

**United Kingdom Civil Aviation Authority**  
**Application for Certification by an EU Member State or**  
**EAA Air Navigation Service Provider to provide services**  
**in the United Kingdom Flight Information Region**



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

**Before completing this form be sure to read the Completion Instructions attached**

**1. Applicant Address Data**

<b>1.1. Name and Address</b> (Registered Company Name and address)	Company Name	
	Registration Number	
	Street	
	Post Code	
	City	
	Country	

**2. Principal Location** (may be left blank, if same as 1.1 Applicant Data)

<b>2.1. Name and Location Address</b>	Company Name	
	Street	
	Post Code	
	City	
	Country	

**3. Personnel Contact Details**

<b>3.1. Focal Point for Communication with the CAA</b>	Title	
	First Name	
	Last Name	
	Job title	
	Phone	
	Email	
<b>3.2. Accountable Manager</b>	Title	
	First Name	
	Last Name	
	Job title	
	Phone	
	Email	

#### 4. Scope of Services

for which Certification is requested in accordance with the provision of Regulation UK (EU) No. 2017/373

Services/Functions	Type of Service/Functions	Scope of Service/Functions
<input type="checkbox"/> Air Traffic Services (ATS)	<input type="checkbox"/> Air Traffic Control (ATC)	<input type="checkbox"/> Area Control Service
		<input type="checkbox"/> Approach Control Service
		<input type="checkbox"/> Aerodrome Control Service
	<input type="checkbox"/> Flight Information Service (FIS)	<input type="checkbox"/> Aerodrome Flight Information Service (AFIS) <input type="checkbox"/> En-route Flight Information Service (En-route FIS)
	<input type="checkbox"/> Advisory Service	N/A
<input type="checkbox"/> Air Traffic Flow Management (ATFM)	<input type="checkbox"/> ATFM	<input type="checkbox"/> Provision of the local ATFM
<input type="checkbox"/> Airspace Management (ASM)	<input type="checkbox"/> ASM	<input type="checkbox"/> Provision of the local ASM (tactical/ASM Level 3) service
<b>Conditions/ limitations identified</b>		

Services/Functions	Type of Service/Functions	Scope of Service/Functions
<input type="checkbox"/> Communication, navigation or surveillance services (CNS)	<input type="checkbox"/> Communications (C)	<input type="checkbox"/> Aeronautical Mobile Service (air-ground communication)
		<input type="checkbox"/> Aeronautical Fixed Service (ground-ground communications)
		<input type="checkbox"/> Aeronautical Mobile Satellite Service (AMSS)
	<input type="checkbox"/> Navigation (N)	<input type="checkbox"/> Provision of NDB signal-in-space
		<input type="checkbox"/> Provision of VOR signal-in-space
		<input type="checkbox"/> Provision of DME signal-in-space
		<input type="checkbox"/> Provision of ILS signal-in-space
		<input type="checkbox"/> Provision of MLS signal-in-space
	<input type="checkbox"/> Surveillance (S)	<input type="checkbox"/> Provision of GNSS signal-in-space
		<input type="checkbox"/> Provision of data from Primary Surveillance (PS)
		<input type="checkbox"/> Provision of data from Secondary Surveillance (SS)
		<input type="checkbox"/> Provision of Automatic Dependent Surveillance (ADS) Data
<b>Conditions/ limitations identified</b>		

## 5. Required documentation

Please provide the below requested documentation to [ansp.certification@caa.co.uk](mailto:ansp.certification@caa.co.uk)

## 6. Declaration

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

Date	Name of Accountable Manager	Signature

## 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.**

**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.

## Completion Instructions for form SRG 1434 Application for Certification as an Air Navigation Service Provider

Field	Completion Instructions
<b>1.1. Name and Address</b>	Please enter the full <b>name of the company / individual service provider</b> as it appears on the Business Registration or similar legal document. If applicable also enter the Trade Name, Doing-business-as and the Company registration number. Please enter the address of the registered office as it appears on the Business Registration or similar legal document.
<b>1.2. Principal Location Address</b>	The (company) name and address of the principal location. The name and address detailed in this section will be printed onto the UK CAA certificate.
<b>3.1. Focal Point for Communication</b>	The name and contact details specified in this section are those of the person responsible for the application.
<b>3.2 Accountable Manager</b>	The name and contact details for the Accountable Manager (Chief Executive Officer or equivalent position within the Organisation).
<b>4. Scope of Services</b>	<p>a) Tick the service/functions, types of service/function, scope of service/function as they appear to describe the scope of activities currently undertaken in the United Kingdom delegated airspace for which certification is requested.</p> <p>b) The “conditions/limitations” should include all those operational conditions/limitations identified by the organisation in relation to the services/functions for which certification is requested.</p>
<b>5. List of documentation to be provided with the application</b>	<p>Please provide together with this application form the below requested documentation:</p> <ol style="list-style-type: none"> <li>1. The organisation Accountability and Responsibilities of the manager(s) including matters on which they may deal directly with the UK competent authority on behalf of the organisation</li> <li>2. An organisational chart showing lines of responsibility and accountability throughout the Organisation</li> <li>3. A general description of resources, facilities, and activities</li> <li>4. Change Management Procedure and associated approval issued by your EU member State Competent Authority</li> <li>5. Psychoactive Substances Policy and associated approval issued by your EU member State Competent Authority</li> <li>6. The ATCO Rostering process and policy for Stress and Fatigue management</li> <li>7. Air Traffic Service Operational Manuals and Maintenance Exposition</li> <li>8. Management System Manuals including Safety Management System, Quality Management System, Security Management System</li> <li>9. A list of organisations or partners, subcontractors, or contracted organisations if any</li> <li>10. A copy of your current EU member State Competent Authority EU Reg No. 2017/373 ANSP Certificate</li> </ol>
<b>6. Declaration</b>	Signature of the Accountable Manager (Chief Executive Officer or equivalent position within the Organisation).
<b>7. Submission Instructions</b>	Please submit the application via the Application Form Submission Service by clicking on the button in Section 8