

# MODEL AIRCRAFT ARTICLE 16 – APPLICATION



This form should be used to apply for an article 16 operational authorisation for model aircraft associations and established clubs.

This application should be completed on screen, signed and sent to the address at the bottom of this page.

<b>1. TYPE OF APPLICATION:</b> (Tick applicable box)	
Initial Issue:	
Renewal:	
Technical Variation:	
Administrative Variation:	
Previous Authorisation (if Applicable) Reference: .....	Expiry Date: .....

<b>2. ASSOCIATION OR CLUB DETAILS</b>	
Registered Association/ Club Name (in full): .....	
Registered Company Number: .....	
Country of Company Registration: .....	
Registered Office Address: .....	
County: .....	Postcode: .....
Telephone Number: .....	
E-mail: .....	
Trading Name: (if applicable): .....	
Trading Address (primary site): .....	
County: .....	Postcode: .....
Website address: .....	

<b>Authorised Representative of Company</b>	
This application is to be signed by a director or association/ club secretary or a person authorised by the Board to act on behalf of the association/ club.	
Title: .....	Forename: ..... Surname: .....
Position in Association or Club: .....	
Telephone Number: .....	E-mail: .....
If you are not a director or association/ club secretary and have been authorised to sign the application form on behalf of the association/club, proof of that authority must be provided with the completed application form.	

<b>3. ADDRESS FOR CORRESPONDENCE (if different from above)</b>	
Postal Address (if different from above): .....	
..... Postcode: .....	

#### 4. ASSOCIATION OR CLUB DOCUMENTATION

##### Initial & Renewal

The model aircraft association or club shall submit the following information:

1. An organisational exposition containing:
  - A statement signed by the accountable manager confirming that the exposition and any associated documents which define the association or clubs' compliance with these requirements will be complied with at all times.
  - A general description of the scope of work relevant to the authorised operations.
  - The organisational structure including the titles and names of nominated personnel accepted by the CAA along with their duties and responsibilities.
  - Management systems employed to ensure an informed, compliant, and competent membership.
  - Organisational procedures for informing, overseeing, and achieving competency of membership.
2. Membership Handbook (including display handbook if applicable)
3. Internal training and competency Framework with the competency question bank.
4. Number of current memberships.
5. Additional documentation as part of association or club scope of work.

##### Variation

The model aircraft association or club shall submit the following information:

1. A description of the variation.
2. Documentation affected by the change.
3. A supporting risk assessment (as required).
4. Personnel affected by the change.

#### 5. ADDITIONAL INFORMATION

#### 6. DECLARATION

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

Signature: ..... Date: ..... The applicant is over 18 years of age:

## 7. CHARGES

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

### 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 General Aviation 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 [caa.co.uk/ors5](http://caa.co.uk/ors5) for more information.

## 8. FINANCIAL DECLARATION

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

I agree to pay the charges for this application in accordance with the General Aviation Scheme of Charges ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

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

Name of Applicant: .....

(as shown in 2 (a) or (b))

Signature of Applicant (named in 2 (a) or (b)) or Signature of Authorised Representative (named in 2 (a) or (b)):

..... Date: .....

## 9. SUBMISSION INSTRUCTIONS

**Please note: Incomplete applications may be returned and will delay the processing of your application**

Return the completed form and associated documents to:

**E-Mail:** [UAVEnquiries@caa.co.uk](mailto:UAVEnquiries@caa.co.uk)

Tel: +44 (0) 330 0221908

Applications for renewal of approval may be submitted up to 90 days prior to expiry without loss of validity of the original expiry date.

Submissions will not be accepted via any form of third-party file hosting or cloud storage.

**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.**

Due to unique operation and technical nature of the application there is no specified response time, however the CAA will endeavour to keep the customer updated throughout the process.