an examiner authorised to conduct examinations for the FISO Licence, the applicant shall pay to the CAA a fixed charge of £671.

12 RADIO OPERATOR'S CERTIFICATE OF COMPETENCE (ROCC)

When making an application specified in Table 60 for the grant of an ROCC, the applicant shall pay to the CAA in accordance with that Table:

Table 60

Ref	Type of certificate	Charge £
a)	ROCC – Air Ground Communication Service (AGCS)	37
b)	ROCC (Offshore) – Offshore Communication Service (OCS)	37
c)	ROCC (Parachute) – Parachuting	37

13 AIRCRAFT MAINTENANCE ENGINEER LICENSING

13.1 Licences and examinations

When making an application for a licence to act as an Aircraft Maintenance Engineer or for the inclusion of a type or group rating in such a licence, the applicant shall pay to the CAA the specified charge as shown in Table 61:

Table 61

Ref	Description	Charge
a)	For the grant of a licence issued in accordance with BCAR Section L under Article 33(1) of the Order to include a Without Type Rating sub-division, for each application	£282
b)	For the extension of a licence issued in accordance with BCAR Section L under Article 33(1) of the Order to include a Without Type Rating sub-division	£134
c)	i) For the grant or extension of a basic licence issued in accordance with Part-66, for each category/sub-category combination	£330
	ii) Where a Category C basic rating is applied for in isolation	£134
	Where a Category C basic rating is applied for concurrently with Category B1, B2 or B3, no charge shall be payable for the grant of the Category C rating	
d)	For the grant of a Part-66 licence issued on conversion from a BCAR Section L licence, including any type rating held on the original licence	£330
e)	For the grant of a Part-66 licence on the transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA where a BCAR Section L licence is not held	£330
f)	For each attempt at a written examination module or part module conducted by the CAA	£44
g)	For an examination paper to be re-marked and reviewed	£130
	The charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA	
h)	For the refund, transfer or amendment of fees or when an examination has been re-arranged at the request of the applicant	£34
i)	For the issue of a duplicate or replacement examination result notification or duplicate confirmation of a booking	£34
j)	Subject to sub-paragraph k), for the inclusion of any type rating or group	£134
	Except that where type ratings are included at the same time as a Part-66 licence is first issued, either on conversion of a BCAR Section L licence or on the basis of transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA, the maximum charge for all type ratings so included shall be	£402 (Maximum)
k)	Where a type rating is applied for within Category C concurrently with the same type rating within Category B1, B2 or B3 no charge is payable for the Category C type rating	N/A
l)	For each individually received application for the renewal of one or more limitations from a Part-66 licence	N/A
m)	Where limitations are requested to be removed as part of the conversion process, no charge shall be made	N/A
n)	For the renewal of a licence valid for five years	£330

NOTE 26: Where a licence is submitted for type addition, amendment or other change within the five year period, this licence action will trigger the requirement for a further five years of validity to be issued. The licence will be automatically re-issued for five years and only a proportional charge applied. The charge will be equal to the full renewal charge minus years lost on submission, rounded up to the nearest full year.

As an example only, if the licence had used 2 years 3 months of validity on presentation for a further licence amendment then the renewal charge would be:

Lost years: 5 years – 2 yrs 3 months

= 2 years 9 months rounded up to the nearest full year, being 3 years

Charge is $£330 \div 5 \times (5 - 3) = £132$.

13.2 Licence assessment qualification

When making an application for the requirements as specified in Table 62, the applicant shall pay to the CAA in accordance with that Table:

Table 62

Ref	Description	Charge
a)	For the assessment or re-assessment of a qualification for the purpose of exemption from any of the requirements for the issue or extension of a licence to act as an Aircraft Maintenance Engineer If the cost of the assessment exceeds this amount, a charge of such amount as may be decided and invoiced by the CAA but not exceeding £36,300 in respect of each assessment or reassessment. The invoice is payable on demand.	£1,861 £37,240 (Maximum)
b)	For an assessment or re-assessment, particular to that applicant, of the evidence, examinations or tests which the CAA will require for his knowledge, experience, competence or skill for an engineer's licence	£134
c)	For the verification of licence documents for overseas validation or for the verification of an individual's licence details and history	£45

14 ALTERNATIVE MEANS OF COMPLIANCE

When making an application for the CAA to review an Alternative Means of Compliance (AltMOC) for an organisation or individual that would still allow the establishment of compliance with implementing rules made under Regulation (EC) No. 216/2008, the applicant shall pay to the CAA a charge of £500. Should the CAA review exceed three hours, the applicant shall to pay to the CAA additional charges of £177 per hour for the excess hours incurred or part thereof. These additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £10,280 in any year or part of a year in which the investigations are carried out. The invoice is payable on demand.

15 COPIES OF AND AMENDMENTS TO DOCUMENTS

When making an application specified in Table 63, the applicant shall pay to the CAA in accordance with that Table:

Table 63

Ref	Description	Charge
a)	For the issue by the CAA of a copy or replacement of a document issued under Parts 3 to 8 of the Order	£47
b)	For the amendment of the personal particulars, including a change of name consequent upon marriage or divorce, included in a licence or certificate to act as: i) a flight crew member or an aircraft maintenance engineer or an air traffic controller or a flight information officer; or ii) a radio operator. Excludes change of address.	£47 £28
c)	For the issue by the CAA of a copy or replacement document for an air traffic controller licence, a student air traffic controller licence, or a flight information officer's licence issued under Parts 24 or 25 of the Order	£28

Items sent by courier service will be charged a fee according to the regional area destination of each posting in addition to the fees shown in Table 63.

16 ADDITIONAL CHARGE WHERE FUNCTIONS ARE PERFORMED OUTSIDE THE UNITED KINGDOM

An additional charge will be payable where, in connection with any function in respect of which a charge is specified in this Scheme, the CAA deems it necessary for a Member or employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside the country in which such person is normally stationed.

The applicant or holder shall pay the CAA on demand, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred by it.

The additional charge shall not exceed, for each employee of the CAA or each person appointed to act on behalf of the CAA, a maximum of £52,050 per function in respect of which a charge is specified in this Scheme, during which each such Member or employee or any other person appointed to act on behalf of the CAA is absent from the country in which he is normally stationed. The charge is payable on demand.

For the purpose of this section the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country.

NOTE 27: This additional charge shall include overseas travel time for which the appropriate rates can be found on the [CAA UK Official Record Series 5 web page](#).

17 CAA INVOICE PAYMENT TERMS

All CAA invoices are payable on demand.

18 DEFINITIONS /GLOSSARY

18.1 For the purposes of this Scheme:

ABBREVIATION	DEFINITION
AFI	Assistant Flying Instructor's rating
AFIC(M)	Assistant Flight Instructor's Rating (Microlight)
Approval	Includes certification or authorisation
As	Airships
ATO	Approved Training Organisation
ATPL(A), ATPL(H)	Airline Transport Pilot Licence (Aeroplanes) / (Helicopters)
BCAR	means British Civil Airworthiness Requirements
BIFM	Basic Instrument Flight Module
BPL	Balloon Pilot Licence
CAA	Civil Aviation Authority
Certified for Multi-Pilot Operation	means an aircraft which is not certificated for single pilot operation
CPL(A), CPL(H), CPL(As)	Commercial Pilot Licence (Aeroplane) / (Helicopter) / (Airship)
CRE	Class Rating Examiner

ABBREVIATION	DEFINITION
CRI	Class Rating Instructor
CRMI	Crew Resource Management Instructor
CRMIE	Crew Resource Management Instructor Examiner
Differences Training	means the necessary training as detailed in respect of EASA Aircrew Regulation and the EASA Type rating List in order for a pilot to change to another variant of the aeroplane or helicopter within one type rating
DTO	Declared Training Organisation
EASA	means the European Aviation Safety Agency
EASA Aircrew Regulation	means Commission Regulation (EU) No.1178/2011 as amended from time to time
EASA Pilot licence or EASA Flight Crew licence	means a Part-FCL licence defined in the EASA Aircrew Regulation
EASA Air Operations Regulation	refers to Commission Regulation (EU) No.965/2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No. 216/2008 of the European Parliament and the Council as amended from time to time.
EU-Ops	means Annex 3 to Commission Regulation (EC) No. 3922/91 as amended by Commission Regulation (EC) No. 859/2008 as amended from time to time.
FE	Flight Examiner
FFS	Full Flight Simulator
FI	Flight Instructor rating
FI(R)	Flight Instructor (Restricted) rating
FIE	Flight Instructor Examiner
FNPT	Flight Navigation Procedure Training device
FSTD	Flight Simulation Training Device
FTD	Flight Training Device
HPA	High-performance aircraft
Integrated Training	means the completion of all elements of instruction and training in one continuous approved course for a specific licence at an approved flying training organisation under the supervision of the head of training of that flying training organisation.
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IR	Instrument Rating
IRE	Instrument Rating Examiner
IRI	Instrument Rating Instructor
JAR Pilot Licence	means a JAR-compliant (flight crew) licence (as defined in article 2 of the EASA Air Crew Regulation) which had been issued by the UK CAA.

ABBREVIATION	DEFINITION
LAPL	Light Aircraft Pilot Licence
LIFUS	Line Flying Under Suspension
MCC	Multi-crew co-operation course
MCCI	Multi-crew co-operation course instructor
MCCI (S)	Multi-crew co-operation course instructor
MEP	Multi-engine piston
MTOM	means maximum take-off mass
MTWA	means maximum take-off weight
Major organisational or managerial change	means a change which the CAA reasonably considers to be a major organisational or managerial change.
Modular training	means the completion of instruction and training for a specific licence or rating where the flying and theoretical training can be completed at separate organisations approved for that purpose. Each part supervised by the Head of Training of that training organisation.
MPA	Multi-pilot aircraft
MPL	Multi-Crew Pilot Licence
National UK Pilot licence	means a UK pilot licence granted under Part 7 of the Order
NPPL	National Private Pilot's Licence
The Order	means the Air Navigation Order 2009 (as amended) and any reference to an Article or Part of the Order shall, if that Order be amended or revised, be taken to be a reference to the corresponding provisions of the Air navigation Order for the time being in force.
Part-DTO	means Annex VIII so entitled to Commission Regulation (EU) No 1178/2011 (as amended)/
Part-FCL	means Annex 1 (so entitled) to the EASA Aircrew Regulation
Part-66	means Annex III so entitled to Commission Regulation (EU) No. 1321/2014 (as amended).
Part-145	means Annex II so entitled to Commission Regulation (EU) No. 1321/2014 (as amended).
Part-147	means Annex IV so entitled to Commission Regulation (EU) No. 1321/2014 (as amended).
PIFM	Procedural Instrument Flight Module
PPL	Private Pilot Licence
Professional Pilot's Licence	means a licence of one of the following classes:

ABBREVIATION	DEFINITION
<p style="text-align: center;"><u>European Licences:</u></p> <ul style="list-style-type: none"> • Airline Transport Pilot Licence (Aeroplanes) • Airline Transport Pilot Licence (Helicopters) • Multi-Crew Pilot Licence (Aeroplanes) • Commercial Pilot Licence (Aeroplanes) • Commercial Pilot Licence (Helicopters) • Commercial Pilot Licence (Airships) 	<p style="text-align: center;"><u>UK National Licences:</u></p> <ul style="list-style-type: none"> • Airline Transport Pilot's Licence (Aeroplanes) • Airline Transport Pilot's Licence (Helicopters) • Commercial Pilot's Licence (Aeroplanes) • Commercial Pilot's Licence (Helicopters) • Commercial Pilot's Licence (Airships) • Commercial Pilot's Licence (Balloons) • Commercial Pilot's Licence (Gliders) • Commercial Pilot's Licence (Gyroplanes)
Private Pilot's Licence	means a licence of one of the following classes:
<p style="text-align: center;"><u>European Licences:</u></p> <ul style="list-style-type: none"> • Private Pilot Licence (Aeroplanes) • Private Pilot Licence (Helicopters) • Private Pilot Licence (Airships) • Balloon Pilot Licence • Sailplane Pilot Licence • Light Aircraft Pilot Licence (Aeroplanes) • Light Aircraft Pilot Licence (Helicopters) • Light Aircraft Pilot Licence (Balloons) • Light Aircraft Pilot Licence (Sailplanes) 	<p style="text-align: center;"><u>UK National Licences:</u></p> <ul style="list-style-type: none"> • Private Pilot's Licence (Aeroplanes) • Private Pilot's Licence (Helicopters) • Private Pilot's Licence (Balloons and Airships) • Private Pilot's Licence (Gyroplanes)
Revalidation	'Revalidation' (of, e.g. a rating or certificate) means the administrative action taken within the period of validity of a rating or certificate which allows the holder to continue to exercise the privileges of a rating or certificate for a further period consequent upon the fulfillment of specific requirements.
Renewal	'Renewal' (of, e.g. a rating or certificate) means the administrative action taken after a rating or certificate has lapsed for the purpose of renewing the privileges of the rating or certificate for a further specified period consequent upon the fulfillment of specified requirements.
Restriction	referred to in sub-paragraph 3.6 means any statement on the licence that restricts the privileges.
RF	Registered Facility
RTF	Registered Training Facility
SEP	Single-engine Piston
SET	Single-engine Turbine
SPL	Sailplane Licence
SFE	Synthetic Flight Examiner
SFI	Synthetic Flight Instructor
SPCA	Single-pilot complex aircraft
SPH	Single-pilot helicopters
SPHPCA	Single-pilot high-performance complex aircraft

ABBREVIATION	DEFINITION
STI	Synthetic Training Instructor
TMG	Touring Motor Glider
TRE (A / H)	Type Rating Examiner (Aeroplane / Helicopter)
TRE (E)	Type Rating Examiner (Engineer Licence)
TRI (A / H)	Type Rating Instructor (Aeroplane / Helicopter)
VFR	Visual Flight Rules
Zero Flight Time Training / ZFTT	means training given on an aircraft type rating course that is carried out entirely in a simulator.

References to an employee of the CAA include a member of the CAA.

References to full flight simulators, flight training devices, flight navigation procedure trainers and basic instrument training devices have the same meaning as in EASA Part-ORA.FSTD (EASA Aircrew Regulation).

References to crew resource management have the same meaning as in JAR-OPS 3 (Joint Aviation requirements – helicopter Operations) and in EASA Air Operations Regulation.

- 18.2 All other expressions used in this Scheme shall, unless the context otherwise requires, and where appropriate, have the same respective meaning as in the Order, EASA Aircrew Regulation, EASA Air Operations Regulation, Part-66, Part-145 or Part-147.

19 COMMENCEMENT

This Scheme will come into operation on 1 April 2018.

(This note is not part of the Scheme.)

Reference to the CAA Refund Policy may be made at www.caa.co.uk/ors5

The latest version of this document is available in electronic format at www.caa.co.uk/ors5, where you may also register for e-mail notification of amendments. Details for purchasing paper copy can be found at the same web address.