

# APPLICATION FOR ADMINISTRATIVE VALIDATION



This form is used for applications from non-UK TC Holders for the administrative amendment of UK CAA Validated Type Certificate Data Sheets (VTCDS) or Validated Type Certificate Data Sheets Noise (VTCDSN) and applications for UK CAA validation of design approvals under the Further Working Arrangements with ANAC/FAA/TCCA.

For best results please download the form to your computer and open it in Adobe Acrobat.

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

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

**0. Application Form Instructions**  
 Applicants must fill in Sections 1, 5, 6.  
 In addition, applicants must fill in only Section 2 OR fill in Sections 3 and 4. Only one application per form.  
 The following breakdown is included to help applicants navigate and fill in the form.  
 1 Applicant's Details  
 2 Application for UK CAA administrative amendment of UK TCDS/TCDSN for Non-UK TC Holders  
 3 Application for UK CAA Validation under the Further Working Arrangements with ANAC/FAA/TCCA (effective until end 31/12/2022)  
 4 Details in support of application for UK CAA Validation under the Further Working Arrangements

**1. Applicant's Details** *(The Applicant is the person responsible for payment of CAA charges)*  
**NOTE: Complete only one of boxes 1a) (for applications submitted by individual(s)) OR 1b) (for applications submitted by companies)**

**1a) This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.**  
**Individual (including sole traders and partnerships)**

Title: ..... Forename: ..... Surname: .....  
 Address: .....  
 Country: ..... Postcode: .....  
 Telephone: .....  
 E-mail: ..... Mobile Telephone: .....  
 Trading Name: (if applicable) .....  
 Website address: .....  
 In the case of a partnership, please complete details of all partners. Continued on a separate sheet (if necessary).

**1b) 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.**

**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.



**5. Charges**

**IMPORTANT NOTES:**

**Withdrawal/Cancellation of Application:** In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at [List of Official Record Series 5 - Scheme of Charges](#) for more information.

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

**6. Declaration**

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate in every respect and I agree to pay any additional investigation costs associated with this application which may be notified and invoiced to me by the CAA at a later date. I understand that in the event that this application is subsequently cancelled, a cancellation fee may be applied.

Signature: .....

Date: .....

Name: .....

Position: .....

**7. Application Form Submission Service (Submit & Pay)**

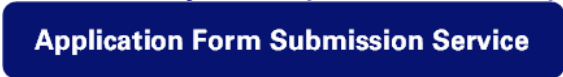
**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part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

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

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

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

**Important: Please save your completed form before proceeding.**



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.