

APPLICATION TO SUBSTITUTE A PUBLIC AERODROME LICENCE FOR AN ORDINARY USE AERODROME LICENCE



Before completing this form the applicant should read carefully the following:

NOTES

Before making an application to the Authority the applicant should refer to the Civil Aviation Authority Regulations 1983 (as amended).

FALSE REPRESENTATION STATEMENT
 It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

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

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

Country: Postcode:

Telephone: Mobile Telephone:

E-mail:

Trading Name: (if applicable)

Website address:

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

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

..... Postcode:

Telephone:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

Country: Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

Country: Postcode:

Telephone: Mobile Telephone:

E-mail:

Website address:

Authorised Representative:

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

Title: Forename: Surname:

Position:

Charity Number (if applicable):

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Address:

Country Postcode:

4. APPLICATION DETAILS

Aerodrome name:

Date from which it is proposed the variation should be effective:

The grounds on which the application is made:

5. CHARGES

The charge(s) required as calculated in accordance with the CAA Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5).

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

Where charges are to be paid other than by the applicant, please enter the name and email of the person/company who is paying:

.....

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

Purchase Order number:.....

IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

6. FINANCIAL DECLARATION

I am applying to Substitute A Public Aerodrome Licence For An Ordinary Use Aerodrome Licence

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

[I agree to pay the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5)] note

this applies to online forms only and should be removed from paper forms

Name of Applicant:
(as shown in 2, 3, 4 or 5)

Signature of Applicant:
(named in 2, 3, 4 or 5)

or Signature of Authorised Representative (named in 2, 3, 4 or 5):

..... Date:

7. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.