

The Regulator's Licensing Rules

CAP 2221

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Chapter 1

Overview of the rules

- 1.1 [The Space Industry Act 2018](#) (the Act) regulates all spaceflight activities carried out in the United Kingdom, and associated activities. It is supported by [The Space Industry Regulations 2021](#) (the Regulations), that set out in more detail the requirements for each licence. The Civil Aviation Authority (CAA) performs the functions of the regulator under the Act.

What is the purpose of this document?

- 1.2 The Regulator's Licensing Rules (the "Rules"), specify which application form to use to apply for a licence and what information the applicant will need to provide to enable us to begin to determine the application.

Who is this document for?

- 1.3 This document is for any person or organisation that wishes to apply for an operator licence (launch, return, orbital), spaceport licence or range control licence under the Act. These Rules also apply in relation to applications for renewal of a licence where an expiry date has been specified in the original licence which is to be renewed.
- 1.4 This document should be read in conjunction with the Act, the Regulations, and any relevant guidance documents (see paragraph 1.17 and paragraph 1.18).
- 1.5 This document specifies the minimum information that must be supplied with an application for each licence type.
- 1.6 We may request further information from applicants in connection with their application where necessary to consider the application. We will only ask for more information insofar as it is deemed necessary to determine an application in line with the matters that we must satisfy ourselves of in order to grant a licence under the Act and Regulations.
- 1.7 If you have any queries, you are encouraged to contact us, to seek clarification or gain further information.

How we will protect information we receive

- 1.8 In performing our functions, we will need at times to review confidential and commercially sensitive information. We have several existing robust security processes in place to ensure all information supplied is handled and protected appropriately. All personal data is stored and processed in accordance with

General Data Protection Regulation requirements, including the provision of appropriate technical and organisation security controls.

- 1.9 We use standard UK Government information classifications and have in place systems and processes designed for protecting information with higher classification requirements. Where appropriate, we have systems and processes for handling of information with “Secret” classification.
- 1.10 We also employ the principle of least privilege, which means that only approved roles are granted access to information, insofar as they need that access to carry out their roles. Privileged access is carefully controlled and limited, and access is reviewed on a regular basis. We also require protection of all information at rest through encryption.
- 1.11 There are strict requirements for personnel vetting and only staff with appropriate security clearance will be granted access.
- 1.12 We use strong access controls with multiple authentication factors and require the use of secure information exchange for any information requiring protection. We have a range of tools available for this purpose, including Egress for secure email and Huddle for secure file exchange and collaboration.
- 1.13 We are also adopting the National Cyber Security Centre Cyber Assessment Framework.

How we will disclose information we receive

- 1.14 Where necessary for assisting our consideration of the application, we may disclose information we have received during the application process to other persons or entities in accordance with [regulation 19\(6\)](#) of the Regulations.
- 1.15 Beyond [regulation 19\(6\)](#), in the event that we require the use of a third-party assessor to support the licence application process and who is not covered by [regulation 19\(6\)\(c\)\(ii\)](#), we will seek consent from the applicant prior to any information being shared. Any such third-party assessor will be subject to strict contractual confidentiality obligations and our information security requirements.

Contacting

- 1.16 We can be contacted by email to commercialspaceflight@caa.co.uk. We welcome and encourage ongoing contact from prospective applicants before submission of a licence application. This can be from the earliest stages of considering whether to apply for a licence.

The full list of guidance documents issued in relation to the Act

- 1.17 The following guidance documents are available in relation to licences that can be granted under the Act (and any statutory instruments made under the Act):

- [Applying for a licence under the Space Industry Act 2018 \(CAP 2209\).](#)
- [Guidance for launch operator or return operator licence applicants and licensees \(CAP 2213\).](#)
- [Guidance for spaceport licence applicants and licensees \(CAP 2212\).](#)
- [Guidance for range control licence applicants and licensees \(CAP 2211\).](#)
- [Guidance for orbital operator licence applicants and licensees \(CAP 2210\).](#)
- [Guidance for the assessment of environmental effects \(CAP 2215\).](#)
- [Guidance on security matters for applicants and licensees \(CAP 2217\).](#)
- [Guidance on the investigation of spaceflight accidents \(CAP 2219\).](#)
- [Guidance on appealing decisions made under the Space Industry Act 2018 and the Outer Space Act 1986 \(CAP 2216\).](#)
- [Guidance on insurance and liabilities under the Space Industry Act 2018 \(CAP 2218\).](#)
- [Working with the regulator as licensee under The Space Industry Act 2018 \(CAP2214\).](#)
- [Guidance on Cyber Security Strategies for applicants and licensees \(CAP 2535\).](#)

1.18 In addition, applicants and licensees are advised to read the [Principles and guidelines for the spaceflight regulator in assessing ALARP and acceptable risk \(CAP 2220\).](#)

Chapter 2

Interpretations

2.1 In these Rules:

1. “Application form” means the form to apply for a launch operator, return operator, orbital operator, spaceport, or range control licence that is accessible via the CAA website.
2. “Orbital operator licence” means an operator licence which authorises a person to procure a launch, operate a space object or conduct other activity in outer space.
3. “Board of Directors” means the directors of the body corporate.
4. “Executive Officer” means the most senior officers of the body corporate, typically appointed by the Board of Directors, and typically include Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, etc.
5. “Prescribed Role” means the roles set out on regulations 7 to 11 as applicable to each type of licence (e.g., accountable manager, safety manager, security manager, launch director, etc.).
6. “Day” without more means a calendar day and “working day” means any day other than—
 - a Saturday or a Sunday, or
 - a day which is a bank holiday under the Banking and Financial Dealings Act 1971 in any part of the United Kingdom.
7. “Certified” in relation to a document means a photographic or other facsimile copy of that document which is certified in accordance with government guidelines on document certification (<https://www.gov.uk/certifying-a-document>).

2.2 Words and expressions used in these Rules which are defined in the Regulations or Act have the same meaning as they do in the relevant Part of the Regulations or Act.

2.3 Any reference to a regulation number in these Rules is to that regulation number in the Regulations.

2.4 Any notice or other document specified or authorised by these Rules to be sent to any person may be sent by:

- delivering it to that person in person,

- leaving it at that person's proper address, or
- sending it by post or electronic means to that person's proper address.

2.5 In the case of a body corporate, any such notice or document may be sent to a director of that body or to any other officer or employee of that body ("authorised person") who is authorised to accept notices or documents on its behalf.

2.6 For the purposes of paragraph 2.4, "proper address" means:

1. in the case of a body corporate or its director or authorised person—
 - the registered or principal office of that body, or
 - the email address of the secretary or clerk of that body, the director or the authorised person;
2. in any other case, a person's last known address, which includes an email address (so long as that email address has not been withdrawn for the purposes of service).

Chapter 3

Application form and supporting information

Application form

3.1 The application form which must be used in all applications for a licence under the Act is published on our website (<https://portal.caa.co.uk/>).

3.2 Applicants for orbital operator licences must include in their application all applicable information specified in Chapter 6.

3.3 Applicants for launch operator licences must include in their application all applicable information specified in Chapter 7.

3.4 Applicants for return operator licences must include in their application all applicable information specified in Chapter 8.

3.5 Applicants for spaceport licences must include in their application all applicable information specified in Chapter 9.

3.6 Applicants for range control licences must include in their application all applicable information specified in Chapter 10.

3.7 All information must be provided:

1. In writing, and
2. in English or Welsh.

(Note: The declaration on the application form applies to the information referred to in this rule. A certified translation by a professional translation company should be provided for any legal documents written in a language other than English or Welsh.)

3.8 Any documentation regarding cyber security and/or above OFFICIAL-SENSITIVE must be sent to us via a suitable means for handling such information. We will contact applicants with guidance and means for performing this action.

Chapter 4

Procedural irregularities

- 4.1 Where there has been a procedural error in the application, for example failure to use the correct form or failure to attach the correct information, we may give a direction to the applicant to remedy the error. Such a direction will only be issued in writing. Unless we direct otherwise, errors do not invalidate any steps taken in the application process leading to our determination of the application.
- 4.2 We expect all information specified within these Rules to be provided with each application. However, where necessary, we may specify deviations to the procedure set out in these Rules. We will engage with applicants where this may be the case.

Chapter 5

Timing of applications

To renew a licence

- 5.1 An application by a licensee to renew a licence under [section 14\(2\)](#) of the Act for a further specified period must be made at least 90 days before the start of the day on which the licence expires.
- (Note: “licensee” in this rule means the holder of an operator licence, a spaceport licence or a range control licence under the Act.)*
- 5.2 At least two working days before the start of the day on which the 90-day period (the period of 90 days before the start of the day on which the licence referred to in rule 5.1 expires) begins, the applicant may send a written request to us for a reduction of the 90-day period, stating:
1. The reasons for the request, and
 2. the date by or on which the applicant will make its application to renew the licence.
- 5.3 We may grant the applicant’s request to reduce the 90-day period if it appears reasonable to do so.
- 5.4 If we decide to grant the applicant’s request to reduce the 90-day period, we must send a written notice of that grant to the applicant confirming the revised date on or by which the application for renewal must be made.
- 5.5 If we decide not to grant the applicant’s request to reduce the 90-day period, we must:
1. Send a written notice of that decision to the applicant, and
 2. give reasons for that decision.

To respond to information requests

- 5.6 Applicants will normally have 28 days to provide a response, from the point of receiving a request for information from us. We can extend or reduce this duration on a case-by-case basis if it appears reasonable to do so. Applicants should contact us if an extension of the 28-day period is to be requested.
- 5.7 The progress of the application depends on the timeliness of the response to the request for information; a delay in response from the applicant could introduce a delay to the application process.

Chapter 6

Orbital operator licences

6.1 All applicants for an orbital operator licence must provide the information specified in paragraphs 6.6 to 6.15.

6.2 Applicants for an orbital operator licence where space activities are to be controlled from a ship must also provide the information specified in paragraph 6.16.

6.3 Applicants for an orbital operator licence where [regulation 10\(2\)](#) applies must also provide the information specified in paragraphs 6.17 to 6.18.

(Note: We will advise applicants when [regulation 10\(2\)](#) applies as part of the pre-application or application process. Early engagement with us is always advised.)

6.4 For the purposes of this Chapter, ‘Prescribed Roles’ is comprised of:

- **The accountable manager, and**
- **where [regulation 10\(2\)](#) applies, the security manager.**

6.5 Where an applicant is not a body corporate but instead is partnership or has equivalent senior executive roles in an organisation such as a government or academic institution or charity etc, the applicant should provide the information for those individuals as far as is possible.

Information required by all orbital operator licence applications

6.6 Legal identity information

1. The company’s registration number.
2. The company’s registered office address.
3. If the body corporate is registered outside of the UK, a Certified copy of the Certificate of Registration or equivalent from the country in which the company is registered.
4. Identity information related to:
 - **Executive Officers, and**
 - **Individuals who are to undertake, on behalf of the applicant, any of the Prescribed Roles,**

comprising **Certified** copies of one of the following documents per officer of the body corporate and individual:

- A valid passport,
- A valid full photograph driving licence, or
- A valid EC/EEA Identity Card.

6.7 Legal status information

1. Information comprising:

- Where the applicant is a body corporate: the Memorandum of Association and the Articles of Association (or, in the case of a body corporate registered elsewhere than the UK, any equivalent documents),
 - Where the applicant is a body corporate with shared ownership and/or publicly traded shares: identification details (including nationality) of any person with an interest of 10% or more,
 - Where the applicant's business is carried on as a partnership: a Certified copy of the partnership agreement, and
 - Any trading names of the applicant.
2. If an applicant intends to bring equipment or material into the UK for use in its spaceflight activities for which an export licence is required, a copy of the export licence, or information relating to the progress of an application for an export licence.
3. An explanation of the relationship of the applicant with other parts of the corporate group (if applicable).

(Note: Charts and organograms are encouraged for use in this explanation.)

6.8 Eligibility and fit and proper persons information

1. Information related to:

- **Executive Officers,**
- **The Board of Directors,** and
- Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles,**

comprising:

- A description of any employment policies or processes of the applicant which set out what the applicant does regarding pre-employment checks, or checks or declarations done once the groups of individuals listed above are employed, concerning the following:

- Confirmation of an individual's identity,
 - Whether the individual has any records of UK bankruptcy, debt relief orders, disqualification etc. of the kind set out under [regulation 6\(a\) to 6\(e\)](#) of the Regulations, and
 - Whether the individual has any convictions for any offence involving fraud or dishonesty, or any indictable offence (see [regulation 6\(f\)](#) of the Regulations).
2. For any of the **Board of Directors** of the body corporate:
- A short biography of each Director, and
 - A description of the process used to appoint directors, and any criteria that directors must meet to be appointed.
3. For any **Executive Officers** and individuals who are to undertake, on behalf of the applicant, any **Prescribed Roles**:
- A document/CV summarising the individual's qualifications and employment history or academic career covering at least the previous five-year period, to include:
 - A list of any relevant qualifications held by the individual,
 - Details of the current employment including the post held by the individual and a brief description of the responsibilities of that post, and
 - A satisfactory explanation of any gaps in employment.

6.9 Financial information

1. The applicant's audited accounts for the previous financial year.
2. The applicant's most recent internal management accounts.
3. Cashflow forecasts for the upcoming 12 months.
4. A completed Financial Question Set (see SRG3021) and associated evidence.

6.10 Use of agents

Information comprising the scope of any licensed activities to be undertaken by agents, and any applicable agency contracts.

6.11 Technical information

1. A description of the nature of the space activities the applicant is proposing to carry out.
2. A completed Technical Question Set (see [SRG2228](#)) and associated evidence.
3. A completed Radio Frequency / Spectrum Question Set (see [SRG2229](#)).
4. Orbital location information.

6.12 Contract documentation

1. The Launch Services Agreement.
2. Satellite supply contract.
3. Other relevant information (e.g. any contracts relevant to the operation of the satellite).

6.13 Cyber security information

1. A draft cyber security strategy, based on a cyber security risk assessment, for the proposed operation (see [regulation 185](#) and [CAP 2535](#)).
2. The cyber security risk assessment.

(Note: Cyber security submissions should not be submitted in the main application form – see paragraph 3.8.)

- 6.14 Information about how the applicant, if granted a licence, will ensure that any **individuals carrying out essential security functions, other than the security manager**, have undergone a satisfactory background check as a condition of being engaged, or continuing to be engaged, to carry out security functions.

- 6.15 Copies of third-party liability insurance or, if not available at the time the application is submitted, evidence of engagement with insurers and/or other parties on insurance and indemnities and proposals for such arrangements, in either case, in respect of activities to be licensed by us.

*(Note: Copies of third-party liability insurance **must** be provided prior to any licensed activity being conducted.)*

Information required by ship-based orbital operator licence applications

6.16 Ship operations information

1. The location of the proposed control of the space activities.
2. The flag of the ship from which those activities are to be controlled.

3. The nationality of the operator.

Information required by orbital operator licence applications where regulation 10(2) applies

6.17 Physical security information

1. A draft space site security programme, based on a security risk assessment, for the proposed operation (see [regulation 170](#)).
2. The security risk assessment.

6.18 National security vetting information

Information related to the applicant's ability, if granted a licence, to comply with [regulation 187](#), comprising:

1. Information about any official level of security clearance the nominated security manager holds or has held, whether or not the clearance was issued in the United Kingdom, and
2. Information confirming whether or not the nominated security manager has undergone a UK Counter Terrorism Check (CTC).

Chapter 7

Launch operator licences

- 7.1 All applicants for a launch operator licence must provide the information specified in paragraphs 7.9 to 7.20.**
- 7.2 Applicants for a launch operator licence where the licence would authorise launch from a ship and/or authorise control of sub-orbital activities from a ship must also provide the information specified in paragraph 7.21.**
- 7.3 Applicants for a launch operator licence where the launch vehicle will have a crew must also provide the information specified in paragraphs 7.22 to 7.23.**
- 7.4 Applicants for a launch operator licence where the launch vehicle will have a human occupant must also provide the information specified in paragraphs 7.24 to 7.25.**
- 7.5 Applicants for a launch operator licence where the spaceflight activities will involve US technology and either a non-US vehicle or foreign spacecraft must also provide the information specified in paragraph 7.26.**
- 7.6 For the purposes of this Chapter, ‘Prescribed Roles’ is comprised of:**
- **the accountable manager,**
 - **the launch director,**
 - **the safety manager,**
 - **the security manager and,**
 - **the training manager.**
- 7.7 The CAA’s approval of the individual who is to be the training manager is required under [regulation 61\(1\)](#). A separate application for that approval must be made to the CAA under [regulation 62](#).**
- 7.8 Where an applicant is not a body corporate but instead is partnership or has equivalent senior executive roles in an organisation such as a government or academic institution or charity etc, the applicant should provide the information for those individuals as far as is possible.**

Information required by all launch operator licence applications

7.9 Legal identity information

1. The company’s registration number.

2. The company's registered office address.
3. If the body corporate is registered outside of the UK, a Certified copy of the Certificate of Registration or equivalent from the country in which the company is registered.
4. Identity information related to:
 - **Executive Officers**, and
 - Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles**,

comprising **Certified** copies of one of the following documents per officer of the body corporate and individual:

 - A valid passport,
 - A valid full photograph driving licence, or
 - A valid EC/EEA Identity Card.

7.10 Legal status information

1. Information comprising:
 - Where the applicant is a body corporate: the Memorandum of Association and the Articles of Association (or, in the case of a body corporate registered elsewhere than the UK, any equivalent documents),
 - Where the applicant is a body corporate with shared ownership and/or publicly traded shares: identification details (including nationality) of any person with an interest of 10% or more,
 - Where the applicant's business is carried on as a partnership: a Certified copy of the partnership agreement, and
 - Any trading names of the applicant.
2. If an applicant intends to bring equipment or material into the UK for use in its spaceflight activities for which an export licence is required, a copy of the export licence, or information relating to the progress of an application for an export licence.
3. An explanation of the relationship of the applicant with other parts of the corporate group (if applicable).

(Note: Charts and organograms are encouraged for use in this explanation.)

7.11 Eligibility and fit and proper persons information

1. Information related to:
 - **Executive Officers,**
 - **The Board of Directors,** and
 - Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles,**comprising:
 - A description of any employment policies or processes of the applicant which set out what the applicant does regarding pre-employment checks, or checks or declarations done once the groups of individuals listed above are employed, concerning the following:
 - Confirmation of an individual's identity,
 - Whether the individual has any records of UK bankruptcy, debt relief orders, disqualification etc. of the kind set out under [regulation 6\(a\) to 6\(e\)](#) of the Regulations, and
 - Whether the individual has any convictions for any offence involving fraud or dishonesty, or any indictable offence (see [regulation 6\(f\)](#) of the Regulations).
 - A declaration that the groups of individuals listed above meet the eligibility criteria under [regulation 6](#) of the Regulations.
2. For any of the **Board of Directors** of the body corporate:
 - A short biography of each Director, and
 - A description of the process used to appoint directors, and any criteria that directors must meet to be appointed.
3. For any **Executive Officers** and individuals who are to undertake, on behalf of the applicant, any **Prescribed Roles**:
 - A document/CV summarising the individual's qualifications and employment history or academic career covering at least the previous five-year period, to include:
 - A list of any relevant qualifications held by the individual,
 - Details of the current employment including the post held by the individual and a brief description of the responsibilities of that post, and
 - A satisfactory explanation of any gaps in employment.

7.12 Financial information

1. The applicant's audited accounts for the previous financial year.
2. The applicant's most recent internal management accounts.
3. Cashflow forecasts for the upcoming 12 months.

7.13 Use of agents

Information comprising the scope of any licensed activities to be undertaken by agents, and any applicable agency contracts.

7.14 Technical information

1. The safety case including, as a minimum, all the information required under [regulation 29](#).
2. A copy of the safety operations manual.
3. Radio frequencies and powers to be using during the spaceflight activities.

7.15 Cyber security information

1. A draft cyber security strategy, based on a cyber security risk assessment, for the proposed operation (see [regulation 185](#) and [CAP 2535](#)).
2. The cyber security risk assessment.

(Note: Cyber security submissions should not be submitted in the main application form – see paragraph 3.8.)

7.16 Physical security information

1. A draft operator security programme, based on a security risk assessment, for the proposed operation (see [regulation 171](#)).
2. The security risk assessment.

7.17 National security vetting information

Information related to the applicant's ability, if granted a licence, to comply with [regulation 187](#), comprising:

1. Information about any official level of security clearance the nominated security manager holds or has held, whether or not the clearance was issued in the United Kingdom, and
2. Information confirming whether or not the nominated security manager has undergone a UK Counter Terrorism Check (CTC).

7.18 Information about how the applicant, if granted a licence, will ensure that any **individuals carrying out essential security functions, other than the security manager**, have undergone a satisfactory background check as a

condition of being engaged, or continuing to be engaged, to carry out security functions.

- 7.19 Copies of third-party liability insurance or, if not available at the time the application is submitted, evidence of engagement with insurers and/or other parties on insurance and indemnities and proposals for such arrangements, in either case, in respect of activities to be licensed by us.

*(Note: Copies of third-party liability insurance **must** be provided prior to any licensed activity being conducted.)*

- 7.20 The assessment of environmental effects.

Information required by ship-based launch operator licence applications

7.21 Ship operations information

1. The location of the proposed launch and/or control of the sub-orbital activities.
2. The flag of the ship from which the launch vehicle is to be launched and/or sub-orbital activities are to be controlled.
3. The nationality of the operator.

Information required by launch operator licence applications involving crew

- 7.22 If the launch vehicle is a sub-orbital aircraft (but not a balloon):

1. For each member of the flight crew:
 - A commercial pilot's licence with an instrument rating, issued by the CAA, or
 - An ICAO compliant commercial pilot's licence with an instrument rating which fulfils the requirements of [paragraph 14 of Schedule 3](#) of the Regulations.
2. For the sub-orbital aircraft engineer:
 - An aircraft engineer's licence issued by the CAA which is relevant to turbo-jet powered aircraft, or
 - An equivalent ICAO compliant aircraft maintenance engineer's licence.

- 7.23 If the launch vehicle is a balloon, in respect of the pilot only:

- A commercial pilot's licence for balloons issues by the CAA, or

- An ICAO compliant commercial pilot's licence for balloons.

Information required by launch operator licence applications involving human occupants

- 7.24 The risk assessment including, as a minimum, all the information required under regulations [32](#) and [33](#).
- 7.25 Evidence that the applicant will be able to meet the requirements of any regulations 106 to 123 that will apply.

Information required by launch operator licence applications involving US technology and either non-US vehicles or foreign spacecraft

- 7.26 Information as to the nationality of any person who has contributed money, equipment, technology, or personnel to the production or acquisition of any essential and integral part of:
- The non-US vehicle,
 - The foreign spacecraft, or
 - The applicant's launch business.

Chapter 8

Return operator licences

- 8.1 All applicants for a return operator licence must provide the information specified in paragraphs 8.6 to 8.14.**
- 8.2 Applicants for a return operator licence where the licence would authorise landing on a ship must also provide the information specified in paragraph 8.15.**
- 8.3 Applicants for a return operator licence where [regulation 9\(5\)](#) applies must also provide the information specified in paragraphs 8.16 to 8.17.**

(Note: We will advise applicants when [regulation 9\(5\)](#) applies as part of the pre-application or application process. Early engagement with us is always advised.)

- 8.4 For the purposes of this Chapter, 'Prescribed Roles' is comprised of:**
- **the accountable manager,**
 - **the safety manager, and**
 - **where [regulation 9\(5\)](#) applies, the security manager.**

- 8.5** Where an applicant is not a body corporate but instead is partnership or has equivalent senior executive roles in an organisation such as a government or academic institution or charity etc, the applicant should provide the information for those individuals as far as is possible.

Information required by all return operator licence applications

8.6 Legal identity information

1. The company's registration number.
2. The company's registered office address.
3. If the body corporate is registered outside of the UK, a Certified copy of the Certificate of Registration or equivalent from the country in which the company is registered.
4. Identity information related to:
 - **Executive Officers, and**
 - **Individuals who are to undertake, on behalf of the applicant, any of the Prescribed Roles,**

comprising **Certified** copies of one of the following documents per officer of the body corporate and individual:

- A valid passport,
- A valid full photograph driving licence, or
- A valid EC/EEA Identity Card.

8.7 Legal status information

1. Information comprising:

- Where the applicant is a body corporate: the Memorandum of Association and the Articles of Association (or, in the case of a body corporate registered elsewhere than the UK, any equivalent documents),
 - Where the applicant is a body corporate with shared ownership and/or publicly traded shares: identification details (including nationality) of any person with an interest of 10% or more,
 - Where the applicant's business is carried on as a partnership: a Certified copy of the partnership agreement, and
 - Any trading names of the applicant.
2. If an applicant intends to bring equipment or material into the UK for use in its spaceflight activities for which an export licence is required, a copy of the export licence, or information relating to the progress of an application for an export licence.
3. An explanation of the relationship of the applicant with other parts of the corporate group (if applicable).

(Note: Charts and organograms are encouraged for use in this explanation.)

8.8 Eligibility and fit and proper persons information

1. Information related to:

- **Executive Officers,**
- **The Board of Directors,** and
- Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles,**

comprising:

- A description of any employment policies or processes of the applicant which set out what the applicant does regarding pre-employment checks, or checks or declarations done once the groups of individuals listed above are employed, concerning the following:
 - Confirmation of an individual's identity,
 - Whether the individual has any records of UK bankruptcy, debt relief orders, disqualification etc. of the kind set out under [regulation 6\(a\) to 6\(e\)](#) of the Regulations, and
 - Whether the individual has any convictions for any offence involving fraud or dishonesty, or any indictable offence (see [regulation 6\(f\)](#) of the Regulations).
 - A declaration that the groups of individuals listed above meet the eligibility criteria under [regulation 6](#) of the Regulations.
2. For any of the **Board of Directors** of the body corporate:
 - A short biography of each Director, and
 - A description of the process used to appoint directors, and any criteria that directors must meet to be appointed.
 3. For any **Executive Officers** and individuals who are to undertake, on behalf of the applicant, any **Prescribed Roles**:
 - A document/CV summarising the individual's qualifications and employment history or academic career covering at least the previous five-year period, to include:
 - A list of any relevant qualifications held by the individual,
 - Details of the current employment including the post held by the individual and a brief description of the responsibilities of that post, and
 - A satisfactory explanation of any gaps in employment.

8.9 Financial information

1. The applicant's audited accounts for the previous financial year.
2. The applicant's most recent internal management accounts.
3. Cashflow forecasts for the upcoming 12 months.

8.10 Use of agents

Information comprising the scope of any licensed activities to be undertaken by agents, and any applicable agency contracts.

8.11 Technical information

1. The safety case including, as a minimum, all the information required under [regulation 29](#).
2. A copy of the safety operations manual.

8.12 Cyber security information

1. A draft cyber security strategy, based on a cyber security risk assessment, for the proposed operation (see [regulation 185](#) and [CAP 2535](#)).
2. The cyber security risk assessment.

(Note: Cyber security submissions should not be submitted in the main application form – see paragraph 3.8.)

- 8.13 Information about how the applicant, if granted a licence, will ensure that any **individuals carrying out essential security functions, other than the security manager**, have undergone a satisfactory background check as a condition of being engaged, or continuing to be engaged, to carry out security functions.

- 8.14 Copies of third-party liability insurance or, if not available at the time the application is submitted, evidence of engagement with insurers and/or other parties on insurance and indemnities and proposals for such arrangements, in either case, in respect of activities to be licensed by us.

*(Note: Copies of third-party liability insurance **must** be provided prior to any licensed activity being conducted.)*

Information required by ship-based return operator licence applications

8.15 Ship operations information

1. The location of the proposed landing.
2. The flag of the ship to which the launch vehicle is to be landed.
3. The nationality of the operator.

Information required by return operator licence applications where regulation 9(5) applies

8.16 Physical security information

1. A draft operator security programme, based on a security risk assessment, for the proposed operation (see [regulation 171](#)).
2. The security risk assessment.

8.17 National security vetting information

Information related to the applicant's ability, if granted a licence, to comply with [regulation 187](#), comprising:

1. Information about any official level of security clearance the nominated security manager holds or has held, whether or not the clearance was issued in the United Kingdom, and
2. Information confirming whether or not the nominated security manager has undergone a UK Counter Terrorism Check (CTC).

Chapter 9

Spaceport licences

- 9.1 All applicants for a spaceport licence must provide the information specified in paragraphs 9.5 to 9.16.**
- 9.2 Applicants for a spaceport licence where there is intended to be launches of US spacecraft or US launch vehicles from the spaceport must also provide the information specified in paragraphs 9.17.**
- 9.3 For the purposes of this Chapter, ‘Prescribed Roles’ is comprised of:**
- **the accountable manager,**
 - **the safety manager, and**
 - **the security manager.**
- 9.4 Where an applicant is not a body corporate but instead is partnership or has equivalent senior executive roles in an organisation such as a government or academic institution or charity etc, the applicant should provide the information for those individuals as far as is possible.

Information required by all spaceport licence applications

9.5 Legal identity information

1. The company’s registration number.
2. The company’s registered office address.
3. If the body corporate is registered outside of the UK, a Certified copy of the Certificate of Registration or equivalent from the country in which the company is registered.
4. Identity information related to:
 - **Executive Officers, and**
 - Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles,**comprising **Certified** copies of one of the following documents per officer of the body corporate and individual:
 - A valid passport,
 - A valid full photograph driving licence, or

- A valid EC/EEA Identity Card.

9.6 Legal status information

1. Information comprising:

- Where the applicant is a body corporate: the Memorandum of Association and the Articles of Association (or, in the case of a body corporate registered elsewhere than the UK, any equivalent documents),
 - Where the applicant is a body corporate with shared ownership and/or publicly traded shares: identification details (including nationality) of any person with an interest of 10% or more,
 - Where the applicant's business is carried on as a partnership: a Certified copy of the partnership agreement, and
 - Any trading names of the applicant.
2. If an applicant intends to bring equipment or material into the UK for use in its spaceflight activities for which an export licence is required, a copy of the export licence, or information relating to the progress of an application for an export licence.
3. An explanation of the relationship of the applicant with other parts of the corporate group (if applicable).

(Note: Charts and organograms are encouraged for use in this explanation.)

9.7 Eligibility and fit and proper persons information

1. Information related to:

- **Executive Officers,**
- **The Board of Directors,** and
- Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles,**

comprising:

- A description of any employment policies or processes of the applicant which set out what the applicant does regarding pre-employment checks, or checks or declarations done once the groups of individuals listed above are employed, concerning the following:
 - Confirmation of an individual's identity,

- Whether the individual has any records of UK bankruptcy, debt relief orders, disqualification etc. of the kind set out under [regulation 6\(a\) to 6\(e\)](#) of the Regulations, and
 - Whether the individual has any convictions for any offence involving fraud or dishonesty, or any indictable offence (see [regulation 6\(f\)](#) of the Regulations).
 - A declaration that the groups of individuals listed above meet the eligibility criteria under [regulation 6](#) of the Regulations.
2. For any of the **Board of Directors** of the body corporate:
 - A short biography of each Director, and
 - A description of the process used to appoint directors, and any criteria that directors must meet to be appointed.
 3. For any **Executive Officers** and individuals who are to undertake, on behalf of the applicant, any **Prescribed Roles**:
 - A document/CV summarising the individual's qualifications and employment history or academic career covering at least the previous five-year period, to include:
 - A list of any relevant qualifications held by the individual,
 - Details of the current employment including the post held by the individual and a brief description of the responsibilities of that post, and
 - A satisfactory explanation of any gaps in employment.

9.8 Financial information

1. The applicant's audited accounts for the previous financial year.
2. The applicant's most recent internal management accounts.
3. Cashflow forecasts for the upcoming 12 months.

9.9 Use of agents

Information comprising the scope of any licensed activities to be undertaken by agents, and any applicable agency contracts.

9.10 Technical information

1. The safety case including, as a minimum, all the information required under [regulation 36](#).

2. The siting assessment including, as a minimum, all the information required under [regulation 38](#), and an explanation of the methodology used to produce the assessment outcomes.

9.11 Cyber security information

1. A draft cyber security strategy, based on a cyber security risk assessment, for the proposed operation (see [regulation 185](#) and [CAP 2535](#)).
2. The cyber security risk assessment.

(Note: Cyber security submissions should not be submitted in the main application form – see paragraph 3.8.)

9.12 Physical security information

1. A draft space site security programme, based on a security risk assessment, for the proposed operation (see [regulation 170](#)).
2. The security risk assessment.

9.13 National security vetting information

Information related to the applicant's ability, if granted a licence, to comply with [regulation 187](#), comprising:

1. Information about any official level of security clearance the nominated security manager holds or has held, whether or not the clearance was issued in the United Kingdom, and
2. Information confirming whether or not the nominated security manager has undergone a UK Counter Terrorism Check (CTC).

- 9.14 Information about how the applicant, if granted a licence, will ensure that any **individuals carrying out essential security functions, other than the security manager**, have undergone a satisfactory background check as a condition of being engaged, or continuing to be engaged, to carry out security functions.

- 9.15 Copies of third-party liability insurance or, if not available at the time the application is submitted, evidence of engagement with insurers and/or other parties on insurance and indemnities and proposals for such arrangements, in either case, in respect of activities to be licensed by us.

*(Note: Copies of third-party liability insurance **must** be provided prior to any licensed activity being conducted.)*

- 9.16 The assessment of environmental effects.

Information required by spaceport licence applications intended to involve US spacecraft or US launch vehicles

- 9.17 Information as to the nationality of any person who has contributed money, equipment, technology, or personnel to the production or acquisition of any essential and integral part of:
- The applicant's launch facilities, or
 - The applicant's launch business.

Chapter 10

Range Control licences

- 10.1 All applicants for a range control licence must provide the information specified in paragraphs 10.7 to 10.16.**
- 10.2 Applicants for a range control licence where range control services are to be provided from a ship must also provide the information specified in paragraph 10.17.**
- 10.3 Applicants for a range control licence where the range control services consist of or include monitoring of the designated range must also provide the information specified in paragraph 10.18.**
- 10.4 For the purposes of this Chapter, ‘Prescribed Roles’ is comprised of:**
- **the accountable manager,**
 - **the range safety manager,**
 - **the range operations manager,**
 - **the security manager, and**
 - **the training manager.**
- 10.5 The CAA’s approval of the individual who is to be the training manager is required under [regulation 61\(1\)](#). A separate application for that approval must be made to the CAA under [regulation 62](#).
- 10.6 Where an applicant is not a body corporate but instead is partnership or has equivalent senior executive roles in an organisation such as a government or academic institution or charity etc, the applicant should provide the information for those individuals as far as is possible.

Information required by all range control licence applications

- 10.7 Legal identity information
1. The company’s registration number.
 2. The company’s registered office address.
 3. If the body corporate is registered outside of the UK, a Certified copy of the Certificate of Registration or equivalent from the country in which the company is registered.
 4. Identity information related to:

- **Executive Officers**, and
- Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles**,

comprising **Certified** copies of one of the following documents per officer of the body corporate and individual:

- A valid passport,
- A valid full photograph driving licence, or
- A valid EC/EEA Identity Card.

10.8 Legal status information

1. Information comprising:

- Where the applicant is a body corporate: the Memorandum of Association and the Articles of Association (or, in the case of a body corporate registered elsewhere than the UK, any equivalent documents),
 - Where the applicant is a body corporate with shared ownership and/or publicly traded shares: identification details (including nationality) of any person with an interest of 10% or more,
 - Where the applicant's business is carried on as a partnership: a Certified copy of the partnership agreement, and
 - Any trading names of the applicant.
2. If an applicant intends to bring equipment or material into the UK for use in its spaceflight activities for which an export licence is required, a copy of the export licence, or information relating to the progress of an application for an export licence.
3. An explanation of the relationship of the applicant with other parts of the corporate group (if applicable).

(Note: Charts and organograms are encouraged for use in this explanation.)

10.9 Eligibility and fit and proper persons information

1. Information related to:

- **Executive Officers**,
- **The Board of Directors**, and
- Individuals who are to undertake, on behalf of the applicant, any of the **Prescribed Roles**,

comprising:

- A description of any employment policies or processes of the applicant which set out what the applicant does regarding pre-employment checks, or checks or declarations done once the groups of individuals listed above are employed, concerning the following:
 - Confirmation of an individual's identity,
 - Whether the individual has any records of UK bankruptcy, debt relief orders, disqualification etc. of the kind set out under [regulation 6\(a\) to 6\(e\)](#) of the Regulations, and
 - Whether the individual has any convictions for any offence involving fraud or dishonesty, or any indictable offence (see [regulation 6\(f\)](#) of the Regulations).
 - A declaration that the groups of individuals listed above meet the eligibility criteria under [regulation 6](#) of the Regulations.
2. For any of the **Board of Directors** of the body corporate:
 - A short biography of each Director, and
 - A description of the process used to appoint directors, and any criteria that directors must meet to be appointed.
 3. For any **Executive Officers** and individuals who are to undertake, on behalf of the applicant, any **Prescribed Roles**:
 - A document/CV summarising the individual's qualifications and employment history or academic career covering at least the previous five-year period, to include:
 - A list of any relevant qualifications held by the individual,
 - Details of the current employment including the post held by the individual and a brief description of the responsibilities of that post, and
 - A satisfactory explanation of any gaps in employment.

10.10 Financial information

1. The applicant's audited accounts for the previous financial year.
2. The applicant's most recent internal management accounts.
3. Cashflow forecasts for the upcoming 12 months.

10.11 Use of agents

Information comprising the scope of any licensed activities to be undertaken by agents, and any applicable agency contracts.

10.12 Technical information

1. A completed Range Technical Question Set and associated evidence.
2. A summary of the management systems, including a safety management system, and quality management arrangements required to be established and implemented under [regulation 52](#).

10.13 Cyber security information

1. A draft cyber security strategy, based on a cyber security risk assessment, for the proposed operation (see [regulation 185](#) and [CAP 2535](#)).
2. The cyber security risk assessment.

(Note: Cyber security submissions should not be submitted in the main application form – see paragraph 3.8.)

10.14 Physical security information

1. A draft space site security programme, based on a security risk assessment, for the proposed operation (see [regulation 170](#)).
2. The security risk assessment.

10.15 National security vetting information

Information related to the applicant's ability, if granted a licence, to comply with [regulation 187](#), comprising:

1. Information about any official level of security clearance the nominated security manager holds or has held, whether or not the clearance was issued in the United Kingdom, and
2. Information confirming whether or not the nominated security manager has undergone a UK Counter Terrorism Check (CTC).

- 10.16 Information about how the applicant, if granted a licence, will ensure that any **individuals carrying out essential security functions, other than the security manager**, have undergone a satisfactory background check as a condition of being engaged, or continuing to be engaged, to carry out security functions.

Information required by ship-based range control licence applications

10.17 Ship operations information

1. The location of the proposed provision of range control services.
2. The flag of the ship from which those services are to be provided.
3. The nationality of the operator.

Information required by range control licence applications consisting of or including monitoring the designated range

- 10.18 A document setting out any proposed or intended relevant agreements with relevant authorities including (if possible) identification of the relevant authorities (see regulations [43](#) and [44](#)).